



NORTHERN VALLEY SCHOOLS USD 212



ALMENA

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

LONG ISLAND

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

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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, February 10, 2025, beginning at 6:30 PM in the Almena High School , 512 W Bryant Street, Almena, KS 67622.

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

Also in attendance: Mr. Ken Tharman (Superintendent/HS Principal), Mr. Marvin Gebhard (GS/MS Principal), Mrs. Emily Lowry (MS/HS Math), Mr. Mitch Pugh (MS/HS History), Mr. Ross Cole (9-12 PE/Technology), Ms. Shelby Preston (Kindergarten), Amber Brown (Board Clerk), and Mr. Brian Thompson from Mapes and Miller.

I. Call to Order

II. Adoption of Agenda

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

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

Yea: 6, Nay: 0, Absent: 1

III. Approval of Minutes

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

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

Yea: 6, Nay: 0, Absent: 1



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IV. Approval of Bills

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

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

Yea: 6, Nay: 0, Absent: 1

V. Hearing of Visitors

A. Brian Thompson (Mapes and Miller)

Mr. Thompson went over the report stating that this year was much easier than some of the past ones, now that we are getting the Aptafund system figured out. He asked if the board had any questions about it; there were none. I recommend the board accept the audit as presented. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

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

Yea: 6, Nay: 0, Absent: 1

B. Emily Lowry

Mrs. Lowry shared that her classes were doing mini-KITE (state assessment) tests preparing for the regular tests in April. She said the stage curtain project is moving along fine. The back curtains are all up and the front ones have been ordered. March 12th she is going with the 8th grade to Beloit and will be helping take freshmen job shadowing in Norton on Feb. 19th. National Honor Society invitations have been sent out and she is waiting on those applications.

C. Mitch Pugh

Mr. Pugh shared that Junior High Scholars Bowl has started up and the team has done well on its first competition. League basketball is this week in Rexford and League Scholars Bowl at Rexford on the 19th. He is looking forward to the Ameritowne activity in the next couple of months.

D. Ross Cole



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Mr. Cole shared a little about his two weightlifting classes and how that also benefits sports strengthening. In the freshmen PE class; he is focusing on helping them build lifetime fitness habits.

E. Shelby Preston

Ms. Preston shared the K - 5 would be going to Logan to watch the Wichita Children's Theater tomorrow. Valentines Day is Thursday and the kids are looking forward to the activities and treats; classes are going great.

VI. Old Business

A. Board Walk - Through

The board discussed the upcoming walk-through on February 20th. Four will start in Almena and two will start in Long Island. The board sent out a letter to staff requesting best times to meet for that day. They will plan to be at the schools around 7:40 AM so they can eat breakfast.

B. Recognition / Dedication

The school board decided to name the Long Island Gym after retired teacher/coach Mr. Jim Cole. This dedication/recognition will take place before the 4th / 5th grade basketball games (2:00 PM) in Long Island on February 20th. All are invited to celebrate with us.

C. Grade School Lift Update

The Grade School Lift project is scheduled to have the openings cut in the second and third-floor hallways over spring break. The lift is scheduled to be installed at the beginning of the summer break. Mr. Gebhard has been working on grant opportunities and has raised \$31,200 so far. A huge thank you to him and those foundations that have donated to this project (Hansen Foundation, Prairieland Electric, and Norton County Community Foundation).

D. Transportation

Mr. Gebhard gave a report on vehicles: Bus #1 has had some work done on the fuel filter, grill guard has been added, and storage racks are being discussed. Suburban #6 had a grill guard installed as well. There is now a strobe light on Suburban #14 to be used on routes. Everything else is working well.

VII. Personnel

A. Staffing

I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individuals to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 7:12 PM. This motion, made by Christopher Rogers and seconded by Brandi Keith, Carried.

Shanna

Hammond: Absent

Brandi
Keith: Yea

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Yea

Rich
Wenzl: Yea

Steven
Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

At 7:12 PM the meeting returned to open session; no action taken.

B. Supplemental



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I recommend the board approve Ross Cole for JH Head Boys' Track coach and Boys' Summer Weightlifting sponsor. This motion, made by Steven Whitney and seconded by Christopher Rogers, Carried.

Shanna
Hammond: Absent

Brandi
Keith: Yea

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Yea

Rich
Wenzl: Yea

Steven
Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

C. Leave Request

I recommend the board approve the leave request for Jessie Thalheim as presented. This motion, made by Laquita Smith and seconded by Brandi Keith, Carried.

Shanna
Hammond: Absent

Brandi
Keith: Yea

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Yea

Rich
Wenzl: Yea

Steven
Whitney: Yea

Yea: 6, Nay: 0, Absent: 1

D. Rule 10 Coaches

Mr. Tharman supplied the board with three examples of coach/sponsor evaluation forms. The board wishes to continue this conversation and would like to have input from Jessie Thalheim (High School AD) as well. Mr. Tharman will supply her with the evaluations he currently has and will add this back on next month's agenda.

E. Superintendent Evaluation



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Mr. Tharman supplied the board with the form they use for his annual evaluation. The board members will fill these out and share with Mr. Tharman at the March meeting.

VIII. New Business

A. KESA Update

Mr. Tharman talked about the meeting the DLT (District Leadership Team) had with Dr. Amber Miller last week. This was in preparation for the Action Plan meeting on March 3rd in Phillipsburg. The KESA (Kansas Education Systems Accreditation) is now a yearly process.

B. Negotiations

Mr. Tharman shared the negotiations training scheduled for Wednesday was canceled and the board members (Hilary Van Patten and Laquita Smith) will be able to complete the training remotely. The letter to the teacher's organization with identified negotiated items is due no later than March 31st.

IX. Administrative Reports

A. Superintendent / 9-12 Principal Report

Mr. Tharman went over the following items: Possibility of upcoming snow storm / HS BB in G. Plains / Oakley Powerlifting (squats, deadlift, and bench) / National FFA Week (Farmers Day/ Red, White, & Blue Day/ Drive your tractor to school day/ Hat day) / AI in Education- 17th / Freshmen Job Shadowing- 19th / Board Walk-through / Recognition- dedication/ Saturday 22nd - Last home game, senior recognition night / 24th - Substate quarterfinals / 28th - teacher in-service / KESA mtg in Phillipsburg - March 3rd / PT conferences 3rd & 4th / Powerlifting in Wakeeney - March 8th / Board meeting 10th. KICS meeting in Wichita - 3 - 5% increase expected.

B. K-8 Principal Report

Mr. Gebhard shared the following: The Spelling Bee champion was Tayah Seeders (7th grade) also representing NV in the County Spelling Bee on the 17th (Jaden Johns, Inez Schemper, Colton Ledbetter & Joplyn McCue) / JH BB League tournament this week / 4th Grade attended Eagle Day in Kirwin / Germ Detectives from Twin Creek Extension District / 3rd grade had a Farm Safety presentation / Preschool Readiness committee had a meeting tonight also - they will meet again next month (conversations about length of day for preschool students). He also shared an example of a JH track record board that he has been investigating.

X. Reports of Board Members

Mrs. Van Patten shared that there were complaints from parents/community members who attended the Spelling Bee in Long Island. The sound system did not seem to be working and/or the movements of students seemed to make it difficult to hear the participants and moderator. She asked if anyone had the opportunity to view the livestream portion; no one present had.

XI. Adjournment

With no further business, I move the meeting adjourn. This motion, made by Laquita Smith and seconded by Christopher Rogers, Carried.

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

Yea: 6, Nay: 0, Absent: 1

USD 212

Cash Summary Report

Accounting Cycle: FY 24-25; Beginning Period: Period 00 (05/01/2024 - 06/30/2024) ; Ending Period: Period 09 (03/01/2025 - 03/31/2025) ; Show Prior Year Expense/Encumbrance: Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 3/6/2025 11:26:17 AM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
06	GENERAL FUND	\$0.06	\$1,466,431.23	(\$991,047.01)	\$899.98	\$476,284.26
07	FEDERAL FUNDS	\$3,699.93	\$111,063.00	(\$71,233.25)	\$0.00	\$43,529.68
08	SUPPLEMENTAL GENERAL FUND	\$30,680.51	\$510,817.79	(\$234,753.94)	\$230.09	\$306,974.45
11	FOUR YEAR OLD AT RISK FUND	\$33,836.54	\$0.00	(\$23,193.97)	\$0.00	\$10,642.57
13	K-12 AT RISK FUND	\$42,865.91	\$0.00	(\$71,455.18)	\$0.00	(\$28,589.27)
14	BILINGUAL EDUCATION	\$325.00	\$0.00	\$0.00	\$0.00	\$325.00
16	CAPITAL OUTLAY	\$424,191.19	\$151,983.96	(\$391,933.05)	\$0.00	\$184,242.10
18	DRIVER TRAINING	\$2,362.58	\$1,740.00	\$0.00	\$0.00	\$4,102.58
24	FOOD SERVICE	\$16,344.95	\$64,024.52	(\$129,419.81)	\$0.00	(\$49,050.34)
26	PROFESSIONAL DEVELOPMENT FUND	\$10,151.97	\$0.00	(\$8,148.45)	\$0.00	\$2,003.52
30	SPECIAL EDUCATION	\$33,378.96	\$131,274.01	(\$216,921.59)	\$0.00	(\$52,268.62)
34	VOCATIONAL EDUCATION	\$13,678.71	\$210.00	(\$11,168.88)	\$0.00	\$2,719.83
35	GIFTS/GRANTS	\$49,865.83	\$41,500.00	(\$28,641.88)	\$0.00	\$62,723.95
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	\$4,651.12	\$0.00	\$0.00	\$44,057.30
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	\$2,483,695.63	(\$2,177,911.41)	\$1,130.07	\$1,235,571.77

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

Encumbrances	Liabilities	Available
(\$19,329.37)	(\$899.98)	\$456,054.91
\$0.00	\$0.00	\$43,529.68
(\$11,393.31)	(\$230.09)	\$295,351.05
\$0.00	\$0.00	\$10,642.57
\$0.00	\$0.00	(\$28,589.27)
\$0.00	\$0.00	\$325.00
(\$14,726.28)	\$0.00	\$169,515.82
\$0.00	\$0.00	\$4,102.58
(\$8,544.75)	\$0.00	(\$57,595.09)
(\$258.80)	\$0.00	\$1,744.72
\$0.00	\$0.00	(\$52,268.62)
(\$495.72)	\$0.00	\$2,224.11
\$0.00	\$0.00	\$62,723.95
\$0.00	\$0.00	\$5.60
\$0.00	\$0.00	\$225,000.00
\$0.00	\$0.00	\$44,057.30
\$0.00	\$0.00	\$911.02
\$0.00	\$0.00	\$1,958.14
(\$54,748.23)	(\$1,130.07)	\$1,179,693.47

USD 212

Cash Summary Report

Accounting Cycle: FY 24-25; Beginning Period: Period 00 (05/01/2024 - 06/30/2024) ; Ending Period: Period 09 (03/01/2025 - 03/31/2025) ; 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: 3/6/2025 11:26:17 AM

Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Cash Journal Entries	Other Total
06	GENERAL FUND	(\$192.00)	\$899.98	\$0.00	\$707.98
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	\$0.00	\$0.00	\$0.00
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)	\$1,130.07	\$0.00	\$938.07

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 03/01/2025 to 03/31/2025.

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	10,074.73	0.00	0.00	0.00	10,074.73
	A Totals:			10,074.73	0.00	0.00	0.00	10,074.73
B	CLUBS & ORGANIZATIONS							
	2010		STUDENT COUNCIL	10,930.02	0.00	0.00	0.00	10,930.02
	2020		KAY	4,166.06	2,716.00	1,489.75	0.00	5,392.31
	2050		HUSKY MUSIC CLUB	2,160.33	0.00	0.00	0.00	2,160.33
	2060		FFA	10,043.89	0.00	0.00	0.00	10,043.89
	2070		SCHOLARS BOWL	88.77	0.00	0.00	0.00	88.77
	2080		DANCE AND CHEER	-1,394.70	0.00	0.00	0.00	-1,394.70
	2090		FORENSICS	1,939.96	0.00	0.00	0.00	1,939.96
	3000		TECHNOLOGY CLUB	828.76	0.00	0.00	0.00	828.76
	3010		Food Science	66.10	0.00	0.00	0.00	66.10
	3020		VOLLEYBALL CLUB	1,288.33	0.00	0.00	0.00	1,288.33
	3030		FACS	1,379.62	0.00	0.00	0.00	1,379.62
	3050		Interactive Media	92.34	0.00	0.00	0.00	92.34
	B Totals:			31,589.48	2,716.00	1,489.75	0.00	32,815.73
C	GRADUATING CLASSES							
	3114		CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
	3115		CLASS OF 2015	0.00	0.00	0.00	0.00	0.00
	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	6,138.01	0.00	0.00	0.00	6,138.01
	3127		Class Of 2027- Sophmores	1,660.97	0.00	0.00	0.00	1,660.97
	C Totals:			12,135.42	0.00	0.00	0.00	12,135.42
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	12,752.44	0.00	0.00	0.00	12,752.44
	E Totals:			12,752.44	0.00	0.00	0.00	12,752.44

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 03/01/2025 to 03/31/2025.

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	929.75	1,762.00	0.00	0.00	2,691.75
	8011		Interest Paid To Account	882.42	0.00	0.00	0.00	882.42
			F Totals:	1,853.64	1,762.00	0.00	0.00	3,615.64
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:	69,445.09	4,478.00	1,489.75	0.00	72,433.34

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
NVHS Checking:			4,478.00	1,489.75		
NVHS Investment:						
NVHS Bank Balances:	69,445.09		4,478.00	1,489.75	0.00	72,433.34

	Report Activity Totals:	69,445.09	4,478.00	1,489.75	0.00	72,433.34
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USD 212

Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 02/11/2025; End Date: 03/10/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 3/10/2025 12:33:12 PM

Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 2/11/25	First National Bank & Trust	003174	66344
Vendor	PO Number	Invoice #	Account Code
Pitney Bowes	24-4005	Bills Paid 2/11/25	06-2300-590-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 2/11/25	First National Bank & Trust	003174	66345
Vendor	PO Number	Invoice #	Account Code
WoodRiver Energy LLC	24-4006	Bills Paid 2/11/25	06-2600-621-01-00
WoodRiver Energy LLC	24-4006	Bills Paid 2/11/25	06-2600-621-02-00
WoodRiver Energy LLC	24-4006	Bills Paid 2/11/25	06-2600-621-03-00
WoodRiver Energy LLC	24-4006	Bills Paid 2/11/25	34-2600-621-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills paid 2/13/2025	First National Bank & Trust	003174	66346
Vendor	PO Number	Invoice #	Account Code
Kansas Assn Of School Boards	24-4008	Bills paid 2/13/2025	06-2300-300-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills paid 2/13/2025	First National Bank & Trust	003174	66347
Vendor	PO Number	Invoice #	Account Code
Midwest Energy	24-4007	Bills paid 2/13/2025	06-2600-621-01-00
Midwest Energy	24-4007	Bills paid 2/13/2025	06-2600-621-02-00
Midwest Energy	24-4007	Bills paid 2/13/2025	06-2600-621-03-00
Midwest Energy	24-4007	Bills paid 2/13/2025	34-2600-621-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills paid on 2/27/2025	First National Bank & Trust	003174	66370
Vendor	PO Number	Invoice #	Account Code
KSHSAA	24-4033	Bills paid on 2/27/2025	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number

