



ALMENA

# NORTHERN VALLEY SCHOOLS USD 212

MONTHLY MEETING  
MONDAY, JUNE 10, 2024, AT 6:30 PM  
LONG ISLAND MIDDLE SCHOOL  
627 WASHINGTON  
LONG ISLAND, KS 67647  
PHONE (785) 669-2445



LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, June 10, 2024, beginning at 6:30 PM in the Long Island Middle School  
627 Washington  
Long Island, KS 67647.

I. Call to Order	
II. Adoption of Agenda	
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A. Superintendent / 9-12 Principal Report	
B. K-8 Principal Report	
X. Reports of Board Members	
XI. Adjournment	



# NORTHERN VALLEY SCHOOLS USD 212

DISTRICT OFFICE  
512 WEST BRYANT PO BOX 217  
ALMENA KS 67622



ALMENA

PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, May 13, 2024, beginning at 5:30 PM in the Long Island Middle School, 627 Washington, Long Island, KS 67647.

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

Also in attendance Ken Tharman (Superintendent / HS Principal), Marvin Gebhard (GS/Jr. High Principal), 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 Christopher Rogers, Carried.

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

Yea: 5, Nay: 0, Absent: 1

## III. Approval of Minutes

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

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

Yea: 5, Nay: 0, Absent: 1

## IV. Approval of Bills

Laquita Smith joined the meeting. I recommend the board approve the bills as presented. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

Shanna Hammond: Yea



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Hammond:

Christopher  
Rogers: Yea

Laquita Smith: Yea

Hilary Van  
Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

V. Hearing of Visitors

VI. Old Business

A. Hail Damage Update

Mr. Tharman updated the board on the progress of repairs for hail damage: Tin Work - Shane Bird making orders for repairs/ Roofmasters - tax exempt forms filed, waiting on reply for when they plan to start/ Hallway windows - have been installed/ Classroom windows - still waiting on the last two to be installed/ vehicle damages have finally been reported. Mr. Tharman also shared that to prevent some future vehicle damage, especially to our vehicles with full coverage, Northern Valley is looking to build a car port covering where the Almena vehicles currently park.

B. Transportation

Mr. Tharman shared the insurance options for either keeping totaled vehicles or selling them to the company. Mr. Gebhard discussed the possibility of taking this time to purchase an activity bus. The board was in agreement of this idea and asked him to continue looking at options, motors that were problem-free, etc. I move to keep all the buses that were totaled out in the summer hail storms. This motion, made by Shanna Hammond 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. KASB Policy JBCC Update

Mr. Tharman updated the board on the KASB policy JBCC; information has been placed on the website as required.

D. 2024 - 25 School Calendar Amended

It was discovered that Northern Valley will host the WKLL Forensic meet on April 9th next year; therefore the request was made to switch that from a regular school day to a teacher work day. I recommend the board amend the 2024-25 school calendar as presented. This motion, made by Christopher Rogers and seconded by Laquita Smith, Carried.

Shanna Yea



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Hammond:

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

### E. GS Lift / Elevator

The board discussed the proposed bid for the lift/elevator that was bid. It was decided to move forward with finding a contractor to give a bid on the preparation work prior to installation. The estimated time for the project to be completed would be the summer of 2025. I recommend the board approve moving forward with the Access Elevator bid of installing a lift / elevator in the GS. 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

## VII. Personnel

### A. Teacher PDC Transcripts

I recommend approval of the PDC transcripts as presented. 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



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Wenzl:

Steven Whitney: Yea

Yea: 6, Nay: 0

B. Negotiations

I recommend the board approve the Negotiated Agreement as agreed upon during negotiations. 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. Staffing

I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 6:50 PM. 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

At 6:50 PM the board returned to open session. I recommend the board hire Suzanne Brooks for Preschool, Melinda Davis for 2nd Grade, Ellen Kuhl part-time for 6-8 Language Arts, and Jessica Ledbetter for HS FACS. This motion, made by Steven Whitney and seconded by Shanna Hammond, Carried.

Shanna

Hammond: Yea



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Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

I recommend the board hire the listed personnel for the open supplementals as presented. 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

### D. Resignations

I recommend the board accept the resignation from Ed Schurman as presented. This motion, made by Steven Whitney 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

### E. 2024-25 Certified Staff

I recommend the board approve the certified staffing list as presented for 2024-25. This motion, made by Shanna Hammond and seconded by Laquita Smith, 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

### F. 2024-25 Classified Staff

I recommend the board approve the classified staffing list for 2024- 25. This motion, made by Shanna Hammond 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

### G. 2024-25 Supplemental Staff

I recommend the board approve the supplemental staffing list as presented for 2024-25. This motion, made by Christopher Rogers 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



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Whitney:

Yea: 6, Nay: 0

## VIII. New Business

### A. Summer Helpers and Projects

I recommend the board approve hiring Jonah Black and Elle Tharman for summer helpers. 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

Mr. Tharman went over the list of possible repairs and work that were on the list for this summer.

### B. Mower

Mr. Tharman visited with the board about the mower in Almena. The board shared information and asked questions about the need vs. the ability to purchase. I move for the district to purchase a new mower for Almena. 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

## IX. Administrative Reports

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

Mr. Tharman shared about Regional golf results/ Wednesday, May 15th - Reception for staff leaving the district and those retiring/ Thursday, May 16th - Last day of the year (dismiss at 1 PM)/ Friday, May 17th - HS Regional Track/ Driver's Ed starts on Monday, May 20th/ Teacher in-service on Tuesday, May 21st/ HS State Track is May 24th - 25th/ FFA State Convention is May 28th - 31st.

### B. K-8 Principal Report

Mr. Gebhard in preparation for graduation, so Amber Brown shared that fun day is Wednesday, May 15th from 12:30 - 4:00 PM/ last day of school is Thursday, May 16th. Mr. Gebhard able to stop in and shared



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Grandparents day was a success/ JH Track is over and they had a successful season/ He appreciates all of the bus drivers for helping with AR parties, Field trips, and Activities here at the end of the year.

X. Reports of Board Members

XI. Adjournment

I move for the meeting to adjourn. 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

# USD 212

## Cash Summary Report

Accounting Cycle: FY 23-24; Beginning Period: Period 01 (07/01/2023 - 07/31/2023) ; Ending Period: Period 12 (06/01/2024 - 06/30/2024) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: Yes; Exclude Closing Entries: Yes; Include Unposted Transactions: Yes; Created On: 6/14/2024 10:36:14 AM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
06	GENERAL FUND	(\$62,989.15)	\$1,588,253.75	(\$1,518,619.08)	\$63,181.15	\$69,826.67	\$799.78	(\$192.00)	\$70,434.45
07	FEDERAL FUNDS	(\$53,716.13)	\$247,180.00	(\$197,709.39)	\$0.00	(\$4,245.52)	\$0.00	\$0.00	(\$4,245.52)
08	SUPPLEMENTAL GENERAL FUND	\$57,755.25	\$364,614.15	(\$330,303.98)	\$19,417.71	\$111,483.13	\$0.00	\$0.00	\$111,483.13
11	FOUR YEAR OLD AT RISK FUND	\$28,837.05	\$0.00	(\$48,130.51)	(\$17,426.00)	(\$36,719.46)	\$0.00	\$0.00	(\$36,719.46)
13	K-12 AT RISK FUND	\$21,877.10	\$0.00	(\$142,554.47)	(\$10,323.30)	(\$131,000.67)	\$0.00	\$0.00	(\$131,000.67)
16	CAPITAL OUTLAY	\$142,741.87	\$529,981.35	(\$259,484.81)	(\$22,273.41)	\$390,965.00	\$0.00	\$0.00	\$390,965.00
18	DRIVER TRAINING	\$4,999.65	\$1,405.00	(\$4,042.07)	\$0.00	\$2,362.58	\$0.00	\$0.00	\$2,362.58
24	FOOD SERVICE	\$18,128.31	\$100,036.63	(\$178,488.80)	\$830.00	(\$59,493.86)	\$0.00	\$0.00	(\$59,493.86)
26	PROFESSIONAL DEVELOPMENT FUND	\$922.57	\$0.00	(\$7,859.74)	\$6,006.14	(\$931.03)	\$0.00	\$0.00	(\$931.03)
30	SPECIAL EDUCATION	\$40,403.11	\$113,998.85	(\$320,216.46)	(\$14,892.36)	(\$180,706.86)	\$0.00	\$0.00	(\$180,706.86)
34	VOCATIONAL EDUCATION	\$21,249.54	\$1,788.60	(\$84,052.77)	(\$15,000.00)	(\$76,014.63)	\$0.00	\$0.00	(\$76,014.63)
35	GIFTS/GRANTS	\$57,564.61	\$10,705.01	(\$3,403.79)	\$0.00	\$64,865.83	\$0.00	\$0.00	\$64,865.83
51	KPERS RETIREMENT CONTRIBUTIONS	\$0.00	(\$0.06)	\$0.00	\$0.00	(\$0.06)	\$0.00	\$0.00	(\$0.06)
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	\$36,082.14	\$4,732.59	(\$21,653.23)	\$0.00	\$19,161.50	\$0.00	\$0.00	\$19,161.50
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>\$541,725.08</b>	<b>\$2,962,695.87</b>	<b>(\$3,116,519.10)</b>	<b>\$9,519.93</b>	<b>\$397,421.78</b>	<b>\$799.78</b>	<b>(\$192.00)</b>	<b>\$398,029.56</b>

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## Cash Summary Report

Accounting Cycle: FY 23-24; Beginning Period: Period 01 (07/01/2023 - 07/31/2023) ; Ending Period: Period 12 (06/01/2024 - 06/30/2024) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: Yes; Exclude Closing Entries: Yes; Include Unposted Transactions: Yes; Created On: 6/14/2024 10:36:14 AM

Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Cash Journal Entries	Other Total
06	GENERAL FUND	\$0.00	\$192.00	(\$196.16)	(\$4.16)
07	FEDERAL FUNDS	\$0.00	\$0.00	\$0.00	\$0.00
08	SUPPLEMENTAL GENERAL FUND	\$0.00	\$0.00	\$1,021.29	\$1,021.29
11	FOUR YEAR OLD AT RISK FUND	\$0.00	\$0.00	(\$17,426.00)	(\$17,426.00)
13	K-12 AT RISK FUND	\$0.00	\$0.00	(\$10,323.30)	(\$10,323.30)
16	CAPITAL OUTLAY	\$0.00	\$0.00	(\$30,977.03)	(\$30,977.03)
18	DRIVER TRAINING	\$0.00	\$0.00	\$0.00	\$0.00
24	FOOD SERVICE	\$0.00	\$0.00	(\$21,657.70)	(\$21,657.70)
26	PROFESSIONAL DEVELOPMENT FUND	\$0.00	\$0.00	(\$71.28)	(\$71.28)
30	SPECIAL EDUCATION	\$0.00	\$0.00	(\$14,892.36)	(\$14,892.36)
34	VOCATIONAL EDUCATION	\$0.00	\$0.00	(\$16,242.72)	(\$16,242.72)
35	GIFTS/GRANTS	\$0.00	\$0.00	\$0.00	\$0.00
51	KPERS RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00
53	CONTINGENCY FUND	\$0.00	\$0.00	\$0.00	\$0.00
55	TEXTBOOK RENTAL	\$0.00	\$0.00	\$0.00	\$0.00
81	LIBRARY GRANT	\$0.00	\$0.00	\$0.00	\$0.00
85	KS COORDINATED SCHOOL HEALTH	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub Total</b>		<b>\$0.00</b>	<b>\$192.00</b>	<b>(\$110,765.26)</b>	<b>(\$110,573.26)</b>

# USD 212

## Check Listing Report

Accounting Cycle: FY 23-24; Begin Date: 05/14/2024; End Date: 06/14/2024; Bank: First National Bank & Trust; Sort By Element: FUND; Account Expression: [All]; Created On: 6/14/2024

Voucher Number	Bank Name	Account Number	Check Number
Cupcakes for Farewell Party 5/15	First National Bank & Trust	003174	65513
Vendor	PO Number	Invoice #	Account Code
Andrea Moreau	23-3365	Cupcakes for Farewell Party 5/15	06-2300-890-00-00
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Carpet One 5/24/2024	First National Bank & Trust	003174	65514
Vendor	PO Number	Invoice #	Account Code
Carpet One	23-3366	Carpet One 5/24/2024	08-2600-300-00-01
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 5/28/2024	First National Bank & Trust	003174	65515
Vendor	PO Number	Invoice #	Account Code
Brad Waller Automotive	23-3367	Bills Paid 5/28/2024	16-2600-700-00-00
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 5/28/2024	First National Bank & Trust	003174	65516
Vendor	PO Number	Invoice #	Account Code
Hop-A-Long IT Services	23-3388	Bills Paid 5/28/2024	07-2100-120-00-00
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Flow Through 6/3/2024	First National Bank & Trust	003174	65539
Vendor	PO Number	Invoice #	Account Code
NCKSEC	23-3398	Flow Through 6/3/2024	30-1000-564-00-01
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Midwest Bill paid 6/6/2024	First National Bank & Trust	003174	65564
Vendor	PO Number	Invoice #	Account Code
Midwest Energy	23-3389	Midwest Bill paid 6/6/2024	06-2600-621-01-00
Midwest Energy	23-3389	Midwest Bill paid 6/6/2024	06-2600-621-02-00
Midwest Energy	23-3389	Midwest Bill paid 6/6/2024	06-2600-621-03-00
Midwest Energy	23-3389	Midwest Bill paid 6/6/2024	34-2600-621-00-00

<b>Sub Total</b>			
<b>Voucher Number</b> Bills For 6/10/24	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 65600
<b>Vendor</b> 4B Farm, LLC	<b>PO Number</b> 23-3411	<b>Invoice #</b> Bills For 6/10/24	<b>Account Code</b> 24-3100-680-01-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills For 6/10/24	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 65601
<b>Vendor</b> Almena Lumber & Supply	<b>PO Number</b> 23-3406	<b>Invoice #</b> Bills For 6/10/24	<b>Account Code</b> 06-2600-626-00-01
Almena Lumber & Supply	23-3406	Bills For 6/10/24	06-2720-626-00-03
Almena Lumber & Supply	23-3406	Bills For 6/10/24	06-2720-626-00-06
Almena Lumber & Supply	23-3406	Bills For 6/10/24	06-2720-626-00-07
Almena Lumber & Supply	23-3406	Bills For 6/10/24	06-2720-626-00-11
Almena Lumber & Supply	23-3406	Bills For 6/10/24	06-2720-626-00-14
Almena Lumber & Supply	23-3406	Bills For 6/10/24	06-2720-626-00-15
Almena Lumber & Supply	23-3406	Bills For 6/10/24	06-2720-626-00-18
Almena Lumber & Supply	23-3406	Bills For 6/10/24	06-2720-626-00-19
Almena Lumber & Supply	23-3406	Bills For 6/10/24	06-2720-626-00-20
Almena Lumber & Supply	23-3406	Bills For 6/10/24	06-2720-890-00-07
<b>Sub Total</b>			
<b>Voucher Number</b> Bills For 6/10/24	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 65602
<b>Vendor</b> Almena Market Inc.	<b>PO Number</b> 23-3410	<b>Invoice #</b> Bills For 6/10/24	<b>Account Code</b> 06-1000-610-01-09
Almena Market Inc.	23-3410	Bills For 6/10/24	06-1000-610-01-10
Almena Market Inc.	23-3410	Bills For 6/10/24	06-2400-890-00-00
Almena Market Inc.	23-3410	Bills For 6/10/24	24-3100-630-03-00
Almena Market Inc.	23-3410	Bills For 6/10/24	24-3100-680-01-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills For 6/10/24	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 65603
<b>Vendor</b> Amy McKinney	<b>PO Number</b> 23-3420	<b>Invoice #</b> Bills For 6/10/24	<b>Account Code</b> 06-2300-300-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills For 6/10/24	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 65604
<b>Vendor</b> Belinda Thalheim	<b>PO Number</b> 23-3404	<b>Invoice #</b> Bills For 6/10/24	<b>Account Code</b> 06-1000-120-00-00

<b>Sub Total</b>			
<b>Voucher Number</b> Bills For 6/10/24	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 65605
<b>Vendor</b> Body Worx	<b>PO Number</b> 23-3413	<b>Invoice #</b> Bills For 6/10/24	<b>Account Code</b> 16-1000-700-01-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills For 6/10/24	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 65606
<b>Vendor</b> Cash-Wa Distributing Co Inc	<b>PO Number</b> 23-3412	<b>Invoice #</b> Bills For 6/10/24	<b>Account Code</b> 24-3100-630-01-00
Cash-Wa Distributing Co Inc	23-3412	Bills For 6/10/24	24-3100-630-03-00
Cash-Wa Distributing Co Inc	23-3412	Bills For 6/10/24	24-3100-680-01-00
Cash-Wa Distributing Co Inc	23-3412	Bills For 6/10/24	24-3100-680-03-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills For 6/10/24	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 65607
<b>Vendor</b> City Of Almena	<b>PO Number</b> 23-3415	<b>Invoice #</b> Bills For 6/10/24	<b>Account Code</b> 08-2600-411-01-00
City Of Almena	23-3415	Bills For 6/10/24	08-2600-411-02-00
City Of Almena	23-3415	Bills For 6/10/24	08-2600-412-01-00
City Of Almena	23-3415	Bills For 6/10/24	08-2600-412-02-00
City Of Almena	23-3415	Bills For 6/10/24	08-2600-421-01-00
City Of Almena	23-3415	Bills For 6/10/24	34-2600-411-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills For 6/10/24	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 65608
<b>Vendor</b> City Of Long Island	<b>PO Number</b> 23-3379	<b>Invoice #</b> Bills For 6/10/24	<b>Account Code</b> 08-2600-411-03-00
City Of Long Island	23-3379	Bills For 6/10/24	08-2600-412-03-00
City Of Long Island	23-3379	Bills For 6/10/24	08-2600-421-03-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills For 6/10/24	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 65609
<b>Vendor</b> Cutting Edge Concrete Design	<b>PO Number</b> 23-3416	<b>Invoice #</b> Bills For 6/10/24	<b>Account Code</b> 08-2600-300-00-02
<b>Sub Total</b>			
<b>Voucher Number</b> Bills For 6/10/24	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 65610

<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Department of Treasury	23-3409	Bills For 6/10/24	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>
Bills For 6/10/24	First National Bank & Trust	003174	65611
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Emily Lowry	23-3421	Bills For 6/10/24	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>
Bills For 6/10/24	First National Bank & Trust	003174	65612
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Fire Alarm Specialist, Inc	23-3369	Bills For 6/10/24	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>
Bills For 6/10/24	First National Bank & Trust	003174	65613
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Kowpoke Supply	23-3417	Bills For 6/10/24	08-2600-430-00-01
Kowpoke Supply	23-3417	Bills For 6/10/24	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 6/10/24	First National Bank & Trust	003174	65614
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
KSHSAA	23-3394	Bills For 6/10/24 -2	06-1000-890-03-01
KSHSAA	23-3374	Bills For 6/10/24	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 6/10/24	First National Bank & Trust	003174	65615
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Long Island Feed and Grain, LLC	23-3407	Bills For 6/10/24	06-2600-626-00-02
Long Island Feed and Grain, LLC	23-3407	Bills For 6/10/24	06-2720-626-00-10
Long Island Feed and Grain, LLC	23-3407	Bills For 6/10/24	06-2720-626-00-14
Long Island Feed and Grain, LLC	23-3407	Bills For 6/10/24	06-2720-626-00-18
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/10/24	First National Bank & Trust	003174	65616
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Marvin Gebhard	23-3368	Bills For 6/10/24	30-2400-890-00-00
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/10/24	First National Bank & Trust	003174	65617
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
McGraw Hill School Group	23-3283	Bills For 6/10/24	55-1000-644-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/10/24	First National Bank & Trust	003174	65618
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
NCKSEC	23-3408	Bills For 6/10/24	30-1000-564-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/10/24	First National Bank & Trust	003174	65619
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nex-Tech (Nex-Tech)	23-3414	Bills For 6/10/24	06-2300-532-00-00
Nex-Tech (Nex-Tech)	23-3414	Bills For 6/10/24	06-2300-532-00-01
Nex-Tech (Nex-Tech)	23-3414	Bills For 6/10/24	06-2400-532-00-00
Nex-Tech (Nex-Tech)	23-3414	Bills For 6/10/24	06-2400-532-00-01
Nex-Tech (Nex-Tech)	23-3414	Bills For 6/10/24	06-2400-532-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/10/24	First National Bank & Trust	003174	65620
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nex-Tech Wireless, LLC	23-3378	Bills For 6/10/24	06-2720-890-00-17
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/10/24	First National Bank & Trust	003174	65621
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Prairie Land Electric Cooperative, Inc.	23-3418	Bills For 6/10/24	06-2600-622-01-00
Prairie Land Electric Cooperative, Inc.	23-3418	Bills For 6/10/24	06-2600-622-03-00
Prairie Land Electric Cooperative, Inc.	23-3418	Bills For 6/10/24	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 6/10/24	First National Bank & Trust	003174	65622
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Smoky Hill ESC	23-3381	Bills For 6/10/24	06-2300-300-00-00
Smoky Hill ESC	23-3382	Bills For 6/10/24 -2	06-1000-610-01-03
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/10/24	First National Bank & Trust	003174	65623
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
WoodRiver Energy LLC	23-3419	Bills For 6/10/24	06-2600-621-01-00
WoodRiver Energy LLC	23-3419	Bills For 6/10/24	06-2600-621-02-00
WoodRiver Energy LLC	23-3419	Bills For 6/10/24	06-2600-621-03-00
WoodRiver Energy LLC	23-3419	Bills For 6/10/24	34-2600-621-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Sub Pay For June 5th Payroll	First National Bank & Trust	003174	65624
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Dennis Gilhousen	23-3422	Sub Pay For June 5th Payroll	06-1000-115-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Budget Training 6/13/2024	First National Bank & Trust	003174	65625
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
NKESC	23-3423	Budget Training 6/13/2024	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>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65626
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Advocate Of Phillips Co., The	23-3439	Bills For 6/17/24 Board Meeting	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65627
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
AFPLANSERV	23-3401	Bills For 6/17/24 Board Meeting	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>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65628
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Belinda Thalheim	23-3373	Bills For 6/17/24 Board Meeting	06-2300-890-00-04
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65629
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
BSN Sports, LLC	23-3390	Bills For 6/17/24 Board Meeting	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65630
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ComplianceOne	23-3438	Bills For 6/17/24 Board Meeting	06-2720-890-00-17
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65631
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Dealers First Financial L.L.C.	23-3370	Bills For 6/17/24 Board Meeting	16-1000-700-01-00
Dealers First Financial L.L.C.	23-3370	Bills For 6/17/24 Board Meeting	16-1000-700-02-00
Dealers First Financial L.L.C.	23-3370	Bills For 6/17/24 Board Meeting	16-1000-700-03-00
Dealers First Financial L.L.C.	23-3402	2- Bills For 6/17/24 Board Meeti	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65632
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Dick Ames	23-3403	Bills For 6/17/24 Board Meeting	06-2720-120-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65633
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Downtown Car Wash	23-3392	Bills For 6/17/24 Board Meeting	06-2720-890-00-19
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65634
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Emily Lowry	23-3387	Bills For 6/17/24 Board Meeting	06-1000-890-00-01
Emily Lowry	23-3433	2- Bills For 6/17/24 Board Meeti	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65635
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Farmers Alliance	23-3426	Bills For 6/17/24 Board Meeting	06-2300-529-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65636
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>

Harco Athletic Reconditioning, Inc	23-3375	Bills For 6/17/24 Board Meeting	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65637
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Hop-A-Long IT Services	23-3383	Bills For 6/17/24 Board Meeting	08-1000-300-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65638
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
HTMC	23-3440	Bills For 6/17/24 Board Meeting	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65639
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Ideal Linen & Uniform	23-3429	Bills For 6/17/24 Board Meeting	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65640
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Island Insurance	23-3425	Bills For 6/17/24 Board Meeting	06-2300-529-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65641
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Jacobs Sales	23-3427	Bills For 6/17/24 Board Meeting	08-2600-300-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65642
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Janssen and Sons	23-3396	Bills For 6/17/24 Board Meeting	06-2720-730-00-07
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65643
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Jim Cole	23-3395	Bills For 6/17/24 Board Meeting	06-1000-890-00-01
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65644
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Jim Winchell	23-3405	1- Bills For 6/17/24 Board Meeti	08-2600-400-00-00
Jim Winchell	23-3424	2- Bills For 6/17/24 Board Meeti	08-2600-400-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65645
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Jostens (JOSTES)	23-3393	Bills For 6/17/24 Board Meeting	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65646
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Matheson Tri-Gas Inc.	23-3428	Bills For 6/17/24 Board Meeting	34-1000-610-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65647
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Northwest Fire Extinguisher	23-3376	Bills For 6/17/24 Board Meeting	08-2600-300-00-01
Northwest Fire Extinguisher	23-3376	Bills For 6/17/24 Board Meeting	08-2600-300-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65648
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Northwestern Office Supplies	23-3430	Bills For 6/17/24 Board Meeting	06-1000-610-01-11
Northwestern Office Supplies	23-3430	Bills For 6/17/24 Board Meeting	06-1000-610-02-09
Northwestern Office Supplies	23-3430	Bills For 6/17/24 Board Meeting	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65649
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Norton Glass	23-3384	Bills For 6/17/24 Board Meeting	08-2600-430-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65650
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>

Ostmeyer Inc dba Culligan Soft Water Service	23-3441	Bills For 6/17/24 Board Meeting	08-2600-411-01-01
Ostmeyer Inc dba Culligan Soft Water Service	23-3441	Bills For 6/17/24 Board Meeting	08-2600-411-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65651
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Pitney Bowes	23-3436	Bills For 6/17/24 Board Meeting	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65652
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Pitney Bowes Global Financial Services LLC	23-3386	Bills For 6/17/24 Board Meeting	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65653
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Revival Lawn Care	23-3437	2- Bills For 6/17/24 Board Meeti	08-2600-400-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65654
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Sandra Dole	23-3371	Bills For 6/17/24 Board Meeting	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>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65655
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Sawyer's Ace Hardware	23-3431	1-Bills For 6/17/24 Board Meetin	08-2600-400-00-01
Sawyer's Ace Hardware	23-3380	2- Bills For 6/17/24 Board Meeti	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>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65656
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Scholastic Book Fairs	23-3400	Bills For 6/17/24 Board Meeting	06-2200-640-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65657
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>

