NORTHERN VALLEY SCHOOLS USD 212

MONTHLY MEETING
MONDAY, JANUARY 20, 2025,AT 6:30 PM
ALMENA HIGH SCHOOL
512 W BRYANT STREET
ALMENA. KS 67622
PHONE (785) 669-2445

ALMENA

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, January 20, 2025, beginning at 6:30 PM in the Almena High School
512 W Bryant Street
Almena, KS 67622.

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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, December 9, 2024, beginning at 6:30 PM in the Long Island Middle School, 627 Washington, Long Island, KS 67647.

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

Also in attendance were Ken Tharman (Superintendent / HS Principal), Amber Brown (Board Clerk), and Donna Lowry (Parent).

I. Call to Order
II. Adoption of Agenda
I recommend the board approve the agenda as presented. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

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

Yea: 5, Nay: 0, Absent: 2
III. Approval of Minutes
I recommend the board approve the minutes as presented. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

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

Yea: 5, Nay: 0, Absent: 2
IV. Approval of Bills

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

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

Yea: 5, Nay: 0, Absent: 2

V. Hearing of Visitors

A. Dona Lowry

The board welcomed Dona Lowry to the meeting and she indicated she wished to speak in private. I recommend the board go into executive session to discuss non-elected personnel, to protect interests of the individual to be discussed; retaining Mr. Tharman and returning to open session in this room at 6:50 PM. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

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

Yea: 5, Nay: 0, Absent: 2

At 6:50 pm meeting returned top open session and Dona Lowry departed. I recommend the board go into executive session to discuss non-elected personnel, to protect interests of the individual to be discussed; retaining Mr. Tharman and returning to open session in this room at 7:00 PM. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna Hammond:	Absent
Brandi Keith:	Yea
Christopher Rogers:	Absent

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

Yea: 5, Nay: 0, Absent: 2

At 7:00 PM meeting returned to open session. I recommend the board go into executive session to discuss non-elected personnel, to protect interests of the individual to be discussed; retaining Mr. Tharman and returning to open session in this room at 7:05 PM. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

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

Yea: 5, Nay: 0, Absent: 2

At 7:05 PM meeting returned to open session; no action taken.

VI. Old Business

A. Transportation

Mr. Tharman updated the board on some of the vehicles: Van #5 and Van #15 have both had grill guards installed, Suburban #6 is new enough that a grill guard hasn't come out that accommodates the sensors, and the grill guard has been ordered and the wrap has been completed for Bus #1.

B. BOE / Administration / Policy Evaluation

The board looked over the BOE / Administration / Policy Evaluations. There was some discussion. The board expressed their thanks for the staff feedback.

C. Hail Damage Update

Mr. Tharman went over the payments that have been received from the insurance company. With all repairs done from the July and August 2023 storms, the insurance company closed the case file.

VII. Personnel

A. Staffing

I recommend the board go into executive session to discuss non-elected personnel, to protect interests of the individual to be discussed; retaining Mr. Tharman and returning to open session in this room at 7:52 PM. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna Hammond:	Absent

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

Yea: 5, Nay: 0, Absent: 2
At 7:52 PM the meeting returned to open session; no action taken.
B. Leave Requests
I recommend the board approve the leave request as presented. This motion, made by Rich Wenzl and seconded by Laquita Smith, Carried.

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

Yea: 5, Nay: 0, Absent: 2
VIII. New Business
A. Spring Semester Work Release Requests
Mr. Tharman shared that both Landry Gebhard and Brookelyn Schurman meet the requirements set forth to qualify for work release. I recommend the board approve the application for work release as presented. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna Hammond:	Absent
Brandi Keith:	Yea
Christopher Rogers:	Absent
Laquita	Yea

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

Yea: 5, Nay: 0, Absent: 2

IX. Administrative Reports

A. Superintendent / 9-12 Principal Report

Mr. Tharman reviewed the following: The Perkins Grant consortium with Smoky Hill Education Service Center is being discontinued / Purple and Gold tournament is this week / K - 12 Christmas program is Tuesday, Dec. 10th / Juniors and Seniors will be attending the Nex-tech Life Skills in Lenora on Dec. 11th / JV Scholars Bowl on Dec. 16th / Full five days of school next week / Pep rally at 3:30 PM on Friday, Dec. 20th / Updated the board on his family's health situation.

B. K-8 Principal Report

Mr. Gebhard submitted his report as follows:

JH Basketball is in full swing. The JH coaches met before the season started and worked out a practice plan where the boys would be bussed to Almena for practice and the girls would stay in LI. So far it seems to be working well, as I appreciate the coach's flexibility and communication.

The music program has been busy, as Mrs. Mordecai took students to KMEA this past Saturday and Tuesday they will have their Christmas program.

We had 3 teachers attend a Math Summit in Manhattan last week. The hope is that they can take information they learned and share with their colleagues. We are hoping to do something similar with the English curriculum.

Finally, we are ending the 1st semester strong. We have a lot going on as teachers prepare for Benchmark testing and finalizing grades.

Thanks for your time, if you have any questions, please feel free to get in touch.

X. Reports of Board Members

XI. Adjournment

At 8:20 PM business was concluded. I move to adjourn. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

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

Yea: 5, Nay: 0, Absent: 2

USD 212

Cash Summary Report

Accounting Cycle: FY 24-25; Beginning Period: Period 00 (05/01/2024 - 06/30/2024) ; Ending Period: Period 07 (01/01/2025 - 01/31/2025) ; Show Prior Year Expense/Encumbrance: Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 1/13/2025 1:34:45 PM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
06	GENERAL FUND	($11,221.94)	$1,167,243.64	($743,961.11)	$939.98	$413,000.57
07	FEDERAL FUNDS	$3,699.93	$25,831.00	($59,474.81)	$0.00	($29,943.88)
08	SUPPLEMENTAL GENERAL FUND	$30,680.51	$71,567.91	($201,103.83)	$230.09	($98,625.32)
11	FOUR YEAR OLD AT RISK FUND	$33,836.54	$0.00	($16,575.75)	$0.00	$17,260.79
13	K-12 AT RISK FUND	$42,865.91	$0.00	($51,250.48)	$0.00	($8,384.57)
14	BILINGUAL EDUCATION	$325.00	$0.00	$0.00	$0.00	$325.00
16	CAPITAL OUTLAY	$435,413.19	$49,094.57	($341,471.31)	($5,663.93)	$137,372.52
18	DRIVER TRAINING	$2,362.58	$1,740.00	$0.00	$0.00	$4,102.58
24	FOOD SERVICE	$16,344.95	$53,209.74	($96,892.38)	$0.00	($27,337.69)
26	PROFESSIONAL DEVELOPMENT FUND	$10,151.97	$0.00	($7,882.67)	$0.00	$2,269.30
30	SPECIAL EDUCATION	$33,378.96	$104,852.25	($152,773.55)	$0.00	($14,542.34)
34	VOCATIONAL EDUCATION	$13,678.71	$210.00	($7,550.43)	$0.00	$6,338.28
35	GIFTS/GRANTS	$49,865.83	$7,300.00	($7,641.88)	$0.00	$49,523.95
51	KPERS RETIREMENT CONTRIBUTIONS	$0.00	$0.00	$5.60	$0.00	$5.60
53	CONTINGENCY FUND	$225,000.00	$0.00	$0.00	$0.00	$225,000.00
55	TEXTBOOK RENTAL	$39,406.18	$4,561.12	$0.00	$0.00	$43,967.30
81	LIBRARY GRANT	$911.02	$0.00	$0.00	$0.00	$911.02
85	KS COORDINATED SCHOOL HEALTH	$1,958.14	$0.00	$0.00	$0.00	$1,958.14
Sub Total		**$928,657.48**	**$1,485,610.23**	**($1,686,572.60)**	**($4,493.86)**	**$723,201.25**

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

Encumbrances	Liabilities	Available
($944.71)	($939.98)	$411,115.88
$0.00	$0.00	($29,943.88)
$0.00	($230.09)	($98,855.41)
$0.00	$0.00	$17,260.79
$0.00	$0.00	($8,384.57)
$0.00	$0.00	$325.00
$0.00	$5,663.93	$143,036.45
$0.00	$0.00	$4,102.58
$0.00	$0.00	($27,337.69)
$0.00	$0.00	$2,269.30
$0.00	$0.00	($14,542.34)
($2.13)	$0.00	$6,336.15
$0.00	$0.00	$49,523.95
$0.00	$0.00	$5.60
$0.00	$0.00	$225,000.00
$0.00	$0.00	$43,967.30
$0.00	$0.00	$911.02
$0.00	$0.00	$1,958.14
($946.84)	**$4,493.86**	**$726,748.27**

USD 212

Cash Summary Report

Accounting Cycle: FY 24-25; Beginning Period: Period 00 (05/01/2024 - 06/30/2024) ; Ending Period: Period 07 (01/01/2025 - 01/31/2025) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 1/13/2025 1:34:45 PM

Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Cash Journal Entries	Other Total
06	GENERAL FUND	($192.00)	$939.98	$0.00	$747.98
07	FEDERAL FUNDS	$0.00	$0.00	$0.00	$0.00
08	SUPPLEMENTAL GENERAL FUND	$0.00	$230.09	$0.00	$230.09
11	FOUR YEAR OLD AT RISK FUND	$0.00	$0.00	$0.00	$0.00
13	K-12 AT RISK FUND	$0.00	$0.00	$0.00	$0.00
16	CAPITAL OUTLAY	$0.00	($5,663.93)	$0.00	($5,663.93)
18	DRIVER TRAINING	$0.00	$0.00	$0.00	$0.00
24	FOOD SERVICE	$0.00	$0.00	$0.00	$0.00
26	PROFESSIONAL DEVELOPMENT FUND	$0.00	$0.00	$0.00	$0.00
30	SPECIAL EDUCATION	$0.00	$0.00	$0.00	$0.00
34	VOCATIONAL EDUCATION	$0.00	$0.00	$0.00	$0.00
35	GIFTS/GRANTS	$0.00	$0.00	$0.00	$0.00
51	KPERS RETIREMENT CONTRIBUTIONS	$0.00	$0.00	$0.00	$0.00
55	TEXTBOOK RENTAL	$0.00	$0.00	$0.00	$0.00
Sub Total		**($192.00)**	**($4,493.86)**	**$0.00**	**($4,685.86)**

USD 212

Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 12/10/2024; End Date: 01/13/2025; Bank: First National Bank & Trust; Sort By Element: FUND; Account Expression: [All]; Created On: 1/13/2025 1:32:4

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Board Mt. Bills Paid 12/10/2024	First National Bank & Trust	003174	66182	Almena Lumber & Supply	$2,908.64	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-626-00-01	November Bill	12/10/2024	$180.98
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-626-00-03	November Bill	12/10/2024	$93.94
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-626-00-05	November Bill	12/10/2024	$119.52
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-626-00-06	November Bill	12/10/2024	$151.33
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-626-00-07	November Bill	12/10/2024	$45.44
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-626-00-11	November Bill	12/10/2024	$553.63
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-626-00-12	November Bill	12/10/2024	$335.89
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-626-00-15	November Bill	12/10/2024	$110.88
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-626-00-19	November Bill	12/10/2024	$377.29
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-626-00-20	November Bill	12/10/2024	$119.00
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-626-00-23	November Bill	12/10/2024	$276.36
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-629-00-01	November Bill	12/10/2024	$111.18
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-629-00-05	November Bill	12/10/2024	$58.17
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-629-00-13	November Bill	12/10/2024	$171.66
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-629-00-19	November Bill	12/10/2024	$61.07
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-890-00-01	November Bill	12/10/2024	$6.50
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-890-00-05	November Bill	12/10/2024	$8.54
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-890-00-06	November Bill	12/10/2024	$6.02
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-890-00-11	November Bill	12/10/2024	$19.98
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-890-00-13	November Bill	12/10/2024	$7.00
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-890-00-19	November Bill	12/10/2024	$8.00
Almena Lumber & Supply	24-3879	Board Mt. Bills Paid 12/10/2024	06-2720-891-00-06	November Bill	12/10/2024	$86.26
Sub Total						**$2,908.64**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Board Mt. Bills Paid 12/10/2024	First National Bank & Trust	003174	66183	Junior Class	$98.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Junior Class	24-3877	Board Mt. Bills Paid 12/10/2024	08-3400-890-01-01	Pay back for Concessions Stand	12/10/2024	$98.00
Sub Total						**$98.00**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Board Mt. Bills Paid 12/10/2024	First National Bank & Trust	003174	66184	Marvin Gebhard	$61.41	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Marvin Gebhard	24-3848	Board Mt. Bills Paid 12/10/2024	06-2720-626-00-15	Reimbursement Gas for van #15	12/04/2024	$61.41
Sub Total						**$61.41**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Board Mt. Bills Paid 12/10/2024	First National Bank & Trust	003174	66185	Niki Kinderknecht	$458.55	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Niki Kinderknecht	24-3878	Board Mt. Bills Paid 12/10/2024	06-2300-890-00-00	Credit On Lunches- Pay back	12/10/2024	$458.55
Sub Total						**$458.55**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Quizizz Renewal 12/16/2024	First National Bank & Trust	003174	66186	Quizizz Inc.	$1,500.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Quizizz Inc.	24-3880	Quizizz Renewal 12/16/2024	06-1000-610-03-09	Quote#11225	12/16/2024	$1,500.00
Sub Total						**$1,500.00**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Flow Through December 16,2024	First National Bank & Trust	003174	66187	NCKSEC	$39,551.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
NCKSEC	24-3885	Flow Through December 16,2024	30-1000-564-00-00	Flow Through December 16,2024	12/16/2024	$39,551.00
Sub Total						**$39,551.00**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Hop-a-long Payment 12/19/2024	First National Bank & Trust	003174	66188	Hop-A-Long IT Services	$7,000.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Hop-A-Long IT Services	24-3886	Hop-a-long Payment 12/19/2024	08-2300-500-00-00	Invoice: 2660	12/19/2024	$7,000.00
Sub Total						**$7,000.00**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66209	4B Farm, LLC	$322.56	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
4B Farm, LLC	24-3930	Bills for 1/9/25/ Board Mt. 1/20	24-3100-630-01-00	Food Bill	01/09/2025	$322.56
Sub Total						**$322.56**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66210	Advocate Of Phillips Co., The	$15.20	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Advocate Of Phillips Co., The	24-3890	Bills for 1/9/25/ Board Mt. 1/20	06-2300-590-00-02	Bill	01/09/2025	$15.20
Sub Total						**$15.20**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66211	AFPLANSERV	$16.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
AFPLANSERV	24-3923	Bills for 1/9/25/ Board Mt. 1/20	06-2300-300-00-00	Invoice: 24113063020	01/09/2025	$16.00
Sub Total						**$16.00**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66212	Almena Market Inc.	$965.58	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Almena Market Inc.	24-3928	Bills for 1/9/25/ Board Mt. 1/20	06-1000-610-01-09	Food Bill	01/09/2025	$23.89
Almena Market Inc.	24-3928	Bills for 1/9/25/ Board Mt. 1/20	06-1000-610-01-10	Food Bill	01/09/2025	$449.44
Almena Market Inc.	24-3928	Bills for 1/9/25/ Board Mt. 1/20	06-2400-890-00-00	Food Bill	01/09/2025	$116.06
Almena Market Inc.	24-3928	Bills for 1/9/25/ Board Mt. 1/20	08-3400-890-01-01	Food Bill	01/09/2025	$24.24
Almena Market Inc.	24-3928	Bills for 1/9/25/ Board Mt. 1/20	24-3100-630-01-00	Food Bill	01/09/2025	$270.85
Almena Market Inc.	24-3928	Bills for 1/9/25/ Board Mt. 1/20	24-3100-630-03-00	Food Bill	01/09/2025	$72.73
Almena Market Inc.	24-3928	Bills for 1/9/25/ Board Mt. 1/20	24-3100-680-01-00	Food Bill	01/09/2025	$8.37
Sub Total						**$965.58**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66213	Cash-Wa Distributing Co Inc	$5,161.79	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Cash-Wa Distributing Co Inc	24-3931	Bills for 1/9/25/ Board Mt. 1/20	24-3100-630-01-00	Food Bill	01/09/2025	$3,506.78
Cash-Wa Distributing Co Inc	24-3931	Bills for 1/9/25/ Board Mt. 1/20	24-3100-630-03-00	Food Bill	01/09/2025	$1,573.88
Cash-Wa Distributing Co Inc	24-3931	Bills for 1/9/25/ Board Mt. 1/20	24-3100-680-01-00	Food Bill	01/09/2025	$81.13
Sub Total						**$5,161.79**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66214	City Of Almena	$1,084.78	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
City Of Almena	24-3916	Bills for 1/9/25/ Board Mt. 1/20	08-2600-411-01-00	City Bill	01/09/2025	$104.50

City Of Almena	24-3916	Bills for 1/9/25/ Board Mt. 1/20	08-2600-411-02-00	City Bill	01/09/2025	$335.60
City Of Almena	24-3916	Bills for 1/9/25/ Board Mt. 1/20	08-2600-412-01-00	City Bill	01/09/2025	$70.31
City Of Almena	24-3916	Bills for 1/9/25/ Board Mt. 1/20	08-2600-412-02-00	City Bill	01/09/2025	$141.35
City Of Almena	24-3916	Bills for 1/9/25/ Board Mt. 1/20	08-2600-421-01-00	City Bill	01/09/2025	$325.00
City Of Almena	24-3916	Bills for 1/9/25/ Board Mt. 1/20	34-2600-411-00-00	City Bill	01/09/2025	$108.02
Sub Total						**$1,084.78**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66215	City Of Long Island	$204.60	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
City Of Long Island	24-3899	Bills for 1/9/25/ Board Mt. 1/20	08-2600-411-03-00	City Bill	01/09/2025	$142.00
City Of Long Island	24-3899	Bills for 1/9/25/ Board Mt. 1/20	08-2600-412-03-00	City Bill	01/09/2025	$21.00
City Of Long Island	24-3899	Bills for 1/9/25/ Board Mt. 1/20	08-2600-421-03-00	City Bill	01/09/2025	$41.60
Sub Total						**$204.60**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66216	Cliff's Welding	$39.10	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Cliff's Welding	24-3922	Bills for 1/9/25/ Board Mt. 1/20	34-1000-610-00-01	Invoice: 60123	01/09/2025	$39.10
Sub Total						**$39.10**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66217	ComplianceOne	$72.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
ComplianceOne	24-3924	2- Bills for 1/9/25/ Board Mt. 1	06-2720-890-00-17	Number: 324169	01/09/2025	$36.00
ComplianceOne	24-3882	Bills for 1/9/25/ Board Mt. 1/20	06-2720-890-00-17	323186	01/09/2025	$36.00
Sub Total						**$72.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66218	Dealers First Financial L.L.C.	$295.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Dealers First Financial L.L.C.	24-3906	Bills for 1/9/25/ Board Mt. 1/20	16-1000-700-02-00	Invoice: 195904	01/09/2025	$295.00
Sub Total						**$295.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66219	Emily Lowry	$478.38	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**

Emily Lowry	24-3897	Bills for 1/9/25/ Board Mt. 1/20	06-1000-890-00-01	Fall Mileage	01/09/2025	$478.38
Sub Total						**$478.38**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66220	Fire Alarm Specialist, Inc	$1,045.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Fire Alarm Specialist, Inc	24-3896	Bills for 1/9/25/ Board Mt. 1/20	08-2600-400-00-01	Invoice:38721	01/09/2025	$1,045.00
Sub Total						**$1,045.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66221	Glassman Corporation	$3,982.43	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Glassman Corporation	24-3889	Bills for 1/9/25/ Board Mt. 1/20	08-2600-400-00-02	Invoice: 28677	01/09/2025	$3,982.43
Sub Total						**$3,982.43**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66222	Hinklel Termite and Pest Control	$135.75	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Hinklel Termite and Pest Control	24-3903	Bills for 1/9/25/ Board Mt. 1/20	08-2600-425-00-00	Invoices: 53416,53424	01/09/2025	$135.75
Sub Total						**$135.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66223	Integrated Security Solutions	$100.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Integrated Security Solutions	24-3891	Bills for 1/9/25/ Board Mt. 1/20	06-2300-300-00-00	Invoice: 20243970	01/09/2025	$100.00
Sub Total						**$100.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66224	Jessica Ledbetter	$1,403.48	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Jessica Ledbetter	24-3908	Bills for 1/9/25/ Board Mt. 1/20	26-2200-500-00-00	Reimbursement for college Classes	01/09/2025	$1,403.48
Sub Total						**$1,403.48**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66225	Jessie Thalheim	$450.24	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**

Jessie Thalheim	24-3898	Bills for 1/9/25/ Board Mt. 1/20	06-1000-890-00-01	Reimbursement for Milage Fall 2024	01/09/2025	$450.24
Sub Total						**$450.24**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66226	Jostens (JOSTES)	$165.75	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Jostens (JOSTES)	24-3909	Bills for 1/9/25/ Board Mt. 1/20	06-2300-890-00-04	Invoice: 35455656	01/09/2025	$165.75
Sub Total						**$165.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66227	Junior Class	$208.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Junior Class	24-3892	Bills for 1/9/25/ Board Mt. 1/20	08-3400-890-01-01	Concessions Reimbursement	01/09/2025	$208.00
Sub Total						**$208.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66228	Kingsbury Service LLC	$750.47	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Kingsbury Service LLC	24-3904	Bills for 1/9/25/ Board Mt. 1/20	06-2720-730-00-22	Invoice: 51461	01/09/2025	$750.47
Sub Total						**$750.47**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66229	Knowbuddy Resources	$169.60	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Knowbuddy Resources	24-3913	Bills for 1/9/25/ Board Mt. 1/20	06-2200-640-03-00	Order: K313422	01/09/2025	$169.60
Sub Total						**$169.60**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66230	Kowpoke Supply	$736.87	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Kowpoke Supply	24-3888	Bills for 1/9/25/ Board Mt. 1/20	08-2600-430-00-01	Bill	01/09/2025	$128.89
Kowpoke Supply	24-3888	Bills for 1/9/25/ Board Mt. 1/20	08-2600-430-00-02	Bill	01/09/2025	$607.98
Sub Total						**$736.87**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66231	KSHSAA	$410.00	Accounts Payable