Bills paid on 2/27/2025	First National Bank & Trust	003174	66371
Vendor	PO Number	Invoice #	Account Code
Long Island Feed and Grain, LLC	24-4031	Bills paid on 2/27/2025	06-2720-626-00-14
Long Island Feed and Grain, LLC	24-4031	Bills paid on 2/27/2025	06-2720-626-00-18
Long Island Feed and Grain, LLC	24-4031	Bills paid on 2/27/2025	06-2720-626-00-20
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills paid on 2/27/2025	First National Bank & Trust	003174	66372
Vendor	PO Number	Invoice #	Account Code
Register of Deeds	24-4032	Bills paid on 2/27/2025	06-2300-890-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
T B4 Y P 3/4/2025	First National Bank & Trust	003174	66373
Vendor	PO Number	Invoice #	Account Code
Chet Kuplen	24-4009	T B4 Y P 3/4/2025	06-2300-890-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66374
Vendor	PO Number	Invoice #	Account Code
4B Farm, LLC	24-4039	Bills For Board Mt. 3/10/2025	24-3100-630-01-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66375
Vendor	PO Number	Invoice #	Account Code
AFPLANSERV	24-4029	Bills For Board Mt. 3/10/2025	06-2300-300-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66376
Vendor	PO Number	Invoice #	Account Code
Cash-Wa Distributing Co Inc	24-4040	Bills For Board Mt. 3/10/2025	06-1000-610-01-10
Cash-Wa Distributing Co Inc	24-4040	Bills For Board Mt. 3/10/2025	24-3100-630-01-00
Cash-Wa Distributing Co Inc	24-4040	Bills For Board Mt. 3/10/2025	24-3100-630-03-00
Cash-Wa Distributing Co Inc	24-4040	Bills For Board Mt. 3/10/2025	24-3100-680-01-00
Cash-Wa Distributing Co Inc	24-4040	Bills For Board Mt. 3/10/2025	24-3100-680-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number

Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66377
Vendor	PO Number	Invoice #	Account Code
Cindy Mordecai	24-4042	Bills For Board Mt. 3/10/2025	26-2200-502-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66378
Vendor	PO Number	Invoice #	Account Code
City Of Almena	24-4045	Bills For Board Mt. 3/10/2025	08-2600-411-01-00
City Of Almena	24-4045	Bills For Board Mt. 3/10/2025	08-2600-411-02-00
City Of Almena	24-4045	Bills For Board Mt. 3/10/2025	08-2600-412-01-00
City Of Almena	24-4045	Bills For Board Mt. 3/10/2025	08-2600-412-02-00
City Of Almena	24-4045	Bills For Board Mt. 3/10/2025	08-2600-421-01-00
City Of Almena	24-4045	Bills For Board Mt. 3/10/2025	34-2600-411-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66379
Vendor	PO Number	Invoice #	Account Code
City Of Long Island	24-4021	Bills For Board Mt. 3/10/2025	08-2600-411-03-00
City Of Long Island	24-4021	Bills For Board Mt. 3/10/2025	08-2600-412-03-00
City Of Long Island	24-4021	Bills For Board Mt. 3/10/2025	08-2600-421-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66380
Vendor	PO Number	Invoice #	Account Code
Dealers First Financial L.L.C.	24-4013	Bills For Board Mt. 3/10/2025	16-1000-700-01-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66381
Vendor	PO Number	Invoice #	Account Code
Downtown Car Wash	24-4022	Bills For Board Mt. 3/10/2025	06-2720-890-00-05
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66382
Vendor	PO Number	Invoice #	Account Code
Harris School Solutions	24-4016	Bills For Board Mt. 3/10/2025	06-2300-300-00-00
Harris School Solutions	24-4017	2-Bills For Board Mt. 3/10/2025	06-2300-300-00-00
Harris School Solutions	24-4053	3-Bills For Board Mt. 3/10/2025	06-2300-890-00-00
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66383
Vendor	PO Number	Invoice #	Account Code
Hinklel Termite and Pest Control	24-4024	Bills For Board Mt. 3/10/2025	08-2600-425-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66384
Vendor	PO Number	Invoice #	Account Code
Hop-A-Long IT Services	24-4015	Bills For Board Mt. 3/10/2025	06-1000-610-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66385
Vendor	PO Number	Invoice #	Account Code
HTMC	24-4048	Bills For Board Mt. 3/10/2025	06-2300-590-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66386
Vendor	PO Number	Invoice #	Account Code
Jamboree Foods	24-4043	Bills For Board Mt. 3/10/2025	24-3100-630-01-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66387
Vendor	PO Number	Invoice #	Account Code
Junior Class	24-4027	Bills For Board Mt. 3/10/2025	08-3400-890-01-01
Junior Class	24-4034	2-Bills For Board Mt. 3/10/2025	08-3400-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66388
Vendor	PO Number	Invoice #	Account Code
Kansas Assn Of School Boards	24-4055	Bills For Board Mt. 3/10/2025	06-2300-810-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66389
Vendor	PO Number	Invoice #	Account Code
Kowpoke Supply	24-4050	Bills For Board Mt. 3/10/2025	08-2600-430-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number

Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66390
Vendor	PO Number	Invoice #	Account Code
Marvin Gebhard	24-4041	Bills For Board Mt. 3/10/2025	06-2720-626-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66391
Vendor	PO Number	Invoice #	Account Code
Matheson Tri-Gas Inc.	24-4023	Bills For Board Mt. 3/10/2025	34-1000-610-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66392
Vendor	PO Number	Invoice #	Account Code
Mitch Pugh	24-4019	Bills For Board Mt. 3/10/2025	26-2200-502-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66393
Vendor	PO Number	Invoice #	Account Code
NASSP	24-4014	Bills For Board Mt. 3/10/2025	06-1000-890-01-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66394
Vendor	PO Number	Invoice #	Account Code
Nex-Tech (Nex-Tech)	24-4044	Bills For Board Mt. 3/10/2025	06-2300-532-00-00
Nex-Tech (Nex-Tech)	24-4044	Bills For Board Mt. 3/10/2025	06-2300-532-00-01
Nex-Tech (Nex-Tech)	24-4044	Bills For Board Mt. 3/10/2025	06-2400-532-00-00
Nex-Tech (Nex-Tech)	24-4044	Bills For Board Mt. 3/10/2025	06-2400-532-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66395
Vendor	PO Number	Invoice #	Account Code
NEX-Tech Wireless	24-4010	Bills For Board Mt. 3/10/2025	06-2720-890-00-17
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66396
Vendor	PO Number	Invoice #	Account Code
Northwest Fire Extinguisher	24-4036	Bills For Board Mt. 3/10/2025	24-3100-590-00-00
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66397
Vendor	PO Number	Invoice #	Account Code
Northwestern Office Supplies	24-4049	Bills For Board Mt. 3/10/2025	06-1000-610-01-11
Northwestern Office Supplies	24-4049	Bills For Board Mt. 3/10/2025	06-1000-610-02-09
Northwestern Office Supplies	24-4049	Bills For Board Mt. 3/10/2025	06-1000-610-03-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66398
Vendor	PO Number	Invoice #	Account Code
Norton Community High School (NCHS)	24-4054	Bills For Board Mt. 3/10/2025	06-1000-890-01-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66399
Vendor	PO Number	Invoice #	Account Code
Ostmeyer Inc dba Culligan Soft Water Service	24-4047	Bills For Board Mt. 3/10/2025	08-2600-411-01-00
Ostmeyer Inc dba Culligan Soft Water Service	24-4047	Bills For Board Mt. 3/10/2025	08-2600-411-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66400
Vendor	PO Number	Invoice #	Account Code
Phillips County Health Department	24-4011	Bills For Board Mt. 3/10/2025	06-2300-500-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66401
Vendor	PO Number	Invoice #	Account Code
Pitney Bowes	24-4046	Bills For Board Mt. 3/10/2025	06-2300-590-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66402
Vendor	PO Number	Invoice #	Account Code
Pitney Bowes Global Financial Services LLC	24-4012	Bills For Board Mt. 3/10/2025	06-2300-590-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For Board Mt. 3/10/2025	First National Bank & Trust	003174	66403
Vendor	PO Number	Invoice #	Account Code
Pulis Lock & Key	24-4025	Bills For Board Mt. 3/10/2025	08-2600-300-00-01

Sub Total			
Voucher Number Bills For Board Mt. 3/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66404
Vendor Pur-O-Zone	PO Number 24-4026	Invoice # Bills For Board Mt. 3/10/2025	Account Code 16-2600-700-00-00
Sub Total			
Voucher Number Bills For Board Mt. 3/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66405
Vendor Senior Class	PO Number 24-4056	Invoice # Bills For Board Mt. 3/10/2025	Account Code 06-1000-890-01-09
Sub Total			
Voucher Number Bills For Board Mt. 3/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66406
Vendor Service Club	PO Number 24-4018	Invoice # Bills For Board Mt. 3/10/2025	Account Code 08-3400-890-01-01
Sub Total			
Voucher Number Bills For Board Mt. 3/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66407
Vendor Smith Center High School	PO Number 24-4030	Invoice # Bills For Board Mt. 3/10/2025	Account Code 06-1000-890-03-09
Sub Total			
Voucher Number Bills For Board Mt. 3/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66408
Vendor Smoky Hill ESC	PO Number 24-4028	Invoice # Bills For Board Mt. 3/10/2025	Account Code 06-2300-810-00-00
Vendor Smoky Hill ESC	PO Number 24-4028	Invoice # Bills For Board Mt. 3/10/2025	Account Code 26-2200-501-00-00
Sub Total			
Voucher Number Bills For Board Mt. 3/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66409
Vendor Suzi Brooks	PO Number 24-4052	Invoice # Bills For Board Mt. 3/10/2025	Account Code 06-2300-890-00-00
Sub Total			
Voucher Number Bills For Board Mt. 3/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66410
Vendor Trego Community High School	PO Number 24-4051	Invoice # Bills For Board Mt. 3/10/2025	Account Code 06-1000-890-01-01

Sub Total			
Voucher Number Bills For Board Mt. 3/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66411
Vendor US Foods	PO Number 24-4038	Invoice # Bills For Board Mt. 3/10/2025	Account Code 24-3100-630-03-00
Sub Total			
Voucher Number Bills For Board Mt. 3/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66412
Vendor VISA (VISA1)	PO Number 24-4035	Invoice # Bills For Board Mt. 3/10/2025	Account Code 06-1000-610-00-01
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	06-1000-610-01-08
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	06-1000-610-01-09
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	06-1000-610-02-09
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	06-1000-890-00-00
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	06-1000-890-01-01
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	06-2200-640-02-00
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	06-2300-890-00-00
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	06-2300-890-00-01
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	06-2400-890-00-00
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	06-2720-626-00-07
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	06-2720-890-00-00
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	06-2720-890-00-14
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	08-2600-610-00-01
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	16-2600-700-00-00
VISA (VISA1)	24-4035	Bills For Board Mt. 3/10/2025	34-1000-610-00-01
Sub Total			
Voucher Number Bills For Board Mt. 3/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66413
Vendor Western Plains High School	PO Number 24-4037	Invoice # Bills For Board Mt. 3/10/2025	Account Code 06-1000-890-00-05
Sub Total			
Voucher Number Bills For board Mt 2- 3/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66414
Vendor Almena Lumber & Supply	PO Number 24-4059	Invoice # Bills For board Mt 2- 3/10/2025	Account Code 06-2600-626-00-01
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-626-00-01
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-626-00-05
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-626-00-06
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-626-00-07
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-626-00-11

Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-626-00-12
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-626-00-15
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-626-00-19
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-626-00-20
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-626-00-22
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-626-00-23
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-629-00-14
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-730-00-14
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-890-00-11
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-890-00-14
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-890-00-18
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-890-00-19
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-890-00-23
Almena Lumber & Supply	24-4059	Bills For board Mt 2- 3/10/2025	06-2720-891-00-14
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For board Mt 2- 3/10/2025	First National Bank & Trust	003174	66415
Vendor	PO Number	Invoice #	Account Code
Dealers First Financial L.L.C.	24-4058	Bills For board Mt 2- 3/10/2025	16-1000-700-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For board Mt 2- 3/10/2025	First National Bank & Trust	003174	66416
Vendor	PO Number	Invoice #	Account Code
Hop-A-Long IT Services	24-4020	Bills For board Mt 2- 3/10/2025	08-2300-500-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For board Mt 2- 3/10/2025	First National Bank & Trust	003174	66417
Vendor	PO Number	Invoice #	Account Code
Roys Sales & Service	24-4057	Bills For board Mt 2- 3/10/2025	06-2720-890-00-01
Sub Total			
Grand Total			

Payee	Amount	Type
Pitney Bowes	\$203.58	Accounts Payable
Description	Issue Date	Amount
Invoice: 3320327724	02/11/2025	\$203.58
		\$203.58
Payee	Amount	Type
WoodRiver Energy LLC	\$3,980.11	Accounts Payable
Description	Issue Date	Amount
Invoice: 433056	02/11/2025	\$1,443.71
Invoice: 433056	02/11/2025	\$714.40
Invoice: 433056	02/11/2025	\$1,370.44
Invoice: 433056	02/11/2025	\$451.56
		\$3,980.11
Payee	Amount	Type
Kansas Assn Of School Boards	\$75.00	Accounts Payable
Description	Issue Date	Amount
Invoices: 26776,26763,26793	02/13/2025	\$75.00
		\$75.00
Payee	Amount	Type
Midwest Energy	\$1,928.93	Accounts Payable
Description	Issue Date	Amount
Monthly Bill	02/13/2025	\$321.47
Monthly Bill	02/13/2025	\$557.71
Monthly Bill	02/13/2025	\$469.07
Monthly Bill	02/13/2025	\$580.68
		\$1,928.93
Payee	Amount	Type
KSHSAA	\$282.17	Accounts Payable
Description	Issue Date	Amount
Substate Girls Basketball game 2/24/2025	02/27/2025	\$282.17
		\$282.17
Payee	Amount	Type

Long Island Feed and Grain, LLC	\$467.85	Accounts Payable
Description	Issue Date	Amount
Fuel Bill Statement Date 2/10/2025	02/27/2025	\$211.84
Fuel Bill Statement Date 2/10/2025	02/27/2025	\$57.64
Fuel Bill Statement Date 2/10/2025	02/27/2025	\$198.37
		\$467.85
Payee	Amount	Type
Register of Deeds	\$123.00	Accounts Payable
Description	Issue Date	Amount
Water Rights File #46,526 for 2/17/2025	02/27/2025	\$123.00
		\$123.00
Payee	Amount	Type
Chet Kuplen	\$850.00	Accounts Payable
Description	Issue Date	Amount
Think before you post Assembly	03/04/2025	\$850.00
		\$850.00
Payee	Amount	Type
4B Farm, LLC	\$144.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 7947 and 7911	03/06/2025	\$144.00
		\$144.00
Payee	Amount	Type
AFPLANSERV	\$32.00	Accounts Payable
Description	Issue Date	Amount
Invoice #'s: 24123163020 and 25013163020	03/06/2025	\$32.00
		\$32.00
Payee	Amount	Type
Cash-Wa Distributing Co Inc	\$7,346.56	Accounts Payable
Description	Issue Date	Amount
Invoices: 14508948,14516558,14524112,14531918	03/06/2025	\$118.82
Invoices: 14508948,14516558,14524112,14531918	03/06/2025	\$4,961.35
Invoices: 14508948,14516558,14524112,14531918	03/06/2025	\$2,024.43
Invoices: 14508948,14516558,14524112,14531918	03/06/2025	\$122.76
Invoices: 14508948,14516558,14524112,14531918	03/06/2025	\$119.20
		\$7,346.56
Payee	Amount	Type

Cindy Mordecai	\$40.00	Accounts Payable
Description	Issue Date	Amount
Reimbursement for Meal at KMEA	03/06/2025	\$40.00
		\$40.00
Payee	Amount	Type
City Of Almena	\$977.84	Accounts Payable
Description	Issue Date	Amount
March City Bill	03/06/2025	\$95.50
March City Bill	03/06/2025	\$213.20
March City Bill	03/06/2025	\$70.25
March City Bill	03/06/2025	\$140.87
March City Bill	03/06/2025	\$350.00
March City Bill	03/06/2025	\$108.02
		\$977.84
Payee	Amount	Type
City Of Long Island	\$194.44	Accounts Payable
Description	Issue Date	Amount
Monthly Bill Due 3/1/2025	03/06/2025	\$132.00
Monthly Bill Due 3/1/2025	03/06/2025	\$41.44
Monthly Bill Due 3/1/2025	03/06/2025	\$21.00
		\$194.44
Payee	Amount	Type
Dealers First Financial L.L.C.	\$295.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 198083	03/06/2025	\$295.00
		\$295.00
Payee	Amount	Type
Downtown Car Wash	\$6.84	Accounts Payable
Description	Issue Date	Amount
Invoice:2270	03/06/2025	\$6.84
		\$6.84
Payee	Amount	Type
Harris School Solutions	\$6,518.86	Accounts Payable
Description	Issue Date	Amount
Invoice Number: DATMN0002728	03/06/2025	\$1,230.54
Invoice: HAPMN0001742	03/06/2025	\$4,920.27
Job Number:180090	03/06/2025	\$368.05
		\$6,518.86

