



# NORTHERN VALLEY SCHOOLS USD 212



ALMENA

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

|   |     |
|---|-----|
| I. Call to Order                          |     |
| II. Adoption of Agenda                    |     |
| III. Approval of Minutes                  | 2   |
| IV. Approval of Bills                     | 7   |
| V. Hearing of Visitors                    |     |
| A. Brian Thompson (Mapes and Miller)      | 40  |
| B. Emily Lowry                            |     |
| C. Mitch Pugh                             |     |
| D. Ross Cole                              |     |
| E. Shelby Preston                         |     |
| VI. Old Business                          |     |
| A. Board Walk - Through                   | 71  |
| B. Recognition / Dedication               |     |
| C. Grade School Lift Update               | 72  |
| D. Transportation                         |     |
| VII. Personnel                            |     |
| A. Staffing                               |     |
| B. Supplemental                           | 74  |
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| D. Rule 10 Coaches                        | 76  |
| E. Superintendent Evaluation              | 93  |
| VIII. New Business                        |     |
| A. KESA Update                            | 95  |
| B. Negotiations                           | 162 |
| IX. Administrative Reports                |     |
| A. Superintendent / 9-12 Principal Report |     |
| B. K-8 Principal Report                   |     |
| X. Reports of Board Members               |     |
| XI. Adjournment                           |     |



# NORTHERN VALLEY SCHOOLS USD 212

DISTRICT OFFICE  
512 WEST BRYANT PO BOX 217  
ALMENA KS 67622



ALMENA

PHONE (785) 669-2445

LONG ISLAND

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

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

Also in attendance: Ken Tharman (HS Principal/Superintendent), Marvin Gebhard (GS/MS Principal), Jessie Thalheim (MS/HS Science Teacher/HS AD), and Amber Brown (Board Clerk).

I. Call to Order

II. Adoption of Agenda

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

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

Yea: 7, Nay: 0

III. Approval of Minutes

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

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

Yea: 7, Nay: 0

IV. Approval of Bills



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

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

Yea: 7, Nay: 0

## V. Hearing of Visitors

### A. Jessie Thalheim

Mrs. Thalheim was welcomed. She shared that one of her classes at the HS were growing algae with different environmental factors. They were also growing a large tank of algae like what is used for biodiesel. Before Christmas break, one of her middle school classes had the annual egg drop and there was a success ... one egg did not break.

## VI. Old Business

### A. Food Service Audit

Mr. Tharman shared the School Nutrition Program (SNP) three-year review findings and commendations with the board. All findings have been addressed and/or had a plan of action written up, and our review has been closed.

### B. WKLL Academic Contest Results

The WKLL annual academic contest was held and the results have been shared. Those students scoring in the top ten will be recognized at the awards banquet. Great job competing in the classroom as well as on the courts and fields.

## 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. Tharman and returning to open session in this room at 7:10 PM. This motion, made by Christopher Rogers and seconded by Laquita Smith, Carried.

|                     |     |
|---------------------|-----|
| Shanna Hammond:     | Yea |
| Brandi Keith:       | Yea |
| Christopher Rogers: | Yea |
| Laquita Smith:      | Yea |
| Hilary Van Patten:  | Yea |
| Rich                | Yea |



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Wenzl:

Steven  
Whitney: Yea

Yea: 7, Nay: 0

At 7:10 PM the meeting returned to open session; no action taken.

### B. Driver's Ed Supplemental

I recommend the board approve the hire of Jim Cole for the Driver's Ed Supplemental position. This motion, made by Steven Whitney and seconded by Brandi Keith, Carried.

Shanna  
Hammond: Yea

Brandi  
Keith: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 7, Nay: 0

### C. Board Appreciation

Mr. Tharman thanked the board members for their many hours of dedication to our school. Amber presented each of them with a certificate of appreciation.

### D. Rule 10 Coaches

Mr. Tharman shared that the topic of Rule 10 coaches has been brought up at different times in the past several years and thought it was a good time to revisit it. Some discussions have been around whether a certified teacher as a coach or a Rule 10 coach is better qualified. Does student contact throughout the day influence coaching or affect accountability? This sparked some lively conversation. In the end, there was a consensus that the board would prefer to make contract renewal decisions based on evaluations and performance of duties, rather than if they were certified staff or Rule 10. It was also agreed that all coaches and sponsors should be evaluated yearly. Mr. Gebhard had a copy of an old coach's manual that will be used as a skeleton to build how this process will look. Mrs. Thalheim shared some of her past coaching experiences as well. Mr. Tharman is going to contact other districts to see what they use for evaluating coaches. This will be an on-going discussion at the February board meeting.

## VIII. New Business

### A. Spring Semester Work Release Requests

I recommend the board approve the application for Izzabella Koch for spring work release. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna  
Hammond: Yea

Brandi  
Keith: Yea

Christopher Yea



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Rogers:

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 7, Nay: 0

### B. Board Walk Through

After discussion on possible dates, it was decided to have the board walk-through on February 20th. Shanna will make final arrangements at the February 10th board meeting.

### C. KASB Policy Updates

I recommend the updates to Policies GAAC, GARIA, JGEC, and the addition of Policy JGECAA adopted by the board on June 17, 2024, be rescinded and the previous versions of Policies GAAC, GARIA and JGEC be readopted and approved. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

Shanna Hammond: Yea

Brandi Keith: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 7, Nay: 0

I recommend the board approve the August and December KASB policy updates as presented. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

Shanna Hammond: Yea

Brandi Keith: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea



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Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 7, Nay: 0

#### D. Uniform Rotation

Mrs. Thalhem shared an updated rotation schedule with the board. Over the past four years, there has been an increase in yearly costs of approximately \$1,000 from the past schedule. Mrs. Thalheim will visit with the JH volleyball and football coaches to determine which is the greater need this year. HS basketball warm-ups and the JH sport are able to be updated this year.

#### E. Transportation Crisis Plan

Mr. Gebhard shared that at a summer workshop, there was discussion on vehicles having a crisis plan on board. At the last bus drivers' meeting, they had a good conversation on this topic and came up with a one-page crisis plan that could be accessed easily if needed. Mr. Gebhard shared that document with the board.

### IX. Administrative Reports

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

Mr. Tharman shared that the Elementary and Secondary Education Act (ESEA) Consolidated File review has been completed and the Civil Rights Data Collection (CRDC) is almost complete. The FFA had a fun and successful trip to the National Western Livestock Show in Denver this past weekend. Jan. 22 - League Scholars Bowl in Ransom/ Jan. 28 - HS BB vs. Stockton (here)/ Jan. 30 - District Leadership Team mtg./ HS FACS chili cook-off/ Varsity Scholars Bowl in Norton/ Jan. 31 - HS BB in Ransom/ Feb. 1 - Forensic meet in Golden Plains/ Snowball Dance. Mr. Tharman also shared the Prepping for Negotiations training dates in February.

#### B. K-8 Principal Report

Mr. Gebhard shared there are three more JH basketball games and the tournament left in the season. Jan. 21st grades 5 - 8 will have Mental Health First Aid presentations. LTR's training is continuing and they had another meeting today. The Kindergarten Readiness Committee is reconvening to discuss possible opportunities. Hansen Foundation has granted \$21,000 towards the elevator/ lift project. Thank You to the Phillips County Community Foundation for donating \$300 for student health needs.

### X. Reports of Board Members

### XI. Adjournment

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

Shanna Hammond: Yea

Brandi Keith: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 7, Nay: 0

# USD 212

## Cash Summary Report

Accounting Cycle: FY 24-25; Beginning Period: Period 00 (05/01/2024 - 06/30/2024) ; Ending Period: Period 08 (02/01/2025 - 02/28/2025) ; Show Prior Year Expense/Encumbrance: Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 2/6/2025 9:49:29 AM

| Fund             | Description                    | Beginning Balance   | Revenue               | Expenditure             | Other               | Ending Balance        |
|------------------|--------------------------------|---------------------|-----------------------|-------------------------|---------------------|-----------------------|
| 06               | GENERAL FUND                   | \$0.06              | \$1,328,392.95        | (\$862,053.50)          | \$939.98            | \$467,279.49          |
| 07               | FEDERAL FUNDS                  | \$3,699.93          | \$111,063.00          | (\$65,354.20)           | \$0.00              | \$49,408.73           |
| 08               | SUPPLEMENTAL GENERAL FUND      | \$30,680.51         | \$472,956.79          | (\$219,377.69)          | \$230.09            | \$284,489.70          |
| 11               | FOUR YEAR OLD AT RISK FUND     | \$33,836.54         | \$0.00                | (\$19,884.86)           | \$0.00              | \$13,951.68           |
| 13               | K-12 AT RISK FUND              | \$42,865.91         | \$0.00                | (\$61,492.35)           | \$0.00              | (\$18,626.44)         |
| 14               | BILINGUAL EDUCATION            | \$325.00            | \$0.00                | \$0.00                  | \$0.00              | \$325.00              |
| 16               | CAPITAL OUTLAY                 | \$424,191.19        | \$151,983.96          | (\$378,185.16)          | (\$5,663.93)        | \$192,326.06          |
| 18               | DRIVER TRAINING                | \$2,362.58          | \$1,740.00            | \$0.00                  | \$0.00              | \$4,102.58            |
| 24               | FOOD SERVICE                   | \$16,344.95         | \$62,716.96           | (\$106,205.95)          | \$0.00              | (\$27,144.04)         |
| 26               | PROFESSIONAL DEVELOPMENT FUND  | \$10,151.97         | \$0.00                | (\$8,015.56)            | \$0.00              | \$2,136.41            |
| 30               | SPECIAL EDUCATION              | \$33,378.96         | \$130,718.88          | (\$154,263.04)          | \$0.00              | \$9,834.80            |
| 34               | VOCATIONAL EDUCATION           | \$13,678.71         | \$210.00              | (\$8,402.63)            | \$0.00              | \$5,486.08            |
| 35               | GIFTS/GRANTS                   | \$49,865.83         | \$34,100.00           | (\$28,641.88)           | \$0.00              | \$55,323.95           |
| 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            |
| <b>Sub Total</b> |                                | <b>\$928,657.48</b> | <b>\$2,298,533.66</b> | <b>(\$1,911,871.22)</b> | <b>(\$4,493.86)</b> | <b>\$1,310,826.06</b> |

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

| <b>Encumbrances</b> | <b>Liabilities</b> | <b>Available</b>      |
|---------------------|--------------------|-----------------------|
| (\$944.71)          | (\$939.98)         | \$465,394.80          |
| \$0.00              | \$0.00             | \$49,408.73           |
| \$0.00              | (\$230.09)         | \$284,259.61          |
| \$0.00              | \$0.00             | \$13,951.68           |
| \$0.00              | \$0.00             | (\$18,626.44)         |
| \$0.00              | \$0.00             | \$325.00              |
| \$0.00              | \$5,663.93         | \$197,989.99          |
| \$0.00              | \$0.00             | \$4,102.58            |
| \$0.00              | \$0.00             | (\$27,144.04)         |
| \$0.00              | \$0.00             | \$2,136.41            |
| \$0.00              | \$0.00             | \$9,834.80            |
| (\$2.13)            | \$0.00             | \$5,483.95            |
| \$0.00              | \$0.00             | \$55,323.95           |
| \$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            |
| <b>(\$946.84)</b>   | <b>\$4,493.86</b>  | <b>\$1,314,373.08</b> |

# USD 212

## Cash Summary Report

Accounting Cycle: FY 24-25; Beginning Period: Period 00 (05/01/2024 - 06/30/2024) ; Ending Period: Period 08 (02/01/2025 - 02/28/2025) ; 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: 2/6/2025 9:49:29 AM

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

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 02/01/2025 to 02/28/2025.

| Site ID<br>Group ID | Site Name<br>Group Name            | Activity ID | Activity Name            | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|---------------------|------------------------------------|-------------|--------------------------|----------------|----------|---------------|-------------|--------------|
| <b>NVHS</b>         | <b>Northern Valley High School</b> |             |                          |                |          |               |             |              |
| <b>A</b>            | <b>ATHLETICS</b>                   |             |                          |                |          |               |             |              |
|                     | 1010                               |             | HIGH SCHOOL ATHLETICS    | 8,852.87       | 0.00     | 0.00          | 0.00        | 8,852.87     |
|                     | <b>A Totals:</b>                   |             |                          | 8,852.87       | 0.00     | 0.00          | 0.00        | 8,852.87     |
| <b>B</b>            | <b>CLUBS &amp; ORGANIZATIONS</b>   |             |                          |                |          |               |             |              |
|                     | 2010                               |             | STUDENT COUNCIL          | 11,059.55      | 0.00     | 0.00          | 0.00        | 11,059.55    |
|                     | 2020                               |             | KAY                      | 3,596.56       | 0.00     | 0.00          | 0.00        | 3,596.56     |
|                     | 2050                               |             | HUSKY MUSIC CLUB         | 2,160.33       | 0.00     | 0.00          | 0.00        | 2,160.33     |
|                     | 2060                               |             | FFA                      | 10,033.21      | 0.00     | 0.00          | 0.00        | 10,033.21    |
|                     | 2070                               |             | SCHOLARS BOWL            | 88.77          | 0.00     | 0.00          | 0.00        | 88.77        |
|                     | 2080                               |             | DANCE AND CHEER          | -1,382.74      | 0.00     | 0.00          | 0.00        | -1,382.74    |
|                     | 2090                               |             | FORENSICS                | 2,130.36       | 0.00     | 0.00          | 0.00        | 2,130.36     |
|                     | 3000                               |             | TECHNOLOGY CLUB          | 828.76         | 0.00     | 0.00          | 0.00        | 828.76       |
|                     | 3010                               |             | Food Science             | 66.10          | 0.00     | 0.00          | 0.00        | 66.10        |
|                     | 3020                               |             | VOLLEYBALL CLUB          | 1,288.33       | 0.00     | 0.00          | 0.00        | 1,288.33     |
|                     | 3030                               |             | FACS                     | 1,334.60       | 0.00     | 0.00          | 0.00        | 1,334.60     |
|                     | 3050                               |             | Interactive Media        | 92.34          | 0.00     | 0.00          | 0.00        | 92.34        |
|                     | <b>B Totals:</b>                   |             |                          | 31,296.17      | 0.00     | 0.00          | 0.00        | 31,296.17    |
| <b>C</b>            | <b>GRADUATING CLASSES</b>          |             |                          |                |          |               |             |              |
|                     | 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    | 5,009.24       | 0.00     | 0.00          | 0.00        | 5,009.24     |
|                     | 3127                               |             | Class Of 2027- Sophmores | 1,637.42       | 0.00     | 0.00          | 0.00        | 1,637.42     |
|                     | <b>C Totals:</b>                   |             |                          | 10,983.10      | 0.00     | 0.00          | 0.00        | 10,983.10    |
| <b>D</b>            | <b>DISTRICT MONIES</b>             |             |                          |                |          |               |             |              |
|                     | 4020                               |             | HIGH SCHOOL PETTY CASH   | 1,125.00       | 0.00     | 0.00          | 0.00        | 1,125.00     |
|                     | <b>D Totals:</b>                   |             |                          | 1,125.00       | 0.00     | 0.00          | 0.00        | 1,125.00     |
| <b>E</b>            | <b>YEARBOOK</b>                    |             |                          |                |          |               |             |              |
|                     | 7000                               |             | YEARBOOK                 | 12,479.94      | 0.00     | 0.00          | 0.00        | 12,479.94    |
|                     | <b>E Totals:</b>                   |             |                          | 12,479.94      | 0.00     | 0.00          | 0.00        | 12,479.94    |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 02/01/2025 to 02/28/2025.

| Site ID<br>Group ID | Site Name<br>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         | 0.00     | 0.00          | 0.00        | 929.75       |
|                     | 8011                    |             | Interest Paid To Account | 873.28         | 0.00     | 0.00          | 0.00        | 873.28       |
|                     |                         |             | F Totals:                | 1,844.50       | 0.00     | 0.00          | 0.00        | 1,844.50     |
| 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:    | 66,495.96      | 0.00     | 0.00          | 0.00        | 66,495.96    |

|                     | Begin Balance | Transfers | Receipts | Disbursements | Adjustments | End Balance |
|---------------------|---------------|-----------|----------|---------------|-------------|-------------|
| NVHS Checking:      |               |           | 0.00     | 0.00          |             |             |
| NVHS Investment:    |               |           |          |               |             |             |
| NVHS Bank Balances: | 66,495.96     |           | 0.00     | 0.00          | 0.00        | 66,495.96   |

|  |                         |           |      |      |      |           |
|--|-------------------------|-----------|------|------|------|-----------|
|  | Report Activity Totals: | 66,495.96 | 0.00 | 0.00 | 0.00 | 66,495.96 |
|--|-------------------------|-----------|------|------|------|-----------|

# USD 212

## Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 01/21/2025; End Date: 02/10/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 2/10/2025 4:35:36 PM

| Voucher Number                 | Bank Name                   | Account Number         | Check Number      |
|--------------------------------|-----------------------------|------------------------|-------------------|
| Bills for 1/21/2025            | First National Bank & Trust | 003174                 | 66259             |
| Vendor                         | PO Number                   | Invoice #              | Account Code      |
| Access Elevator and Lifts Inc. | 24-3950                     | Bills for 1/21/2025    | 16-4200-710-00-00 |
| Access Elevator and Lifts Inc. | 24-3950                     | Bills for 1/21/2025    | 35-2600-700-01-00 |
| <b>Sub Total</b>               |                             |                        |                   |
| Voucher Number                 | Bank Name                   | Account Number         | Check Number      |
| Bills for 1/21/2025            | First National Bank & Trust | 003174                 | 66260             |
| Vendor                         | PO Number                   | Invoice #              | Account Code      |
| City Of Long Island            | 24-3953                     | Bills for 1/21/2025    | 08-2600-411-03-00 |
| City Of Long Island            | 24-3953                     | Bills for 1/21/2025    | 08-2600-412-03-00 |
| City Of Long Island            | 24-3953                     | Bills for 1/21/2025    | 08-2600-421-03-00 |
| <b>Sub Total</b>               |                             |                        |                   |
| Voucher Number                 | Bank Name                   | Account Number         | Check Number      |
| Bills for 1/21/2025            | First National Bank & Trust | 003174                 | 66261             |
| Vendor                         | PO Number                   | Invoice #              | Account Code      |
| Dealers First Financial L.L.C. | 24-3947                     | Bills for 1/21/2025    | 16-1000-700-03-00 |
| Dealers First Financial L.L.C. | 24-3955                     | 2- Bills for 1/21/2025 | 16-1000-700-01-00 |
| <b>Sub Total</b>               |                             |                        |                   |
| Voucher Number                 | Bank Name                   | Account Number         | Check Number      |
| Bills for 1/21/2025            | First National Bank & Trust | 003174                 | 66262             |
| Vendor                         | PO Number                   | Invoice #              | Account Code      |
| Golden Plains High School      | 24-3956                     | Bills for 1/21/2025    | 06-1000-890-01-09 |
| <b>Sub Total</b>               |                             |                        |                   |
| Voucher Number                 | Bank Name                   | Account Number         | Check Number      |
| Bills for 1/21/2025            | First National Bank & Trust | 003174                 | 66263             |
| Vendor                         | PO Number                   | Invoice #              | Account Code      |
| H&J Repair                     | 24-3949                     | Bills for 1/21/2025    | 06-1000-700-00-00 |
| <b>Sub Total</b>               |                             |                        |                   |
| Voucher Number                 | Bank Name                   | Account Number         | Check Number      |
| Bills for 1/21/2025            | First National Bank & Trust | 003174                 | 66264             |
| Vendor                         | PO Number                   | Invoice #              | Account Code      |
|                                |                             |                        |                   |