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
KSHSAA	24-3887	Bills for 1/9/25/ Board Mt. 1/20	06-1000-890-01-01	Invoice: 15071	01/09/2025	$410.00
Sub Total						**$410.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66232	Long Island Feed and Grain, LLC	$318.95	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Long Island Feed and Grain, LLC	24-3912	Bills for 1/9/25/ Board Mt. 1/20	06-2720-626-00-14	Bill	01/09/2025	$196.59
Long Island Feed and Grain, LLC	24-3912	Bills for 1/9/25/ Board Mt. 1/20	06-2720-626-00-20	Bill	01/09/2025	$122.36
Sub Total						**$318.95**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66233	Lookout Books	$296.08	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Lookout Books	24-3914	Bills for 1/9/25/ Board Mt. 1/20	06-2200-640-02-00	Order: L485892	01/09/2025	$296.08
Sub Total						**$296.08**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66234	Midwest Energy	$1,466.51	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Midwest Energy	24-3881	Bills for 1/9/25/ Board Mt. 1/20	06-2600-621-01-00	Bill	01/09/2025	$263.00
Midwest Energy	24-3881	Bills for 1/9/25/ Board Mt. 1/20	06-2600-621-02-00	Bill	01/09/2025	$364.53
Midwest Energy	24-3881	Bills for 1/9/25/ Board Mt. 1/20	06-2600-621-03-00	Bill	01/09/2025	$303.34
Midwest Energy	24-3881	Bills for 1/9/25/ Board Mt. 1/20	34-2600-621-00-00	Bill	01/09/2025	$535.64
Sub Total						**$1,466.51**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66235	Mitch Pugh	$458.08	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Mitch Pugh	24-3895	Bills for 1/9/25/ Board Mt. 1/20	06-2720-120-00-01	Reimbursement for Athletic bus @ beginning of year	01/09/2025	$458.08
Sub Total						**$458.08**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66236	Monica Bach	$9.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Monica Bach	24-3902	Bills for 1/9/25/ Board Mt. 1/20	24-3100-630-01-00	Reimbursement for Hot dog buns	01/09/2025	$9.00

Sub Total						**$9.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66237	Nex-Tech Wireless, LLC	$1,372.68	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Nex-Tech Wireless, LLC	24-3894	Bills for 1/9/25/ Board Mt. 1/20	06-2300-532-00-00	Accounts: 309012 and 015740	01/09/2025	$479.03
Nex-Tech Wireless, LLC	24-3894	Bills for 1/9/25/ Board Mt. 1/20	06-2300-532-00-01	Accounts: 309012 and 015740	01/09/2025	$62.31
Nex-Tech Wireless, LLC	24-3894	Bills for 1/9/25/ Board Mt. 1/20	06-2400-532-00-00	Accounts: 309012 and 015740	01/09/2025	$171.27
Nex-Tech Wireless, LLC	24-3894	Bills for 1/9/25/ Board Mt. 1/20	06-2400-532-00-01	Accounts: 309012 and 015740	01/09/2025	$72.05
Nex-Tech Wireless, LLC	24-3894	Bills for 1/9/25/ Board Mt. 1/20	06-2400-532-00-02	Accounts: 309012 and 015740	01/09/2025	$479.02
Nex-Tech Wireless, LLC	24-3911	2- Bills for 1/9/25/ Board Mt. 1	06-2720-890-00-17	Invoice:10805174	01/09/2025	$109.00
Sub Total						**$1,372.68**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66238	Normandin	$995.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Normandin	24-3883	Bills for 1/9/25/ Board Mt. 1/20	08-2600-430-00-01	Invoices: 2767 and 2713	01/09/2025	$465.00
Normandin	24-3883	Bills for 1/9/25/ Board Mt. 1/20	08-2600-430-00-02	Invoices: 2767 and 2713	01/09/2025	$530.00
Sub Total						**$995.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66239	Northwestern Office Supplies	$1,361.31	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Northwestern Office Supplies	24-3918	Bills for 1/9/25/ Board Mt. 1/20	06-1000-610-01-11	Invoice: 159234 and 159393	01/09/2025	$520.73
Northwestern Office Supplies	24-3918	Bills for 1/9/25/ Board Mt. 1/20	06-1000-610-02-09	Invoice: 159234 and 159393	01/09/2025	$554.42
Northwestern Office Supplies	24-3918	Bills for 1/9/25/ Board Mt. 1/20	06-1000-610-03-09	Invoice: 159234 and 159393	01/09/2025	$286.16
Sub Total						**$1,361.31**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66240	Norton County Solid Waste	$27.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Norton County Solid Waste	24-3920	Bills for 1/9/25/ Board Mt. 1/20	08-2600-421-03-00	Invoice: 69272	01/09/2025	$27.00
Sub Total						**$27.00**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66241	NWKESC	$24.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
NWKESC	24-3910	Bills for 1/9/25/ Board Mt. 1/20	26-2200-501-00-00	Invoice: 1002500455	01/09/2025	$24.00
Sub Total						**$24.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66242	Ostmeyer Inc dba Culligan Soft Water Service	$71.75	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Ostmeyer Inc dba Culligan Soft Water Service	24-3919	Bills for 1/9/25/ Board Mt. 1/20	08-2600-411-02-00	Invoice: 458622 and 458587	01/09/2025	$71.75
Sub Total						**$71.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66243	Phillips County Review	$52.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Phillips County Review	24-3905	Bills for 1/9/25/ Board Mt. 1/20	06-2300-590-00-02	Bill	01/09/2025	$52.00
Sub Total						**$52.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66244	Pitney Bowes	$300.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Pitney Bowes	24-3900	Bills for 1/9/25/ Board Mt. 1/20	06-2300-590-00-01	Bill	01/09/2025	$200.00
Pitney Bowes	24-3926	2- Bills for 1/9/25/ Board Mt. 1	06-2300-590-00-01	Bill	01/09/2025	$100.00
Sub Total						**$300.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66245	Prairie Dog Press	$25.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Prairie Dog Press	24-3921	Bills for 1/9/25/ Board Mt. 1/20	06-2300-590-00-02	Renew 1 year subscription	01/09/2025	$25.00
Sub Total						**$25.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66246	Roys Sales & Service	$423.99	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Roys Sales & Service	24-3927	Bills for 1/9/25/ Board Mt. 1/20	06-2720-730-00-01	Invoice: 495068 and 496882	01/09/2025	$423.99

Sub Total						**$423.99**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66247	School Outlet	$3,452.47	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
School Outlet	24-3884	Bills for 1/9/25/ Board Mt. 1/20	08-1000-700-00-00	Invoice# S56512	01/09/2025	$3,452.47
Sub Total						**$3,452.47**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66248	Unifirst Corporation	$29.78	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Unifirst Corporation	24-3893	Bills for 1/9/25/ Board Mt. 1/20	08-2600-610-00-01	Invoice Numbers: 19400948209 and 1940095649	01/09/2025	$29.78
Sub Total						**$29.78**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66249	US Foods	$443.66	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
US Foods	24-3929	Bills for 1/9/25/ Board Mt. 1/20	24-3100-630-03-00	Food Bill	01/09/2025	$443.66
Sub Total						**$443.66**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66250	VISA (VISA1)	$2,500.64	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	06-1000-610-01-08	Visa Bill	01/09/2025	$7.06
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	06-1000-610-01-10	Visa Bill	01/09/2025	$227.83
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	06-1000-890-00-00	Visa Bill	01/09/2025	$173.33
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	06-1000-890-01-01	Visa Bill	01/09/2025	$222.85
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	06-1000-890-01-09	Visa Bill	01/09/2025	$21.00
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	06-2300-590-00-01	Visa Bill	01/09/2025	$8.50
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	06-2300-890-00-00	Visa Bill	01/09/2025	$896.08
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	06-2400-890-00-00	Visa Bill	01/09/2025	$54.85
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	06-2720-626-00-00	Visa Bill	01/09/2025	$29.60
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	06-2720-626-00-05	Visa Bill	01/09/2025	$65.00
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	08-2600-430-00-02	Visa Bill	01/09/2025	$4.17
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	08-3400-890-01-01	Visa Bill	01/09/2025	$750.38
VISA (VISA1)	24-3915	Bills for 1/9/25/ Board Mt. 1/20	24-3100-700-01-00	Visa Bill	01/09/2025	$39.99
Sub Total						**$2,500.64**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
Bills for 1/9/25/ Board Mt. 1/20	First National Bank & Trust	003174	66251	WoodRiver Energy LLC	$3,315.56	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
WoodRiver Energy LLC	24-3925	Bills for 1/9/25/ Board Mt. 1/20	06-2600-621-01-00	Invoice: 428658	01/09/2025	$1,205.58
WoodRiver Energy LLC	24-3925	Bills for 1/9/25/ Board Mt. 1/20	06-2600-621-02-00	Invoice: 428658	01/09/2025	$652.63
WoodRiver Energy LLC	24-3925	Bills for 1/9/25/ Board Mt. 1/20	06-2600-621-03-00	Invoice: 428658	01/09/2025	$1,059.89
WoodRiver Energy LLC	24-3925	Bills for 1/9/25/ Board Mt. 1/20	34-2600-621-00-00	Invoice: 428658	01/09/2025	$397.46
Sub Total						**$3,315.56**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills paid on 1/10/2025	First National Bank & Trust	003174	66252	Harris School Solutions	$117.36	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Harris School Solutions	24-3935	Bills paid on 1/10/2025	06-2300-300-00-00	Invoice: DATXT0002744	01/10/2025	$117.36
Sub Total						**$117.36**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills paid on 1/10/2025	First National Bank & Trust	003174	66253	Island Meats	$994.03	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Island Meats	24-3933	Bills paid on 1/10/2025	24-3100-630-00-00	Invoice: 155	01/10/2025	$994.03
Sub Total						**$994.03**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills paid on 1/10/2025	First National Bank & Trust	003174	66254	Leo Graham Construction	$2,413.32	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Leo Graham Construction	24-3932	Bills paid on 1/10/2025	08-2600-430-00-02	Invoice: 381178	01/10/2025	$2,413.32
Sub Total						**$2,413.32**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
Bills paid on 1/10/2025	First National Bank & Trust	003174	66255	Smoky Hill - USD 629	$100.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Smoky Hill - USD 629	24-3934	Bills paid on 1/10/2025	06-1000-610-01-03	Invoice:02104	01/10/2025	$100.00
Sub Total						**$100.00**
Grand Total						**$90,358.35**

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USD 212

Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 12/10/2024; End Date: 01/13/2025; Bank: First National Bank & Trust; Sort By Element: FUND; Account Expression: [All]; Created On: 1/13/2025 1:32:47 PM

Check Date	Check Number	Payee	Type	Amount
12/10/2024	66182	Almena Lumber & Supply	Accounts Payable	$2,908.64
12/10/2024	66183	Junior Class	Accounts Payable	$98.00
12/10/2024	66184	Marvin Gebhard	Accounts Payable	$61.41
12/10/2024	66185	Niki Kinderknecht	Accounts Payable	$458.55
12/16/2024	66186	Quizizz Inc.	Accounts Payable	$1,500.00
12/16/2024	66187	NCKSEC	Accounts Payable	$39,551.00
12/19/2024	66188	Hop-A-Long IT Services	Accounts Payable	$7,000.00
01/09/2025	66209	4B Farm, LLC	Accounts Payable	$322.56
01/09/2025	66210	Advocate Of Phillips Co., The	Accounts Payable	$15.20
01/09/2025	66211	AFPLANSERV	Accounts Payable	$16.00
01/09/2025	66212	Almena Market Inc.	Accounts Payable	$965.58
01/09/2025	66213	Cash-Wa Distributing Co Inc	Accounts Payable	$5,161.79
01/09/2025	66214	City Of Almena	Accounts Payable	$1,084.78
01/09/2025	66215	City Of Long Island	Accounts Payable	$204.60
01/09/2025	66216	Cliff's Welding	Accounts Payable	$39.10
01/09/2025	66217	ComplianceOne	Accounts Payable	$72.00
01/09/2025	66218	Dealers First Financial L.L.C.	Accounts Payable	$295.00
01/09/2025	66219	Emily Lowry	Accounts Payable	$478.38
01/09/2025	66220	Fire Alarm Specialist, Inc	Accounts Payable	$1,045.00
01/09/2025	66221	Glassman Corporation	Accounts Payable	$3,982.43
01/09/2025	66222	Hinklel Termite and Pest Control	Accounts Payable	$135.75
01/09/2025	66223	Integrated Security Solutions	Accounts Payable	$100.00
01/09/2025	66224	Jessica Ledbetter	Accounts Payable	$1,403.48
01/09/2025	66225	Jessie Thalheim	Accounts Payable	$450.24
01/09/2025	66226	Jostens (JOSTES)	Accounts Payable	$165.75
01/09/2025	66227	Junior Class	Accounts Payable	$208.00
01/09/2025	66228	Kingsbury Service LLC	Accounts Payable	$750.47
01/09/2025	66229	Knowbuddy Resources	Accounts Payable	$169.60
01/09/2025	66230	Kowpoke Supply	Accounts Payable	$736.87
01/09/2025	66231	KSHSAA	Accounts Payable	$410.00
01/09/2025	66232	Long Island Feed and Grain, LLC	Accounts Payable	$318.95
01/09/2025	66233	Lookout Books	Accounts Payable	$296.08
01/09/2025	66234	Midwest Energy	Accounts Payable	$1,466.51
01/09/2025	66235	Mitch Pugh	Accounts Payable	$458.08
01/09/2025	66236	Monica Bach	Accounts Payable	$9.00
01/09/2025	66237	Nex-Tech Wireless, LLC	Accounts Payable	$1,372.68
01/09/2025	66238	Normandin	Accounts Payable	$995.00

01/09/2025	66239	Northwestern Office Supplies	Accounts Payable	$1,361.31
01/09/2025	66240	Norton County Solid Waste	Accounts Payable	$27.00
01/09/2025	66241	NWKESC	Accounts Payable	$24.00
01/09/2025	66242	Ostmeyer Inc dba Culligan Soft Water Service	Accounts Payable	$71.75
01/09/2025	66243	Phillips County Review	Accounts Payable	$52.00
01/09/2025	66244	Pitney Bowes	Accounts Payable	$300.00
01/09/2025	66245	Prairie Dog Press	Accounts Payable	$25.00
01/09/2025	66246	Roys Sales & Service	Accounts Payable	$423.99
01/09/2025	66247	School Outlet	Accounts Payable	$3,452.47
01/09/2025	66248	Unifirst Corporation	Accounts Payable	$29.78
01/09/2025	66249	US Foods	Accounts Payable	$443.66
01/09/2025	66250	VISA (VISA1)	Accounts Payable	$2,500.64
01/09/2025	66251	WoodRiver Energy LLC	Accounts Payable	$3,315.56
01/10/2025	66252	Harris School Solutions	Accounts Payable	$117.36
01/10/2025	66253	Island Meats	Accounts Payable	$994.03
01/10/2025	66254	Leo Graham Construction	Accounts Payable	$2,413.32
01/10/2025	66255	Smoky Hill - USD 629	Accounts Payable	$100.00
Sub Total				**$90,358.35**

USD 212

Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 12/10/2024; End Date: 01/13/2025; Bank: First National Bank & Trust; Sort By Element: FUND; Account Expression: [All]; Created On: 1/13/2

Check Date	Check Number	Payee	Description	Type
01/09/2025	66209	4B Farm, LLC	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66210	Advocate Of Phillips Co., The	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66211	AFPLANSERV	Invoice: 24113063020	Accounts Payable
12/10/2024	66182	Almena Lumber & Supply	Inv: Board Mt. Bills Paid 12/10/2024	Accounts Payable
01/09/2025	66212	Almena Market Inc.	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66213	Cash-Wa Distributing Co Inc	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66214	City Of Almena	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66215	City Of Long Island	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66216	Cliff's Welding	Invoice: 60123	Accounts Payable
01/09/2025	66217	ComplianceOne	Inv: 2- Bills for 1/9/25/ Board Mt. 1	Accounts Payable
01/09/2025	66217	ComplianceOne	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66218	Dealers First Financial L.L.C.	Invoice: 19504	Accounts Payable
01/09/2025	66219	Emily Lowry	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66220	Fire Alarm Specialist, Inc	Invoice: 38721	Accounts Payable
01/09/2025	66221	Glassman Corporation	Invoice: 28677	Accounts Payable
01/10/2025	66252	Harris School Solutions	Inv: Bills paid on 1/10/2025	Accounts Payable
01/09/2025	66222	Hinklel Termite and Pest Control	Invoices: 53416 and 53424	Accounts Payable
12/19/2024	66188	Hop-A-Long IT Services	Invoice: 2660	Accounts Payable
01/09/2025	66223	Integrated Security Solutions	Invoice: 20243970	Accounts Payable
01/10/2025	66253	Island Meats	Inv: Bills paid on 1/10/2025	Accounts Payable
01/09/2025	66224	Jessica Ledbetter	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66225	Jessie Thalheim	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66226	Jostens (JOSTES)	Invoice: 35455656	Accounts Payable
12/10/2024	66183	Junior Class	Inv: Board Mt. Bills Paid 12/10/2024	Accounts Payable
01/09/2025	66227	Junior Class	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66228	Kingsbury Service LLC	Invoice: 51461	Accounts Payable
01/09/2025	66229	Knowbuddy Resources	Order: K313422	Accounts Payable
01/09/2025	66230	Kowpoke Supply	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66231	KSHSAA	Invoice: 15071	Accounts Payable
01/10/2025	66254	Leo Graham Construction	Inv: Bills paid on 1/10/2025	Accounts Payable
01/09/2025	66232	Long Island Feed and Grain, LLC	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66233	Lookout Books	Order: L485892	Accounts Payable
12/10/2024	66184	Marvin Gebhard	Inv: Board Mt. Bills Paid 12/10/2024	Accounts Payable
01/09/2025	66234	Midwest Energy	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66235	Mitch Pugh	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66236	Monica Bach	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
12/16/2024	66187	NCKSEC	Flow Through December 16,2024	Accounts Payable

01/09/2025	66237	Nex-Tech Wireless, LLC	Invoice: 10805174	Accounts Payable
01/09/2025	66237	Nex-Tech Wireless, LLC	Accounts 309012 and 015740	Accounts Payable
12/10/2024	66185	Niki Kinderknecht	Pay back Credit for Lunch bill	Accounts Payable
01/09/2025	66238	Normandin	Invoices: 2767 and 2713	Accounts Payable
01/09/2025	66239	Northwestern Office Supplies	Invoice: 159234 and 159393	Accounts Payable
01/09/2025	66240	Norton County Solid Waste	Invoice: 69272	Accounts Payable
01/09/2025	66241	NWKESC	Invoice: 100200455	Accounts Payable
01/09/2025	66242	Ostmeyer Inc dba Culligan Soft Water Service	Invoice: 458622 and 458587	Accounts Payable
01/09/2025	66243	Phillips County Review	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66244	Pitney Bowes	Inv: 2- Bills for 1/9/25/ Board Mt. 1	Accounts Payable
01/09/2025	66244	Pitney Bowes	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66245	Prairie Dog Press	Renewal	Accounts Payable
12/16/2024	66186	Quizizz Inc.	Quote# 11225	Accounts Payable
01/09/2025	66246	Roys Sales & Service	Invoices: 495068 and 496882	Accounts Payable
01/09/2025	66247	School Outlet	Invoice: S56512	Accounts Payable
01/10/2025	66255	Smoky Hill - USD 629	Inv: Bills paid on 1/10/2025	Accounts Payable
01/09/2025	66248	Unifirst Corporation	Invoices: 19400948209 and 1940095649	Accounts Payable
01/09/2025	66249	US Foods	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66250	VISA (VISA1)	Inv: Bills for 1/9/25/ Board Mt. 1/20	Accounts Payable
01/09/2025	66251	WoodRiver Energy LLC	Invoice: 428658	Accounts Payable
Sub Total				

2025 1:32:47 PM

Amount
$322.56
$15.20
$16.00
$2,908.64
$965.58
$5,161.79
$1,084.78
$204.60
$39.10
$36.00
$36.00
$295.00
$478.38
$1,045.00
$3,982.43
$117.36
$135.75
$7,000.00
$100.00
$994.03
$1,403.48
$450.24
$165.75
$98.00
$208.00
$750.47
$169.60
$736.87
$410.00
$2,413.32
$318.95
$296.08
$61.41
$1,466.51
$458.08
$9.00
$39,551.00

$109.00
$1,263.68
$458.55
$995.00
$1,361.31
$27.00
$24.00
$71.75
$52.00
$100.00
$200.00
$25.00
$1,500.00
$423.99
$3,452.47
$100.00
$29.78
$443.66
$2,500.64
$3,315.56
$90,358.35

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 01/01/2025 to 01/31/2025.

Site ID / Group ID	Site Name / Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
NVHS	Northern Valley High School							
A	ATHLETICS							
		1010	HIGH SCHOOL ATHLETICS	9,053.79	0.00	0.00	0.00	9,053.79
			A Totals:	9,053.79	0.00	0.00	0.00	9,053.79
B	CLUBS & ORGANIZATIONS							
		2010	STUDENT COUNCIL	11,541.72	0.00	290.57	0.00	11,251.15
		2020	KAY	3,861.04	0.00	150.00	0.00	3,711.04
		2050	HUSKY MUSIC CLUB	2,160.33	0.00	0.00	0.00	2,160.33
		2060	FFA	8,340.74	0.00	435.35	0.00	7,905.39
		2070	SCHOLARS BOWL	88.77	0.00	0.00	0.00	88.77
		2080	DANCE AND CHEER	-1,267.68	0.00	115.06	0.00	-1,382.74
		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	1,288.33	0.00	0.00	0.00	1,288.33
		3030	FACS	1,149.09	0.00	0.00	0.00	1,149.09
		3050	Interactive Media	92.34	0.00	0.00	0.00	92.34
			B Totals:	30,279.90	0.00	990.98	0.00	29,288.92
C	GRADUATING CLASSES							
		3114	CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
		3115	CLASS OF 2015	1,071.90	0.00	0.00	0.00	1,071.90
		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	0.00	0.00	0.00	0.00	0.00
		3123	CLASS OF 2023	0.00	0.00	0.00	0.00	0.00
		3124	CLASS OF 2024	0.00	0.00	0.00	0.00	0.00
		3125	CLASS OF 2025-Seniors	537.44	0.00	0.00	0.00	537.44
		3126	CLASS OF 2026-Juniors	4,213.71	0.00	563.51	0.00	3,650.20
		3127	Class Of 2027- Sophmores	1,624.89	0.00	0.00	0.00	1,624.89
			C Totals:	11,246.94	0.00	563.51	0.00	10,683.43
D	DISTRICT MONIES							
		4020	HIGH SCHOOL PETTY CASH	1,125.00	0.00	0.00	0.00	1,125.00
			D Totals:	1,125.00	0.00	0.00	0.00	1,125.00
E	YEARBOOK							
		7000	YEARBOOK	12,479.94	0.00	0.00	0.00	12,479.94
			E Totals:	12,479.94	0.00	0.00	0.00	12,479.94

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 01/01/2025 to 01/31/2025.