Payee	Amount	Type
Hinklel Termite and Pest Control	\$135.75	Accounts Payable
Description	Issue Date	Amount
Invoices: 55649 and 55655	03/06/2025	\$135.75
		\$135.75
Payee	Amount	Type
Hop-A-Long IT Services	\$24.99	Accounts Payable
Description	Issue Date	Amount
Invoice: 2733	03/06/2025	\$24.99
		\$24.99
Payee	Amount	Type
HTMC	\$147.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 00002245	03/06/2025	\$147.00
		\$147.00
Payee	Amount	Type
Jamboree Foods	\$121.42	Accounts Payable
Description	Issue Date	Amount
Statement Date 3/1/2025	03/06/2025	\$121.42
		\$121.42
Payee	Amount	Type
Junior Class	\$166.00	Accounts Payable
Description	Issue Date	Amount
Concession Reimbursement	03/06/2025	\$94.00
Concessions Reimbursement for 2/24/2025	03/06/2025	\$72.00
		\$166.00
Payee	Amount	Type
Kansas Assn Of School Boards	\$50.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 27586	03/06/2025	\$50.00
		\$50.00
Payee	Amount	Type
Kowpoke Supply	\$52.96	Accounts Payable
Description	Issue Date	Amount
Invoices: 483446 and 484085	03/06/2025	\$52.96
		\$52.96
Payee	Amount	Type

Marvin Gebhard	\$64.67	Accounts Payable
Description	Issue Date	Amount
Reimbursement for Fuel in Bus 1	03/06/2025	\$64.67
		\$64.67
Payee	Amount	Type
Matheson Tri-Gas Inc.	\$261.71	Accounts Payable
Description	Issue Date	Amount
Invoice: 52461076	03/06/2025	\$261.71
		\$261.71
Payee	Amount	Type
Mitch Pugh	\$93.80	Accounts Payable
Description	Issue Date	Amount
AI in education seminar Mileage	03/06/2025	\$93.80
		\$93.80
Payee	Amount	Type
NASSP	\$480.00	Accounts Payable
Description	Issue Date	Amount
Invoice Numbers: Stuco 9001956514 and NHS 9001976743	03/06/2025	\$480.00
		\$480.00
Payee	Amount	Type
Nex-Tech (Nex-Tech)	\$886.36	Accounts Payable
Description	Issue Date	Amount
Accounts: 15740 and 309012	03/06/2025	\$237.38
Accounts: 15740 and 309012	03/06/2025	\$303.95
Accounts: 15740 and 309012	03/06/2025	\$107.64
Accounts: 15740 and 309012	03/06/2025	\$237.39
		\$886.36
Payee	Amount	Type
NEX-Tech Wireless	\$109.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 10922174	03/06/2025	\$109.00
		\$109.00
Payee	Amount	Type
Northwest Fire Extinguisher	\$106.50	Accounts Payable
Description	Issue Date	Amount
Invoice: 85680	03/06/2025	\$106.50
		\$106.50

Payee	Amount	Type
Northwestern Office Supplies	\$1,255.95	Accounts Payable
Description	Issue Date	Amount
Invoice: 159539	03/06/2025	\$462.40
Invoice: 159539	03/06/2025	\$488.98
Invoice: 159539	03/06/2025	\$304.57
		\$1,255.95
Payee	Amount	Type
Norton Community High School (NCHS)	\$42.00	Accounts Payable
Description	Issue Date	Amount
Forensics Fees	03/06/2025	\$42.00
		\$42.00
Payee	Amount	Type
Ostmeyer Inc dba Culligan Soft Water Service	\$60.68	Accounts Payable
Description	Issue Date	Amount
Invoice: 460959 and 460738	03/06/2025	\$43.00
Invoice: 460959 and 460738	03/06/2025	\$17.68
		\$60.68
Payee	Amount	Type
Phillips County Health Department	\$4,000.00	Accounts Payable
Description	Issue Date	Amount
2nd Half of nurse contract	03/06/2025	\$4,000.00
		\$4,000.00
Payee	Amount	Type
Pitney Bowes	\$100.00	Accounts Payable
Description	Issue Date	Amount
Statement date 2/25/2025	03/06/2025	\$100.00
		\$100.00
Payee	Amount	Type
Pitney Bowes Global Financial Services LLC	\$300.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 3320327724	03/06/2025	\$300.00
		\$300.00
Payee	Amount	Type
Pulis Lock & Key	\$425.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 11931	03/06/2025	\$425.00

		\$425.00
Payee	Amount	Type
Pur-O-Zone	\$12,800.00	Accounts Payable
Description	Issue Date	Amount
Quote: 56644	03/06/2025	\$12,800.00
		\$12,800.00
Payee	Amount	Type
Senior Class	\$300.00	Accounts Payable
Description	Issue Date	Amount
Payment to senior class of 2025	03/06/2025	\$300.00
		\$300.00
Payee	Amount	Type
Service Club	\$25.00	Accounts Payable
Description	Issue Date	Amount
Concessions Reimbursement	03/06/2025	\$25.00
		\$25.00
Payee	Amount	Type
Smith Center High School	\$40.00	Accounts Payable
Description	Issue Date	Amount
Junior High Scholars Bowl Fee	03/06/2025	\$40.00
		\$40.00
Payee	Amount	Type
Smoky Hill ESC	\$250.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 02140	03/06/2025	\$125.00
Invoice: 02140	03/06/2025	\$125.00
		\$250.00
Payee	Amount	Type
Suzi Brooks	\$40.17	Accounts Payable
Description	Issue Date	Amount
Reimbursement for Donuts for teacher in service on 2/28/2025	03/06/2025	\$40.17
		\$40.17
Payee	Amount	Type
Trego Community High School	\$240.00	Accounts Payable
Description	Issue Date	Amount
Powerlifting Meet 3/8/2025	03/06/2025	\$240.00

		\$240.00
Payee	Amount	Type
US Foods	\$945.09	Accounts Payable
Description	Issue Date	Amount
Invoice: 5889928	03/06/2025	\$945.09
		\$945.09
Payee	Amount	Type
VISA (VISA1)	\$7,789.80	Accounts Payable
Description	Issue Date	Amount
February Statement	03/06/2025	\$112.96
February Statement	03/06/2025	\$104.33
February Statement	03/06/2025	\$144.94
February Statement	03/06/2025	\$135.50
February Statement	03/06/2025	\$171.19
February Statement	03/06/2025	\$225.00
February Statement	03/06/2025	\$82.78
February Statement	03/06/2025	\$2,172.72
February Statement	03/06/2025	\$179.52
February Statement	03/06/2025	\$106.95
February Statement	03/06/2025	\$46.69
February Statement	03/06/2025	\$28.99
February Statement	03/06/2025	\$59.43
February Statement	03/06/2025	\$2,463.66
February Statement	03/06/2025	\$1,631.28
February Statement	03/06/2025	\$123.86
		\$7,789.80
Payee	Amount	Type
Western Plains High School	\$232.00	Accounts Payable
Description	Issue Date	Amount
Registration Fee for Music Contest	03/06/2025	\$232.00
		\$232.00
Payee	Amount	Type
Almena Lumber & Supply	\$2,805.73	Accounts Payable
Description	Issue Date	Amount
Statement Date: 2/28/2025	03/07/2025	\$11.22
Statement Date: 2/28/2025	03/07/2025	\$546.13
Statement Date: 2/28/2025	03/07/2025	\$88.17
Statement Date: 2/28/2025	03/07/2025	\$227.18
Statement Date: 2/28/2025	03/07/2025	\$51.20
Statement Date: 2/28/2025	03/07/2025	\$374.54

Statement Date: 2/28/2025	03/07/2025	\$206.93
Statement Date: 2/28/2025	03/07/2025	\$129.62
Statement Date: 2/28/2025	03/07/2025	\$432.86
Statement Date: 2/28/2025	03/07/2025	\$184.18
Statement Date: 2/28/2025	03/07/2025	\$136.69
Statement Date: 2/28/2025	03/07/2025	\$138.84
Statement Date: 2/28/2025	03/07/2025	\$71.09
Statement Date: 2/28/2025	03/07/2025	\$46.13
Statement Date: 2/28/2025	03/07/2025	\$49.01
Statement Date: 2/28/2025	03/07/2025	\$12.00
Statement Date: 2/28/2025	03/07/2025	\$19.98
Statement Date: 2/28/2025	03/07/2025	\$38.98
Statement Date: 2/28/2025	03/07/2025	\$19.98
Statement Date: 2/28/2025	03/07/2025	\$21.00

\$2,805.73

Payee	Amount	Type
Dealers First Financial L.L.C.	\$490.00	Accounts Payable

Description	Issue Date	Amount
Invoice #: 198560	03/07/2025	\$490.00
		\$490.00

Payee	Amount	Type
Hop-A-Long IT Services	\$7,000.00	Accounts Payable

Description	Issue Date	Amount
Invoice: 2818 Monthly Payment	03/06/2025	\$7,000.00
		\$7,000.00

Payee	Amount	Type
Roys Sales & Service	\$200.00	Accounts Payable

Description	Issue Date	Amount
Reference Number 501424	03/07/2025	\$200.00
		\$200.00
		\$65,507.76

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Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 02/11/2025; End Date: 03/10/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 3/10/2025 12:33:12 PM

Check Date	Check Number	Payee	Type	Amount
02/11/2025	66344	Pitney Bowes	Accounts Payable	\$203.58
02/11/2025	66345	WoodRiver Energy LLC	Accounts Payable	\$3,980.11
02/13/2025	66346	Kansas Assn Of School Boards	Accounts Payable	\$75.00
02/13/2025	66347	Midwest Energy	Accounts Payable	\$1,928.93
02/27/2025	66370	KSHSAA	Accounts Payable	\$282.17
02/27/2025	66371	Long Island Feed and Grain, LLC	Accounts Payable	\$467.85
02/27/2025	66372	Register of Deeds	Accounts Payable	\$123.00
03/04/2025	66373	Chet Kuplen	Accounts Payable	\$850.00
03/07/2025	66374	4B Farm, LLC	Accounts Payable	\$144.00
03/07/2025	66375	AFPLANSERV	Accounts Payable	\$32.00
03/07/2025	66376	Cash-Wa Distributing Co Inc	Accounts Payable	\$7,346.56
03/07/2025	66377	Cindy Mordecai	Accounts Payable	\$40.00
03/07/2025	66378	City Of Almena	Accounts Payable	\$977.84
03/07/2025	66379	City Of Long Island	Accounts Payable	\$194.44
03/07/2025	66380	Dealers First Financial L.L.C.	Accounts Payable	\$295.00
03/07/2025	66381	Downtown Car Wash	Accounts Payable	\$6.84
03/07/2025	66382	Harris School Solutions	Accounts Payable	\$6,518.86
03/07/2025	66383	Hinklel Termite and Pest Control	Accounts Payable	\$135.75
03/07/2025	66384	Hop-A-Long IT Services	Accounts Payable	\$24.99
03/07/2025	66385	HTMC	Accounts Payable	\$147.00
03/07/2025	66386	Jamboree Foods	Accounts Payable	\$121.42
03/07/2025	66387	Junior Class	Accounts Payable	\$166.00
03/07/2025	66388	Kansas Assn Of School Boards	Accounts Payable	\$50.00
03/07/2025	66389	Kowpoke Supply	Accounts Payable	\$52.96
03/07/2025	66390	Marvin Gebhard	Accounts Payable	\$64.67
03/07/2025	66391	Matheson Tri-Gas Inc.	Accounts Payable	\$261.71
03/07/2025	66392	Mitch Pugh	Accounts Payable	\$93.80
03/07/2025	66393	NASSP	Accounts Payable	\$480.00
03/07/2025	66394	Nex-Tech (Nex-Tech)	Accounts Payable	\$886.36
03/07/2025	66395	NEX-Tech Wireless	Accounts Payable	\$109.00
03/07/2025	66396	Northwest Fire Extinguisher	Accounts Payable	\$106.50
03/07/2025	66397	Northwestern Office Supplies	Accounts Payable	\$1,255.95
03/07/2025	66398	Norton Community High School (NCHS)	Accounts Payable	\$42.00
03/07/2025	66399	Ostmeyer Inc dba Culligan Soft Water Service	Accounts Payable	\$60.68
03/07/2025	66400	Phillips County Health Department	Accounts Payable	\$4,000.00
03/07/2025	66401	Pitney Bowes	Accounts Payable	\$100.00
03/07/2025	66402	Pitney Bowes Global Financial Services LLC	Accounts Payable	\$300.00

03/07/2025	66403	Pulis Lock & Key	Accounts Payable	\$425.00
03/07/2025	66404	Pur-O-Zone	Accounts Payable	\$12,800.00
03/07/2025	66405	Senior Class	Accounts Payable	\$300.00
03/07/2025	66406	Service Club	Accounts Payable	\$25.00
03/07/2025	66407	Smith Center High School	Accounts Payable	\$40.00
03/07/2025	66408	Smoky Hill ESC	Accounts Payable	\$250.00
03/07/2025	66409	Suzi Brooks	Accounts Payable	\$40.17
03/07/2025	66410	Trego Community High School	Accounts Payable	\$240.00
03/07/2025	66411	US Foods	Accounts Payable	\$945.09
03/07/2025	66412	VISA (VISA1)	Accounts Payable	\$7,789.80
03/07/2025	66413	Western Plains High School	Accounts Payable	\$232.00
03/07/2025	66414	Almena Lumber & Supply	Accounts Payable	\$2,805.73
03/07/2025	66415	Dealers First Financial L.L.C.	Accounts Payable	\$490.00
03/07/2025	66416	Hop-A-Long IT Services	Accounts Payable	\$7,000.00
03/07/2025	66417	Roys Sales & Service	Accounts Payable	\$200.00
Sub Total				\$65,507.76

USD 212

Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 02/11/2025; End Date: 03/10/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 3/10/2025 12:33:12 PM