School Specialty	23-3372	Bills For 6/17/24 Board Meeting	06-1000-610-02-09
School Specialty	23-3391	2- Bills For 6/17/24 Board Meeti	06-1000-610-02-05
School Specialty	23-3391	2- Bills For 6/17/24 Board Meeti	06-2400-890-00-00
School Specialty	23-3434	4- Bills For 6/17/24 Board Meeti	06-2400-890-00-00
School Specialty	23-3435	5- Bills For 6/17/24 Board Meeti	06-1000-610-01-11
School Specialty	23-3442	3-Bills For 6/17/24 Board Meetin	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65658
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Shelby Preston	23-3397	Bills For 6/17/24 Board Meeting	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>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65659
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Smoky Hill ESC	23-3432	Bills For 6/17/24 Board Meeting	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 6/17/24 Board Meeting	First National Bank & Trust	003174	65660
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
USA-Kansas	23-3377	Bills For 6/17/24 Board Meeting	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>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65661
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	06-1000-610-01-05
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	06-1000-610-01-09
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	06-1000-610-02-09
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	06-1000-890-01-09
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	06-2300-890-00-00
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	06-2400-890-00-00
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	06-2720-626-00-07
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	06-2720-626-00-15
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	06-2720-890-00-15
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	08-2600-430-00-00
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	08-2600-610-00-01
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	08-2600-700-00-01
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	08-3400-890-01-01
VISA (VISA1)	23-3399	Bills For 6/17/24 Board Meeting	34-2600-400-00-00
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills For 6/17/24 Board Meeting	First National Bank & Trust	003174	65662
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Windmill Farms LLC dba: Revival Lawn Care	23-3385	Bills For 6/17/24 Board Meeting	08-2600-400-00-00
<b>Sub Total</b>			
<b>Grand Total</b>			

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Payee	Amount	Type
Andrea Moreau	\$375.00	Accounts Payable
Description	Issue Date	Amount
Cupcake for Farewell Party	05/14/2024	\$375.00
		<b>\$375.00</b>
Payee	Amount	Type
Carpet One	\$6,500.00	Accounts Payable
Description	Issue Date	Amount
Materials	05/24/2024	\$6,500.00
		<b>\$6,500.00</b>
Payee	Amount	Type
Brad Waller Automotive	\$14,300.00	Accounts Payable
Description	Issue Date	Amount
023074 Hustler Super 2 Hyper Drive 72"	05/28/2024	\$14,300.00
		<b>\$14,300.00</b>
Payee	Amount	Type
Hop-A-Long IT Services	\$7,000.00	Accounts Payable
Description	Issue Date	Amount
2236	05/28/2024	\$7,000.00
		<b>\$7,000.00</b>
Payee	Amount	Type
NCKSEC	\$34,260.00	Accounts Payable
Description	Issue Date	Amount
Flow Through	06/03/2024	\$34,260.00
		<b>\$34,260.00</b>
Payee	Amount	Type
Midwest Energy	\$716.00	Accounts Payable
Description	Issue Date	Amount
Bill	06/06/2024	\$147.47
Bill	06/06/2024	\$236.90
Bill	06/06/2024	\$143.42
Bill	06/06/2024	\$188.21

		<b>\$716.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
4B Farm, LLC	\$69.12	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice: 7034	06/10/2024	\$69.12
		<b>\$69.12</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Almena Lumber & Supply	\$2,273.87	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Bill for the month	06/10/2024	\$105.58
Bill for the month	06/10/2024	\$123.74
Bill for the month	06/10/2024	\$113.50
Bill for the month	06/10/2024	\$188.61
Bill for the month	06/10/2024	\$692.08
Bill for the month	06/10/2024	\$17.29
Bill for the month	06/10/2024	\$133.67
Bill for the month	06/10/2024	\$292.19
Bill for the month	06/10/2024	\$272.98
Bill for the month	06/10/2024	\$209.23
Bill for the month	06/10/2024	\$125.00
		<b>\$2,273.87</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Almena Market Inc.	\$381.77	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Food Bills	06/10/2024	\$66.77
Food Bills	06/10/2024	\$39.63
Food Bills	06/10/2024	\$134.30
Food Bills	06/10/2024	\$56.25
Food Bills	06/10/2024	\$84.82
		<b>\$381.77</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Amy McKinney	\$500.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Mentor Stipend	06/10/2024	\$500.00
		<b>\$500.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Belinda Thalheim	\$32.50	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Accompaniment	06/10/2024	\$32.50

		<b>\$32.50</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Body Worx	\$9,036.08	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
027860001700	06/10/2024	\$9,036.08
		<b>\$9,036.08</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Cash-Wa Distributing Co Inc	\$4,092.49	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Food Bills	06/10/2024	\$3,708.67
Food Bills	06/10/2024	\$245.02
Food Bills	06/10/2024	\$76.40
Food Bills	06/10/2024	\$62.40
		<b>\$4,092.49</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
City Of Almena	\$1,228.97	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Monthly Bill	06/10/2024	\$95.00
Monthly Bill	06/10/2024	\$325.20
Monthly Bill	06/10/2024	\$70.25
Monthly Bill	06/10/2024	\$141.30
Monthly Bill	06/10/2024	\$475.00
Monthly Bill	06/10/2024	\$122.22
		<b>\$1,228.97</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
City Of Long Island	\$231.02	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
City Bill	06/10/2024	\$168.00
City Bill	06/10/2024	\$42.02
City Bill	06/10/2024	\$21.00
		<b>\$231.02</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Cutting Edge Concrete Design	\$3,625.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Concrete Work	06/10/2024	\$3,625.00
		<b>\$3,625.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Department of Treasury	\$69.00	Accounts Payable

Description	Issue Date	Amount
1545-0023	06/10/2024	\$69.00
		<b>\$69.00</b>
Payee	Amount	Type
Emily Lowry	\$500.00	Accounts Payable
Description	Issue Date	Amount
Mentor Pay	06/10/2024	\$500.00
		<b>\$500.00</b>
Payee	Amount	Type
Fire Alarm Specialist, Inc	\$1,150.00	Accounts Payable
Description	Issue Date	Amount
38314	06/10/2024	\$1,150.00
		<b>\$1,150.00</b>
Payee	Amount	Type
Kowpoke Supply	\$1,421.43	Accounts Payable
Description	Issue Date	Amount
Monthly Bill	06/10/2024	\$1,129.62
Monthly Bill	06/10/2024	\$291.81
		<b>\$1,421.43</b>
Payee	Amount	Type
KSHSAA	\$391.60	Accounts Payable
Description	Issue Date	Amount
24-7585- Catastrophic Insurance	06/10/2024	\$159.60
24-7881 and 24-8274	06/10/2024	\$232.00
		<b>\$391.60</b>
Payee	Amount	Type
Long Island Feed and Grain, LLC	\$603.32	Accounts Payable
Description	Issue Date	Amount
Fuel Bill For May	06/10/2024	\$67.33
Fuel Bill For May	06/10/2024	\$119.26
Fuel Bill For May	06/10/2024	\$147.16
Fuel Bill For May	06/10/2024	\$269.57
		<b>\$603.32</b>
Payee	Amount	Type
Marvin Gebhard	\$500.00	Accounts Payable
Description	Issue Date	Amount
Eval for Special Education	06/10/2024	\$500.00
		<b>\$500.00</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
McGraw Hill School Group	\$18,892.94	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
New Grade School Reading Books	04/17/2024	\$18,892.94
		<b>\$18,892.94</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
NCKSEC	\$2,360.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Additional Flow Through	06/10/2024	\$2,360.00
		<b>\$2,360.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nex-Tech (Nex-Tech)	\$1,251.68	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Monthly Bill	06/10/2024	\$322.25
Monthly Bill	06/10/2024	\$364.33
Monthly Bill	06/10/2024	\$169.27
Monthly Bill	06/10/2024	\$73.57
Monthly Bill	06/10/2024	\$322.26
		<b>\$1,251.68</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nex-Tech Wireless, LLC	\$398.97	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
3377	06/10/2024	\$398.97
		<b>\$398.97</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Prairie Land Electric Cooperative, Inc.	\$2,133.59	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Monthly Bill	06/10/2024	\$1,474.58
Monthly Bill	06/10/2024	\$548.81
Monthly Bill	06/10/2024	\$110.20
		<b>\$2,133.59</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Smoky Hill ESC	\$1,047.11	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
01630	06/10/2024	\$747.11
01654	06/10/2024	\$300.00
		<b>\$1,047.11</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
WoodRiver Energy LLC	\$105.23	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Monthly Bill	06/10/2024	\$56.66
Monthly Bill	06/10/2024	\$23.86
Monthly Bill	06/10/2024	\$16.19
Monthly Bill	06/10/2024	\$8.52
		<b>\$105.23</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Dennis Gilhousen	\$1,321.47	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Sub Payment	06/10/2024	\$1,321.47
		<b>\$1,321.47</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
NKESC	\$50.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Budget Training	06/12/2024	\$50.00
		<b>\$50.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Advocate Of Phillips Co., The	\$30.90	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Ads	06/13/2024	\$30.90
		<b>\$30.90</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
AFPLANSERV	\$15.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
24043063020	06/13/2024	\$15.00
		<b>\$15.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Belinda Thalheim	\$50.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Music For Graduation	06/13/2024	\$50.00
		<b>\$50.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
BSN Sports, LLC	\$4,024.06	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice #'s 925316351 and 925743452	06/13/2024	\$4,024.06
		<b>\$4,024.06</b>

Payee	Amount	Type
ComplianceOne	\$42.00	Accounts Payable
Description	Issue Date	Amount
317264	06/13/2024	\$42.00
		<b>\$42.00</b>
Payee	Amount	Type
Dealers First Financial L.L.C.	\$1,180.00	Accounts Payable
Description	Issue Date	Amount
189889,189780,188934	06/13/2024	\$295.00
189889,189780,188934	06/13/2024	\$130.00
189889,189780,188934	06/13/2024	\$460.00
Invoice # 189781	06/13/2024	\$295.00
		<b>\$1,180.00</b>
Payee	Amount	Type
Dick Ames	\$31.65	Accounts Payable
Description	Issue Date	Amount
Pick up bus in Holdrege	06/13/2024	\$31.65
		<b>\$31.65</b>
Payee	Amount	Type
Downtown Car Wash	\$20.00	Accounts Payable
Description	Issue Date	Amount
2073	06/13/2024	\$20.00
		<b>\$20.00</b>
Payee	Amount	Type
Emily Lowry	\$764.82	Accounts Payable
Description	Issue Date	Amount
Mileage	06/13/2024	\$652.82
Reimbursement for Fuel	06/13/2024	\$112.00
		<b>\$764.82</b>
Payee	Amount	Type
Farmers Alliance	\$100.00	Accounts Payable
Description	Issue Date	Amount
Bonds	06/13/2024	\$100.00
		<b>\$100.00</b>
Payee	Amount	Type
Harco Athletic Reconditioning, Inc	\$1,263.00	Accounts Payable
Description	Issue Date	Amount

29663	06/13/2024	\$1,263.00
		<b>\$1,263.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Hop-A-Long IT Services	\$199.99	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
2250	06/13/2024	\$199.99
		<b>\$199.99</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
HTMC	\$147.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
1491	06/13/2024	\$147.00
		<b>\$147.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Ideal Linen & Uniform	\$75.30	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice: 22156893	06/13/2024	\$75.30
		<b>\$75.30</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Island Insurance	\$100.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Bond	06/13/2024	\$100.00
		<b>\$100.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Jacobs Sales	\$120.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Oil Change	06/13/2024	\$120.00
		<b>\$120.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Janssen and Sons	\$1,737.79	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
209517	06/13/2024	\$1,737.79
		<b>\$1,737.79</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Jim Cole	\$381.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Traveling Mileage	06/13/2024	\$381.00
		<b>\$381.00</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Jim Winchell	\$695.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Mowing	06/13/2024	\$495.00
Mowing Long Island	06/13/2024	\$200.00
		<b>\$695.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Jostens (JOSTES)	\$18.88	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
33745488	06/13/2024	\$18.88
		<b>\$18.88</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Matheson Tri-Gas Inc.	\$229.47	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice: 52353344	06/13/2024	\$229.47
		<b>\$229.47</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Northwest Fire Extinguisher	\$488.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
84112 and 84113	06/13/2024	\$379.00
84112 and 84113	06/13/2024	\$109.00
		<b>\$488.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Northwestern Office Supplies	\$1,364.03	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice: 158994	06/13/2024	\$457.34
Invoice: 158994	06/13/2024	\$520.08
Invoice: 158994	06/13/2024	\$386.61
		<b>\$1,364.03</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Norton Glass	\$72.49	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
47436	06/13/2024	\$72.49
		<b>\$72.49</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Ostmeyer Inc dba Culligan Soft Water Service	\$94.75	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>

Invoices: 452288 and 451899	06/13/2024	\$51.25
Invoices: 452288 and 451899	06/13/2024	\$43.50
		<b>\$94.75</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Pitney Bowes	\$200.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Bill	06/13/2024	\$200.00
		<b>\$200.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Pitney Bowes Global Financial Services LLC	\$203.58	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
33190973846	06/13/2024	\$203.58
		<b>\$203.58</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Revival Lawn Care	\$1,820.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
442401	06/13/2024	\$1,820.00
		<b>\$1,820.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Sandra Dole	\$96.31	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Reimbursement	06/13/2024	\$96.31
		<b>\$96.31</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Sawyer's Ace Hardware	\$462.05	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice: 147368	06/13/2024	\$406.07
145229	06/13/2024	\$55.98
		<b>\$462.05</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Scholastic Book Fairs	\$1,625.59	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice # W5519651BF	06/13/2024	\$1,625.59
		<b>\$1,625.59</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
School Specialty	\$1,606.90	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>

208134120407	06/13/2024	\$83.15
208134095939 and 308104503970	06/13/2024	\$128.65
208134095939 and 308104503970	06/13/2024	\$12.88
Invoice: 308104512835	06/13/2024	\$55.06
Invoice: 208134163223	06/13/2024	\$827.16
Bill	06/13/2024	\$500.00
		<b>\$1,606.90</b>

Payee	Amount	Type
Shelby Preston	\$42.15	Accounts Payable
Description	Issue Date	Amount
Reimbursement	06/13/2024	\$42.15
		<b>\$42.15</b>

Payee	Amount	Type
Smoky Hill ESC	\$85.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 01690 Emily Lowry	06/13/2024	\$85.00
		<b>\$85.00</b>

Payee	Amount	Type
USA-Kansas	\$550.00	Accounts Payable
Description	Issue Date	Amount
2024-2025 PLN District Membership	06/13/2024	\$550.00
		<b>\$550.00</b>

Payee	Amount	Type
VISA (VISA1)	\$3,188.93	Accounts Payable
Description	Issue Date	Amount
May Visa Bill	06/13/2024	\$68.99
May Visa Bill	06/13/2024	\$115.85
May Visa Bill	06/13/2024	\$198.48
May Visa Bill	06/13/2024	\$248.32
May Visa Bill	06/13/2024	\$685.65
May Visa Bill	06/13/2024	\$114.90
May Visa Bill	06/13/2024	\$37.07
May Visa Bill	06/13/2024	\$118.50
May Visa Bill	06/13/2024	\$14.00
May Visa Bill	06/13/2024	\$41.74
May Visa Bill	06/13/2024	\$174.29
May Visa Bill	06/13/2024	\$138.03
May Visa Bill	06/13/2024	\$1,051.67
May Visa Bill	06/13/2024	\$181.44
		<b>\$3,188.93</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Windmill Farms LLC dba: Revival Lawn Care	\$4,235.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
1434	06/13/2024	\$4,235.00
		<b>\$4,235.00</b>
		<b>\$144,178.80</b>

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## Check Listing Report

Accounting Cycle: FY 23-24; Begin Date: 05/14/2024; End Date: 06/14/2024; Bank: First National Bank & Trust; Sort By Element: FUND; Account Expression: [All]; Created On: 6/14/2024 10:33:24 AM

Check Date	Check Number	Payee	Type	Amount
05/14/2024	65513	Andrea Moreau	Accounts Payable	\$375.00
05/24/2024	65514	Carpet One	Accounts Payable	\$6,500.00
05/28/2024	65515	Brad Waller Automotive	Accounts Payable	\$14,300.00
05/28/2024	65516	Hop-A-Long IT Services	Accounts Payable	\$7,000.00
06/03/2024	65539	NCKSEC	Accounts Payable	\$34,260.00
06/06/2024	65564	Midwest Energy	Accounts Payable	\$716.00
06/10/2024	65600	4B Farm, LLC	Accounts Payable	\$69.12
06/10/2024	65601	Almena Lumber & Supply	Accounts Payable	\$2,273.87
06/10/2024	65602	Almena Market Inc.	Accounts Payable	\$381.77
06/10/2024	65603	Amy McKinney	Accounts Payable	\$500.00
06/10/2024	65604	Belinda Thalheim	Accounts Payable	\$32.50
06/10/2024	65605	Body Worx	Accounts Payable	\$9,036.08
06/10/2024	65606	Cash-Wa Distributing Co Inc	Accounts Payable	\$4,092.49
06/10/2024	65607	City Of Almena	Accounts Payable	\$1,228.97
06/10/2024	65608	City Of Long Island	Accounts Payable	\$231.02
06/10/2024	65609	Cutting Edge Concrete Design	Accounts Payable	\$3,625.00
06/10/2024	65610	Department of Treasury	Accounts Payable	\$69.00
06/10/2024	65611	Emily Lowry	Accounts Payable	\$500.00
06/10/2024	65612	Fire Alarm Specialist, Inc	Accounts Payable	\$1,150.00
06/10/2024	65613	Kowpoke Supply	Accounts Payable	\$1,421.43
06/10/2024	65614	KSHSAA	Accounts Payable	\$391.60
06/10/2024	65615	Long Island Feed and Grain, LLC	Accounts Payable	\$603.32
06/10/2024	65616	Marvin Gebhard	Accounts Payable	\$500.00
06/10/2024	65617	McGraw Hill School Group	Accounts Payable	\$18,892.94
06/10/2024	65618	NCKSEC	Accounts Payable	\$2,360.00
06/10/2024	65619	Nex-Tech (Nex-Tech)	Accounts Payable	\$1,251.68
06/10/2024	65620	Nex-Tech Wireless, LLC	Accounts Payable	\$398.97
06/10/2024	65621	Prairie Land Electric Cooperative, Inc.	Accounts Payable	\$2,133.59
06/10/2024	65622	Smoky Hill ESC	Accounts Payable	\$1,047.11
06/10/2024	65623	WoodRiver Energy LLC	Accounts Payable	\$105.23
06/10/2024	65624	Dennis Gilhousen	Accounts Payable	\$1,321.47
06/12/2024	65625	NKESC	Accounts Payable	\$50.00
06/13/2024	65626	Advocate Of Phillips Co., The	Accounts Payable	\$30.90
06/13/2024	65627	AFPLANSERV	Accounts Payable	\$15.00
06/13/2024	65628	Belinda Thalheim	Accounts Payable	\$50.00
06/13/2024	65629	BSN Sports, LLC	Accounts Payable	\$4,024.06
06/13/2024	65630	ComplianceOne	Accounts Payable	\$42.00

06/13/2024	65631	Dealers First Financial L.L.C.	Accounts Payable	\$1,180.00
06/13/2024	65632	Dick Ames	Accounts Payable	\$31.65
06/13/2024	65633	Downtown Car Wash	Accounts Payable	\$20.00
06/13/2024	65634	Emily Lowry	Accounts Payable	\$764.82
06/13/2024	65635	Farmers Alliance	Accounts Payable	\$100.00
06/13/2024	65636	Harco Athletic Reconditioning, Inc	Accounts Payable	\$1,263.00
06/13/2024	65637	Hop-A-Long IT Services	Accounts Payable	\$199.99
06/13/2024	65638	HTMC	Accounts Payable	\$147.00
06/13/2024	65639	Ideal Linen & Uniform	Accounts Payable	\$75.30
06/13/2024	65640	Island Insurance	Accounts Payable	\$100.00
06/13/2024	65641	Jacobs Sales	Accounts Payable	\$120.00
06/13/2024	65642	Janssen and Sons	Accounts Payable	\$1,737.79
06/13/2024	65643	Jim Cole	Accounts Payable	\$381.00
06/13/2024	65644	Jim Winchell	Accounts Payable	\$695.00
06/13/2024	65645	Jostens (JOSTES)	Accounts Payable	\$18.88
06/13/2024	65646	Matheson Tri-Gas Inc.	Accounts Payable	\$229.47
06/13/2024	65647	Northwest Fire Extinguisher	Accounts Payable	\$488.00
06/13/2024	65648	Northwestern Office Supplies	Accounts Payable	\$1,364.03
06/13/2024	65649	Norton Glass	Accounts Payable	\$72.49
06/13/2024	65650	Ostmeyer Inc dba Culligan Soft Water Service	Accounts Payable	\$94.75
06/13/2024	65651	Pitney Bowes	Accounts Payable	\$200.00
06/13/2024	65652	Pitney Bowes Global Financial Services LLC	Accounts Payable	\$203.58
06/13/2024	65653	Revival Lawn Care	Accounts Payable	\$1,820.00
06/13/2024	65654	Sandra Dole	Accounts Payable	\$96.31
06/13/2024	65655	Sawyer's Ace Hardware	Accounts Payable	\$462.05
06/13/2024	65656	Scholastic Book Fairs	Accounts Payable	\$1,625.59
06/13/2024	65657	School Specialty	Accounts Payable	\$1,606.90
06/13/2024	65658	Shelby Preston	Accounts Payable	\$42.15
06/13/2024	65659	Smoky Hill ESC	Accounts Payable	\$85.00
06/13/2024	65660	USA-Kansas	Accounts Payable	\$550.00
06/13/2024	65661	VISA (VISA1)	Accounts Payable	\$3,188.93
06/13/2024	65662	Windmill Farms LLC dba: Revival Lawn Care	Accounts Payable	\$4,235.00
<b>Sub Total</b>				<b>\$144,178.80</b>

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## Check Listing Report

Accounting Cycle: FY 23-24; Begin Date: 05/14/2024; End Date: 06/14/2024; Bank: First National Bank & Trust; Sort By Element: FUND; Account Expression: [All]; Created On: 6/14/2

Check Date	Check Number	Payee	Description	Type
06/10/2024	65600	4B Farm, LLC	Inv: Bills For 6/10/24	Accounts Payable
06/13/2024	65626	Advocate Of Phillips Co., The	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65627	AFPLANSERV	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/10/2024	65601	Almena Lumber & Supply	Inv: Bills For 6/10/24	Accounts Payable
06/10/2024	65602	Almena Market Inc.	Inv: Bills For 6/10/24	Accounts Payable
06/10/2024	65603	Amy McKinney	Inv: Bills For 6/10/24	Accounts Payable
05/14/2024	65513	Andrea Moreau	Cupcakes for Farewell Party 5/15/24	Accounts Payable
06/10/2024	65604	Belinda Thalheim	Inv: Bills For 6/10/24	Accounts Payable
06/13/2024	65628	Belinda Thalheim	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/10/2024	65605	Body Worx	Inv: Bills For 6/10/24	Accounts Payable
05/28/2024	65515	Brad Waller Automotive	023074	Accounts Payable
06/13/2024	65629	BSN Sports, LLC	Invoices: 925316351 and 925743452	Accounts Payable
05/24/2024	65514	Carpet One	Carpet One 5/24/2024 Job #15912	Accounts Payable
06/10/2024	65606	Cash-Wa Distributing Co Inc	Inv: Bills For 6/10/24	Accounts Payable
06/10/2024	65607	City Of Almena	Inv: Bills For 6/10/24	Accounts Payable
06/10/2024	65608	City Of Long Island	Inv: Bills For 6/10/24	Accounts Payable
06/13/2024	65630	ComplianceOne	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/10/2024	65609	Cutting Edge Concrete Design	Inv: Bills For 6/10/24	Accounts Payable
06/13/2024	65631	Dealers First Financial L.L.C.	Invoice: 189781	Accounts Payable
06/13/2024	65631	Dealers First Financial L.L.C.	Invoices: 189889,189780,188934	Accounts Payable
06/10/2024	65624	Dennis Gilhousen	Sub Pay For June 5th Payroll	Accounts Payable
06/10/2024	65610	Department of Treasury	Inv: Bills For 6/10/24	Accounts Payable
06/13/2024	65632	Dick Ames	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65633	Downtown Car Wash	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/10/2024	65611	Emily Lowry	Inv: Bills For 6/10/24	Accounts Payable
06/13/2024	65634	Emily Lowry	Inv: 2- Bills For 6/17/24 Board Meeti	Accounts Payable
06/13/2024	65634	Emily Lowry	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65635	Farmers Alliance	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/10/2024	65612	Fire Alarm Specialist, Inc	Inv: Bills For 6/10/24	Accounts Payable
06/13/2024	65636	Harco Athletic Reconditioning, Inc	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
05/28/2024	65516	Hop-A-Long IT Services	2236	Accounts Payable
06/13/2024	65637	Hop-A-Long IT Services	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65638	HTMC	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65639	Ideal Linen & Uniform	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65640	Island Insurance	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65641	Jacobs Sales	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65642	Janssen and Sons	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable