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	979.03	0.00	74.48	0.00	904.55
		8011	Interest Paid To Account	873.28	0.00	0.00	0.00	873.28
			F Totals:	1,893.78	0.00	74.48	0.00	1,819.30
G	SALES TAX							
		8010	SALES TAX	-85.62	0.00	0.00	0.00	-85.62
			G Totals:	-85.62	0.00	0.00	0.00	-85.62
			NVHS Activity Totals:	65,993.73	0.00	1,628.97	0.00	64,364.76

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
NVHS Checking:			0.00	1,628.97		
NVHS Investment:						
NVHS Bank Balances:	65,993.73		0.00	1,628.97	0.00	64,364.76

Report Activity Totals:	65,993.73	0.00	1,628.97	0.00	64,364.76

Kansas State Department of Education

SNP Commendations

Program Year 2025

Variety of Fruit and Vegetables on Salad Bar

Thank you for making a variety of fresh fruit and vegetables readily available for students to select on your colorful salad bar. While I was on-site, it seemed the students liked having these additional options available to them along with their hot meal.

Entered: 11/22/2024 **By:** Dayna Kriley

Scratch Cooking

The lunch menu offers a variety of food items and many recipes continue to be produced from scratch. Great job, Becky and Monica!

Entered: 11/22/2024 **By:** Dayna Kriley

Thank You

Thank you for your patience during the review process and your quick attention to addressing items needing corrections. It is appreciated.

Entered: 11/22/2024 **By:** Dayna Kriley

Benefit Issuance Documents

Kenzi is keeping the benefit issuance documents (free and reduced-price applications, direct certification lists, etc.) organized well at the school. Documents needed for the review were easy to locate.

Entered: 11/22/2024 **By:** Dayna Kriley

Reimbursable Meals

All meals observed at Long Island Middle School for breakfast and lunch on the day of the review were reimbursable.

Entered: 11/22/2024 **By:** Dayna Kriley

Kansas State Department of Education

SNP Administrative Review Findings — Northern Valley (D0212)

Program Year 2025

Northern Valley (D0212)
512 Bryant St.
Almena, KS 67622

Food Service Contact
Becky Delimont
Food Service Director
(785) 669-2445

Executive Contact
Becky Delimont
Food Service Director
(785) 669-2445

No. of Sites / Reviewed: 2 / 1

Certification and Benefit Issuance - Northern Valley (D0212)

126. Certification Benefits/Issuance Review Method, applications correctly approved?

Finding 9000: Missing Determining Official's Signature
Determining Official did not sign or date 2 of their reduced-price eligible applications when approved. This was corrected on-site by determining official signing the applications.

Corrective Action:
Develop and implement a procedure to ensure the Determining Official signs and dates all applications when approved or denied.
1. Describe procedure developed and permanently implemented.

Technical Assistance:
See TA summary #126 ONS: Determining Official's Responsibilities

126. Certification Benefits/Issuance Review Method, applications correctly approved?

Finding 9017: The application approval process is not implemented correctly. *Repeat Finding
Based on the selected students, eligibility determination errors were found:
1. Two students receiving free meal benefits did not have documentation on file at the school showing they were eligible for benefits this school year. Sponsor failed to change students to paid eligibility status after the 30-day carryover period.

This was corrected on-site by the determining official sending the benefits decrease letter.

Corrective Action:
1. Change the eligibility status to paid for these 2 students in PowerSchool following the 10-day appeal period from when the benefits decrease letter was sent. Upload in KN-CLAIM a copy of a report generated from PowerSchool showing the change in status for these students.
2. Develop and implement a procedure to ensure all students receiving free or reduced-price meal benefits have current documentation on file. Describe procedure developed and permanently implemented.

Technical Assistance:
See TA summary #126 ONS: Correct Eligibility Status & Benefits without an Application on File

Verification - Northern Valley (D0212)

209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?

Finding 9042: Selected applications not verified correctly.
Based on the verified application selected for review, the post verification determination was incorrect for one application due to:
1. Income documentation was incomplete. Income documentation is needed for all income listed on the original application, including child support/public assistance.
2. Verified income was calculated incorrectly. Net income was used to verify income instead of gross income.

Note: Sponsor was notified of issue prior to on-site review. Verifying Official contacted household and obtained the missing income documentation. New determination was reduced price. Verification results letter was sent to complete verification on 11/13/24. Reviewer confirmed by looking at documentation on-site.

Corrective Action:
1. After 10-day grace period, change the student's eligibility status to reduced price. Upload in KN-CLAIM a screen shot from PowerSchool showing change in eligibility to reduced-price benefits.
2. Develop and implement a procedure to ensure the verification process is completed correctly, specifically that gross income is used for verification and all income reported on original application is verified. Describe procedure developed and permanently implemented.

Technical Assistance:
See TA Summary #209 ONS: Income Documentation & #209 ONS: Calculating Verified Income

Meal Counting & Claiming - Northern Valley (D0212)

313. On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?

Finding 9007: Meal Counting and Claiming information on the Off-site Assessment Tool not validated, or deficiencies found.
Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Meal Counting & Claiming procedures could not be validated during on-site observations. Deficiencies in the SFA's Meal Counting & Claiming procedures identified from the Off-site Assessment Tool and by conversation with staff on-site include:

1. Point of service accountability is not always being conducted for Breakfast and Lunch for Preschool-4th Grade at Almena Elementary. Staff on-site explained meals are counted as reimbursable for each student in attendance excluding those who brought a sack lunch instead of for each student that actually took a meal.

Corrective Action:
Immediately develop and implement a procedure to ensure the meal checker at Almena Elementary conducts breakfast and lunch counts at the point of service (when student actually receives the meal).
1. Describe procedure developed and permanently implemented including the date of implementation.

Technical Assistance:
313 ONS: Point of Service Accountability

316. SA validated meal counts – school level meal counts consolidated correctly? Enter data.

Finding 9051: SFA's Review Period claim not validated.
There are differences between the Sponsor's Review Period claim and the State agency's validated counts for lunch and/or breakfast by category for Almena Elementary and Long Island Middle School for the review period (Oct 2024). Expanded review to start of school year and found systemic issue at Long Island Middle School when comparing rosters to claim totals. Claim discrepancies noted:

Almena Elementary
1. October 2024 - Underclaim of 845 free lunch meals.

Long Island Middle School
1. October 2024 - Underclaim of 1 free breakfast and overclaim of 1 free lunch.
2. September 2024 - Underclaim of 2 free breakfast meals and overclaim of 1 paid lunch meal.
3. August 2024 - Underclaim of 2 free breakfast meals and overclaim of 1 paid breakfast.

Corrective Action:
Develop and implement a procedure to ensure sponsor claims match supporting documentation and double checks are in place.
1. Describe procedure developed and permanently implemented.
2. After submitting November claim for reimbursement in KN-CLAIM, upload the Long Island Middle School breakfast and lunch paper rosters in KN-CLAIM along with Form 9A/9B Daily Record of Breakfasts and Lunches used to submit the claim.

Technical Assistance:
See TA summary #316 ONS: Meal Counting and Claiming

General Program Compliance - Northern Valley (D0212)

808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?

Finding 9008: Civil Rights information on the Off-site Assessment Tool not validated, or deficiencies found.
Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Civil Rights procedures could not be validated during on-site observations. Deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool:
1. Sponsor was not aware of how to handle a child nutrition program discrimination complaint as evidenced by the procedures written in their student handbook.

Corrective Action:
Develop and implement a procedure to ensure civil rights complaints are handled properly.
1. Describe procedure developed and permanently implemented.
2. Upload a copy of the Sponsors civil rights complaint procedures or provide direct web link showing where these are posted on your website.

Technical Assistance:
See TA summary #803 OFS: Civil Rights Complaint Procedures

810. Non-discrimination on appropriate Program materials?

Finding 9000: Incorrect Nondiscrimination Statement *Repeat Finding
The school website where menus are posted contains an incorrect non-discrimination statement. This was corrected on-site by the sponsor updating the school website to include the correct statement.

Corrective Action:
Develop and implement a procedure to ensure menus and all locally developed program materials, including the school website, contain the correct non-discrimination statement.
1. Describe procedure developed and permanently implemented.

Technical Assistance:
See TA summary #810 ONS, 800 OFS: Non-Discrimination Statement

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 9000: Wellness Policy *Repeat Finding
The public has not been made aware of the Local School Wellness Policy or the most recent assessment of the implementation of the Local School Wellness Policy and potential stakeholders are not aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy.

Corrective Action:
Develop and implement a procedure to inform the public about the wellness policy and the most recent assessment along with how potential stakeholders are made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy.
1. Describe procedure developed and permanently implemented.
2. Include in your response website links, news articles or show documentation of efforts to make information available to the public.

Technical Assistance:
See technical assistance summary #1001, 1006 OFS: Public Access to Local Wellness Policy and #1004 OFS: Potential Wellness Stakeholders

Long Island Middle School (00408)
512 Bryant St.
Almena, KS 67622

Food Service Contact
Monica Bach

(785) 669-2445

Meal Components & Quantities - Long Island Middle School (00408)

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data

Finding 9000: Standardized Recipes *Repeat Finding
Standardized recipes were not always being followed as standardized. Not preparing food items according to standardized recipes changes their component crediting and may result in excessive or inadequate quantities being served.

These issues were noted on the day of review:
1. The salad bar did not include garbanzo/black beans to credit toward bean, pea, legume vegetable subgroup as planned on the salad bar recipe.
2. The homemade WGR roll according to the recipe/production should have been a 2.25 oz roll, but weight of one roll was 4 oz.
3. The homemade breakfast pizza was cut into 24 squares instead of 25 squares planned on recipe.

Corrective Action:
Develop and implement a procedure to ensure standardized recipes are available and being followed.
1. Describe procedure developed and permanently implemented.
2. If the salad bar, roll, and breakfast pizza recipes will be followed as written, then include in your response the date they were implemented. If any of these recipes will not be followed as written, then submit updated standardized recipes for review so that the recipe matches what is being prepared at the school.

Technical Assistance:
See TA summary #402, 410 ONS: Standardized Recipes

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data

Finding 9052: Day of Review portion sizes insufficient.
As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for Grades 5-8 being served. Insufficient portion sizes observed on the Day of Review:
1. Inadequate fruit planned on day of review. Production record showed 1/2 cup fruit plus 1/2 cup juice, which is compliant. However, staff explained that if students take 1/2 cup juice with their meal, then they only offer them 1/4 cup fruit with the juice, which is total of 3/4 cup fruit. Minimum fruit requirement at breakfast is 1 cup.

Corrective Action:
Develop and implement a procedure to ensure the portion sizes of all meal components meet the minimum meal pattern requirements for all age/grade groups being served.
1. Describe procedure developed and permanently implemented to ensure production record portions sizes are followed and at least 1 cup fruit is offered to students at breakfast. If 1/2 cup fruit and 1/2 cup juice are planned, then students must be able to take both in their full amount.

Technical Assistance:
See TA summary #402 ONS: Fruit Requirement at Breakfast

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding 9000: Inadequate Fruit Offered and 50% Juice Limit Exceeded at Breakfast During Review Period
During the review period (Oct. 7-10, 2024), it was found the Sponsor was not offering enough fruit a breakfast. Production records showed 1/2 c. fruit and 1/2 c. juice as planned portions, but staff explained if students selected both juice and fruit option, then student was only served 1/2 c. juice and 1/4 c. fruit, total of 3/4 c. fruit component. This resulted in Sponsor exceeding the 50% fruit served as juice requirement at breakfast. This also resulted in inadequate daily and weekly fruit offered to Grades 5-8. The minimum daily requirement for fruit is 1 cup.

Corrective Action:
Develop and implement a procedure to ensure students have access to 1 cup fruit at breakfast. If 1/2 c. fruit and 1/2 c. juice are offered daily at breakfast as indicated on your planned production records, then ensure students are allowed to take both options in the full planned portion.
1. Describe procedure developed and permanently implemented.

Technical Assistance:
See TA summary #402, 410 ONS: Fruit Requirement at Breakfast

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding 9000: Production Records *Repeat Finding
Planned portions shown on production records were not always followed as evidenced by interview with staff and observations on-site.

Corrective Action:
Develop and implement a procedure to ensure planned portions shown on production records are followed.
1. Describe procedure developed and permanently implemented

Technical Assistance:
See TA summary #402, 410 ONS: Production Records

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding 9000: Whole Grain Rich Requirement Not Met *Repeat Finding
At least 80% of the grains offered must be whole grain rich (WGR). The pancakes, tortilla (breakfast taco), fruit whirls cereal, crisp rice cereal, kluski noodles (parmesan chicken), and tortilla chips (Texas straw hats) served during the week of review (Oct 7-10, 2024) were not WGR. 73% of grains were WGR at lunch and 50% of grains were WGR at breakfast. This is a repeat finding.

Corrective Action:
Develop and implement a procedure to ensure at least 80% of the grains offered are WGR.
1. Describe procedure developed and permanently implemented.
2. Explain changes that will be made at breakfast and lunch for the week reviewed (Oct. 7-10, 2024) to ensure at least 80% of the grains served are WGR. If new products will be served, please provide recipes and/or nutrition labels including the ingredient list for those products and include planned portion size. If any products will be discontinued, then please indicate the specific product and date it was no longer served.

Technical Assistance:
See TA summary #402, 410 ONS: Whole Grain Rich (WGR) Requirement

General Program Compliance - Long Island Middle School (00408)

1105. Foods sold to students during school day meet Smart Snacks standards?

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.
Some foods sold to students during the school day including a la carte foods sold during meal service do not meet Smart Snacks standards.
Issues noted on day of review:
1. Full second meals served a la carte do not meet smart snack standards.

Corrective Action:
Develop and implement a procedure to ensure all food and beverage items sold to students during the school day (midnight to 30 minutes after the end of the school day) are Smart Snacks in Schools (SSIS) compliant or not sold during the school day.
1. Describe procedure developed and permanently implemented.
2. If only the entree will be served a la carte at meal service moving forward, then indicate date this was implemented.
3. If any food items other than the exempt entree will continue to be served a la carte, then provide documentation from the Smart Snacks Calculator and a copy of the nutrition facts label for all side items sold during lunch on the day of review (Nov. 19) and during the review period (Oct. 7-10, 2024). If noncompliant, provide the date the noncompliant items were no longer sold to students during the school day.

Technical Assistance:
See TA summary #1105 ONS: Smart Snacks in Schools (SSIS)

1105. Foods sold to students during school day meet Smart Snacks standards?

Finding 9161: Beverages sold in the school do not meet Smart Snack requirements for the youngest age/grade group enrolled.
Long Island Middle School includes Grades 5-8 enrollment. Beverages sold in a school with mixed grades must meet the Smart Snacks standards for the youngest age/grade group enrolled. The school is not in compliance with this requirement due to the vending machine with pop available on school campus in front of the school. Non-compliant items include: Coca-Cola, Coca-Cola Cherry, Sprite, Blue and Red Powerade, Dr. Pepper, and Barg's Root Beer.

Corrective Action:
Develop and implement a procedure to ensure all beverages sold to students during the school day (midnight to 30 minutes after the end of the school day) meet the Smart Snack standards for the youngest age/grade group enrolled.
1. Describe procedure developed and permanently implemented.
2. If vending machine will no longer be available or on school grounds, then indicate date this occurred and action taken.
3. If vending machine will remain at the school, then provide documentation from the Smart Snacks Calculator and a copy of the nutrition facts label for the beverage items noted in the finding above and for any new items that are added. If noncompliant, provide the date the noncompliant items were no longer sold to students during the school day. Provide a picture of the vending machine displaying the items currently available to students during the school day after corrective action has been implemented.

Technical Assistance:
See TA summary #1105 ONS: Smart Snacks in Schools (SSIS)

First Name	Last Name	School	Math	Reading	Science	Soc. Studies
Griffin	McKinney	Northern Valle	33	37	43	44
Hannah	Brumbaugh	Logan	29	44	41	39
Charlee	Mackley	Triplains	30	36	43	41
Takoda	Cline	Golden Plains	29	42	39	38
Kolbie	Leach	Cheylin	35	35	35	33
Chloe	Briand	Western Plain	31	33	39	32
Elizabeth	Weiner	Golden Plains	25	38	36	37
Boone	McDonald	Brewster	26	30	34	41
Mavrick	Mitchek	Weskan	34	31	41	34
Keagan	Lawless	Weskan	32	31	38	34
Marie	Saindon	Palco	30	29	36	32
Jayden	Wood	Wheatland/Gı	24	35	36	40

MATH

Kolbie	Leach	Cheylin	35	**1st**
Mavrick	Mitchek	Weskan	34	**2nd**
Griffin	McKinney	Northern Valle	33	**3rd**
Kelby	Buelher	Golden Plains	32	**4th**
Keagan	Lawless	Weskan	32	**4th**
Chloe	Briand	Western Plain	31	**6th**
Charlee	Mackley	Triplains	30	**7th**
Marie	Saindon	Palco	30	**7th**
Griffin	Beckman	Wheatland/Gı	29	**9th**
Hannah	Brumbaugh	Logan	29	**9th**
Takoda	Cline	Golden Plains	29	**9th**

READING

Hannah	Brumbaugh	Logan	44	**1st**
Takoda	Cline	Golden Plains	42	**2nd**
Kelby	Buelher	Golden Plains	39	**3rd**
Haedyn	Cox	Northern Valle	39	**3rd**
Elizabeth	Weiner	Golden Plains	38	**5th**
Griffin	McKinney	Northern Valle	37	**6th**
Charlee	Mackley	Triplains	36	**7th**
Kolbie	Leach	Cheylin	35	**8th**
Jayden	Wood	Wheatland/Gı	35	**8th**
Griffin	Beckman	Wheatland/Gı	34	**10th**

SCIENCE

Charlee	Mackley	Triplains	43	**1st**
Griffin	McKinney	Northern Valle	43	**1st**
Griffin	Beckman	Wheatland/Gı	41	**3rd**
Hannah	Brumbaugh	Logan	41	**3rd**
Mavrick	Mitchek	Weskan	41	**3rd**
Chloe	Briand	Western Plain	39	**6th**
Takoda	Cline	Golden Plains	39	**6th**
Rene	Horacek	Northern Valle	39	**6th**
Haedyn	Cox	Northern Valle	38	**9th**
Keagan	Lawless	Weskan	38	**9th**
Jasper	States	Logan	38	**9th**

SOCIAL STUDIES

Griffin	McKinney	Northern Valle	44	**1st**
Charlee	Mackley	Triplains	41	**2nd**
Boone	McDonald	Brewster	41	**2nd**
Jayden	Wood	Wheatland/Gı	40	**4th**
Hannah	Brumbaugh	Logan	39	**5th**
Takoda	Cline	Golden Plains	38	**6th**
Jackson	Foster	Wheatland/Gı	37	**7th**
Elizabeth	Weiner	Golden Plains	37	**7th**
Griffin	Beckman	Wheatland/Gı	35	**9th**
Keagan	Lawless	Weskan	34	**10th**
Mavrick	Mitchek	Weskan	34	**10th**

WRITING

Boone	McDonald	Brewster	48	**1st**
Phillip	Wells	Palco	48	**1st**
Hannah	Brumbaugh	Logan	47	**3rd**
Kolbie	Leach	Cheylin	47	**3rd**
Charlee	Mackley	Triplains	47	**3rd**
Marie	Saindon	Palco	47	**3rd**
Kelby	Buelher	Golden Plains	46	**7th**
Brenlynn	Rath	Golden Plains	46	**7th**
Chloe	Briand	Western Plain	45	**9th**
Takoda	Cline	Golden Plains	45	**9th**
Griffin	McKinney	Northern Valle	45	**9th**

Writing	TOTAL	
45	202	**1st**
47	200	**2nd**
47	197	**3rd**
45	193	**4th**
47	185	**5th**
45	180	**6th**
44	180	**6th**
48	179	**8th**
38	178	**9th**
39	174	**10th**
47	174	**10th**
39	174	**10th**

First Name	Last Name	School	Math	Reading	Science	Soc. Studies
Taden	Gottschalk	Logan	36	38	44	43
Eli	Aldridge	Weskan	32	42	46	46
Alvaro	Martin	Western Plain	37	35	43	33
Taylor	McCarty	Cheylin	27	37	38	37
Auston	Bland	Wheatland/Gı	30	39	37	31
Deighton	Herl	Wheatland/Gı	32	39	38	31
Kailee	Wessel	Golden Plains	29	37	40	36
Andrew	Wright	Cheylin	34	35	37	34
Ashlyn	Schields	Cheylin	32	27	34	40
Justine	Poore	Cheylin	29	35	31	35

MATH

Alvaro	Martin	Western Plain	37	**1st**
Taden	Gottschalk	Logan	36	**2nd**
Branton	Goetz	Wheatland/Gı	34	**3rd**
Andrew	Wright	Cheylin	34	**3rd**
Eli	Aldridge	Weskan	32	**5th**
Deighton	Herl	Wheatland/Gı	32	**5th**
Ashlyn	Schields	Cheylin	32	**5th**
Landon	Hendricks	Cheylin	31	**8th**
Auston	Bland	Wheatland/Gı	30	**9th**
Ayden	Aldridge	Weskan	29	**10th**
Justine	Poore	Cheylin	29	**10th**
Kailee	Wessel	Golden Plains	29	**10th**