Check Date	Check Number	Payee	Description	Type
03/07/2025	66374	4B Farm, LLC	Invoice: 7947 and 7911	Accounts Payable
03/07/2025	66375	AFPLANSERV	Invoice #'s 24123163020 and 25013163020	Accounts Payable
03/07/2025	66414	Almena Lumber & Supply	Inv: Bills For board Mt 2- 3/10/2025	Accounts Payable
03/07/2025	66376	Cash-Wa Distributing Co Inc	Invoices: 14508948,14516558,14524112,14531918	Accounts Payable
03/04/2025	66373	Chet Kuplen	Think before you post Assembly	Accounts Payable
03/07/2025	66377	Cindy Mordecai	Reimbursement for meals at KMEA	Accounts Payable
03/07/2025	66378	City Of Almena	Inv: Bills For Board Mt. 3/10/2025	Accounts Payable
03/07/2025	66379	City Of Long Island	Inv: Bills For Board Mt. 3/10/2025	Accounts Payable
03/07/2025	66380	Dealers First Financial L.L.C.	Invoice: 198083	Accounts Payable
03/07/2025	66415	Dealers First Financial L.L.C.	Invoice: 198560	Accounts Payable
03/07/2025	66381	Downtown Car Wash	Invoice: 2270	Accounts Payable
03/07/2025	66382	Harris School Solutions	Invoice Number: HAPMN0001742	Accounts Payable
03/07/2025	66382	Harris School Solutions	Job Number 180090	Accounts Payable
03/07/2025	66382	Harris School Solutions	Invoice number: DATMN0002728	Accounts Payable
03/07/2025	66383	Hinklel Termite and Pest Control	Invoices: 55649 and 55655	Accounts Payable
03/07/2025	66384	Hop-A-Long IT Services	Invoice: 2733	Accounts Payable
03/07/2025	66416	Hop-A-Long IT Services	Invoice: 2818 Monthly Payment	Accounts Payable
03/07/2025	66385	HTMC	Invoice: 00002245	Accounts Payable
03/07/2025	66386	Jamboree Foods	Inv: Bills For Board Mt. 3/10/2025	Accounts Payable
03/07/2025	66387	Junior Class	Inv: 2-Bills For Board Mt. 3/10/2025	Accounts Payable
03/07/2025	66387	Junior Class	Inv: Bills For Board Mt. 3/10/2025	Accounts Payable
02/13/2025	66346	Kansas Assn Of School Boards	Invoices: 26776,26763,26793	Accounts Payable
03/07/2025	66388	Kansas Assn Of School Boards	Invoice: 27586	Accounts Payable
03/07/2025	66389	Kowpoke Supply	Invoices: 483446 and 484085	Accounts Payable
02/27/2025	66370	KSHSAA	Substate Girls Basketball Game 2/24/2025	Accounts Payable
02/27/2025	66371	Long Island Feed and Grain, LLC	Fuel Bill Statement Date 2/10/2025	Accounts Payable
03/07/2025	66390	Marvin Gebhard	Reimbursement for Fuel Bus 1	Accounts Payable
03/07/2025	66391	Matheson Tri-Gas Inc.	Invoice: 52461076	Accounts Payable
02/13/2025	66347	Midwest Energy	Inv: Bills paid 2/13/2025	Accounts Payable
03/07/2025	66392	Mitch Pugh	AI in education seminar	Accounts Payable
03/07/2025	66393	NASSP	Invoice numbers: Stuco 90019565 and NHS 9001976743	Accounts Payable
03/07/2025	66394	Nex-Tech (Nex-Tech)	Accounts: 15740 and 309012	Accounts Payable
03/07/2025	66395	NEX-Tech Wireless	Invoice: 10922174	Accounts Payable
03/07/2025	66396	Northwest Fire Extinguisher	Invoice: 85680	Accounts Payable
03/07/2025	66397	Northwestern Office Supplies	Invoice: 159539	Accounts Payable
03/07/2025	66398	Norton Community High School (NCHS)	Forensics Fees	Accounts Payable
03/07/2025	66399	Ostmeyer Inc dba Culligan Soft Water Service	Invoices: 460959 and 460738	Accounts Payable

03/07/2025	66400	Phillips County Health Department	2nd half of nurse contract	Accounts Payable
02/11/2025	66344	Pitney Bowes	Invoice:3320327724	Accounts Payable
03/07/2025	66401	Pitney Bowes	Statement date: 2/25/2025	Accounts Payable
03/07/2025	66402	Pitney Bowes Global Financial Services LLC	Invoice: 3320327724	Accounts Payable
03/07/2025	66403	Pulis Lock & Key	Invoice: 11931	Accounts Payable
03/07/2025	66404	Pur-O-Zone	Quote: 56644	Accounts Payable
02/27/2025	66372	Register of Deeds	Water Rights File Number 46,526	Accounts Payable
03/07/2025	66417	Roys Sales & Service	Reference Number 501424	Accounts Payable
03/07/2025	66405	Senior Class	Payment to senior Class of 2025	Accounts Payable
03/07/2025	66406	Service Club	Inv: Bills For Board Mt. 3/10/2025	Accounts Payable
03/07/2025	66407	Smith Center High School	Junior High Scholars Bowl Fee	Accounts Payable
03/07/2025	66408	Smoky Hill ESC	Invoice: 02140	Accounts Payable
03/07/2025	66409	Suzi Brooks	Reimbursement for Donuts for teacher in service on	Accounts Payable
03/07/2025	66410	Trego Community High School	Powerlifting Meet 3/8/2025	Accounts Payable
03/07/2025	66411	US Foods	Invoice: 5889928	Accounts Payable
03/07/2025	66412	VISA (VISA1)	February Statement	Accounts Payable
03/07/2025	66413	Western Plains High School	Registration Fee for Music Contest	Accounts Payable
02/11/2025	66345	WoodRiver Energy LLC	Invoice:433056	Accounts Payable
Sub Total				

Amount
\$144.00
\$32.00
\$2,805.73
\$7,346.56
\$850.00
\$40.00
\$977.84
\$194.44
\$295.00
\$490.00
\$6.84
\$4,920.27
\$368.05
\$1,230.54
\$135.75
\$24.99
\$7,000.00
\$147.00
\$121.42
\$72.00
\$94.00
\$75.00
\$50.00
\$52.96
\$282.17
\$467.85
\$64.67
\$261.71
\$1,928.93
\$93.80
\$480.00
\$886.36
\$109.00
\$106.50
\$1,255.95
\$42.00
\$60.68

\$4,000.00
\$203.58
\$100.00
\$300.00
\$425.00
\$12,800.00
\$123.00
\$200.00
\$300.00
\$25.00
\$40.00
\$250.00
\$40.17
\$240.00
\$945.09
\$7,789.80
\$232.00
\$3,980.11
\$65,507.76

RE: PROCEDURES FOR ADOPTION OF REVITALIZATION PLANS BY TAXING UNITS
IN NORTON COUNTY, KANSAS

INFORMATION AND INSTRUCTIONS

I. RE: NOTICE OF HEARING

1. Prior to adopting the Plan, each local taxing unit shall call and hold a hearing on the proposal. Notice of such hearing shall be published at least once each week for two consecutive weeks in a newspaper of general circulation.
2. If at all possible, publication should be commenced by May 2025
3. The Mayor or Chairman or President of the local unit can cause the publication of Notice of Hearing to be made. In other words, it is not necessary to call a special meeting of the Governing Body of the local unit to secure agreement to make the publication and set the hearing date.
4. Please make sure that the blank spaces which require insertion of information on the Notice of Hearing are properly completed.
5. The Notice of Hearing must identify the date, time, and location for the hearing and where the proposed Plan may be inspected or reviewed prior to the hearing date.
6. Several local units can simultaneously conduct their public hearings at the same time and place. A quorum of the Governing Body of each local unit must be present for the hearing and, following the hearing, will approve and adopt the Resolution or Ordinance and the Plan.
7. Please make every effort to see to it that the local unit making the publication will pay for the publication. If they will not agree to do so, please advise Dallas Gosselin, Economic Development Director.
8. Please return a copy of the Proof of Publication to the County Clerk for filing.

II. RESOLUTION OR ORDINANCE ADOPTING PLAN

1. Cities will be the only local unit required to publish an Ordinance officially adopting the Plan. All other local units will adopt by Resolution and no publication will be required.
2. If you believe that it is necessary, in any way, to modify the Ordinance or Resolution adopting a Plan, please inform NCCED of any change you consider necessary.

3. If at all possible, please have the hearing completed and the Ordinance or Resolution adopting the Plan passed by June of 2025.
4. The original copy of the Ordinance or Resolution will remain with the local unit adopting the Plan for its official records. The additional copy of the Ordinance should be delivered to the official City Newspaper for publication purposes. You should have the additional copy of the Ordinance or Resolution signed by the necessary Officers of the local unit, after which, such duplicate original copy should be returned to the County Clerk for filing.
5. Please make sure that the blank spaces which require insertion of information in the Ordinance or Resolution are properly completed and that the necessary public officials sign the Ordinance or Resolution on the lines indicated.

III. RE: MINUTES REFLECTING APPROVAL AND ADOPTION OF ORDINANCE OR RESOLUTION AND OF PLAN

1. On the original minutes, please be sure that the necessary and correct information and data is inserted on the appropriate blank lines.
2. Also, make sure that the Clerk or Secretary signs the Minutes.
3. In those cases where there is a Waiver and Confirmation requiring signature by all members of the Governing Body, please be sure that all members have signed that document and that the same is dated on the same date that the Ordinance or Resolution bears. The original copy of the Minutes is for the records of the local government.
4. The additional copy of the Minutes should be filled in, dated, and signed by all required persons, after which, the duplicate copy should be returned to the County Clerk for filing.

IV. RE: REVITALIZATION PLAN

1. On page 1, please insert the name of the newspaper in which the Notice of Hearing was published and the dates of such publication in paragraph 3 of the Findings on each copy of the local Plan.
2. On page 4 of each copy of the local Plan, please insert the date of approval and adoption by the Governing Body; also, make sure that each copy of the local Plan is signed by the necessary officers of the unit adopting the local Plan on the lines where indicated the seal is affixed in those cases where the local unit has a seal.
3. That copy of the local Plan to which is affixed the photocopy of the 13 page Revitalization Plan adopted by Norton County will be left with the local unit adopting the Plan as such local unit's official file copy for the local unit's records.

4. The other two copies of the Revitalization Plan should be completed and signed as indicated in paragraph 2 above, following which, both signed copies of the Plan should be returned to the County Clerk for filing.

V. INTERLOCAL COOPERATIVE AGREEMENT

1. The Interlocal Cooperative Agreement authorizes the County to administer the Revitalization on behalf of your unit of local government.
2. On the appropriate page designated for your taxing unit, please make sure the Interlocal Cooperative Agreement is signed by the necessary officers.
3. The original Interlocal Cooperative Agreement should be returned to the County Clerk for filing. The other copy of the Interlocal Cooperative Agreement will be left with the local unit for its files.

VI. GENERALLY

1. For your files, make additional photocopies of any or of all of the documents as you want to retain for your own files; either before or after the completion, execution, and adoption of the Resolution/Ordinance and Plan by the local unit.
2. Please make every effort to have all public hearings completed and all of the Plans approved and adopted by _____, 2025.
3. Please call Dallas Gosselin, Norton County Economic Development Director at (785) 874-4816.

Dated: _____, 2025_

Abigail R. Horn, Norton County Attorney
102 East Lincoln
Norton, Kansas 67654
Phone: (785) 874-3262

INTERLOCAL COOPERATION AGREEMENT
RELATING TO ADMINISTRATION OF NEIGHBORHOOD REVITALIZATION
PLANS FOR TAXING DISTRICTS WITHIN NORTON COUNTY, KANSAS.

This agreement made and entered into as of _____, 2025, by and between the County of Norton, State of Kansas, a Municipal Corporation, herein called "COUNTY", and the following municipalities as defined in K.S.A. 10-1101 and the amendments thereto, all of which are located, in whole or in part, in Norton County, Kansas, to-wit:

CITIES: Alma, Clayton, Edmond, Lenora, Norton;

TOWNSHIPS: Alma Township, Center Township, Harrison Township, Highland Township, Solomon Township;

UNIFIED SCHOOL DISTRICTS: #211 (Norton), #212 (Northern Valley), #213 (Lenora), #294 (Decatur), #326 (Logan);

FIRE DISTRICTS: Alma Rural Fire No. 1, Norton Rural Fire No. 2, Solomon Valley No. 3, Decatur County Fire, Logan Rural Fire;

MISCELLANEOUS: Regional Library, NWKS Library;

all of whom will be collectively referred to herein as "MUNICIPALITIES".

WITNESSETH:

WHEREAS, each and all of the parties hereto is a "municipality" as that term is defined in K.S.A. 10-1101 and each and all of the parties hereto has adopted a Revitalization Plan as authorized and provided under the Kansas Neighborhood Revitalization Act as set forth in K.S.A. 12-17,114 et. seq.; and

WHEREAS, K.S.A 12-17,119 specifically authorizes two or more municipalities to cooperate with each other in the administration of Revitalization Plans adopted by them as provided in the Interlocal Cooperation Act as set forth in K.S.A 12-2901 et. seq.; and

WHEREAS, the several Plans of the parties hereto can be more efficiently and economically administered by a single administrator and the parties hereto acknowledge and

agree that the COUNTY is the best qualified and equipped of the parties hereto to act as the sole administrator for all the parties' Plans; and

WHEREAS, for the considerations herein stated, the MUNICIPALITIES will employ the COUNTY to administer their individual Plans;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein stated, the COUNTY and MUNICIPALITIES hereby COVENANTS and AGREE as follows:

1. COUNTY TO ADMINISTER ALL REVITALIZATION PLANS. Each and all of the MUNICIPALITIES hereby employ and engage the COUNTY to administer each and all of their individual Plans concurrently with the COUNTY'S administration of its own Plan, at the COUNTY'S sole expense, with the COUNTY to provide all personnel, materials, and equipment necessary and required to administer all of such Plans.

2. COUNTY'S COMPENSATION FOR ADMINISTERING REVITALIZATION PLANS. In consideration for the administration of the Plans of each and all of the MUNICIPALILTIES, and to reimburse the COUNTY for all expenses incurred in connection with such administration, the COUNTY will receive five percent (5%) of the Property Tax increment attributable to all real property qualifying for Revitalization under each and all of the Plans or no less than \$10.00, with such money to be distributed to the COUNTY at the several times provided for the distribution of taxes by the County Treasurer pursuant to K.S.A. 12-1678a (c).

2. TERM OF CONTRACT.

(a) Unless sooner terminated as provided in subparagraph (b), the terms and provisions of this contract shall remain in full force and effect for as long as the individual parties hereto shall have a Plan which remains in full force and effect,

including all extensions of their presently existing Plan.

(b) EARLY TERMINATION. The provisions of subparagraph (a) above to the contrary notwithstanding, if the COUNTY or anyone or more of the MUNICIPALITIES shall elect to terminate this contact at any time prior to the termination provided for in (a) last above, then, any such party desiring to terminate, shall serve notice of such termination upon all of the other parties to this contract not less than twelve (12) months prior to date on which termination is to become effective.

3. DEFINITIONS. As used in this Agreement:

(a) The terms "Plan" and "Plans" means and refers to the Revitalization Plans adopted by each and all the parties hereto pursuant to The Kansas Neighborhood Revitalization Act.

(b) The term "Property Tax Increment" means and refers to that amount of ad valorem taxes collected from a parcel of real estate qualified under any Plan or Plans which is in excess of the amount which was produced from such Parcel and was attributable to the assessed valuation of such Parcel prior to the qualification of the Parcel under the Plan or Plans and which is directly attributable to that part of the assessed valuation of the Parcel directly resulting from the Revitalization of the Parcel under any Plan or Plans.

(c) The term "Revitalization" means and refers to all construction and improvement completed on a Parcel which is qualified under the Plan.

(d) The term "Parcel" means and refers to the tract or piece or parcel of real estate which is described by County Appraiser parcel number and by legal description in the Application to Qualify and to Participate and in the Application for Rebate.

4. RETROACTIVITY. The terms and provision of this contract shall be in full force and effect retroactive to _____, 2025.

IN WITNESS WHEREOF, the parties have hereunto caused this contract and agreement to be duly executed by their officers duly authorized as of the day and date first above written with such execution being completed in counter-parts, each of which is executed by the COUNTY, equal in number to the total number of parties to this agreement and the original of which, as fully executed by all parties hereto, shall be filed in the office of the County Clerk of Norton County, Kansas, for the use and benefit of all of the parties.

NORTON COUNTY, KANSAS

BY: THE BOARD OF COUNTY COMMISSIONERS

BY: _____
Garrett Beydler, Chairman

ATTEST:
(County Seal)

Craig Renner, County Clerk

USD 212 (ALMENA)
NORTON COUNTY, KANSAS

BY: USD 212 Board of Education

Chairman

ATTEST:

Clerk

NORTON COUNTY NEIGHBORHOOD REVITALIZATION PLAN

At-A-Glance

The Opportunity: Home builders, developers, and those looking to invest in Kansas communities are asking for NRP's and other financial programs to incentivize investment activity and oftentimes choose those communities that offer such incentives. Norton County would help create this financial environment to generate housing construction projects from new homes to existing housing stock remodels and additions. Employers of all kinds are needing a variety of incentives to attract and retain potential employees. Most employers would agree that the current housing offering is sub-par and is a threat to filling critical job positions which support our local economy.

WHY NRP?

Economic Challenges: Norton County faces economic stress with incomes significantly below state and national averages. Many residents earn below the poverty level.

Population Decline: The county has experienced a population decrease of 6.4% from 2010 to 2020 and a 21% decline since 1980.

Aging Population: A significant portion of the population is elderly, with many living on fixed incomes.

Housing: Within the recent years, a housing study revealed significant problems in quality, affordability, and quantity of housing stock to support the current needs.