06/13/2024	65643	Jim Cole	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65644	Jim Winchell	Inv: 1- Bills For 6/17/24 Board Meeti	Accounts Payable
06/13/2024	65644	Jim Winchell	Inv: 2- Bills For 6/17/24 Board Meeti	Accounts Payable
06/13/2024	65645	Jostens (JOSTES)	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/10/2024	65613	Kowpoke Supply	Inv: Bills For 6/10/24	Accounts Payable
06/10/2024	65614	KSHSAA	Inv: Bills For 6/10/24	Accounts Payable
06/10/2024	65614	KSHSAA	Inv: Bills For 6/10/24 -2	Accounts Payable
06/10/2024	65615	Long Island Feed and Grain, LLC	Inv: Bills For 6/10/24	Accounts Payable
06/10/2024	65616	Marvin Gebhard	Inv: Bills For 6/10/24	Accounts Payable
06/13/2024	65646	Matheson Tri-Gas Inc.	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/10/2024	65617	McGraw Hill School Group	Inv: Bills For 6/10/24	Accounts Payable
06/06/2024	65564	Midwest Energy	Inv: Midwest Bill paid 6/6/2024	Accounts Payable
06/03/2024	65539	NCKSEC	Flow Through 6/3/2024	Accounts Payable
06/10/2024	65618	NCKSEC	Inv: Bills For 6/10/24	Accounts Payable
06/10/2024	65619	Nex-Tech (Nex-Tech)	Inv: Bills For 6/10/24	Accounts Payable
06/10/2024	65620	Nex-Tech Wireless, LLC	Inv: Bills For 6/10/24	Accounts Payable
06/12/2024	65625	NKESC	Budget Training 6/13/2024	Accounts Payable
06/13/2024	65647	Northwest Fire Extinguisher	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65648	Northwestern Office Supplies	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65649	Norton Glass	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65650	Ostmeyer Inc dba Culligan Soft Water Service	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65651	Pitney Bowes	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65652	Pitney Bowes Global Financial Services LLC	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/10/2024	65621	Prairie Land Electric Cooperative, Inc.	Inv: Bills For 6/10/24	Accounts Payable
06/13/2024	65653	Revival Lawn Care	Inv: 2- Bills For 6/17/24 Board Meeti	Accounts Payable
06/13/2024	65654	Sandra Dole	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65655	Sawyer's Ace Hardware	Inv: 1-Bills For 6/17/24 Board Meetin	Accounts Payable
06/13/2024	65655	Sawyer's Ace Hardware	Inv: 2- Bills For 6/17/24 Board Meeti	Accounts Payable
06/13/2024	65656	Scholastic Book Fairs	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65657	School Specialty	Inv: 2- Bills For 6/17/24 Board Meeti	Accounts Payable
06/13/2024	65657	School Specialty	Inv: 3-Bills For 6/17/24 Board Meetin	Accounts Payable
06/13/2024	65657	School Specialty	Inv: 4- Bills For 6/17/24 Board Meeti	Accounts Payable
06/13/2024	65657	School Specialty	Inv: 5- Bills For 6/17/24 Board Meeti	Accounts Payable
06/13/2024	65657	School Specialty	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65658	Shelby Preston	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/10/2024	65622	Smoky Hill ESC	Inv: Bills For 6/10/24	Accounts Payable
06/10/2024	65622	Smoky Hill ESC	Inv: Bills For 6/10/24 -2	Accounts Payable
06/13/2024	65659	Smoky Hill ESC	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65660	USA-Kansas	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65661	VISA (VISA1)	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/13/2024	65662	Windmill Farms LLC dba: Revival Lawn Care	Inv: Bills For 6/17/24 Board Meeting	Accounts Payable
06/10/2024	65623	WoodRiver Energy LLC	Inv: Bills For 6/10/24	Accounts Payable
<b>Sub Total</b>				

2024 10:33:24 AM

Amount
\$69.12
\$30.90
\$15.00
\$2,273.87
\$381.77
\$500.00
\$375.00
\$32.50
\$50.00
\$9,036.08
\$14,300.00
\$4,024.06
\$6,500.00
\$4,092.49
\$1,228.97
\$231.02
\$42.00
\$3,625.00
\$295.00
\$885.00
\$1,321.47
\$69.00
\$31.65
\$20.00
\$500.00
\$112.00
\$652.82
\$100.00
\$1,150.00
\$1,263.00
\$7,000.00
\$199.99
\$147.00
\$75.30
\$100.00
\$120.00
\$1,737.79

\$381.00
\$495.00
\$200.00
\$18.88
\$1,421.43
\$232.00
\$159.60
\$603.32
\$500.00
\$229.47
\$18,892.94
\$716.00
\$34,260.00
\$2,360.00
\$1,251.68
\$398.97
\$50.00
\$488.00
\$1,364.03
\$72.49
\$94.75
\$200.00
\$203.58
\$2,133.59
\$1,820.00
\$96.31
\$406.07
\$55.98
\$1,625.59
\$141.53
\$500.00
\$55.06
\$827.16
\$83.15
\$42.15
\$747.11
\$300.00
\$85.00
\$550.00
\$3,188.93
\$4,235.00
\$105.23
<b>\$144,178.80</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 06/01/2024 to 06/30/2024.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>NVHS</b>	<b>Northern Valley High School</b>							
<b>A</b>	<b>ATHLETICS</b>							
	1010		HIGH SCHOOL ATHLETICS	10,555.44	0.00	0.00	0.00	10,555.44
	<b>A Totals:</b>			10,555.44	0.00	0.00	0.00	10,555.44
<b>B</b>	<b>CLUBS &amp; ORGANIZATIONS</b>							
	2010		STUDENT COUNCIL	9,510.85	0.00	31.22	0.00	9,479.63
	2020		KAY	5,589.91	0.00	1,678.95	0.00	3,910.96
	2050		HUSKY MUSIC CLUB	1,924.33	0.00	0.00	0.00	1,924.33
	2060		FFA	14,645.59	0.00	1,508.34	0.00	13,137.25
	2070		SCHOLARS BOWL	88.77	0.00	0.00	0.00	88.77
	2080		DANCE AND CHEER	6,278.53	473.00	2,694.12	0.00	4,057.41
	2090		FORENSICS	2,130.36	0.00	0.00	0.00	2,130.36
	3000		TECHNOLOGY CLUB	828.76	0.00	0.00	0.00	828.76
	3010		Food Science	66.10	0.00	0.00	0.00	66.10
	3020		VOLLEYBALL CLUB	2,117.88	0.00	0.00	0.00	2,117.88
	3030		FACS	914.82	0.00	0.00	0.00	914.82
	3050		Interactive Media	111.78	0.00	134.44	0.00	-22.66
	<b>B Totals:</b>			44,207.68	473.00	6,047.07	0.00	38,633.61
<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
	3119		CLASS OF 2019	2,003.91	0.00	0.00	0.00	2,003.91
	3121		CLASS OF 2021	1,767.59	0.00	0.00	0.00	1,767.59
	3122		CLASS OF 2022	102.65	0.00	0.00	0.00	102.65
	3123		CLASS OF 2023	325.03	0.00	0.00	0.00	325.03
	3124		CLASS OF 2024-Seniors	-65.32	0.00	10.00	0.00	-75.32
	3125		CLASS OF 2025-Juniors	6,960.18	0.00	0.00	0.00	6,960.18
	3126		CLASS OF 2026-Sophmores	2,954.83	0.00	0.00	0.00	2,954.83
	3127		Class Of 2027- Freshman	1,150.50	230.00	0.00	0.00	1,380.50
	<b>C Totals:</b>			19,406.64	230.00	10.00	0.00	19,626.64
<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	12,966.93	0.00	88.66	0.00	12,878.27
	<b>E Totals:</b>			12,966.93	0.00	88.66	0.00	12,878.27

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 06/01/2024 to 06/30/2024.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F	MISC							
	7030		GREENHOUSE	41.47	0.00	0.00	0.00	41.47
	7060		BOX TOPS FOR EDUCATION	256.51	0.00	0.00	0.00	256.51
	8011		Interest Paid To Account	801.80	0.00	0.00	0.00	801.80
			<b>F Totals:</b>	1,099.78	0.00	0.00	0.00	1,099.78
G	SALES TAX							
	8010		SALES TAX	-85.62	0.00	0.00	0.00	-85.62
			<b>G Totals:</b>	-85.62	0.00	0.00	0.00	-85.62
			<b>NVHS Activity Totals:</b>	89,275.85	703.00	6,145.73	0.00	83,833.12

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
NVHS Checking:			703.00	6,145.73		
NVHS Investment:						
NVHS Bank Balances:	89,275.85		703.00	6,145.73	0.00	83,833.12

	<b>Report Activity Totals:</b>	89,275.85	703.00	6,145.73	0.00	83,833.12
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Tue 5/14/2024 8:39 AM

Mr. Tharman,

I am resigning from my position as the High School Head Scholars Bowl Coach for 2024-25. I will be unable to have the time to be JH Assistant Basketball Coach and fill the role of Scholars Bowl Coach. Many of the games and meets fall on the same days and it would not work from a scheduling standpoint for me to try to do both.

Thank you for the opportunity to hold this position for the past three years, it has been a lot of fun.

Mitch Pugh  
Northern Valley Schools  
9-12 Social Studies  
HS Golf Team Head Coach  
HS Scholars Bowl Sponsor  
JH Football Asst. Coach



May 20 2024  
I am recognizing my Bus  
dressing job

Kelsey Stapanian

NORTHERN VALLEY USD#212

512 W. Bryant PO Box 217

Almena, KS 67622

Email: [ktharman@nvhuskies.org](mailto:ktharman@nvhuskies.org)

Personal Information

APPLICATION FOR EMPLOYMENT

Name (Last Name First)		Social Security Number	
Present Address		City	State      Zip
Present Address		City	State      Zip
Are 18 Years Old Or Older? <input type="checkbox"/> YES <input type="checkbox"/> NO	Phone		

Desired Employment

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

High School

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

Name and Location of School	Credits Earned	Degree	Major

General

Special Training or Skills Relevant to This Position

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

### Employment History

LIST BELOW START WITH THE MOST RECENT  
EMPLOYER

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

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

Name of Previous Employer				
Address		City	State	Zip

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

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

### References

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

Name	Address	Title	Phone
Name	Address	Title	Phone
Name	Address	Title	Phone

### AUTHORIZATION

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

Signature	Date
-----------	------

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

Possible  
Matt  
Van Patten

Emergency lights (may need more)

Cages around

Cafeteria LED ballast

Ballast / Lights throughout all schools

Replace Backstop on baseball field - LI

Check outlets / check switches

Label breakers - (Make master list)

Pergula - Outside Cafeteria

Cutting Edge

✗ Concrete work MS steps inside to office  
outside - MAY

Carpet One

- Replacing carpet in 2<sup>nd</sup> grade / HS conference /  
HS Science (JULY)

Glassman - Waiting for return call  
GS pipe / Leaks in LE system

Power Washing Plus - Almena clean hood /  
LE maintenance

Roofmasters - waiting to hear  
LE roofs / Agstop roof-

Nickell Construction - Front GS steps  
(JUNE)

KS Original Flooring - Maintenance Coat - LI / Biggus  
Remove logo / annual maintenance - Auditorium  
July?

✗ New stall Dividers - Girls & Boys locker room  
Buff/clean floors / mirrors hung

Ceiling tiles - order & replace all water stained /  
damaged tiles (district-wide)  
LI gym ceiling tiles (replace damaged)

✗ Painting - Walls, floors, radiators, fire  
escapes, -pipes, window sill

Comb out AC vents

Tile floors - LI kitchen / cafeteria / science  
buffed & waxed

- Almena - locker rooms / hallways / Band  
cafeteria

Blinds in HS downstairs Computer room

Paint curb Yellow - east side of LI school

- Classrooms -

Vacuum / clean floors

Clean windows

Dust

Wash / Disinfect

Air Purifiers ~~cleaned~~

Paint touch ups

✗ Scoop out mud HS boiler room ramp (drain grate)

## JUNE 2024 UPDATED KASB POLICIES AND FORMS

The KASB June 2024 policy updates are now available. The following policy recommendations have been made by the KASB Legal/Policy Services staff. The table below explains the changes in recommended policies. Please review and compare these updates with what you have adopted to ensure you have the most up to date KASB recommended policies.

If you have any questions concerning these policy updates, please direct them to Leslie Garner, KASB’s Policy Specialist/Legal Coordinator, at [lgarner@kasb.org](mailto:lgarner@kasb.org) or at 1-800-432-2471.

**REMINDER:** KASB made a policy update in May 2024 regarding policy JBCC on enrollment of nonresident students. As this update was in addition to our regular two updates per year cycle, we wanted to make sure no one missed it.

	RATIONALE FOR RECOMMENDED REVISION, ADDITION, OR DELETION	RECOMMENDED ACTION
BBG Consultants (deleted)	<p>In reviewing KASB’s current recommended policies, it was determined that Policy BBG and Policy CJ, when read together, created some unnecessary confusion regarding the use and hiring of consultants.</p> <p>To address this concern, language was added to Policy CJ (see below) to clarify when consultants can be engaged, which led to Policy BBG no longer being necessary.</p>	Delete
BCBK Executive Session (revised)	<p>In reviewing KASB’s current recommended policies, it was determined that Policy BCBK could be more succinct in outlining the procedure for the board to recess to executive session.</p> <p>To address this, language outlining a sample motion was removed since it is provided in the BCBK form, and the policy was reworked for clarity and ease of use.</p>	Review and adopt
BCBK Sample Motions for Executive Sessions (revised form)	<p>Language was added to reflect that a motion for executive session should name anyone, other than the board, who is being invited into executive session.</p>	Review and incorporate outlined changes to the form
CJ Use of Consultants (revised/new title)	<p>As was outlined above under Policy BBG, this policy was amended to more clearly reflect when consultants can be engaged and how such engagements be reported to the board.</p>	Review and adopt

CL Administrative Teams (revised)	Technical change – removes Policy BBG from the related policy list since it was deleted.	Review and adopt
EBBG Cardiac Emergency Response Planning (NEW)	<p>During the 2024 legislative session, a law was passed requiring each school board to establish a comprehensive cardiac emergency response plan for each school operated by the district.</p> <p>This policy outlines the requirements of the new law, including what should be included in each plan, training requirements, and the board’s responsibility to review and approve the plans.</p>	Review and adopt
EE Food Service Management (revised)	<p>In response to the COVID-19 pandemic, states were issued waivers that permitted them to provide school meals when school is not in session due to remote learning days or snow days/inclement weather.</p> <p>These waivers have now expired, and KSDE no longer has any authority for non-congregate meals in the School Nutrition Program.</p> <p>Therefore, the portion of Policy EE that allows for this practice is being removed.</p>	Review and adopt
GARIA Parental, Family, or Marital Status and Pregnant and Parenting: Employees (revised; new title)	<p>As you may recall, this policy was recommended in December 2023 to encourage compliance with the Pregnant Workers Fairness Act (PWFA) and the PUMP Act.</p> <p>While these laws are still in effect and continue to be included in this policy, the new Title IX regulations, which go into effect on <u>August 1, 2024</u>, also provide certain protections on the basis of sex, including:</p> <ul style="list-style-type: none"> <li>• Prohibiting the board from taking any discriminatory action based on certain protected parental, family, or marital statuses;</li> <li>• Prohibiting the board from discriminating against any employee or applicant for employment on the basis of current, potential, or past pregnancy or related conditions; and</li> <li>• Requiring the board to treat pregnancy or related conditions as any other temporary medical conditions for all job-related purposes.</li> </ul>	Review and adopt for compliance with federal law

	Policy GARIA now reflects the requirements under Title IX, PWFA, and the PUMP Act.	
GAAC Sex Discrimination (revised; new title) – for Staff	<p>This policy is being updated to reflect the changes made by the most recent updates to the Title IX regulations. <u>These regulations become effective on August 1, 2024.</u></p> <p>As you know, as a recipient of federal funds, school districts are obligated to comply with federal laws and regulations, including Title IX.</p> <p>Some of the amended provisions include:</p> <ul style="list-style-type: none"> <li>• Changes in definitions, including who qualifies as a complainant under the regulations;</li> <li>• That sex discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; and</li> <li>• That the decisionmaker can also be the Title IX Coordinator or investigator during the grievance procedure.</li> </ul>	Review and adopt for compliance with federal law
ID Instructional Program (revised)	Changed “certified” to “licensed” to be consistent with other policies.	Review and adopt
IF Textbooks Instructional Materials and Media Center (revised)	This policy was amended to add some criteria for the board to consider prior to sending a review request to the review committee and to establish limitations on how often the same book can be reviewed by a review committee, which will hopefully allow for the time and resources of the district and review committee members to be used more efficiently.	Review and adopt
JBE Truancy-Waiver of Compulsory Attendance Form (revised form)	Updated the earnings and unemployment rates by educational attainment with the most current (2022) information.	Review and adopt
JGEC Sex Discrimination (revised; new title) – for Students	<p>This policy is being updated to reflect the changes made by the most recent updates to the Title IX regulations. <u>These regulations become effective on August 1, 2024.</u></p> <p>As you know, as a recipient of federal funds, school districts are obligated to comply with federal laws and regulations, including Title IX.</p> <p>Some of the amended provisions include:</p>	Review and adopt for compliance with federal law

- Changes in definitions, including who qualifies as a complainant under the regulations;
- That sex discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; and
- That the decisionmaker can also be the Title IX Coordinator or investigator during the grievance procedure.
- 

JGECAA Parental, Family, or Marital Status and Pregnancy or Related Conditions: Students (NEW)

The new Title IX regulations have updated the district's responsibility to not discriminate against students based on pregnancy or related conditions.

Review and adopt for compliance with federal law

Under the new regulations, which go into effect on August 1, 2024, the district is prohibited from the following:

- Treating any student differently on the basis of sex due to the student's current, potential, or past parental, family, or marital status;
- Discriminating against any student based on the student's current, potential, or past pregnancy or related conditions in its education program or activity.

Under the new regulations, the district is required to do the following:

- Provide a student or a person who has a legal right to act on behalf of the student with the Title IX Coordinator's contact information and inform them that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the district's education program or activity, when a district employee is informed of the student's pregnancy or related conditions;
- Take prompt and effective actions to prevent sex discrimination and ensure equal access to the district's education program or activity;
- Provide the student with reasonable modifications without supporting documentation unless the documentation is necessary and reasonable for the district to determine the reasonable modifications to

	make or whether to take additional specific actions.	
JGFGA Administration of Emergency Opioid Antagonist (revised)	H. Sub. for SB 287 changed current statute to allow school nurses and other first responders to distribute opioid antagonists, such as Narcan, a drug commonly used to reverse the effects of an opioid overdose. This policy was changed to reflect that statutory amendment and to clarify the type of training required of school staff with access to these substances in the school setting.	Review and adopt
JH Student Activities (revised)	H. Sub. For SB 387 allows for virtual school students to participate in extracurricular activities. Specifically, a virtual school student seeking to participate in an activity in the student’s resident school cannot be required to do the following: <ul style="list-style-type: none"> <li>• Enroll in or attend a minimum number of courses at such school district.</li> <li>• Enroll in or complete a particular course as a condition of participation, unless such requirement is imposed upon all other students who participate in a particular KSHSAA activity.</li> <li>•</li> </ul>	Review and adopt
KK Disposal of District Property (revised)	Provisions of H Sub for SB 387 implemented changes to when and how a board can dispose of school district property, including: <ul style="list-style-type: none"> <li>• Limiting the legislative option to purchase school district buildings in which “building” is defined as any building that was used in any prior school year as an attendance center for students enrolled in kindergarten or any of the grades one through 12;</li> <li>• Authorizing the legislative coordinating council to deny the legislative option to purchase when the legislature is not in session; and</li> <li>• Prohibiting school districts from refusing to convey a building or property solely because the buyer or lessee may use or intends to use the building or property for nonpublic school purposes.</li> </ul>	Review and adopt
TOTALS =	Existing Policy Deleted - 1 Existing Policy Revisions – 12 Existing Form Revisions - 2 New Policy - 2 Existing Table of Contents - B, C, E, G, I, J	



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**BBG – Consultants – DELETED**

## **Executive Session**

**BCBK**

(See BBBB, BE, CN, CNA, ECA, IDAE, II, JDD, and JRB)

The board shall conduct executive sessions only as provided in the Kansas Open Meetings Act (“KOMA”).

Any motion to recess for a closed or executive session shall include:

1. A statement describing the subjects to be discussed during the closed or executive meeting;
2. the justification for closing the meeting; and
3. the time and place at which the open meeting shall resume.

A subject of executive session is the matter or issue presented for discussion, and the motion must include a brief description of the subject(s) to be discussed in the executive session while still protecting important privacy interests.

Acceptable justifications for recessing into executive session include the following:

- The non-elected personnel exception under KOMA;
- The exception for matters which would be deemed privileged in the attorney-client relationship under KOMA;
- The exception for employer-employee negotiations under KOMA;
- The exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA;
- The exception relating to actions adversely or favorably affecting a student under KOMA;
- The exception for preliminary discussion of the acquisition of real property under KOMA;
- The exception under KOMA for school security matters to ensure the security of the school, its buildings, and/or its systems is not jeopardized.

Discussion during the closed or executive session shall be limited to those subjects stated in the motion. No binding action shall be taken during closed or executive session. The complete motion to recess into closed or executive session shall be recorded in the minutes of the meeting and maintained as a part of the permanent records of the board.

If necessary, the closed or executive session may be extended with approval of another motion made after the board returns to open session.

Approved:

KASB Recommendation – 6/99; 6/00; 1/01; 4/07; 7/17; 6/24

# BCBK - EXECUTIVE SESSION

## Sample Motions for Executive Session

A motion looks like the following. “I move we go into executive session to [fill in subject(s)] pursuant to [fill in justification], and the open meeting will resume in the board room at [fill in time].” If the board wishes to invite additional individuals, such as the superintendent, into executive session, they should also mention them in the motion.

<b>SUBJECTS TO BE DISCUSSED</b> <b>(Provide a brief description of what subject will be discussed while still protecting important privacy interest)</b>	<b>JUSTIFICATION</b>
<b>Example:</b> discuss an individual employee’s performance	non-elected personnel exception under KOMA
<b>Example 1:</b> discuss confidential student information <b>Example 2:</b> hold a student discipline appeal hearing	the exception relating to actions adversely or favorably affecting a student under KOMA
<b>Example:</b> discuss coding mechanisms PowerSchool uses to secure student data with PowerSchool representatives	the exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA
<b>Example:</b> discuss potential litigation with our legal counsel	the exception for matters which would be deemed privileged in the attorney-client relationship under KOMA
<b>Example:</b> discuss the latest proposal for increasing the base pay rate from the teachers	the exception for employer-employee negotiations under KOMA
<b>Example:</b> discuss potential properties for a new middle school site	the exception for preliminary discussion of the acquisition of real property under KOMA
<b>Example 1:</b> discuss the high school crisis plan <b>Example 2:</b> discuss the exact placement of security cameras and alarms throughout the buildings	the exception under KOMA for school security matters to ensure the security of the school, its buildings and/or its systems is not jeopardized

## **Use of Consultants**

**CJ**

(See CL, DJFA, and ID)

The superintendent may contract with professional consultants in accordance with Policy DJFA. The superintendent shall report any use of consultants to the board and provide updates as requested.

Approved:

KASB Recommendation – 01/02; 4/07; 6/24

## **Administrative Teams**

**CL**

(See CJ, DJFA, and ID)

The board advocates the team concept of school administration.

### Method of Appointment

The superintendent shall select the members of each administrative team.

### Organization

The superintendent shall determine the organization of each administrative team.

### Resources

Within the parameters established by board policies CJ and DJFA, the team may use outside consultants and district resources.

### Financial

The superintendent may recommend an administrative team budget to the board.

Approved:

KASB Recommendation – 01/02; 4/07; 6/24

## **Cardiac Emergency Response Planning**

**EBBG**

(See EBBF)

The superintendent, in cooperation with each building principal (and \_\_\_\_\_), shall develop a comprehensive cardiac emergency response plan, including policies and procedures for cardiac emergency responses for each attendance center operated by the district. The plan shall be approved by the board before it is implemented.

The cardiac emergency response plan shall include, but is not limited to, the following:

- Establishing a cardiac emergency response team;
- identifying and implementing the placement of automated external defibrillators;
- identifying roles and responsibilities of school district personnel, local law enforcement agencies, and local emergency medical services in implementing the cardiac emergency response plan;
- establishing procedures for responding to such emergencies, including the roles and responsibilities of school district personnel when responding to incidents involving an individual experiencing a suspected sudden cardiac arrest while attending school, at the site of any school-sponsored athletic practice or competition, or other school-sponsored activities located in this state, whether such site is located on the grounds of the school district or at another location;
- conducting routine maintenance of automated external defibrillators, including appropriate placement in accordance with the statewide standards;
- designating school district personnel for training in the use of automated external defibrillators and cardiopulmonary resuscitation during a cardiac emergency;
- rehearsing cardiac emergency response plans, by simulation, by all athletic directors, coaches, assistant coaches, athletic trainers, school nurses, and any other school district personnel designated either prior to the beginning of each athletic season or prior to the beginning of each school year;
- establishing communication systems with local emergency medical services operating within the school district; and
- developing a cardiac emergency action plan for school sponsored events held at a location that is not on school district property.

## **Cardiac Emergency Response Planning**

**EBBG-2**

Procedures designed for responding to cardiac emergencies shall include, but may not be limited to, the following focus areas:

- Responding to individuals experiencing a suspected sudden cardiac arrest;
- summoning emergency medical services;
- assisting emergency medical service providers; and
- documenting actions taken during such incident.

A copy of the plan shall be on file in each building and with the clerk.

Building principals shall train staff to implement the building plan. As necessary, students and parents will be informed about the details of the plan.

The cardiac emergency response plan shall be subject to regular review by the administration. Once the plan is implemented, the board shall receive a report on the effectiveness of the plan, and if necessary, any recommended changes.

The board shall annually review the cardiac emergency response plan. A copy of the plan shall be submitted to the secretary of health and environment. An amended copy of the plan shall be submitted upon changes to the plan made by the board.

Approved:

KASB Recommendation – 6/24

## **Food Services Management**

**EE**

(See EBBD)

A supervisor may be hired by the board to oversee the district's food service program.

### Sanitation Inspections

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

### Records

The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations.

The supervisor shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

### Meal Prices

Meal prices shall be determined by the board.

### Free or Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year. Access to this policy will be provided to parents or guardians when they receive information regarding eligibility and applying for free or reduced price meals.

### Unpaid Meal Charges

The district's meal charging requirements are as follows.

#### *Option 1:*

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$\_\_\_ in the elementary grades, \$\_\_\_ in the middle or junior high grades, and \$\_\_\_ in the high school grades for the purchase of meals to this account without triggering the district's delinquent debt proceedings as outlined in this policy and board policy DP. Charging of a la carte or extra items to this account will not be permitted.

When the charge levels identified in this policy have been met, a student's meal account becomes delinquent. The student will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have delinquent accounts and cannot pay out of pocket for a meal will be provided a regular, reimbursable meal from the cafeteria menu, which shall be charged to the student's

account while the district proceeds with attempts to resolve the delinquent debt with the student's parent or guardian. If attempts to receive payment for charged meals do not result in full payment of the debt in the timelines provided herein, debt collection proceedings will begin in accordance with board policy DP.

At least one verbal and one written warning shall be provided to a student and the student's parent or guardian prior to reaching the delinquent debt threshold outlined herein. Access to this policy will be provided to the student's parent or guardian with the written warning. If payment of the negative balance is not received within 5 working days of the delinquent debt threshold being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office, at the point of service of school meals, or online at \_\_\_\_\_. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy, a copy of the policy will be posted in district meal service facilities, and the policy will be made available on the district's website and social media accounts. Records of how and when it is communicated to households and staff will be retained.

*Option 2:*

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$\_\_\_ in the elementary grades, \$\_\_\_ in the middle or junior high grades, and \$\_\_\_ in the high school grades for the purchase of meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep a charge account solvent as required by this policy shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter or deli meat sandwich, fruit, vegetable, and milk. Care will be taken by staff members requesting and distributing any alternate meals per this policy to do so discretely, while protecting the privacy of the student and the student's parent or guardian

## **Food Services Management**

**EE-3**

regarding negative account balances. When providing an alternate meal, district staff will provide reasonable accommodations to students with disabilities with special dietary needs.