READING

Eli	Aldridge	Weskan	42	**1st**
Auston	Bland	Wheatland/Gı	39	**2nd**
Deighton	Herl	Wheatland/Gı	39	**2nd**
Taden	Gottschalk	Logan	38	**4th**
Taylor	McCarty	Cheylin	37	**5th**
Kailee	Wessel	Golden Plains	37	**5th**
Dylan	Wicks	Brewster	37	**5th**
Iris	Schemper	Northern Vall	36	**8th**
Buster	States	Logan	36	**8th**
Kadalen	Unrein	Golden Plains	36	**8th**

SCIENCE

Eli	Aldridge	Weskan	46	**1st**

Taden	Gottschalk	Logan	44	**2nd**
Alvaro	Martin	Western Plain	43	**3rd**
Kailee	Wessel	Golden Plains	40	**4th**
Spencer	Beckman	Wheatland/Gı	39	**5th**
Deighton	Herl	Wheatland/Gı	38	**6th**
Janessa	Leija	Golden Plains	38	**6th**
Taylor	McCarty	Cheylin	38	**6th**
Auston	Bland	Wheatland/Gı	37	**9th**
Andrew	Wright	Cheylin	37	**9th**

SOCIAL STUDIES

Eli	Aldridge	Weskan	46	**1st**
Taden	Gottschalk	Logan	43	**2nd**
Brielle	Karnes	Golden Plains	40	**3rd**
Ashlyn	Schields	Cheylin	40	**3rd**
Landon	Hendricks	Cheylin	37	**5th**
Taylor	McCarty	Cheylin	37	**5th**
Avyn	Teeter	Wheatland/Gı	36	**7th**
Kailee	Wessel	Golden Plains	36	**7th**
Justine	Poore	Cheylin	35	**9th**
Buster	States	Logan	35	**9th**

WRITING

Taden	Gottschalk	Logan	51	**1st**
Auston	Bland	Wheatland/Gı	48	**2nd**
Brielle	Karnes	Golden Plains	48	**2nd**
Justine	Poore	Cheylin	48	**2nd**
Taylor	McCarty	Cheylin	47	**5th**
Ashlyn	Schields	Cheylin	47	**5th**
Deighton	Herl	Wheatland/Gı	45	**7th**
Avyn	Teeter	Wheatland/Gı	45	**7th**
Jaycee	Gebhard	Northern Vall	44	**9th**
Alvaro	Martin	Western Plain	43	**10th**

Writing	TOTAL	
51	212	**1st**
37	203	**2nd**
43	191	**3rd**
47	186	**4th**
48	185	**5th**
45	185	**5th**
40	182	**7th**
41	181	**8th**
47	180	**9th**
48	178	**10th**

First Name	Last Name	School	Math	Reading	Science	Soc. Studies
Tanner	Black	Golden Plains	33	41	43	43
Gabrielle	Pochop	Cheylin	27	38	38	44
Broady	Goetz	Wheatland/Gı	35	28	37	43
Tate	Burrell	Western Plain	31	33	35	36
Landyn	Gosselin	Palco	27	34	40	31
Emily	Serrano	Cheylin	24	35	36	35
Ezekiel	Weiner	Golden Plains	24	30	34	35
Lylah	Voss	Logan	27	25	32	35
Daniel	Mason	Wheatland/Gı	30	32	32	36
Case	Ashmore	Logan	27	28	34	32

MATH

Broady	Goetz	Wheatland/Gı	35	**1st**
Tanner	Black	Golden Plains	33	**2nd**
Tate	Burrell	Western Plain	31	**3rd**
Jack	Cadle	Weskan	31	**3rd**
Trey	Jones	Western Plain	30	**5th**
Daniel	Mason	Wheatland/Gı	30	**5th**
Mykah	Schemm	Weskan	29	**7th**
Austin	Smith	Weskan	28	**8th**
Case	Ashmore	Logan	27	**9th**
Landyn	Gosselin	Palco	27	**9th**
Gabrielle	Pochop	Cheylin	27	**9th**
Lylah	Voss	Logan	27	**9th**

READING

Tanner	Black	Golden Plains	41	**1st**
Gabrielle	Pochop	Cheylin	38	**2nd**
Emily	Serrano	Cheylin	35	**3rd**
Landyn	Gosselin	Palco	34	**4th**
Jentry	Schroeder	Brewster	34	**4th**
Tate	Burrell	Western Plain	33	**6th**
Daniel	Mason	Wheatland/Gı	32	**7th**
Braylee	Knowles	Golden Plains	30	**8th**
Ezekiel	Weiner	Golden Plains	30	**8th**
Kaitlynne	Vargas	Cheylin	29	**10th**

SCIENCE

Tanner	Black	Golden Plains	43	**1st**

Landyn	Gosselin	Palco	40	**2nd**
Gabrielle	Pochop	Cheylin	38	**3rd**
Broady	Goetz	Wheatland/Gı	37	**4th**
Emily	Serrano	Cheylin	36	**5th**
Tate	Burrell	Western Plain	35	**6th**
Austin	Smith	Weskan	35	**6th**
Case	Ashmore	Logan	34	**8th**
Ezekiel	Weiner	Golden Plains	34	**8th**
Daniel	Mason	Wheatland/Gı	32	**10th**
Lylah	Voss	Logan	32	**10th**

SOCIAL STUDIES

Gabrielle	Pochop	Cheylin	44	**1st**
Tanner	Black	Golden Plains	43	**2nd**
Broady	Goetz	Wheatland/Gı	43	**2nd**
Tate	Burrell	Western Plain	36	**4th**
Daniel	Mason	Wheatland/Gı	36	**4th**
Mykah	Schemm	Weskan	35	**6th**
Emily	Serrano	Cheylin	35	**6th**
Lylah	Voss	Logan	35	**6th**
Ezekiel	Weiner	Golden Plains	35	**6th**
Case	Ashmore	Logan	32	**10th**

WRITING

Gabrielle	Pochop	Cheylin	49	**1st**
Tanner	Black	Golden Plains	48	**2nd**
Lylah	Voss	Logan	45	**3rd**
Emily	Serrano	Cheylin	43	**4th**
Landyn	Gosselin	Palco	42	**5th**
Mykah	Schemm	Weskan	42	**5th**
Ezekiel	Weiner	Golden Plains	42	**5th**
Tate	Burrell	Western Plain	40	**8th**
Jentry	Schroeder	Brewster	39	**9th**
Broady	Goetz	Wheatland/Gı	38	**10th**

Writing	TOTAL	
48	208	**1st**
49	196	**2nd**
38	181	**3rd**
40	175	**4th**
42	174	**5th**
43	173	**6th**
42	165	**7th**
45	164	**8th**
33	163	**9th**
32	153	**10th**

First Name	Last Name	School	Math	Reading	Science	Soc. Studies
Ethan	Gaschler	Palco	38	39	44	46
Kalihan	Flax	Western Plain	31	34	42	40
Haley	Hansen	Northern Valle	32	35	41	41
Trey	Allen	Weskan	33	34	37	44
Kendra	Alexander	Logan	32	33	40	42
Antonin	Larnicol	Western Plain	30	33	35	41
Dominic	Stout	Golden Plains	28	38	36	34
Wyatt	Amlong	Golden Plains	26	33	36	45
Ryan	Prewo	Logan	27	33	29	40
Rhett	Kats	Logan	28	33	31	33

MATH

Ethan	Gaschler	Palco	38	**1st**
Caden	Lowry	Northern Valle	36	**2nd**
Trey	Allen	Weskan	33	**3rd**
Kendra	Alexander	Logan	32	**4th**
Haley	Hansen	Northern Valle	32	**4th**
Kalihan	Flax	Western Plain	31	**6th**
Brooklyn	Schurman	Northern Valle	31	**6th**
Antonin	Larnicol	Western Plain	30	**8th**
Emily	Heier	Wheatland/Gı	29	**9th**
Rhett	Kats	Logan	28	**10th**
Dominic	Stout	Golden Plains	28	**10th**

READING

Ethan	Gaschler	Palco	39	**1st**
Dominic	Stout	Golden Plains	38	**2nd**
Haley	Hansen	Northern Valle	35	**3rd**
Emily	Heier	Wheatland/Gı	35	**3rd**
Trey	Allen	Weskan	34	**5th**
Kalihan	Flax	Western Plain	34	**5th**
Teagan	Roth	Wheatland/Gı	34	**5th**
Brooklyn	Schurman	Northern Valle	34	**5th**
Kendra	Alexander	Logan	33	**9th**
Wyatt	Amlong	Golden Plains	33	**9th**
Rhett	Kats	Logan	33	**9th**
Antonin	Larnicol	Western Plain	33	**9th**
Serenity	Porter	Northern Valle	33	**9th**
Ryan	Prewo	Logan	33	**9th**
Olivia	Thompson	Wheatland/Gı	33	**9th**

SCIENCE

Ethan	Gaschler	Palco	44	**1st**
Kalihan	Flax	Western Plain	42	**2nd**
Haley	Hansen	Northern Valle	41	**3rd**
Kendra	Alexander	Logan	40	**4th**
Trey	Allen	Weskan	37	**5th**
Wyatt	Amlong	Golden Plains	36	**6th**
Dominic	Stout	Golden Plains	36	**6th**
Antonin	Larnicol	Western Plain	35	**8th**
Rhett	Kats	Logan	31	**9th**
Sarah	Clark	Palco	29	**10th**
Emily	Heier	Wheatland/Gı	29	**10th**
Ryan	Prewo	Logan	29	**10th**

SOCIAL STUDIES

Ethan	Gaschler	Palco	46	**1st**
Wyatt	Amlong	Golden Plains	45	**2nd**
Trey	Allen	Weskan	44	**3rd**
Kendra	Alexander	Logan	42	**4th**
Haley	Hansen	Northern Valle	41	**5th**
Antonin	Larnicol	Western Plain	41	**5th**
Kalihan	Flax	Western Plain	40	**7th**
Ryan	Prewo	Logan	40	**7th**
Kaden	Graham	Logan	39	**9th**
Dominic	Stout	Golden Plains	34	**10th**

WRITING

Kalihan	Flax	Western Plain	47	**1st**
Sarah	Clark	Palco	45	**2nd**
Ethan	Gaschler	Palco	45	**2nd**
Haley	Hansen	Northern Valle	45	**2nd**
Jocelyn	Perez	Wheatland/Gı	45	**2nd**
Trey	Allen	Weskan	44	**6th**
Ryan	Prewo	Logan	44	**6th**
Dominic	Stout	Golden Plains	43	**8th**
Olivia	Thompson	Wheatland/Gı	43	**8th**
Kelsey	Wick	Western Plain	43	**8th**

Writing	TOTAL	
45	212	**1st**
47	194	**2nd**
45	194	**2nd**
44	192	**4th**
41	188	**5th**
40	179	**6th**
43	179	**6th**
37	177	**8th**
44	173	**9th**
41	166	**10th**

NORTHERN VALLEY USD#212
512 W. Bryant PO Box 217
Almena, KS 67622
Email: kthaman@nvhuskies.org

Personal Information

APPLICATION FOR EMPLOYMENT

Name (Last Name First)			Social Security Number	
Cole James				
Present Address	City		State	Zip
373 Curtis St.	Long Island		KS	67647
Present Address	City		State	Zip

Are 18 Years Old Or Older?	Phone
[X] YES [ ] NO	785-854-8063

Desired Employment

Position	Date You Can Start
Bus Driver and Driver Education Instructor	Jan. 6, 2025

Are You Employed Now?	If So May We Contact You Current Employer?
[ ] YES [X] NO	[ ] Yes [ ] NO

Have You Ever Worked For Northern Valley USD212 Before?	When?	What Position Did You Hold?
[X] Yes [ ] NO	1987 - 2024	Teacher / Coach / Bus Driver

Reason For Leaving
Retired

Name Of Last Supervisor At Northern Valley USD212 Ken Tharman

High School

Name And Location of School	Diploma	If Not, GED
Bazine High School 1982	[X] Yes [ ] No	[ ] Yes [ ] No

Post Secondary Education

Name and Location of School	Credits Earned	Degree	Major
Bethany College 1996		BA	PE + Health K-12

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			
USD 212 Northern Valley Schools			
Address: 512 W. Bryant	City: Almena	State: KS	Zip: 67622
Start Date: Aug 1987	End Date: May 2024	Job Title: Teacher / Coach	
Starting Salary (Please Indicate Yearly / Weekly / Hourly)	Ending Salary (Please Indicate Yearly / Weekly / Hourly)	May We Contact Your Supervisor? ☒ Yes ☐ No	
Name Of Supervisor: Ken Therman	Title	Phone	
Duties			
Reason For Leaving: Retired			

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? ☐ Yes ☐ 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? ☐ Yes ☐ 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? ☐ Yes ☐ 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 Ken Tharman	Address Supt.	Title	Phone
Name Marvin Gebhard	Address Principal	Title	Phone
Name Emily Lowry	Address Teacher	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 CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE,"

Signature James Cole	Date 12-30-24

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

Early Release to Work Special Request

Student Name Izzabella Koch

Address 571 Atchison ave long island

Date of Request 12/9/2024

Name of Business where you will be employed
Nelsons- Prarie Valley feeders

Type of employment position Ranch- feedlot Hand

Business phone number 785 854 7611

Employer Name Jennifer Perry

Employer's signature [signature]

Reason for request: I would love to be a part of work leave because it will help me work on my patience and time management skills. working during the week will give me a stable income and show me how life will be as Im working and doing college.

Principal comments:

BOE Approval _____ BOE Disapproval _____

Comments:

Early Work Release Permission Form

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

Signature

12/9/2024

Date

Work Release Time Card

Name: Izzabella Koon

Beginning Date (Monday): _____

Ending Date (Friday): _____

	Start Time	End Time	Total Hours / Day	Student Initials	Reason for not working or not working until 3:45 PM
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Total Hours / Week					

Employee's Signature: _____

Employer Area

Employee's work: Excellent _____ Good _____ Satisfactory _____ Inadequate _____

Employer's Signature: _____

Hello,

The Board of Education of USD 212 would like to thank you for your commitment to and investment in our district. We appreciate your contributions, and we want to hear from you regarding what is working well, what is not working well, and what repairs, resources, and initiatives you would like to see prioritized in the coming year.

We will be completing building walkthroughs and staff contacts on Wednesday, January 24th, and we would love to visit with you then. We anticipate being in Almena from 8:00-11:30 and in Long Island from 12:00-4:00. We will attend the Spelling Bee and meet at the end of the day to discuss the information we have received.

So that we can make the most efficient and effective use of your time and ours, we have two requests:

1. Please send an e-mail to Hilary Van Patten at epicliving@protonmail.com to advise us of the best time and location to meet with you during the time that we will be in your building. We will do our best to accommodate your request.
2. Please review the following list of questions. You may write your answers in advance and provide them to us when we meet, or you can share your answers verbally on that day.
   i) Buildings/physical space
      (1) What repairs need to be completed?
      (2) What improvements would you like to see?
   ii) Do you have everything you need to do your job effectively?
      (1) What resources or supplies are needed?
      (2) What ideas do you have to help the school serve our students more effectively or more efficiently?
   iii) Support
      (1) What can we do to help you thrive?
      (2) What else would you like for us to know?

Thanks again, and we look forward to meeting with you.

AUGUST 2024 UPDATED KASB POLICY

Although KASB generally issues recommended policy updates in June and December, we have one more policy update due to 2024 Legislation. 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 or at 1-800-432-2471.

	RATIONALE FOR RECOMMENDED REVISION OR ADDITION	**RECOMMENDED ACTION**
GAOE Workers Compensation (revised)	The 2024 Legislature passed SB 430 which made significant changes to the Kansas Workers Compensation laws. Board Policy GAOE includes the dates employees must provide notice to the employer of an injury and the amount the employee is entitled to receive when accessing unauthorized medical treatment. The new law extended the notice period from 20 to 30 days for accidental injury or repetitive trauma while still working for the employer (Section 16); extends the notice period when a person is no longer working for the employer from 10 to 20 days (Section 16), and increased the unauthorized medical expenses for examination, diagnosis, or treatment from $500 to $800 (Section 8). The new provisions became effective on July 1, 2024; therefore, districts should update their GAOE policy to conform to the new law. Additional information regarding this legislation can be found at the following links: • SB 430	Review and adopt
Information Concerning June Policy Updates for GAAC , GARIA , JGEC, and JGECAA	On Tuesday, July 2nd, a preliminary injunction was granted by a federal judge in Kansas that prevents the final Title IX rules issued in April from going into effect on August 1, 2024. *See* Kansas v. United States Dep't of Educ., No. 24-4041-JWB (D. Kan. Jul. 2, 2024) for more information. Since the federal regulations regarding sexual discrimination will not come into effect in Kansas, members are advised not to adopt the June Policy Updates aimed at August 1, 2024, federal Title IX regulatory compliance if you have not already. The policies impacted were the policy updates issued in June for policies GAAC, GARIA, JGEC, and JGECAA.	If your board did not take action to approve these updates, simply remove them from future consideration and action. If your board has already adopted these updates, the board will need to rescind their previous action to adopt them.
Information concerning	Cardiac emergency response plans are required for schools to adopt and implement pursuant to SB 19, a bill passed this	We believe our districts and their

June Policy Update for EBBG	legislative session. In June, KASB put out a policy sample, EBBG, which states the requirements of the bill, with the understanding that districts and individual schools would still need to approve more detailed plans for compliance at a later date. The Kansas Department of Health and Environment ("KDHE") has assembled a multi-agency team to inform the fulfillment of its responsibilities under this legislation. KDHE is charged with establishing standards for districts to utilize in adopting and implementing these plans for each school in their districts. Representatives from KASB, KDHE, the Kansas State Department of Education ("KSDE"), and The American Heart Association are engaged in this effort. KDHE developed some preliminary documentation for the group's consideration, and the representatives provided input thereon in a meeting held on July 24, 2024. KDHE plans to use this input and that of other stakeholder groups to build comprehensive standards for likely release this fall. We know districts have questions regarding whether they must adopt plans, secure additional automatic external defibrillators, and train staff members on the plans prior to the beginning of the 2024-2025 school year, as stated in SB 19 and covered in EBBG. At this time, it does not appear expedited implementation of this nature is expected by KDHE or KSDE. We anticipate KDHE's standards will be released by the end of September and that districts will be given a recommended implementation date coinciding with the beginning of the 2025-2026 school year. Therefore, it does not appear there will be any expectation for these plans to be adopted and implemented until the start of the 2025-2026 school year. Our members can likely look for standards and templates to be shared this fall, budget for and work on the plans with their identified teams during the spring of 2025, and fully implement the plans for 2025-2026. While there may be funding available through Safe and Secure Schools allocations in the future, those funds have already been allocated for this year.	respective schools can utilize their current emergency response plans and processes for now and stay tuned to communications from KDHE, KSDE, and KASB on developments in this area. It does not appear full implementation of SB 19 is expected prior to the start of the 2024-2025 school year.
TOTALS =	Existing Policy Revision – 1	

If your board has NOT adopted Policies GAAC, GARIA, JGEC, and JGECAA, **you do not need to do anything**. The current versions of GAAC, GARIA, JGEC will remain in effect and JGECAA will not be adopted.

If your board adopted the new policies in June WITH the following motion or something similar, **no additional board action needs to be taken at this time:**

"I move we adopt board policies GAAC, GARIA, JGEC, and JGECAA as presented, ***effective August 1, 2024, unless any portion of the final Title IX regulations published April 19, 2024, do not become effective in Kansas for any reason.****"*

If your board DID adopt the June Policy Updates in their entirety WITHOUT any conditions on implementation **additional action is needed.**

- At its next regularly scheduled meeting, the board must make and approve the following motion: *"I move the updates to Policies GAAC, GARIA, JGEC, and the addition of Policy JGECAA adopted by the board on [insert date], 2024, be rescinded and the previous versions of Policies GAAC, GARIA, and JGEC be readopted and approved."*

- Click below to find the previous versions to update in your policy book after your board takes action to rescind the June versions.

- Note: JGECCA was a new policy in June; there is no previous version to use. It should be removed from the policy book after your board approves the motion (above) to rescind.

GAAC **Sexual Harassment** (See GAF and JGEC) **GAAC**

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

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Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

(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, and the Kansas Act Against Discrimination.

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Information concerning the provisions of these Acts, and the rights provided thereunder, are 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, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building administrator or the Title IX Coordinator. All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator.

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim

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where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The "decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

"Domestic violence" includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The "investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A "respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

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"Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The "Title IX Coordinator" is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially,

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including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

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

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The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. 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 work locations, leaves of absence, increased security and monitoring, and other similar measures. The

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Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. 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.

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- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, 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 or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
  - the identities of the parties involved, if known;
  - the conduct allegedly constituting sexual harassment; and
  - the date and location of the alleged incident, if known.
- The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and

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- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal

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complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;

- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondent;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

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The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether the remedies are designed to preserve access to the educational program or activity will be provided by the district to the complainant; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

A copy of the written determination shall be provided to both 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, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment

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has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

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

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

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

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following base:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

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The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

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Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

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 documentation and receive a copy, and forward it to the

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Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

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.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. 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 sexual harassment is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

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To the extent possible while still following the above procedures, confidentiality will be maintained throughout the investigation and resolution of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to provide supportive measures to both parties, to take appropriate corrective action, and to provide due process to the complainant and the respondent.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility, shall be published in employee handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved:

KASB Recommendation – 2/98; 8/98; 7/03; 6/04; 4/07; 6/15; 12/18; 06/20; 7/20

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Workers Compensation **GAOE**

(See KFD)

The district will participate in workers compensation as required by current statute. The combined workers compensation benefits and salary received under allowed paid leave shall not exceed one full day's pay.

All employees of the district shall be covered by workers compensation. Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor, either orally or in writing within 30 days of the accidental injury or repetitive trauma in order to be eligible for benefits. If the individual no longer works for the district, the former employee has 20 calendar days after the individual's last day of employment with the district to report an injury suffered during a work-related accident or repetitive trauma.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay. An employee using paid leave in combination with workers compensation will be charged for one full or partial day of paid leave, as provided for in the applicable leave policy or the negotiated agreement, for each day of absence until the employee's paid leave is exhausted.