WHAT DOES NRP OFFER/PROVIDE FOR RESIDENTS? WHAT IS ELIGIBLE?

- All properties in Norton County are eligible for the program.
- Improvements must begin after the plan's effective date and be completed within a specified timeframe.
- Projects must result in at least a \$10,000 increase in the property's appraised value.
- Property owners must file an application with the County Appraiser before starting construction.
- A non-refundable application fee, based on the estimated value increase, is required.
- Approved projects receive property tax rebates based on the increase in property value due to the improvements.
 - o The rebate percentages decrease over **five years**:
 - **Year 1:** 90%; **Year 2:** 70%; **Year 3:** 50%; **Year 4:** 30%; **Year 5:** 10%
- The rebate only applies to the increased tax amount due to the improvements and does not include the state mill levy.

STIPULATIONS ON NRP:

- Owners must be current on all property taxes.
- The program does not cover properties owned by individuals or entities delinquent on any other property taxes within the county.

RESOLUTION NO. 2025- _____

A RESOLUTION ADOPTING A NEIGHBORHOOD REVITALIZATION PLAN FOR THAT PART OF UNIFIED SCHOOL DISTRICT #212 (ALMENA), NORTON COUNTY, KANSAS LOCATED IN NORTON COUNTY, KANSAS.

BE IT RESOLVED BY THE GOVERNING BOARD OF EDUCATION OF UNIFIED SCHOOL DISTRICT #212 (ALMENA), NORTON COUNTY, KANSAS, as follows:

1. The thirteen (13) page document (entitled “Revitalization Plan”) with all exhibits, attached hereto, is hereby approved and adopted as the Revitalization Plan for Unified School District #212, Norton County, Kansas, the same to be in force and take effect retroactively to _____, 2025.
2. This Resolution is adopted pursuant to the provisions of the Kansas Neighborhood Revitalization Act, as set forth in K.S.A. 12-17, 114 et. seq.
3. This resolution shall be in force and take effect from and after the date of its approval and adoption as shown below.

APPROVED AND ADOPTED BY THE BOARD OF EDUCATION OF UNIFIED SCHOOL DISTRICT #212 (ALMENA), NORTON COUNTY, KANSAS, on the _____ day of _____, 2025.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT #212 (ALMENA)
NORTON COUNTY, KANSAS.

President -

Vice-President -

Treasurer -

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF NORTON COUNTY, KANSAS.

IN THE MATTER OF THE ADOPTION OF A
NEIGHBORHOOD REVITALIZATION PLAN

REVITALIZATION PLAN

The Board of County Commissioners of Norton County, Kansas, (herein sometimes called "Governing Body") pursuant to the Kansas Neighborhood Revitalization Act, K.S.A. 12-17, 114 et. seq. does hereby adopt a Neighborhood Revitalization Plan (herein sometimes called "Plan") for the County of Norton as follows:

FINDINGS

Pursuant to K.S.A. 12-17, 116, the Governing Body FINDS:

1. Norton County currently suffers from periodic stressed economic conditions as evidenced by the following:

- (a) Norton County incomes are significantly below statewide averages. The average per capita money income for Norton County in 2022 was \$28,514, with the state and national averages being \$38,108 and \$41,261 respectively. The median household income in 2021 for Norton County averaged \$49,304 whereas the state and national averages exceeded \$73,000. In 2022, an estimated 877 individuals, or 16.1% of our Norton County population, earned incomes below the poverty level. (US Census Bureau)
- (b) Norton County's population growth is below state and national norms and has actually dropped 6.4%, from 5,651 to 5,301 between 2010 and 2020, according to the latest U.S. Census figures. The State of Kansas grew by over 3 percent during the same period. Norton County ranks 64th in population out of 105 counties. Since 1980, the population of Norton County has fallen by over 1,388 people or 21.0%.
- (c) The median age of Norton County residents is 43.4 years, ranking the County 59th in the state. Nearly 20.3 percent of the population of Norton County is 65 years of age or older. With nearly one-fourth of the population not in the labor force and living on fixed incomes, renovating and rehabilitating existing housing is difficult.
- (d) Coupling the aging population with the out-migration of youth to urban areas poses problems for future income earnings and leadership in the County. If this trend continues, either tax rates must increase, or cutbacks will be made to public services. The County's most glaring challenge is the potential inability of the tax base to support the levels of governmental services residents have come to expect and are essentially needed.

- (e) The number of housing units has decreased from 2,983 in 1980 to 2,461 in 2022. The number of households has decreased from 2,589 in 1980 to 1,881 in 2022. The median value of an owner occupied home in Norton County is \$98,800, well below the \$189,300 level for the State of Kansas. (US Census Bureau)
- (f) The tangible assessed valuation per capita for Norton County in 2005 was \$11,979, ranking the county 73rd of 105 counties in Kansas.
- (g) Numerous circumstances account for the challenging economic conditions in Norton County. A continuing decline in the number of farms, as well as the periodically depressed farm economy, has continued to cause a decline in retail sales. The resulting drop in enrollment at the area schools has forced school boards to increase taxes to make up for the lost state aid. This increase in taxes has limited many people from renovating existing housing or making needed improvements to property.

The County has also suffered from the continued out-migration of our youth to the more urban areas. This has had a negative effect on the number of available employees and the future leadership of the County.

2. Notice of hearing on this Plan has been given pursuant to K.S.A., 12-17,117(c) by publication in the Norton Telegram, official county newspaper, on the dates published, [redacted] and [redacted], 2025, editions of such newspaper and proof of such publication has been filed in the office of the County Clerk of Norton County.

3. By reason of the findings made in paragraphs 1 and 2 above, the Governing Body further finds that a majority of the conditions as described in subsection (c) of K.S.A. 12-17, 115 exist in the entire County of Norton as a single unit or area eligible for designation under the Kansas Neighborhood Revitalization Act and that the rehabilitation, conservation and redevelopment thereof is necessary to protect the public health, safety and welfare of the residents of Norton County.

PLAN

1. LEGAL DESCRIPTION OF AREA IN PLAN.

(a) A legal description of the real estate forming the boundaries of the area included within the Plan is the entire area of Norton County, Kansas, as set forth in K.S.A 18-1, 101 and such statute is adopted herein by reference.

(b) Maps depicting the existing Parcels of real estate covered by this Plan have been prepared and are on file in the office of the County Appraiser of Norton County and the same are adopted as a part of the Plan by reference.

2. ASSESSED VALUATION. The existing (i.e. November 2023) assessed valuation of the real estate included in the Plan, listing land and building values separately, is as follows:

Buildings	<u>\$28,249,783.00</u>
Land	<u>\$29,282,607.00</u>
Total	<u>\$57,532,390.00</u>

3. NAMES AND ADDRESSES OF OWNERS. A list of the names and addresses of the Owners of record of the real estate included within the Plan constitutes a part of the records in the office of the County Appraiser of Norton County, and such list is adopted in and made a part of this Plan by reference.

4. ZONING CLASSIFICATIONS. The existing zoning classifications and zoning district boundaries and the existing land uses within the area included in the Plan (exclusive of those cities within the County of Norton which have not adopted zoning plans and ordinances) are as set forth in the official zoning maps, records, resolutions and ordinances of the County of Norton and the cities of Norton, Almena, Lenora, Edmond and Clayton.

5. MUNICIPAL SERVICES. The Plan does not include any proposals for improving or expanding municipal services as described in K.S.A. 12-17,117(a)(5) and, if any proposals for any such improvements or expansions of municipal services are hereafter proposed by the Governing Body, then any such proposal will be prepared and considered independently of this Plan.

6. REAL PROPERTY ELIGIBLE.

(a) All real property and all improvements thereon situated in Norton County are eligible to apply for Revitalization under the Plan.

(b) Rehabilitation of and additions to existing buildings and, also, construction of new buildings are each and all eligible to apply for Revitalization under the Plan.

7. CRITERIA FOR ELIGIBILITY: PROCEDURE TO COMPLETE APPLICATION TO QUALIFY.

(a) The criteria to be used by the Governing Body to determine what specific real property is eligible for Revitalization and for Property Tax Increment Rebates are as follows:

(i) (A) Construction of an improvement must have begun on or after ,the effective date of this Plan.

(B) Construction must be completed and such fact reported to the County Appraiser no later than the second **January 1st** following the date on which the County Appraiser conditionally approved the Application to Qualify And To Participate; otherwise the Conditional Approval will become null and void and the Improvements, if any, theretofore completed will not be eligible to participate in the Plan and Rebate Program.

(ii) In order to qualify for Revitalization, a Parcel of real estate:

(A) Must have a minimum increase of \$10,000.00 in County Appraiser's appraised value, directly resulting from a qualified Construction and Improvement, for a Parcel of residential, agricultural, recreational, commercial and/or industrial real estate in order to be eligible to receive a Rebate. **There is a upper cap limit on qualified improvement valuation set at \$1,000,000 for all eligible properties.**

(iii) (A) All new Construction and all Improvements to existing property must comply with all zoning and building codes, rules, and regulations in effect at the time the improvements are made, and,

(B) To maintain its eligibility, such Parcel must continue to remain in compliance with all zoning and building codes, rules, and regulations during the entire period of time the Parcel remains eligible for Rebates.

(iv) Any Parcel that is delinquent in the payment of any ad valorem property tax assessment or special assessment shall not be eligible for any Rebate. Any Owner of other property within the County who is delinquent in the payment of any ad valorem property tax assessment or special assessment shall not be eligible for any Rebate during the remainder of the time for which the Parcel was eligible.

(v) The Owner of commercial or industrial property eligible for Property Tax Increment Rebates under any adopted Neighborhood Revitalization Plan and, also, eligible for property tax exemption under K.S.A 79-201(a) or any other existing ad valorem tax exemption law, will be eligible to secure relief under only one (1) such Plan or law, as the Owner shall elect.

(vi) Eligibility for Rebates is subject to the adoption and approval of a Plan by each taxing district. See County Clerk for taxing districts who have adopted a Neighborhood Revitalization Plan.

(vii) In the event of a transfer of ownership of a Parcel during the eligible Rebate period, such Parcel and the subsequent **New** Owner thereof will remain eligible for the Rebate during the remainder of the time for which the Parcel was eligible.

(viii) (A) Multiple qualified improvements to the same Parcel completed within one calendar year shall be treated as one improvement.

(B) In the event of multiple qualified improvements made to the same Parcel in different or succeeding years, which meet the required minimum requirements in any given year, and, therefore, create an additional qualification for and period of eligibility for a Rebate, the total Rebate in any succeeding year will be calculated and determined after the initial qualified Rebate is determined, and will be based upon the additional increase in the appraised value directly resulting from the succeeding qualified improvement. All taxes on any eligible property must be paid in full prior to any rebate.

(ix) Rebates shall be payable only after Application is made and approved therefore pursuant to Sections 8, 9 and 10 of the Plan. Rebates approved for payment shall be made within thirty (30) days after the next distribution date provided for in K.S.A. 12-1678a and amendments thereto next following approval for payment of the Rebate.

(b) In completing an Application To Qualify And To Participate, the Applicant shall:

(i) If required, secure a building permit prior to filing an Application.

(ii) Prior to commencement of construction, complete Part I of the Application, sign and date the Application, and file all copies thereof in the office of the County Appraiser..

(iii) Concurrently with filing the Application with the County Appraiser, the Applicant shall pay a non-refundable Application Fee according to the following scale:

Estimated Increase In Valuation	Application Fee
\$10,000-\$25,000	\$100.00
\$25,001-\$50,000	\$200.00
\$50,001-\$150,000	\$500.00
\$150,001-\$300,000	\$700.00
\$300,001-\$500,000	\$1,250.00
\$500,001-\$1,000,000	\$2,000.00

- (iv) Within thirty (30) working days following filing of the Application, the County Appraiser will take action on the Application and will complete Part II thereof. Immediately following completion of Part II, the County Appraiser shall deliver a true and correct photocopy of completed Parts I and II of the Application to the Owner by personal delivery or via U.S. Mail, first class, postage prepaid. If deemed necessary, the County Appraiser has the option to inspect the property prior to completing Part II of the Application.
- (v) When Parts I and II of the Application are completed, the County Appraiser shall deliver a photocopy thereof to the County Clerk and County Treasurer for notification and information purposes.
- (vi) As to any Construction and Improvement which is only partially completed as of the January 1st immediately following the County Appraiser's conditional approval under Part II of the Application, the owner shall report such fact in person to the County Appraiser and shall complete Part III (a) of the Application. Such report shall be completed within thirty (30) working days following January 1st.
- (vii) As to any Construction and Improvement which is reported by the Owner pursuant to (vi) above as being only partially completed, the County Appraiser shall view, value and appraise such partially completed Construction and Improvement as of the January 1st immediately following the County Appraiser's conditional approval under Part II of the Application and such partially completed Construction and Improvement shall have taxes levied, assessed, and collected thereon in the usual and customary manner and the same shall not be eligible in the year of such levy and assessment as a partially completed Construction and Improvement for a Rebate under the Plan.
- (viii) Within thirty (30) working days after any Construction and Improvement is completed, the Owner shall report such fact in person to the County Appraiser and shall complete part III (b) of the Application.
- (ix) Within thirty (30) working days after the Owner shall have completed Part III(b) of the Application and filed the same with the County Appraiser, the County Appraiser shall conduct an on-site inspection of the Construction and Improvement completed on the Parcel of real estate described in the Application. On or before March 1st of the following tax year, the County Appraiser shall determine the increase in the appraised value of the Parcel of real estate described in the Application which is directly attributable to the Construction and Improvement described in Parts I, II and III of the Application, following which, the County Appraiser shall complete Part IV of the Application.

(x) (A) Within thirty (30) working days following the County Appraiser's compliance with (ix) next above, the County Appraiser shall deliver a true and correct photocopy of the fully completed Application (i.e. Parts I, II, III, and IV are all completed) to the Owner by personal delivery or via U.S. Mail, first class, postage prepaid.

(B) In addition to complying with (A) last above, if Part IV is approved by the County Appraiser, the County Appraiser shall also forthwith deliver a true and correct copy of the fully completed, fully approved Application to the County Clerk and County Treasurer thereby certifying that the Application and the Construction and Improvement completed pursuant thereto are now qualified to participate in the Rebate program pursuant to the Plan.

(xi) If the Owner is aggrieved by any act, action or omission by the County Appraiser pursuant to Parts II and/or IV of the Application, the Owner, if possible, shall complete such remedial action, as shall be necessary to secure the required approval of the County Appraiser or, if the Owner cannot secure such approval, then the Owner may appeal the County Appraiser's decision to the Board of the Norton County Commissioners and thence to the District Court using the procedures provided therefore in Section 9(c) (ii) (B) of the Plan as set forth hereinbelow.

(xii) (A) In completing an Application To Qualify And To Participate all actions required under this Section 7(b) shall be made and completed in person by the Owner or the Owner's agent or attorney unless the County Appraiser shall, in writing, authorize the Application to be prepared and filed by the U.S. Mail or by some other alternative method.

(B) The form attached hereto as Exhibit A and entitled "Application to Qualify And To Participate" is hereby approved and adopted for use in completing an Application pursuant to this Section 7.

8. CONTENT OF APPLICATION FOR REBATE. The content of an "Application for Rebate" as authorized under K.S.A 12-17,118 is as set forth in the document which is attached hereto as Exhibit B and entitled "Application for Rebate Neighborhood Revitalization Plan" and is hereby approved and adopted as a part of the Plan by reference.

9. PROCEDURE FOR APPLYING FOR REBATE. The procedure for submission of an Application for Rebate of Property Tax Increments is as follows:

(a) (i) Each year hereafter, concurrently with the mailing of annual real estate tax statements, the County Treasurer will mail to the Owner of each Parcel of real estate approved for Revitalization pursuant to Section 7 above, an Application for Rebate form.