|   |   |   |  |
|---|---|---|--|
| Harlan County Journal                             | 24-3945   | Bills for 1/21/2025                     | 06-2300-590-00-02                        |
| <b>Sub Total</b>                                  |   |   |  |
| <b>Voucher Number</b><br>Bills for 1/21/2025      | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174         | <b>Check Number</b><br>66265             |
| <b>Vendor</b><br>Hinklel Termite and Pest Control | <b>PO Number</b><br>24-3941                     | <b>Invoice #</b><br>Bills for 1/21/2025 | <b>Account Code</b><br>08-2600-425-00-00 |
| <b>Sub Total</b>                                  |   |   |  |
| <b>Voucher Number</b><br>Bills for 1/21/2025      | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174         | <b>Check Number</b><br>66266             |
| <b>Vendor</b><br>Hop-A-Long IT Services           | <b>PO Number</b><br>24-3943                     | <b>Invoice #</b><br>Bills for 1/21/2025 | <b>Account Code</b><br>08-1000-610-01-11 |
| <b>Sub Total</b>                                  |   |   |  |
| <b>Voucher Number</b><br>Bills for 1/21/2025      | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174         | <b>Check Number</b><br>66267             |
| <b>Vendor</b><br>Ideal Linen & Uniform            | <b>PO Number</b><br>24-3948                     | <b>Invoice #</b><br>Bills for 1/21/2025 | <b>Account Code</b><br>08-2600-610-00-01 |
| <b>Sub Total</b>                                  |   |   |  |
| <b>Voucher Number</b><br>Bills for 1/21/2025      | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174         | <b>Check Number</b><br>66268             |
| <b>Vendor</b><br>Jim Winchell                     | <b>PO Number</b><br>24-3940                     | <b>Invoice #</b><br>Bills for 1/21/2025 | <b>Account Code</b><br>06-2720-626-00-19 |
| <b>Sub Total</b>                                  |   |   |  |
| <b>Voucher Number</b><br>Bills for 1/21/2025      | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174         | <b>Check Number</b><br>66269             |
| <b>Vendor</b><br>Matheson Tri-Gas Inc.            | <b>PO Number</b><br>24-3944                     | <b>Invoice #</b><br>Bills for 1/21/2025 | <b>Account Code</b><br>34-1000-610-00-01 |
| <b>Sub Total</b>                                  |   |   |  |
| <b>Voucher Number</b><br>Bills for 1/21/2025      | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174         | <b>Check Number</b><br>66270             |
| <b>Vendor</b><br>Northern Valley                  | <b>PO Number</b><br>24-3942                     | <b>Invoice #</b><br>Bills for 1/21/2025 | <b>Account Code</b><br>08-3400-890-01-01 |
| <b>Sub Total</b>                                  |   |   |  |
| <b>Voucher Number</b><br>Bills for 1/21/2025      | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174         | <b>Check Number</b><br>66271             |
| <b>Vendor</b><br>Norton Glass                     | <b>PO Number</b><br>24-3939                     | <b>Invoice #</b><br>Bills for 1/21/2025 | <b>Account Code</b><br>16-2600-700-00-00 |
| <b>Sub Total</b>                                  |   |   |  |

|                                     |                             |                                  |                     |
|-------------------------------------|-----------------------------|----------------------------------|---------------------|
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills for 1/21/2025                 | First National Bank & Trust | 003174                           | 66272               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| NV Post Prom                        | 24-3951                     | Bills for 1/21/2025              | 06-2300-890-00-00   |
| <b>Sub Total</b>                    |                             |                                  |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills for 1/21/2025                 | First National Bank & Trust | 003174                           | 66273               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| Quality Stage Curtains              | 24-3946                     | Bills for 1/21/2025              | 06-2600-700-00-00   |
| <b>Sub Total</b>                    |                             |                                  |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills for 1/21/2025                 | First National Bank & Trust | 003174                           | 66274               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| State Line Awards & Custom Design   | 24-3954                     | Bills for 1/21/2025              | 06-1000-890-03-09   |
| <b>Sub Total</b>                    |                             |                                  |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Hop-a-Long monthly 1/17/25          | First National Bank & Trust | 003174                           | 66275               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| Hop-A-Long IT Services              | 24-3952                     | Hop-a-Long monthly 1/17/25       | 08-2300-500-00-00   |
| <b>Sub Total</b>                    |                             |                                  |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| First National Lease purchase Pa    | First National Bank & Trust | 003174                           | 66276               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| First National Bank in Long Island  | 24-3957                     | First National Lease purchase Pa | 16-4700-450-03-00   |
| <b>Sub Total</b>                    |                             |                                  |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Scholars Bowl Fees for 1/30/25      | First National Bank & Trust | 003174                           | 66277               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| Norton Community High School (NCHS) | 24-3969                     | Scholars Bowl Fees for 1/30/25   | 06-1000-890-01-10   |
| <b>Sub Total</b>                    |                             |                                  |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Stage Curtains Paid 2/5/2025        | First National Bank & Trust | 003174                           | 66299               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| Quality Stage Curtains              | 24-3970                     | Stage Curtains Paid 2/5/2025     | 06-2600-700-00-00   |
| <b>Sub Total</b>                    |                             |                                  |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |

|                               |                             |                              |                     |
|-------------------------------|-----------------------------|------------------------------|---------------------|
| Bills for Board Mt.2/10/2025  | First National Bank & Trust | 003174                       | 66300               |
| <b>Vendor</b>                 | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| 4B Farm, LLC                  | 24-3974                     | Bills for Board Mt.2/10/2025 | 24-3100-630-01-00   |
| <b>Sub Total</b>              |                             |                              |                     |
| <b>Voucher Number</b>         | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025  | First National Bank & Trust | 003174                       | 66301               |
| <b>Vendor</b>                 | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Advocate Of Phillips Co., The | 24-3979                     | Bills for Board Mt.2/10/2025 | 06-2300-590-00-02   |
| <b>Sub Total</b>              |                             |                              |                     |
| <b>Voucher Number</b>         | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025  | First National Bank & Trust | 003174                       | 66302               |
| <b>Vendor</b>                 | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-01   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-03   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-05   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-06   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-07   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-11   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-12   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-15   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-19   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-20   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-22   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-730-00-20   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-890-00-01   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-890-00-11   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-890-00-20   |
| Almena Lumber & Supply        | 24-3994                     | Bills for Board Mt.2/10/2025 | 06-2720-891-00-05   |
| <b>Sub Total</b>              |                             |                              |                     |
| <b>Voucher Number</b>         | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025  | First National Bank & Trust | 003174                       | 66303               |
| <b>Vendor</b>                 | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Almena Market Inc.            | 24-3991                     | Bills for Board Mt.2/10/2025 | 06-1000-610-01-09   |
| Almena Market Inc.            | 24-3991                     | Bills for Board Mt.2/10/2025 | 06-1000-610-01-10   |
| Almena Market Inc.            | 24-3991                     | Bills for Board Mt.2/10/2025 | 06-1000-890-01-01   |
| Almena Market Inc.            | 24-3991                     | Bills for Board Mt.2/10/2025 | 08-2600-610-00-01   |
| Almena Market Inc.            | 24-3991                     | Bills for Board Mt.2/10/2025 | 24-3100-630-01-00   |
| Almena Market Inc.            | 24-3991                     | Bills for Board Mt.2/10/2025 | 24-3100-630-03-00   |
| <b>Sub Total</b>              |                             |                              |                     |
| <b>Voucher Number</b>         | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |

|                              |                             |                              |                     |
|------------------------------|-----------------------------|------------------------------|---------------------|
| Bills for Board Mt.2/10/2025 | First National Bank & Trust | 003174                       | 66304               |
| <b>Vendor</b>                | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| BLICK Art Materials          | 24-3965                     | Bills for Board Mt.2/10/2025 | 06-1000-610-01-08   |
| <b>Sub Total</b>             |                             |                              |                     |
| <b>Voucher Number</b>        | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025 | First National Bank & Trust | 003174                       | 66305               |
| <b>Vendor</b>                | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Cash-Wa Distributing Co Inc  | 24-3992                     | Bills for Board Mt.2/10/2025 | 06-1000-610-01-10   |
| Cash-Wa Distributing Co Inc  | 24-3992                     | Bills for Board Mt.2/10/2025 | 06-2300-890-00-00   |
| Cash-Wa Distributing Co Inc  | 24-3992                     | Bills for Board Mt.2/10/2025 | 24-3100-630-01-00   |
| Cash-Wa Distributing Co Inc  | 24-3992                     | Bills for Board Mt.2/10/2025 | 24-3100-630-03-00   |
| Cash-Wa Distributing Co Inc  | 24-3992                     | Bills for Board Mt.2/10/2025 | 24-3100-680-01-00   |
| Cash-Wa Distributing Co Inc  | 24-3992                     | Bills for Board Mt.2/10/2025 | 24-3100-680-03-00   |
| <b>Sub Total</b>             |                             |                              |                     |
| <b>Voucher Number</b>        | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025 | First National Bank & Trust | 003174                       | 66306               |
| <b>Vendor</b>                | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| City Of Almena               | 24-3975                     | Bills for Board Mt.2/10/2025 | 08-2600-411-01-00   |
| City Of Almena               | 24-3975                     | Bills for Board Mt.2/10/2025 | 08-2600-411-02-00   |
| City Of Almena               | 24-3975                     | Bills for Board Mt.2/10/2025 | 08-2600-412-01-00   |
| City Of Almena               | 24-3975                     | Bills for Board Mt.2/10/2025 | 08-2600-412-02-00   |
| City Of Almena               | 24-3975                     | Bills for Board Mt.2/10/2025 | 08-2600-421-01-00   |
| City Of Almena               | 24-3975                     | Bills for Board Mt.2/10/2025 | 34-2600-411-00-00   |
| <b>Sub Total</b>             |                             |                              |                     |
| <b>Voucher Number</b>        | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025 | First National Bank & Trust | 003174                       | 66307               |
| <b>Vendor</b>                | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Don Mordecai                 | 24-3964                     | Bills for Board Mt.2/10/2025 | 06-1000-610-00-02   |
| <b>Sub Total</b>             |                             |                              |                     |
| <b>Voucher Number</b>        | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025 | First National Bank & Trust | 003174                       | 66308               |
| <b>Vendor</b>                | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Envision                     | 24-3987                     | Bills for Board Mt.2/10/2025 | 08-2600-610-00-01   |
| <b>Sub Total</b>             |                             |                              |                     |
| <b>Voucher Number</b>        | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025 | First National Bank & Trust | 003174                       | 66309               |
| <b>Vendor</b>                | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| F & A Sales Inc              | 24-3990                     | Bills for Board Mt.2/10/2025 | 24-3100-630-03-00   |
| F & A Sales Inc              | 24-3990                     | Bills for Board Mt.2/10/2025 | 24-3100-680-03-00   |

|   |   |   |  |
|---|---|---|--|
| <b>Sub Total</b>                                      |   |   |  |
| <b>Voucher Number</b><br>Bills for Board Mt.2/10/2025 | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174                     | <b>Check Number</b><br>66310             |
| <b>Vendor</b><br>Hobart                               | <b>PO Number</b><br>24-3977                     | <b>Invoice #</b><br>Bills for Board Mt.2/10/2025    | <b>Account Code</b><br>08-2600-300-00-02 |
| <b>Sub Total</b>                                      |   |   |  |
| <b>Voucher Number</b><br>Bills for Board Mt.2/10/2025 | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174                     | <b>Check Number</b><br>66311             |
| <b>Vendor</b><br>Hop-A-Long IT Services               | <b>PO Number</b><br>24-3986                     | <b>Invoice #</b><br>2- Bills for Board Mt.2/10/2025 | <b>Account Code</b><br>06-1000-610-01-11 |
| <b>Vendor</b><br>Hop-A-Long IT Services               | <b>PO Number</b><br>24-3959                     | <b>Invoice #</b><br>Bills for Board Mt.2/10/2025    | <b>Account Code</b><br>08-1000-610-01-05 |
| <b>Sub Total</b>                                      |   |   |  |
| <b>Voucher Number</b><br>Bills for Board Mt.2/10/2025 | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174                     | <b>Check Number</b><br>66312             |
| <b>Vendor</b><br>HTMC                                 | <b>PO Number</b><br>24-3976                     | <b>Invoice #</b><br>Bills for Board Mt.2/10/2025    | <b>Account Code</b><br>06-2300-590-00-02 |
| <b>Sub Total</b>                                      |   |   |  |
| <b>Voucher Number</b><br>Bills for Board Mt.2/10/2025 | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174                     | <b>Check Number</b><br>66313             |
| <b>Vendor</b><br>Jamboree Foods                       | <b>PO Number</b><br>24-3981                     | <b>Invoice #</b><br>Bills for Board Mt.2/10/2025    | <b>Account Code</b><br>06-1000-610-01-10 |
| <b>Sub Total</b>                                      |   |   |  |
| <b>Voucher Number</b><br>Bills for Board Mt.2/10/2025 | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174                     | <b>Check Number</b><br>66314             |
| <b>Vendor</b><br>Jill Gebhard                         | <b>PO Number</b><br>24-3985                     | <b>Invoice #</b><br>Bills for Board Mt.2/10/2025    | <b>Account Code</b><br>06-1000-610-02-03 |
| <b>Sub Total</b>                                      |   |   |  |
| <b>Voucher Number</b><br>Bills for Board Mt.2/10/2025 | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174                     | <b>Check Number</b><br>66315             |
| <b>Vendor</b><br>Jostens (JOST)                       | <b>PO Number</b><br>24-3961                     | <b>Invoice #</b><br>Bills for Board Mt.2/10/2025    | <b>Account Code</b><br>06-2300-890-00-04 |
| <b>Sub Total</b>                                      |   |   |  |
| <b>Voucher Number</b><br>Bills for Board Mt.2/10/2025 | <b>Bank Name</b><br>First National Bank & Trust | <b>Account Number</b><br>003174                     | <b>Check Number</b><br>66316             |
| <b>Vendor</b><br>Junior Class                         | <b>PO Number</b><br>24-3988                     | <b>Invoice #</b><br>Bills for Board Mt.2/10/2025    | <b>Account Code</b><br>08-3400-890-01-01 |
| <b>Sub Total</b>                                      |   |   |  |

|                                 |                             |                              |                     |
|---------------------------------|-----------------------------|------------------------------|---------------------|
|                                 |                             |                              |                     |
| <b>Voucher Number</b>           | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025    | First National Bank & Trust | 003174                       | 66317               |
| <b>Vendor</b>                   | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Kowpoke Supply                  | 24-3982                     | Bills for Board Mt.2/10/2025 | 08-2600-430-00-02   |
| Kowpoke Supply                  | 24-3982                     | Bills for Board Mt.2/10/2025 | 34-1000-610-00-02   |
| <b>Sub Total</b>                |                             |                              |                     |
|                                 |                             |                              |                     |
| <b>Voucher Number</b>           | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025    | First National Bank & Trust | 003174                       | 66318               |
| <b>Vendor</b>                   | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Long Island Feed and Grain, LLC | 24-3968                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-14   |
| Long Island Feed and Grain, LLC | 24-3968                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-15   |
| Long Island Feed and Grain, LLC | 24-3968                     | Bills for Board Mt.2/10/2025 | 06-2720-626-00-20   |
| <b>Sub Total</b>                |                             |                              |                     |
|                                 |                             |                              |                     |
| <b>Voucher Number</b>           | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025    | First National Bank & Trust | 003174                       | 66319               |
| <b>Vendor</b>                   | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Marvin Gebhard                  | 24-3989                     | Bills for Board Mt.2/10/2025 | 06-2400-810-00-00   |
| <b>Sub Total</b>                |                             |                              |                     |
|                                 |                             |                              |                     |
| <b>Voucher Number</b>           | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025    | First National Bank & Trust | 003174                       | 66320               |
| <b>Vendor</b>                   | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| NCKSEC                          | 24-3972                     | Bills for Board Mt.2/10/2025 | 30-1000-564-00-00   |
| <b>Sub Total</b>                |                             |                              |                     |
|                                 |                             |                              |                     |
| <b>Voucher Number</b>           | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025    | First National Bank & Trust | 003174                       | 66321               |
| <b>Vendor</b>                   | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Nex-Tech (Nex-Tech)             | 24-3984                     | Bills for Board Mt.2/10/2025 | 06-2300-532-00-00   |
| Nex-Tech (Nex-Tech)             | 24-3984                     | Bills for Board Mt.2/10/2025 | 06-2300-532-00-01   |
| Nex-Tech (Nex-Tech)             | 24-3984                     | Bills for Board Mt.2/10/2025 | 06-2400-532-00-00   |
| Nex-Tech (Nex-Tech)             | 24-3984                     | Bills for Board Mt.2/10/2025 | 06-2400-532-00-01   |
| Nex-Tech (Nex-Tech)             | 24-3984                     | Bills for Board Mt.2/10/2025 | 06-2400-532-00-02   |
| <b>Sub Total</b>                |                             |                              |                     |
|                                 |                             |                              |                     |
| <b>Voucher Number</b>           | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025    | First National Bank & Trust | 003174                       | 66322               |
| <b>Vendor</b>                   | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| NEX-Tech Wireless               | 24-3966                     | Bills for Board Mt.2/10/2025 | 06-2720-890-00-17   |
| <b>Sub Total</b>                |                             |                              |                     |
|                                 |                             |                              |                     |

|                                     |                             |                              |                     |
|-------------------------------------|-----------------------------|------------------------------|---------------------|
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025        | First National Bank & Trust | 003174                       | 66323               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Norton Community High School (NCHS) | 24-3993                     | Bills for Board Mt.2/10/2025 | 06-1000-890-01-09   |
| <b>Sub Total</b>                    |                             |                              |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025        | First National Bank & Trust | 003174                       | 66324               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Norton Homestore                    | 24-3962                     | Bills for Board Mt.2/10/2025 | 08-2600-430-00-01   |
| <b>Sub Total</b>                    |                             |                              |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025        | First National Bank & Trust | 003174                       | 66325               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Oakley High school                  | 24-3971                     | Bills for Board Mt.2/10/2025 | 06-1000-890-01-01   |
| <b>Sub Total</b>                    |                             |                              |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025        | First National Bank & Trust | 003174                       | 66326               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Office of the State Fire Marshall   | 24-3963                     | Bills for Board Mt.2/10/2025 | 08-2600-300-00-01   |
| <b>Sub Total</b>                    |                             |                              |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025        | First National Bank & Trust | 003174                       | 66327               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Phillipsburg Homestore              | 24-3960                     | Bills for Board Mt.2/10/2025 | 08-2600-430-00-02   |
| <b>Sub Total</b>                    |                             |                              |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025        | First National Bank & Trust | 003174                       | 66328               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Pitney Bowes                        | 24-3978                     | Bills for Board Mt.2/10/2025 | 06-2300-590-00-01   |
| <b>Sub Total</b>                    |                             |                              |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025        | First National Bank & Trust | 003174                       | 66329               |
| <b>Vendor</b>                       | <b>PO Number</b>            | <b>Invoice #</b>             | <b>Account Code</b> |
| Prairie Dog Golf Course             | 24-3958                     | Bills for Board Mt.2/10/2025 | 06-1000-890-01-09   |
| <b>Sub Total</b>                    |                             |                              |                     |
| <b>Voucher Number</b>               | <b>Bank Name</b>            | <b>Account Number</b>        | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025        | First National Bank & Trust | 003174                       | 66330               |