At least one verbal and one written warning shall be provided to a student and the student's parent or guardian prior to denying meals for exceeding the district's charge limit. Access to this policy will be provided to the student's parent or guardian with the written warning. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office, at the point of service of school meals, or online at \_\_\_\_\_. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy, a copy of the policy will be posted in district meal service facilities, and the policy will be made available on the district's website and social media accounts. Records of how and when it is communicated to households and staff will be retained.

Approved:

KASB Recommendation - 4/07; 12/16; 6/21; 12/23; 6/24

## **Sex Discrimination**

**GAAC**

(See GAAD, GAF, GARIA, JDDC, JGEC and KN)

The board of education is committed to providing a positive and productive working environment, free from discrimination on the basis of sex, including sex-based harassment. The district does not discriminate on the basis of sex in employment, and all forms of sex discrimination, including sex-based harassment, is prohibited under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Pregnant Workers Fairness Act of 2023, and the Kansas Act Against Discrimination. As provided in the Title IX regulations, discrimination on the basis of sex includes, but is not limited to, discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights at (800) 421-3481 or at [OCR@ed.gov](mailto:OCR@ed.gov), or both. The district's Title IX Coordinator is (title or name, office address, email address, and telephone number).

The district's nondiscrimination policy and grievance procedures can be located at [include link to location(s) on its website or otherwise describe location(s)].

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [include link to location(s) on website or otherwise describe location(s)].

### Definitions

The following definitions apply in responding to complaints of sexual discrimination, including sex-based harassment, as defined by Title IX of the Education Amendments of 1972 and its regulations.

“Complainant” means (1) a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or any of its regulations; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the district's education program or activity at the time of the alleged sex discrimination.

“Complaint” means an oral or written request to the district that objectively can be understood as a request for the district to investigate and make a determination about alleged discrimination under Title IX or its regulations.

“Respondent” means a person who is alleged to have violated the district's prohibition on sex discrimination.

“Sex-based Harassment” means sexual harassment and other harassment on the basis of sex, that is:

## Sex Discrimination

GAAC-2

- (1) *Quid pro quo harassment.* An employee, agent, or other person authorized by the district to provide an aid, benefit, or service under the district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- (2) *Hostile environment harassment.* Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
  - (i) The degree to which the conduct affected the complainant's ability to access the district's education program or activity;
  - (ii) the type, frequency, and duration of the conduct;
  - (iii) the parties' ages, roles within the district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
  - (iv) the location of the conduct and the context in which the conduct occurred; and
  - (v) other sex-based harassment in the district's education program or activity; or
- (3) Specific offenses.
  - (i) Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
  - (ii) Dating violence meaning violence committed by a person:
    - (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - (1) The length of the relationship;
      - (2) the type of relationship; and
      - (3) the frequency of interaction between the persons involved in the relationship;

- (iii) Domestic violence meaning felony or misdemeanor crimes committed by a person who:
- (A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the district, or a person similarly situated to a spouse of the victim;
  - (B) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
  - (C) shares a child in common with the victim; or
  - (D) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- (iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- (A) Fear for the person's safety or the safety of others; or
  - (B) suffer substantial emotional distress.

#### Complaints of Sex Discrimination

The following people have a right to make a complaint of sex discrimination, including sex-based harassment, requesting that the recipient investigate and make a determination about alleged discrimination under Title IX and its regulations:

- A complainant;
- a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;
- the Title IX Coordinator; and
- if the complaint of sex discrimination does not involve sex-based harassment, any student, employee, or any other person who was participating or attempting to participate in the district's education program or activity at the time of the alleged sex discrimination.

Any staff member who believes that the staff member has been subjected to sex discrimination should report the alleged conduct to the Title IX Coordinator, their immediate supervisor, or other administrator.

All employees receiving reports of conduct that may constitute sex discrimination from a student or other staff member shall notify the Title IX Coordinator.

The Title IX Coordinator may consolidate complaints of sex discrimination when the allegations of sex discrimination arise out of the same facts or circumstances.

District's Response to Reports of Sex Discrimination

The district will respond promptly and effectively to reports of conduct that reasonably may constitute sex discrimination, including sex-based harassment, of which the district has knowledge, through a Title IX coordinator designated and authorized to oversee the district's responsibilities and ensure its consistent compliance with its responsibilities under Title IX. As appropriate, the Title IX Coordinator may delegate duties required by Title IX and its regulations to one or more designees, so long as one Title IX Coordinator retains ultimate oversight over the district's responsibilities and ensures the district's consistent compliance with its responsibilities under Title IX and its regulations.

When notified of conduct that reasonably may constitute sex discrimination, the Title IX Coordinator shall promptly and effectively act to end any sex discrimination in the district's education program or activity, prevent its recurrence, and remedy its effects. Once such a report is received, the Title IX Coordinator will do the following:

- Treat the complainant and respondent equitably;
- offer and coordinate supportive measures to the parties, as appropriate;
- once such a report is received, the Title IX Coordinator will first offer and coordinate supportive measures to the parties, as appropriate.
- notify the complainant or, if the complainant is unknown, the individual who reported the conduct, within 10 days of receiving the report, of the grievance procedures and informal resolution process, if available and appropriate;
- if a complaint is made, notify the respondent of the grievance procedures and informal resolution process, if available and appropriate, and, unless the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX, initiate and follow the grievance procedures or the informal resolution process, if available, appropriate, and requested by all parties;
- in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures herein described;

## Sex Discrimination

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- if the Title IX Coordinator is initiating a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and
- regardless of whether a complaint is initiated, take other appropriate, prompt, and effective steps to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the district's education program or activity.

In determining whether the Title IX Coordinator should initiate a complaint, the Title IX Coordinator must consider:

- The complainant's request not to proceed with initiation of a complaint;
- the complainant's reasonable safety concerns regarding initiation of a complaint;
- the risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- the severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- the age and relationship of the parties, including whether the respondent is an employee of the district's;
- the scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- the availability of evidence to assist the decisionmaker in determining whether sex discrimination occurred; and
- whether the district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If, after considering these factors, the Title IX Coordinator determines the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint.

### Complaint Process Requirements

The process for filing a complaint follows:

## Sex Discrimination

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- At the time of the misconduct alleged in the complaint, the complainant had to have been participating in or attempting to participate in the education program or activity of the district.
- Although it is not required that a complaint be in writing, it is requested the complaint be filed in writing and contain the name, address, email address, and phone number of the person filing it. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- Unless the complaint is dismissed or handled through the informal resolution process, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the Title IX Coordinator or the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator.
- The investigation shall be thorough. The complainant, the respondent, and any witnesses interviewed will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

### Complaint Evaluation

Upon receipt of a complaint alleging sex discrimination, including, but not limited to, one alleging sex-based harassment, the Title IX Coordinator shall determine if the complaint shall be investigated or dismissed in accordance with this policy.

### Dismissal of a Complaint

The Title IX Coordinator may dismiss a complaint of sex discrimination for any of the following reasons:

- The Title IX coordinator is unable to identify the respondent after taking reasonable steps to do so;
- the respondent is not participating in the district's education program or activity and is not employed by the district;

- the complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the Title IX coordinator determines that, without the complaint's withdrawn allegations, the conduct alleged in the complaint, if any, would not constitute sex discrimination under Title IX or its regulations even if proven;
- the Title IX Coordinator determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX or its regulations. Prior to dismissing the complaint for this reason, the Title IX Coordinator must make reasonable efforts to clarify the allegations with the complainant.

Regardless of dismissal, the Title IX Coordinator is still responsible for ensuring that supportive measures are offered to the parties, as required by Title IX and its regulations, and for taking other appropriate, prompt, and effective steps to ensure that sex discrimination does not continue to recur within the district's education program or activity.

Upon dismissal, the Title IX Coordinator must promptly notify the complainant of the basis for the dismissal, that the dismissal may be appealed to the Title IX Coordinator within 10 days of the date of the notice of dismissal, and the bases on which the appeal may be filed. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator must also notify the respondent of this information promptly following notification to the complainant or simultaneously if notice is provided in writing.

A request for an appeal of a dismissal may be based on any of the following:

- A procedural irregularity that would change the outcome;
- new evidence that would change the outcome and that was not reasonably available when the complaint was dismissed; and
- the Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

Such a request must be received by the Title IX Coordinator within 10 days of the date of the notice of dismissal.

Within 10 days of receiving the request for an appeal, the Title IX Coordinator shall appoint an appeal hearing officer who did not take part in any investigation of the allegations or dismissal of the complaint, and notify the parties of the appeal, including notice of the allegations consistent with the notice provided in any grievance procedure if notice was not previously provided to the respondent. Once appointed, the appeal hearing officer will provide the parties with the opportunity to provide a written

statement in support of or challenging the outcome. Within 20 days of the appeal hearing officer's appointment, the appeal hearing officer will notify the parties of the result of the appeal and the rationale for the result.

While this appeal process establishes reasonable timeframes, applicable law and this policy allow for the reasonable extension of timeframes on a case-by-case basis for good cause, with notice to the parties that includes the reason for the delay.

#### Supportive Measures

Supportive measures are individualized measures designed to restore or preserve equal access to the education program or activity, including measures to protect the safety of the parties or the district's educational environment or to provide support during the grievance procedure or informal resolution process. Such measures shall be offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive measures should not be disciplinary, punitive, or unreasonably burdensome to either party. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in classes or extracurricular or other activity regardless of whether there is or is not a comparable alternative, excused absences, increased security and monitoring, training and education programs related to sex-based harassment, and other similar measures.

The district will treat the complainant and respondent equitably in the offering of supportive measures. District staff members shall not disclose information about any supportive measures to persons other than to whom they apply unless necessary to provide the supportive measure, to restore or preserve a party's access to the education program or activity, or as allowed by applicable law. If the complainant or respondent is an elementary or secondary student with a disability, one or more members of the student's Individualized Education Program (IEP) and/or Section 504 team will be consulted in the implementation of supportive measures for the student.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. The district may modify or terminate supportive measures, as appropriate, at the conclusion of the grievance procedure or informal resolution process or may continue them.

Following the Title IX Coordinator's decision regarding supportive measures, each party will be provided with the opportunity to seek modification or reversal of the Title IX Coordinator's decision to provide, deny, modify, or terminate supportive measures applicable to them through an impartial employee who did not make the challenged decision and has the authority to modify or reverse the decision, if necessary. Each party will also be provided with the opportunity to seek additional

## **Sex Discrimination**

**GAAC-9**

modification or termination of a supportive measure applicable to them if there is a material change in circumstances.

### Complaint Notice Requirements

Upon the filing of a complaint, the Title IX Coordinator shall provide written notice to the known parties including:

- A description of the allegations of sex discrimination including sufficient details to prepare a response, the identities of the parties involved, if known, the conduct allegedly constituting sex discrimination, and the date and location of the alleged incident, if known;
- an explanation of the district's investigation procedures, including any informal resolution process; and
- a statement that retaliation is prohibited; and a statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence, and, if the recipient provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, the scope of the investigation is broadened to include additional allegations of sex discrimination by the respondent toward the complainant that are not included in the original notice described herein or that are included in a complaint that has been consolidated as herein described, the district must provide notice of the additional allegations to known parties.

### General Grievance Procedure Requirements

The following grievance procedures provide for the prompt and equitable resolution of complaints made by students, employees, other individuals who are participating or attempting to participate in the district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.

Unless complaints are dismissed by the Title IX Coordinator in accordance with law and this policy, complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual discrimination. Unacceptable student or staff conduct may or may not constitute sex discrimination, depending on the nature of the conduct and its severity, pervasiveness, and offensiveness. Behaviors which are unacceptable but do not constitute sex discrimination may still provide grounds for discipline.

If a complainant or respondent is an elementary or secondary student with a disability, the Title IX Coordinator shall consult with one or more members of the student's IEP and/or Section 504 team throughout the implementation of the grievance process described herein.

The complainant(s) and respondent(s) will be treated equitably during these procedures. It is presumed that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of these procedures.

While this grievance process establishes reasonable timeframes, applicable law and this policy allow for the reasonable extension of timeframes on a case-by-case basis for good cause, with notice to the parties that includes the reason for the delay.

Reasonable steps will be taken to protect the privacy of the parties and witnesses during the grievance procedures and to prevent and address the parties' unauthorized disclosure of information and evidence obtained through the grievance procedures, except as required for administrative proceedings or litigation related to the complaint of sex discrimination. However, these steps will not restrict the ability of the parties to obtain and present evidence; consult with their family members, confidential resources, advisors, or representatives; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including retaliation against witnesses.

#### Informal Resolution Process

At any time prior to determining whether sex discrimination occurred through the grievance process described herein, the district may offer an informal resolution process, such as mediation, that does not involve a full investigation and determination whether sex discrimination occurred. The informal resolution process is not available if the complaint includes allegations that an employee engaged in sex-based harassment of a student. Similarly, the Title IX Coordinator may decline to offer the informal resolution process at the coordinator's discretion.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual who would not be the investigator or decisionmaker in the grievance procedure, were it to proceed. This person shall be selected by the Title IX Coordinator. The following conditions apply to the informal resolution process.

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, the parties' rights to withdraw from the process and initiate or resume the regular grievance procedure, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations, the terms that may be

requested or offered, and what information the district will maintain and how it may be disclosed.

- The parties must voluntarily and in writing consent to the informal resolution process.
- If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the informal resolution agreement and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved with an informal resolution agreement, the Title IX Coordinator shall contact the complainant and respondent to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if any party does not believe the resolution remains acceptable within 20 days after the informal resolution agreement is executed by the parties, the individual or the Title IX Coordinator may proceed with the formal grievance process.

#### The Formal Grievance Process

The board has adopted the following procedures in order to provide adequate, reliable, and impartial investigation of all sex discrimination complaints.

The Title IX Coordinator, investigator, decisionmaker, and other persons who are responsible for implementing the grievance procedures, any appeal, or who have the authority to modify or terminate supportive measures shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. While the Title IX Coordinator cannot serve as the investigator for the formal grievance procedure, either the Title IX Coordinator or the investigator can serve as the decisionmaker.

To ensure a complete and thorough investigation and determination of whether sex discrimination occurred, the investigator and decisionmaker must adhere to the following requirements.

The investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination rests on the district and not the parties;
- provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
- review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance; and

- provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible. Such evidence will be accessible to the parties as follows:
  1. An accurate description of relevant and not impermissible evidence will be sent to the parties through an investigation report compiled by the investigator within 30 days of investigator's receipt of the complaint.
  2. if the investigation report merely describes relevant and not impermissible evidence, the parties will be entitled to an equal opportunity to access the relevant and not impermissible evidence by request of any party.

The decisionmaker shall do the following:

- Reserve the opportunity to question the parties and witnesses to adequately assess an individual's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination;
- ensure that, once the investigation report is received by the parties, the parties shall have up to 10 days to provide the decisionmaker with a written response to the evidence or description thereof prior to the decisionmaker issuing a determination; and
- issue a determination regarding whether sex discrimination occurred within 10 days after the decisionmaker has completed any additional investigation, evaluated the evidence, and given the parties an opportunity to provide a written response thereto. Such determination shall do the following.
  1. It will use the preponderance of the evidence standard of proof to determine whether sex discrimination transpired after the decisionmaker has evaluated relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker does not find that the preponderance of the evidence supports a conclusion that sex discrimination has occurred, the decisionmaker must determine that sex discrimination did not occur.
    - It will provide the parties with written notice of the determination whether sex discrimination occurred under Title IX or its regulations, including the rationale for such determination, and of the procedures and permissible bases for the complainant and respondent to appeal, if applicable.
    - If it is determined that sex discrimination has occurred, it will require the Title IX Coordinator to coordinate the provision and implementation of remedies to a

complainant and other persons identified as having had equal access to the district's education program or activity limited or denied by sex discrimination; coordinate the imposition of any disciplinary sanctions on a respondent; and take other appropriate, prompt, and effective steps to ensure that sex discrimination does not continue or recur within the district's program or activity.

- It will not support the imposition of disciplinary sanctions against a respondent until the grievance or informal resolution processes have been completed, except as authorized by law regarding supportive measures, emergency removals, and administrative leaves.
- It will not discipline a party, witness, or other participant in this grievance process for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

A copy of the written determination shall be sent to all parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short-term suspension, long-term suspension, and expulsion for students, and/or paid suspension, unpaid suspension, nonrenewal, or termination for employees. If the determination results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state and federal law governing student suspension and expulsion will be followed.

If the determination results in a recommendation that an employee be suspended with or without pay, nonrenewed, or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.

Records relating to complaints filed, the informal resolution or grievance procedures, and their resolution shall be maintained by the Title IX Coordinator for at least seven years.

The determination becomes final on the date the parties receive the results of an appeal, if any appeal is filed; or on the date any opportunity for an appeal expires.

#### Appeal Process

A request for an appeal from a determination whether sex discrimination occurred must be received by the Title IX Coordinator within 10 days of the determination being sent by the decisionmaker.

Within 10 days of receiving the request for an appeal, the Title IX Coordinator shall appoint an appeal hearing officer who did not take part in any investigation or determination of the allegations, and notify the parties of the appeal, including notice of the allegations consistent with the notice provided in the grievance procedure if notice was not previously provided to the respondent.

Appeals shall be a review of the record by an appeal hearing officer who is an attorney, an independent hearing officer appointed by the board, or the board. The appeal hearing officer may not be the Title IX Coordinator, the investigator, or the decisionmaker from the original determination.

The appeal hearing officer shall:

- Review the relevant and otherwise not impermissible evidence or a description thereof, the investigation report, and the original decisionmaker's determination;
- will provide the parties with the opportunity to provide a written statement in support of or challenging the outcome;
- not have a conflict of interest or bias for or against any party;
- have received training regarding Title IX and its regulations;
- describe the result of the appeal and the rationale for the result in the appeal hearing officer's decision within 30 days of the appeal being filed; and
- provide the written decision simultaneously to the parties and to the Title IX Coordinator.

District Response to Determination of Sex Discrimination

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

The filing of a complaint or otherwise reporting sex discrimination, including sex-based harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination, including sex-based harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its recurrence.

Except as otherwise provided herein, false or malicious complaints of sexual discrimination may result in disciplinary action against the complainant.

Approved:

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 12/18; 6/20; 7/20; 6/21; 6/24

## **Parental, Family, or Marital Status and Pregnant and Parenting: Employees**

**GARIA**

(See GAAA,GAAB, and GAAC)

The board of education is committed to providing a positive and productive working environment, free from discrimination on the basis of sex, including sex-based harassment. The district does not discriminate on the basis of sex in employment, and all forms of sex discrimination, including sex-based harassment, is prohibited under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Pregnant Workers Fairness Act of 2023, and the Kansas Act Against Discrimination.

Further, the board prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

(Position or name, address, email address, and phone number of the Title IX Coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, the Pregnant Workers Fairness Act (PWFA), and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, is available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, at (800)421-3481 or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

### Title IX – Parental, Family, or Marital Status

The board shall not adopt or implement any policy, practice, or procedure or take any employment action on the basis of sex. Prohibited policies, practices, or procedures include, but may not be limited to:

- Those concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment, which treats persons differently on the basis of sex; or
- Those that are based upon whether an employee or applicant for employment is the head of household or is the principal wage earner in such employee's or applicant's family unit.

### Title IX – Pregnancy or Related Conditions

The board will not discriminate against any employee or applicant for employment on the basis of current, potential, or past pregnancy or related conditions. Further, the board shall treat pregnancy or related conditions as any other temporary medical conditions for all job-related purposes, including commencement, duration, and extensions of leave; payment of disability income; accrual of seniority and

**Parental, Family, or Marital Status and Pregnant and Parenting: Employees**

**GARIA-2**

any other benefit or service; reinstatement; and under any fringe benefit offered to employees by virtue of employment.

If the board does not maintain a leave policy for its employees or an employee has insufficient leave or accrued employment time to qualify for leave under the board's leave policy, the board shall treat pregnancy or related conditions as a justification for a voluntary leave of absence without pay for a reasonable period of time. At the conclusion of any such voluntary leave of absence, the employee shall be reinstated to the status held when the leave began or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities or any other right or privilege of employment.

PWFA – Reasonable Accommodations for Pregnancy-Related Limitations

The Pregnant Workers Fairness Act (PWFA) requires employers to provide reasonable accommodations to qualified applicants and employees with known limitations related to pregnancy, childbirth, or related medical conditions. An accommodation is not reasonable if it would impose an undue hardship on the operation of the school system. No adverse action will be taken against an applicant or employee for requesting or using a reasonable accommodation.

Lactation Time and Space

The district shall provide reasonable break time for an employee to express breast milk or breastfeed as needed.

The principal or the site supervisor will designate a place, other than a bathroom, that the employee may use to express milk. Any designated place must be a space that is clean, shielded from view, free from intrusion from others, and may be used by an employee for expressing breast milk or breastfeeding as needed.

Approved:

KASB Recommendation – 12/23; 06/24

## **Instructional Program**

**ID**

(See CJ, CL, IC and IJ)

All licensed staff shall cooperatively develop an integrated, comprehensive, performance-oriented preK-12 Instructional Program, which will be composed of the specific courses and programs offered that allow students to meet the goals and objectives set forth in the educational program. The instructional program is to include district instructional goals and learning objectives and be based on valid educational research and current Kansas State Board of Education requirements. After board of education approval, district instructional goals and learning objectives shall be used by the staff as the basis for developing and implementing specific curricula. The superintendent may develop a schedule for periodic curriculum reviews.

### Modification

Additions, deletions, or alterations to the Instructional Program shall be approved by the board.

### Personnel

Outside resources and district personnel may be used in curriculum development.

### Financial Resources

The board encourages the superintendent to secure federal, state and private grants, or other alternative funding sources for use in curriculum development. The licensed staff is encouraged to use available commercial, public domain and community resources to assist in developing the instructional program and extending it beyond the traditional classroom setting.

Approved:

KASB Recommendation – 6/04; 4/07; 6/10; 6/12; 6/24

## **Textbooks, Instructional Materials and Media Centers**

**IF**

(See IKD and KN)

All textbooks, instructional materials and the selection criteria for district media center materials shall be subject to board approval.

Textbooks and instructional materials shall support the district's instructional program. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

### Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

- An effective education for all students;
- factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- practice for students to develop abilities in critical thinking, communication, mathematics, and science skill;
- information which helps students develop an appreciation of American cultural, ethnic and racial diversity, and balanced views concerning international, national, state, and local issues and problems; and
- sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent shall develop selection procedures which meet the above criteria, which shall include a review of available material by appropriate staff members.

### Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format, and authoritativeness.

Materials shall be chosen on various reading levels presenting different points of view, including current issues.

Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

The media center(s) shall obtain, process, and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

### Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, and include various types of materials and diverse content in multiple formats.

The collection shall reflect, enhance, and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

#### Challenges of Materials

Any student, parent, or legal guardian of a student currently enrolled in the district having a complaint about textbooks, media center, or other instructional materials shall meet with the teacher, media specialist, or principal. If the concern is addressed to a teacher or media specialist, they shall report the matter to the principal. If the matter cannot be resolved, the principal shall notify the superintendent and ask the complainant to complete a request for review form which is available through building principals or at the district office. After receiving the completed form, the superintendent shall review and consider the request.

If the issue outlined in the request is not resolved after review by the superintendent, the requestor may seek review by the board.

In determining whether to forward a challenge to a review committee, the board shall consider the following factors:

- The basis of the challenge;
- whether the material has been previously challenged and reviewed pursuant to this process; and
- whether it is necessary to submit it for additional review.

If the board chooses not to submit the challenge to the review committee, the superintendent will notify the requestor of the board's decision. If the board chooses to submit the challenge to a review committee, it shall forward all appropriate written materials necessary to the review committee.

#### Composition of Review Committee

When a review committee is established to handle requests for review concerning textbooks, media center, or instructional materials, the review committee shall be composed of:

The building principal, library media specialist, two subject area specialists, two community members, and one student. If the request for review proposes that the material is inappropriate for minors, the student representative may be left off the committee. The superintendent shall be responsible for appointing review committee members, unless otherwise determined by the board on a case-by-case basis.

Purview of Review Committee

The review committee shall examine and evaluate the material as a whole; consider the district's policy, procedures, and philosophy for selection of textbook, instruction materials, and media center materials; weigh strengths and weaknesses; and form opinions based upon the selection criteria.

Written Report

Within 30 days of receiving access to the challenged materials, the review committee shall review the material and prepare a written report containing conclusions and recommendations for the board of education.

If the board receives simultaneous challenges of multiple material or if circumstances render the 30-day timeline impracticable, the board may extend the committee's deadline to complete its review.

No reviews will be conducted during summer break or when school is not in session for one week or longer. The timeline for any review shall be tolled during such breaks.

Board Review and Action

The board shall review the recommendation of the review committee within 30 days of receipt thereof and may accept the review committee's recommendation, reject the review committee's recommendation, or make its own determination regarding the challenged book or material.

The decision of the board is final.

Removing Challenged Materials

Challenged materials may be removed from use during the review period at the discretion of the superintendent.

Impact of Simultaneous or Repeated Requests

If more than one request for review is received simultaneously, or, if one or more requests for review is received while another review is pending, timelines established in this policy may be extended by the superintendent or the board to allow the requests to be processed in turn. When more than one request for review is received for the same book or material, such requests may be consolidated to reduce redundancy in review at any stage of this process.

If a book or material has been reviewed by a review committee, it will not be eligible for an additional review for at least one year from the date the board took action on the previous challenge of the material.

Approved:

KASB Recommendation – 6/04; 4/07; 6/22; 6/24

# JBE - TRUANCY

## Waiver of Compulsory Attendance Form

I, (name of parent(s) or legal guardian), understand that pursuant to Kansas law, (name of student) is required to attend school until he/she receives a high school diploma or General Educational Development (GED) credential or reaches the age of 18, whichever occurs first.

Pursuant to K.S.A. 72-3120, as amended, Unified School District No. \_\_\_\_\_ encourages (name of student) to remain in school or to pursue an education alternative.

The school has informed me that the academic skills listed below have not been achieved by (name of student):

**[List skills that have not been achieved.]**

Based on information attached, I understand the difference in future earnings power between a high school graduate and a high school drop out.

The school has indicated to me and to my child that (name of student) is encouraged to attend one of the following alternative educational programs:

**[List available alternative educational programs.]**

The undersigned hereby give(s) written consent to allow (name of student), who is [choose one]  16  17 years of age, to be exempt from the Kansas compulsory attendance requirement and state I/we have attended the final counseling session conducted by Unified School District No. \_\_\_\_\_ in which the aforementioned information was presented to us.