- (ii) Should any approved Owner, for whatsoever reason, fail to receive an Application for Rebate pursuant to (i) above, then such Owner may secure an Application for Rebate form from the County Treasurer's Office.
- (b) The taxpayer will complete the Application for Rebate, with assistance from the County Treasurer, and, upon completion thereof, shall submit the same to the County Treasurer for consideration and approval.
- (c) An application for Rebate approved for payment as a Claim pursuant to (a) through (d) above shall be paid by the County Treasurer, but such payment shall be made only at the next occurring time provided for the distribution of taxes by the County Treasurer pursuant to K.S.A.12-1678a (c) which follows the approval for payment of an Application for Rebate. Should the County Treasurer approve an Application for Rebate, it shall then be submitted to the County Commission for final approval.

10. CRITERIA TO BE USED WHEN CONSIDERING MERIT OF APPLICATIONS FOR REBATE. The standards or criteria to be used when reviewing Applications for Rebate for approval or disapproval thereof are as follows:

- (a) The Parcel must meet all criteria for eligibility as set forth in Section 7 above as of the date that the Application for Rebate is filed.
- (b) The Procedure for submission of an Application for Rebate as set forth in Section 9 above must have been fully and correctly complied with.
- (c) All ad valorem taxes and all special assessments levied against the Parcel and other properties owned by the Owner on which the Rebate is sought and all other properties (real and personal) owned by the Owner must not be delinquent and paid in full prior to filing of the Application for Rebate.
- (d) In the case of multiple Owners of a property eligible for a Rebate, absent a written agreement providing otherwise, the Rebate will be made payable to all Owner(s) of record.

11. MAXIMUM TAX REBATABLE; YEARS OF ELIGIBILITY.

- (a) The amount of the Rebate is the resulting increase in the ad valorem tax, if any, which is directly attributable to the Construction and Improvement to the qualified Parcel and the increase in assessed valuation directly resulting therefrom, in any given year during the period of eligibility, calculated in accordance with the applicable percentage amounts as set forth in the following table:

Years of Eligibility	Percentage of Property Tax Increment Rebatable*
Year 1	90%
Year 2	80%
Year 3	70%
Year 4	40%
Year 5	10%

* Percentage rebatable is of the increase in the amount of ad valorem property tax (tax increment) directly resulting from the qualified Construction and Improvement.

- (b) A Parcel determined qualified for Rebates shall be entitled to such Rebates in decreasing percentage amounts for a period of five (5) years provided the property declared qualified shall continuously maintain such qualification.

There is a five-year open application period. The tax rebate will be in effect for five years following the application date. Rebates do not include the State mill levy.

- (c) The full amount of the tax due, including the increase in the ad valorem tax (property tax increment) resulting from the qualified Construction and Improvement shall be paid over to the Neighborhood Revitalization Fund in accordance with the provisions of the Neighborhood Revitalization Act to be distributed as provided by law and this Plan.

12. SPECIAL EXCLUSIONS FROM UTILIZING THIS PLAN

- (a) This Rebate program cannot be utilized in conjunction with any other local property rebate program or property abatement program/ allocation by the county.
- (b) This Rebate program cannot be utilized by a property owner which will be or is receiving a tax exemption on the property.
- (c) This Rebate program cannot be utilized by a property owner in which to immediately rebuild a structure after a natural disaster covering the majority of a taxing district in which the new improvement would be made. **The Governing Body reserves the right to determine the definition of “the majority of a taxing district”.**

13. DURATION OF PLAN; CONTINUATION OF REBATES ON QUALIFIED PROPERTY.

- (a) Unless hereafter repealed prior thereto, this Plan shall remain in full force and effect for a period of five (5) years from and after _____ at which time the Plan will be reviewed and may be extended by the Governing Body for additional periods of time.
- (b) At any time during the period that this Plan remains in effect, any Owner of eligible real property may apply for Revitalization of such real property pursuant to Section 7 of the Plan.
- (c) Unless otherwise provided by any law of the State of Kansas hereafter enacted, any and all real property which shall have qualified for Revitalization and for Rebates prior to the final termination date of the Plan as provided in (a) and (b) last above shall continue to and remain qualified for Rebates pursuant to Sections 8, 9, 10, and 11 of the Plan, notwithstanding the fact that other real property described in Section 1 above, which has not theretofore qualified for participation under the Plan, will no longer be eligible to do so.

14. DEFINITIONS.

- (a) When the words "Applicant", "Applicant for Rebate", "Owners" and "Taxpayer", are used and referred to in the Plan, the same, where applicable, include the plural, as well as the singular.
- (b) As used in this Plan:
 - (i) Applicant means and refers to each and every person filing an Application pursuant to Section 7 and Section 9 of this Plan. Such word also means and refers to "Owner" and "Taxpayer" as defined in this Plan.
 - (ii) Application means and refers to each and all Applications filed pursuant to Section 7 of this Plan.
 - (iii) Application for Rebate means and refers to Applications filed pursuant to Sections 8 and 9 of this Plan.
 - (iv) Board means and refers to the Board of County Commissioners of Norton County, Kansas.
 - (v) Construction and Improvement means and refers to rehabilitation of and additions to existing buildings or new construction, or both, which are completed and qualified under the Plan.

- (vi) County Appraiser means and refers to the County Appraiser of Norton County, Kansas.
- (vii) County Clerk means and refers to the County Clerk of Norton County, Kansas.
- (viii) County Treasurer means and refers to the County Treasurer of Norton County, Kansas.
- (ix) District Court means and refers to the District Court of Norton County, Kansas.
- (x) Governing Body means and refers to the Board of County Commissioners of Norton County, Kansas.
- (xi) Increment means and refers to that amount of ad valorem taxes collected from the Parcel qualified under the Plan which is in excess of the amount which was produced from such Parcel and was attributable to the assessed valuation of such Parcel prior to the qualification of the Parcel under the Plan and which is directly attributable to that part of the assessed valuation of the Parcel directly resulting from Revitalization of the Parcel under the Plan. The term "Property Tax Increment", where used in the Plan, is synonymous with the word "Increment" as defined herein.
- (xii) NRA means and refers to the Kansas Neighborhood Revitalization Act as set forth in K.S.A. 12-17,114 et seq.
- (xiii) Owner means the Owner or Lessor of real estate which is described in an Application and in an Application for Rebate when filed pursuant to the Plan. Owner also means and refers to "Applicant" and "Taxpayer" as defined in this Plan.
- (xiv) Parcel means and refers to the tract or piece or parcel of real estate which is described by County Appraiser parcel number and by legal description in the Application and in the Application for Rebate.
- (xv) Plan means and refers to this Revitalization Plan adopted pursuant to the NRA.
- (xvi) Rebate means and refers to that part of the ad valorem property tax paid by a Taxpayer on a Parcel qualified under the Plan that is attributable to the increase in the assessed valuation of the Parcel which is directly attributable to Revitalization and which is refundable to the Taxpayer by a taxing district which has adopted a plan under the NRA.

- (xvii) Revitalization means and refers to all Construction and Improvement completed on a Parcel which is qualified under the Plan.
- (xviii) Taxpayer means and refers to the Owner of a qualified Parcel who pays the ad valorem property taxes levied and assessed thereon.
- (xix) Taxing District means and refers to the County of Norton and any and every other unit of local government within Norton County which shall have adopted an NRA Plan and for whose use and purposes any Property Tax Increment shall be hereafter levied and collected.

14. AMENDMENT OR REPEAL.

- (a) This Plan may at any time hereafter, in whole or in part, be amended, supplemented, or repealed using the procedures set forth in subparagraph (b) of this section.
- (b) Prior to amending, supplementing, or repealing this Plan, or any part thereof, the Governing Body shall first conduct a public hearing upon the feasibility of any such amendment or repeal after first publishing notice of any such hearing at least once each week for two (2) consecutive weeks in the official county newspaper of Norton County. Such notice shall set forth the specific change or changes proposed, or a summary thereof, and shall advise of the time and place at which such proposed supplement, amendment or repeal shall be heard.
- (c) **The Governing Body retains the right and authority to review any and all applications for participation in the NRP program and at their discretion rule on any deviations from the aforementioned language.**

APPROVED AND ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF
NORTON COUNTY, KANSAS, ON THE DAY OF .

NORTON COUNTY, STATE OF KANSAS:
BY THE BOARD OF COUNTY COMMISSIONERS:

Garrett Beydler, Chairman

Marvin Matchett, Member

Richard Thompson, Member

ATTEST:

Robert Wyatt, County Clerk
(Seal)

Ellis Jr/Sr High School Head Coach Evaluation

Coach's Name: _____

Position: _____

Rating Scale

- 1 – No Opportunity to Observe
- 2 – Unsatisfactory
- 3 – Area for Growth/Needs Improvement
- 4 – Proficient/Satisfactory
- 5 – Exceeds Expectations

PERSONAL & PROFESSIONAL RELATIONSHIPS

- 1. Cooperates with the AD and accepts assigned duties. _____
- 2. Follows rules, by-laws, and expectations of Ellis Jr/Sr High School, MCL/MCEL, and KSHSAA/NFHS. _____
- 3. Provides team rules and communicates them with players and parents. _____
- 4. Develops rapport with players, parents, community, and peers. _____
- 5. Participates in coaching in-service, trainings, meetings, etc. _____
- 6. Develops good public relations through cooperation with media, booster clubs, spectators, etc. _____
- 7. Participates in previews, award recognition, all-league selections, etc. _____
- 8. Maintains appropriate attitude and conduct and promotes sportsmanship. _____
- 9. Works with JH/HS staff to develop a coordinated and comprehensive program. _____
- 10. Communicates with parents during the season and regarding off-season plans, expectations, etc. _____

COACHING PERFORMANCE

- 1. Provides proper supervision. _____
- 2. Is well-versed and knowledgeable about the sport. _____
- 3. Maintains individual and team discipline and control. _____
- 4. Develops and shares an established coaching philosophy for self and staff. _____
- 5. Runs a well-organized practice by utilizing time for individual and team development. _____
- 6. Develops integrity within coaching staff and works well with peers. _____

- 7. Is fair, understanding, tolerant, sympathetic, and patient with team members. _____
- 8. Implements innovative new coaching techniques and proven methods. _____
- 9. Is prompt in meeting team for practices and games. _____
- 10. Provides leadership and attitude that produces positive efforts. _____
- 11. Understands medical aspect of sport and follows injury policy. _____
- 12. Delegates proper authority to assistant coaches. _____
- 13. Maintains an atmosphere of cooperation by being receptive to constructive criticism. _____
- 14. Uses latest video technology to improve performance (Hudl programs, etc.) _____
- 15. Team performance is consistent with potential and abilities. _____

RESPONSIBILITIES OF THE HEAD COACH

- 1. Completes all items on coaching checklist. _____
- 2. Shows self-control and poise. _____
- 3. Displays enthusiasm and exhibits an interest in coaching. _____
- 4. Is cooperative in helping the athletic department, booster club, and others. _____
- 5. Encourages all athletes to participate in multiple sports. _____
- 6. Cares for all equipment and facilities and maintains a detailed inventory. _____

SUMMARY

Number of years coaching in this assignment: _____

Number of years coaching in this district: _____

AD COMMENTS ON THE SEASON:

AD JOB TARGETS:

COACH'S GOALS FOR NEXT SEASON (PLAN & EXPECTATIONS):

COACH'S COMMENTS:

RECOMMENDATION:

- _____ Maintain current position
- _____ Maintain current position with assistance plan
- _____ Alternative position
- _____ Termination of position

COACH'S SIGNATURE: _____

DATE: _____

ADMINISTRATOR'S SIGNATURE: _____

DATE: _____

Ellis Jr/Sr High School

Assistant Coach Evaluation

Coach's Name: _____

Position: _____

Rating Scale

1 – No Opportunity to Observe

2 – Unsatisfactory

3 – Area for Growth/Needs Improvement

4 – Proficient/Satisfactory

5 – Exceeds Expectations

- _____ 1. Demonstrates loyalty to the school and head coach.
- _____ 2. Displays enthusiasm in coaching the sport.
- _____ 3. Acts as a positive role model for athletes.
- _____ 4. Has the ability to motivate the students.
- _____ 5. Develops a positive rapport with the head coaches.
- _____ 6. Communicates effectively with the head coach.
- _____ 7. Works cooperatively with other assistant coaches.
- _____ 8. Interacts appropriately with parents.
- _____ 9. Provides appropriate supervision of players.
- _____ 10. Maintains discipline in a fair and consistent manner.
- _____ 11. Contributes to the planning of practice/game strategy.
- _____ 12. Organizes and prepares appropriately for practices/games.
- _____ 13. Is prompt for practices, games, and meetings.
- _____ 14. Fulfills responsibilities assigned by the head coach.
- _____ 15. Demonstrates a willingness to assume extra duties.
- _____ 16. Looks for ways to improve the program.
- _____ 17. Demonstrates knowledge of the sport and rules.
- _____ 18. Effectively teaches and demonstrates fundamental skills.
- _____ 19. Improves the skill and techniques of those players for which the assistant is responsible.
- _____ 20. Can adequately assess the skill level of players.
- _____ 21. Attends in-service opportunities to enhance professional advancement
- _____ 22. Attends all meetings required by the district.

ADDITIONAL HEAD COACH COMMENTS:

ASSISTANT COACH COMMENTS:

RECOMMENDATION:

ASST. COACH'S SIGNATURE: _____

DATE: _____

HEAD COACH'S SIGNATURE: _____

DATE: _____

Ellis Jr/Sr High School

Head Sponsor Evaluation

Sponsor's Name: _____

Position: _____

Rating Scale

1 – No Opportunity to Observe

2 – Unsatisfactory

3 – Area for Growth/Needs Improvement

4 – Proficient/Satisfactory

5 – Exceeds Expectations

PROFESSIONAL RESPONSIBILITIES: Duties of a Sponsor

1. Follows guidelines set forth by their organization's governing body. _____
*Rules, timelines, eligibility, monitoring participant safety, etc.
2. Follows USD 388 guidelines set forth by activities handbook. _____
*USD 388 mission statement and staff code of conduct.
3. Fulfills responsibilities of a sponsor. _____
*Travel forms, parent meetings, accident reports, itineraries, etc.
4. Maintains accurate records and inventory. _____
*Maintains equipment, supplies, and financial protocols.
5. Supervises students at all times during activities held on and off campus. _____
*Classrooms, outdoors, in vehicles and buses, in the community, and when traveling.
6. Cooperates with media, booster club, parents, and patrons. _____
*Regularly submits newsfeeds to the school social media sites.

PERFORMANCE

1. Well-versed in knowledge/rules of all of their activities. _____
*Attend rules meetings, professional development opportunities, and conferences.
2. Maintains appropriate conduct of self, participants, presenters, and volunteers. _____
*Provides adequate instructions and expectations.
3. Sets high expectations for all participants. _____
*Plan and prepares individuals to compete at the highest level and achieve success.
4. Takes advantages of all opportunities of the organization. _____
*Ensures students are participating in all programs offered in the organization.
5. Motivates participants to put forth their best effort. _____
6. Values and protects the loss of instructional time and other educational opportunities. _____

PERSONAL RELATIONSHIPS

1. Has a strong rapport with staff and students. _____
*Consistent motivation and encouragement.
2. Promotes alignment with other organizations. _____
*Collaborates with the staff to prepare all students/participants for success.
3. Provides a positive attitude and is supportive of all student activities. _____
4. Supports students and participants in other activities. _____
*Conducts home/work visits and attends activities relating to the student project.

PLANNING AND PREPARATION

- 1. Communicates clearly and accurately. _____
 *All stakeholders: students, staff, administration, and parents.
- 2. Properly educates volunteers and presenters of expectations and duties. _____
 *Planning meetings, recommendations, providing rubrics and feedback.
- 3. Provides appropriate practice and additional preparation opportunities. _____
 *Ensures development of all participants.
- 4. Practices and planning sessions are well organized and effective. _____
 *Improvement is shown in participants and the total program.
- 5. Provide appropriate student/participant feedback. _____

SUMMARY

Number of years sponsoring in this assignment: _____

Number of years sponsoring in this district: _____

PRINCIPAL/AD COMMENTS ON THE SEASON:

PRINCIPAL/AD JOB TARGETS:

SPONSOR'S GOALS FOR NEXT SEASON (PLAN & EXPECTATIONS):

SPONSOR'S COMMENTS:

RECOMMENDATION:

- _____ Maintain current position
- _____ Maintain current position with assistance plan
- _____ Alternative position
- _____ Termination of position

SPONSOR'S SIGNATURE: _____

DATE: _____

ADMINISTRATOR'S SIGNATURE: _____

DATE: _____

Performance Assessment Plan

Staff Member:

Assignment:

Evaluator:

Date:

Areas(s) requiring improvement:

Plan of action and resources recommended for corrective action (SMART GOAL):

Evidence of sufficient improvement will include:

Target date for completion of assistance plan:

Evaluator should complete this section after assistance plan has been completed.