| Vendor                           | PO Number                   | Invoice #                        | Account Code        |
|----------------------------------|-----------------------------|----------------------------------|---------------------|
| Twin Valley Automotive LLC       | 24-3980                     | Bills for Board Mt.2/10/2025     | 06-2720-730-00-01   |
| <b>Sub Total</b>                 |                             |                                  |                     |
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025     | First National Bank & Trust | 003174                           | 66331               |
| Vendor                           | PO Number                   | Invoice #                        | Account Code        |
| Unifirst Corporation             | 24-3983                     | Bills for Board Mt.2/10/2025     | 08-2600-610-00-01   |
| <b>Sub Total</b>                 |                             |                                  |                     |
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025     | First National Bank & Trust | 003174                           | 66332               |
| Vendor                           | PO Number                   | Invoice #                        | Account Code        |
| US Foods                         | 24-3973                     | Bills for Board Mt.2/10/2025     | 24-3100-630-03-00   |
| US Foods                         | 24-3973                     | Bills for Board Mt.2/10/2025     | 24-3100-680-03-00   |
| <b>Sub Total</b>                 |                             |                                  |                     |
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills for Board Mt.2/10/2025     | First National Bank & Trust | 003174                           | 66333               |
| Vendor                           | PO Number                   | Invoice #                        | Account Code        |
| VISA (VISA1)                     | 24-3967                     | Bills for Board Mt.2/10/2025     | 06-1000-610-00-02   |
| VISA (VISA1)                     | 24-3967                     | Bills for Board Mt.2/10/2025     | 06-1000-610-02-09   |
| VISA (VISA1)                     | 24-3967                     | Bills for Board Mt.2/10/2025     | 06-1000-890-01-05   |
| VISA (VISA1)                     | 24-3967                     | Bills for Board Mt.2/10/2025     | 06-2300-590-00-01   |
| VISA (VISA1)                     | 24-3967                     | Bills for Board Mt.2/10/2025     | 06-2300-700-00-00   |
| VISA (VISA1)                     | 24-3967                     | Bills for Board Mt.2/10/2025     | 06-2300-890-00-00   |
| VISA (VISA1)                     | 24-3967                     | Bills for Board Mt.2/10/2025     | 06-2400-890-00-00   |
| VISA (VISA1)                     | 24-3967                     | Bills for Board Mt.2/10/2025     | 06-2720-626-00-05   |
| VISA (VISA1)                     | 24-3967                     | Bills for Board Mt.2/10/2025     | 08-2600-610-00-01   |
| VISA (VISA1)                     | 24-3967                     | Bills for Board Mt.2/10/2025     | 24-2600-490-00-00   |
| VISA (VISA1)                     | 24-3967                     | Bills for Board Mt.2/10/2025     | 24-3100-700-01-00   |
| <b>Sub Total</b>                 |                             |                                  |                     |
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills paid 2/10/25 For Board Mt. | First National Bank & Trust | 003174                           | 66334               |
| Vendor                           | PO Number                   | Invoice #                        | Account Code        |
| ComplianceOne                    | 24-4003                     | Bills paid 2/10/25 For Board Mt. | 06-2720-890-00-17   |
| <b>Sub Total</b>                 |                             |                                  |                     |
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills paid 2/10/25 For Board Mt. | First National Bank & Trust | 003174                           | 66335               |
| Vendor                           | PO Number                   | Invoice #                        | Account Code        |
| Dealers First Financial L.L.C.   | 24-4000                     | Bills paid 2/10/25 For Board Mt. | 16-1000-700-01-00   |
| <b>Sub Total</b>                 |                             |                                  |                     |

|  |                             |                                  |                     |
|--|-----------------------------|----------------------------------|---------------------|
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills paid 2/10/25 For Board Mt.             | First National Bank & Trust | 003174                           | 66336               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| Harlan County Journal                        | 24-4001                     | Bills paid 2/10/25 For Board Mt. | 06-2300-590-00-02   |
| <b>Sub Total</b>                             |                             |                                  |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills paid 2/10/25 For Board Mt.             | First National Bank & Trust | 003174                           | 66337               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| Ideal Linen & Uniform                        | 24-3997                     | Bills paid 2/10/25 For Board Mt. | 08-2600-610-00-01   |
| <b>Sub Total</b>                             |                             |                                  |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills paid 2/10/25 For Board Mt.             | First National Bank & Trust | 003174                           | 66338               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| MVP Electric and More                        | 24-4004                     | Bills paid 2/10/25 For Board Mt. | 08-2600-400-00-02   |
| <b>Sub Total</b>                             |                             |                                  |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills paid 2/10/25 For Board Mt.             | First National Bank & Trust | 003174                           | 66339               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| Northwestern Office Supplies                 | 24-3999                     | Bills paid 2/10/25 For Board Mt. | 06-1000-610-01-11   |
| Northwestern Office Supplies                 | 24-3999                     | Bills paid 2/10/25 For Board Mt. | 06-1000-610-02-09   |
| Northwestern Office Supplies                 | 24-3999                     | Bills paid 2/10/25 For Board Mt. | 06-1000-610-03-09   |
| <b>Sub Total</b>                             |                             |                                  |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills paid 2/10/25 For Board Mt.             | First National Bank & Trust | 003174                           | 66340               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| Ostmeyer Inc dba Culligan Soft Water Service | 24-3998                     | Bills paid 2/10/25 For Board Mt. | 08-2600-411-02-00   |
| <b>Sub Total</b>                             |                             |                                  |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills paid 2/10/25 For Board Mt.             | First National Bank & Trust | 003174                           | 66341               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| Prairie Land Electric Cooperative, Inc.      | 24-3995                     | Bills paid 2/10/25 For Board Mt. | 06-2600-622-01-00   |
| Prairie Land Electric Cooperative, Inc.      | 24-3995                     | Bills paid 2/10/25 For Board Mt. | 06-2600-622-03-00   |
| Prairie Land Electric Cooperative, Inc.      | 24-3995                     | Bills paid 2/10/25 For Board Mt. | 34-2600-622-00-00   |
| <b>Sub Total</b>                             |                             |                                  |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills paid 2/10/25 For Board Mt.             | First National Bank & Trust | 003174                           | 66342               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |

|                                  |                             |                                  |                     |
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| Roys Sales & Service             | 24-4002                     | Bills paid 2/10/25 For Board Mt. | 06-2720-890-00-06   |
| <b>Sub Total</b>                 |                             |                                  |                     |
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b>            | <b>Check Number</b> |
| Bills paid 2/10/25 For Board Mt. | First National Bank & Trust | 003174                           | 66343               |
| <b>Vendor</b>                    | <b>PO Number</b>            | <b>Invoice #</b>                 | <b>Account Code</b> |
| Yanda's Music & Pro Audio        | 24-3996                     | Bills paid 2/10/25 For Board Mt. | 06-1000-610-00-02   |
| <b>Sub Total</b>                 |                             |                                  |                     |
| <b>Grand Total</b>               |                             |                                  |                     |

| <b>Payee</b>                           | <b>Amount</b>     | <b>Type</b>        |
|--|-------------------|--------------------|
| Access Elevator and Lifts Inc.         | \$34,595.04       | Accounts Payable   |
| <b>Description</b>                     | <b>Issue Date</b> | <b>Amount</b>      |
| 70% Down Payment on Lift               | 01/21/2025        | \$13,595.04        |
| 70% Down Payment on Lift               | 01/21/2025        | \$21,000.00        |
|  |                   | <b>\$34,595.04</b> |
| <b>Payee</b>                           | <b>Amount</b>     | <b>Type</b>        |
| City Of Long Island                    | \$204.60          | Accounts Payable   |
| <b>Description</b>                     | <b>Issue Date</b> | <b>Amount</b>      |
| Monthly Bill                           | 01/21/2025        | \$142.00           |
| Monthly Bill                           | 01/21/2025        | \$41.60            |
| Monthly Bill                           | 01/21/2025        | \$21.00            |
|  |                   | <b>\$204.60</b>    |
| <b>Payee</b>                           | <b>Amount</b>     | <b>Type</b>        |
| Dealers First Financial L.L.C.         | \$785.00          | Accounts Payable   |
| <b>Description</b>                     | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice: 196776                        | 01/21/2025        | \$490.00           |
| Invoice: 197162                        | 01/21/2025        | \$295.00           |
|  |                   | <b>\$785.00</b>    |
| <b>Payee</b>                           | <b>Amount</b>     | <b>Type</b>        |
| Golden Plains High School              | \$80.00           | Accounts Payable   |
| <b>Description</b>                     | <b>Issue Date</b> | <b>Amount</b>      |
| Forensics Entry Fees For Feb. 1st 2025 | 01/21/2025        | \$80.00            |
|  |                   | <b>\$80.00</b>     |
| <b>Payee</b>                           | <b>Amount</b>     | <b>Type</b>        |
| H&J Repair                             | \$1,257.13        | Accounts Payable   |
| <b>Description</b>                     | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice: 14747                         | 01/21/2025        | \$1,257.13         |
|  |                   | <b>\$1,257.13</b>  |
| <b>Payee</b>                           | <b>Amount</b>     | <b>Type</b>        |
| Harlan County Journal                  | \$14.95           | Accounts Payable   |
| <b>Description</b>                     | <b>Issue Date</b> | <b>Amount</b>      |

|   |                   |                   |
|---|-------------------|-------------------|
| Monthly Statement                       | 01/21/2025        | \$14.95           |
|   |                   | <b>\$14.95</b>    |
| <b>Payee</b>                            | <b>Amount</b>     | <b>Type</b>       |
| Hinklel Termite and Pest Control        | \$682.09          | Accounts Payable  |
| <b>Description</b>                      | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice: 54725,54739,54740,54745,54746, | 01/21/2025        | \$682.09          |
|   |                   | <b>\$682.09</b>   |
| <b>Payee</b>                            | <b>Amount</b>     | <b>Type</b>       |
| Hop-A-Long IT Services                  | \$149.95          | Accounts Payable  |
| <b>Description</b>                      | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice: 3680                           | 01/21/2025        | \$149.95          |
|   |                   | <b>\$149.95</b>   |
| <b>Payee</b>                            | <b>Amount</b>     | <b>Type</b>       |
| Ideal Linen & Uniform                   | \$75.30           | Accounts Payable  |
| <b>Description</b>                      | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice: 22179996                       | 01/21/2025        | \$75.30           |
|   |                   | <b>\$75.30</b>    |
| <b>Payee</b>                            | <b>Amount</b>     | <b>Type</b>       |
| Jim Winchell                            | \$40.25           | Accounts Payable  |
| <b>Description</b>                      | <b>Issue Date</b> | <b>Amount</b>     |
| Fuel Reimbursement                      | 01/21/2025        | \$40.25           |
|   |                   | <b>\$40.25</b>    |
| <b>Payee</b>                            | <b>Amount</b>     | <b>Type</b>       |
| Matheson Tri-Gas Inc.                   | \$261.71          | Accounts Payable  |
| <b>Description</b>                      | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice: 52447589                       | 01/21/2025        | \$261.71          |
|   |                   | <b>\$261.71</b>   |
| <b>Payee</b>                            | <b>Amount</b>     | <b>Type</b>       |
| Northern Valley                         | \$72.00           | Accounts Payable  |
| <b>Description</b>                      | <b>Issue Date</b> | <b>Amount</b>     |
| Junior Class Concessions Reimbursement  | 01/21/2025        | \$72.00           |
|   |                   | <b>\$72.00</b>    |
| <b>Payee</b>                            | <b>Amount</b>     | <b>Type</b>       |
| Norton Glass                            | \$7,665.00        | Accounts Payable  |
| <b>Description</b>                      | <b>Issue Date</b> | <b>Amount</b>     |
| Invoices: 47847                         | 01/21/2025        | \$7,665.00        |
|   |                   | <b>\$7,665.00</b> |

| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
|-------------------------------------|-------------------|-------------------|
| NV Post Prom                        | \$100.00          | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| Donation                            | 01/21/2025        | \$100.00          |
|                                     |                   | <b>\$100.00</b>   |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| Quality Stage Curtains              | \$836.60          | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice Date: 1/13/25               | 01/21/2025        | \$836.60          |
|                                     |                   | <b>\$836.60</b>   |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| State Line Awards & Custom Design   | \$82.75           | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice: 3171                       | 01/21/2025        | \$82.75           |
|                                     |                   | <b>\$82.75</b>    |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| Hop-A-Long IT Services              | \$7,000.00        | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice: 2719                       | 01/21/2025        | \$7,000.00        |
|                                     |                   | <b>\$7,000.00</b> |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| First National Bank in Long Island  | \$5,795.82        | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| Lease Purchas Interest Payment      | 01/22/2025        | \$5,795.82        |
|                                     |                   | <b>\$5,795.82</b> |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| Norton Community High School (NCHS) | \$40.00           | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| Varsity Scholars Bowl               | 01/29/2025        | \$40.00           |
|                                     |                   | <b>\$40.00</b>    |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| Quality Stage Curtains              | \$4,242.35        | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| Stage Curtains for Middle School    | 02/05/2025        | \$4,242.35        |
|                                     |                   | <b>\$4,242.35</b> |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |

|                               |                   |                   |
|-------------------------------|-------------------|-------------------|
| 4B Farm, LLC                  | \$192.00          | Accounts Payable  |
| <b>Description</b>            | <b>Issue Date</b> | <b>Amount</b>     |
| 4B Bill                       | 02/06/2025        | \$192.00          |
|                               |                   | <b>\$192.00</b>   |
| <b>Payee</b>                  | <b>Amount</b>     | <b>Type</b>       |
| Advocate Of Phillips Co., The | \$30.40           | Accounts Payable  |
| <b>Description</b>            | <b>Issue Date</b> | <b>Amount</b>     |
| Bill                          | 02/06/2025        | \$30.40           |
|                               |                   | <b>\$30.40</b>    |
| <b>Payee</b>                  | <b>Amount</b>     | <b>Type</b>       |
| Almena Lumber & Supply        | \$3,159.57        | Accounts Payable  |
| <b>Description</b>            | <b>Issue Date</b> | <b>Amount</b>     |
| January Bill                  | 02/06/2025        | \$356.54          |
| January Bill                  | 02/06/2025        | \$101.08          |
| January Bill                  | 02/06/2025        | \$142.77          |
| January Bill                  | 02/06/2025        | \$123.57          |
| January Bill                  | 02/06/2025        | \$22.80           |
| January Bill                  | 02/06/2025        | \$665.70          |
| January Bill                  | 02/06/2025        | \$270.98          |
| January Bill                  | 02/06/2025        | \$170.13          |
| January Bill                  | 02/06/2025        | \$387.28          |
| January Bill                  | 02/06/2025        | \$168.44          |
| January Bill                  | 02/06/2025        | \$211.34          |
| January Bill                  | 02/06/2025        | \$319.11          |
| January Bill                  | 02/06/2025        | \$15.98           |
| January Bill                  | 02/06/2025        | \$150.85          |
| January Bill                  | 02/06/2025        | \$35.00           |
| January Bill                  | 02/06/2025        | \$18.00           |
|                               |                   | <b>\$3,159.57</b> |
| <b>Payee</b>                  | <b>Amount</b>     | <b>Type</b>       |
| Almena Market Inc.            | \$2,750.52        | Accounts Payable  |
| <b>Description</b>            | <b>Issue Date</b> | <b>Amount</b>     |
| Monthly Bill                  | 02/06/2025        | \$39.08           |
| Monthly Bill                  | 02/06/2025        | \$556.34          |
| Monthly Bill                  | 02/06/2025        | \$36.05           |
| Monthly Bill                  | 02/06/2025        | \$1,532.68        |
| Monthly Bill                  | 02/06/2025        | \$489.49          |
| Monthly Bill                  | 02/06/2025        | \$96.88           |
|                               |                   | <b>\$2,750.52</b> |
| <b>Payee</b>                  | <b>Amount</b>     | <b>Type</b>       |

|                               |                   |                    |
|-------------------------------|-------------------|--------------------|
| BLICK Art Materials           | \$787.27          | Accounts Payable   |
| <b>Description</b>            | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice: 4688783              | 02/06/2025        | \$787.27           |
|                               |                   | <b>\$787.27</b>    |
| <b>Payee</b>                  | <b>Amount</b>     | <b>Type</b>        |
| Cash-Wa Distributing Co Inc   | \$11,241.78       | Accounts Payable   |
| <b>Description</b>            | <b>Issue Date</b> | <b>Amount</b>      |
| Bill                          | 02/06/2025        | \$509.72           |
| Bill                          | 02/06/2025        | \$111.28           |
| Bill                          | 02/06/2025        | \$7,493.03         |
| Bill                          | 02/06/2025        | \$2,611.25         |
| Bill                          | 02/06/2025        | \$454.10           |
| Bill                          | 02/06/2025        | \$62.40            |
|                               |                   | <b>\$11,241.78</b> |
| <b>Payee</b>                  | <b>Amount</b>     | <b>Type</b>        |
| City Of Almena                | \$1,081.99        | Accounts Payable   |
| <b>Description</b>            | <b>Issue Date</b> | <b>Amount</b>      |
| City Bill                     | 02/06/2025        | \$101.00           |
| City Bill                     | 02/06/2025        | \$336.30           |
| City Bill                     | 02/06/2025        | \$70.29            |
| City Bill                     | 02/06/2025        | \$141.38           |
| City Bill                     | 02/06/2025        | \$325.00           |
| City Bill                     | 02/06/2025        | \$108.02           |
|                               |                   | <b>\$1,081.99</b>  |
| <b>Payee</b>                  | <b>Amount</b>     | <b>Type</b>        |
| Don Mordecai                  | \$155.00          | Accounts Payable   |
| <b>Description</b>            | <b>Issue Date</b> | <b>Amount</b>      |
| Repair Saxophone and trombone | 02/06/2025        | \$155.00           |
|                               |                   | <b>\$155.00</b>    |
| <b>Payee</b>                  | <b>Amount</b>     | <b>Type</b>        |
| Envision                      | \$530.40          | Accounts Payable   |
| <b>Description</b>            | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice: 0154814              | 02/06/2025        | \$530.40           |
|                               |                   | <b>\$530.40</b>    |
| <b>Payee</b>                  | <b>Amount</b>     | <b>Type</b>        |
| F & A Sales Inc               | \$1,544.77        | Accounts Payable   |
| <b>Description</b>            | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice: 2919255 and 2909934  | 02/06/2025        | \$1,007.89         |
| Invoice: 2919255 and 2909934  | 02/06/2025        | \$536.88           |

|                                     |                   |                   |
|-------------------------------------|-------------------|-------------------|
|                                     |                   | <b>\$1,544.77</b> |
|                                     |                   |                   |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| Hobart                              | \$194.00          | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| VB64504                             | 02/06/2025        | \$194.00          |
|                                     |                   | <b>\$194.00</b>   |
|                                     |                   |                   |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| Hop-A-Long IT Services              | \$269.95          | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice: 3796                       | 02/06/2025        | \$239.97          |
| Invoice: 3789                       | 02/06/2025        | \$29.98           |
|                                     |                   | <b>\$269.95</b>   |
|                                     |                   |                   |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| HTMC                                | \$294.00          | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| 2135 and 2136                       | 02/06/2025        | \$294.00          |
|                                     |                   | <b>\$294.00</b>   |
|                                     |                   |                   |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| Jamboree Foods                      | \$131.05          | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| Monthly Statement                   | 02/06/2025        | \$131.05          |
|                                     |                   | <b>\$131.05</b>   |
|                                     |                   |                   |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| Jill Gebhard                        | \$14.10           | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| Reimbursement for 3rd grade Science | 02/06/2025        | \$14.10           |
|                                     |                   | <b>\$14.10</b>    |
|                                     |                   |                   |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| Jostens (JOST)                      | \$180.00          | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice: 1968-001                   | 02/06/2025        | \$180.00          |
|                                     |                   | <b>\$180.00</b>   |
|                                     |                   |                   |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>       |
| Junior Class                        | \$104.00          | Accounts Payable  |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>     |
| Concessions payback to Junior Class | 02/06/2025        | \$104.00          |
|                                     |                   | <b>\$104.00</b>   |
|                                     |                   |                   |

| <b>Payee</b>                                | <b>Amount</b>     | <b>Type</b>        |
|---|-------------------|--------------------|
| Kowpoke Supply                              | \$1,436.12        | Accounts Payable   |
| <b>Description</b>                          | <b>Issue Date</b> | <b>Amount</b>      |
| Monthly Statement                           | 02/06/2025        | \$69.49            |
| Monthly Statement                           | 02/06/2025        | \$1,366.63         |
|   |                   | <b>\$1,436.12</b>  |
| <b>Payee</b>                                | <b>Amount</b>     | <b>Type</b>        |
| Long Island Feed and Grain, LLC             | \$283.93          | Accounts Payable   |
| <b>Description</b>                          | <b>Issue Date</b> | <b>Amount</b>      |
| Bill  | 02/06/2025        | \$185.90           |
| Bill  | 02/06/2025        | \$48.17            |
| Bill  | 02/06/2025        | \$49.86            |
|   |                   | <b>\$283.93</b>    |
| <b>Payee</b>                                | <b>Amount</b>     | <b>Type</b>        |
| Marvin Gebhard                              | \$1,526.00        | Accounts Payable   |
| <b>Description</b>                          | <b>Issue Date</b> | <b>Amount</b>      |
| 7% incentive pay for grant award (\$21,800) | 02/06/2025        | \$1,526.00         |
|   |                   | <b>\$1,526.00</b>  |
| <b>Payee</b>                                | <b>Amount</b>     | <b>Type</b>        |
| NCKSEC                                      | \$61,574.50       | Accounts Payable   |
| <b>Description</b>                          | <b>Issue Date</b> | <b>Amount</b>      |
| Feb. Payment                                | 02/06/2025        | \$61,574.50        |
|   |                   | <b>\$61,574.50</b> |
| <b>Payee</b>                                | <b>Amount</b>     | <b>Type</b>        |
| Nex-Tech (Nex-Tech)                         | \$1,645.00        | Accounts Payable   |
| <b>Description</b>                          | <b>Issue Date</b> | <b>Amount</b>      |
| Bill  | 02/06/2025        | \$478.02           |
| Bill  | 02/06/2025        | \$303.95           |
| Bill  | 02/06/2025        | \$208.05           |
| Bill  | 02/06/2025        | \$176.95           |
| Bill  | 02/06/2025        | \$478.03           |
|   |                   | <b>\$1,645.00</b>  |
| <b>Payee</b>                                | <b>Amount</b>     | <b>Type</b>        |
| NEX-Tech Wireless                           | \$109.00          | Accounts Payable   |
| <b>Description</b>                          | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice: 10861173                           | 02/06/2025        | \$109.00           |
|   |                   | <b>\$109.00</b>    |