Signed: \_\_\_\_\_  
Parent or Legal Guardian

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

Signed: \_\_\_\_\_  
Student

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

Approved:

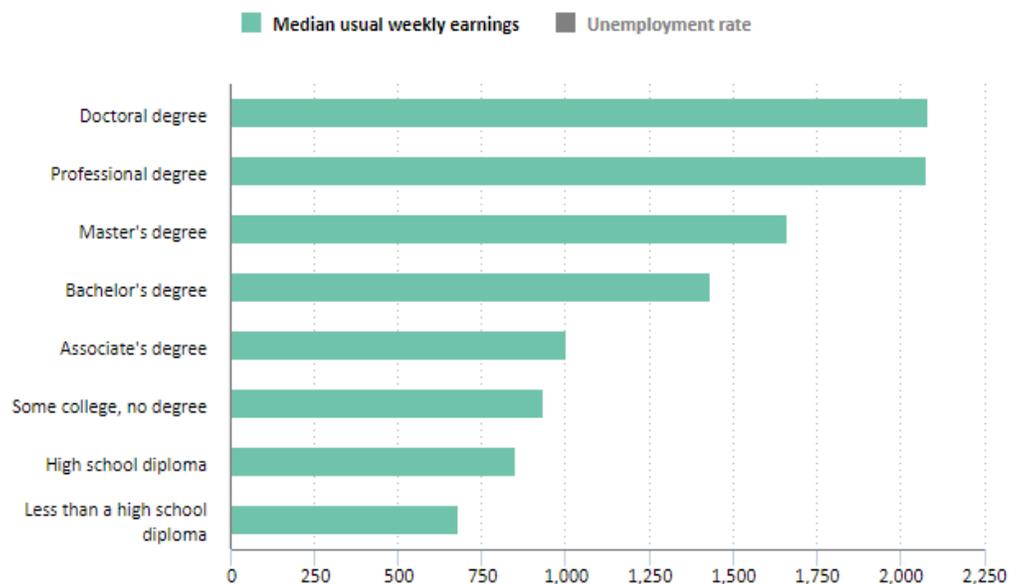
KASB Recommended – 12/20; 6/24

## Earnings and unemployment rates by educational attainment, 2022

Educational attainment	Median usual weekly earnings	Unemployment rate
Doctoral degree	\$2,083	1.0%
Professional degree	2,080	1.4
Master's degree	1,661	1.9
Bachelor's degree	1,432	2.2
Associate's degree	1,005	2.7
Some college, no degree	935	3.5
High school diploma	853	4.0
Less than a high school diploma	682	5.5

Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.  
Source: U.S. Bureau of Labor Statistics, Current Population Survey.

### Earnings and unemployment rates by educational attainment, 2022



Click legend items to change data display. Hover over chart to view data.

Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.  
Source: U.S. Bureau of Labor Statistics, Current Population Survey.



## Sex Discrimination

JGEC

(See GAAC, GAAD, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive learning environment, free from discrimination on the basis of sex, including sex-based harassment. The district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity it operates, including in admissions and employment, as required by Title IX. As provided in the Title IX regulations, discrimination on the basis of sex includes, but is not limited to, discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights at (800) 421-3481 or at [OCR@ed.gov](mailto:OCR@ed.gov), or both. The district's Title IX Coordinator is (title or name, office address, email address, and telephone number).

The district's nondiscrimination policy and grievance procedures can be located at [include link to location(s) on its website or otherwise describe location(s)].

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [include link to location(s) on website or otherwise describe location(s)].

### Definitions

The following definitions apply in responding to complaints of sexual discrimination, including sex-based harassment, as defined by Title IX of the Education Amendments of 1972 and its regulations.

"Complainant" means (1) a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or any of its regulations; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the district's education program or activity at the time of the alleged sex discrimination.

"Complaint" means an oral or written request to the district that objectively can be understood as a request for the district to investigate and make a determination about alleged discrimination under Title IX or its regulations.

"Respondent" means a person who is alleged to have violated the district's prohibition on sex discrimination.

"Sex-based Harassment" means sexual harassment and other harassment on the basis of sex, that is:

## Sex Discrimination

JGEC-2

- (1) *Quid pro quo harassment.* An employee, agent, or other person authorized by the district to provide an aid, benefit, or service under the district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- (2) *Hostile environment harassment.* Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
  - (i) The degree to which the conduct affected the complainant's ability to access the district's education program or activity;
  - (ii) the type, frequency, and duration of the conduct;
  - (iii) the parties' ages, roles within the district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
  - (iv) the location of the conduct and the context in which the conduct occurred; and
  - (v) other sex-based harassment in the district's education program or activity; or
- (3) Specific offenses.
  - (i) Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
  - (ii) Dating violence meaning violence committed by a person:
    - (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - (1) The length of the relationship;
      - (2) the type of relationship; and
      - (3) the frequency of interaction between the persons involved in the relationship;

- (iii) Domestic violence meaning felony or misdemeanor crimes committed by a person who:
  - (A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the district, or a person similarly situated to a spouse of the victim;
  - (B) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
  - (C) shares a child in common with the victim; or
  - (D) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- (iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - (A) Fear for the person’s safety or the safety of others; or
  - (B) suffer substantial emotional distress.

Complaints of Sex Discrimination

The following people have a right to make a complaint of sex discrimination, including sex-based harassment, requesting that the recipient investigate and make a determination about alleged discrimination under Title IX and its regulations:

- A complainant;
- a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;
- the Title IX Coordinator; and
- If the complaint of sex discrimination does not involve sex-based harassment, any student, employee, or any other person who was participating or attempting to participate in the district’s education program or activity at the time of the alleged sex discrimination.

Any student who believes that the student has been subjected to sex discrimination should report the alleged conduct to the Title IX Coordinator, building administrator, counselor, or other licensed staff member.

All employees receiving reports of conduct that may constitute sex discrimination from a student or other staff member shall notify the Title IX Coordinator.

The Title IX Coordinator may consolidate complaints of sex discrimination when the allegations of sex discrimination arise out of the same facts or circumstances.

District's Response to Reports of Sex Discrimination

The district will respond promptly and effectively to reports of conduct that reasonably may constitute sex discrimination, including sex-based harassment, of which the district has knowledge, through a Title IX coordinator designated and authorized to oversee the district's responsibilities and ensure its consistent compliance with its responsibilities under Title IX. As appropriate, the Title IX Coordinator may delegate duties required by Title IX and its regulations to one or more designees, so long as one Title IX Coordinator retains ultimate oversight over the district's responsibilities and ensures the district's consistent compliance with its responsibilities under Title IX and its regulations.

When notified of conduct that reasonably may constitute sex discrimination, the Title IX Coordinator shall promptly and effectively act to end any sex discrimination in the district's education program or activity, prevent its recurrence, and remedy its effects. Once such a report is received, the Title IX Coordinator will do the following:

- Treat the complainant and respondent equitably;
- offer and coordinate supportive measures to the parties, as appropriate; Once such a report is received, the Title IX Coordinator will first offer and coordinate supportive measures to the parties, as appropriate.
- notify the complainant or, if the complainant is unknown, the individual who reported the conduct, within 10 days of receiving the report, of the grievance procedures and informal resolution process, if available and appropriate;
- if a complaint is made, notify the respondent of the grievance procedures and informal resolution process, if available and appropriate, and, unless the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX, initiate and follow the grievance procedures or the informal resolution process, if available, appropriate, and requested by all parties;
- in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures herein described;

## Sex Discrimination

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- if the Title IX Coordinator is initiating a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and
- regardless of whether a complaint is initiated, take other appropriate, prompt, and effective steps to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the district's education program or activity.

In determining whether the Title IX Coordinator should initiate a complaint, the Title IX Coordinator must consider:

- The complainant's request not to proceed with initiation of a complaint;
- the complainant's reasonable safety concerns regarding initiation of a complaint;
- the risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- the severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- the age and relationship of the parties, including whether the respondent is an employee of the district's;
- the scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- the availability of evidence to assist the decisionmaker in determining whether sex discrimination occurred; and
- whether the district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If, after considering these factors, the Title IX Coordinator determines the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint.

### Complaint Process Requirements

The process for filing a complaint follows:

- At the time of the misconduct alleged in the complaint, the complainant had to have been participating in or attempting to participate in the education program or activity of the district.
- Although it is not required that a complaint be in writing, it is requested the complaint be filed in writing and contain the name, address, email address, and phone number of the person filing it. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- Unless the complaint is dismissed or handled through the informal resolution process, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the Title IX Coordinator or the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator.
- The investigation shall be thorough. The complainant, the respondent, and any witnesses interviewed will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

#### Complaint Evaluation

Upon receipt of a complaint alleging sex discrimination, including, but not limited to, one alleging sex-based harassment, the Title IX Coordinator shall determine if the complaint shall be investigated or dismissed in accordance with this policy.

#### Dismissal of a Complaint

The Title IX Coordinator may dismiss a complaint of sex discrimination for any of the following reasons:

- The Title IX coordinator is unable to identify the respondent after taking reasonable steps to do so;
- the respondent is not participating in the district's education program or activity and is not employed by the district;

- the complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the Title IX coordinator determines that, without the complaint's withdrawn allegations, the conduct alleged in the complaint, if any, would not constitute sex discrimination under Title IX or its regulations even if proven;
- the Title IX Coordinator determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX or its regulations. Prior to dismissing the complaint for this reason, the Title IX Coordinator must make reasonable efforts to clarify the allegations with the complainant.

Regardless of dismissal, the Title IX Coordinator is still responsible for ensuring that supportive measures are offered to the parties, as required by Title IX and its regulations, and for taking other appropriate, prompt, and effective steps to ensure that sex discrimination does not continue to recur within the district's education program or activity.

Upon dismissal, the Title IX Coordinator must promptly notify the complainant of the basis for the dismissal, that the dismissal may be appealed to the Title IX Coordinator within 10 days of the date of the notice of dismissal, and the bases on which the appeal may be filed. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator must also notify the respondent of this information promptly following notification to the complainant or simultaneously if notice is provided in writing.

A request for an appeal of a dismissal may be based on any of the following:

- A procedural irregularity that would change the outcome;
- new evidence that would change the outcome and that was not reasonably available when the complaint was dismissed; and
- the Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

Such a request must be received by the Title IX Coordinator within 10 days of the date of the notice of dismissal.

Within 10 days of receiving the request for an appeal, the Title IX Coordinator shall appoint an appeal hearing officer who did not take part in any investigation of the allegations or dismissal of the complaint, and notify the parties of the appeal, including notice of the allegations consistent with the notice provided in any grievance procedure if notice was not previously provided to the respondent. Once

appointed, the appeal hearing officer will provide the parties with the opportunity to provide a written statement in support of or challenging the outcome. Within 20 days of the appeal hearing officer's appointment, the appeal hearing officer will notify the parties of the result of the appeal and the rationale for the result.

While this appeal process establishes reasonable timeframes, applicable law and this policy allow for the reasonable extension of timeframes on a case-by-case basis for good cause, with notice to the parties that includes the reason for the delay.

#### Supportive Measures

Supportive measures are individualized measures designed to restore or preserve equal access to the education program or activity, including measures to protect the safety of the parties or the district's educational environment or to provide support during the grievance procedure or informal resolution process. Such measures shall be offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive measures should not be disciplinary, punitive, or unreasonably burdensome to either party. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in classes or extracurricular or other activity regardless of whether there is or is not a comparable alternative, excused absences, increased security and monitoring, training and education programs related to sex-based harassment, and other similar measures.

The district will treat the complainant and respondent equitably in the offering of supportive measures. District staff members shall not disclose information about any supportive measures to persons other than to whom they apply unless necessary to provide the supportive measure, to restore or preserve a party's access to the education program or activity, or as allowed by applicable law. If the complainant or respondent is an elementary or secondary student with a disability, one or more members of the student's Individualized Education Program (IEP) and/or Section 504 team will be consulted in the implementation of supportive measures for the student.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. The district may modify or terminate supportive measures, as appropriate, at the conclusion of the grievance procedure or informal resolution process or may continue them.

Following the Title IX Coordinator's decision regarding supportive measures, each party will be provided with the opportunity to seek modification or reversal of the Title IX Coordinator's decision to provide, deny, modify, or terminate supportive measures applicable to them through an impartial employee who did not make the challenged decision and has the authority to modify or reverse the

decision, if necessary. Each party will also be provided with the opportunity to seek additional modification or termination of a supportive measure applicable to them if there is a material change in circumstances.

#### Complaint Notice Requirements

Upon the filing of a complaint, the Title IX Coordinator shall provide written notice to the known parties including:

- A description of the allegations of sex discrimination including sufficient details to prepare a response, the identities of the parties involved, if known, the conduct allegedly constituting sex discrimination, and the date and location of the alleged incident, if known;
- an explanation of the district's investigation procedures, including any informal resolution process; and
- a statement that retaliation is prohibited; and a statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence, and, if the recipient provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, the scope of the investigation is broadened to include additional allegations of sex discrimination by the respondent toward the complainant that are not included in the original notice described herein or that are included in a complaint that has been consolidated as herein described, the district must provide notice of the additional allegations to known parties.

#### General Grievance Procedure Requirements

The following grievance procedures provide for the prompt and equitable resolution of complaints made by students, employees, other individuals who are participating or attempting to participate in the district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.

Unless complaints are dismissed by the Title IX Coordinator in accordance with law and this policy, complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual discrimination. Unacceptable student conduct may or may not constitute sex discrimination, depending on the nature of the conduct and its severity, pervasiveness, and offensiveness. Behaviors which are unacceptable but do not constitute sex discrimination may still provide grounds for discipline under the code of student conduct.

If a complainant or respondent is an elementary or secondary student with a disability, the Title IX Coordinator shall consult with one or more members of the student's IEP and/or Section 504 team throughout the implementation of the grievance process described herein.

The complainant(s) and respondent(s) will be treated equitably during these procedures. It is presumed that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of these procedures.

While this grievance process establishes reasonable timeframes, applicable law and this policy allow for the reasonable extension of timeframes on a case-by-case basis for good cause, with notice to the parties that includes the reason for the delay.

Reasonable steps will be taken to protect the privacy of the parties and witnesses during the grievance procedures and to prevent and address the parties' unauthorized disclosure of information and evidence obtained through the grievance procedures, except as required for administrative proceedings or litigation related to the complaint of sex discrimination. However, these steps will not restrict the ability of the parties to obtain and present evidence; consult with their family members, confidential resources, advisors, or representatives; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including retaliation against witnesses.

#### Informal Resolution Process

At any time prior to determining whether sex discrimination occurred through the grievance process described herein, the district may offer an informal resolution process, such as mediation, that does not involve a full investigation and determination whether sex discrimination occurred. The informal resolution process is not available if the complaint includes allegations that an employee engaged in sex-based harassment of a student. Similarly, the Title IX Coordinator may decline to offer the informal resolution process at the coordinator's discretion.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual who would not be the investigator or decisionmaker in the grievance procedure, were it to proceed. This person shall be selected by the Title IX Coordinator. The following conditions apply to the informal resolution process.

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, the parties' rights to withdraw from the process and initiate or resume the regular grievance procedure, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations, the terms that may be

requested or offered, and what information the district will maintain and how it may be disclosed.

- The parties must voluntarily and in writing consent to the informal resolution process.
- If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the informal resolution agreement and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved with an informal resolution agreement, the Title IX Coordinator shall contact the complainant and respondent to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if any party does not believe the resolution remains acceptable within 20 days after the informal resolution agreement is executed by the parties, the individual or the Title IX Coordinator may proceed with the formal grievance process.

#### The Formal Grievance Process

The board has adopted the following procedures in order to provide adequate, reliable, and impartial investigation of all sex discrimination complaints.

The Title IX Coordinator, investigator, decisionmaker, and other persons who are responsible for implementing the grievance procedures, any appeal, or who have the authority to modify or terminate supportive measures shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. While the Title IX Coordinator cannot serve as the investigator for the formal grievance procedure, either the Title IX Coordinator or the investigator can serve as the decisionmaker.

To ensure a complete and thorough investigation and determination of whether sex discrimination occurred, the investigator and decisionmaker must adhere to the following requirements.

The investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination rests on the district and not the parties;
- provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
- review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance; and

- provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible. Such evidence will be accessible to the parties as follows:
  3. An accurate description of relevant and not impermissible evidence will be sent to the parties through an investigation report compiled by the investigator within 30 days of investigator's receipt of the complaint.
  4. if the investigation report merely describes relevant and not impermissible evidence, the parties will be entitled to an equal opportunity to access the relevant and not impermissible evidence by request of any party.

The decisionmaker shall do the following:

- Reserve the opportunity to question the parties and witnesses to adequately assess an individual's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination;
- ensure that, once the investigation report is received by the parties, the parties shall have up to 10 days to provide the decisionmaker with a written response to the evidence or description thereof prior to the decisionmaker issuing a determination; and
- issue a determination regarding whether sex discrimination occurred within 10 days after the decisionmaker has completed any additional investigation, evaluated the evidence, and given the parties an opportunity to provide a written response thereto. Such determination shall do the following.
  1. It will use the preponderance of the evidence standard of proof to determine whether sex discrimination transpired after the decisionmaker has evaluated relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker does not find that the preponderance of the evidence supports a conclusion that sex discrimination has occurred, the decisionmaker must determine that sex discrimination did not occur.
    - It will provide the parties with written notice of the determination whether sex discrimination occurred under Title IX or its regulations, including the rationale for such determination, and of the procedures and permissible bases for the complainant and respondent to appeal, if applicable.
    - If it is determined that sex discrimination has occurred, it will require the Title IX Coordinator to coordinate the provision and implementation of remedies to a

complainant and other persons identified as having had equal access to the district's education program or activity limited or denied by sex discrimination; coordinate the imposition of any disciplinary sanctions on a respondent; and take other appropriate, prompt, and effective steps to ensure that sex discrimination does not continue or recur within the district's program or activity.

- It will not support the imposition of disciplinary sanctions against a respondent until the grievance or informal resolution processes have been completed, except as authorized by law regarding supportive measures, emergency removals, and administrative leaves.
- It will not discipline a party, witness, or other participant in this grievance process for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

A copy of the written determination shall be sent to all parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short-term suspension, long-term suspension, and expulsion for students, and/or paid suspension, unpaid suspension, nonrenewal, or termination for employees. If the determination results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state and federal law governing student suspension and expulsion will be followed.

If the determination results in a recommendation that an employee be suspended with or without pay, nonrenewed, or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.

Records relating to complaints filed, the informal resolution or grievance procedures, and their resolution shall be maintained by the Title IX Coordinator for at least seven years.

The determination becomes final on the date the parties receive the results of an appeal, if any appeal is filed; or on the date any opportunity for an appeal expires.

#### Appeal Process

A request for an appeal from a determination whether sex discrimination occurred must be received by the Title IX Coordinator within 10 days of the determination being sent by the decisionmaker.

Within 10 days of receiving the request for an appeal, the Title IX Coordinator shall appoint an appeal hearing officer who did not take part in any investigation or determination of the allegations, and notify the parties of the appeal, including notice of the allegations consistent with the notice provided in the grievance procedure if notice was not previously provided to the respondent.

## Sex Discrimination

JGEC-14

Appeals shall be a review of the record by an appeal hearing officer who is an attorney, an independent hearing officer appointed by the board, or the board. The appeal hearing officer may not be the Title IX Coordinator, the investigator, or the decisionmaker from the original determination.

The appeal hearing officer shall:

- Review the relevant and otherwise not impermissible evidence or a description thereof, the investigation report, and the original decisionmaker's determination;
- will provide the parties with the opportunity to provide a written statement in support of or challenging the outcome;
- not have a conflict of interest or bias for or against any party;
- have received training regarding Title IX and its regulations;
- describe the result of the appeal and the rationale for the result in the appeal hearing officer's decision within 30 days of the appeal being filed; and
- provide the written decision simultaneously to the parties and to the Title IX Coordinator.

### District Response to Determination of Sex Discrimination

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

The filing of a complaint or otherwise reporting sex discrimination, including sex-based harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination, including sex-based harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its recurrence.

Except as otherwise provided herein, false or malicious complaints of sexual discrimination may result in disciplinary action against the complainant.

Approved:

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 12/18; 6/20; 7/20; 6/21; 6/24

**Parental, Family, or Marital Status and Pregnancy or Related Conditions: Students** **JGECAA**

(See GAACA, GAAB, GAF, JDDC, JGEC, and KN)

The board of education is committed to providing a positive and productive learning environment, free from discrimination on the basis of sex, including sex-based harassment. The district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity it operates, including in admissions and employment, as required by Title IX.

Inquiries about this policy or Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education, Office for Civil Rights, at (800)421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both. The district's Title IX Coordinator is (Position or name, address, email address, and phone number).

The district's nondiscrimination policy and grievance procedures can be located at [include link to location(s) on website or otherwise describe location(s)].

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to Policy JGEC and any additional information at [include link to location(s) on website or otherwise describe location(s)].

Parental, Family, or Marital Status and Pregnancy or Related Conditions

The district shall not treat any student differently on the basis of sex due to the student's current, potential, or past parental, family, or marital status.

Further, the district shall not discriminate against any student based on the student's current potential, or past pregnancy, or related conditions in its education program or activity.

Whenever a student or a person who has a legal right to act on behalf of the student informs any district employee of the student's pregnancy or related conditions, the employee shall promptly provide that person with the Title IX Coordinator's contact information and inform them that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the district's education program or activity, unless the employee reasonably believes the Title IX Coordinator has been notified.

The Title IX Coordinator shall take prompt and effective actions to prevent sex discrimination and ensure equal access to the district's education program and activities once the Title IX Coordinator is notified of the student's pregnancy or related conditions. Such actions include the following:

- Provide information regarding the district's responsibilities to the student and, if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student of the district's obligations to the student under these provisions.

**Parental, Family, or Marital Status and Pregnancy or Related Conditions: Students JGECAA-2**

- Make reasonable modifications to the district’s policies, and practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the district’s education program and activities, which may include, but are not limited to the following:
  - Providing breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
  - intermittent absences to attend medical appointments;
  - access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations;
  - allowing a student to sit, stand, or carry or keep water nearby;
  - counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access (if applicable); or
  - other changes to policies, practices, or procedures.
- Allow the student to voluntarily access any separate and comparable portion of the district’s education program or activity.
- Allow the student to voluntarily take a leave of absence from the district’s education program or activity to cover, at minimum, the period of time deemed medically necessary by the student’s licensed healthcare provider, without loss of academic or extracurricular status.
- Provide the student access to a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.
- Provide the student with reasonable modifications without supporting documentation unless the documentation is necessary and reasonable for the district to determine the reasonable modifications to make or whether to take additional specific actions.

The district shall not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the district’s class, program, or extracurricular activity unless:

- The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- the district requires such certification of all students participating in the class, program, or extracurricular activity; and

**Parental, Family, or Marital Status and Pregnancy or Related Conditions: Students JGECOA-3**

- the information obtained is not used as a basis for discrimination prohibited by this policy or Policy JGEC.

Approved:

KASB Recommendation-06/24

## **Administration of Emergency Opioid Antagonists**

**JGFGA**

Kansas law creates standards governing the use and administration of emergency opioid antagonists approved by the U.S. Food and Drug Administration (“FDA”) to inhibit the effects of opioids and for the treatment of an opioid overdose. Any first responder or school nurse is authorized to possess, store, distribute, and administer emergency opioid antagonists as clinically indicated, provided that all personnel with access to emergency opioid antagonists are trained in proper protocol.

Similarly, Kansas law allows a patient or bystander (meaning a family member, friend, caregiver, or other person in a position to assist a person who the bystander believes to be experiencing an opioid overdose) to acquire and utilize emergency opioid antagonists.

Therefore, to prioritize student health and safety in its schools, programs, and activities, the board authorizes the district to obtain, store, and administer naloxone, Narcan, and/or other opioid antagonists for emergency use in its schools. The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists may be available during the regularly scheduled school day. They may be available at other times at the discretion of the superintendent.

The board establishes the following rules governing the utilization and administration of emergency opioid antagonists, such as, but not necessarily limited to, naloxone and Narcan, by members of district staff.

### Training

If obtaining the emergency opioid antagonist through a pharmacy, the providing pharmacy of the emergency opioid antagonist (hereafter “the product”) shall provide written education and training materials to the individual to whom the product is dispensed. First Aid for Opioid Overdose must be obtained by each school nurse and other staff members designated by the superintendent to respond to potential opioid overdose situations. In addition, all district staff members with access to emergency opioid antagonists shall be trained, at a minimum, on the following:

- Techniques to recognize signs of an opioid overdose;
- Standards and procedures to store, distribute, and administer an emergency opioid antagonist;
- Emergency follow-up procedures, including the requirement to summon emergency ambulance services either immediately before or immediately after administering an emergency opioid antagonist to a patient; and
- Inventory requirements and reporting any administration of an emergency opioid antagonist to the school nurse or another healthcare provider.

District staff members personally acquiring such products for use as a patient or bystander are encouraged to inform the school nurse or the superintendent’s designee, so that they may be trained in

## Administration of Emergency Opioid Antagonists

JGFGA-2

proper protocol and included in the school or district's crisis response plan regarding potential opioid overdose.

### Procurement of the Product

The school nurse or other staff member(s) designated by the superintendent will be responsible for the procurement of the product.

### Storage

The following storage protocols shall be followed:

- The product will be clearly marked and stored in an accessible place at the discretion of the school nurse or the superintendent's designee.
- The product will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
- Inspection of the product shall be conducted at least quarterly.
- The individual responsible for the product's safekeeping shall check, document, and track the expiration date found on the box and replace the product once it has expired.

### Use of the Product

In case of a suspected opioid overdose, the school nurse, designee, or other individual shall follow the protocols outlined in the training or product instructions.

### Follow-up

- After administration of the product, the school nurse, or other designated staff, will report appropriate information to emergency services, parents (guardians), central office personnel, and if determined necessary, the patient will be transported to a hospital.
- The school nurse or other designated staff will complete the designated incident report and file the report with the school nurse or district office, whichever is applicable.

### Protection from Liability

Any patient, bystander, school nurse, a first responder, or technician operating under a first responder agency, who, in good faith and with reasonable care, receives and administers an emergency opioid antagonist pursuant to this policy to a person experiencing a suspected opioid overdose shall not, by an act or omission, be subject to civil liability or criminal prosecution, unless personal injury results from the gross negligence or willful or wanton misconduct in the administration of the emergency opioid antagonist.