Summary of progress of assistance plan:

Recommendations:

- _____ 1. Return to regular evaluation cycle.
- _____ 2. Continue intensive assistance for a specific agreed upon time.
- _____ 3. Initiate non-renewal procedures.

Signature of Educator _____

Date _____

Signature of Evaluator _____

Date _____

*Signature indicates that a copy of this form was received and reviewed by the educator. This does not necessarily indicate agreement.

CHAIN OF COMMAND FORM

These documented procedures are reflective of the USD 388 Activities Handbook.

Circle the step associated with this documentation and note which parties needs to sign off.

Step One: Coach/Sponsor-Athlete Session

Step Two: Coach/Sponsor-Parent-Athlete Session

Step Three: Administrator-Coach/Sponsor-Parent-Athlete Session

Purpose of Meeting: _____

Plan of Action: _____

Completed by Date: _____

Follow-Up Necessary: _____ YES _____ NO

Chain of Command Followed: _____ YES _____ NO

Steps Bypassed: _____ YES _____ NO

Administrative Notes: _____

Administrator(s) Present: _____

Student Present: _____

Parent(s)/Guardian(s) Present: _____

Coach/Sponsor Present: _____

Evaluation Procedures For Extra Curricular Personnel

1. A yearly assessment will be conducted on head athletic coaches and activity sponsors by the Athletic/Activities Director.
 - Cross Country, Football, Volleyball, Basketball, Track, Golf
 - Cheerleading, Forensics, Dance, FFA, FCCLA, KAY, STUCO, Scholars Bowl
2. Assistant coaches/sponsors may be assessed if the principal and/or athletic/activity director determine that it is necessary.
3. A pre-conference will be held for all staff members being assessed. An additional conference may be held during each season, and a final assessment will take place after the conclusion of a given season. For those staff members of year long activities, final assessment will take place no later than April 1 of the school year.
4. A copy of the assessment form will be given to the evaluatee and a copy will be maintained in the file of the building administrator. The assessment form that follows these procedures will be used in the assessment of extra curricular activity personnel only.

HEAD COACH/SPONSOR ASSESSMENT FORM

1

Name _____ Assignment _____ School Year _____

Evaluator _____ Date _____

Rating Scale: S-Satisfactory; I-Improvement needed; U-Unsatisfactory; NA-Not Applicable.
Use S,I,U, or N/A to indicate rating given.

I. PROFESSIONAL AND PERSONAL RELATIONSHIPS

Evaluator Self

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Cooperates with administration in regard to submitting eligibility lists, equipment needs, and information relative to program. |
| _____ | _____ | 2. Follows school policies regarding athletics/activities. |
| _____ | _____ | 3. Supports other coaches/sponsors/teachers and their programs as part of the total school operation. |
| _____ | _____ | 4. Maintains rapport with other members in the program. |
| _____ | _____ | 5. Coordinates the program and delegates responsibility to others as necessary. |
| _____ | _____ | 6. Develops sound public relations and is accessible to news media personnel, civic groups, and others. |
| _____ | _____ | 7. Communicates with parents. |
| _____ | _____ | 8. Instills positive attitude of citizenship and sportsmanship to the students within their area of influence. |
| _____ | _____ | 9. Encourages students to participate in the program. |
| _____ | _____ | 10. Keeps administration informed of any problems before, during, or all events. |
| _____ | _____ | 11. Is appropriately dressed at practices, games, and performances. |

II. PERFORMANCE

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Demonstrates a knowledge of fundamentals, strategies, and the ability to teach the basic skills. |
| _____ | _____ | 2. Demonstrates innovative uses of techniques and ideas along with established procedures. |
| _____ | _____ | 3. Develops respect by example in appearance, manners, behavior, language, and conduct. |
| _____ | _____ | 4. Demonstrates sound judgement in responsibilities and decisions. |
| _____ | _____ | 5. Has individual/group discipline and control. |
| _____ | _____ | 6. Demonstrates the ability to motivate players/students to improve and master fundamentals. |
| _____ | _____ | 7. Develops competitive teams that are motivated to win. |
| _____ | _____ | 8. Is fair, understanding, tolerant, and patient with members of the program. |

III. RELATED RESPONSIBILITIES

- ___ ___ 1. Is concerned about the care of equipment--including issue, collecting, inventory, and storage.
- ___ ___ 2. Is cooperative in scheduling and working with officials.
- ___ ___ 3. Is cooperative in sharing facilities.
- ___ ___ 4. Does not allow program to interfere with classroom responsibilities.
- ___ ___ 5. Follows proper budget/requisition procedures for purchase of materials and equipment.
- ___ ___ 6. Displays enthusiasm and exhibits interest in the program.
- ___ ___ 7. Shows self-control and poise in areas related to responsibilities.
- ___ ___ 8. Seeks self improvement by attending meetings and clinics, and keeps updated on current literature.
- ___ ___ 9. Demonstrates knowledge of league and state rules.

SUMMARY

Areas of Strength:

Areas Needing Improvement:

Comments:

Evaluator's Signature and Position

Date

Evaluatee's Signature and Position

Date
Page 61

Year _____

END OF THE SEASON REPORT

TEAM OR SPORT:

RECORD: VARSITY
 JUNIOR VARSITY
 10TH
 9TH
 TOURNAMENT FINISHES:

LETTER WINNERS AND YEARS IN SCHOOL:

STATE QUALIFIERS & PLACES:

ALL LEAGUE HONORS:

ALL STATE HONORS:

BRIEF SUMMARY OF THE SEASON AND OUTLOOK FOR NEXT YEAR:

ASSISTANT COACH/SPONSOR ASSESSMENT FORM

Name of Assistant _____

Sport/Activity _____

Date _____

Coaching/Sponsoring Position _____

Rating Scale: S-Satisfactory; I-Improvement needed; U-Unsatisfactory; N/A-Not Applicable

I. PROFESSIONAL AND PERSONAL RELATIONSHIPS

- 1. Follows school policies regarding athletics/activities.
- 2. Supports other coaches/teachers and their programs as part of the total school operation.
- 3. Maintains rapport with other members in the program.
- 4. Communicates with parents.
- 5. Instills positive attitude of citizenship and sportsmanship to the students within their area of influence.
- 6. Encourages students to participate in the program.
- 7. Keeps administration informed of any problems before, during, or after all events.

II. PERFORMANCE

- 1. Demonstrates a knowledge of fundamentals, strategies, and the ability to teach the basic skills.
- 2. Demonstrates innovative uses of techniques and ideas along with established procedures.
- 3. Develops respect by example in appearance, manners, behavior, language, and conduct.
- 4. Demonstrates sound judgement in responsibilities and decisions.
- 5. Has individual/group discipline and control.
- 6. Demonstrates the ability to motivate players/students to improve and master fundamentals.
- 7. Develops competitive teams that are motivated to win.

USD 426 PIKE VALLEY ATHLETIC COACHES EVALUATION FORM

Name _____

Activity _____ Date _____

Scale: Excellent	5
Good	4
Average	3
Poor	2
Unsatisfactory	1
Not Applicable	NA

Directions: The Coach self-evaluates themselves placing the appropriate rating under the coach column using the scale at the Right. They turn the evaluation in to the Activity Director/Principal who evaluates the coach. The Athletic Director/Principal will then set up a conference to review the evaluation.

The coach ...	<u>Coach</u>	<u>A.D./Prin</u>
1). Is concerned with participant individual outcomes rather than the coach's personal won and lost record.	_____	_____
2). Respects and enforces the letter and intent of all rules and regulations, sportsmanship codes, etc.	_____	_____
3). Treats all team members fairly and consistently.	_____	_____
4). Demonstrates respect for authority, accepts criticism, is loyal to those in authority.	_____	_____
5). Displays self-control and maintains positive profile in:		
a). Contest situations	_____	_____
b). Faculty relationships	_____	_____
c). Student relationships	_____	_____
d). Parental relationships	_____	_____
e). News media relationships	_____	_____
f). Coaching staff relationships	_____	_____
g). Administration relationships	_____	_____
h). Officials relationships	_____	_____
6). Demonstrates a caring and sensitive attitude toward:		
a). Athletes	_____	_____
b). Athletic staff	_____	_____
c). Parents	_____	_____
d). Visitors	_____	_____
7). Maintains professional competency		
a). Attending league and state meetings	_____	_____
b). Attending professional clinics	_____	_____
c). Knowledge of current rules and regulations	_____	_____
8). Accepts responsibility for equipment and facilities:		
a). Submits budget needs	_____	_____
b). Maintains accurate inventories	_____	_____
c). Stores and maintains equipment	_____	_____
d). Properly fits equipment	_____	_____
e). Maintains facilities	_____	_____

The coach ...	<u>Coach</u>	<u>A.D./Prin</u>
9). Is competent through training and experience in the following areas:		
a). Technique of the sport (fundamentals)	_____	_____
b). Understanding of teaching	_____	_____
c). Understanding of appropriate drills, etc.	_____	_____
d). Understanding of basic athletic injury prevention and care	_____	_____
10). Has standards that, at their minimum would, if emulated by their athletes when they become adults, provide a social image felt to be desirable in the community.	_____	_____
11). Provides every student with an equitable opportunity to try out and participate in the activity/sport.	_____	_____
12). Works with participants to develop appropriate team and individual goals – counsel’s athletes/students when necessary.	_____	_____
13). At the beginning of each season, advises participants of ALL training rules and other regulations, procedures and expectations.	_____	_____
14). Adequately develops team spirit and unity.	_____	_____
15). Adequately “sells” program to all students – to maintain appropriate participation.	_____	_____
16). Conducts preseason meeting with parents and provides in writing lines of communication, potential risk, lettering criteria and other expectations for players, parents and coaches.	_____	_____
17). As a head coach, respects assistant coaches, makes meaningful assignments with accountability, respects their judgment, provides appropriate recognition for their efforts.	_____	_____
18). Practices professional behavior while performing assigned duties.	_____	_____
19). Adequately prepares athletes to compete at or near their potential.	_____	_____
20). Demonstrates an awareness of health and safety standards as it pertains to the welfare of the students.	_____	_____
21). Adequately supervises locker rooms and training rooms.	_____	_____
22). Complies with all deadlines – inventory, budget, physicals, emergency consent, eligibility lists, etc.	_____	_____
23). Displays enthusiasm for sport/activity, for all athletes; makes the sport an enjoyable educational experience.	_____	_____
24). Shows competency in game preparation and management.	_____	_____
25). Follows USD 426 and KSHSAA activity guidelines.	_____	_____

26). List areas of strength:

Coach

A.D. / Principal

27). List areas needing improvement:

Coach

A.D. / Principal

28). List goals for next season:

Coach

A.D. / Principal

29). A.D. / Principal General Comments:

Coaches Signature

A.D./Principal's Signature

Date _____

Date _____



PO Box 841393
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Order Summary	
Cart #:	112972-
Purchase Order #:	310Mitch
Cart Name:	AutoSave Cart
Order Date:	03/10/2025
Estimated Delivery:	03/12/2025
Payment Terms:	NT30
Ship Via:	
Ordered By:	Mitch Pugh

Contact Your Rep

John Ruder Email: jruder@bsnsports.com | Phone: 578-871-0168

Sold to
1047988
NORTHERN VALLEY SCHOOLS
 512 Bryant St
 ALMENA KS 67622-9606
 USA

Ship To
13152902
Nothern Valley Middle School
 Mitch Pugh
 212 WASHINGTON AVE
 LONG ISLAND KS 67647-4018
 USA

Payer
1047988
NORTHERN VALLEY SCHOOLS
 512 Bryant St
 ALMENA KS 67622-9606
 USA

Item Description	Qty	Unit Price	Total
Sublimated NVF Jersey Item # - NSPCUSTOM	15 EA	\$ 60.00	\$ 900.00
Sublimated NVF pant Item # - NSPCUSTOM	15 EA	\$ 60.00	\$ 900.00

Subtotal:	\$1,800.00
Other:	\$0.00
Freight:	\$108.00
Sales Tax:	\$0.00
Order Total:	\$1,908.00
Payment/Credit Applied:	\$0.00
Order Total:	\$1,908.00

Uniforms

From Marvin Gebhard <mgebhard@nvhuskies.org>

Date Mon 3/10/2025 2:28 PM

To Ken Tharman <ktharman@nvhuskies.org>



Marvin J. Gebhard
PreK-8th Principal
Northern Valley Schools

To Whom it may concern:

I regretfully must turn in my notice for concession stands. While I enjoyed it so much this last year, due to some new medical diagnosis, I am unable to do it any longer. Please know that this last year has been so enjoyable and educational for me.

Much thanks,

Amber Brown

Board Clerk

USD 212

NV Schools

Resignation

From Joshua & Lacey Hansen <hansen2722@yahoo.com>

Date Sun 3/2/2025 8:02 PM

To Ken Tharman <ktharman@nvhuskies.org>; Jessie Thalheim <jthalheim@nvhuskies.org>

I am submitting my resignation for Head Volleyball and Assistant Basketball Coach. I have enjoyed my time and the wonderful experience but dynamics in my life have changed and this is the best decision for myself and my family. I want to thank the school administration and board for all of their support over the last 7 years. I will miss the girls and the memories we built together. I will not miss the stress of parents who felt it is ok to verbally attack or question decisions made with only the good of the team in mind. I do understand that was part of being head coach and something I grew from but as someone who takes things to heart will not be something I miss.

I have spoke to both Emily and Dean about my decision to step away. The only thing I ask on volleyball is for the new coach to keep participating in the Smith Center Summer Volleyball League. The girls have all enjoyed participating in this league and the fun and competition it provides. Nick Linn (nlinn@usd237.com) organizes it and I will be sure to share the news with him so he can reach out to the appropriate person.

Over the next week I will get all books and the external harddrive with stats/game footage put in a box in the locker room cage. The harddrive will contain stats, game footage from HUDL for the seasons I could pull off, and the volleyball inventory. I will also be sure on HUDL and MaxPreps that Emily and Jessie are listed as admin so they can add the new coach. Dean talked about wanting to work with the new coach in organizing the supply cage and setting a plan up for the new lockers for next season.

Again, I want to express my thanks for the support over the years I have no doubt there is personnel at NV that will be willing and able to set into the roles and do great. I cannot wait to come watch the girls next year and see the great things that they will all accomplish!

Thank you,
Lacey Hansen



Fw: JH track

From Marvin Gebhard <mgebhard@nvhuskies.org>

Date Mon 3/10/2025 6:04 PM

To Ken Tharman <ktharman@nvhuskies.org>

*Marvin J. Gebhard
PreK-8th Principal
Northern Valley Schools*

From: Jim Cole <jdcole1988@icloud.com>

Sent: Monday, March 10, 2025 4:34 PM

To: Marvin Gebhard <mgebhard@nvhuskies.org>

Subject: JH track

[You don't often get email from jdcole1988@icloud.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Northern Valley School Board and Administration,
Please consider me for the position of junior high track assistant coach for the 2025 season.
Jim Cole

Sent from my iPhone

Leave Request

From Marvin Gebhard <mgebhard@nvhuskies.org>

Date Mon 3/3/2025 5:22 PM

To Ken Tharman <ktharman@nvhuskies.org>

Cc Sommer Yocum <syocum@nvhuskies.org>

Sommer has requested a leave of absence in aptafund for Monday, March 24th as she will be driving back from Virginia on that day.

With it being the day after a break can we get BOE approval?

*Marvin J. Gebhard
PreK-8th Principal
Northern Valley Schools*

3-10-25

To Whom it may concern, NVHS
Board members.

I would like to have Thursday
March 13th off for an appointment
I was unable to get scheduled
over Spring break. I have
spoken to Karen Gebhard
who will be able to cover for
me on that day.