|                                     |                   |                  |
|-------------------------------------|-------------------|------------------|
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>      |
| Norton Community High School (NCHS) | \$45.00           | Accounts Payable |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>    |
| Forensics Fees                      | 02/06/2025        | \$45.00          |
|                                     |                   | <b>\$45.00</b>   |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>      |
| Norton Homestore                    | \$7.13            | Accounts Payable |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>    |
| K95065                              | 02/06/2025        | \$7.13           |
|                                     |                   | <b>\$7.13</b>    |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>      |
| Oakley High school                  | \$240.00          | Accounts Payable |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>    |
| Powerlifting Fee                    | 02/06/2025        | \$240.00         |
|                                     |                   | <b>\$240.00</b>  |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>      |
| Office of the State Fire Marshall   | \$90.00           | Accounts Payable |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>    |
| Invoice: 492613                     | 02/06/2025        | \$90.00          |
|                                     |                   | <b>\$90.00</b>   |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>      |
| Phillipsburg Homestore              | \$17.98           | Accounts Payable |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>    |
| Reference Number 326303             | 02/06/2025        | \$17.98          |
|                                     |                   | <b>\$17.98</b>   |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>      |
| Pitney Bowes                        | \$300.00          | Accounts Payable |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>    |
| Bill                                | 02/06/2025        | \$300.00         |
|                                     |                   | <b>\$300.00</b>  |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>      |
| Prairie Dog Golf Course             | \$600.00          | Accounts Payable |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>    |
| Golf Memberships                    | 02/06/2025        | \$600.00         |
|                                     |                   | <b>\$600.00</b>  |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>      |
| Twin Valley Automotive LLC          | \$956.99          | Accounts Payable |

| Description                         | Issue Date | Amount            |
|-------------------------------------|------------|-------------------|
| Invoice: 2613                       | 02/06/2025 | \$956.99          |
|                                     |            | <b>\$956.99</b>   |
|                                     |            |                   |
| Payee                               | Amount     | Type              |
| Unifirst Corporation                | \$29.78    | Accounts Payable  |
| Description                         | Issue Date | Amount            |
| Invoices: 1940098430 and 1940099832 | 02/06/2025 | \$29.78           |
|                                     |            | <b>\$29.78</b>    |
|                                     |            |                   |
| Payee                               | Amount     | Type              |
| US Foods                            | \$634.68   | Accounts Payable  |
| Description                         | Issue Date | Amount            |
| US Foods bill                       | 02/06/2025 | \$577.82          |
| US Foods bill                       | 02/06/2025 | \$56.86           |
|                                     |            | <b>\$634.68</b>   |
|                                     |            |                   |
| Payee                               | Amount     | Type              |
| VISA (VISA1)                        | \$5,022.29 | Accounts Payable  |
| Description                         | Issue Date | Amount            |
| January Statement                   | 02/06/2025 | \$50.74           |
| January Statement                   | 02/06/2025 | \$1,645.00        |
| January Statement                   | 02/06/2025 | \$139.16          |
| January Statement                   | 02/06/2025 | \$9.05            |
| January Statement                   | 02/06/2025 | \$134.99          |
| January Statement                   | 02/06/2025 | \$668.62          |
| January Statement                   | 02/06/2025 | \$177.66          |
| January Statement                   | 02/06/2025 | \$82.38           |
| January Statement                   | 02/06/2025 | \$1,066.75        |
| January Statement                   | 02/06/2025 | \$830.00          |
| January Statement                   | 02/06/2025 | \$217.94          |
|                                     |            | <b>\$5,022.29</b> |
|                                     |            |                   |
| Payee                               | Amount     | Type              |
| ComplianceOne                       | \$36.00    | Accounts Payable  |
| Description                         | Issue Date | Amount            |
| Number 325135                       | 02/10/2025 | \$36.00           |
|                                     |            | <b>\$36.00</b>    |
|                                     |            |                   |
| Payee                               | Amount     | Type              |
| Dealers First Financial L.L.C.      | \$490.00   | Accounts Payable  |
| Description                         | Issue Date | Amount            |
| Invoice: 197683                     | 02/10/2025 | \$490.00          |
|                                     |            | <b>\$490.00</b>   |
|                                     |            |                   |

| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
|--|-------------------|-------------------|
| Harlan County Journal                        | \$18.35           | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice:60489                                | 02/10/2025        | \$18.35           |
|  |                   | <b>\$18.35</b>    |
| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
| Ideal Linen & Uniform                        | \$78.30           | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice: 22182837                            | 02/10/2025        | \$78.30           |
|  |                   | <b>\$78.30</b>    |
| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
| MVP Electric and More                        | \$600.00          | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice: 000010                              | 02/10/2025        | \$600.00          |
|  |                   | <b>\$600.00</b>   |
| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
| Northwestern Office Supplies                 | \$996.86          | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice: 159391 and 159384                   | 02/10/2025        | \$448.56          |
| Invoice: 159391 and 159384                   | 02/10/2025        | \$357.03          |
| Invoice: 159391 and 159384                   | 02/10/2025        | \$191.27          |
|  |                   | <b>\$996.86</b>   |
| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
| Ostmeyer Inc dba Culligan Soft Water Service | \$107.50          | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice: 459497 and 459767                   | 02/10/2025        | \$107.50          |
|  |                   | <b>\$107.50</b>   |
| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
| Prairie Land Electric Cooperative, Inc.      | \$3,174.37        | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |
| Monthly Bill                                 | 02/10/2025        | \$2,329.84        |
| Monthly Bill                                 | 02/10/2025        | \$585.17          |
| Monthly Bill                                 | 02/10/2025        | \$259.36          |
|  |                   | <b>\$3,174.37</b> |
| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
| Roys Sales & Service                         | \$965.00          | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |

|                                     |                   |                     |
|-------------------------------------|-------------------|---------------------|
| Reference: 499862                   | 02/10/2025        | \$965.00            |
|                                     |                   | <b>\$965.00</b>     |
|                                     |                   |                     |
| <b>Payee</b>                        | <b>Amount</b>     | <b>Type</b>         |
| Yanda's Music & Pro Audio           | \$206.95          | Accounts Payable    |
| <b>Description</b>                  | <b>Issue Date</b> | <b>Amount</b>       |
| Descriptions: 740793, 742438,742442 | 02/10/2025        | \$206.95            |
|                                     |                   | <b>\$206.95</b>     |
|                                     |                   | <b>\$167,833.07</b> |

# USD 212

## Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 01/21/2025; End Date: 02/10/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 2/10/2025 4:35:37 PM

| Check Date | Check Number | Payee                               | Type             | Amount      |
|------------|--------------|-------------------------------------|------------------|-------------|
| 01/21/2025 | 66259        | Access Elevator and Lifts Inc.      | Accounts Payable | \$34,595.04 |
| 01/21/2025 | 66260        | City Of Long Island                 | Accounts Payable | \$204.60    |
| 01/21/2025 | 66261        | Dealers First Financial L.L.C.      | Accounts Payable | \$785.00    |
| 01/21/2025 | 66262        | Golden Plains High School           | Accounts Payable | \$80.00     |
| 01/21/2025 | 66263        | H&J Repair                          | Accounts Payable | \$1,257.13  |
| 01/21/2025 | 66264        | Harlan County Journal               | Accounts Payable | \$14.95     |
| 01/21/2025 | 66265        | Hinkiel Termite and Pest Control    | Accounts Payable | \$682.09    |
| 01/21/2025 | 66266        | Hop-A-Long IT Services              | Accounts Payable | \$149.95    |
| 01/21/2025 | 66267        | Ideal Linen & Uniform               | Accounts Payable | \$75.30     |
| 01/21/2025 | 66268        | Jim Winchell                        | Accounts Payable | \$40.25     |
| 01/21/2025 | 66269        | Matheson Tri-Gas Inc.               | Accounts Payable | \$261.71    |
| 01/21/2025 | 66270        | Northern Valley                     | Accounts Payable | \$72.00     |
| 01/21/2025 | 66271        | Norton Glass                        | Accounts Payable | \$7,665.00  |
| 01/21/2025 | 66272        | NV Post Prom                        | Accounts Payable | \$100.00    |
| 01/21/2025 | 66273        | Quality Stage Curtains              | Accounts Payable | \$836.60    |
| 01/21/2025 | 66274        | State Line Awards & Custom Design   | Accounts Payable | \$82.75     |
| 01/21/2025 | 66275        | Hop-A-Long IT Services              | Accounts Payable | \$7,000.00  |
| 01/22/2025 | 66276        | First National Bank in Long Island  | Accounts Payable | \$5,795.82  |
| 01/29/2025 | 66277        | Norton Community High School (NCHS) | Accounts Payable | \$40.00     |
| 02/05/2025 | 66299        | Quality Stage Curtains              | Accounts Payable | \$4,242.35  |
| 02/06/2025 | 66300        | 4B Farm, LLC                        | Accounts Payable | \$192.00    |
| 02/06/2025 | 66301        | Advocate Of Phillips Co., The       | Accounts Payable | \$30.40     |
| 02/06/2025 | 66302        | Almena Lumber & Supply              | Accounts Payable | \$3,159.57  |
| 02/06/2025 | 66303        | Almena Market Inc.                  | Accounts Payable | \$2,750.52  |
| 02/06/2025 | 66304        | BLICK Art Materials                 | Accounts Payable | \$787.27    |
| 02/06/2025 | 66305        | Cash-Wa Distributing Co Inc         | Accounts Payable | \$11,241.78 |
| 02/06/2025 | 66306        | City Of Almena                      | Accounts Payable | \$1,081.99  |
| 02/06/2025 | 66307        | Don Mordecai                        | Accounts Payable | \$155.00    |
| 02/06/2025 | 66308        | Envision                            | Accounts Payable | \$530.40    |
| 02/06/2025 | 66309        | F & A Sales Inc                     | Accounts Payable | \$1,544.77  |
| 02/06/2025 | 66310        | Hobart                              | Accounts Payable | \$194.00    |
| 02/06/2025 | 66311        | Hop-A-Long IT Services              | Accounts Payable | \$269.95    |
| 02/06/2025 | 66312        | HTMC                                | Accounts Payable | \$294.00    |
| 02/06/2025 | 66313        | Jamboree Foods                      | Accounts Payable | \$131.05    |
| 02/06/2025 | 66314        | Jill Gebhard                        | Accounts Payable | \$14.10     |
| 02/06/2025 | 66315        | Jostens (JOST)                      | Accounts Payable | \$180.00    |
| 02/06/2025 | 66316        | Junior Class                        | Accounts Payable | \$104.00    |

|                  |       |  |                  |                     |
|------------------|-------|--|------------------|---------------------|
| 02/06/2025       | 66317 | Kowpoke Supply                               | Accounts Payable | \$1,436.12          |
| 02/06/2025       | 66318 | Long Island Feed and Grain, LLC              | Accounts Payable | \$283.93            |
| 02/06/2025       | 66319 | Marvin Gebhard                               | Accounts Payable | \$1,526.00          |
| 02/06/2025       | 66320 | NCKSEC                                       | Accounts Payable | \$61,574.50         |
| 02/06/2025       | 66321 | Nex-Tech (Nex-Tech)                          | Accounts Payable | \$1,645.00          |
| 02/06/2025       | 66322 | NEX-Tech Wireless                            | Accounts Payable | \$109.00            |
| 02/06/2025       | 66323 | Norton Community High School (NCHS)          | Accounts Payable | \$45.00             |
| 02/06/2025       | 66324 | Norton Homestore                             | Accounts Payable | \$7.13              |
| 02/06/2025       | 66325 | Oakley High school                           | Accounts Payable | \$240.00            |
| 02/06/2025       | 66326 | Office of the State Fire Marshall            | Accounts Payable | \$90.00             |
| 02/06/2025       | 66327 | Phillipsburg Homestore                       | Accounts Payable | \$17.98             |
| 02/06/2025       | 66328 | Pitney Bowes                                 | Accounts Payable | \$300.00            |
| 02/06/2025       | 66329 | Prairie Dog Golf Course                      | Accounts Payable | \$600.00            |
| 02/06/2025       | 66330 | Twin Valley Automotive LLC                   | Accounts Payable | \$956.99            |
| 02/06/2025       | 66331 | Unifirst Corporation                         | Accounts Payable | \$29.78             |
| 02/06/2025       | 66332 | US Foods                                     | Accounts Payable | \$634.68            |
| 02/06/2025       | 66333 | VISA (VISA1)                                 | Accounts Payable | \$5,022.29          |
| 02/10/2025       | 66334 | ComplianceOne                                | Accounts Payable | \$36.00             |
| 02/10/2025       | 66335 | Dealers First Financial L.L.C.               | Accounts Payable | \$490.00            |
| 02/10/2025       | 66336 | Harlan County Journal                        | Accounts Payable | \$18.35             |
| 02/10/2025       | 66337 | Ideal Linen & Uniform                        | Accounts Payable | \$78.30             |
| 02/10/2025       | 66338 | MVP Electric and More                        | Accounts Payable | \$600.00            |
| 02/10/2025       | 66339 | Northwestern Office Supplies                 | Accounts Payable | \$996.86            |
| 02/10/2025       | 66340 | Ostmeyer Inc dba Culligan Soft Water Service | Accounts Payable | \$107.50            |
| 02/10/2025       | 66341 | Prairie Land Electric Cooperative, Inc.      | Accounts Payable | \$3,174.37          |
| 02/10/2025       | 66342 | Roys Sales & Service                         | Accounts Payable | \$965.00            |
| 02/10/2025       | 66343 | Yanda's Music & Pro Audio                    | Accounts Payable | \$206.95            |
| <b>Sub Total</b> |       |  |                  | <b>\$167,833.07</b> |

# USD 212

## Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 01/21/2025; End Date: 02/10/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 2/10/2025 4:35:37 PM

| Check Date | Check Number | Payee                              | Description                                    | Type             |
|------------|--------------|------------------------------------|--|------------------|
| 02/06/2025 | 66300        | 4B Farm, LLC                       | Inv: Bills for Board Mt.2/10/2025              | Accounts Payable |
| 01/21/2025 | 66259        | Access Elevator and Lifts Inc.     | Inv: Bills for 1/21/2025                       | Accounts Payable |
| 02/06/2025 | 66301        | Advocate Of Phillips Co., The      | Inv: Bills for Board Mt.2/10/2025              | Accounts Payable |
| 02/06/2025 | 66302        | Almena Lumber & Supply             | Inv: Bills for Board Mt.2/10/2025              | Accounts Payable |
| 02/06/2025 | 66303        | Almena Market Inc.                 | Inv: Bills for Board Mt.2/10/2025              | Accounts Payable |
| 02/06/2025 | 66304        | BLICK Art Materials                | Invoice:4688783                                | Accounts Payable |
| 02/06/2025 | 66305        | Cash-Wa Distributing Co Inc        | Inv: Bills for Board Mt.2/10/2025              | Accounts Payable |
| 02/06/2025 | 66306        | City Of Almena                     | Inv: Bills for Board Mt.2/10/2025              | Accounts Payable |
| 01/21/2025 | 66260        | City Of Long Island                | Inv: Bills for 1/21/2025                       | Accounts Payable |
| 02/10/2025 | 66334        | ComplianceOne                      | Number: 325135                                 | Accounts Payable |
| 01/21/2025 | 66261        | Dealers First Financial L.L.C.     | Inv: 2- Bills for 1/21/2025                    | Accounts Payable |
| 01/21/2025 | 66261        | Dealers First Financial L.L.C.     | Inv: Bills for 1/21/2025                       | Accounts Payable |
| 02/10/2025 | 66335        | Dealers First Financial L.L.C.     | Invoice: 197683                                | Accounts Payable |
| 02/06/2025 | 66307        | Don Mordecai                       | Inv: Bills for Board Mt.2/10/2025              | Accounts Payable |
| 02/06/2025 | 66308        | Envision                           | Invoice: 0154814                               | Accounts Payable |
| 02/06/2025 | 66309        | F & A Sales Inc                    | Invoice: 2919255 and 2909934                   | Accounts Payable |
| 01/22/2025 | 66276        | First National Bank in Long Island | First National Lease purchase interest Payment | Accounts Payable |
| 01/21/2025 | 66262        | Golden Plains High School          | Inv: Bills for 1/21/2025                       | Accounts Payable |
| 01/21/2025 | 66263        | H&J Repair                         | Inv: Bills for 1/21/2025                       | Accounts Payable |
| 01/21/2025 | 66264        | Harlan County Journal              | Inv: Bills for 1/21/2025                       | Accounts Payable |
| 02/10/2025 | 66336        | Harlan County Journal              | Invoice: 60489                                 | Accounts Payable |
| 01/21/2025 | 66265        | Hinklel Termite and Pest Control   | Inv: Bills for 1/21/2025                       | Accounts Payable |
| 02/06/2025 | 66310        | Hobart                             | VB64504  | Accounts Payable |
| 01/21/2025 | 66266        | Hop-A-Long IT Services             | Inv: Bills for 1/21/2025                       | Accounts Payable |
| 01/21/2025 | 66275        | Hop-A-Long IT Services             | Hop-a-Long monthly 1/17/25                     | Accounts Payable |
| 02/06/2025 | 66311        | Hop-A-Long IT Services             | Invoice: 3796                                  | Accounts Payable |
| 02/06/2025 | 66311        | Hop-A-Long IT Services             | invoice:3789                                   | Accounts Payable |
| 02/06/2025 | 66312        | HTMC                               | 2135 and 2136                                  | Accounts Payable |
| 01/21/2025 | 66267        | Ideal Linen & Uniform              | Inv: Bills for 1/21/2025                       | Accounts Payable |
| 02/10/2025 | 66337        | Ideal Linen & Uniform              | Invoice: 22182837                              | Accounts Payable |
| 02/06/2025 | 66313        | Jamboree Foods                     | Inv: Bills for Board Mt.2/10/2025              | Accounts Payable |
| 02/06/2025 | 66314        | Jill Gebhard                       | Inv: Bills for Board Mt.2/10/2025              | Accounts Payable |
| 01/21/2025 | 66268        | Jim Winchell                       | Inv: Bills for 1/21/2025                       | Accounts Payable |
| 02/06/2025 | 66315        | Jostens (JOST)                     | Invoice: 1968-001                              | Accounts Payable |
| 02/06/2025 | 66316        | Junior Class                       | Inv: Bills for Board Mt.2/10/2025              | Accounts Payable |
| 02/06/2025 | 66317        | Kowpoke Supply                     | Inv: Bills for Board Mt.2/10/2025              | Accounts Payable |
| 02/06/2025 | 66318        | Long Island Feed and Grain, LLC    | Inv: Bills for Board Mt.2/10/2025              | Accounts Payable |