Approved:

KASB Recommendation – 6/23; 6/24

## Student Activities

JH

(See DK, JGFB, JM and KG)

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

### Eligibility for Activities

Unless otherwise provided herein, students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

### Participation in Kansas State High School Activity Association Activities

Any student meeting the following requirements shall be permitted to participate in any district activities that are regulated, supervised, promoted, and developed by the Kansas State High School Activities Association (“KSHSAA”). The requirements include:

- Being a resident of the school district;
- being enrolled and attending a virtual school as defined in K.S.A. 72-3712 or a nonpublic elementary or secondary school;
- complying with the health certification and inoculation requirements of K.S.A. 72-6262, as amended, prior to participation in any such activity;
- meeting applicable age and eligibility requirements required by KSHSAA;
- paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; and
- seeking participation at the appropriate school of the district that corresponds to where the student resides within the school district’s respective school attendance boundaries established by the board.

Except as otherwise provided in this policy, any student attending a virtual school, who seeks to participate in an activity in the student’s resident school district shall not be required to enroll in or attend a minimum number of courses at such school district.

Any student attending a home school, who is a resident of the district and seeks to participate in a KSHSAA activity sponsored by the district, shall be deemed to meet any academic eligibility requirements established by KSHSAA for participation in such activity if:

## Student Activities

JH-2

- The student is maintaining satisfactory progress towards achievement or promotion to the next grade level; and
- the parent, teacher, or organization that provides instruction to the student submits an affidavit or transcript to KSHSAA indicating the student meets these academic eligibility requirements.

Upon submission of an affidavit, the student attending a home school shall be deemed to meet any academic eligibility requirements established by KSHSAA and shall retain such academic eligibility during the activity season for which the affidavit was submitted.

The board may require a student who participates in an activity pursuant to this policy, including, but not limited to, virtual school students, to enroll in or complete a particular course as a condition of participation, if such requirement is imposed upon all other students who participate in a particular KSHSAA activity.

Except as provided in this policy regarding modified academic eligibility requirements for home school students, and any student who seeks to participate in an activity pursuant to this policy shall be subject to any tryout or other participation requirements that are otherwise applicable to all other students for participation in the activity.

### Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities {shall/may} be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

### Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. A monthly report to the board on the revenue and expenditures of the activity fund shall be made. No funds shall be expended from these accounts except in the support of the student activity program.

Receipts shall be issued for all revenue taken into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

Approved:

KASB Recommendation – 6/00; 4/07; 11/12; 12/15; 6/23; 6/24

## **Disposal of District Property**

**KK**

(See DFM)

Except when disposing of a building as defined herein, the board may dispose of district property in a manner the board deems to be in the district's best interest. Whenever such excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

When disposing of any school district property, neither the board nor its agent shall refuse to sell, lease, or convey any interest in a building or property to a prospective buyer or lessee solely because the prospective buyer or lessee may use or intends to use the building or property as a nonpublic school building.

### Disposal of a School District Building

For the purposes of this policy, terms have the following meanings.

- “Building” means any building that was used in any prior school year as an attendance center for students enrolled in kindergarten or any of the grades one through 12.
- “State agency” means any state agency, department, authority, institution, division, bureau, or other state governmental entity.

Within 30 days after the board of education adopts a resolution to dispose of a building, the board shall submit written notice of its intention to dispose of such building to the legislature. Such notice shall be filed with the chief clerk of the house of representatives and the secretary of the senate and shall contain the following:

- A description of the school district's use of such building immediately prior to the decision to dispose of such building;
- the reason for such building's disuse and the decision to dispose of such building;
- the legal description of the real property that is to be disposed; and
- a copy of the resolution adopted by the board of education.

Upon receipt of the notice, the legislature may adopt a concurrent resolution stating the legislature's intention that the state acquire the building in the following manner. Such concurrent resolution shall include:

- The name of the school district that owns such building;
- the information contained in the written notice as outlined herein; and
- the state agency that intends to acquire such building and the intended use of such building upon acquisition.

## **Disposal of District Property**

**KK-2**

If the notice is received by the legislature during a regular legislative session, the legislature shall have 45 days to adopt such a concurrent resolution.

If the notice is received when the legislature is not in regular session, then, not more than 45 days after the notice is received by the legislature, the legislative coordinating council may deny the legislative option for the state to acquire the building. If the legislative coordinating council denies this option, the district may proceed with disposing of the building in accordance with Kansas law. If the legislative coordinating council does not deny the option for the state to acquire the building within the 45-day period, then the legislature shall have 45 days from the commencement of the next regular session to adopt a concurrent resolution as outlined herein.

Upon adoption of a concurrent resolution, the state agency named in such resolution shall have 180 days to complete the acquisition of such building and take title to the real property. Upon request of the state agency acquiring the building, the legislative coordinating council may extend the 180-day period for a period of not more than 60 days.

The board shall not sell, gift, lease or otherwise convey the building or any of the real property described in the written notice or take any action or refrain from taking any action that would diminish the value of such property during the 180-day period or any extension thereof.

If the legislature does not adopt a concurrent resolution as described herein within the 45-day period or if the state agency does not take title to the property within the 180-day period or any extension thereof, the school district may proceed with disposition of such property in such manner and upon such terms and conditions the board deems to be in the best interest of the district. Conveyances of buildings and real property described on any legislative notice described herein shall be executed by the president of the board and attested to by the clerk.

School district buildings not meeting the definition of “building” as defined herein, may be disposed of in any manner deemed to be in the best interest of the district by the board, without need for legislative notice under this policy.

Approved:

KASB Recommendation – 3/00; 4/07; 6/23; 6/24

## MAY 2024 UPDATED KASB POLICY

Although KASB generally issues recommended policy updates in June and December, we have had an influx of questions regarding a particular policy and would like to recommend an update thereto. The following policy recommendation has been edited and revised by the KASB Legal/Policy Services staff. The table below explains in detail the revision and reasoning for issuing this update.

If you have any questions concerning this policy update, please direct them to Leslie Garner, KASB’s Policy Specialist/Legal Coordinator, at [lgarner@kasb.org](mailto:lgarner@kasb.org) or at 1-800-432-2471.

	<b>RATIONALE FOR RECOMMENDED REVISION OR ADDITION</b>	<b>RECOMMENDED ACTION</b>
<p>JBCC Enrollment of Nonresident Students (Revised)</p>	<p><u>Background</u></p> <p>Over the last three years, the Kansas Legislature has enacted three pieces of legislation requiring school districts to adopt a policy allowing for nonresident student enrollment. Such policy must prescribe a method for determining the district’s capacity to receive nonresident students, set priority in enrollment for particular student groups as specified in law, and describe how the district will determine good standing for nonresident students to enroll or continue to be enrolled in the district’s schools.</p> <p>Additional information regarding this legislation can be found at the following links:</p> <ul style="list-style-type: none"> <li>• <a href="#">Senate Substitute for House Bill 2567 (2022)</a> and <a href="#">KASB June 2022 Policy Updates</a></li> <li>• <a href="#">House Substitute for Senate Bill 113 (2023)</a>, <a href="#">KASB June 2023 Policy Updates</a>, and <a href="#">KASB October 2023 Policy Update</a></li> <li>• <a href="#">House Substitute for Senate Bill No. 387 (2024)</a>.</li> </ul> <p>The relevant sections of SB 387 are as follows:</p> <ul style="list-style-type: none"> <li>• New Section 7 – <ul style="list-style-type: none"> <li>○ Enrollment by students who are not Kansas residents.</li> </ul> </li> <li>• Section 9 – <ul style="list-style-type: none"> <li>○ Changes to the timelines of the application process;</li> <li>○ Allows districts to deny applications of students they deem not in good standing and grants an appeal right to them;</li> <li>○ Grandfathers in certain classifications of nonresident students;</li> <li>○ Attempts to clarify transportation requirements; and</li> <li>○ Clarifies the policy would not apply to virtual schools.</li> </ul> </li> </ul>	<p>Review and consider adoption to promote compliance with state law which will become effective upon publication in the Kansas Register soon.</p> <p><b>If you have not yet adopted a policy on nonresident enrollment, prior to adopting the policy one, the board of education <u>must call and hold a hearing on the proposed policy.</u></b></p> <ul style="list-style-type: none"> <li>• <b>The board of education shall provide notice of such hearing, which shall include the time, date, and place of the public hearing to be held on the proposed policy.</b></li> <li>• <b>Such notice shall be published at least once each week for two</b></li> </ul>

- Section 10
  - Minor terminology adjustment to transportation and student count language; and
- Section 12
  - Amends the definition of “nonresident student” to specify they must be eligible to attend school under Kansas law (*see* K.S.A. 72-3118 regarding age of attendance); and
  - Clarifies that nonresident students must be Kansas residents for the bulk of the law to apply to them.

Policy JBCC Enrollment of Nonresident Students was first recommended in June 2023 to reflect the requirements of the new law, with additional revisions provided in October of 2023. These current proposed changes are to reflect changes to the law as a result of SB 387.

Due to the current requirement that the application period for nonresident students begin June 1, 2024, we would recommend prioritizing board action on policy JBCC in a special or a regularly scheduled board meeting at your earliest convenience.

Once the law goes into effect, persons enrolling in the upcoming application period will have legal rights guaranteed under the new law as well as what is promised them through board policy, which will be in conflict in some areas.

For example, here are some highlights of the changes you will see in the revised policy.

- Nonresident students who were enrolled in your district last year have a right to continued enrollment in your district unless deemed not in good standing.
- Students that were resident students last year but moved out of district have the right to continued enrollment unless deemed not in good standing.
- Whether a student is in good standing is a consideration the administration can consider upon application, even when priority enrollment is involved, and when determining whether to discontinue enrollment of current nonresident students.
- Open seats must go first to Kansas residents, except the board may permit out-of-state children of employees of the district to enroll in and attend school in the district as if the student is a resident of the school district. However, this is not required. If capacity remains, it will be up to the district to determine whether space is made available for out-of-state students.
  - Note that funding of out-of-state students has been drastically reduced over recent years.
- Virtual schools need not be considered in making capacity determinations, and there is no requirement they allow enrollment through this policy.

**consecutive weeks in a newspaper of general circulation in the school district and shall also be posted on the school district's website.**

**This law requires the board to adopt a policy only after a hearing process.**

**If you have previously adopted a nonresident student policy using this protocol, it would only be necessary to amend your current policy using normal methods.**

**It would need only an official board vote to approve amendments or replace old language with updated language as presented.**

**The school district shall publish this policy and any subsequent revisions to such policy on the school district's website through a link on the school district's website homepage titled "open enrollment information."**

	<ul style="list-style-type: none"> <li>• In the future, the enrollment applications must be accepted from January 1 through June 15.</li> <li>• Applicants are to be informed that they are not accepted by July 30, and they have the right to appeal to the school board if they were denied enrollment for not being in good standing. <ul style="list-style-type: none"> <li>○ Note that the appeal process is not covered in law, so you can create your own process if preferred to what is in the policy.</li> </ul> </li> <li>• Neither a resident school district nor a receiving school district shall be required to provide transportation to nonresident students unless otherwise required by applicable law. <ul style="list-style-type: none"> <li>○ Note that applicable law may authorize transportation as a related service under a student’s individualized education program or as a reasonable accommodation under a student’s Section 504 accommodation plan. Similarly, homeless students may have transportation rights to either a resident district or the student’s school of origin.</li> </ul> </li> </ul> <p>As always, we ask that you please reach out to our KASB legal staff or your local attorney with any questions regarding compliance with HB 2567, SB 113, and SB 387.</p> <p><b>Please understand that sharing legal advice and recommendations received on this legislation with other individuals and entities does endanger your ability to claim the information is attorney-client privileged if Kansas Open Records Act requests or subpoenas request access to it later.</b></p>	
	<b>FORMS</b>	
Application for Nonresident Student Enrollment (Revised)	This form was revised to provide a sample nonresident enrollment application that reflects new legislative requirements.	Review and utilize if desired
TOTALS =	Existing Policy Revision – 1 New Form – 1 Table of Contents J - 1	

## **Enrollment of Nonresident Students**

**JBCC**

(See JBC, JBCA, JBCB, and JQKA)

Kansas law requires the board to allow nonresident students to enroll in and attend the schools of the district if the board's capacity determination finds there are open seats for such students. In order to determine the district's capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy.

Details concerning the nonresident enrollment and continued enrollment processes for nonresident students may be found in this policy, while general processes on enrollment documentation, assignment to buildings and classes, etc., may be found in board policy JBC.

This policy does not apply to any virtual school, as defined by Kansas law, or to any school located on a military installation.

Any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence without application and acceptance through this policy.

### Definitions

For the purposes of this policy, the following definitions apply.

"Homeless child" means a child who lacks a fixed, regular and adequate nighttime residence and whose primary nighttime residence is:

- A. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters and transitional housing for the mentally ill;
- B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
- C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

"Nonresident student" means a child of school age, pursuant to Kansas law, who resides in Kansas and is enrolled and in attendance at or seeking to enroll and attend a school located in a district where such student is not a resident.

"Parent" means and includes natural parents, adoptive parents, stepparents, and foster parents.

"Person acting as parent" means:

- A. A guardian or conservator; or
- B. a person, other than a parent, who:
  - i. Is liable by law to maintain, care for or support the child;

- ii. has actual care and control of the child and is contributing the major portion of the cost of support of the child;
- iii. has actual care and control of the child with the written consent of a person who has legal custody of the child; or
- iv. has been granted custody of the child by a court of competent jurisdiction.

"Receiving school district" means a school district of nonresidence of a student who attends school in such school district.

"Sibling" means a brother or sister of the whole or half blood, adoptive brother or sister, a stepbrother or stepsister or a foster brother or foster sister.

#### Determining Capacity for Nonresident Enrollment

The superintendent or designee has the responsibility for studying capacity in each school of the school district and at each grade level within each school and for making recommendations to the board regarding the district's capacity to accept nonresident students. To make recommendations to the board to assist with determining capacity, the superintendent or the superintendent's designee(s) shall do the following.

The superintendent or designee shall develop recommendations on capacity and classroom student-to-teacher ratios in each grade level in each school serving kindergarten students and students in grades one through eight. Such recommendations may be based on, but not be limited to, the following factors:

- Present classroom student-teacher ratios in each grade level in each school;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

The superintendent or designee shall develop recommendations on capacity and student-to-teacher ratios for each school building or program serving students in grades nine through twelve. Such recommendations may be based on, but not be limited to, the following factors:

- Present building or program student-teacher ratios;

## **Enrollment of Nonresident Students**

**JBCC-3**

- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;
- anticipated demand for particular courses or programming; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

On or before May 1st of each year, the superintendent shall present the recommendations concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the board shall determine, for each grade level in each school building of the school district for the next succeeding school year, the following:

- Capacity based on the study conducted by the superintendent or the superintendent's designee;
- the number of students expected to attend school in the school district; and
- the number of open seats available to nonresidents at each grade, building, or program level.

On or before June 1st of each year, the district shall publish the number of open seats available to nonresident students in each grade level for each school building of the district for the next succeeding school year on the school district's website.

From January 1st through June 15th, district administration shall accept applications from nonresident students seeking to enroll in and attend the district in the next school year.

If the number of applications for a grade level in a school building is less than the number of available seats for that grade level in the school building, the nonresident students shall be accepted for enrollment and attendance at the school district, unless the nonresident student is deemed not in good standing.

If the number of applications for a grade level in a school building is greater than the number of available seats for the grade level in the school building, district administration shall randomly select nonresident students deemed in good standing using a confidential lottery process. This process shall be completed on or before July 15th of each year.

The district shall provide to the parent or person acting as a parent of a nonresident student who was not accepted for or denied enrollment at such school district the reason for the nonacceptance or denial and an explanation of the nonresident student selection process on or before July 30th of each year.

Priority in Filling Open Seats

Regardless of capacity determinations, the following categories of students shall be allowed to enroll as if resident students if they are deemed to be in good standing by district administration:

- any child who is in the custody of the Department for Children and Families and who is living in the home of a nonresident student who transfers to the district; or
- any nonresident student who has a parent or person acting as parent employed by the district, while the parent or person acting as a parent remains employed by the district.

Subject to having capacity to enroll nonresident students, the district shall give priority in enrollment to the following nonresident students deemed in good standing to enroll. These students shall receive open seats without necessity of being selected through any open-seat lottery:

- Any sibling of a nonresident student who is enrolled in and attending school in the district or who is accepted to enroll in and attend school in the district, with priority given when the nonresident student is first accepted and, if necessary, at any other time the district considers transfer applications; and
- any nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the district considers transfer applications.

If one of these exceptions no longer applies to the student, the student's enrollment status would be subject to review based upon the considerations for determining good standing in this policy.

Prohibitions Regarding Open Enrollment Provisions of this Policy

The district shall not:

- Charge tuition or fees to any nonresident student who transfers to the district pursuant to this policy, except fees that are otherwise charged to every student enrolled in and attending school in the district; or
- accept or deny a nonresident student transfer based on ethnicity; national origin; gender; income level; disabling condition; proficiency in the English language; or measure of achievement, aptitude, or athletic ability.

Except for a child in the custody of the Department for Children and Families or a child who is experiencing homelessness, a nonresident student shall not transfer more than once per school year to one or more receiving school districts pursuant to the provisions of this policy or authorizing Kansas law.

Transportation of Students

Neither a resident school district nor a receiving school district shall be required to provide transportation to nonresident students unless otherwise required by applicable law. If space is available on district transportation vehicles, the district may assign nonresident students an in-district bus stop to and from which transportation may be provided by the district for nonresident students. The district shall ensure that transportation for nonresident homeless students is provided comparably to that of housed students.

KSHSAA Eligibility

Nothing in this policy or state law shall exempt a nonresident student who transfers into the district from the requirements of the Kansas State High School Activities Association (“KSHSAA”) regarding eligibility to participate in KSHSAA activities.

Information Share with the Kansas State Department of Education

The superintendent shall annually submit, or have submitted, to the Kansas State Department of Education this policy, the number of nonresident student transfers approved and denied in each grade level, and whether the denials were based on capacity or in accordance with the policy’s terms.

Nonresident Student Continued Enrollment

A nonresident student who has been accepted for enrollment and attendance at a district school shall be permitted to continue enrollment and attendance in the district until such student graduates from high school, reaches the age of 21 (if the student is a student with an exceptionality, not solely eligible for gifted services under an individualized education program), or receives a G.E.D., unless such student is no longer deemed by district administration to be in good standing.

Except as otherwise specified herein, nonresident students who were enrolled in and attending the district during school year 2023-2024, who were attending the district as a resident student in 2023-2024 but have since moved out of the district, or who have been accepted for enrollment by the school district on or after June 1, 2024, will be allowed to continue enrollment in the district as specified above. The district will not require parents of such students or adult or emancipated students to resubmit a new application each school year.

Determining Good Standing

Regardless of capacity to accept nonresident students at a nonresident student’s grade level or in the student’s designated school or program, an individual student may be denied enrollment or continued enrollment for not being in good standing. Nonresident student applicants for enrollment and nonresident

## **Enrollment of Nonresident Students**

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students already enrolled in and attending school in the district shall be evaluated by district administration to determine standing for enrollment or continued enrollment.

Students may be denied enrollment or continued enrollment for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Similarly, administration shall consider the adverse impact of homelessness on a student's attendance and any resulting suspensions or expulsions before making a determination on the enrollment or continued enrollment of a student who is homeless. As part of this reflection, administration shall consider the obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied enrollment or continued enrollment based solely thereon.

- The nonresident student failed to maintain a 90% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;
- the nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process;
- the nonresident student is not a Kansas resident;
- the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun.
- the student has had three or more out-of-school suspensions in the current school year, excluding suspensions determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
- the student has been given a long-term suspension or expulsion by a school district in the current school year.

Parents shall be informed of any administrative decision not to enroll or to discontinue enrollment of a nonresident student.

If district administration denies the enrollment application of a nonresident student due to the school district deeming the nonresident student as not in good standing, the parent or person acting as a

## **Enrollment of Nonresident Students**

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parent of such student may appeal the decision to the board. A current nonresident student who is determined not to be in good standing shall not be entitled to the appeal process outlined herein.

Any student who has been denied enrollment or continued enrollment due to being deemed not in good standing may reapply for nonresident enrollment in subsequent school years.

### Appeal Process

If a nonresident student's application for enrollment is denied because the student is determined not to be in good standing, the parent or person acting as a parent may appeal the administrative decision to the board.

If a parent or person acting as a parent wishes to appeal this decision, a written request for an appeal must be submitted to the clerk of the board within 10 days of receiving notice the student's application has been denied for lack of good standing. Such request shall include the individual's reasons for disagreeing with the administration's decision.

The board shall consider any appeal of these decisions and any supplemental documentation provided therewith at the next regularly scheduled board meeting following receipt of the request for appeal, and the board's designee shall notify the requestor of the result of the appeal in writing within 10 days of the board's decision thereon.

### Enrollment of Out-of-State Students

If capacity for nonresident student enrollment remains after the aforementioned application, enrollment, and the disenrollment process has concluded, district administration may consider applications for enrollment submitted by students who are not Kansas residents. However, priority in enrollment shall be given to Kansas residents.

If a student who is an out-of-state resident is in good standing and has a parent or a person acting as a parent who is employed by the district, district administration may allow the student to enroll in and attend school in the district as if they were a resident of the district.

Approved:

KASB Recommendation – 6/23; 10/23; 5/24

**U.S.D. \_\_\_\_**  
**Application for Nonresident Student Enrollment**

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The U.S.D. \_\_\_\_ Board of Education has determined the capacity available in each grade level in each school building of the school district (hereafter “district”) for the upcoming school year.

The number of open seats available to nonresident students in each grade level for each school building can be found on the district’s website at [INSERT LINK].

This application must be submitted to the district at \_\_\_\_\_ between January 1 and June 15, 20\_\_.

**STUDENT AND GRADE INFORMATION**

Name of Student (hereafter “applicant”):

\_\_\_\_\_

School Level: Elementary \_\_\_\_\_ Middle/Junior High \_\_\_\_\_ High School \_\_\_\_\_

Name of Preferred School (if applicable): \_\_\_\_\_

Grade Level: \_\_\_\_\_

If there is no capacity at the grade level at the preferred school when the application is processed, and the application is not approved for that reason, will you accept enrollment at another district school where there is capacity?

Yes \_\_\_ No \_\_\_

**Priority Enrollment Criteria Questions**

1. Is applicant experiencing homelessness?

Yes \_\_\_ No \_\_\_

a. If applicant is currently experiencing homelessness, in which school and school district did applicant last attend school?

\_\_\_\_\_

2. Is applicant a child who is in the custody of the Department of Children and Families and living in the home of a nonresident student who attends school in the district?

Yes \_\_\_ No \_\_\_

3. Does applicant have a parent or person acting as a parent who is employed by the district?

Yes \_\_\_ No \_\_\_

4. Does applicant have a sibling who is enrolled in and attending a school in the district or who has been accepted to enroll and attend school in the district?  
Yes \_\_\_ No \_\_\_
5. Is applicant a military student, as defined by K.S.A. 72-5139?  
Yes \_\_\_ No \_\_\_
6. Is applicant a Kansas resident?  
Yes \_\_\_ No \_\_\_

**Good Standing Determination Questions**

1. Did applicant maintain at least a 90% school attendance rate in the last school year, excluding absences which were excused under the school's attendance policy?  
Yes \_\_\_ No \_\_\_
2. Is applicant under a period of suspension or expulsion from any school district?  
Yes \_\_\_ No \_\_\_
- a. If so, when does the period of suspension or expulsion expire?  
\_\_\_\_\_
3. Has applicant had three or more out-of-school suspensions in the current school year, excluding suspensions determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan?  
Yes \_\_\_ No \_\_\_
4. Has applicant been given a long-term suspension or expulsion by a school district in the current school year?  
Yes \_\_\_ No \_\_\_

**PARENT/GUARDIAN AND STUDENT CONTACT INFORMATION**

Name of Parent(s)/Guardian(s) of the Applicant:

\_\_\_\_\_

Physical/Residential Address of the Applicant:

\_\_\_\_\_

Mailing Address of Applicant (if different from the Physical/Residential Address):

\_\_\_\_\_

Mailing Address of Parent(s)/Guardian(s) (if different from the Mailing Address of the Applicant)”

---

Parent/Guardian or Adult or Emancipated Applicant Telephone Number: \_\_\_\_\_

Parent/Guardian or Adult or Emancipated Applicant Email Address: \_\_\_\_\_

Parent/Guardian and Applicant understand and acknowledge the following:

1. If the number of applications for the grade level and school building referenced herein is less than the number of available seats for that grade level in the school building, an eligible nonresident student deemed in good standing will be accepted for enrollment and attendance at the school district for the 20\_\_-20\_\_ school year and will be permitted to continue enrollment and attendance in the district, unless such student is no longer deemed by district administration to be in good standing.
2. If the number of applications for a grade level in a school building referenced above is greater than the number of available seats for the grade level in the school building, district administration shall accept students in good standing based on priority enrollment status first. If capacity remains after accepting priority enrollment students, the administration will randomly select nonresident student applicants deemed to be in good standing for enrollment using a confidential lottery process that will be completed on or before July 15 of each year.
3. If applicant is not a resident of Kansas, enrollment may only be considered if applicant’s parent or person acting as a parent is an employee of the district, applicant is a homeless student and this is the applicant’s district of origin, or if capacity remains after the district has completed its nonresident selection process, the student is in good standing, and district administration opts to allow out-of-state students to enroll.
4. If applicant is not accepted for or is denied enrollment at the district, the district will provide notice to the parent or person acting as a parent of the nonresident student or the adult or emancipated applicant of the reason for the nonacceptance or denial and an explanation of the nonresident student selection process on or before July 30 of each year.
5. If there is no capacity at the applicant’s preferred school, and the application states enrollment in a school other than the preferred school will be denied, the district will deny the application due to lack of capacity.
6. If the application is accepted, applicant’s enrollment may be discontinued if it is discovered applicant or applicant’s parent or person acting as a parent provided false or fraudulent information in the application process.
7. The district shall not be required to provide transportation to nonresident students unless otherwise required to do so by applicable law.

8. If accepted to enroll in school in the district, applicant shall not be exempt from the requirements of the Kansas State High School Activities Association (hereafter “KSHSAA”) regarding eligibility to participate in KSHSAA activities.
9. This application process and the board policy authorizing it does not apply to any virtual school run by the district or any school located on a military installation.