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation coordinator with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under paid leave shall terminate, and those benefits under workers compensation shall be restricted as provided by current statute.

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid leave to supplement the workers compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be

used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; 3) the employee is released by the medical provider and a position is offered by the employer, but the

employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a pro rata amount equal to the percentage of salary paid by the district.

Testing

The board, through its designated workers compensation coordinator, may require employees who claim or are involved in an accident in the course of employment to submit to a post-injury chemical test. This includes instances where the district administration or workers compensation coordinator has actual knowledge of an accident whether the employee has or has not requested medical treatment. If an employee refuses to submit to an employer requested post-injury chemical test, the employee forfeits all related workers compensation benefits as provided in K.S.A. 44-501(b)(1)(E). Testing and the procedures used therefore shall conform to all relevant Kansas statutes.

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to $800.00.

Approved:

KASB Recommendation- 7/96; 2/98; 7/02; 4/07; 6/09; 12/14; 6/15; 6/19; 8/24

Pregnant and Parenting Employees **GARIA**

(See GAAA and GAAB)

The board prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions. Pregnant and nursing employees will be provided accommodations as required by law.

Reasonable Accommodations for Pregnancy-Related Limitations

The Pregnant Workers Fairness Act 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.

Break Time to Express Milk

Qualified employees will be provided reasonable break times to express breast milk each time the employee has need to express milk. 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 functional as a space for expressing milk, shielded from view, and free from intrusion from others.

Approved:

KASB Recommendation – 12/23

JGEC **Sexual Harassment** (See GAAC, GAAD, GAF, JDDC and KN) **JGEC**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

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Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the

provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

(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, and the Kansas Act Against Discrimination.

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Information concerning the provisions of these Acts, and the rights provided thereunder, are avail-

able 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, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

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"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a con-

sideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The "decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

"Domestic violence" includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The "investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

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A "respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The "Title IX Coordinator" is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation,

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including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall

receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

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

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The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and

- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. 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 work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

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The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. 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.

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- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, 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 or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
  - the identities of the parties involved, if known;
  - the conduct allegedly constituting sexual harassment; and
  - the date and location of the alleged incident, if known.
- An explanation of the district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and

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- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal

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complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;

- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of

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any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;

- Address any district policies and/or conduct rules which apply to the facts;
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the district to the complainant; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

A copy of the written determination shall be provided to both 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, expulsion for students, and/or termination for employees.

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Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

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

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

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

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the

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outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

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At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;

- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

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 documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant

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to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

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 sexual 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 sexual 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.

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False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility shall be published in student handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved:

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

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DECEMBER 2024 UPDATED KASB POLICIES AND FORMS

The KASB December 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 or at 1-800-432-2471.

REMINDER: KASB made a policy update in August 2024 regarding policy GAOE on Workers Compensation. 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
BDA Developing Adopting Amending and Repealing Board Policy (revised)	Technical grammatical change for clarity and ease of use.	Review and adopt
CC Organizational Chart (revised)	The previous version of this policy anticipated that the district's organizational chart would be embedded within Policy CC, which was cumbersome to boards and districts. These changes would enable the board to adopt an organizational chart as well as specify where the organizational chart may be located.	Review and adopt
CD Administrative Line and Staff Relations (DELETE)	See description under "CG Administrative Personnel"	Review and delete
CG Administrative Personnel (revised)	Through periodic review of model policies, it was determined that the language in Policies CD and CGI could be added to Policy CG for a more comprehensive and cohesive policy.	Review and adopt
CGI Administrator Evaluation (DELETE)	See description under "CG Administrative Personnel"	Review and delete
CNA Preservation of Documents Pending Legal Action (revised)	Title revision and technical grammatical change for clarity and ease of use.	Review and adopt
DE Fraud Prevention and Investigation (revised)	Language was added to reference Policy KN and Policy DFAC to specify the relevant policies that outline the complaint procedures to be used in certain circumstances.	Review and adopt

DFAC Federal Fiscal Compliance (revised)	Significant revisions to the federal Uniform Grant Guidance regulations were issued in April 2024 and became effective in October 2024. Due to these changes, Policy DFAC and its accompanying forms were amended to align with the current law.	Review and adopt
DFAC Grant Subrecipient Monitoring Procedures (Revised Form) DFAC Procurement Federal Program (Revised Form) DFAC Allowability of Costs (Revised Form) DFAC Cash Management (Revised Form) DFAC Types of Costs Obligations and Property Management (Revised Form)	Some specific changes include the following: • The requirement that reasonable cybersecurity measures be implemented as part of the district's internal controls; • Mandatory compliance language that outlines employees' obligation to report violations of the law. • An outline of the whistleblower protections and the requirement of employers to notify employees of such protections. • Addition of veteran-owned businesses to be considered during procurement/ contracting using federal funds, including a description of what it means to appropriately consider the specifically identified businesses; • Repeals the provision, subject to limited exceptions, prohibiting the use of state, local, or tribal geographic preferences in the evaluation of bids or proposals; • Repeals the procurement provision that previously required school districts to "negotiate profit as a separate element of the price" for certain contracts that were being paid for with federal funds; • Increased the fair market value threshold from $5,000 to $10,000, which allows district to retain or dispose of equipment with fair market value up to $10,000 with no responsibility to the federal agency; and • Other necessary changes.	Review and adopt
DFH Fundraising Activities (NEW)	Several members have requested a policy regarding fundraising. This policy was drafted to provide general guidelines to fundraisers that occur at school, on school property, and at school-sponsored events.	Review and adopt
GAE Complaints (revised)	Technical grammatical change for clarity and ease of use.	Review and adopt
ICA Pilot Projects (revised)	This policy was revised to outline the requirements under the Protection of Pupil Rights Amendment (PPRA) and the Student Data Privacy Act (SDPA) as related to surveys administered to students.	Review and adopt

IDACA Special Education Services (revised)	This policy was amended to clarify the district's responsibilities to provide FAPE to eligible students in accordance with state and federal law.	Review and adopt
JGFGAA Stock Supply of Emergency Medication (NEW)	This policy was drafted to reflect a change in state law that allows for districts to keep a stock supply of epinephrine and albuterol in accordance with the guidelines outlined in the policy.	Review and adopt
JGFGBA Student Self-Administration of Medications (revised)	This policy was revised to clearly delineate between the self-administration of epinephrine and inhalers by students, which is outlined in state statute, and the self-administration of over-the-counter medication by students as authorized by their parents.	Review and adopt
KN Complaints (revised)	General revisions were made to this policy as well as making specific changes to formal complaint timelines and complaints against the superintendent.	Review and adopt
TOTALS =	Existing Policy Revisions – 11 New Policies – 2 Deleted Policies - 2 Existing Form Revisions – 5 Existing Table of Contents – C, D, I, J, K	

Developing, Adopting, Amending, and Repealing Board Policy **BDA**

(See CM, GAA, and JA)

The board shall adopt all policies, regulations, and handbooks, all of which are deemed to be board policy. Board policies, regulations, and handbooks may be amended or repealed at any board meeting by a majority vote of the board.

Drafting Policy

The superintendent shall recommend policy changes. The superintendent may involve appropriate staff members, patrons, community members, or students when revising or drafting new policy.

Attorney Involvement

Board policies or recommended changes thereto may be submitted to legal counsel to determine their legality before they are submitted to the board.

Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall ensure appropriate dissemination of current policy and removal of obsolete policies from the board's policy system. At least one current policy manual shall be accessible in the central business office. Current board-approved policies may be posted on the district website, or other website designated by the board. Board members, district staff, patrons and others will be encouraged to use the website to access current board policy.

Historical Policy Files

The clerk shall keep a~~n~~ historical set of board policies which will reflect all revisions or other actions pertaining to every policy.

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Action Allowed When No Policy Exists

In an emergency, when action must be taken but present policy does not dictate appropriate action, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent ~~should~~ may recommend any necessary policy ~~needs the incident may have created~~changes.

Approved:

KASB Recommendation 1/01; 4/07; 6/10; 6/22; 12/24

Organizational Chart **CC**

The board may approve an organizational chart for the school district and update it as needed. The organizational chart may be available on the school's website or upon request from the board clerk.

Approved:
KASB Recommendation – 3/15; 12/24

~~Administrative Line and Staff Relations~~ ~~CD~~

~~(See GACA and GACB)~~

~~All administrators are ultimately responsible to the board. Within the limits of policy and terms of the job description, the superintendent's administrative subordinates have full authority to administer district programs.~~

~~Approved:~~
~~KASB Recommendation – 01/02; 4/07~~

Administrative Personnel **CG**

(See CEF and GAN)

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a contracted salary determined by the board. Administrative contracts shall be reviewed annually. The board shall determine the terms and length of each contract. The board's attorney may develop and review administrator contracts.

Qualifications and Duties

The superintendent shall develop appropriate job descriptions for each administrative position. When adopted by the board, job descriptions shall be filed in the central office and may be published in the appropriate handbook. Within the limits of policy and terms of the job description, the superintendent's administrative subordinates have full authority to administer district programs.

Recruitment

The board delegates to the superintendent the authority to identify and recommend the appointment of individuals to fill vacant administrative positions. The superintendent shall screen all applicants and may use other staff members to assist. The superintendent shall make recommendations to the board. The district may pay preapproved expenses incurred by candidates interviewed for an administrative position.

Assignment

The board shall solicit the superintendent's recommendations in appointment, assignment, transfer, demotion, termination or non-renewal of any administrative personnel.

Orientation

The superintendent shall conduct an appropriate administrative orientation program.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Evaluation of Administrative Personnel

Administrative personnel shall be evaluated in writing by the superintendent or designee in accordance with legal requirements for the first four years of employment and at least annually thereafter. Administrative personnel files and evaluations shall be available only to the board, the appropriate administrator, the superintendent, and others authorized by law.

Administrative Intern Program

The board may establish, by contract with an approved administrator training institution, an administrative intern program.

Travel Expense and Reimbursement

Travel expenses for administrative staff shall be provided in accordance with CEF and GAN.

Approved:

KASB Recommendation – 01/02; 7/03; 4/07; 12/24

~~Administrator Evaluation~~ **~~CGI~~**

~~(See CEI and GAK)~~

~~Administrative personnel shall be evaluated in writing by the superintendent in accordance with legal requirements for the first four years of employment and at least annually thereafter. Administrative personnel files and evaluations shall be available only to the board, the appropriate administrator, the superintendent, and others authorized by law.~~

~~The board's procedures concerning evaluation of district administrators shall be on file with the clerk in the central office and may be published in the appropriate handbook.~~

~~Approved:~~

~~KASB Recommendation – 01/02; 4/07; 6/14~~

Preservation of Documents Pending Legal Action ~~Production, Including Electronic Information~~

CNA

(See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et seq. and KBA)

~~Destroying~~ Maintaining Documents

After the district receives knowledge of legal action against the district or its employees, ~~no~~ all documents or electronic information pertaining to the subject of the action~~,~~ must be maintained in any form~~,~~ and may not be destroyed as long as the legal action is pending.

Approved:
KASB Recommendation – 02/07; 4/07; 6/07; 6/19; 12/24

* For detailed information, see Federal Rules of Civil Procedure. 34 Production of Documents, Electronically Stored Information, and Tangible Things, or Entering onto Land, for Inspection and Other Purposes.

(See DFAC and KN)

All employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the district shall act with due diligence in duties involving the district's fiscal resources. The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety, or irregularity.

Reporting Fraud

An employee who suspects fraud, impropriety, or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. If the superintendent is the subject of the complaint, reports shall be made to the board president or the board's legal counsel. The superintendent shall generally have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate. If the superintendent is the subject of the report of fraud, impropriety, or irregularity, the board shall retain control over the investigation or may designate its legal counsel or another investigator to act on behalf of the board in investigating the matter and reporting any findings back to the board in accordance with policy KN.

Whistleblowers

The district encourages complaints, reports, or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership, or by others on its behalf. Reports may include, but not be limited to, financial improprieties, accounting, or audit matters, ethical violations, or other similar illegal or improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members who make good faith complaints, reports, or inquiries under this policy or for participation~~s~~ in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.

Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the superintendent unless otherwise provided above. If the superintendent is implicated in the complaint, report, or inquiry, it should be directed to the board or its legal counsel. The district will conduct a prompt~~,~~ review or investigation in accordance with policy KN. The district may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

An employee who reports evidence of gross misconduct relating to a federal grant or contract shall have the protections afforded in policy DFAC.

Approved:

KASB Recommendation - 6/18; 12/24

(See CN, DE, DFAA, and DFAB)

The board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance. This policy outlines the district's responsibilities when federal funding is considered. The board designates the _____superintendent or designee as the federal programs coordinator and district contact for all federal programs and funding.

The _____superintendent or designee shall establish, document, and maintain a sound fiscal management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants and to track costs and expenditures of funds associated with grant awards. The superintendent or designee, to assist in the proper administration of federal funds and implementation of this policy, may recommend additional procedures and regulations be adopted to supplement this policy.

The district's fiscal management system shall be designed with strong internal controls, including reasonable cybersecurity and other measures to safeguard information consistent with applicable law, a high level of transparency and accountability, and documented procedures to ensure that all fiscal management system requirements are met. Fiscal management standards and procedures shall assure that the following responsibilities are fulfilled:

- Identification – The district must identify~~, in its accounts,~~ all federal awards received and expended and the federal programs under which they were received.
- Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
- Accounting Records – The district must maintain records which ~~adequately~~ sufficiently identify the amount, source, and ~~application~~expenditure of funds provided for federally-assisted activities.
- Internal Controls – Effective control and accountability must be maintained for all federal funds, real and personal property purchased therewith, and other assets acquired with federal funding. The district must ~~adequately~~ safeguard all assets~~such property~~ and ~~must assure that~~ensure it is used solely for authorized purposes.
- Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
- Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR.

- Allowability of Costs – The district shall ~~ensure~~ maintain written procedures for determining the ~~that~~ allowability of all costs charged to each federal award is accurately determined and documented.

Time and Effort Reporting by Employees

All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.

Recordkeeping

The district shall develop and maintain a records management plan and related board policy, administrative regulations, and/or procedures for the retention, retrieval, and disposition of print and electronic records, including emails.

The district shall ensure the proper maintenance of federal fiscal records documenting:

- Amount of federal funds,
- How funds are used,
- Total cost of each project,
- Share of total cost of each project provided from other sources,
- Other records to facilitate an effective audit,
- Other records to show compliance with federal program requirements, and
- Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for interview and discussion related to such documents.

Records shall be retained for a minimum of three (3) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in federal law or in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved, and final action has been taken.

The district shall ensure that all personally identifiable data protected by statute or regulation is handled in accordance with the requirements of applicable law, regulations, board policy, administrative regulations, and procedures.

Subrecipient Monitoring

If the district awards subgrants, the district shall establish procedures to:

- Assess the risk of noncompliance.
- Monitor grant subrecipients to ensure compliance with federal, state, and local laws and board policy, regulations, and procedures.
- Ensure the district's records are adjusted to cure recordkeeping issues discovered through the subrecipient's audits, on-site reviews, or other monitoring.

Mandatory Disclosures

Employees and contractors must promptly disclose whenever, in connection with the federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of federal criminal law incolving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the Unitied State Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). The disclosure must be made in writing to the federal agency, the agency's Office of the Inspector General, and passthrough entity, if applicable. Recipients and subrecipients are also required to report matters related to recipient integrity and performance in accordance with the law.

~~Compliance Violations~~

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations, or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

Whistleblower Protections

An employee shall not be discharged, demoted, or otherwise discriminated against as a reprisal for reporting or disclosing information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or person or body described in paragraph (a)(2) of 41 U.S.C. 4712.

The superintendent or designee shall inform their employees in writing of employee whistleblower rights and protections under the law.

Approved:
KASB Recommendation – 6/17; 6/22; 12/24

DFAC - ALLOWABILITY OF COSTS – FEDERAL PROGRAMS

(Sample Procedure)

Allowability of Costs – Federal Programs

Expenditures of federal funds must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval from the state.

Delegation of Responsibility

When determining how the school district will spend its grant funds, the ☐ *Superintendent*

☐ *Business Manager*- ☐ *Federal Programs Coordinator* will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service.

Allowability Determinations

All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E, which are listed below. The ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator* must consider these factors when making an allowability determination. A section entitled, *Helpful Questions for Determining Whether Costs are Allowable,* is located at the end of this document.

Part 200 sets forth general cost guidelines that must be considered, as well as rules for specific types of items, both of which must be considered when determining whether a cost is an allowable expenditure of federal funds. The expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, nonregulatory guidance, and grant award notifications.

Restrictions in state and local rules or policy also must be considered. For example, travel and other job-related expenses incurred by employees are not allowable unless they also are in compliance with board policy GAN, administrative regulations, and related procedures.

Whichever allowability requirements are stricter will govern whether a cost is allowable.

General allowability determination factors include the following:

1. **Be Necessary and Reasonable for the performance of the federal award.** A cost is reasonable if~~, in its nature and amount,~~ it does not exceed an amount that ~~which would be incurred by~~ a prudent person would under the circumstances prevailing when ~~at the time~~ the decision to incur the cost ~~was made~~. For example, **reasonable** means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is ~~a type~~ generally recognized as ordinary and necessary for the operation of the district or the proper and efficient performance of the federal award.

- The restraints or requirements imposed by such factors, ~~such~~ as: sound business practices; arm's-length bargaining; federal, state, and other laws and regulations; and terms and conditions of the federal award.

- Market prices for comparable ~~goods or services~~costs for the geographic area.

- Whether the individual incurring the cost acted with prudence in the circumstances considering their ~~responsibilities~~responsibility to the district, its employees, its students, the public at large, and the federal government.

- Whether the ~~district significantly~~cost represents a deviat~~e~~sion from the district~~its~~ established ~~practices and~~written policies and procedures for~~regarding the~~ incurring~~ence of~~ costs~~, which may unjustifiably increase the federal award's cost~~. (2 CFR Sec. 200.404)

Whether a cost is **necessary** will be determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the district can demonstrate that the cost addresses an existing need and can prove it. For example, the school entity may deem a language skills software program necessary for a limited English proficiency program.

When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the federal award program.

- Whether the cost is identified in the approved budget or application.

- Whether there is an educational benefit associated with the cost.

- Whether the cost aligns with identified needs based on results and findings from a needs assessment.

- Whether the cost addresses program goals and objectives and is based on program data.

2. **Allocable to the federal award.** A cost is allocable to the federal award if the ~~goods or services involved are chargeable or~~ cost is assignable to the federal award or other cost objective in accordance with the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. (2 CFR Sec. 200.405)
For example, if fifty percent (50%) of a teacher's salary is paid with grant funds, then that teacher must spend at least fifty percent (50%) of his/her time on the grant program.

3. **Consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the school entity.**

4. **Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and**

conditions of the federal award.

5. **Consistent treatment.** A cost ~~cannot~~ must not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been ~~assigned as an indirect cost under another~~allocated to the federal award as an indirect cost.

6. **Adequately documented.** All expenditures must be properly documented. (§ 200.300 through 200.309)

7. **Be ~~calculated~~ determined in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in Part 200.**

8. **Not be included as a cost~~match~~ or used to meet cost- ~~share~~sharing requirements of~~, unless the specific~~ federally-financed program in either the current or prior period ~~authorizes federal costs to be treated as such~~.** Some federal program statutes require the nonfederal entity to contribute a certain amount of nonfederal resources to be eligible for the federal program.

9. **Be the net of all applicable credits.** The term "applicable credits" refers to ~~those receipts or reduction of expenditures~~ transactions that ~~operate to~~ offset or reduce direct or indirect costs~~expense items~~ allocable to the federal award. Typical examples of such transactions are~~:~~ purchase discounts~~;~~, rebates or allowances~~;~~, recoveries or indemnities on losses~~;~~, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the ~~state~~ direct relate to allowable costs~~the federal award~~, they ~~shall~~must be credited to the federal award, either as a cost reduction or a cash refund, as appropriate. (2 CFR Sec. 200.406)

Selected Items of Cost

Subpart E of Part 200 sets forth principles to be applied in establishing the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost), at 2 CFR Sec. 200.420-200.475. These specific cost items are listed in the chart below along with the citation to the section of Subpart E addressing the allowability of that item. These principles are in addition to the other general allowability standards and apply whether or not a particular item of cost is properly treated as direct cost or indirect (F&A) cost. Meeting the specific criteria for a listed item does not by itself mean the cost is allowable, as it may be unallowable under other standards or for other reasons, such as restrictions contained in the terms and conditions of a particular grant or restrictions established by the state or in Board policy. If an item is unallowable for any of these reasons, federal funds cannot be used to purchase it.