|                  |       |  |                                       |                  |
|------------------|-------|--|---------------------------------------|------------------|
| 02/06/2025       | 66319 | Marvin Gebhard                               | Inv: Bills for Board Mt.2/10/2025     | Accounts Payable |
| 01/21/2025       | 66269 | Matheson Tri-Gas Inc.                        | Inv: Bills for 1/21/2025              | Accounts Payable |
| 02/10/2025       | 66338 | MVP Electric and More                        | Invoice: 000010                       | Accounts Payable |
| 02/06/2025       | 66320 | NCKSEC                                       | Inv: Bills for Board Mt.2/10/2025     | Accounts Payable |
| 02/06/2025       | 66321 | Nex-Tech (Nex-Tech)                          | Accounts: 15740 and 309012            | Accounts Payable |
| 02/06/2025       | 66322 | NEX-Tech Wireless                            | Invoice:10861173                      | Accounts Payable |
| 01/21/2025       | 66270 | Northern Valley                              | Inv: Bills for 1/21/2025              | Accounts Payable |
| 02/10/2025       | 66339 | Northwestern Office Supplies                 | Invoices: 159391 and159384            | Accounts Payable |
| 01/29/2025       | 66277 | Norton Community High School (NCHS)          | Scholars Bowl Fees for 1/30/25        | Accounts Payable |
| 02/06/2025       | 66323 | Norton Community High School (NCHS)          | Inv: Bills for Board Mt.2/10/2025     | Accounts Payable |
| 01/21/2025       | 66271 | Norton Glass                                 | invoice:47847                         | Accounts Payable |
| 02/06/2025       | 66324 | Norton Homestore                             | K95065                                | Accounts Payable |
| 01/21/2025       | 66272 | NV Post Prom                                 | Inv: Bills for 1/21/2025              | Accounts Payable |
| 02/06/2025       | 66325 | Oakley High school                           | Powerlifting Fee                      | Accounts Payable |
| 02/06/2025       | 66326 | Office of the State Fire Marshall            | Invoice: 492613                       | Accounts Payable |
| 02/10/2025       | 66340 | Ostmeyer Inc dba Culligan Soft Water Service | Invoice: 459497 and 459767            | Accounts Payable |
| 02/06/2025       | 66327 | Phillipsburg Homestore                       | Reference Number 326303               | Accounts Payable |
| 02/06/2025       | 66328 | Pitney Bowes                                 | Inv: Bills for Board Mt.2/10/2025     | Accounts Payable |
| 02/06/2025       | 66329 | Prairie Dog Golf Course                      | Inv: Bills for Board Mt.2/10/2025     | Accounts Payable |
| 02/10/2025       | 66341 | Prairie Land Electric Cooperative, Inc.      | Inv: Bills paid 2/10/25 For Board Mt. | Accounts Payable |
| 01/21/2025       | 66273 | Quality Stage Curtains                       | Inv: Bills for 1/21/2025              | Accounts Payable |
| 02/05/2025       | 66299 | Quality Stage Curtains                       | Stage Curtains in middle school       | Accounts Payable |
| 02/10/2025       | 66342 | Roys Sales & Service                         | Reference Number: 499862              | Accounts Payable |
| 01/21/2025       | 66274 | State Line Awards & Custom Design            | Inv: Bills for 1/21/2025              | Accounts Payable |
| 02/06/2025       | 66330 | Twin Valley Automotive LLC                   | Invoice: 2613                         | Accounts Payable |
| 02/06/2025       | 66331 | Unifirst Corporation                         | Invoice: 1940098430 and 1940099832    | Accounts Payable |
| 02/06/2025       | 66332 | US Foods                                     | Invoice:5348043                       | Accounts Payable |
| 02/06/2025       | 66333 | VISA (VISA1)                                 | Inv: Bills for Board Mt.2/10/2025     | Accounts Payable |
| 02/10/2025       | 66343 | Yanda's Music & Pro Audio                    | Inv: Bills paid 2/10/25 For Board Mt. | Accounts Payable |
| <b>Sub Total</b> |       |  |                                       |                  |

| Amount      |
|-------------|
| \$192.00    |
| \$34,595.04 |
| \$30.40     |
| \$3,159.57  |
| \$2,750.52  |
| \$787.27    |
| \$11,241.78 |
| \$1,081.99  |
| \$204.60    |
| \$36.00     |
| \$295.00    |
| \$490.00    |
| \$490.00    |
| \$155.00    |
| \$530.40    |
| \$1,544.77  |
| \$5,795.82  |
| \$80.00     |
| \$1,257.13  |
| \$14.95     |
| \$18.35     |
| \$682.09    |
| \$194.00    |
| \$149.95    |
| \$7,000.00  |
| \$239.97    |
| \$29.98     |
| \$294.00    |
| \$75.30     |
| \$78.30     |
| \$131.05    |
| \$14.10     |
| \$40.25     |
| \$180.00    |
| \$104.00    |
| \$1,436.12  |
| \$283.93    |

|                     |
|---------------------|
| \$1,526.00          |
| \$261.71            |
| \$600.00            |
| \$61,574.50         |
| \$1,645.00          |
| \$109.00            |
| \$72.00             |
| \$996.86            |
| \$40.00             |
| \$45.00             |
| \$7,665.00          |
| \$7.13              |
| \$100.00            |
| \$240.00            |
| \$90.00             |
| \$107.50            |
| \$17.98             |
| \$300.00            |
| \$600.00            |
| \$3,174.37          |
| \$836.60            |
| \$4,242.35          |
| \$965.00            |
| \$82.75             |
| \$956.99            |
| \$29.78             |
| \$634.68            |
| \$5,022.29          |
| \$206.95            |
| <b>\$167,833.07</b> |

**UNIFIED SCHOOL DISTRICT NO. 212**  
Almena, Kansas  
Financial Statement and Regulatory-Required  
Supplementary Information with Independent Auditor's Report  
For the Fiscal Year Ended June 30, 2024

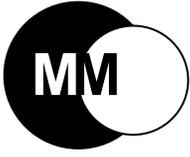
**DISCUSSION DRAFT**

**MAPES & MILLER LLP**  
Certified Public Accountants  
Norton, Kansas

**UNIFIED SCHOOL DISTRICT NO. 212**  
 Alma, Kansas  
 Financial Statement and Regulatory-Required  
 Supplementary Information with Independent Auditor's Report  
For the Fiscal Year Ended June 30, 2024

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**Mapes & Miller LLP**  
**Certified Public Accountants**

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Phone: 785-877-5833 Email: mmcpas@ruraltel.net

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**INDEPENDENT AUDITOR'S REPORT**

To the Board of Education  
Unified School District No. 212  
Almena, Kansas 67622

We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances of Unified School District No. 212, Almena, Kansas as of and for the year ended June 30, 2024, and the related notes to the financial statement.

*Management's Responsibility for the Financial Statement*

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the *Kansas Municipal Audit and Accounting Guide* as described in Note 1; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the *Kansas Municipal Audit and Accounting Guide*. Those standards require we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles*

As described in Note 1 of the financial statement, the financial statement is prepared by Unified School District No. 212, Almena, Kansas, on the basis of the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide*, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

*Adverse Opinion on U.S. Generally Accepted Accounting Principles*

In our opinion, because of the significance of the matter discussed in the “Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles” paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of Unified School District No. 212, Alma, Kansas, as of June 30, 2024, or changes in financial position and cash flows thereof for the year then ended.

*Unmodified Opinion on Regulatory Basis of Accounting*

In our opinion, the financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balances of Unified School District No. 212, Alma, Kansas, as of June 30, 2024, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide* described in Note 1.

*Other Matters*

*Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances (basic financial statement) as a whole. The summary of regulatory basis expenditures-actual and budget, individual fund schedules of regulatory basis receipts and expenditures-actual and budget, summary of receipts and disbursements-agency funds, and schedule of receipts, expenditures, and unencumbered cash-district activity funds (Schedules 1, 2, 3, and 4 as listed in the table of contents) are presented for analysis and are not a required part of the basic financial statement, however, are required to be presented under the provisions of the *Kansas Municipal Audit and Accounting Guide*. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statement as a whole, on the basis of accounting described in Note 1.

*Mapes & Miller LLP*

Certified Public Accountants

Norton, Kansas  
February 10, 2025

**UNIFIED SCHOOL DISTRICT NO. 212**

Almena, Kansas

Summary of Receipts, Expenditures, and Unencumbered Cash

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

STATEMENT 1

Page 1

| Funds  | Beginning<br>Unencumbered<br>Cash Balance | Prior Year<br>Cancelled<br>Encumbrances | Receipts         | Expenditures     | Ending<br>Unencumbered<br>Cash Balance | Add<br>Encumbrances<br>and Accounts<br>Payable | Ending<br>Cash Balance |
|--|---|---|------------------|------------------|--|--|------------------------|
| Governmental Type Funds:                       |   |   |                  |                  |  |  |                        |
| General Funds:                                 |   |   |                  |                  |  |  |                        |
| General  | \$ 0                                      | 0                                       | 1,969,720        | 1,969,720        | 0                                      | 120,337  | 120,337                |
| Supplemental General                           | 77,843                                    | 0                                       | 600,516          | 646,994          | 31,365                                 | 13,472   | 44,837                 |
| Special Purpose Funds:                         |   |   |                  |                  |  |  |                        |
| Preschool-Aged At-Risk                         | 11,411                                    | 0                                       | 104,556          | 82,131           | 33,836                                 | 0  | 33,836                 |
| At Risk K-12                                   | 11,554                                    | 0                                       | 303,135          | 271,838          | 42,851                                 | 16,765   | 59,616                 |
| Bilingual Education                            | 0   | 0                                       | 325              | 0                | 325                                    | 0  | 325                    |
| Capital Outlay                                 | 120,469                                   | 0                                       | 639,712          | 335,989          | 424,192                                | 3,784  | 427,976                |
| Driver Training                                | 5,000                                     | 0                                       | 1,405            | 4,042            | 2,363                                  | 0  | 2,363                  |
| Food Service                                   | 18,958                                    | 0                                       | 177,342          | 179,956          | 16,344                                 | 1,466  | 17,810                 |
| Professional Development                       | 6,929                                     | 0                                       | 11,113           | 7,890            | 10,152                                 | 259  | 10,411                 |
| Special Education                              | 25,510                                    | 0                                       | 328,085          | 320,216          | 33,379                                 | 0  | 33,379                 |
| Career and Postsecondary Education             | 6,249                                     | 0                                       | 91,789           | 84,359           | 13,679                                 | 8,994  | 22,673                 |
| KPERs Special Retirement Contribution          | 0   | 0                                       | 177,940          | 177,940          | 0                                      | 0  | 0                      |
| Contingency Reserve                            | 225,000                                   | 0                                       | 0                | 0                | 225,000                                | 0  | 225,000                |
| Textbook Rental and Student Material Revolving | 36,082                                    | 0                                       | 4,733            | 1,409            | 39,406                                 | 0  | 39,406                 |
| Box Tops for Education                         | 1,592                                     | 0                                       | 2,657            | 3,992            | 257                                    | 0  | 257                    |
| Federal Funds                                  | (53,716)                                  | 0                                       | 338,388          | 280,972          | 3,700                                  | 4,769  | 8,469                  |
| Gifts and Grants                               | 46,434                                    | 0                                       | 10,705           | 18,404           | 38,735                                 | 0  | 38,735                 |
| District Activity Funds                        | 2,206                                     | 0                                       | 32,102           | 29,700           | 4,608                                  | 0  | 4,608                  |
| Trust Funds:                                   |   |   |                  |                  |  |  |                        |
| Maxine Sebelius Memorial Scholarship           | 14,000                                    | 0                                       | 0                | 0                | 14,000                                 | 0  | 14,000                 |
| Total Reporting Entity                         |   |   |                  |                  |  |  |                        |
| (Excluding Agency Funds)                       | \$ <b>555,521</b>                         | <b>0</b>                                | <b>4,794,223</b> | <b>4,415,552</b> | <b>934,192</b>                         | <b>169,846</b>                                 | <b>1,104,038</b>       |

The notes to the financial statement are an integral part of this statement.

UNIFIED SCHOOL DISTRICT NO. 212

STATEMENT 1

Almena, Kansas  
Composition of Cash  
Regulatory Basis

Page 2

For the Fiscal Year Ended June 30, 2024

|   |                            |
|---|----------------------------|
| Equity Bank, Almena, Kansas                     |                            |
| Checking Account                                | \$ 875                     |
| NOW Accounts                                    | 131,898                    |
| First National Bank, Long Island, Kansas        |                            |
| Checking Account                                | 3,408                      |
| NOW Account                                     | 891,781                    |
| Certificates of Deposit                         | <u>150,000</u>             |
| Total Cash                                      | 1,177,962                  |
| Agency Funds per Schedule 3                     | <u>(73,924)</u>            |
| Total Reporting Entity (Excluding Agency Funds) | \$ <u><u>1,104,038</u></u> |

The notes to the financial statement are an integral part of this statement.

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

Notes to the Financial Statement

June 30, 2024

1. Summary of Significant Accounting Policies

Municipal Financial Reporting Entity

Unified School District No. 212, Almena, Kansas operates as a unified school district in accordance with the laws of the State of Kansas. The District is operated by an elected board of education and provides the following services: education, culture and recreation. The regulatory financial statement presents Unified School District No. 212 (the municipality).

Regulatory Basis Fund Types

The following types of funds comprise the financial activities of the District for the fiscal year ended June 30, 2024:

General Fund – the chief operating fund. Used to account for all resources except those required to be accounted for in another fund.

Special Purpose Fund – used to account for the proceeds of specific taxes levies and other specific revenue sources (other than Capital Project and tax levies for long-term debt) that are intended for specified purposes.

Trust Fund – funds used to report assets held in trust for the benefit of the municipal financial reporting entity (i.e. pension funds, investment trust funds, private purpose trust funds which benefit the municipal reporting entity, scholarship funds, etc.)

Agency Fund – funds used to report assets held by the municipal reporting entity in a purely custodial capacity.

Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America.

The *Kansas Municipal Audit and Accounting Guide* (KMAAG) regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis revenues and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities or deferred inflows or outflows, other than those mentioned above.

The District has approved a resolution that is in compliance with K.S.A. 75-1120a(c), waiving the requirement for application of generally accepted accounting principles and allowing the District to use the regulatory basis of accounting.

Budgetary Information

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special purpose funds (unless specifically exempted by statute), bond and interest funds, and business funds. The statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding calendar year on or before August 1st.

2. Publication in local newspaper of the proposed budget and notice of public hearing on the budget on or before August 5th.
3. Public hearing on or before August 15th, but at least ten days after publication of notice of hearing.
4. Adoption of the final budget on or before August 25th.

If the municipality is holding a revenue neutral rate hearing, the budget timeline for adoption of the final budget has been adjusted to on or before September 20<sup>th</sup>. The municipality did hold a revenue neutral rate hearing for this year.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in revenue other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication the hearing may be held and the governing body may amend the budget at that time. The General fund budget was amended in this manner for the year ended June 30, 2024.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison schedules for each fund are presented showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

All legal annual operating budgets are prepared using the regulatory basis of accounting, in which, revenues are recognized when cash is received and expenditures include disbursements, accounts payable, and encumbrances, with disbursements being adjusted for prior year's accounts payable and encumbrances. Encumbrances are commitments by the municipality for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year-end.

A legal operating budget is not required for trust funds and the following special purpose funds:

|  | <u>Statutory Authority<br/>for Exemption</u> |
|--|--|
| Federal Funds                                  | K.S.A. 12-1663                               |
| Memorials and Donations                        | K.S.A. 79-2925                               |
| Kansas Coordinated School Health               | K.S.A. 12-16,111                             |
| Library Grant                                  | K.S.A. 12-16,111                             |
| Contingency Reserve                            | K.S.A. 72-6426                               |
| Textbook Rental and Student Material Revolving | K.S.A. 72-8250                               |
| Box Tops for Education                         | K.S.A. 79-2925                               |
| Junior High School Athletics                   | K.S.A. 72-8208a                              |
| Senior High School Athletics                   | K.S.A. 72-8208a                              |
| Greenhouse                                     | K.S.A. 72-8208a                              |

Spending in funds, which are not subject to the legal annual operating budget requirement, are controlled by federal regulations, other statues, or by the use of internal spending limits established by the governing body.

#### Reimbursed Expenditures

The District records reimbursable expenditures in the fund that makes the disbursement and records reimbursements as a receipt to the fund that receives the reimbursement. For purposes of budgetary comparisons, the expenditures are properly offset by the reimbursements under the KMAAG regulatory basis of accounting.

2. **Stewardship, Compliance and Accountability**

No statutory violations were noted in 2024.

3. **Deposits and Investments**

At June 30, 2023, the District had no investments except for certificates of deposit which are considered to be a component of deposits.

K.S.A. 9-1401 establishes the depositories which may be used by the District. The statute requires banks eligible to hold the District's funds have a main or branch bank in the county in which the municipality is located and the banks provide an acceptable rate of return on the funds. In addition, K.S.A 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. The District has no other policies that would further limit interest rate risk.

K.S.A. 12-1675 limits the District's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The District has no investment policy that would further limit its investment choices.

*Concentration of Credit Risk.* State statutes place no limit on the amount the District may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405.

*Custodial Credit Risk – Deposits.* Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. State statutes require the District's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka, except during designated "peak periods" when required coverage is 50%. The District has not designated any "peak periods" with eligible depositories. All deposits were legally secured at June 30, 2024.

At June 30, 2024, the District's carrying amount of deposits was \$1,158,113 and the bank balance was \$1,291,509. The bank balance was held by two banks resulting in a concentration of credit risk. Of the bank balance, \$397,165 was covered by federal depository insurance, and the remaining \$894,344 was collateralized with securities held by the pledging financial institutions' agents in the District's name.

*Custodial Credit Risk – Investments.* For an investment, this is the risk that, in the event of the failure of the issuer or counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State statutes require investments to be adequately secured. At June 30, 2024, the District had no investments except for certificates of deposit which are considered to be a component of deposits.

4. **Defined Benefit Pension Plan**

*Plan Description.* The District participates in the Kansas Public Employees Retirement System (KPERS), a cost-sharing, multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901, et seq. Kansas law establishes and amends benefit provisions. KPERS issues a publicly available financial report that includes financial statements and required supplementary information. KPERS' financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERS website at [www.kpers.org](http://www.kpers.org) or by writing to KPERS (611 South Kansas, Suite 100, Topeka, KS 66603) or by calling 1-888-275-5737.

*Contributions.* K.S.A. 74-4919 and K.S.A 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2, or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009 and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERS member-employee contribution rate of 6% of covered salary for KPERS 1, KPERS 2, and KPERS 3 members. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.

State law provides that the employer contribution rates for KPERS 1, KPERS 2 and KPERS 3 be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate and the statutory contribution rate (not including the 1% contribution rate for the Death and Disability Program) was 13.88% and 13.11%, respectively, for the fiscal year ended June 30, 2023. The actuarially determined employer contribution rate and the statutory contribution rate was 13.38% and 12.57% for the fiscal year ended June 30, 2024.

The 2015 Legislature passed and the Governor approved Senate Bill 228 authorizing the issuance of \$1.0 billion in pension obligation bonds to fund a portion of the School-Group's unfunded actuarial liability. The bonds were successfully issued in August 2015 and the proceeds transferred to the System.

The 2021 Legislature passed House Bill 2405, which authorizes the State of Kansas to issue pension obligation bonds, series 2021K, net proceeds of \$500 million to fund a portion of the School-Group's unfunded actuarial liability. The bond proceeds were received by KPERS on August 26, 2021.

The 2022 Legislature passed Senate Bill 421, which authorized the State of Kansas to transfer \$1.125 billion from the State General Fund directly to KPERS in Fiscal Years 2022 and 2023. The first \$253.9 million paid off outstanding accounts receivable for KPERS-School employer contributions withheld in Fiscal Year 2017 and Fiscal Year 2019 while the remaining \$871.1 million was applied to the KPERS-School unfunded actuarial liability. In Fiscal Year 2022, \$600 million was transferred in May/June 2022.

In addition, Senate Bill 421 authorizes two additional transfers in Fiscal Year 2023 which totaled \$271.1 million. The first transfer of \$146.1 million was received on August 1, 2022. The second transfer of \$125 million was received on December 1, 2022.

The State of Kansas is required to contribute the statutory required employer's share except for retired District employees. The District is responsible for the employer's portion of the cost for retired District employees. The District received and remitted amounts equal to the statutory contribution rate, which totaled \$177,940 for the year ended June 30, 2024.

*Net Pension Liability.* At June 30, 2024, the District's proportionate share of the collective net pension liability reported by KPERS was \$1,629,106. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2022, which was rolled forward to June 30, 2023. The District's proportion of the net pension liability was based on the ratio of the District's contributions to KPERS, relative to the total employer and nonemployer contributions of the State/School subgroup within KPERS for the fiscal year ended June 30, 2023. Since the KMAAG regulatory basis of accounting does not recognize long-term debt, this liability is not reported in this financial statement.

The complete actuarial valuation report including all actuarial assumptions and methods, and the report on the allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at [www.kpers.org](http://www.kpers.org) or can be obtained as described above.