By signing below, I attest that all information provided in this application is true and accurate, to the best of my knowledge.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Applicant Signature

-----  
Date Application Received: \_\_\_\_\_

Administrative Determination and Reasoning:

- Approved (applicant is a homeless student either residing in district or for whom the district is the school of origin [Priority Enrollment Criteria Question 1])
- Approved (applicant meets Priority Enrollment Criteria regardless of capacity and is in good standing [Priority Enrollment Criteria Question 2 or 3])
- Approved (applicant meets Priority Enrollment Criteria, is in good standing, and capacity is available [Priority Enrollment Criteria Question 4 or 5])
- Approved (capacity is greater than number of applications, and applicant is in good standing)
- Approved (capacity is less than number of applications, applicant is in good standing, and applicant was randomly selected in lottery)
- Denied due to lack of capacity
- Denied due to ineligibility to attend school in Kansas pursuant to K.S.A 72-3118 (age of eligibility)
- Denied due to lack of good standing
- Denied due to residency outside of the state of Kansas

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Student Health &  
Special Risk

## Northern Valley USD #212

# 2024-2025 Student & Athletic Accident Insurance Renewal

Kyle McWeeney  
Producer  
First Agency  
5071 West H Avenue  
Kalamazoo, MI 49009-8501  
Phone (269) 775-3130  
[Kyle\\_McWeeney@AJG.com](mailto:Kyle_McWeeney@AJG.com)





First Agency, a Gallagher Company  
5071 West H Avenue  
Kalamazoo, MI 49009-8501  
Phone: (269) 381-6630 Fax (269) 492-0084



Re: Northern Valley USD 212 Student and Athletic Accident Renewal  
Effective Date: August 1<sup>st</sup>, 2024

Dear Friends:

Thank you for allowing First Agency to provide you with an insurance renewal. Attached is our quotation for coverage.

**Scope of Responsibility:** First Agency is responsible for the placement of the following lines of coverage: Student and Athletic Accident

This is an open report on the student & athletic accident coverage provided our office for the students & athletes at Northern valley USD 212. The intent of this report is to discuss the following:

- a. A review of the coverage
- b. Premium & claims history
- c. Premium for the coming year
- d. Other pertinent items

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than First Agency. If you need help in placing other lines of coverage or covering other types of exposures, please contact your First Agency representative.

**To bind this policy**, please refer to the "Client Authorization to Bind Coverage" page attached. Note any changes you desire, date, sign and return prior to the effective date of coverage.

Attached you will find the quote for your client and files. The coverage outlined below may not conform to the terms and conditions requested. You are responsible for reviewing and explaining the coverage to the client, including any options, available or not from our office. The terms hereon are not fully described, and no assumption should be made as to the adequacy of coverage of the risk to the client.

You are not an Agent of the Insurer, and as such, cannot bind coverage nor make any commitments on behalf of the Insurer, nor of us. This policy cannot be assigned to another without the written consent of the Insurer or their Agent.

At binding, you commit to any provisions contained herein such as Minimum Earned Premiums. There are no flat cancellations allowed.

We appreciate your business and look forward to working with you in the coming year. Please contact me if you have any questions.

Kyle McWeeney, Producer  
First Agency, a Gallagher Company

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Did you know that First Agency also offers the following?..... 9

## Meet the Team



*Our team of sports and special risk experts are committed to serving our clients with excellent protection and outstanding service.*

### Bryan Cronen, Area Executive Vice President

(269) 775-3721 | [Bryan\\_Cronen@AJG.com](mailto:Bryan_Cronen@AJG.com)

Bryan brings 30 years of student & athletic accident insurance experience to the team. Bryan holds a bachelor's degree from Michigan State University. Prior to joining Gallagher as a merger acquisition partner in 2019, Bryan managed the First Agency branch including claims administration for 20+ years. In his spare time, Bryan enjoys traveling with his family and watching his daughters compete in athletics.



### David Turley, Area Vice President

(269) 381-6630 | [David\\_Turley@AJG.com](mailto:David_Turley@AJG.com)

David has 41 years of experience providing day-to-day account management for Special Risk Lines and the K-12/College market, specializing in College/University blanket athletic coverage. David is a graduate of Western Michigan University where he was also a member of the baseball team. Staying close to sports, he has officiated basketball games for more than four decades and has worked contests at both the high school and college levels earning multiple post-season tournament assignments. David is always available for his clients to assist and meet their needs.



### Joe Block, Area Vice President

(269) 775-3729 | [Joe\\_Block@AJG.com](mailto:Joe_Block@AJG.com)

Joe has 25 years of experience in the Student & Athletic accident space. Joe earned his undergraduate degree from Xavier University, where he played on the Rugby team. Prior to joining Gallagher as a merger partner in 2019, Joe has been at First Agency working on behalf of his clients since 1998. In his spare time, Joe enjoys spending time with his wife and dog, golf, cycling and other non-contact sports these days. In 2023 Joe was recognized as Power Broker by Risk & Insurance® in the Education category for his efforts on behalf of his clients.



### Kyle McWeeney, Producer

(847) 378-5933 | [Kyle\\_McWeeney@AJG.com](mailto:Kyle_McWeeney@AJG.com)

This is Kyle's 5th year with First Agency. While attending both The University of Kansas and The University of Iowa, Kyle spent multiple summers as an intern with Gallagher. After graduation in 2019, Kyle joined the Gallagher First Agency team. Growing up in the Chicagoland area, Kyle has become an avid golfer and Chicago sports fan.

**FIRST AGENCY** of Kalamazoo, Michigan specializes in servicing programs of student and athletic accident coverage at both the interscholastic and intercollegiate levels, as well as special risk programs such as summer camps and little leagues. This has been our only business since 1959. Our office currently serves over 1,000 high schools, colleges, universities, clubs, recreation departments, and other athletic organizations in over 40 states.

## Base Student/Athletic Accident - Schedule of Benefits

Accident Medical Expense Maximum <sup>1</sup>	\$25,000 per Injury
Covered Activities	Coverage would be in force for all participants in <b>SCHOOL-SPONSORED AND SUPERVISED STUDENT</b> activities including interscholastic athletics and sponsored group travel.
Deductible <sup>2</sup>	\$0
Coinsurance <sup>3</sup>	100% Reasonable & Customary after the selected deductible, and subject to the below limitations.
Benefit Period	52 weeks from the Date of Injury
First Medical Treatment (includes treatment provided by Student Health Services or an Athletic Trainer)	60 Days
Accidental Death and Dismemberment (AD&D)	\$10,000
Dental Benefit	Included in Per Injury Maximum
Expanded Medical Coverage, Recurring Injuries <sup>4</sup>	No
HMO/PPO Denial Coverage <sup>5</sup>	No
Pre-existing Condition Coverage <sup>6</sup>	No
Heart & Circulatory Coverage <sup>7</sup>	No
Off-Season Conditioning Coverage (sponsored/supervised)	Yes

### Limitations:

Hospital Room & Board - \$1,000 per day per Covered Accident  
 Ancillary Hospital Expenses - \$1,000 per Covered Accident  
 Emergency Room - \$300 per day per Covered Accident  
 Physician Non-Surgical Visits - \$50 for the first visit, \$50 for each subsequent visit up to a maximum of 10 visits per Covered Accident  
 Physician Second Opinion (Surgical) - \$400 per Covered Accident  
 Physiotherapy - \$50 for the first visit, \$25 for each subsequent visit up to a maximum of 8 visits per Covered Accident  
 X-Ray Expenses - \$600 including costs for reading per Covered Accident  
 Diagnostic Imaging (MRI/CT/CAT) - \$600 including costs for reading per Covered Accident  
 Dental (sound natural teeth) - \$500 per tooth per Covered Accident  
 Ambulance - \$800 per air and ground ambulance per Covered Accident limited to one trip  
 Durable Medical Equipment - \$150 per Covered Accident  
 Prescription Drugs - \$6,000 per Covered Accident

<sup>1</sup> The maximum amount of benefits We will pay for any one Injury under the Accident Medical Expense Benefit.

<sup>2</sup> Deductibles are "disappearing" deductibles, which allow payments by other insurance or plan to reduce or satisfy plan deductible.

<sup>3</sup> The Reasonable & Customary percentage of Covered Charges We pay for each Injury.

<sup>4</sup> Coverage can be expanded to include conditions, which result from participation in athletics; not necessarily the direct result of an accident. These conditions may include wear and tear damage caused by overuse, treatment of repetitive motion injuries, strains, hernia, tendinitis, bursitis, spondylolysis, osteochondritis dissecans, and heat exhaustion not related to a specific Injury. The onset of symptoms must have originated in your interscholastic sports program during the effective dates of coverage.

<sup>5</sup> Coverage can be expanded to include benefits for HMO/PPO denials when an attempt for compliance has been made by the school district to utilize authorized medical providers and the HMO/PPO still requires the student-athlete to return to his/her home area for treatment to be covered.

<sup>6</sup> Coverage can be expanded to cover the re-aggravation or re-injury of a pre-existing condition. A pre-existing condition is defined as a condition for which medical care, treatment, diagnosis, or advice was received or recommended within the 12 months prior to the Insured's effective date of coverage under this policy.

<sup>7</sup> Coverage can be expanded to cover the treatment of heart and/or circulatory malfunction resulting from participation in a covered activity such as stroke, heat exhaustion, heart attack, and brain circulatory malfunctions.

# Berkley Life and Health Insurance Company - Exclusions and Limitations

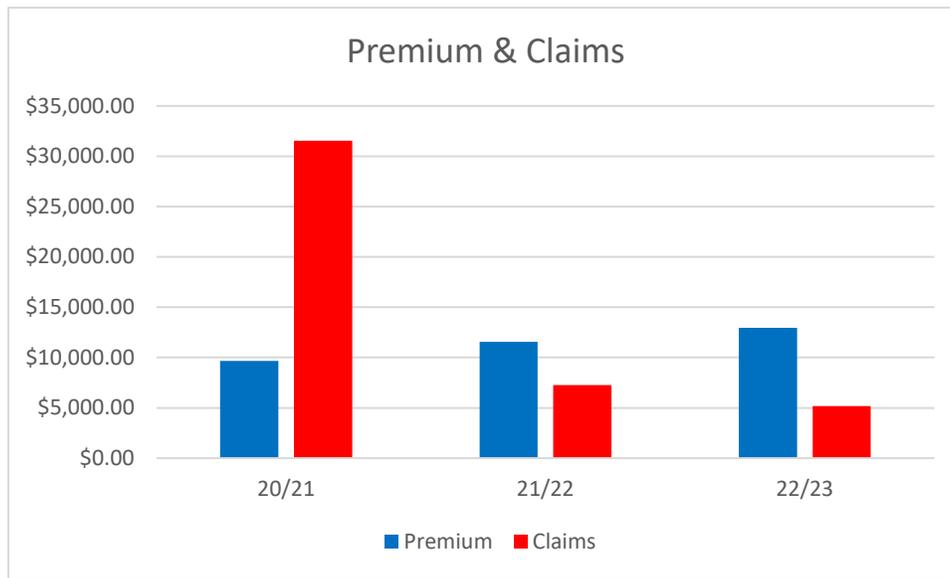
This Policy does not cover any loss resulting in whole or part from, or contributed to by, or as a natural or probable consequence of any of the following even if the immediate cause of the loss is an accidental bodily Injury, unless otherwise covered under this policy by Additional Benefits:

1. Suicide, self-destruction, attempted self-destruction or intentional self-inflicted Injury while sane or insane.
2. War or any act of war, declared or undeclared.
3. Service or Active Duty in the armed forces, National Guard, military, naval or air service or organized reserve corps of any country or international organization.
4. Sickness, disease or any bacterial infection, except one that results from an accidental cut or wound or pyogenic infections that result from accidental ingestion of contaminated substances.
5. Disease or disorder of the body or mind.
6. Intoxication or being under the influence of any drug or narcotic.
7. Violation or in violation or attempt to violate any duly-enacted law or regulation, or commission or attempt to commit an assault or felony, or that occurs while engaged in an illegal occupation.
8. Conditions that are not caused by a Covered Accident.
9. Covered Expenses for which the Covered Person would not be responsible in the absence of this Policy.
10. Injuries paid under Workers' Compensation, Employer's liability laws or similar occupational benefits or while engaging in activity for monetary gain from sources other than the Policyholder.
11. Travel or activity outside of the United States.
12. Participation in any motorized race or speed contest.
13. Aggravation or re-injury of a prior Injury that the Covered Person suffered prior to his or her coverage Effective Date, unless We receive a written medical release from the Covered Person's Physician.
14. Heart attack, stroke or other circulatory disease or disorder, whether or not known or diagnosed, unless the immediate cause of Loss is external trauma.
15. Any Injury requiring treatment which arises out of, or in the course of fighting, brawling assault or battery.
16. Injury caused by, contributed to or resulting from the Covered Person's use of alcohol, illegal drugs or medicines that are not taken in the dosage or for the purpose as prescribed by the Covered Person's Physician.
17. Services or treatment rendered by a Physician, Nurse or any other person who is employed or retained by the Policyholder; or an Immediate Family member of the Covered Person.
18. Treatment of a hernia whether or not caused by a Covered Accident.
19. Treatment of Osgood-Schlatter's disease, osteochondritis, appendicitis, osteomyelitis, cardiac disease or conditions, pathological fractures, congenital weakness, whether or not caused by a Covered Accident.
20. Treatment of a detached retina unless caused by an Injury suffered from a Covered Accident.
21. Pregnancy, childbirth, miscarriage, abortion or any complications of any of these conditions.
22. Mental or nervous disorders, except as specifically provided in this policy.
23. Damage to or loss of dentures or bridges or damage to existing orthodontic equipment, except as specifically provided in this Policy.
24. Expense incurred for treatment of temporomandibular or craniomandibular joint dysfunction and associated myofacial pain, except as specifically provided in this Policy.
25. Loss resulting from participation in any activity not specifically covered by this Policy.
26. Any treatment, service or supply not specifically covered by this Policy.
27. Eyeglasses, contact lenses, hearing aids.
28. Practice or play in any sports activity, including travel to and from the activity and practice, unless specifically provided for in the Policy.
29. Travel or flight in or on any vehicle for aerial navigation, including boarding or alighting from:
  - i. While riding as a passenger in any aircraft not intended or licensed for the transportation of passengers; or
  - ii. While being used for any test or experimental purpose; or
  - iii. While piloting, operating, learning to operate or serving as a member of the crew thereof; or
  - iv. While traveling in any such aircraft or device which is owned or leased by or on behalf of the Policyholder of any subsidiary or affiliate of the Policyholder, or by the Covered Person or any member of his household.  
Except as a fare paying passenger on a regularly scheduled commercial airline.

# Berkley Life and Health Insurance Company - Carrier and Claims Company Information

<b>Carrier Name</b>	<b>Berkley Life and Health Insurance Company</b>
City, State	Urbandale, IA
A.M. Best Rating	A+
Financial Size Category	VIII
<b>Claims Company Name</b>	<b>First Agency</b>
City, State	Kalamazoo, Michigan
Years of serving student insurance industry	65
<b>Claims Submission Information</b>	
Phone Number	269-381-6630
Claim Form Required? Yes/No	Yes
Claim lookup online? Yes/No	Yes
Claim Submission Deadline	90 days or as soon as possible, or within 90 days of date of injury or first treatment for the injury. Medical bill, HCFA 1500 or UB92 should be used to submit expenses
Mailing address for claim submission	5071 West H Avenue Kalamazoo, MI 49009-8501
E-mail address for claim submission	<a href="mailto:1stAgency@1stAgency.com">1stAgency@1stAgency.com</a>
Website	<a href="http://www.1stAgency.com">www.1stAgency.com</a>
Customer Service Hours	7:30 a.m. – 4:30 p.m. (ET)
Assigned Specific Claims Examiner? Yes/No	Yes
Claims Processing Time for a complete claim while maintaining a more than 98% accuracy (# of days/range)	5-10 business days
HIPAA Compliance with federal privacy and confidentiality requirements Yes/No	Yes

## Program Data



### Paid Claims as of 5/23/2024

Policy Year	Carrier	Premium	Claims Paid	Loss Ratio
2020-2021	Berkley Accident and Health	\$9,675	\$31,558.30	326%
2021-2022	Berkley Accident and Health	\$11,563	\$7,247.93	63%
2022-2023	Berkley Accident and Health	\$12,941	\$5,167.87	40%
<b>AVERAGE PREMIUM AND CLAIMS PAID</b>		<b>\$11,393</b>	<b>\$14,658.03</b>	<b>129%</b>

*\*Target Loss Ratio is 60%*

# Premium Quotation

Carrier Name: Guarantee Trust Life Insurance Company  
2024-2025 Premium

## Current Year to Date:

Carrier	Premium
Berkley Accident and Health \$0 - \$25,000 / 1 Year Benefit Period	\$14,292

## Premium for the Coming Year

The following are factors to consider:

1. The number of people with High-Deductible plans and co-payments has increased, meaning higher out-of-pocket expenses.
2. Health care costs have increased dramatically in the last decade.
3. Inflation in medical charges for athletic injuries continues to increase each year.

2024/2025 Berkley Renewal Premium:

\$15,785

### Additional riders desired?

- Expanded Medical Coverage  Yes  No
- HMO/PPO Limitation Waiver  Yes  No
- Pre-Existing Conditions Coverage  Yes  No
- Heart/Circulatory Coverage  Yes  No
- 2-Year Benefit Period  Yes  No

### Base Student & Athletic Accident Insurance

Carrier Name	Medical Maximum	Deductible	2024-2025 Annual Premium
Berkley Accident and Health	\$25,000	\$0	\$15,785

NOTE: The information contained in this proposal is only an outline of the benefits offered. It is NOT a complete explanation of the policy provisions or specifics of the policy benefits. No coverage is extended via this proposal and no representations are made other than what is stated in the policy. To review a complete description of the program coverage, exclusions, and benefits, please contact us for a specimen copy of the policy

## Did you know that First Agency also offers the following?

<p><b>Individual Primary Insurance Plans</b> Plans for uninsured students &amp; athletes to help reduce your claims costs.</p> <ul style="list-style-type: none"> <li>– <b>Short Term Medical Plan:</b> That includes coverage for Interscholastic Sports injuries</li> </ul>	<p><b>International Student Health Plans</b> Plans that include coverage for Interscholastic Sports injuries.</p> <ul style="list-style-type: none"> <li>– Individual Plans on First Agency website</li> <li>– Group Plans with tailored benefits and group enrollment</li> </ul>
<p><b>Sports Camps Coverage</b></p> <ul style="list-style-type: none"> <li>– Accident Medical &amp; General Liability Coverage for your Sports Camps</li> </ul>	<p><b>International Travel Coverage</b></p> <ul style="list-style-type: none"> <li>– Coverage for trips or for inbound/outbound Students</li> </ul>
<p><b>Club &amp; Intramural Sports Coverage</b></p> <ul style="list-style-type: none"> <li>– Accident Medical Coverage to cover your Club &amp; Intramural Participants</li> </ul>	<p><b>Youth Sports Teams &amp; Leagues</b></p>



**Insured** 50826  
USD 212 Northern Valley  
PO Box 217 512 W Bryant  
Almena, KS 67622  
(785) 669-2445

**Agent** 1053-1571  
Iron Insurance Partners, LLC  
PO Box 517  
Garden City, KS 67846

Quote No. 395916  
Effective Date: 6/30/2024  
Expiration Date: 6/30/2025  
Quote Date: 5/2/2024  
Quote Good Through: 6/30/2024

**Employers Liability**

Bodily Injury By Accident \$1,000,000 Each Accident  
Bodily Injury By Disease \$1,000,000 Policy Limit  
Bodily Injury By Disease \$1,000,000 Each Employee

**Proposal Summary**

Policy Unit	Remuneration	Total Estimated Premium and Surcharges
1 - USD 212 Northern Valley - Kansas	\$2,232,829	\$13,619
<b>Grand Total</b>	<b>\$2,232,829</b>	<b>\$13,619</b>

This is an estimate only and based on information received at the time prospected. If an installment payment plan is offered, a \$5 service charge per invoice will apply.

Please see the following page(s) for detailed Unit information.



**Insured** 50826  
USD 212 Northern Valley  
PO Box 217 512 W Bryant  
Almena, KS 67622  
(785) 669-2445

Quote No. 395916  
Effective Date: 6/30/2024  
Expiration Date: 6/30/2025  
Quote Date: 5/2/2024  
Quote Good Through: 6/30/2024

**Agent** 1053-1571  
Iron Insurance Partners, LLC  
PO Box 517  
Garden City, KS 67846

**Employers Liability**

Bodily Injury By Accident \$1,000,000 Each Accident  
Bodily Injury By Disease \$1,000,000 Policy Limit  
Bodily Injury By Disease \$1,000,000 Each Employee

Unit 1 - USD 212 Northern Valley	Kansas
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Rating Period: 6/30/2024 - 6/30/2025

Classifications	Code No.	Premium Basis Total Estimated Remuneration	Rate Per \$100 of Remuneration	Estimated Premium
DRIVERS, CHAUFFEURS, MESSENGERS AND THEIR HELPERS NOC-COMMERCIAL	7380	\$49,067	3.31	\$1,624
COLLEGE: PROFESSIONAL EMPLOYEES & CLERICAL	8868	\$1,945,887	0.34	\$6,616
COLLEGE: ALL OTHER EMPLOYEES	9101	\$237,875	2.48	\$5,899
Total Manual Premium				\$14,139
\$1,000,000/1,000,000/1,000,000		1.1%		\$156
Subject Premium				\$14,295
Unmodified Premium				\$14,295
Experience Mod		1.19		\$2,716
Modified Premium				\$17,011
Schedule Credit/Debit		18%		(\$3,062)
Standard Premium				\$13,949
Premium Discount		7%		(\$976)
Expense Constant				\$200
Terrorism Act		1%		\$223
DTEC Act		1%		\$223
Policy Premium				\$13,619

**Total Premium and Surcharge(s):** **\$13,619**  
**Sliding Scale Dividend Plan A Ver 1**

This is a quotation only and is not a binder of insurance or a guarantee of insurability.



**Insured** 50826  
USD 212 Northern Valley  
PO Box 217 512 W Bryant  
Almena, KS 67622  
(785) 669-2445

Quote No. 395916  
Effective Date: 6/30/2024  
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**Agent** 1053-1571  
Iron Insurance Partners, LLC  
PO Box 517  
Garden City, KS 67846

**Employers Liability**

Bodily Injury By Accident \$1,000,000 Each Accident  
Bodily Injury By Disease \$1,000,000 Policy Limit  
Bodily Injury By Disease \$1,000,000 Each Employee

**Billing Unit 1** - USD 212 Northern Valley

**Billing Payment Mode:** 100% Down

**Initial Payment Total to Remit** \$13,619.00

**Installment Schedule:**

Post Date	Due Date	Description	Amount
6/10/2024	6/30/2024	Installment	\$13,619.00

This is a quotation only and is not a binder of insurance or a guarantee of insurability.



Sliding Scale Dividend Plan "A"

**Plan Eligibility**

- Insured must have earned premium of \$5,000 or more (after allowance for any applicable premium discount).
- Policy must be in effect for full term.
- The application of the dividend will not reduce the retained earned premium below \$5000.
- Cancelled policies will not be eligible unless re-written by FDI. Policies cancelled by the Company for non payment of premium will not be eligible for a dividend. Policies cancelled by the insured will not be eligible for a dividend.

**Dividend Eligibility**

- FDI will pay dividends as outlined in the schedule based on earned premium and losses.
- All premiums must be paid in full, including audit premium, endorsements or any other premium charges.
- Insured must provide all necessary information for completion of audit.
- Final premium audit must be completed.
- Any dividend provided is specific to this policy and is independent of any other policy issued by the Company.

**Computation and Payment**

- FDI will pay dividends as outlined in the schedule based on earned premium and losses.
- The sliding scale dividend calculation will be computed approximately 6 months after the expiration of the policy.
- Losses will be valued and any dividend will be paid no earlier than 6 months after the policy term has expired.
- Losses include all paid indemnity, medical, rehabilitation, managed care and legal expenses and reserves for future payments of claims.
- The Company's determination of losses and reserves shall be conclusive and binding upon the insured.
- Once calculated, the dividend plan will be considered closed and final.

**Dividends cannot be guaranteed and are payable at the discretion of the Board of Directors.**

**First Dakota Indemnity Sliding Scale Dividend Plan "A"**

<b>Incurring Loss Ratio</b>	<b>\$5,000 to \$10,000</b>	<b>10,001 to \$25,000</b>	<b>\$25,001 to \$50,000</b>	<b>\$50,001 to \$100,000</b>	<b>\$100,001 and Over</b>
0% to 5.0%	10%	12%	16%	21%	26%
5.1% to 10%	8%	10%	13%	17%	22%
10.1% to 15%	6%	8%	10%	13%	18%
15.1% to 20%	5%	6%	7%	9%	12%
20.1% to 25%	4%	5%	6%	7%	10%
25.1% to 30%	3%	4%	5%	6%	8%
30.1% to 35%	2%	3%	3%	4%	6%
35.1% to 40%	0%	2%	2%	2%	3%
40.1% to 45%	0%	1%	1%	1%	2%
>45%	0%	0%	0%	0%	0%

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**A PROPOSAL**  
*Prepared for*

**USD 212 Northern Valley**  
500 Bryant St  
Almena KS 67622



**129 E Broadway**  
**Newton KS 67114-0547**  
**Phone: 316-283-0096 Toll Free: 888-283-0096 Fax: 316-283-2444**

This presentation is designed to give you an overview of the insurance provided for illustration purposes only; it is not a legal contract. It is provided to facilitate your understanding of your insurance program. Please refer to the actual policies for specific terms, coverage, conditions, limitations and exclusions that will govern the event of a loss. In assisting you with your insurance needs, we have been dependent upon information provided to us by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring them to our attention. Should any of your business operations or exposures to loss change after coverage is bound, it is the customer's responsibility to let us know promptly so proper coverage(s) can be discussed.

**Additional coverage or higher limits may be available. If you are interested in additional coverage or higher limits, please bring it to our attention.**

# ABOUT CONRADE INSURANCE

Conrade Insurance Group is a retail Property and Casualty Insurance Agency that is a vital and expanding group of professionals. Our group is committed to high standards of excellence to ensure our dedication to provide a People Centric environment engaging in each other, our work, and our customers. We define our goal of being the Best in Class by using the most advanced technology, procedures and quality control; the most knowledgeable and finest trained staff; combined with unsurpassed insurance protection and peace of mind for our clients. We are a quick and nimble agency that strives for improvement every day, making us a leader in our industry and an organization that is happy, growing, and profitable.