School district employees responsible for spending federal grant funds and for determining allowability must be familiar with and refer to the Part 200 selected items of cost section. These rules must be followed when charging these specific expenditures to a federal grant. When applicable, employees must check costs against the selected items of cost requirements to ensure the cost is allowable and also check state, district, and program-specific rules.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	2 CFR § 200.421

Advisory councils	2 CFR § 200.422
Alcoholic beverages	2 CFR § 200.423
Alumni/ae activities	2 CFR § 200.424
Audit services	2 CFR § 200.425
Bad debts	2 CFR § 200.426
Bonding costs	2 CFR § 200.427
Collection of improper payments	2 CFR § 200.428
Commencement and convocation costs	2 CFR § 200.429
Compensation – personal services	2 CFR § 200.430
Compensation – fringe benefits	2 CFR § 200.431
Conferences	2 CFR § 200.432
Contingency provisions	2 CFR § 200.433
Contributions and donations	2 CFR § 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435
Depreciation	2 CFR § 200.436
Employee health and welfare costs	2 CFR § 200.437
Entertainment ~~costs~~and prizes	2 CFR § 200.438
Equipment and other capital expenditures	2 CFR § 200.439
Exchange rates	2 CFR § 200.440
Fines, penalties, damages and other settlements	2 CFR § 200.441
Fund raising and investment management costs	2 CFR § 200.442
Gains and losses on disposition of depreciable assets	2 CFR § 200.443
General costs of government	2 CFR § 200.444
Goods and services for personal use	2 CFR § 200.445
Idle facilities and idle capacity	2 CFR § 200.446
Insurance and indemnification	2 CFR § 200.447

Intellectual property	2 CFR § 200.448
Interest	2 CFR § 200.449
Lobbying	2 CFR § 200.450
Losses on other awards or contracts	2 CFR § 200.451
Maintenance and repair costs	2 CFR § 200.452
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454
Organization costs	2 CFR § 200.455
Participant support costs	2 CFR § 200.456
Plant and security costs	2 CFR § 200.457
Pre-award costs	2 CFR § 200.458
Professional services costs	2 CFR § 200.459
Proposal costs	2 CFR § 200.460
Publication and printing costs	2 CFR § 200.461
Rearrangement and reconversion costs	2 CFR § 200.462
Recruiting costs	2 CFR § 200.463
Relocation costs of employees	2 CFR § 200.464
Rental costs of real property and equipment	2 CFR § 200.465
Scholarships, ~~and~~ student aid costs, and tuition remission	2 CFR § 200.466
Selling and marketing costs	2 CFR § 200.467
Specialized service facilities	2 CFR § 200.468
Student activity costs	2 CFR § 200.469
Taxes (including Value Added Tax)	2 CFR § 200.470
Telecommunication and video surveillance costs	2 CFR § 200.471
Termination costs	2 CFR § 200.47~~1~~2
Training and education costs	2 CFR § 200.47~~2~~3

Transportation costs	2 CFR § 200.47~~3~~4
Travel costs	2 CFR § 200.47~~4~~5
Trustees	2 CFR § 200.47~~5~~6

Helpful Questions for Determining Whether Costs are Allowable -

In addition to applying the cost principles and standards described above, district staff involved in expending federal funds should ask the following questions when assessing the allowability of a particular cost:

1. Is the proposed cost allowable under the relevant program?

2. Is the proposed cost consistent with an approved program plan and budget?

3. Is the proposed cost consistent with program specific fiscal rules? For example, the school entity may be required to use federal funds only to supplement the amount of funds available from nonfederal (and possibly other federal) sources, or only as a match for funds from nonfederal sources.

4. Is the proposed cost consistent with EDGAR?

5. Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?

6. Is the proposed cost consistent with the underlying needs of the program? For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for instance, funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for Limited English Proficient (LEP) students must only be spent on LEP students and cannot be used to benefit non-LEP students.

7. Will the cost be targeted at addressing specific areas of weakness that are the focus of the program, as indicated by available data?

Any questions related to specific costs should be forwarded to the ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator* who shall consult with the board's legal counsel for clarification as appropriate.

Approved:

KASB Recommended – 6/17; 12/24

DFAC - CASH MANAGEMENT – FEDERAL PROGRAMS

(Sample Procedure)

Cash Management – Federal Programs

Generally, the school district receives payment of federal funds from the Kansas State Department of Education (KSDE) on a reimbursement basis. In some circumstances, the district may receive an advance of federal grant funds. This procedure addresses responsibilities of the district and district staff under those alternative payment methods. In either case, the district shall maintain accounting methods and internal controls and procedures that assure those responsibilities are met when dealing with federal funding.

Payment Methods

Reimbursements -
The school district will initially charge federal grant expenditures to nonfederal funds.

The ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator* will request reimbursement for actual expenditures incurred under the federal grants ☐ *monthly* ☐ *quarterly*.

Such requests shall be submitted with appropriate documentation and signed by the requestor.

Requests for reimbursements will be approved by the ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator*.

Reimbursement will be submitted on the appropriate form to the KSDE portal. All reimbursements are based on actual disbursements, not on obligations. KSDE will process reimbursement requests within the timeframes required for disbursement.

Consistent with state and federal requirements, the school district will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for KSDE to review upon request.

Reimbursements of actual expenditures do not involve interest calculations.

Advances -

When the district receives advance payments of federal grant funds, it must minimize the time elapsing between the transfer of funds to the district and the expenditure of those funds on allowable costs of the applicable federal program. (2 CFR Sec. 200.305(b)) The district shall attempt to expend all advances of federal funds within seventy-two (72) hours of receipt.

When applicable, the district shall use existing resources available within a program before requesting additional advances. ~~Such resources include~~ If available, the recipient or subrecipient must disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on ~~such~~ federal funds before requesting additional cash payments. (2 CFR Sec. 305(b)(5))

~~The district shall hold federal advance payments in insured, interest-bearing accounts.~~

Advance payments of Federal funds must be deposited and maintained in insured accounts whenever possible.

The recipient or subrecipient must maintain advance payments of Federal funds in interest-bearing accounts unless one of the following applies:

(i) The recipient or subrecipient receives less than $250,000 in Federal funding per year;

(ii) The best available interest-bearing account would not reasonably be expected to earn interest in excess of $500 per year on Federal cash balances;

(iii) The depository would require an average or minimum balance so high that it would not be feasible with the expected Federal and non-Federal cash resources;

(iv) A foreign government or banking system prohibits or precludes interest-bearing accounts; or

(v) An interest-bearing account is not readily accessible (for example, due to public or political unrest in a foreign country).

The school district is permitted to retain for administrative expenses up to $500 per year of interest earned on federal ~~grant cash balances~~funds. Regardless of the federal awarding agency, interest earnings exceeding $500 per year shall be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through ~~an electronic medium using~~ either the Automated Clearing House (ACH) network or a Fedwire Funds Service payment. (2 CFR Sec. 200.305(b)(~~9~~12))

Pursuant to federal guidelines, interest earnings shall be calculated from the date that the federal funds are drawn down from the G5/G6 system until the date on which those funds are disbursed by the district.

Consistent with state guidelines, interest accruing on total federal grant cash balances shall be calculated on cash balances per grant and applying the actual or average interest rate earned.

Remittance of interest shall be responsibility of the ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator*.

Approved:

KASB Recommended – 6/17; 12/24

DFAC - GRANT SUBRECIPIENT MONITORING PROCEDURES – FEDERAL PROGRAMS

(Sample Procedure)

Grant Subrecipient Monitoring Procedures – Federal Programs

In the event the district disperses federal funds received through a federal award to other entities and assigns responsibilities to the outside entity to conduct a portion of the work, the district shall be responsible for determining, on a case-by-case basis, whether the agreement with such entity places the outside entity in the role of a subrecipient receiving a subaward of federal funding, or the role of a contractor.

If the district grants subawards of federal funding to other entities as subrecipients, the district shall be responsible for:

1. Evaluating the entity for risk of noncompliance to determine appropriate monitoring practices.

2. Monitoring the subrecipient entity's implementation to ensure compliance with federal, state, and local laws, conditions of the federal funding award, and board policy and procedures.

3. Notifying the subrecipient entity of identified deficiencies found during the monitoring process and ensuring that identified deficiencies are corrected.

4. Documenting and retaining records on subrecipient identification, notification, evaluation, monitoring, and corrective actions taken.

Definitions

For purposes of policies and procedures related to federal programs, the following definitions shall apply:

Contract – a legal instrument by which a non-federal entity ~~purchases property or services needed to carry out the project or program~~ conducts procurement transactions under a federal award. The term as used here does not include a legal instrument, even if the entity considers it a contract, when the substance of the transaction meets the definition of a federal program award or subaward. (2 CFR 200.~~22~~1)

Contractor – an entity that receives a contract~~, as defined in law and regulations,~~ by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. (2 CFR 200.~~23~~1)

Pass-through entity – a ~~non-federal entity~~ recipient or subrecipient that provides a subaward to a subrecipient Including lower tier subrecipients to carry out part of a federal program. The ~~district serves as~~ authority of the pass-through entity ~~in cases where it awards federal funding to a subrecipient as defined in this procedure~~under this part flows through the subaward agreement between the pass-through entity and subrecipient. (2 CFR 200.~~74~~1)

Subaward – an award provided by a pass-through entity to a subrecipient ~~in order to carry~~for the subrecipient to contribute to the goals and objectives of the project by carrying out part of a federal award received by the pass-through entity. It does not include payments to a contractor ~~or payments to an~~

~~individual that is a~~ beneficiary, participant ~~of a federal program~~. A subaward may be provided through any form of legal agreement consistent with criteria in with §200.331, including an agreement ~~that~~ the pass-through entity considers a contract. (2 CFR 200.~~92~~1)

Subrecipient – an entity ~~non-federal entity~~ that receives a subaward from a pass-through entity to carry out part of a federal program~~; but~~. The term subrecipient does not include ~~an individual that is~~ a beneficiary ~~of such program~~or participant. ~~(~~A subrecipient may also be a recipient of other federal awards directly from a federal ~~awarding~~ agency.~~)~~ (2 CFR 200.~~93~~1)

Subrecipient Versus Contractor

The district must determine, on a case-by-case basis, whether an entity receiving funds from the district as part of a federal funding program serves in a role of subrecipient or contractor. (2 CFR 200.~~330~~331)

The ☐ *Superintendent* ☐ *Federal Programs Coordinator* ☐ *Business Manager* ☐ *other* _____ shall be responsible for analyzing the criteria listed in the chart below. ~~and evaluating the relationship with the entity based on the substance of the legal agreement, rather than the form of the agreement.~~ The _____ may consult with the board's legal counsel or other qualified counsel in making such determination.

Subrecipient	Contractor
Creates a Federal assistance relationship	Purpose is to obtain goods and services for the ~~non-Federal~~recipient or subrecipient's ~~entity's own~~ uses and creates a procurement relationship
Determines who is eligible to receive what Federal assistance	Provides the goods and services within normal business operations
Has its performance measured in relation to whether the objectives of a Federal program were met	Provides similar goods or services to many different purchasers
Has responsibility for programmatic decision making	Normally operates in a competitive environment
Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and	Provides goods or services that are ancillary to the ~~operation~~ implementation of ~~the~~a Federal program; and
~~In accordance with its agreement, uses the Federal funds to carry out~~Implements a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity (PTE)	Is not subject to compliance requirements of ~~the~~ a Federal program as a result of the agreement.~~,~~ ~~though~~ However, similar requirements may apply for other reasons

~~*chart provided by © American Institute of CPAs (AICPA)~~

The district shall notify subrecipients that they have been identified as a subrecipient and that the funding qualifies as a subaward. The district shall provide the subrecipient with the following information as specified at 2 CFR Sec. 200.~~331~~332(b)~~(a)~~ regarding the federal funding award, and any subsequent changes~~:~~,

Required information includes:

1. Federal ~~Award~~ award ~~Identification~~ identification ~~information, including:~~

i. Subrecipient's name (~~which~~ must match the name associated with its unique entity identifier);

ii. Subrecipient's unique entity identifier;

iii. Federal Award Identification Number (FAIN);

iv. Federal Award Date ~~(see §200.39 federal award date) of award to the recipient by the federal agency~~;

v. Subaward Period of Performance Start and End Date;

vi. Subaward Budget Period State and End Date;

~~o~~vii. Amount of Federal Funds Obligated ~~by this action by the pass-through entity to the subrecipient~~ in the subaward;

~~vi.~~viii. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;

~~vii.~~ix. Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;

~~viii.~~x. Federal award project description, as required ~~to be responsive to~~by the Federal Funding Accountability and Transparency Act (FFATA);

~~o~~xi.

~~ix.~~ Name of the federal ~~awarding~~ agency, pass-through entity, and contact information for awarding official of the pass-through entity;

~~x.~~xii. Assistance Listings title and number; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at the time of disbursement; ~~CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each federal award and the CFDA number at time of disbursement;~~

~~xi.~~xiii. Identification of whether the award is R&~~D~~for Research and Development; and

~~xii.~~xiv. Indirect cost rate for the federal award (including if the de minimis rate is charged per used in accordance with §200.414 ~~Indirect (F&A) costs~~).

2. All requirements of the subaward, including requirements imposed ~~by the pass-through entity on the subrecipient so that the federal award is used in accordance with~~ federal statutes, regulations and the terms and conditions of the federal award;

3. Any additional requirements that the pass-through entity imposes on the subrecipient for the pass-through entity to meet its ~~own responsibility to the federal awarding agency including identification of any required~~responsibilities under the federal award. This includes information and certification (see§ 200.415) required for submitting financial and performance reports that the pass-through entity must provide to the federal agency;

4. Indirect cost rate:

i. An approved ~~federally recognized~~ indirect cost rate negotiated between the subrecipient and the federal government. ~~or, if~~ If no such rate exists, ~~either a rate negotiated between the~~a pass-through entity must determine the appropriate rate in collaboration with~~and~~ the subrecipient. ~~(in compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f);~~ The indirect cost rate may be either:

(A) An indirect cost rate negotiated between the pass-through entity and the subrecipient. These rates may be based on a prior negotiated rate between a different pass-through entity and the subrecipient, in which case the pass-through entity is not required to collect information justifying the rate but may elect to do so; or

(B) The de minimis indirect cost rate.

ii. The pass-through entity must not require the use of the de minimis indirect cost rate if the subrecipient has an approved indirect cost rate negotiated with the Federal Government. Subrecipient may elect to use the cost allocation method to account for indirect costs in accordance with § 200.405(d).

~~i.~~

~~3.~~5. A requirement that the subrecipient permit the pass-through entity and auditors to ~~have~~ access ~~to~~ the subrecipient's records and financial statements ~~as necessary~~ for the pass-through entity to ~~meet the~~ fulfill its monitoring requirements ~~of this part~~; and

~~4.~~6. Appropriate terms and conditions concerning the closeout of the subaward.

Evaluation of Risk

The district shall evaluate each subrecipient's fraud risk and risk of noncompliance with ~~law, regulations and the terms and conditions of the~~a subaward to determine appropriate subrecipient monitoring practices. (2 CFR 200.~~331~~332(c))

The ☐ *Superintendent* ☐ *Federal Programs Coordinator* ☐ *Business Manager* ☐ *other* _____ or designee shall be responsible for evaluating risk based on the following factors:

1. The subrecipient's prior experience with the same or similar subawards;

2. The results of previous audits, including whether or not the subrecipient receives a single audit and the extent to which the same or similar subawards ~~has~~ have been audited as a major program;

3. Whether the subrecipient has new personnel, or new or substantially changed systems and processes;

~~3.~~

4. The extent and results of any federal ~~award~~ agency~~'s~~ monitoring ~~of the subrecipient~~.

The _____ or designee shall request adequate documentation from the subrecipient to conduct the evaluation of risk; such documentation may include but may not be limited to ☐ *audit reports* ☐ *financial reports* ☐ *policies and procedures* ☐ *detailed descriptions or users' guides of current systems and processes.*
The district shall evaluate subrecipients for risk of noncompliance ☐ *annually* ☐ *as specified in the legal agreement or contract.*

Based on the results of the risk evaluation, the district may consider imposing specific conditions on implementation of the subaward, in accordance with applicable law and regulations. (2 CFR 200.20~~7~~8, 200.33~~1~~2)

Monitoring

The district shall monitor the implementation and activities of each subrecipient as necessary to ensure that the subrecipient complies ~~subaward is used for authorized purposes, in accordance~~ with law, regulations and the terms and conditions of the subaward. The pass-through entity is responsible for monitoring the overall performance of a ~~The district shall notify~~ subrecipients to ensure that the goals and objectives of the award are achieved.~~of monitoring requirements, and may provide technical assistance to subrecipients in complying with monitoring requirements.~~

As part of the monitoring process, the district shall complete the following steps: (2 CFR 200.331)

1. Review financial and performance reports ~~required by the district~~.

2. ~~Follow-up and e~~Ensure that the subrecipient takes ~~timely and appropriate~~corrective action on all ~~deficiencies pertaining to~~ significant development that negatively affect the subaward ~~detected during monitoring through audits, on-site reviews and other means~~. Significant developments include Single Audit findings related to the subaward, other audit findings, site visits, and written notifications from a subrecipient of adverse conditions which will impact their ability to meet the milestones or the objectives of a subaward. When significant developments negatively impact the subaward, a subrecipient must provide the pass-through entity with information on their plan for corrective action and any assistance needed to resolve the situation.

3. Issue a management decision for audit findings pertaining to the subaward provided to the subrecipient, in accordance with applicable law and regulations. (2 CFR 200.521)

~~3.~~4. Resolve audit findings specifically related to the subaward. However, the pass-through entity is not responsible for resolving cross-cutting audit findings that apply to the subaward and other Federal awards or subawards. If a subrecipient has a current Single Audit report and has not been excluded from receiving Federal funding (meaning, has not been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant agency for audit or oversight agency for audit to perform audit follow-up and make management decisions related to cross-cutting audit findings in accordance with section § 200.513(a)(4)(viii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

Monitoring Tools –
The ☐ *Superintendent* ☐ *Federal Programs Coordinator* ☐ *Business Manager* ☐ *other* _____ or designee shall be responsible for monitoring of subrecipients. ~~Monitoring activities may include, but shall not be limited to~~to the following monitoring tools may be useful for the

pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

1. Review of progress reports, financial reports and data qualityProviding subrecipients with training and technical assistance on program-related matters;.

2. PerformingOn- site visits to review the subrecipient's program operations; and.

3. Review of federal or state debarment lists.

4.3. Review of other Arranging for agreed-upon--procedures engagements as described inspecified in the legal agreement or contract. (2 CFR§ 200.425.)

The district shall verify that subrecipients are audited as required by applicable law and regulations. (2 CFR 200.331, 2 CFR 200.500-200.521)

Follow-Up Actions –

The _____ or designee shall provide subrecipients with written documentation detailing their monitoring results and listing any identified deficiencies. The district shall consider whether the results of monitoring indicate the need to revise existing district policy and procedures. (2 CFR 200.331 2)

The district shall require subrecipients to take immediate action on issues involving ineligible or illegal use of federal funding and notify the district of corrective action taken.

The district shall require subrecipients to develop a corrective action plan to address other identified deficiencies or noncompliance issues; such plan shall be submitted to the district
☐ *within 60 days* ☐ *as soon as possible* ☐ *as specified in the agreed-upon procedures*, and the district shall evaluate and monitor the activities taken by the subrecipient under the corrective action plan. The district may provide technical assistance and/or training to subrecipients in complying with corrective action requirements.

The _____ or designee shall maintain all documentation on monitoring of subrecipients and corrective action taken during the monitoring process.

The district shall report issues of noncompliance to the appropriate federal agency where required by law, regulations, or requirements of the federal funding program.

Remedies for Noncompliance –

When monitoring activities identify issues of noncompliance that are not addressed through corrective action, the district may take the following actions: (2 CFR 200.331332, 200.338339)

1. Impose specific conditions on the subrecipient, in accordance with applicable law and regulations. (2 CFR 200.207208)

2. Temporarily withhold cash payments, in accordance with applicable law and regulationsuntil the recipient or subrecipient takes corrective action.

3. Disallow costs for~~or deny use of funds for~~ all or part of the ~~cost of the~~ activity ~~or action not in compliance~~ associated with the noncompliance of recipient or subrecipient.

4. ~~Wholly or partially s~~Suspend or terminate the ~~agreement for the~~ federal award in part or in its entirety.

5. Recommend that the federal agency initiate suspension ~~and~~ or debarment proceedings.

6. Withhold further awards or agreements for the project or program.

7. ~~Take~~ Pursue other legal remedies legally available~~, in consultation with the school solicitor or other qualified counsel~~.

Record Retention

The ☐ *Superintendent* ☐ *Federal Programs Coordinator* ☐ *Business Manager* ☐ *other* _____ shall ensure that all documentation regarding subrecipient identification, notification, evaluation, monitoring activities, and corrective action is maintained in accordance with board policy and regulations.

Records shall be retained in accordance with applicable law, regulations, specific requirements of the federal program, and the district's policies and regulations. (2 CFR 200.~~333~~334-200.~~337~~338)

Approved:

KASB Recommended – 6/17; 12/24

DFAC - PROCUREMENT – FEDERAL PROGRAMS

(Sample Procedure)

Procurement – Federal Programs

This document is intended to integrate standard district purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Grant Guidance regulations concerning the use of federal funds and/or U.S. Department of Agriculture (USDA) regulations governing school food service programs. The district maintains the following purchasing procedures, in accordance with federal and state laws, regulations, and board policy to aid in making purchases with federal funds. (2 CFR 200.318-200.~~325~~327; 7 CFR 210.16, 210.19, 210.21, 215.14a, 220.16; K.S.A. 72-1151; board policies DFAB, DFAC, DJE, DJEB, DJED, DJEE, DJEF, DJEG, DJEJ, DJFA, and DJFAB)

~~2021~~ Procurement Thresholds (reviewed 2024)		
Kansas Bid Threshold	$20,000	For construction, reconstruction or remodeling or for the purchase of materials, goods or wares
Federal Micro-Purchase Threshold	$10,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1)
Federal Simplified Acquisition Threshold	$250,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1)

*Please review this Procurement attachment annually and update amounts accordingly

Responsibility for Purchasing

The board has outlined standard district purchasing responsibility, methods of purchasing, price quotations and bid, requirements in the following board policies and their accompanying administrative regulations and/or procedures:

DFAB: Standard of Conduct for Federally Funded Contracts
DFAC: Federal Fiscal Compliance
DJE: Purchasing
DJEB: Quality Control
DJED: Bids and Quotations Requirements
DJEE: Local Purchasing
DJEF: Requisitions
DJEG: Purchase Orders and Contracts
DJEJ: Payment Procedures
DJFA: Purchasing Authority
DJFAB: Administrative Leeway

Purchase Methods

When a request for expenses for construction, reconstruction, or remodeling or for the purchase of materials, goods, or wares has been submitted and approved as outlined below, the procurement method

to be used will be determined based on the type of purchase and the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in Policy DJED must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply to comply with both state and federal requirements. At each point where requirements for food service-related procurement under USDA regulations differ, a note will refer to the Food Service Program Notes at the end of this procedure. Final determination of which purchasing procedures are to be applied is delegated to the ☐ *Purchasing Agent* ☐ *Superintendent* ☐ *Business Manager* under the authority of the Board.

Standard Procurement Documents and Purchase Request Process

The district shall use ☐ *purchase orders* ☐ *requisitions* for purchase requests in accordance with the applicable purchase method.