## 5. Other Long-Term Obligations

### Compensated Absences

*Sick Leave.* The employees of Unified School District No. 212, Almena, Kansas are allowed eleven days of sick leave per year. This can be carried over and accumulated to fifty days for all regular and full-time employees. All certified employees who have accumulated over thirty-nine days of sick leave by the end of the contract year will be paid for days over thirty-eight, at the rate of one-half the daily rate for substitute teachers. Unused sick leave is paid upon termination at the rate of one-half the daily rate for substitute teachers.

*Vacation Pay.* The superintendent is allowed twenty days of vacation per year. Other twelve-month employees are allowed ten days of vacation per year. Vacation time cannot be carried over to the following year and is not required to be used.

### Other Post Employment Benefits

As provided by K.S.A. 12-5040, the District allows retirees to participate in the group health insurance plan. While each retiree pays the full amount of the applicable premium, conceptually; the District is subsidizing the retirees because each participant is charged a level premium regardless of age. However, the cost of this subsidy has not been quantified for this financial statement. Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), the District makes health care benefits available to eligible former employees and eligible dependents. Certain requirements are outlined by the federal government for this coverage. The premium is paid in full by the insured. There is no cost to the District under this program.

### Death and Disability Other Post Employment Benefits

As provided by K.S.A. 74-4927, disabled members in the Kansas Public Employees Retirement System (KPERs) receive long-term disability benefits and life insurance benefits. The plan is administered through a trust held by KPERs that is funded to pay annual benefit payments. The employer contribution rate is set at 1% for the year ended June 30, 2024.

## 6. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets, errors and omissions; injuries to employees; and natural disasters for which the District purchases commercial insurance. During the year ended June 30, 2024, the District did not reduce insurance coverage from levels in place during the prior year. No settlements have exceeded coverage levels in place during the past three fiscal years.

## 7. Interfund Transfers

Operating transfers were as follows:

| From                 | To                                 | Statutory Authority | Amount  |
|----------------------|------------------------------------|---------------------|---------|
| General              | Food Service                       | K.S.A. 72-5167      | 27,000  |
| General              | Special Education                  | K.S.A. 72-5167      | 318,992 |
| General              | Preschool-Aged At-Risk             | K.S.A. 72-5167      | 53,334  |
| General              | At Risk K-12                       | K.S.A. 72-5167      | 237,000 |
| General              | Professional Development           | K.S.A. 72-5167      | 10,000  |
| General              | Career and Postsecondary Education | K.S.A. 72-5167      | 90,000  |
| Supplemental General | Preschool-Aged At-Risk             | K.S.A. 72-5143      | 40,000  |
| Supplemental General | At Risk K-12                       | K.S.A. 72-5143      | 66,135  |
| Supplemental General | Bilingual Education                | K.S.A. 72-5143      | 325     |

8. Long-term Debt

Changes in long-term liabilities for Unified School District No. 212, Alma, Kansas for the year ended June 30, 2024 were as follows:

| Issue                 | Interest Rates | Date Issued | Amount of Original Issue | Date of Final Maturity | Balance Beginning of Year | Additions | Reductions/ Payments | Balance End of Year | Interest Paid |
|-----------------------|----------------|-------------|--------------------------|------------------------|---------------------------|-----------|----------------------|---------------------|---------------|
| Finance Leases:       |                |             |                          |                        |                           |           |                      |                     |               |
| Building Improvements | 1.75%          | 07/01/21    | 239,750                  | 07/01/26               | 119,875                   | 0         | 39,958               | 79,917              | 2,098         |
| Total Long-term Debt  |                |             |                          |                        | 119,875                   | 0         | 39,958               | 79,917              | 2,098         |

Current maturities for long-term debt for Unified School District No. 211, Norton, Kansas for the next five years and in five-year increments after that are as follows:

|                              | 2025      | 2026   | 2027 | 2028 | 2029 | 2030-2034 | Total  |
|------------------------------|-----------|--------|------|------|------|-----------|--------|
| PRINCIPAL                    |           |        |      |      |      |           |        |
| Finance Leases:              |           |        |      |      |      |           |        |
| Building Improvements        | 39,958    | 39,959 | 0    | 0    | 0    | 0         | 79,917 |
| Total Principal              | 39,958    | 39,959 | 0    | 0    | 0    | 0         | 79,917 |
| INTEREST                     |           |        |      |      |      |           |        |
| Finance Leases:              |           |        |      |      |      |           |        |
| Building Improvements        | 1,398     | 699    | 0    | 0    | 0    | 0         | 2,097  |
| Total Interest               | 1,398     | 699    | 0    | 0    | 0    | 0         | 2,097  |
| Total Principal and Interest | \$ 41,356 | 40,658 | 0    | 0    | 0    | 0         | 82,014 |

9. Subsequent Events

Management has evaluated the effects on the financial statement of subsequent events occurring through the date of this report, which is the date of which the financial statement was available to be issued.

**UNIFIED SCHOOL DISTRICT NO. 212  
REGULATORY-REQUIRED  
SUPPLEMENTARY INFORMATION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**UNIFIED SCHOOL DISTRICT NO. 212**

SCHEDULE 1

Almena, Kansas

Summary of Expenditures - Actual and Budget  
For the Fiscal Year Ended June 30, 2024

| Description                           | Certified Budget | Adjustment to Comply with Legal Max | Adjustment for Qualifying Budget Credits | Total Budget for Comparison | Expenditures Chargeable to Current Year | Variance Over (Under) |
|---------------------------------------|------------------|-------------------------------------|--|-----------------------------|---|-----------------------|
| Governmental Type Funds:              |                  |                                     |  |                             |   |                       |
| General Funds:                        |                  |                                     |  |                             |   |                       |
| General Fund                          | \$ 1,917,667     | (1,526)                             | 53,579                                   | 1,969,720                   | 1,969,720                               | 0                     |
| Supplemental General Fund             | 646,994          | 0                                   | 0  | 646,994                     | 646,994                                 | 0                     |
| Special Purpose Funds:                |                  |                                     |  |                             |   |                       |
| Preschool-Aged At-Risk                | 83,839           | 0                                   | 0  | 83,839                      | 82,131                                  | (1,708)               |
| At Risk K-12                          | 271,878          | 0                                   | 0  | 271,878                     | 271,838                                 | (40)                  |
| Bilingual Education                   | 770              | 0                                   | 0  | 770                         | 0                                       | (770)                 |
| Capital Outlay                        | 379,919          | 0                                   | 0  | 379,919                     | 324,767                                 | (55,152)              |
| Driver Training                       | 9,787            | 0                                   | 0  | 9,787                       | 4,042                                   | (5,745)               |
| Food Service                          | 192,955          | 0                                   | 0  | 192,955                     | 179,956                                 | (12,999)              |
| Professional Development              | 20,449           | 0                                   | 0  | 20,449                      | 7,890                                   | (12,559)              |
| Special Education                     | 370,533          | 0                                   | 9,093                                    | 379,626                     | 320,216                                 | (59,410)              |
| Career and Postsecondary Education    | 98,892           | 0                                   | 0  | 98,892                      | 84,359                                  | (14,533)              |
| KPERS Special Retirement Contribution | 199,960          | 0                                   | 0  | 199,960                     | 177,940                                 | (22,020)              |
| Federal Funds                         | 299,366          | 0                                   | 0  | 299,366                     | 280,972                                 | *                     |
| Gifts and Grants                      | 46,433           | 0                                   | 0  | 46,433                      | 18,404                                  | *                     |

\* Exempt from Budget Law.

**UNIFIED SCHOOL DISTRICT NO. 212**

Almena, Kansas

**General Fund**

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

SCHEDULE 2

Page 1

|  | <u>Actual</u>      | <u>Budget</u>           | Variance<br>Over<br>(Under) |
|--|--------------------|-------------------------|-----------------------------|
| Receipts:                                      |                    |                         |                             |
| Mineral Tax                                    | \$ 0               | 1,500                   | (1,500)                     |
| State Equalization Aid                         | 1,747,149          | 1,688,504               | 58,645                      |
| Special Education Aid                          | 168,992            | 170,482                 | (1,490)                     |
| Reimbursed Expenses                            | <u>53,579</u>      | <u>0</u>                | <u>53,579</u>               |
| Total Receipts                                 | <u>1,969,720</u>   | <u><b>1,860,486</b></u> | <u><b>109,234</b></u>       |
| Expenditures:                                  |                    |                         |                             |
| Instruction                                    | 688,689            | 795,985                 | (107,296)                   |
| Instructional Support Staff                    | 40,453             | 37,000                  | 3,453                       |
| General Administration                         | 212,535            | 209,000                 | 3,535                       |
| School Administration                          | 82,103             | 84,000                  | (1,897)                     |
| Operations and Maintenance                     | 62,629             | 75,000                  | (12,371)                    |
| Student Transportation Services                | 146,985            | 136,682                 | 10,303                      |
| Transfer to Driver Training                    | 0                  | 3,000                   | (3,000)                     |
| Transfer to Food Service                       | 27,000             | 27,000                  | 0                           |
| Transfer to Professional Development           | 10,000             | 10,000                  | 0                           |
| Transfer to Career and Postsecondary Education | 90,000             | 25,000                  | 65,000                      |
| Transfer to Special Education                  | 318,992            | 310,000                 | 8,992                       |
| Transfer to Pre-School Aged At-Risk            | 53,334             | 15,000                  | 38,334                      |
| Transfer to At Risk K-12                       | <u>237,000</u>     | <u>190,000</u>          | <u>47,000</u>               |
| Adjustment to Comply with Legal Max            |                    |                         |                             |
| Legal General Fund Budget                      | <u>0</u>           | <u>(1,526)</u>          | <u>1,526</u>                |
| Total Legal General Fund Budget                | 1,969,720          | 1,916,141               | 53,579                      |
| Adjustments for Qualifying Budget Credits:     |                    |                         |                             |
| Reimbursed Expenses                            | <u>0</u>           | <u>53,579</u>           | <u>(53,579)</u>             |
| Total Expenditures                             | <u>1,969,720</u>   | <u><b>1,969,720</b></u> | <u><b>0</b></u>             |
| Receipts Over (Under) Expenditures             | 0                  |                         |                             |
| Unencumbered Cash, Beginning                   | <u>0</u>           |                         |                             |
| Unencumbered Cash, Ending                      | \$ <u><u>0</u></u> |                         |                             |

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 2

Supplemental General Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

|  | Actual           | Budget         | Variance<br>Over<br>(Under) |
|--|------------------|----------------|-----------------------------|
| Receipts:                                      |                  |                |                             |
| Tax in Process                                 | \$ 2,110         | 340,221        | (338,111)                   |
| Current Tax                                    | 538,627          | 294,202        | 244,425                     |
| Delinquent Tax                                 | 8,141            | 1,594          | 6,547                       |
| Motor Vehicle Tax                              | 41,452           | 33,695         | 7,757                       |
| Recreational Vehicle Tax                       | 481              | 703            | (222)                       |
| Commercial Vehicle Tax                         | 0                | 1,198          | (1,198)                     |
| Supplemental State Aid                         | 9,705            | 0              | 9,705                       |
| <b>Total Receipts</b>                          | <b>600,516</b>   | <b>671,613</b> | <b>(71,097)</b>             |
| Expenditures:                                  |                  |                |                             |
| Instruction                                    | 16,233           | 21,000         | (4,767)                     |
| Instructional Support Staff                    | 168,097          | 20,000         | 148,097                     |
| General Administration                         | 35,351           | 98,594         | (63,243)                    |
| School Administration                          | 134,679          | 121,000        | 13,679                      |
| Operations and Maintenance                     | 153,174          | 233,000        | (79,826)                    |
| Transfer to Food Service                       | 33,000           | 0              | 33,000                      |
| Transfer to Driver Training                    | 0                | 3,000          | (3,000)                     |
| Transfer to Bilingual Education                | 325              | 400            | (75)                        |
| Transfer to Career and Postsecondary Education | 0                | 50,000         | (50,000)                    |
| Transfer to At Risk K-12                       | 66,135           | 60,000         | 6,135                       |
| Transfer to At Preschool-Aged At-Risk          | 40,000           | 40,000         | 0                           |
| <b>Total Expenditures</b>                      | <b>646,994</b>   | <b>646,994</b> | <b>0</b>                    |
| Receipts Over (Under) Expenditures             | (46,478)         |                |                             |
| Unencumbered Cash, Beginning                   | 77,843           |                |                             |
| Unencumbered Cash, Ending                      | <b>\$ 31,365</b> |                |                             |

**UNIFIED SCHOOL DISTRICT NO. 212**

Almena, Kansas

SCHEDULE 2

Page 3

**Preschool-Aged At-Risk Fund**

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

|                                    | <u>Actual</u>    | <u>Budget</u> | <u>Variance<br/>Over<br/>(Under)</u> |
|------------------------------------|------------------|---------------|--------------------------------------|
| Receipts:                          |                  |               |                                      |
| Transfer from General              | \$ 64,556        | 15,000        | 49,556                               |
| Transfer from Supplemental General | <u>40,000</u>    | <u>40,000</u> | <u>0</u>                             |
| Total Receipts                     | <u>104,556</u>   | <u>55,000</u> | <u>49,556</u>                        |
| Expenditures:                      |                  |               |                                      |
| Instruction                        | 82,131           | 83,839        | (1,708)                              |
| Operations and Maintenance         | <u>0</u>         | <u>0</u>      | <u>0</u>                             |
| Total Expenditures                 | <u>82,131</u>    | <u>83,839</u> | <u>(1,708)</u>                       |
| Receipts Over (Under) Expenditures | 22,425           |               |                                      |
| Unencumbered Cash, Beginning       | <u>11,411</u>    |               |                                      |
| Unencumbered Cash, Ending          | \$ <u>33,836</u> |               |                                      |

**UNIFIED SCHOOL DISTRICT NO. 212**

Almena, Kansas

SCHEDULE 2

Page 4

**At Risk K-12 Fund**

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

|  | <u>Actual</u>               | <u>Budget</u>             | <u>Variance<br/>Over<br/>(Under)</u> |
|--|-----------------------------|---------------------------|--------------------------------------|
| Receipts:                              |                             |                           |                                      |
| Transfer from General                  | \$ 237,000                  | 190,000                   | 47,000                               |
| Transfer from Supplemental General     | <u>66,135</u>               | <u>60,000</u>             | <u>6,135</u>                         |
| <br>Total Receipts                     | <br><u>303,135</u>          | <br><b><u>250,000</u></b> | <br><b><u>53,135</u></b>             |
| <br>Expenditures:                      |                             |                           |                                      |
| Instruction                            | 271,838                     | 271,878                   | (40)                                 |
| Student Support                        | <u>0</u>                    | <u>0</u>                  | <u>0</u>                             |
| <br>Total Expenditures                 | <br><u>271,838</u>          | <br><b><u>271,878</u></b> | <br><b><u>(40)</u></b>               |
| <br>Receipts Over (Under) Expenditures | <br>31,297                  |                           |                                      |
| Unencumbered Cash, Beginning           | <u>11,554</u>               |                           |                                      |
| <br>Unencumbered Cash, Ending          | <br>\$ <b><u>42,851</u></b> |                           |                                      |

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 5

**Bilingual Education**

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

|  | <u>Actual</u>     | <u>Budget</u>  | <u>Variance<br/>Over<br/>(Under)</u> |
|--|-------------------|----------------|--------------------------------------|
| Receipts:                              |                   |                |                                      |
| Transfer from General                  | \$ 0              | 0              | 0                                    |
| Transfer from Supplemental General     | <u>325</u>        | <u>400</u>     | <u>(75)</u>                          |
| <br>Total Receipts                     | <br><u>325</u>    | <br><u>400</u> | <br><u>(75)</u>                      |
| <br>Expenditures:                      |                   |                |                                      |
| Instruction                            | 0                 | 770            | (770)                                |
| Student Support                        | <u>0</u>          | <u>0</u>       | <u>0</u>                             |
| <br>Total Expenditures                 | <br><u>0</u>      | <br><u>770</u> | <br><u>(770)</u>                     |
| <br>Receipts Over (Under) Expenditures | <br>325           |                |                                      |
| Unencumbered Cash, Beginning           | <u>0</u>          |                |                                      |
| <br>Unencumbered Cash, Ending          | <br>\$ <u>325</u> |                |                                      |

**UNIFIED SCHOOL DISTRICT NO. 212**

Almena, Kansas

SCHEDULE 2

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**Capital Outlay Fund**

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

|                                       | <u>Actual</u>            | <u>Budget</u>         | Variance<br>Over<br>(Under) |
|---------------------------------------|--------------------------|-----------------------|-----------------------------|
| Receipts:                             |                          |                       |                             |
| Tax in Process                        | \$ 525                   | 82,059                | (81,534)                    |
| Current Tax                           | 153,667                  | 95,178                | 58,489                      |
| Delinquent Tax                        | 2,046                    | 385                   | 1,661                       |
| Motor Vehicle Tax                     | 12,800                   | 10,511                | 2,289                       |
| Recreational Vehicle Tax              | 145                      | 219                   | (74)                        |
| Commercial Vehicle Tax                | 0                        | 374                   | (374)                       |
| Other Revenue - Local Sources         | <u>470,529</u>           | <u>39,746</u>         | <u>430,783</u>              |
| Total Receipts                        | <u>639,712</u>           | <u><b>228,472</b></u> | <u><b>411,240</b></u>       |
| Expenditures:                         |                          |                       |                             |
| Instruction                           | 34,809                   | 50,000                | (15,191)                    |
| Student Support                       | 0                        | 50,000                | (50,000)                    |
| General Administration                | 5,734                    | 0                     | 5,734                       |
| Operations and Maintenance            | 130,783                  | 159,919               | (29,136)                    |
| Transportation                        | 50,396                   | 10,000                | 40,396                      |
| Facility Acquisition and Construction | <u>114,267</u>           | <u>110,000</u>        | <u>4,267</u>                |
| Total Expenditures                    | <u>335,989</u>           | <u><b>379,919</b></u> | <u><b>(43,930)</b></u>      |
| Receipts Over (Under) Expenditures    | 303,723                  |                       |                             |
| Unencumbered Cash, Beginning          | <u>120,469</u>           |                       |                             |
| Unencumbered Cash, Ending             | \$ <u><b>424,192</b></u> |                       |                             |

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

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**Driver Training Fund**

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

|  | <u>Actual</u>       | <u>Budget</u>    | Variance<br>Over<br>(Under) |
|--|---------------------|------------------|-----------------------------|
| Receipts:                              |                     |                  |                             |
| State Aid                              | \$ 1,015            | 2,025            | (1,010)                     |
| Other Revenue - Local Sources          | 390                 | 0                | 390                         |
| Transfer from General                  | 0                   | 3,000            | (3,000)                     |
| Transfer from Supplemental General     | <u>0</u>            | <u>3,000</u>     | <u>(3,000)</u>              |
| <br>Total Receipts                     | <br><u>1,405</u>    | <br><u>8,025</u> | <br><u>(6,620)</u>          |
| Expenditures:                          |                     |                  |                             |
| Instruction                            | 4,042               | 8,000            | (3,958)                     |
| Vehicle Operations & Maintenance       | <u>0</u>            | <u>1,787</u>     | <u>(1,787)</u>              |
| <br>Total Expenditures                 | <br><u>4,042</u>    | <br><u>9,787</u> | <br><u>(5,745)</u>          |
| <br>Receipts Over (Under) Expenditures | <br>(2,637)         |                  |                             |
| Unencumbered Cash, Beginning           | <u>5,000</u>        |                  |                             |
| <br>Unencumbered Cash, Ending          | <br>\$ <u>2,363</u> |                  |                             |