Thank you,

Sincerely
Monica Bach
NUJH Food Service
Employee

2024-2025 Negotiated Agreement



Between

Northern Valley USD # 212

(Approved by the Board of Education, May 13, 2024)

And

The Northern Valley Education Association

(Ratified by the members of NVEA, May 2, 2024)

USD 212 – Northern Valley – 2024 - 25

ARTICLE 1-DEFINITIONS AND GENERAL AGREEMENTS

Section 1

Duty Day

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

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

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

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

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

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

Section 2

Duty Year

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

Section 3

Payroll Dates

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

Section 4

Preparation Time

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

Section 5

Grant Writing

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

Section 6

School Calendar

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

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

School Calendar (Cont.)

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

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

Section 7

Early Termination of Contract

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

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

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

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

Section 8

Reproduction of Agreement

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

Section 9

Savings Clause

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

Section 10

Duration of Agreement

This agreement shall become effective July 1, 2024, provided it is ratified by a majority of the Board and a majority of the members of the negotiating unit and shall expire June 30, 2025.

Section 11

Supervision of Student Teachers

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

Section 12

Administering Medication to Students

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

Section 13

Access to Teacher Files

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

ARTICLE 2-SALARY AND BENEFITS

Section 1

Salary Schedule Placement

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

Section 2

Supplemental Salary

The current supplemental salary schedule shall be included in the 2024-2025 agreement.

Section 3

Contract Extension

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

Section 4

Activity Pass

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

Section 5

Fringe Benefits

A. Defined Benefit

The Board will pay in addition to salary, a fringe benefit for full-time certified teachers in the amount of \$450.00 per month to be applied to the cost of the district's group health insurance plan. Upon termination or non-renewal of the teacher's contract of employment for any reason all board payments of fringe benefits shall terminate on the date employment with the district ceases.

B. Retiree Insurance

Retired employees and their dependents shall be entitled to continue coverage under the district-sponsored group health insurance program, provided the retired employee makes written application with the clerk of the board of education for such continued coverage within thirty (30) days following the retirement of the employee. Retired employees electing continued coverage shall be required to make the monthly premium payment for such continued coverage in advance of the due date of the premium to the carrier. The premium amount will be determined by the carrier. Such payment shall be made to the board of education or directly to the insurance carrier, as may be determined by the Board. The coverage under the group health-care benefits will cease at such time as (1) the retired employee attains the age of 65 years of age, (2) the retired employee fails to make their required premium payments on a timely basis, or (3) the retired employee becomes covered or is eligible to be covered under a group plan of another employer.

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

Section 6

Salary Deduction

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

Section 7

Voluntary Tax Sheltered Annuities

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

Section 8

Dues Deduction

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

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

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

ARTICLE 3-LEAVE

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

0-2 hours = .25 day

2-4 hours = .50 day

4-5 hours = .75 day

6-8 hours = 1 day

Section 1

Paid Time Off (PTO)

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

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

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

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

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

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

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

Section 2

Funeral and Bereavement Leave

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

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

Section 3

Annual Leave Accounting

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

Section 4

Jury Duty

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

Section 5

Professional Leave

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

Section 6

Military Leave

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

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

Section 7

Unpaid Leave

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

Section 8

Covering Classes

When the office requests a teacher to cover a class, during their planning time for another teacher, the teacher covering will have the option to be paid at a rate equal to the current substitute pay rate or receive the same amount of time as PTO. If the teacher substitutes for one full period, they will be paid one-eighth (1/8) of the substitute daily pay rate or one hour of PTO. If the teacher substitutes for one-half (1/2) of a period, they will be paid one-

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

Section 9

Salary Reduction Plan

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

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

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

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

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

ARTICLE 4-EVALUATION

Section 1

Evaluation Procedure

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

Section 2

Evaluation Instrument

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

Section 3

Plan of Assistance

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

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

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

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

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

ARTICLE 5-TEACHER GRIEVANCE PROCEDURE

Section 1

Teacher Grievance Procedure

A. Purpose

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

B. Procedure

1. Level One

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

2. Level Two

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

3. Level Three

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

4. Level Four

- (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance with the Association's officers for review and transmittal to the School Board within five (5) school days after the decision at Level Three or ten (10) school days after he has met with the Superintendent, whichever is sooner.
- (b) Within five (5) school days after receipt of the written grievance by the School Board, the School Board will meet with the aggrieved person and his representative from the Association in an effort to resolve it.

(A quorum of the Board must be present for any official action to be taken.)

- (c) The Superintendent and Building Principal will be given a like meeting with the School Board. (A quorum of the Board must be present for any official action to be taken.)
- (d) The School Board will then render a decision in an effort to resolve the grievance.

C. Rights of Teachers to Representations

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

D. Miscellaneous

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

ARTICLE 6-REDUCTION IN FORCE

Section 1

Reduction of Teaching Staff

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

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

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

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

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

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

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DISCIPLINE

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

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

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

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

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

IV. FORMS OF DISCIPLINE

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

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

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

V. PROCEDURES FOR ADMINISTERING POLICY

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

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

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

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

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

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

UNIFIED SCHOOL DISTRICT NO. 212

GRIEVANCE REPORT FORM

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

(Check one to indicate level of grievance)

Name of Grievant

Building

Assignment

A. Date cause of grievance occurred: _____

B. Relevant contract provisions: _____

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

D. Relief Desired: _____

Signature: _____

Date: _____

.....
Date Received: _____

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

Signature: _____

Date: _____

Unified School District No. 212
“B” Supplemental Salary Schedule for Teachers
2024 - 2025

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

Athletics (A)

A. Basketball

High School Level

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

Middle School Level

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

B. Cheerleading

High School Level

Head Coach (1)	8.00%
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Middle School Level

Head Coach (1)	6.25%
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C. Cross Country

High School Level

Head Coach (1)	9.75%
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D. Dance Team

High School Level

Head Coach (1)	6.25%
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E. Football

High School Level

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

Middle School Level

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

F. Golf

High School Level

Head Coach (1)	11.50%
Golf Sponsor (only when a coach has not been hired)	9.50%

G. Track

High School Level

Head Coach (1)	11.50%
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Assistant Coach-Boys/Girls (2)	8.00%
<u>Middle School Level</u>	
Head Coach-Boys (1)	8.00%
Head Coach-Girls (1)	8.00%
Assistant Coach-Boys/Girls (1)	6.25%

H. Volleyball

<u>High School Level</u>	
Head Coach (1)	11.50%
Assistant Coach (1)	8.00%
<u>Middle School Level</u>	
Head Coach (1)	8.00%
Senior Class Sponsor	2.00%

Middle School Level

Service Club (1)	4.00%
Scholars Bowl (Class I)	4.50%

Administrative and Special Assignments

General Fund (Administration):

Athletic Director-High School (1)	18.00%	(With one (1) class period
provided daily as the schedule allows)	OR	12.50% (With two class periods
provided daily as the schedule allows)		
Jr. High Athletic Director	6.00%	(With one (1) class period
provided daily as the schedule allows)	OR	8.50% (With no class period
provided daily as the schedule allows)		
Head Teacher	8.00%	
Driver Education	10.00%	
Transportation Director	4.00%	
MS Technology Asst.	4.50%	(OR one class period to a
MS teacher for the purpose of handling daily technology issues in Long Island.)		
HS Student Success Coordinator	0.00%	(With one (1) class period
provided daily as schedule allows)	OR	4.00% (With no class period
provided daily as schedule allows)		

Chairman of the Sit Team

\$40 per Referral

Curricular Contract Extensions

Vocal & Instrumental Music	11.9%	When duties are divided
between two teachers	OR	14.00% When one teacher does all
FFA	13.00%	
Yearbook Sponsor & Photo	11.00%	

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

Salary Schedule for Coaches

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

Class Definitions:

Class I – J.H. Scholars Bowl Coach

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

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

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

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

USD #212 Teacher Hiring Schedule
 2024-25 School
 Year

Base	37000
Vertical	425
Horizontal	600
Masters	1500

Step	BA	BA+ 10	BA+20	BA+30	MA	MA+ 15
1	37000	37600	38200	38800	40300	40900
2	37425	38025	38625	39225	40725	41325
3	37850	38450	39050	39650	41150	41750
4	38275	38875	39475	40075	41575	42175
5	38700	39300	39900	40500	42000	42600
6	39125	39725	40325	40925	42425	43025
7	39550	40150	40750	41350	42850	43450
8	39975	40575	41175	41775	43275	43875
9	40400	41000	41600	42200	43700	44300
10	40825	41425	42025	42625	44125	44725
11	41250	41850	42450	43050	44550	45150
12	41675	42275	42875	43475	44975	45575
13	42100	42700	43300	43900	45400	46000
14	42525	43125	43725	44325	45825	46425
15	42950	43550	44150	44750	46250	46850
16	43375	43975	44575	45175	46675	47275
17	43800	44400	45000	45600	47100	47700
18		44825	45425	46025	47525	48125
19		45250	45850	46450	47950	48550
20			46275	46875	48375	48975
21				47300	48800	49400
22				47725	49225	49825
23				48150	49650	50250
24				48575	50075	50675
25				49000	50500	51100
26				49425	50925	51525
27				49850	51350	51950
28				50275	51775	52375
29				50700	52200	52800
30				51125	52625	53225
31				51550	53050	53650
32				51975	53475	54075
33				52400	53900	54500
34				52825	54325	54925
35				53250	54750	55350
36				53675	55175	55775
37				54100	55600	56200
38				54525	56025	56625
39				54950	56450	57050
40				55375	56875	57475

Northern Valley School Calendar

August

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November

Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Special Days

Aug 13 & 14 --- **Teacher In-service**

Aug 15 ----- **Teacher Workday**

Aug 18 ----- **First Day of School**

Sept 1 ----- **(No School)** Labor Day

Sept 5 ----- **Make up for Monday**

Sept 19 ----- **Homecoming**

Oct 16 ----- **End of 1st Nine weeks (38 days)**

Oct 20 ----- **Start of 2nd Nine weeks**

Oct 20 & 27 --- **Parent/Teacher Conf. 4:30 PM – 8:00 PM each night**

Nov 26 – 28 --- **(No School)** Thanksgiving

Dec 19 ----- End of 1st Sem. (74 Days)

Dec 22 – Jan 1 **(No School)** Christmas break

Jan 2 ----- **Teacher Workday**

Jan 5 ----- **First day of 2nd Semester**

Feb 13 ----- **Teacher In-service**

Mar 3 & 5 ----- **Student Led Conf. (4:30 PM – 8:00 PM each night)**

Mar 5 ----- **End of 3rd nine weeks (37.5 days)**

Mar 9 ----- **Start of 4th Nine Weeks**

Mar 11 ----- **Teach. Collab. (4:30 – 8 PM)**

Mar 16 - 20 -- **Spring Break**

May 14 ----- Last Day for Seniors

May 17 ----- High School Graduation

May 18 ----- 8th Grade Graduation

May 21 ----- End of 2nd Sem. (78 Days)

May 22 ----- **Teacher In-service**

14 Last Day for Seniors

● Teacher Workday No School

() Beginning and End of Nine Weeks

★ Possible Make up Snow Days

**152 (7 hrs. 30 min/day) Stud. Cont. Hrs. = 1140
8 AM – 4:00 PM**

148 (8.50 hrs./day) **7:45 AM – 4:15 PM** = 1258 hrs
+ 6 (8 hrs./day) = 1,306 Teacher Contract Hrs.)
(163 Contract Days)

January

Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	★
30	31			

April

Mo	Tu	We	Th	Fr
	1	2		3
6	7	8	9	★
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

Mo	Tu	We	Th	Fr
				★
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Northern Valley School Calendar

August

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	(14)	15
18	19	20	21	22
25	26	27	28	29

September

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
(20)	21	22	23	24
27	28	29	30	31

November

Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Special Days

Aug 11 & 12 --- **Teacher In-service**

Aug 13 ----- **Teacher Workday**

Aug 14 ----- **First Day of School**

Sept 1 ----- **(No School)** Labor Day

Sept 5 ----- **Make up for Monday**

Sept 19 ----- **Homecoming**

Oct 16 ----- **End of 1st Nine weeks (40 days)**

Oct 20 ----- **Start of 2nd Nine weeks**

Oct 20 & 27--- **Parent/Teacher Conf. 4:30 PM – 8:00 PM each night**

Nov 26 – 28 --- **(No School)** Thanksgiving

Dec 19 ----- End of 1st Sem. (76 Days)

Dec 22 – Jan 2 **(No School)** Christmas break

Jan 5 ----- **First day of 2nd Semester**

Feb 13 ----- **Teacher In-service**

Mar 5 ----- **End of 3rd nine weeks (36.5 days)**

Mar 9 & 10 ----- **Student Led Conf. (4:30 PM – 8:00 PM each night)**

Mar 9 ----- **Start of 4th Nine Weeks**

Mar 11 ----- **Teach. Collab. (4:30 – 8 PM)**

Mar 16 - 20 -- **Spring Break**

May 13 ----- Last Day for Seniors

May 17 ----- High School Graduation

May 18 ----- 8th Grade Graduation

May 19 ----- End of 2nd Sem. (76 Days)

May 20 ----- **Teacher In-service**

May 21 ----- **Teacher Workday**

13 Last Day for Seniors

● Teacher Workday No School

() Beginning and End of Nine Weeks

★ Possible Make up Snow Days

152 (7 hrs. 30 min/day) Stud. Cont. Hrs. = 1140
8 AM – 4:00 PM

148 (8.50 hrs./day) **7:45 AM – 4:15 PM** = 1258 hrs
+ 6 (8 hrs./day) = 1,306 Teacher Contract Hrs.)
(163 Contract Days)

January

Mo	Tu	We	Th	Fr
			1	2
(5)	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March

Mo	Tu	We	Th	Fr
2	3	4	5	6
(9)	10	11	12	13
16	17	18	19	20
23	24	25	26	★
30	31			

April

Mo	Tu	We	Th	Fr
	1	2		3
6	7	8	9	★
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

Mo	Tu	We	Th	Fr
				★
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29



Northern Valley Schools



Northern Valley High

512 Bryant St
Almena KS 67622
(785) 669-2445
Fax (785) 669-2263

Northern Valley Junior High

627 Washington St
Long Island KS 67647
(785) 854-7681
Fax (785) 854-7684

Northern Valley Elementary

504 Bryant St
Almena KS 67622
(785) 664-2446
Fax (785) 664-4060

March 10, 2025

At Northern Valley Schools we feel that school readiness begins at birth. Healthy children with involved families and supportive communities enter kindergarten ready to succeed. Parents are a child's first teacher. Every environment is a learning environment that can either help or hinder the skills, knowledge and abilities a child gains in his or her first five years of life. Everything a child experiences impacts lifelong learning. School readiness is the result of the early learning years. The preschool program will follow the Unified School Districts Calendar, which includes a 4-day school week. We have many sessions to choose from, as our goal is to work with families and their schedules in providing quality education time for all students. Changes to a student's enrollment in any of the sessions can be made at the conclusion of each quarter. Transportation to and from each session is available with some boundaries in place. If you have any questions or need additional information, please feel free to contact the school.

Preschool Program:

The Morning Session begins at 8:00am and concludes at 11:15am. This session involves breakfast (optional) starting at 7:45am along with reading and math curriculum embedded with social-emotional learning and fine motor skills practice.

The Afternoon Session begins at 12:45pm and concludes at 4:00pm. This session involves less exposure to reading and math curriculum with more of an emphasis on social-emotional learning.

For students that attend both sessions, lunch is provided (optional) along with a rest period.

We also offer a Transition to Kindergarten Program. This program is designed for students that are eligible for kindergarten based on age but have not mastered all the skills needed for kindergarten. These students will attend the first session and then transition to the kindergarten classroom in the afternoon.

Qualifications:

Any student that is 3 years of age by August 31st is eligible for the Afternoon session

Any student that is 4 years of age by August 31st is eligible for the Morning and Afternoon session (optional)

Any student that is 5 years of age by August 31st is eligible for the Transition to Kindergarten Program

Marvin J. Gebhard
PreK-8th Principal