The district shall use ☐ *paper* ☐ *electronic* purchasing records, which are pre-numbered and are accessible to designated purchasing staff in ☐ *the district office* ☐ *the business office* ☐ *Purchasing Agent's office* ☐ *Other* _____.

Purchase requests by an employee must be submitted to the building administrator or immediate supervisor. Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order or requisition submitted to the purchasing agent.
Purchase orders and requisitions shall contain information including, but not necessarily limited to:

1. Description of the services to be performed or goods to be purchased;

2. Location of where services will be performed, or goods will be delivered;

3. Appropriate dates of service or delivery;

☐ Other (describe) _____.

Documentation on purchase orders and requisitions shall be maintained in accordance with the district's Public Records policy (CN) and Federal Fiscal Compliance policy (DFAC).

Contracts shall be reviewed by the ☐ *Board Clerk* ☐ *Business Manager* ☐ *Superintendent* ☐ *Board's Attorney* prior to submission to the board for approval.

Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

[See Food Service Program Notes below for specific clauses required by USDA regulations to be included in cost reimbursable procurement contracts.]

Micro-Purchases Not Requiring Quotes or Bidding

For purposes of this procedure**, micro-purchase** means ~~a purchase of~~ an individual procurement transaction for supplies or services ~~for use in federally funded programs using simplified acquisition~~

~~procedures,~~ the aggregate amount of which does not exceed a base amount of $10,000. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than $10,000. (48 CFR Subpart 2.101)

Note: The micro-purchase ~~maximum~~ threshold for federal purposes is lower than the bid threshold amount ~~below which~~outlined in ~~the Policy DJED~~K.S.A. 72-1151, which allows purchase for nonfederal purposes to be made without using formal competitive bidding.

The micro-purchase method is used to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the district distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified, and such suppliers offer effectively equivalent rates, prices, and other terms. The ☐ *Superintendent* ☐ *Business Manager* ☐ *Purchasing Agent* ☐ *Board Clerk* ☐ *Board Treasurer* will be responsible to determine the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable. The district will maintain evidence of this reasonableness in the records of all micro-purchases. **Reasonable** means that sound business practices were followed, and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

~~Small Purchase~~ Simplified Acquisition Procedures

For purposes of this procedure, **~~small purchase~~simplified acquisition procedures** are those relatively simple and informal procurement methods for securing materials, goods, or wares or for completing construction, reconstruction, or remodeling that cost more than the amount qualifying as a micro-purchase and do not cost $20,000 or more, or in the case of services other than construction, reconstruction or remodeling, where the total cost does not exceed the $250,000 federal Simplified Acquisition Threshold at which formal competitive bidding or competitive proposals are required. Small purchase procedures cannot be used for construction, reconstruction or remodeling costing $20,000 or more or for the purchase of materials, goods or wares costing $20,000 or more because the board policy and Kansas law requires formal competitive bidding at that level of cost.

The base amount at which bidding is required under state law for construction, reconstruction or remodeling or for the purchase of materials, goods or wares is $20,000. (K.S.A. 72-1151)

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than $250,000. (48 CFR Subpart 2.101)

Because state law does not require **competitive** bidding for the purchase of services other than for construction, reconstruction or remodeling with a cost in excess of $20.000, ~~small purchase~~simplified acquisition procedures, including a request for proposal (RFP) procedure, may be used for procurement of such other services except when the estimated total cost will be at or over the federal threshold at which formal competitive bidding or competitive proposals are required ($250,000).

[See Food Service Program Notes below for exemption from bidding for purchases of perishable food items costing less than $250,000.]

Formal Competitive Bidding

Publicly Solicited Sealed Competitive Bids:

For construction, reconstruction, or remodeling or for the purchase of materials, goods or wares, sealed competitive bids are publicly solicited and awarded to the lowest responsible bidder as provided in Policy DJED when the total cost is estimated to be $20,000 or more.

Note: The amount at which formal competitive bidding or competitive proposals are required by federal regulations is much higher than the base amount at which the policy and state law requires competitive bidding. Therefore, the lower base amount specified by ~~Policy DJED~~ state law will be used for purchases of equipment or supplies, or for obtaining services for construction, reconstruction or remodeling costing $20,000 or more.

State law does not require bidding for the purchase of services other than for construction, reconstruction or remodeling regardless of total cost. For procurement of such other services for federally funded purposes to which the Uniform Grant Guidance applies, formal competitive bidding or competitive proposals will be used when the estimated total cost will be at or over the federal threshold of $250,000.

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than $250,000. (48 CFR Subpart 2.101)

For procurement of services costing at or over the $250,000 federal threshold other than for construction, reconstruction or remodeling, the use of competitive sealed bidding is considered feasible and appropriate when:

~~8.~~1. A complete, adequate, and realistic specification or purchase description is available;

~~9.~~2. Two (2) or more responsible bidders ~~are~~ have been identified as willing and able to compete effectively for the business; and

~~10.~~3. The procurement lends itself to a firm~~-~~-fixed-price contract, and the selection of the successful bidder can be made principally ~~on the basis of~~ based on price.

If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them with sufficient response time prior to the date set for opening the bids. Unless specified by the federal agency, the district may exercise judgment in determining what number is adequate. For local governments the invitation for bids must be publicly advertised.

(B) The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond.

(C) All bids will be opened at the time and place prescribed in the invitation for bids. For local governments, the bids must be opened publicly.

(D) A firm-fixed- price contract is awarded in writing to the lowest responsive when specified in the invitation for bids, factors such as discounts, transportation cost, and life-cycle costs must be considered in determining which bid is the lowest. Payment discounts must only be used to determine the low bid when the district determines they are a valid factor based on prior experience.

(E) The district must document and provide a justification for all bids it rejects.

~~Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.~~

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

Competitive Proposals

State law does not require public school entities to solicit competitive bids for services other than for construction, reconstruction or remodeling, for which competitive bidding is required if the cost will be a base amount of $20,000 or more.

Federal regulations allow the use of competitive proposals as an alternative to formal competitive bidding when conditions are not appropriate for the use of sealed bids.

In the case of services other than for construction, reconstruction or remodeling costing less than that threshold, the district may use ~~small purchase~~simplified acquisition procedures or micro-purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the ~~small purchase~~simplified aquisition competition requirements under state law and Policy DJED for the acquisition of services other than for construction, reconstruction or remodeling, and can be used if the total cost will be less than $250,000.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The district shall comply with other applicable state and federal law and regulations, board policy and administrative regulations or procedures regarding purchasing; the district may consult with the school solicitor or other qualified counsel in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

1. Requests for proposals ~~must be publicized~~required public notice, and ~~identify~~ all evaluation factors and their relative importance. ~~Any response to publicized requests for proposals must be considered to the maximum extent practical~~ To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.

2. Proposals must be solicited from an adequate number of qualified sources.

3. There must be a written method for conducting technical evaluations of the proposals received and for selecting recipients.

4. Contracts must be awarded to the responsible ~~firm~~ offeror whose proposal is most advantageous to the program, with price and other factors ~~considered~~.

5. Competitive proposal procedures for qualifications-based procurement ~~of~~ for architectural/engineering (A/E) professional services whereby ~~competitors'~~ offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation~~, are allowed~~. The method where price is not used as a selection factor can only be used ~~in~~ to procure~~ment of~~ an A/E professional services and cannot be used to purchase other services through A/E firms.

Competitive proposals shall be evaluated by the ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator* based on factors including but not limited to:

1. Cost.

   ☐ *Experience of contractor.*

   ☐ ~~☒~~ *Availability.*

   ☐ *Personnel qualifications.*

   ☐ *Financial stability.*

   ☐ *Minority business, women's business enterprise, or labor surplus area firm status.*

   ☐ *Project management expertise.*

   ☐ *Understanding of district needs.*

   ☐ *Other* _____.

Evaluations shall be completed in a timely manner, documented, and shall be reviewed by the ☐ *Board* ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator* ☐ *school solicitor*.

Contract/Price Analysis

The district performs a cost or price analysis ~~in connection with~~for every procurement transaction in excess of $250,000, including contract modifications. (2 CFR Sec. 200.~~323~~324(a)).

A **cost analysis** generally means evaluating the separate cost elements that make up the total price, while a **price analysis** means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis ~~is dependent~~conducted depend on the facts surrounding the particular procurement ~~situation;~~ transaction. ~~h~~However, the ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator* must ~~come to~~make an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.~~323~~324(a)). As part of the analysis, the _____ will enact established business practices which may include evaluation of similar prior procurements and a review process.

~~**Negotiated Profit**~~

~~**In any procurement in which there has been no price competition, or in which a cost-analysis is performed, profit must be negotiated separately as an element of price. Accordingly, solicitations of bids, proposals or quotes shall require that bids, proposals or quotes be limited to costs other than profit, and exclude profit.**~~

~~To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. (2 CFR Sec. 200.323(b)).~~

~~**When profit must be negotiated as a separate element of the total price, it shall be negotiated by the ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator.***~~

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals means procurement through solicitation of a proposal from only one (1) source and may be used only when one ~~or more~~ of the following circumstances apply:

1. The aggregate amount of the procurement transaction does not exceed the micro-purchases threshold as defined in 48 CFR 2.101.

~~1.~~2. The item is available only from a single source.

~~2.~~3. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An **emergency** exists whenever the time required for the board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.

~~3.~~4. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.

~~4.~~5. After solicitation of ~~a number of~~several sources, the district determines the competition is inadequate.

In addition to standard procurement policy and procedures, the district will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement,

which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the district office.

All noncompetitive proposals will ultimately be approved by the board. The district may utilize legal advice regarding noncompetitive proposals.

Profit must be negotiated separately for noncompetitive proposals, and a cost or price analysis will also be performed for noncompetitive proposals when the price exceeds $250,000.

Purchase Cards

The district approves the use of ~~procurement~~ purchase cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline contractor payment.

~~Procurement~~ Purchase cards may be used for purchases under federal programs.

Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 200.~~319~~320. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids ~~or requests for proposals~~ must be excluded from competing ~~for such~~on those procurements. ~~Some of the~~Examples of situations ~~considered to be restrictive of~~that may restrict competition include but are not limited to:

1. Placing unreasonable requirements on firms ~~in order~~ for them to qualify to do business.

2. Requiring unnecessary experience and excessive bonding.

3. Noncompetitive pricing practices between firms or between affiliated companies.

4. Noncompetitive contracts to consultants that are on retainer contracts.

5. Organizational conflicts of interest.

6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.

7. Any arbitrary action in the procurement process.

Minority Businesses, Women’s Business Enterprises, Labor Surplus Area Firms

The district ~~must take necessary affirmative steps to assure~~ should ensure that small businesses, minority businesses, women’s business enterprises, veteran-owned businesses, and labor surplus area firms are ~~used~~ considered when possible. ~~Affirmative steps~~ Such consideration means~~must include~~: (2 CFR Sec. 200.321)

1. Placing these business types~~qualified small and minority business and women’s business enterprises~~ on solicitation lists.

2. Assuring these~~that small and minority businesses, and women's~~ business types~~enterprises~~ are solicited whenever they are potential sources.

3. Dividing procurement transactions~~total purchasing requirements, when economically feasible,~~ into ~~smaller tasks or quantities~~separate procurements to permit maximum participation by these business types~~small and minority business and women's business enterprises~~.

4. Establishing delivery schedules~~, where the requirement permits, which~~that encourage participation by these business types~~small and minority businesses and women's business enterprises~~.

5. Utilizing~~Using the services and assistance, as appropriate, of such~~ organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

6. Requiring ~~the prime~~ a contractor under a federal award to apply these considerations to~~, if~~ subcontracts ~~are let, to take the affirmative steps listed above~~.

~~Geographical Preferences Prohibited~~

~~The district must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals for purchases made with federal funds, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.~~

~~[See Food Service Program Notes below for permissibility of geographic preferences and "Buy American" practices in purchasing certain food products]~~

Prequalified Lists

The district must ensure that all prequalified lists of persons, firms, or products ~~which are~~ used in ~~acquiring goods and services~~procurement transactions are current and include enough qualified sources to ensure maximum open ~~and free~~ competition. When establishing or amending prequalified lists, the district must condicer objective factors that evaluate price and cost to maximize competition.~~Also, the~~ The district must not preclude potential bidders from qualifying during the solicitation period.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

Solicitation Language

The district must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the ~~material, product,~~property, equipment, or service to be procured. ~~Such description must not, in competitive procurements, contain features which unduly restrict competition.~~ The description may include a statement of the qualitative nature of the ~~material, product~~property, equipment, or service to be procured. ~~and, when~~ When necessary, the description must ~~set forth those~~provide minimum essential characteristics and standards to which ~~it~~ the property, equipment, or service must conform ~~if it is to satisfy its intended use~~. Detailed product specifications should be avoided if possible.

When it is impractical or uneconomical to ~~make a clear and accurate description of~~clearly and accurately described the technical requirements, a "brand name or equivalent" description of features may be used to ~~define the performance or other salient~~provide procurement requirements~~ of procurement~~. The specific features of the named brand ~~which must be met by offers~~ must be clearly stated; and identify ~~all~~ any additional requirements which the offerors must fulfill and all other factors ~~to~~ that will be used in evaluating bids or proposals.

Avoiding Acquisition of Unnecessary or Duplicative Items

The district must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase; and, where appropriate, an analysis ~~must~~ should be made ~~of~~ between lease~~s~~ing and purchasing property or equipment~~ versus purchase alternatives, and any other appropriate analysis~~ to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds. Such considerations are accessible in the procedure to Policy DFAC: ~~-~~Allowability of Costs – Federal Programs.

Use of Intergovernmental Agreements and Cooperative Purchasing

To foster greater economy and efficiency, the district enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act**.**

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the district shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable procurement methods, requirements, and standards of the Uniform Grant Guidance as outlined in this procedure.

Use of Federal Excess and Surplus Property

The district ~~considers the~~encouraged use of federal excess and surplus property ~~in lieu~~instead of purchasing new equipment and property ~~whenever such use~~when it is feasible and reduces project costs.

Debarment and Suspension

The district awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

The district may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the district verifies that the contractor with whom the district intends to do business is not excluded or disqualified. (2 CFR ~~Part~~ 200.214, Appendix II, and 2 CFR ~~Sec.~~Part 180~~.220 and 180.300~~)~~.~~

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The ☐ *Business Manager* ☐ *Federal Programs Coordinator* will be responsible for verification. Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

Maintenance of Procurement Records

The district must maintain records sufficient to detail the history of ~~all~~ each ~~procurements~~procurement transaction. These records ~~will~~ must include ~~, but are not necessarily limited to the following:~~the rationale for the ~~method of~~ procurement, method, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Maintenance of records of procurement will be governed by board Policies CN and DFAC.

Time and Materials Contracts

The district may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. **Time and materials type contract** means a contract whose cost to the district is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the district must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Settlements of Issues Arising Out of Procurements

The district ~~alone~~ is responsible~~, in accordance with good administrative practice and sound business judgment,~~ for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the district of any contractual responsibilities under its contracts. The district must report ~~V~~violations of law ~~will be referred~~ to the local, state, or federal authority having proper jurisdiction.

Protest Procedures to Resolve Dispute

The district maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency. Protest procedures will be acted on in accordance with current state law and regulations, board policy and administrative regulations and procedures, and the advice of the board's legal counsel.

Food Service Program Notes:

Exemption from Bidding for Perishable Food Items -

Kansas law exempts purchases of food and foodstuffs necessary for the implementation or operation of any child nutrition program from bidding requirements. Bidding for such items is required only if the cost would be at or over the federal threshold at which formal competitive bidding is required ($250,000). Small purchase procedures may be used for purchases below $250,000, or micro-purchase procedures for purchases below $10,000. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings.

~~*Geographic Preferences -*~~

~~The district is permitted to apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products. When a geographic preference is applied, the district has discretion to determine the local area to which the geographic preference option will be applied.~~

~~**Unprocessed locally grown or locally raised agricultural products** means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two (2) or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. (7 CFR Sec. 210.21, 215.14a, 220.16)~~

Buy American -

The district shall purchase, to the maximum extent practicable, domestic commodities or products for food service purposes. The term **domestic commodity or product** means: (7 CFR Sec. 210.21, 220.16)

1. An agricultural commodity that is produced in the United States; and

2. A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

Mandatory Contract Clauses -

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;

2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

   (b) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain

the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;

3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;

4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;

5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and

6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

Contracts with Food Service Management Companies -

Procedures for selecting and contracting with a food service management company (FSMC) shall comply with guidance provided by the Kansas State Department of Education, Division of Child Nutrition and Wellness, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 215.14a, 220.16)

Pre-Plated Meals -

Procedures for selecting and contracting with contractors of pre-plated meals shall comply with guidance provided by the Kansas State Department of Education, Division of Child Nutrition and Wellness, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 220.16)

Approved:

KASB Recommendation – 6/17; 6/18; 6/21; 12/24

DFAC - TYPE OF COSTS, OBLIGATIONS AND PROPERTY MANAGEMENT – FEDERAL PROGRAM

(Sample Procedure)

Type of Costs, Obligations and Property Management – Federal Programs

The district establishes and maintains board policies, administrative regulations, and administrative procedures on administration of federal funds in federal programs as required by the Uniform Grant Guidance and other federal, state, and local laws, regulations, and requirements. The district's fiscal management system includes internal controls and grant management standards in the following areas when federal funds are involved.

Direct and Indirect Costs

Direct costs – costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

Indirect costs – costs incurred for a common or joint purpose benefiting more than one (1) cost objective~~,~~ and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs. (2 CFR Sec. 200.405, 200.413)

~~Identification~~ The association of costs with ~~the federal award rather than the nature of the goods and services involved is the determining factor in distinguishing~~ a federal award determines whether costs are direct ~~from~~or indirect ~~costs~~.

Direct and indirect costs shall be determined in accordance with law, regulations, the terms and conditions of the federal award, and the district's negotiated indirect cost rate.

The district shall develop an indirect cost rate proposal and cost allocation plan in accordance with law, regulations, and the terms and conditions of the federal award.

Timely Obligation of Funds

Financial Obligations – orders placed for property and services, contracts, and subawards made and similar transactions during a given period that require payment by the district during the same or a future period.

The following table illustrates when funds must be obligated under federal regulations:

Obligation is for:	**Obligation is made:**
Acquisition of property	On the date on which the district makes a binding written commitment to acquire the property
Personal services by a district employee	When the services are performed

Personal services by a contractor who is not a district employee	On the date on which the district makes a binding written commitment to obtain the services
Public utility services	When the district receives the services
Travel	When the travel occurs
Rental of property	When the district uses the property
A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR Part 200, Subpart E - Cost Principles	On the first day of the project period

34 CFR §75.707; 34 CFR §76.707

All obligations must occur between the beginning and ending dates of the federal award project, which is known as the period of performance. The period of performance is dictated by law and regulations and will be indicated in the federal award. Specific requirements for carryover funds may be specified in the federal award and must be adhered to by the district. (2 CFR Sec. 200.~~77~~1, 200.309)

The district will handle obligations and carry over of state-administered and direct grants in accordance with state and federal law and regulations and the terms and conditions of the federal award. Carryover will be calculated and documented by the ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator*.

The district may ~~exercise~~ initiate an extension of the period of performance under a direct grant in accordance with law, regulations, and the terms and conditions of the federal award when written notice is provided to the federal awarding agency at least ten (10) calendar days ~~prior to the end~~the conclusion of the period of performance. (2 CFR Sec. 200.308~~(d)(2)~~(g)(2))

The ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator* will decide when an extension of the period of performance is necessary and will recommend that the board approve this process.

The ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator*
will develop the required written notice that includes that supporting justification~~, including the reasons for the extension~~ and revised period of performance; the notice will be issued no later than ten (10) calendar days prior to the end of the currently documented period of performance in the federal award.

The district must seek approval from the federal awarding agency for an extension of the period of performance when the extension is not contrary to federal law or regulations, and the following conditions apply:

1. The terms and conditions of the federal award prohibit the extension;

2. The extension requires additional federal funds; or

3. The extension involves any change in the approved ~~objectives or~~ scope of the project. (2 CFR Sec. §200.308)

The ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator* will determine when an extension must be requested for approval by the federal awarding agency, draft the written request and notify the ☐ *Board* ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator* of the requested extension.

Management of Property Acquired ~~With~~ with Federal Funds

Contract and Purchasing Administration -

The district maintains internal controls, administrative regulations, and procedures to ensure that contractors deliver goods and services in accordance with the terms, conditions, and specifications of the designated contract, purchase order, or requisition.

Property Classifications -

Property shall be classified as **real or personal property** as defined and specified in accordance with law and regulations.

Inventory Control/Management -

All personal property, other than intangible property, which is purchased with federal funds, regardless of cost, will be inventoried as a safeguard.

Inventory will be received by the department or program requesting the item; designated staff will inspect the property, compare it to the applicable purchase order or requisition, and ensure it is appropriately logged and tagged in the district's property management system.

Items acquired will be physically labeled by source of funding and acquisition date.

Inventory records of equipment and computing devices must be current and available for review and audit, and include the following information:

1. Description of the ~~item, including any manufacturer's model number~~property.
2. Manufacturer's serial number or another identification number.
3. Identification of funding source including the FAIN, and the title holder.
4. Acquisition date and ~~unit~~ the property cost.
5. Source of items, such as company name.
6. Percentage of the federal agency contribution towards~~funds used in~~ the original purchase.
7. Present location, use, condition of ~~item~~the property, and date information was reported.
8. Pertinent information on the ultimate transfer, replacement or disposition of the item and sale price of the property.

~~Inventory will be updated as items are sold, lost, stolen, or cannot be repaired and new items are purchased.~~The recipient and subrecipient are responsible for maintaining and updating property records when there is a change in the status of the property.

Physical Inventory -

Physical inventory of property will be completed by designated district staff in accordance with applicable federal law and regulation and board policy DIC.

The physical inventory of items will be conducted annually, and the results will be reconciled with the inventory records and reported to the federal awarding agency.

Maintenance -

The district establishes ~~adequate~~ regular maintenance procedures to ensure that property is maintained in ~~good~~ proper working condition in accordance with law, regulation, and board policy.