**UNIFIED SCHOOL DISTRICT NO. 212**

Almena, Kansas

SCHEDULE 2

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**Food Service Fund**

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

|                                    | <u>Actual</u>      | <u>Budget</u>      | Variance<br>Over<br>(Under) |
|------------------------------------|--------------------|--------------------|-----------------------------|
| Receipts:                          |                    |                    |                             |
| Federal Aid                        | \$ 11,103          | 71,205             | (60,102)                    |
| State Aid                          | 62,543             | 683                | 61,860                      |
| Food Service                       | 35,308             | 53,451             | (18,143)                    |
| Miscellaneous                      | 160                | 0                  | 160                         |
| Interest on Idle Funds             | 8,228              | 0                  | 8,228                       |
| Transfer from General              | 27,000             | 27,000             | 0                           |
| Transfer from Supplemental General | <u>33,000</u>      | <u>0</u>           | <u>33,000</u>               |
| <br>Total Receipts                 | <br><u>177,342</u> | <br><u>152,339</u> | <br><u>25,003</u>           |
| Expenditures:                      |                    |                    |                             |
| Operations and Maintenance         | 1,153              | 3,955              | (2,802)                     |
| Food Service Operations            | <u>178,803</u>     | <u>189,000</u>     | <u>(10,197)</u>             |
| <br>Total Expenditures             | <br><u>179,956</u> | <br><u>192,955</u> | <br><u>(12,999)</u>         |
| Receipts Over (Under) Expenditures | (2,614)            |                    |                             |
| Unencumbered Cash, Beginning       | <u>18,958</u>      |                    |                             |
| <br>Unencumbered Cash, Ending      | \$ <u>16,344</u>   |                    |                             |

**UNIFIED SCHOOL DISTRICT NO. 212**

Almena, Kansas

SCHEDULE 2

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**Professional Development Fund**

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

|  | <u>Actual</u>     | <u>Budget</u>     | Variance<br>Over<br>(Under) |
|--|-------------------|-------------------|-----------------------------|
| Receipts:                              |                   |                   |                             |
| State Aid                              | 1,113             | 900               | 213                         |
| Transfer from General                  | 10,000            | 10,000            | 0                           |
| Transfer from Supplemental General     | <u>0</u>          | <u>0</u>          | <u>0</u>                    |
| <br>Total Receipts                     | <br><u>11,113</u> | <br><u>10,900</u> | <br><u>213</u>              |
| <br>Expenditures:                      |                   |                   |                             |
| Instructional Support Staff            | <u>7,890</u>      | <u>20,449</u>     | <u>(12,559)</u>             |
| <br>Receipts Over (Under) Expenditures | 3,223             |                   |                             |
| Unencumbered Cash, Beginning           | <u>6,929</u>      |                   |                             |
| <br>Unencumbered Cash, Ending          | \$ <u>10,152</u>  |                   |                             |

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

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Special Education Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

|  | <u>Actual</u>    | <u>Budget</u>  | Variance<br>Over<br>(Under) |
|--|------------------|----------------|-----------------------------|
| Receipts:                                  |                  |                |                             |
| Reimbursed Expense                         | \$ 9,093         | 0              | 9,093                       |
| Other Revenue from Local Sources           | 0                | 20,000         | (20,000)                    |
| Transfer from General                      | <u>318,992</u>   | <u>310,000</u> | <u>8,992</u>                |
| Total Receipts                             | <u>328,085</u>   | <u>330,000</u> | <u>(1,915)</u>              |
| Expenditures:                              |                  |                |                             |
| Instruction                                | 319,216          | 370,533        | (51,317)                    |
| School Administration                      | 1,000            | 0              | 1,000                       |
| Adjustments for Qualifying Budget Credits: |                  |                |                             |
| Reimbursed Expenses                        | <u>0</u>         | <u>9,093</u>   | <u>(9,093)</u>              |
| Total Expenditures                         | <u>320,216</u>   | <u>379,626</u> | <u>(59,410)</u>             |
| Receipts Over (Under) Expenditures         | 7,869            |                |                             |
| Unencumbered Cash, Beginning               | <u>25,510</u>    |                |                             |
| Unencumbered Cash, Ending                  | \$ <u>33,379</u> |                |                             |

**UNIFIED SCHOOL DISTRICT NO. 212**

Almena, Kansas

SCHEDULE 2

Page 11

**Career and Postsecondary Education Fund**

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

|                                    | <u>Actual</u>               | <u>Budget</u>            | Variance<br>Over<br>(Under) |
|------------------------------------|-----------------------------|--------------------------|-----------------------------|
| Receipts:                          |                             |                          |                             |
| Miscellaneous                      | \$ 1,224                    | 1,200                    | 24                          |
| User Charges                       | 565                         | 200                      | 365                         |
| Transfer from General              | 90,000                      | 25,000                   | 65,000                      |
| Transfer from Supplemental General | <u>0</u>                    | <u>50,000</u>            | <u>(50,000)</u>             |
| <br>Total Receipts                 | <br><u>91,789</u>           | <br><b><u>76,400</u></b> | <br><b><u>15,389</u></b>    |
| Expenditures:                      |                             |                          |                             |
| Instruction                        | 76,028                      | 86,892                   | (10,864)                    |
| Operations and Maintenance         | <u>8,331</u>                | <u>12,000</u>            | <u>(3,669)</u>              |
| <br>Total Expenditures             | <br><u>84,359</u>           | <br><b><u>98,892</u></b> | <br><b><u>(14,533)</u></b>  |
| Receipts Over (Under) Expenditures | 7,430                       |                          |                             |
| Unencumbered Cash, Beginning       | <u>6,249</u>                |                          |                             |
| <br>Unencumbered Cash, Ending      | <br>\$ <b><u>13,679</u></b> |                          |                             |

**UNIFIED SCHOOL DISTRICT NO. 212**

Almena, Kansas

SCHEDULE 2

Page 12

**KPERS Special Retirement Contribution Fund**

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

|                                    | <u>Actual</u>      | <u>Budget</u>         | Variance<br>Over<br>(Under) |
|------------------------------------|--------------------|-----------------------|-----------------------------|
| Receipts:                          |                    |                       |                             |
| State Aid                          | \$ 177,940         | <b>199,960</b>        | <b>(22,020)</b>             |
| Expenditures:                      |                    |                       |                             |
| Instruction                        | 108,138            | 121,343               | (13,205)                    |
| Student Support                    | 5,050              | 5,688                 | (638)                       |
| Instructional Support              | 5,050              | 5,688                 | (638)                       |
| General Administration             | 10,942             | 12,324                | (1,382)                     |
| School Administration              | 17,676             | 19,908                | (2,232)                     |
| Operations and Maintenance         | 12,626             | 14,220                | (1,594)                     |
| Student Transportation Services    | 842                | 948                   | (106)                       |
| Other Support Services             | 9,199              | 10,361                | (1,162)                     |
| Food Service                       | 8,417              | 9,480                 | (1,063)                     |
| Total Expenditures                 | <u>177,940</u>     | <b><u>199,960</u></b> | <b><u>(22,020)</u></b>      |
| Receipts Over (Under) Expenditures | 0                  |                       |                             |
| Unencumbered Cash, Beginning       | <u>0</u>           |                       |                             |
| Unencumbered Cash, Ending          | \$ <b><u>0</u></b> |                       |                             |

**UNIFIED SCHOOL DISTRICT NO. 212**

Almena, Kansas

**Federal Funds**

Schedule of Receipts and Expenditures - Actual and Budget

Total Legal General Fund Budget

For the Fiscal Year Ended June 30, 2024

SCHEDULE 2

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|                                    | <u>Actual</u>          | <u>Budget</u>         | Variance<br>Over<br>(Under) |
|------------------------------------|------------------------|-----------------------|-----------------------------|
| Receipts:                          |                        |                       |                             |
| Federal Aid                        | \$ 338,388             | <b>299,974</b>        | <b>38,414</b>               |
| Expenditures:                      |                        |                       |                             |
| Instruction                        | 95,763                 | 83,935                | 11,828                      |
| Student Support Services           | 84,000                 | 83                    | 83,917                      |
| Instructional Support Staff        | 49,209                 | 149,208               | (99,999)                    |
| Operations & Maintenance           | 0                      | 14,140                | (14,140)                    |
| Transportation                     | <u>52,000</u>          | <u>52,000</u>         | <u>0</u>                    |
| Total Expenditures                 | <u>280,972</u>         | <b><u>299,366</u></b> | <b><u>(18,394)</u></b>      |
| Receipts Over (Under) Expenditures | 57,416                 |                       |                             |
| Unencumbered Cash, Beginning       | <u>(53,716)</u>        |                       |                             |
| Unencumbered Cash, Ending          | \$ <b><u>3,700</u></b> |                       |                             |

\* Exempt from Budget Law per K.S.A. 12-1663.

**UNIFIED SCHOOL DISTRICT NO. 212**

Almena, Kansas

SCHEDULE 2

Page 13

**Gifts and Grants Funds**

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 20234

|                                    | Memorials<br>and<br>Donations | Kansas<br>Coordinated<br>School Health | Library<br>Grant | Total         | Budget*       | Variance<br>Over<br>(Under) |
|------------------------------------|-------------------------------|--|------------------|---------------|---------------|-----------------------------|
| Receipts:                          |                               |  |                  |               |               |                             |
| Donations and Grants               | \$ 10,705                     | 0                                      | 0                | 10,705        | <b>0</b>      | <b>10,705</b>               |
| Expenditures:                      |                               |  |                  |               |               |                             |
| Instruction                        | 1,601                         | 0                                      | 0                | 1,601         | 30,000        | (28,399)                    |
| Operations and Maintenance         | 1,803                         | 0                                      | 0                | 1,803         | 16,433        | (14,630)                    |
| Building Improvements              | 15,000                        | 0                                      | 0                | 15,000        | 0             | 15,000                      |
| Total Expenditures                 | 18,404                        | 0                                      | 0                | 18,404        | <b>46,433</b> | <b>(28,029)</b>             |
| Receipts Over (Under) Expenditures | (7,699)                       | 0                                      | 0                | (7,699)       |               |                             |
| Unencumbered Cash, Beginning       | 43,565                        | 1,958                                  | 911              | 46,434        |               |                             |
| Unencumbered Cash, Ending          | \$ <b>35,866</b>              | <b>1,958</b>                           | <b>911</b>       | <b>38,735</b> |               |                             |

\* Exempt from Budget Law per K.S.A. 79-2925 and 12-16,111.

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

Any Non-budgeted Fund

Schedule of Receipts and Expenditures - Actual

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

SCHEDULE 2

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|                                    | <u>Contingency<br/>Reserve</u> | <u>Textbook<br/>Rental and<br/>Student<br/>Material<br/>Revolving</u> | <u>Box Tops<br/>for<br/>Education</u> | <u>Maxine<br/>Sebelius<br/>Memorial<br/>Scholarship</u> |
|------------------------------------|--------------------------------|---|---------------------------------------|---|
| Receipts:                          |                                |   |                                       |   |
| Fees                               | \$ 0                           | 4,733   | 0                                     | 0   |
| Donations                          | <u>0</u>                       | <u>0</u>  | <u>2,657</u>                          | <u>0</u>  |
| Total Receipts                     | <u>0</u>                       | <u>4,733</u>  | <u>2,657</u>                          | <u>0</u>  |
| Expenditures:                      |                                |   |                                       |   |
| Instruction                        | 0                              | 1,409   | 3,992                                 | 0   |
| Operations & Maintenance           | <u>0</u>                       | <u>0</u>  | <u>0</u>                              | <u>0</u>  |
| Total Expenditures                 | <u>0</u>                       | <u>1,409</u>  | <u>3,992</u>                          | <u>0</u>  |
| Receipts Over (Under) Expenditures | 0                              | 3,324   | (1,335)                               | 0   |
| Unencumbered Cash, Beginning       | <u>225,000</u>                 | <u>36,082</u>   | <u>1,592</u>                          | <u>14,000</u>   |
| Unencumbered Cash, Ending          | \$ <u><b>225,000</b></u>       | <u><b>39,406</b></u>  | <u><b>257</b></u>                     | <u><b>14,000</b></u>                                    |

UNIFIED SCHOOL DISTRICT NO. 212

SCHEDULE 3

Almena, Kansas

Agency Funds

Summary of Receipts and Disbursements

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

| Fund                        | Beginning<br>Cash<br>Balance | Receipts      | Disburse-<br>ments | Ending<br>Cash<br>Balance |
|-----------------------------|------------------------------|---------------|--------------------|---------------------------|
| Student Organization Funds: |                              |               |                    |                           |
| Junior High:                |                              |               |                    |                           |
| Service Club                | \$ 1,942                     | 14,169        | 14,436             | 1,675                     |
| High School:                |                              |               |                    |                           |
| Student Council             | 8,749                        | 2,842         | 2,112              | 9,479                     |
| Kayettes                    | 4,515                        | 3,659         | 4,263              | 3,911                     |
| Hi Lighters                 | 1,924                        | 0             | 0                  | 1,924                     |
| FFA                         | 20,259                       | 26,044        | 33,166             | 13,137                    |
| Class of 2014               | 2,839                        | 0             | 0                  | 2,839                     |
| Class of 2015               | 1,341                        | 0             | 0                  | 1,341                     |
| Class of 2016               | 27                           | 0             | 0                  | 27                        |
| Class of 2019               | 2,004                        | 0             | 0                  | 2,004                     |
| Class of 2021               | 1,767                        | 0             | 0                  | 1,767                     |
| Class of 2022               | 102                          | 0             | 0                  | 102                       |
| Class of 2023               | 401                          | 0             | 76                 | 325                       |
| Class of 2024               | 9,413                        | 249           | 9,662              | 0                         |
| Class of 2025               | 1,971                        | 25,093        | 20,205             | 6,859                     |
| Class of 2026               | 2,398                        | 957           | 400                | 2,955                     |
| Class of 2027               | 206                          | 1,175         | 0                  | 1,381                     |
| Class of 2028               | 0                            | 249           | 0                  | 249                       |
| Yearbook                    | 16,802                       | 7,031         | 10,236             | 13,597                    |
| Scholars Bowl               | 89                           | 0             | 0                  | 89                        |
| Dance Team                  | 1,131                        | 12,425        | 9,329              | 4,227                     |
| Drama Club                  | 1,610                        | 520           | 0                  | 2,130                     |
| Technology Club             | 829                          | 0             | 0                  | 829                       |
| FCCLA                       | 66                           | 0             | 0                  | 66                        |
| Volleyball Club             | 1,112                        | 1,128         | 122                | 2,118                     |
| FACS                        | 895                          | 20            | 0                  | 915                       |
| Interactive Media           | (1,249)                      | 1,770         | 543                | (22)                      |
| Total High School           | <u>79,201</u>                | <u>83,162</u> | <u>90,114</u>      | <u>72,249</u>             |
| Other Agency Funds:         |                              |               |                    |                           |
| Sales Tax                   | <u>0</u>                     | <u>0</u>      | <u>0</u>           | <u>0</u>                  |
| Total Other Agency Funds    | <u>0</u>                     | <u>0</u>      | <u>0</u>           | <u>0</u>                  |
| Total Agency Funds          | <u>\$ 81,143</u>             | <u>97,331</u> | <u>104,550</u>     | <u>73,924</u>             |

**UNIFIED SCHOOL DISTRICT NO. 212**

SCHEDULE 4

Almena, Kansas

**District Activity Funds**

Schedule of Receipts, Expenditures and Unencumbered Cash

Regulatory Basis

For the Fiscal Year Ended June 30, 2024

| Funds                                | Beginning<br>Unencumbered<br>Cash Balance | Prior Year<br>Cancelled<br>Encumbrances | Receipts      | Expenditures  | Ending<br>Unencumbered<br>Cash Balance | Add<br>Encumbrances<br>and Accounts<br>Payable | Ending<br>Cash Balance |
|--------------------------------------|---|---|---------------|---------------|--|--|------------------------|
| Junior High School Athletics         | \$ 923                                    | 0                                       | 3,761         | 3,701         | 983                                    | 0  | 983                    |
| Senior High School Athletics         | 1,241                                     | 0                                       | 28,341        | 25,999        | 3,583                                  | 0  | 3,583                  |
| Greenhouse                           | 42  | 0                                       | 0             | 0             | 42                                     | 0  | 42                     |
| <b>Total District Activity Funds</b> | <b>\$ 2,206</b>                           | <b>0</b>                                | <b>32,102</b> | <b>29,700</b> | <b>4,608</b>                           | <b>0</b>                                       | <b>4,608</b>           |

Hello,

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

We will be completing building walkthroughs and staff contacts on Thursday, February 20<sup>th</sup>, and we would love to visit with you then. We are scheduling our time a little differently this year and will be available to meet in the **morning only**. To use the time efficiently, the board will be dividing up and sending 2 representatives to each building from 8:00-12:00.

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

1. Please send us an email to Shanna Hammond at [shannarhammond@gmail.com](mailto:shannarhammond@gmail.com) to advise us of the best time and location to meet with you. We will do our best to accommodate your request.
2. Please review the following list of questions. You may write your answers in advance and provide them to us when we meet, or you can share your answers verbally on the day.
  - a. Buildings/ physical space
    - i. What repairs need to be completed?
    - ii. What improvements would you like to see?
  - b. Do you have everything you need to do your job effectively?
    - i. What resources or supplies are needed?
    - ii. What ideas do you have to help the school serve our students more effectively or efficiently?
  - c. Support
    - i. What can we do to help you thrive?
    - ii. What else would you like us to know?

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

DANE G. HANSEN FOUNDATION  
OPERATING ACCOUNT  
LOGAN, KS 67646



335  
1011 30546

Twenty-one thousand eight hundred dollars and no cents

DATE

AMOUNT

01/22/2025

\$\*\*21,800.00\*

PAY TO THE ORDER OF

USD #212 NORTHERN VALLEY  
512 W. BRYANT  
ALMENA, KS 67622

*Carol L. Giles*

*Michael A. Drury*  
AUTHORIZED SIGNATURE

Security features. Details on back.

⑈030546⑈ ⑆101103356⑆ 196606⑈



14935 US Highway 36 • PO Box 360  
 Norton, Kansas 67654  
 (785) 877-3323 • (800) 577-3323

PLEASE DETACH AND RETAIN

No. 144823

Date: 01/30/2025

| DATE       | INVOICE        | DESCRIPTION                        | GROSS    | NET      |
|------------|----------------|------------------------------------|----------|----------|
| 12/30/2024 | 20250129114316 | DONATION FOR ACCESSIBILITY REMODEL | 5,000.00 | 5,000.00 |
| Totals:    |                |                                    | 5,000.00 | 5,000.00 |

THIS CHECK IS VOID WITHOUT A COLORED BACKGROUND AND WATERMARK/LINES ON THE BACK - HOLD AT ANGLE TO VIEW



14935 US Highway 36 • PO Box 360  
 Norton, Kansas 67654  
 (785) 877-3323 • (800) 577-3323

GENERAL FUND

No. 144823

83-276/1011

FIRST STATE BANK  
 NORTON, KS 67654

FIVE THOUSAND AND NO / 100\*\*\*\*\*

PAY  
 TO  
 THE  
 ORDER  
 OF

NORTHERN VALLEY GRADE SCHOOL  
 512 W BRYANT  
 ALMENA KS 67622

VOID AFTER 90 DAYS

| DATE       | CHECK NO. | AMOUNT          |
|------------|-----------|-----------------|
| 01/30/2025 | 144823    | \$*****5,000.00 |

*April Karnopp*  
*[Signature]*

SIGNATURE HAS A COLORED BACKGROUND • BORDER CONTAINS MICROPRINTS

⑈ 144823 ⑈ ⑆ 101102768⑆ 1055186 ⑈

---

**Re: Open Supplementals**

---

**From** Emily Lowry <elowry@nvhuskies.org>  
**Date** Tue 2/4/2025 12:49 PM  
**To** Ken Tharman <ktharman@nvhuskies.org>

The head track coach at the JH is for boys ... Just in case it matters to someone 😊. We do work together but I schedule all the girl's events so they would do all the boys events.

---

**From:** Ken Tharman <ktharman@nvhuskies.org>  
**Sent:** Tuesday, February 4, 2025 12:24 PM  
**To:** GS Staff <gsstaff@nvhuskies.org>; MS Staff <msstaff@nvhuskies.org>; HS Staff <hsstaff@nvhuskies.org>  
**Subject:** Open Supplementals

Ladies and Gentlemen,

It was brought to my attention that I have not filled some of the supplemental positions ..... And believe it or not .... I cannot remember those that may have talked with me in regard to them. Soooooooo .....

Summer Weightlifting (Boys)

JH Head Track coach

If you are interested in either of these ..... Please let me know.

Ken Tharman  
Superintendent / HS Principal  
Northern Valley Schools  
(785) 669 - 2445

Marvin Gebhard;

Ken Tharman

Mon 2/3/2025 3:10 PM

Hey guys!!

I think time being requested off before a break needs special board permission. I just submitted my leave request for March 13<sup>th</sup> to attend a bull sale with my husband. Is there anything else I need to do to get this PTO request made?