## YOUR SERVICE TEAM

**Caleb Good** -- Caleb is your **Risk Consultant** responsible for coverage analysis and market placement. He is available throughout the policy period to answer questions and proactively consult with you.  
[cgood@conradeinsurance.com](mailto:cgood@conradeinsurance.com)



**Kelly O'Brian-Wilkinson** – Kelly is your **Account Manager** responsible for certificate requests, claims and general policy maintenance.  
[kwilkinson@conradeinsurance.com](mailto:kwilkinson@conradeinsurance.com)



**Jennifer Shipman** – Jennifer is your **Back-up Account Manager** responsible for certificate requests, claims and general policy maintenance when Kelly is unavailable.  
[jshipman@conradeinsurance.com](mailto:jshipman@conradeinsurance.com)





## Kansas Insurance Cooperative for Schools

KICS Program Administration & Claims Teams			
RPA/Gallagher Program Administration Team			
Jack Kurcab Vice President Pool Administrator	O: 630-634-4036 C: 847-997-9807		<a href="mailto:jack_kurcab@rpadmin.com">jack_kurcab@rpadmin.com</a> <a href="mailto:jack_kurcab@ajg.com">jack_kurcab@ajg.com</a>
Charlie Herr Regional Director - South Central Region	O: 816-395-8618 C: 630-913-4378		<a href="mailto:charlie_herr@ajg.com">charlie_herr@ajg.com</a>
Laura O'Malley Executive Program Manager	O: 630-228-6717 C: 630-853-6250		<a href="mailto:laura_omalley@rpadmin.com">laura_omalley@rpadmin.com</a> <a href="mailto:laura_omalley@ajg.com">laura_omalley@ajg.com</a>
Nikki Scully Client Service Manager	O: 630-694-5437		<a href="mailto:nikki_scully@rpadmin.com">nikki_scully@rpadmin.com</a> <a href="mailto:nikki_scully@ajg.com">nikki_scully@ajg.com</a>
KICS Claim Contacts			
Property & Liability - Claims are reported to Gallagher Bassett - Client Number 006415			
Report ALL Property & Liability claims to Gallagher Bassett	1-833-305-3767		<a href="mailto:KERMP@tnwinc.com">KERMP@tnwinc.com</a>
Emily Wells GB KICS Account Manager	630-285-3857	866-560-1936 (f)	<a href="mailto:emily_wells@gbtpa.com">emily_wells@gbtpa.com</a>
Aaron Palmer Property Claims Supervisor	314-800-0207	866-947-2227 (f)	<a href="mailto:aaron_palmer@gbtpa.com">aaron_palmer@gbtpa.com</a>
Karleigh Cherveney Liability Claims Supervisor	630-282-8546		<a href="mailto:karleigh_cherveney@gbtpa.com">karleigh_cherveney@gbtpa.com</a>
Boiler & Machinery - Claims are reported to Liberty Mutual			
24 Hour Claims	800-362-0000		
Boiler Inspections	877-526-0020		<a href="mailto:LMEBInspections@libertymutual.com">LMEBInspections@libertymutual.com</a>
Cyber Liability - Claims are reported to CFC Underwriting			
CFC Underwriting	1-844-677-4155	<a href="http://cfcunderwriting.com/claims">cfcunderwriting.com/claims</a> (Online)	<a href="mailto:cyberclaims@cfccunderwriting.com">cyberclaims@cfccunderwriting.com</a>
Gallagher Crisis Protect			
First: Crisis Hotline	1-817-826-7000		
Second: Email/Call Gallagher (UK) Team	+44(0) 207 204 8955		<a href="mailto:gallagherclaimsuk@ajg.com">gallagherclaimsuk@ajg.com</a>
Pollution Liability - Claims are reported to Ironshore			
24 Hour Claims	888-292-0249	646-826-6601 (f)	<a href="mailto:USClaims@ironshore.com">USClaims@ironshore.com</a>

**Your boiler and machinery carrier is Liberty Mutual**

**For Jurisdictional Boiler Inspections, please contact:**

**Jurisdictional Inspection Hotline**

**1-877-526-0020**

**Ron Kaufman - Account Engineer**

Ronald.Kaufman@LibertyMutual.com

614-245-6135(Office)

740-513-7126(Cell)

**OR**

**Mike Wells - Inspector**

Michael.Wells02@LibertyMutual.com

507-441-2792

**KANSAS INSURANCE COOPERATIVE FOR SCHOOLS (KICS #006415)  
GALLAGHER BASSETT SERVICES  
CLAIMS HANDLING TEAM MATRIX**

<p align="center">Emily Wells-Director, Client Services 2850 Golf Road, 3<sup>rd</sup> Floor Rolling Meadows, IL 60008 Phone: 630-285-3857 E-Fax: 866-560-1936 Cell: 847-532-5959 E-Mail: <a href="mailto:Emily_Wells@gbtpa.com">Emily_Wells@gbtpa.com</a></p>
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LINE OF BUSINESS	SERVICING GALLAGHER BASSETT BRANCH	DESIGNATED CLAIMS TEAM
<p align="center"><b>AUTO LIABILITY GENERAL LIABILITY SBLL</b></p> <p><b>Claim Reporting Methods:</b> Phone: 1-833-305-3767 E-Mail: <a href="mailto:KERMP@tnwinc.com">KERMP@tnwinc.com</a></p>	<p><b>Gallagher Bassett – 177 Liability</b> P.O. Box 2934 Clinton, IL 52733 Phone: 630-932-3400 Fax: 847-240-6664 Toll Free: 800-962-7088 Kevin Paprocki, Branch Manager E-Mail: <a href="mailto:Kevin_Paprocki@gbtpa.com">Kevin_Paprocki@gbtpa.com</a></p>	<p><b>Assistant Branch Manager/Supervisor:</b> Karleigh Bava Direct Dial: 630-282-8546 E-Fax: 630-932-4223 E-Mail: <a href="mailto:Karleigh_Bava@gbtpa.com">Karleigh_Bava@gbtpa.com</a></p> <p><b>Supervisor:</b> Kay Lewis Direct Dial: 630-282-8564 E-Fax: 630-932-4223 E-Mail: <a href="mailto:Kay_Lewis@gbtpa.com">Kay_Lewis@gbtpa.com</a></p> <p><b>Sr. Resolution Manager (GL/Auto):</b> Kelly Smock Direct Dial: 630-317-1385 E-Fax: 630-932-4223 E-Mail: <a href="mailto:Kelly_Smock@gbtpa.com">Kelly_Smock@gbtpa.com</a></p> <p><b>Sr. Resolution Manager (Misconduct):</b> LeBrian Cleckley Direct Dial: 630-282-0897 E-Fax: 630-932-4223 E-Mail: <a href="mailto:LeBrian_Cleckley@gbtpa.com">LeBrian_Cleckley@gbtpa.com</a></p> <p><b>Sr. Resolution Manager (SBLL):</b> Danielle Tangorra, Esq. Direct Dial: 224-366-1567 E-Fax: 630-932-4223 E-Mail: <a href="mailto:Danielle_Tangorra@gbtpa.com">Danielle_Tangorra@gbtpa.com</a></p> <p><b>Resolution Managers (Fast Track):</b> Justin Spear Direct Dial: 630-317-1408 E-Mail: <a href="mailto:Justin_Spear@gbtpa.com">Justin_Spear@gbtpa.com</a></p> <p>Anna Marinelli Direct Dial: 630-317-1633 E-Fax: 630-932-4223 E-Mail: <a href="mailto:Anna_Marinelli@gbtpa.com">Anna_Marinelli@gbtpa.com</a></p>

<p style="text-align: center;"><b>PROPERTY</b></p> <p><b>Claim Reporting Methods:</b>  <b>Phone:</b> 1-833-305-3767  <b>E-Mail:</b> <a href="mailto:KERMP@tnwinc.com">KERMP@tnwinc.com</a></p>	<p><b>Gallagher Bassett – 461 Property</b>  P.O. Box 2934  Clinton, IL 52733  Phone : 630-932-3400  Fax: 630-932-4223  Toll Free: 800-962-7088  Chris Poulin, Branch Manager  E-Mail: <a href="mailto:Chris_Poulin@gbtpa.com">Chris_Poulin@gbtpa.com</a></p>	<p><b>Supervisor:</b>  Aaron Palmer  Phone: 314-800-0207  E-Mail: <a href="mailto:Aaron_Palmer@gbtpa.com">Aaron_Palmer@gbtpa.com</a></p> <p><b>Sr. Resolution Manager:</b>  Brad McHam  Phone: 630-282-0889  E-Mail: <a href="mailto:Brad_McHam1@gbtpa.com">Brad_McHam1@gbtpa.com</a></p> <p><b>Resolution Manager:</b>  Jon Hackler  Phone: 630-282-8560  E-Mail: <a href="mailto:Jon_Hackler@gbtpa.com">Jon_Hackler@gbtpa.com</a></p>
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**Kansas Insurance Cooperative for Schools (KICS)**  
**Coverage Summary Outline**  
**Effective July 1, 2024 to July 1, 2025**  
*See MOC for full coverage details\**



Coverage	Limits, Deductibles/Retentions Highlights
<b>Property</b>	<b>Limits of Coverage in Any One Occurrence</b>
Reinsurance Carriers = Multiple Carriers	\$500,000,000 Loss Limit of Coverage Buildings: Included in Loss Limit of Coverage Personal Property: Included in Loss Limit of Coverage \$1,000,000 Business Income for any One Member \$25,000,000 Earthquake \$25,000,000 Flood Auto Physical Damage - Included \$600,000 Self-Insured Retention Property Maintenance Deductible Varies by Member \$1,000 APD Deductible Over the Road Only APD Vehicles = Property AOP or Wind/Hail Deductible Valuation = Building/Personal Property - Replacement Cost Valuation
<b>General Liability</b>	<b>Per Occurrence</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$2,000,000 Each Occurrence \$4,000,000 General Aggregate  \$2,000,000 Personal & Advertising Injury Limit - Any One Person or Organization \$4,000,000 Products/Completed Operations Aggregate \$1,000,000 Damage to Premises Rented to You - Any One Person \$5,000 Medical Expense - Any One Person \$100,000 Self-Insured Retention
<b>Employee Benefits Liability</b>	<b>Claims Made</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$2,000,000 Each Employee \$4,000,000 General Aggregate \$100,000 Self-Insured Retention \$1,000 Deductible Retroactive Date - Full Prior Acts
<b>Sexual Abuse Liability</b>	<b>Claims Made</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$2,000,000 Each Act Limit - Each Member \$4,000,000 General Aggregate \$100,000 Self-Insured Retention Retroactive Date = Varies by District Member
<b>Educator's Legal/School Board Liability including Employment Practices Liability</b>	<b>Claims Made</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$2,000,000 Each Claim Limit per Member \$4,000,000 Per Member Aggregate Limit \$100,000 Self-Insured Retention \$2,500 Member Maintenance Deductible Retroactive Date = Full Prior Acts
<b>Auto Liability</b>	<b>Per Occurrence</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$2,000,000 Each Occurrence Limit per Member \$5,000 Auto Medical Payments \$1,000,000 Uninsured/Underinsured Motorist \$100,000 Self-Insured Retention
<b>Law Enforcement Liability</b>	<b>Per Occurrence</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$2,000,000 Each Occurrence Limit per Member \$4,000,000 General Aggregate \$100,000 Self-Insured Retention
<b>Crime</b>	<b>Per Occurrence</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$900,000 Employee Theft - Per Employee Coverage \$900,000 Forgery or Alteration \$900,000 Inside The Premises - Theft of Money and Securities \$900,000 Inside The Premises - Robbery or Safe Burglary of Other Property \$900,000 Outside the Premises \$900,000 Computer Fraud \$500,000 Funds Transfer Fraud \$900,000 Money Orders and Counterfeit Money \$100,000 Self-Insured Retention

Equipment Breakdown	Per Occurrence
Carrier = Liberty Mutual Insurance Company	\$250,000,000 Limit Per Breakdown Property Damage - Included \$10,000,000 Expediting Expense <i>Business Income/Extra Expense - Include:</i> 365 Days Extended Period of Restoration \$10,000,000 Data or Media \$10,000,000 Spoliage Damage <i>Utility Interruption Damage:</i> Combined with Extra Expenses & Business Income 4 Hours of interruption of services Newly Acquired Premises - Included; 90 Days of Coverage Ordinance of Law - Included Errors & Omissions - Included \$5,000,000 Contingent Business Income/Extra Expense \$10,000,000 Ammonia Contamination Consequential Loss - Included \$10,000,000 Data and Media \$10,000,000 Hazardous Substance \$2,500,000 Water Damage \$1,000,000 Off Premises Equipment Coverage \$1,000,000 Miscellaneous Locations <i>Deductibles:</i> \$5,000 Combined Deductible Business Income - Included in Combined Deductible Extra Expense - Included in Combined Deductible Spoliage - Included in Combined Deductible Various sublimits apply in addition to the above
Cyber Liability	Per Claim - In the Aggregate
Carrier = Underwriters at Lloyd's, London (CFC) Individual policies for each member	Insuring Clause 1 - Cyber Incident Response: \$2,000,000 Incident Response Costs \$2,000,000 Legal and Regulatory Costs \$2,000,000 IT Security and Forensic Costs \$1,000,000 Crisis Communication Costs \$2,000,000 Privacy Breach Management Costs Insuring Clause 2 - System Damage and Business Interruption: \$2,000,000 System Damage and Business Interruption \$2,000,000 Income Loss and Extra Expense \$2,000,000 Dependent Business Interruption \$1,000,000 Consequential Reputational Harm Insuring Clause 3 - Network Security & Privacy Liability: \$2,000,000 Network Security Liability \$2,000,000 Privacy Liability \$2,000,000 Management Liability \$2,000,000 Regulatory Fines \$2,000,000 PCI Fines, Penalties, and Assessments Insuring Clause 4 - Multimedia Liability: \$2,000,000 Defamation \$2,000,000 Intellectual Property Rights Infringement Insuring Clause 5 - Court Attendance Costs: \$100,000 Court Attendance Insuring Clause 6 - Cyber Extortion: \$2,000,000 Cyber Extortion Retroactive Date = Full Prior Acts Deductible - Varies by Member

Gallagher Crisis Protect	Per Claim
Carrier = Underwriters at Lloyd's, London	<p>Tower 1 - First Party: \$500,000 in respect of damage and/or financial loss resulting from an insured event(s) including sublimits in the aggregate as shown in appendix 1 and 2 - Act of Terrorism, Civil Commotion, Sabotage, Vicious Attack and additional insured events</p> <p>Tower 1 - Third Party: Maximum 15% of Tower 1 any one claim - Judgement, Settlements &amp; Defense Costs and additional insured events</p> <p>Tower 3 - Consulting Costs Detention, Disappearance, Extortion, Hijack, Hostage and Kidnap and additional insured events</p> <p>Additional Coverages: \$500,000 Ransom - Per Occurrence and in the aggregate \$500,000 In Transit/Delivery - Per Occurrence and in the aggregate \$500,000 Expenses - Per Occurrence and in the aggregate</p> <p>\$75,000 Judgments, Settlements and Defense Costs (Assault, Blackmail, Deprivation, Detention, Disappearance, Radicalization, Stalking, Threat, Extortion, Hijack, Hostage Crisis, Emergency Repatriation and Employee Dishonesty.) - Anyone Claim and in the Aggregate</p> <p>Deductibles: \$10,000 Any one occurrence in respect of the insured event(s) of an act of terrorism and/or civil commotion and/or sabotage and/or vicious attack. 2 hours In respect of threat from the insured event(s) of an act of terrorism and/or sabotage and/or vicious attack. 12 hours in respect of deprivation 25% co-insurance respect of demolition, restitution, and rebuild \$2,500 Any one occurrence in respect of vehicles relating to demolition, restitution, and rebuild</p>
Pollution Liability	Per Claim
Carrier = Ironshore Specialty Insurance Company	<p>\$5,000,000 Policy Aggregate Limit \$1,000,000 Per School District Aggregate Limit</p> <p>Coverage A: Third Party Claims for Bodily Injury, Property Damage or Remediation Expenses: \$1,000,000 Each Incident Limit \$5,000,000 Coverage Aggregate Limit</p> <p>Coverage B: First Party Remediation Expenses: \$1,000,000 Each Incident Limit \$5,000,000 Coverage Aggregate Limit</p> <p>Coverage C: Emergency Responses Expenses: \$1,000,000 Each Incident Limit \$5,000,000 Coverage Aggregate Limit</p> <p>Coverage E: Disinfection Event Expenses \$250,000 Each Incident Limit \$250,000 Coverage Aggregate Limit</p> <p>Coverage D: Business Interruption 180 Days \$1,000,000 Limit</p> <p>Image Restoration Expenses: \$250,000 Each Incident Limit \$250,000 Coverage Aggregate Limit</p> <p>Deductibles: \$50,000 Coverage A, B, C - Each Incident \$100,000 Coverage E - Each Incident 5 Days Coverage D - Business Interruption</p>

## STATEMENT OF VALUES USD 212 Northern Valley

Name	Building Type	Address 1	City	State	Zip	Building Value	Content Value	Replacement Value of all owned and/or leased BUSES 5 years or newer	Actual Cash Value of all other remaining owned and/or leased vehicles including buses 6 years or older	Contractor's/Tool/Equipment incl mobile equipment	Business Income / Extra Expense	Valuable Papers	Accounts Receivable	EDP Equipment	EDP Media	EDP Extra Expense	Fine Arts	Musical Instruments	Audio Visual	Total Insured Value	
High School	School	500 Bryant Street	Almena	KS	67622	\$ 11,227,000	\$ 1,113,945	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,340,945
Shop Class Facility	Miscellaneous Building	406 Van Horn St	Almena	KS	67622	\$ 1,041,940	\$ 111,395	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,153,335
Greenhouse	Greenhouse	406 Van Horn St	Almena	KS	67622	\$ 118,648	\$ 2,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,708
Concession Stand	Concession Stand	200 Van Horn St	Almena	KS	67622	\$ 30,249	\$ 8,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,489
Scoreboard	Property in Open	200 Van Horn St	Almena	KS	67622	\$ 16,014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,014
Bleachers	Property in Open	200 Van Horn St	Almena	KS	67622	\$ 10,678	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,678
Lights	Property in Open	500 Brockton St	Almena	KS	67622	\$ 25,265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,265
Backstop	Property in Open	500 Brockton St	Almena	KS	67622	\$ 4,981	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,981
Playground Equip	Playground Equipment	400 Washington St	Almena	KS	67622	\$ 6,048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,048
Grade School (Middle School)	School	627 Washington Avenue	Long Island	KS	67647	\$ 4,516,550	\$ 620,493	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,137,043
Bleachers	Property in Open	627 Washington Ave	Long Island	KS	67647	\$ 3,204	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,204
Playground Equip	Playground Equipment	500 Washington Ave	Long Island	KS	67647	\$ 3,204	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,204
Building	Miscellaneous Building	533 Washington Ave	Long Island	KS	67647	\$ 215,684	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,684
Throughout District	Throughout District	various	Various	KS	67647	\$ -	\$ -	\$ -	\$ 662,000	\$ 100,000	\$ 1,000,000	\$ 10,000	\$ 10,000	\$ 215,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 100,000	\$ 25,000	\$ 2,152,000
						\$ 17,219,465	\$ 1,856,133	\$ -	\$ 662,000	\$ 100,000	\$ 1,000,000	\$ 10,000	\$ 10,000	\$ 215,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 100,000	\$ 25,000	\$ 21,227,598	

# 2023 STATEMENT OF VALUES

Northern Valley USD 212

Name	Building Type	Address 1	City	State	Zip	Building Value	Content Value	Contractors	EE/BI	Valuable Papers	Accounts Receivable	EDP Equipment	EDP Media	EDP Extra Expense	Fine Arts	Musical Instruments	Audio Visual	Actual Cash Value of all other remaining owned and/or leased vehicles including buses 6 years or	Total Insured Value	
High School	School	500 Bryant Street	Almena	KS	67622	\$10,900,000.00	\$1,081,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,981,500.00
Shop Class Facility	Miscellaneous Building	406 Van Horn St	Almena	KS	67622	\$1,011,591.95	\$108,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,119,741.95
Greenhouse	Greenhouse	406 Van Horn St	Almena	KS	67622	\$115,192.35	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117,192.35
Concession Stand	Concession Stand	200 Van Horn St	Almena	KS	67622	\$29,367.98	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,367.98
Scoreboard	Property in Open	200 Van Horn St	Almena	KS	67622	\$15,547.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,547.35
Bleachers	Property in Open	200 Van Horn St	Almena	KS	67622	\$10,367.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,367.18
Lights	Property in Open	500 Brockton St	Almena	KS	67622	\$24,529.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,529.05
Backstop	Property in Open	500 Brockton St	Almena	KS	67622	\$4,836.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,836.20
Playground Equip	Playground Equipment	400 Washington St	Almena	KS	67622	\$5,872.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,872.23
Grade School (Middle School)	School	627 Washington Avenue	Long Island	KS	67647	\$4,385,000.00	\$602,420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,987,420.00
Bleachers	Property in Open	627 Washington Ave	Long Island	KS	67647	\$3,110.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,110.84
Playground Equip	Playground Equipment	500 Washington Ave	Long Island	KS	67647	\$3,110.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,110.84
Building	Miscellaneous Building	533 Washington Ave	Long Island	KS	67647	\$209,401.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$209,401.92
Throughout District	Throughout District	various	Various	KS	67647	\$0.00	\$0.00	\$100,000.00	\$1,000,000.00	\$10,000.00	\$10,000.00	\$215,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$25,000.00	\$662,000.00	\$2,152,000.00	
						<b>\$16,717,927.89</b>	<b>\$1,802,070.00</b>	<b>\$100,000.00</b>	<b>\$1,000,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$215,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$25,000.00</b>	<b>\$662,000.00</b>	<b>\$20,671,997.89</b>	



**This is not a bill. Please do not send payment until receipt of invoice.**

**PRICING SUMMARY**  
**Effective July 1, 2024 to July 1, 2025**

**Member:**  
**Northern Valley USD 212**

<b>Deductibles:</b>	<b><u>2023</u></b>
<b>AOP: \$10,000</b>	<b>\$10,000</b>
<b>Wind/Hail: \$50,000</b>	<b>\$25,000</b>
<b>Water Damage: \$25,000</b>	<b>\$25,000</b>
<b>Educators' Legal: \$2,500</b>	<b>\$2,500</b>

	<b>Renewal</b>
Property	\$76,716.42
Automobile	\$1,942.53
Liability	\$1,535.32
School Board Liability / Educators' Legal Liability	\$633.27
Crime	\$116.12
Cyber Liability	\$2,634.44
Pollution Liability	\$506.76
Crisis Protect	\$242.05
<b>Total Program Contribution</b>	<b>\$84,326.91</b>

*Taxes and Fees included, where applicable*

**2023- \$84,153.77**

2023-2024 Overage, if applicable: \$384  
*This amount will be subtracted from your 2024-2025 invoice.*

# IMPORTANT ISSUES

As part of Conrade Insurance Group's commitment to you, the following provides a summary of important information you should know:

## **Broker Disclosure**

Conrade Insurance Group represents you as an insurance broker in soliciting insurance coverage proposals from insurers and placing insurance contracts on your behalf.  
Conrade Insurance Group may be eligible to receive the following types of compensation as a result of the sale of insurance to you:  
Base Commission (may differ depending on the product, insurer and /or intermediary)  
Additional compensation based upon other factors, such as premium volume placed with a particular insurer or through a particular intermediary and loss or claims experience  
Interest or investment income on premiums or return premiums temporarily held by Conrade Insurance Group  
Service fees or other compensation from premium finance companies for administrative services provided to, or on behalf of, the premium finance companies relative to the financing of client insurance premiums

## **Communication**

Any requests that you make to confirm, bind, or alter your insurance program through e-mail, voice mail, or other automated systems will not take effect until you receive written communication from your Conrade Insurance Group representative.

## **Claim Reporting Requirements**

Changing market conditions have had an adverse effect on many carriers' claim reporting terms and conditions. Many policy forms now include verbiage that severely restricts or negates coverage should a carrier not be immediately notified of a claim or potential claim. Refer to your policies for a more complete explanation of your carrier's reporting requirements.

## **FEMA Flood Zone Information**

Property insurance does not cover the peril of flood. In 1968, Congress created the National Flood Insurance Program (NFIP) to help provide a means for property owners to financially protect themselves. The NFIP offers flood insurance to homeowners, renters and business owners if their community participates in the NFIP. Participating communities agree to adopt and enforce ordinances that meet or exceed FEMA requirements to reduce the risk of flooding. For more information on a flood policy, please contact our office.

## **Non-admitted Carriers (Surplus Lines)**

This is to inform you that some of your policies may have been placed with a non-admitted carrier. If all or part of your coverage is written through a non-admitted carrier, it will be so indicated in the individual coverage section. Non-admitted carriers are neither licensed by nor under the supervision of the state department of insurance. If a non-admitted carrier becomes insolvent, it is unlikely that the State Guaranty Fund will respond (State Guaranty Funds typically only apply to admitted carriers and provide limited, if any, coverage). For an overview of each state's provisions, go to: <http://ncigf.org>

## **Subject to Audit**

This is to inform you that some of your policies may be subject to an audit to determine accurate pricing for the policy. A deposit premium will be collected at the time of inception. Adjustments in premium are done when the policy expires.

# **Request to destroy Employment records**

There is no formal statues or regulation on keeping employment records

KASB recommends 3-5 years. However KPERS recommends 10

What I would like to destroy

Employment Contract, evaluations and general employment file info ( letters of reprimand, letter to file, copies of identification information like SS cards or Driver's licenses) after the employee leaves employment with no intent to return to district FY 2013-2014 and before. (So if they have left prior or 2014)

Payroll records ( actual computer printouts for payroll, documentation for payroll things like stipends, extra duty pay, deductions, etc.) FY 2013-2014 and before

Payroll billings (Taxes, KPERS payments, insurance billings, etc. ) FY 2013-2014 and before

W-2's FY 2013-2014 and before

Work Comp Files 10 years after employee leaves district with no intent to return (FY 2013-2014) and before

Unemployment files FY 2013-2014 and before

Garnishment Files 5 years (FY 2018-2019) and before

Employee Timesheets FY 2018-2019 and before

Cafeteria 125 plan enrollment forms 10 years after employee leaves employment with no intention of return

**June board meeting 2024**

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**Clerk of the Board of Education**

### Resolution

Be it resolved that the board of education of USD 212, Norton County, Kansas shall authorize the clerk of the board to destroy the following records pursuant to K.S.A. 72-5369 and 72-5370

Bookkeeping and accounting records (original books of entry, claims, Vouchers and purchase orders) FY 2016-2017 and before

Formal Audit reports FY 2018-2019 and before

Financial papers of any type relating to programs supported by federal funds FY 2018-2019 and before

Warrants, Warrant checks, receipts and canceled checks and requisitions FY 2021-2022 and before.

Official bonds of surety or indemnity after termination of the term employment: FY 2018-2019 and before

Insurance policies after the expiration FY 2016-2017 and before

### Certificate

This is to certify that the above resolution was duly adopted by the board of education of the unified School District No. 212, Norton County, Kansas, on the 9<sup>th</sup> day of March 2022

June bard meeting 2024

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Clerk of the Board of Education