Safeguards -

The district ensures that ~~adequate~~ safeguards are in place ~~to~~ for preventing loss, damage, or theft. ~~of property:~~ The district will follow the requirements:

1. Any loss, damage or theft will be reported to the ~~{ }~~☐ *Superintendent* ~~{ }~~☐ *Business Manager* ~~{ }~~☐ *Federal Programs Coordinator*, investigated and fully documented, and may be reported to local law enforcement and shall notify the federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

2. If stolen items are not recovered, the district will submit copies of the investigative report and insurance claim to the federal awarding agency.

3. The district may be responsible for replacing or repairing lost, damaged, destroyed, or stolen items.

4. Replaced equipment is property of the originally funded program and should be inventoried accordingly.

5. District property may only be loaned in accordance with board policy KGA and administrative regulations and procedures.

Disposition of Property Acquired with Federal Funds –

When the district determines that real property, including land, land improvements, structures, and accessories thereto, acquired under a federal award is no longer needed for the originally authorized purpose, the district must obtain disposition instructions from the federal awarding agency or pass-through entity administering the program, in accordance with applicable law and regulations. (2 CFR Sec. 200.~~311~~313)

When the district determines that equipment or supplies acquired under a federal award are no longer needed for the original project, ~~or~~ program or for other activities currently or previously supported by a federal ~~awarding~~ agency, the ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator*

will contact the federal ~~awarding~~ agency or pass-through entity ~~administering the program to obtain~~ for disposition instructions~~, based on the fair market value of the equipment or supplies~~ if required by the terms and conditions of the federal award.

However, if the equipment has a fair market value of $10,000 or less per unit, the district may retain, sell, or otherwise dispose of equipment or supplies acquired under a federal award with no further reqponsibility to the federal agency or pass-through entity.

Further, if the equipment has a fair market value in excess of $10,000 and the federal agency or pass-through entity fails to provide requested disposition instructions within 120 days, the district may retain or sell the equipment, however the federal agency is entitled to an amount calculated by multiplying the percentage of the federal agency's contribution towards the original purchase by the current market value or proceeds from the sale. If the equipment is sold, the federal agency or pass-through entity may permit the district to retain from the federal share $1,000 of the proceeds to cover expenses associated with the selling and handling of the equipment.

The district may transfer title to the property to the Federal Government or to an eligible third party. In such cases, the district shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

If the district fails to take appropriate disposition actions, the federal agency or pass-through entity may direct the district to take disposition actions.

~~Generally, items with a fair market value of $5,000 or less that are no longer effective may be retained, sold, purged, or transferred to the district. For items with a fair market value greater than $5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.~~

~~If the district will be replacing the equipment or supplies,~~When acquiring replacement equipment, the district may ~~use the existing equipment or supplies as a~~either trade-in or sell the ~~property~~ equipment and use the proceeds to offset the cost of the replacement ~~property~~equipment.

~~The ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator* will be responsible for contacting the federal awarding agency and determining the process for disposition of equipment or supplies.~~

The district may use the following methods in disposing of unnecessary equipment or supplies acquired with federal funds:

- ☐ *Public auction and/or online sale – generally conducted by a licensed auctioneer.*
- ☐ *Salvage – scrap sold to local dealers.*
- ☐ *Negotiated sale – normally used when disposing of items of substantial value.*
- ☐ *Sealed bid – normally used for items of substantial value or unique qualities.*
- ☐ *Pre-priced sale – large quantities of obsolete or surplus equipment or supplies may be sold by this method.*
- ☐ *Donation to charitable organizations, for equipment or supplies with little to no value.*

☐ *Disposition to trash for equipment or supplies with no value.*

The ☐ *Superintendent* ☐ *Business Manager* ☐ *Federal Programs Coordinator* will be responsible for maintaining records of obsolete and surplus property disposed of and will report to the federal ~~awarding~~ agency when required.

Approved:

KASB Recommended – 6/17; 12/24

Fundraising activities at school, on school property, or at school-sponsored events are prohibited except as provided in this policy.

Promotion of commercial or private financial interests either through direct sales or through promotion of competitive goods or services by students and employees is not fundraising and is prohibited at school, on school property, or at school-sponsored events.

Faculty and student participation in fundraising shall be strictly voluntary. At no time shall participation in fundraising impact a student's grade or membership, participation time or standing on a team, club, or group. Door-to-door sales are strongly discouraged. Faculty and sponsors shall not require or promote door-to-door sales.

The district will manage, restrict, or decline funds, gifts, or fundraising activities to assure that fundraising and expenditures comply with applicable district, state, and federal law and guidelines, including, but not limited to, Title IX and Kansas State High School Activities Association (KSHSAA) rules and regulations.

Fundraising activities must be pre-approved by the superintendent or designee, and adhere to the following guidelines:

- Fundraising activities shall not interfere with instructional time, infringe upon or detract from the classroom activities, or the educational process as determined by the superintendent or designee.
- Online fundraising, utilizing websites such as DonorsChoose or GoFundMe, must comply with this policy, district rules and regulations concerning fundraising, and the rules governing the fundraising site.
- Approval of fundraising requests shall depend on factors including, but not limited to:
    - Compatibility with the district's educational program, mission, vision, core values, and beliefs;
    - Compatibility with any terms, conditions, and requirements of grants or other specific funding sources;
    - Compatibility with existing district technology;
    - Congruence with the district and school goals that positively impact student performance;
    - The district's instructional priorities;
    - The manner in which donations are collected and distributed;
    - Equity in funding; and
    - Other factors deemed relevant or appropriate by the district.

- If approved, the requestor shall be responsible for preparing all materials and information related to the fundraising campaign and keeping district administration apprised of the campaign's status. The requestor is responsible for compliance with all state and federal laws, the rules governing the fundraising site, and other relevant district policies and procedures, as well as the following:
  - Fundraising proceeds shall not be deposited into a staff member's personal bank account or peer to peer payment network.
  - Money raised or items secured by a fundraising campaign by a person or entity acting on behalf of the school or the district will be the property of the district.
  - All items and money generated on behalf of the district are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees without the express written consent of the superintendent.
  - Pictures of students in conjunction with fundraising activities shall not occur unless parents of students have consented in writing to the use of the picture for this specific purpose.
  - Fundraising activities must comply with all board policies, including, but not limited to, policies governing the privacy rights of students.

Nothing in this policy is intended to prohibit an employee from using online fundraising campaigns for personal items or reasons. In such cases, the employees shall not be acting on behalf of the district or school, identify themselves as employees of the district, or suggest the fundraising campaign is for the benefit of students, classrooms or schools of the school district.

For purposes of this section, "acting on behalf of the district or the school" means an employee holding oneself out as an employee of the district and/or seeks donations for the benefit of the district, a particular school, classroom, or student.

Approved:
KASB Recommendation – 12/24

Complaints **GAE**

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed ~~within~~ as soon as possible after the conduct occurs but not later than ten (10) days following the ~~event complained of~~ conduct, and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Approved:
KASB Recommendation - 2/98; 4/07; 6/19; 12/24

Pilot Projects **ICA**

(See IDAE)

The board supports the use of pilot projects before any new instructional technique is implemented on a district-wide basis.

Pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, audio/visual materials or any other supplementary instructional material to be used in connection with a pilot project shall be available for inspection by parents or guardians of students engaged in the program or project.

Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project.

Student Surveys

~~Except as provided in board policy IDAE with regard to surveys about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion,~~ As required by the Protection of Pupil Rights Amendment (PPRA), any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians before the survey is administered. Further, pursuant to the Kansas Student Data Privacy Act (SDPA), no nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day shall be administered to any kindergarten through 12th grade students unless the requirements outlined in policy IDAE are followed.

Approved:

KASB Recommendation – 7/03; 6/04; 4/07; 6/14; 12/24

Special Education Services **IDACA**

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child ~~(as defined by K.S.A. 72-3404) who is a resident of this district or attends a private or parochial school located in this district~~. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

Actions and Due Process for Students

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

Approved:
KASB Recommended – 6/14; 6/18; 12/24

Any school may maintain a stock supply of emergency medication, such as epinephrine and/or albuterol, upon obtaining a prescription from a physician, certified nurse-midwife, a licensed advanced practice registered nurse, or a licensed physician assistant.

A stock supply of epinephrine may consist of one or more standard-dose or pediatric-dose epinephrine auto-injectors. A school nurse or designated school personnel may administer epinephrine in an emergency situation to any individual who displays the signs and symptoms of anaphylaxis at school, on school property or at a school-sponsored event if the staff member reasonably believes that an individual is exhibiting the signs and symptoms of an anaphylactic reaction.

A stock supply of albuterol may consist of one or more albuterol metered-dose inhalers, one or more doses of albuterol solution and one or more spacers or nebulizers. A school nurse or designated school personnel may administer albuterol in an emergency situation to any individual who displays the signs and symptoms of respiratory distress at school, on school property or at a school-sponsored event if the staff member reasonably believes that an individual is exhibiting the signs and symptoms of respiratory distress.

A school that maintains a stock supply of emergency medication shall adhere to the following requirements and establish procedures in accordance therewith:

- The emergency medication will be stored in a safe location that is readily accessible to the school nurse or designated school personnel in accordance with manufacturer temperature recommendations;
- The school nurse or designated school personnel shall periodically monitor the inventory and expiration dates of the emergency medication;
- Emergency medication shall only be administered by designated school personnel; and
- Training requirements for designated school personnel shall be conducted as outlined in this policy.

Information related to the school's emergency medication policies and procedures shall be published _____.

A school may accept monetary gifts, grants, and donations to carry out the provisions of this section or may accept epinephrine auto-injectors, albuterol metered-dose inhalers, albuterol solution, spacers, or nebulizers from a manufacturer or wholesaler.

Training

Training shall be conducted by a school nurse, physician, or mid-level practitioner at least annually for designated school personnel. Such training shall include, but may not be limited to, the following:

- Recognition of the symptoms of anaphylaxis and respiratory distress;
- Administration of emergency medication;
- Calling for emergency medical system responders;

- Monitoring the condition of an individual after emergency medication has been administered;
- Notification of the parent, guardian, or next of kin; and
- Safe disposal and sanitation of used equipment.

The school shall maintain records of the training provided to designated school personnel.

Use of Stock Medication

If epinephrine or albuterol is administered in an emergency situation, the school nurse, designee, or other individual shall follow the protocols outlined in the training or product instructions.

Follow-up

After administration of the emergency medication, the school nurse or other designated staff member will report appropriate information to emergency services, parents or guardians, central office personnel, and, if determined necessary, the patient will be transported to a hospital.

The school nurse or other designated staff member will complete an incident report and file the report with the school nurse or district office, whichever is applicable.

Protection from Liability

The practice of the healing arts shall not be construed to include any person administering epinephrine or albuterol in emergency situations to an individual if:

- The person administering the epinephrine reasonably believes that the individual is exhibiting the signs and symptoms of an anaphylactic reaction; or
- The person administering the albuterol reasonably believes that the individual is exhibiting the signs and symptoms of respiratory distress;
- A physician or mid-level practitioner, after reviewing the school's policies and procedures, has authorized, in writing, the school to maintain a stock supply of emergency medication; and

- The emergency medication is administered at school, on school property or at a school-sponsored event.

Any person who in good faith renders emergency care or treatment, without compensation, through the administration of emergency medication to an individual at school, on school property, or at a school-sponsored event, and any school that employs or contracts such person shall not be held liable for any civil damages as a result of such care or administration or as a result of any act or failure to act in providing or arranging further medical treatment when the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.

Approved:

KASB Recommendation – 12/24

(See JDDA, JDDAA, JGFGB)

Epinephrine and Inhalers

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider ~~or written parental authorization on file in the school office for over-the counter medications. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medications and/or disciplinary action as appropriate~~.

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

Student Eligibility

An eligible student shall meet all the following requirements:

- Have a written statement from the student's health care provider stating the name and purpose of any prescription medication/s ~~or written authorization from the student's parent for use of over-the-counter medication/s~~;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;
- Know the length of time for which the medication is prescribed; and
- The student shall also demonstrate to the health care provider or the provider's designee, as applicable, and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

With regard to prescription medications which are not administered on a regular schedule, the student's health care provider shall prepare a written treatment plan for managing the student's condition, such as asthma attacks or anaphylaxis episodes, and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated {during enrollment/or_____}.

Employee Immunity

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

Waiver of Liability

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

Additional Requirements for Students Prone to Specified Emergencies

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

Over-the-Counter Medications

A student may self-administer specified over-the-counter medications with written parental authorization on file in the school office.

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

Misuse of Medications

Self-administration of any medication, including prescription and over-the-counter medication, at a dosage or rate exceeding product label instructions may result in denial of the privilege to self-administer any medication and/or disciplinary action as outlined in policy JDDAA

Approved:

KASB Recommendation – 6/04; 6/05; 4/07; 12/16; 12/23; 12/24

(See BCBI, DE, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

General Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a general complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution pursuant to the procedures outlined in this policy.

Informal Procedures

The building principal shall attempt to resolve general complaints in an informal manner at the building level. Any school employee who receives a general complaint shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. Upon becoming aware of a complaint, the~~The~~ building principal shall, within a reasonable time, but without delay, discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution ~~of the complaint~~ and forward this record to the district compliance coordinator.~~ Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable.~~

If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint shall be filed within 10 school days of the conclusion of the informal procedures. The formal complaint shall be in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures~~ of this policy~~, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- ~~A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.~~

- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide the names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and ~~a copy will be~~ forwarded to the complainant and the respondent ~~within 30 days after the filing of the complaint~~. If the investigator anticipates a determination will not be issued within ~~30~~45 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. ~~In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.~~
    - If the investigation results in a recommendation that a student or staff member be subject to discipline, the specifics will not be included in the written determination provided to the parties to protect the privacy rights of the student or staff member.
    - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
    - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

Appeal Procedures

The complainant or respondent may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or superintendent, or by the board itself. The request to appeal the determination shall be made within 20 days after the date of the written determination of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10

days after the appeal is filed. Whenever an appeal officer is appointed to review an appeal, the appeal officer will prepare a written report to the board within 30 days after the appeal is submitted for decision. The board shall render its decision not later than the next regularly- scheduled meeting of the board following the receipt of the report and provide the parties with a notice of the result of the appeal. Any matter determined by the board in accordance with this process shall be valid to the same extent as if the matter were fully heard by the board without an appeal officer.

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

If it is determined at any level that a violation of board policy or school rules occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints Against the Superintendent

- A complaint against the superintendent shall be filed in writing with the clerk of the board of education as soon as possible after the conduct occurs that led to filing a complaint but not later than 20 days after the complainant becomes aware of the alleged violation, unless the conduct forming the complaint is ongoing. The board, or the board's designee, shall investigate the complaint. If the board appoints a designee to conduct the investigation, the designee shall submit a report of the designee's findings upon which the board will decide the complaint. The board shall review the report and decide the matter as soon as reasonably possible but not later than sixty (60) days after the complaint is filed. After the board has reviewed the report, it may, in its sole discretion, request a meeting with the investigator or any party. The board may extend the timeframe for issuing a decision by providing the complainant with written notice of the proposed decision date. There is no appeal from the board's decision.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC, for staff, and JGEC, for students, and shall be directed to the Title IX Coordinator at (Position or name, address, email address, and phone number of Title IX Coordinator).

Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. (Position, address, email address, and phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.

For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policies GAAB for staff members and JCE for students.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. See board policy IF for complaints dealing with textbooks and instructional materials.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent promptly after receiving the complaint. See board policy IF.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation that applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Approved:

KASB Recommendation – 9/97; 8/98; 3/00; 4/07; 6/13; 6/15; 6/20; 7/20; 12/22; 6/23; 12/24

NORTHERN VALLEY - UNIFORM ROTATION (proposed)

Purchase	1st Year	HS Sport	#	Cost	Total	JH Sport	#	Cost	Total	Overall Total
Spring '18	2018-19	Basketball Warmups	32	$25	$800	Volleyball	22	$65	$1,430	$2,230
Spring '19	2019-20	Boys Basketball	22	$85	$1,870	Track	36	$35	$1,260	$3,130
Spring '20	2020-21					Track Warmups	36	$70	$2,520	$2,520
Spring '21	2021-22	Girls Basketball	16	$85	$1,360					$1,360
Spring '22	2022-23	Volleyball	18	$50	$900	Basketball	36	$70	$2,520	$3,420
Spring '23	2023-24	Football	25	$190	$4,750					$4,750
Spring '24	2024-25	Track	30	$35	$1,050	Football	20	110	$2,200	$3,250
							Seven Year Average			$2,951.43

HS Football - Two Uniform Tops and One Pair Pants
HS Volleyball - One Uniform Top & Bottom
HS Basketball - Two Uniforms Top & Bottoms
Basketball Warmups - One Top
HS Track - One Uniform Top & Bottom

JH Football - One Uniform Top & Bottom
JH Volleyball - One Uniform Top & Bottom
JH Basketball - One Uniform Top & Bottom
JH Track - One Uniform Top & Bottom
Track Warmups - One Uniform Top & Bottom

Updated: 1/8/2025

ALL PRICES ARE ESTIMATES AND SUBJECTED TO CHANGE

Purchase	1st Year	HS Sport	#	Cost	Total	Shipping	JH Sport	#	Cost	Total	Overall Total
Spring '18	2018-19	Basketball Warmups	32	$25	$800		Volleyball	22	$65	$1,430	$2,230
Spring '19	2019-20	Boys Basketball	22	$85	$1,870		Track	36	$35	$1,260	$3,130
Spring '20	2020-21						Track Warmups	36	$70	$2,520	$2,520
Spring '21	2021-22	Girls Basketball (22 white and 22 green uniforms)	44	$39	$1,716	$130					$1,716
Summer '21	2021-22	Volleyball - paid out of their own fundraising			$0		Basketball	36	$70	$2,520	$2,520
Spring '22	2022-23	Football Jersey	40	$100	$4,000						
		Football Pant - got a second set of pants for free (ordered 40 total)	20	$70	$1,400						$5,400
Fall '23	Spring 2024	Track Uniform Tops	36	$42	$1,512		Football	20	110	$2,200	$3,712
		Track Uniform Bottoms	36	$40	$1,440						
		Track Warmup tops	27	37.99	$1,026						
		Track Warmup bottoms	27	35.99	$972						$8,661
Spring '25	2025-26	Basketball Warmups					Volleyball				

Spring '26	2026-27	Boys Basketball	Track
Spring '27	2027-28	Volleyball	Track Warmups
Spring '28	2028-29	Girls Basketball	
Spring '29	2029-30		Basketball
Spring '30	2030-31	Football	
Spring '31	2031-32	Track	Football

NORTHERN VALLEY UNIFORMS

Purchase	1st Year	Sport	#	Cost	Total		Overall Total
Spring '10	2010-11	HS Track Uniforms	40	$33	$1,324		$3,709
		JH Track Warmups	45	$53	$2,385		
Spring '11	2011-12	HS Girls BB Warmups	12	$16	$192		$4,262
		HS Boys BB Warmups	15	$20	$300		
		JH Basketball	58	$65	$3,770		
Spring '13	2013-14	HS Boys BB Uniforms	25	$85	$2,125		$2,125
Summer '14	2014-15	HS Volleyball Uniforms	27	$50	$1,350	(Money was Donated)	$0
Spring '15	2015-16	HS Football	30	$187	$5,610		$5,610
Winter '16	2015-16	HS Track Uniforms	32	$60	$1,920	(Money was Donated)	$0
Spring '16	2016-17	HS Girls Basketball	16	$154	$2,464		$2,464
Spring '17	2017-18	JH Football	18	$103	$1,845		$1,845
Spring '18	2018-19	JH Volleyball	20	$40	$800		$1,765
Spring '18	2018-19	HS Girls BB Warmups	15	$27	$399		
Spring '18	2018-19	HS Boys BB Warmups	20	$28	$566		

Uniform	Supplier	Brand
HS Track Uniforms	GTM Sportswear	Performance
JH Track Warmups	GTM Sportswear	Velocity
HS Girls BB Warmups	End Zone	Holloway - Zoom
HS Boys BB Warmups	End Zone	Holloway - Spark
JH Basketball	End Zone	Holloway - Dunbar
HS Boys BB Uniforms	End Zone	Russell
HS VB Uniforms	End Zone	Russell - Sublimated
HS FB Uniforms	End Zone	Russell - Blitz
HS Track Uniforms	Lou's Sporting Goods	Russell
HS Girls BB Uniforms	Lou's Sporting Goods	Russell
JH FB Uniforms	Lou's Sporting Goods	Russell
JH VB Uniforms	Lou's Sporting Goods	Champ Pro
HS Girls BB Warmups	RBS Sportswear	
HS Boys BB Warmups	RBS Sportswear	

NORTHERN VALLEY - UNIFORM ROTATION (proposed)

Purchase	1st Year	HS Sport	#	Cost	Total	JH Sport	#	Cost	Total	Overall Total
Spring '18	2018-19	Basketball Warmups	32	$25	$800	Volleyball	22	$65	$1,430	$2,230
Spring '19	2019-20	Boys Basketball	22	$85	$1,870	Track	36	$35	$1,260	$3,130
Spring '20	2020-21					Track Warmups	36	$70	$2,520	$2,520
Spring '21	2021-22	Girls Basketball	16	$85	$1,360					$1,360
Spring '22	2022-23	Volleyball	18	$50	$900	Basketball	36	$70	$2,520	$3,420
Spring '23	2023-24	Football	25	$190	$4,750					$4,750
Spring '24	2024-25	Track	30	$35	$1,050	Football	20	110	$2,200	$3,250
							Seven Year Average			$2,951.43

HS Football - Two Uniform Tops and One Pair Pants
HS Volleyball - One Uniform Top & Bottom
HS Basketball - Two Uniforms Top & Bottoms
Basketball Warmups - One Top
HS Track - One Uniform Top & Bottom

JH Football - One Uniform Top & Bottom
JH Volleyball - One Uniform Top & Bottom
JH Basketball - One Uniform Top & Bottom
JH Track - One Uniform Top & Bottom
Track Warmups - One Uniform Top & Bottom

Updated: 1/8/2025

ALL PRICES ARE ESTIMATES AND SUBJECTED TO CHANGE