Jessie Thalheim

Northern Valley Schools

MS/HS Science Teacher

High School A.D.

Junior High Volleyball

# 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: \_\_\_\_\_

# 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

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27). List areas needing improvement:

Coach

A.D. / Principal

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28). List goals for next season:

Coach

A.D. / Principal

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

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\_\_\_\_\_  
*Coaches Signature*

\_\_\_\_\_  
*A.D./Principal's Signature*

Date \_\_\_\_\_

Date \_\_\_\_\_

## **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

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:

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Evaluator's Signature and Position

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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.



## Board Evaluation of the Superintendent

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

| Expectation                                | Progressing | Not<br>Progressing | Comments |
|--|-------------|--------------------|----------|
| Honesty / Integrity                        |             |                    |          |
| Inspire / Have a Vision                    |             |                    |          |
| Be Informative                             |             |                    |          |
| Be a Leader                                |             |                    |          |
| Inform / Communicate with the<br>Community |             |                    |          |
| Be Consistent (Discipline)                 |             |                    |          |
| Approachable / Visible                     |             |                    |          |
| Model / Target Behaviors and<br>Traits     |             |                    |          |
| Outspoken                                  |             |                    |          |
| Have Long Term Plans                       |             |                    |          |
| Regular Direct Communication<br>with Staff |             |                    |          |

Comments:

Board Member \_\_\_\_\_



# KESA Guided Reflective Questions

SCHOOL YEAR 2024-2025

## Purpose of these Questions

- To allow each system to prioritize the most critical high-leverage actions through collaborative conversations around the responses to the questions.

## Not the Purpose of these Questions

- For the District Leadership Team (DLT) to develop a presentation based on their responses to the questions to be shared with other DLT's at the School Improvement Day.

## Process to use the questions:

- a. Initially, the DLT should discuss the questions prior to their School Improvement Day, taking a deep look into each of the Fundamentals - Structures - Lead Indicators.
- b. The DLT will collaborate with other like-system DLT's at their School Improvement Day on their responses to the questions through a facilitated discussion, not a presentation.
- c. Through this exercise, the DLT should be able to establish an *initial*, not a definitive, direction for their Action Plan, which would include the Fundamental(s) - Structure(s) - Lead Indicator(s) the DLT is leaning towards selecting as priorities, based on the system's current state of data.
- d. After the School Improvement Day, the DLT is responsible for engaging staff, the board of education, and site councils in discussion, using these guided reflective questions as the basis. Through these engagements and based on the feedback from stakeholders, the DLT will then finalize and submit their Action Plan no later than 60 days after the School Improvement Day.





## Guided Reflective Questions

1. In what ways does your resource allocation align with the four fundamentals? Specifically, in what ways are you allocating resources to high quality instructional materials and professional development aligned to state standards and structured literacy?
2. In what ways does your district's professional development support the four fundamentals? Specifically, in what ways does professional development and mentoring ensure the alignment of instruction and implementation of HQIM to state standards?
3. In what ways does your district's professional collaboration process support the four fundamentals? Specifically, in what ways do you ensure grade level and content area professional collaboration leads to the alignment of instruction and implementation of HQIM to state standards?
4. In what ways does your district's tiered system of support align with the four fundamentals? Specifically, in what ways do you utilize risk-based student data and standards-based student data to inform core instruction and interventions?
5. In what ways does your evaluation system align with the four fundamentals? Specifically, in what ways does your evaluation process ensure instruction is aligned to state standards?
6. In what ways does your district' approach to family, community, and business partnerships support the four fundamentals? Specifically, in what ways do you partner with these groups to ensure students are progressing on state standards and other postsecondary readiness indicators, including the four required components of an Individual Plan of Study?

**\*\*The DLT will *not* be submitting their responses to these questions as documentation or evidence to be evaluated for accreditation. The responses will not be uploaded into the KESA application. The responses are only for collaborative purposes.**

For more information, contact:

Rue Huereca-Retana  
Administrative Specialist  
Accreditation and Design  
(785) 296-3379  
rhuereca-retana@ksde.org



Kansas State Department of Education  
900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212

(785) 296-3201

[www.ksde.org](http://www.ksde.org)

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Hello,

Thank you for meeting for your KESA Check-in with KSDE. Attached are your responses to the questions asked during our recent KESA Check-in along with a summary of our time together. This information will inform the implementation of the first year of KESA 2.0, and the success of your first School Improvement Day.

Next steps include preparation for your School Improvement Day by completing the following **prior** to your School Improvement Day:

1. **Register** all who will attend. Find the service center you are attending and click the date of your School Improvement Day.
2. Familiarize yourself with the **Data Review Guide** and your system data.
3. Review and discuss the **Guided Reflective Questions**
4. Go to the **Accreditation website** for the most up to date Action Plan Template with improved information to assist you in:
  - a. Completing your Action Plan.
  - b. Gaining access to the new KESA authenticated application with instructions and voice over video for the 3 levels of access.
  - c. Submitting your Action Plan with instructions and voice over video.

**KESA Important Dates:**

**School Improvement Day: 3/3/25**

**Action Plan Due Date: 5/2/25**

**6-Month Follow Up: 9/2 10:00 a.m.**

**Compliance:** No issues noted.

We appreciate your engagement in this new model of support and look forward to supporting you in school improvement/accreditation moving forward into KESA 2.0. If you have any questions/comments for us, please contact me. Thanks again for your time, it was great reconnecting with you and your team! I truly enjoy meeting with you all and learning about the great things you are doing for Kansas students.

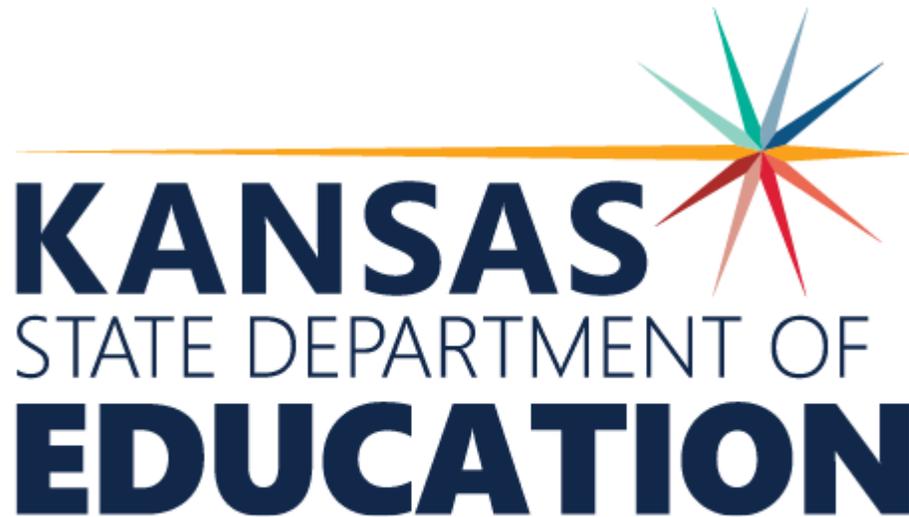
Thanks

-Amber

620-214-1155

*PLEASE UPDATE YOUR RECORDS: As of January 8, [ksde.org](http://ksde.org) is changing to [ksde.gov](http://ksde.gov)*

As of January 15, employee email addresses are changing to [Firstname.Lastname@ksde.gov](mailto:Firstname.Lastname@ksde.gov).  
(ex. John Doe will be [John.Doe@ksde.gov](mailto:John.Doe@ksde.gov))



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Dr. Amber Miller

*Public Service  
Executive*

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*Kansas leads the  
world in the success of  
each student.*

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For the Fundamentals and Structures, 1 is required and 2 is optional. Similar

| Select up to 2 fundamentals emphasized for the school improvement work. For each |              |
|--|--------------|
| FUNDAMENTAL(S) EMPHASIZED  | STRUCTURE(S) |
| 1  | 1            |
|  | 2            |
| 2  | 1            |
|  | 2            |

larly, for the measures of progress, 1 MOP is requir

ch fundamental, select at least 1 and no more than 2 stru  
for each selected *structure*.

LEAD INDICATOR

red *per structure* but 2 is optional.

500 character limit

ictures and associated lead indicator(s). The context should be reported

**Context for implementing Structure/Lead Indicator:** A brief description of the system action, including **what** action will be taken, **how** the action will be taken, and **who** or **what group** (specific content areas/teachers) will be implementing the action as applicable.

1

2

1

2

1

2

1

2

User Defined MOP = 100 character limit

For each structure, please select at least 1 and no more than 2 measures of prog

**MEASURE(S) OF PROGRESS:** Measures of progress help systems focus on implementation and organize reporting on progress. **What will you use to measure progress in the action your system is taking?**

**If using a User Defined MOP, included the measure here. Otherwise, leave this cell blank.**

250 character limit

250 character limit

gress. For each measure of progress, include a 6-month and a 1-year target.

6 Month Target - In 6 months after your School Improvement Day, what progress do you expect to make?

1 Year Target - By your next School Improvement Day, what progress do you expect to make?

750 character limit

750 character limit

The final three questions should be addressed for each *fundamental* emph

Why is this the right action for your school system?

What is your current data and evidence related to this action?

750 character limit

nasized for the school improvement work.

**What are your anticipated next actions? Once this one-year action plan concludes, what do you anticipate being the next action your system will undertake? Consider what might be part of a future action plan that helps build coherence across the school system.**

## Guidelines for Action Plans

1. Systems must select at least 1 fundamental emphasized and no more than 2
  - a. The fundamental emphasized and corresponding structure(s)/measures etc. encompasses one
  - b. In other words, an action plan must have at least 1 component and no more than 2
2. For each fundamental emphasized, systems must select at least 1 structure and no more than 2
  - a. For each structure, the associated lead indicator will automatically apply
  - b. The Context will be reported for each selected structure
    - i. The Context has a 500 character limit
3. For each structure and associated lead indicator, the system must select at least 1 measure of progress
  - a. Systems will have the option to include up to 2 user-defined measures of progress that count towards the total number of measures of progress for a structure
    - i. The user-defined measures of progress have a 100 character limit
  - b. Again, the maximum number of measures of progress a system can select for a structure is 2
4. For each measure of progress, systems will report both a 6 month and 1 year target
  - a. The 6 month and 1 year targets each have a 250 character limit
5. For each *fundamental emphasized* the system will report the (1) why, (2) current data or evidence
  - a. Each of the final three questions has a 750 character limit



"component" of the action plan

gress and no more than 2  
owards the total measures of progress

, and (3) next actions

The following is a list of Measures of Progress provided in the I

**Resource Allocation**

- Standards alignment professional development in budget
- Play-based learning for Pre-K in budget
- Structured literacy professional development in budget
- At-Risk evidence-based practices in budget
- HQIM in budget
- Structure literacy impact on salary or salary incentives
- User Defined MOP

**KESA Application for each Structure. Systems can select from this list c**

**Educator Evaluation**

- Educator evaluation system accounts for standards alignment
- Classroom observation tools account for structured literacy
- Classroom observation tools account for HQIM implementation
- Evaluations in Pre-K adapted for play-based model
- Educator evaluation system accounts for HQIM implementation
- Classroom observation tools account for standards alignment
- Classroom observation data collection
- Educator perception data on evaluation system impact
- User Defined MOP

or write in a User Defined MOP for the selected structure.

### Professional Learning

PD plan accounts for standards alignment

Teachers trained in structured literacy

Mentors or coaches trained to support structured literacy

Early learning training

PD plan accounts for HQIM implementation

Teachers trained in standards alignment

Educator perception data on professional development impact

PD plan accounts for structured literacy

User Defined MOP

## **Professional Collaboration**

District collaboration expectations

District collaboration expectations for standards alignment

District collaboration expectations for HQIM implementation

District collaboration expectations for standards data analysis

District collaboration expectations for vertical teaming

District collaboration expectations include Pre-K

District collaboration expectations for structured literacy

District collaboration expectations for HQIM selection

District collaboration expectations for screening data analysis

District collaboration expectations for grade level teaming

Educator perception data on professional collaboration

User Defined MOP

## **Tiered System of Supports**

Instructional time schedules for core and interventions

Screening data performance utilization

Kindergarten readiness data utilization

Chronic absenteeism data

Formative data performance utilization

Educator perception data on tiered system of supports

District collaboration guidance for screening data analysis

User Defined MOP

## **Family Community and Business Partnerships**

IPS scope and sequence plans

Kindergarten snapshot data utilization

School community standards alignment collaboration

Family surveys on fundamentals

Kindergarten readiness data collected and utilized

Site council impact data

Student participating in work-based learning

Business surveys on fundamentals

User Defined MOP

The following is an example of a plan with 1 component emphasizing Structured Literacy. T

Select up to 2 fundamentals emphasized for the school improvement work. For each fundamental, select up to 2 structures emphasized for each structure.

| FUNDAMENTAL(S) EMPHASIZED | STRUCTURE(S)            |
|---------------------------|-------------------------|
| 1 Structured Literacy     | 1 Resource Allocation   |
|                           | 2 Professional Learning |

This component has 2 selected structures and 2 measures of progress for each structure.

|  |   |
|--|---|
| <p>lect at least 1 and no more than 2 structures and associated lead indicator(s). The context should be reported for selected <i>structure</i>.</p> |   |
| <p><b>LEAD INDICATOR</b></p>   | <p><b>Context for implementing Structure/Lead Indicator:</b> A brief description of the system action to add local context (e.g., content areas, grade levels and staff receiving training)</p> |

1

Budget emphasis on implementing high-quality instructional materials (HQIM) and professional development aligned to state standards and structured literacy.

We will develop a budget that incorporates incentives for LETRS training completion for all classroom teachers.

2

1

District professional development and mentoring plans account for the alignment of classroom practice with state standards and HQIM to optimize conditions for learning in classrooms.

We will train all classroom teachers in LETRS and commit to ongoing professional development in structured literacy through our PD plan.

2

User Defined MOP = 100 character limit

For each structure, please select at least 1 and no more than 2 measures of progress. For

**MEASURE(S) OF PROGRESS:** Measures of progress help systems focus on implementation and organize reporting on progress.

**If using a User Defined MOP, included the measure here. Otherwise, leave this cell blank.**

User Defined MOP

Budget review logs describing progress on PD plan development and funds necessary for implementing.

Structure literacy impact on salary or salary incentives

Teachers trained in structured literacy

PD plan accounts for structured literacy



| 250 character limit  |                      | 250 character limit   | 750 character limit |
|--|----------------------|---|---------------------|
| each measure of progress, include a 6-month and a 1-year target. |                      | The final three questions should be                         |                     |
| <b>6 Month Target</b>  | <b>1 Year Target</b> | <b>Why is this the right action for your school system?</b> |                     |

|   |  |   |
|---|--|---|
| Budget review logs indicate regular meetings prioritizing the emphasis of Structured Literacy.                                      | Budget review logs indicate a clear plan for monitoring LETRS training related to the incentives and recognition plan established.   |   |
| Identify the best way for integrating incentives into budget allocations (salary schedule, bonus, etc.) for all classroom teachers. | Incentives and recognition of LETRS training is now built into salary schedule and will be implemented in the coming school year.  |   |
| All classroom teachers are actively participating in the LETRS online platform training modules or have completed LETRS training.   | All classroom teachers who are actively completing LETRS have participated in at least 1 facilitated professional learning session for continuing support in implementing practices. | It will take a financial investment to ensure we are most effective in literacy instruction across all grades and content areas. We must ensure structured literacy is embedded in our professional development plans each year based on the latest evidence and research on literacy instruction. Participation of all classroom teachers, not just ELA educators, is important to our school community. |
| Update to DLT indicates options for specific trainings for all staff to consider incorporating into long-term plan.                 | PD plans are fully updated to account for annual structured literacy training to ensure sustainability.  |   |

| 750 character limit   | 750 character limit  |
|---|--|
| <p>be addressed for each <i>fundamental</i> emphasized for the school improvement work.</p> |  |
| <p><b>What is your current data and evidence related to this action?</b></p>                | <p><b>What are your anticipated next actions?</b> Consider what might be part of a future action plan that helps build coherence across the school system.</p> |

20% of district students are in Level 1 in ELA. Currently, 30% of our teachers are fully trained in LETRS. A financial incentive may support our additional educators in completing LETRS training to enhance our instruction in all content areas. Our district professional development plan does not address ongoing structured literacy training or application in the classroom.

Evaluate the implementation of HQIM in the system. While our materials are considered HQIM, we need to evaluate implementation and the degree to which we are aligning to ELA standards. Continuation of LETRS training for all classroom teachers, completing the 2-year online platform module and professional learning sessions. Implementing the ongoing structured literacy PD plan for sustainable support.

The following is an example of a plan with 1 component emphasizing Standards Alignment. Th

| Select up to 2 fundamentals emphasized for the school improvement work. For each fundamental, select |                              |
|--|------------------------------|
| FUNDAMENTAL(S) EMPHASIZED  | STRUCTURE(S)                 |
| 1 Standards Alignment  | 1 Professional Learning      |
|  | 2 Professional Collaboration |

his plan has 2 selected structures and 2 measures of progress for each structure.

|  |   |
|--|---|
| 500 character limit  |   |
| ect at least 1 and no more than 2 structures and associated lead indicator(s). The context should be reported for each selected <i>structure</i> . |   |
| <b>LEAD INDICATOR</b>  | <b>Context for implementing Structure/Lead Indicator:</b><br>A brief description of the system action to add local context (e.g., content areas, grade levels and staff receiving training) |

1

District professional development and mentoring

plans account for the alignment of classroom practice with state standards and HQIM to optimize conditions for learning in classrooms.

Our math and science classroom teachers will receive training on the KSDE Standards Toolkit to support aligning practices with standards.

2

1

Collaboration system includes grade level and content area teachers aligning instruction with state standards and HQIM to optimize conditions for learning in classrooms.

We will build district collaboration guidance, expectations, and policies that support teacher reflection on implementation of instructional materials and practices to ensure state standards in math and science are addressed.

2

User Defined MOP = 100 character limit

For each structure, please select at least 1 and no more than 2 measures of progress. For

**MEASURE(S) OF PROGRESS:** Measures of progress help systems focus on implementation and organize reporting on progress.

**If using a User Defined MOP, included the measure here. Otherwise, leave this cell blank.**

Teachers trained in standards alignment

Educator perception data on professional development impact

Educator perception data on professional collaboration

District collaboration expectations for standards alignment

| 250 character limit  | 250 character limit  |
|--|----------------------|
| each measure of progress, include a 6-month and a 1-year target. |                      |
| <b>6 Month Target</b>  | <b>1 Year Target</b> |

100% of math and science teachers in K - 8 have participated in KSDE Standards Toolkit training.

100% of all math and science teachers across the district, in all grades, have participated in the Standards Toolkit training.

90% of K-8 teachers report feeling prepared to implement what they have learned through the Standards Toolkit training in the classroom.

90% of all trained teachers report feeling prepared to implement what they have learned through the Standards Toolkit training in the classroom.

Update to DLT indicates meetings of grade level and vertical teams in content areas to reflect on standards aligned practices, format and frequency of collaboration and teacher recommendations for policy implementation.

Educator perception data indicates a 90% agreement in the proposed plan for district collaboration related to standards alignment.

DLT will review teacher reflections from collaboration teams and create district collaboration guidance, expectations, and policies to support grade level and vertical team meetings.

District collaboration guidance, expectations and policies completed and supported by educators on grade level and vertical teams.

| 750 character limit   | 750 character limit   |
|---|---|
| The final three questions should be addressed for each <i>fundamental</i> emphasized fo |   |
| <b>Why is this the right action for your school system?</b>                             | <b>What is your current data and evidence related to this action?</b> |

While HQIM is a starting point for standards alignment, we must ensure our ongoing professional development allows us to implement practices as well as use materials aligned to Kansas standards. We do not currently have district guidance on effective collaboration and want to focus our policy initially on supporting teachers in aligning practices to standards. Having a collaboration plan in place as we onboard new materials in years to come will embed collaboration throughout the school system.

25% of our secondary students are in Level 1 in Math and 30% are in Level 1 in Science. We are in a transitional stage of aligning math and science materials with state standards so engaging our classroom teachers in aligning practices with the standards will support them now and in the future. Our classroom teachers have expressed great interest in grade level and vertical team opportunities to learn from each other.

750 character limit

or the school improvement work.

**What are your anticipated next actions?**

Consider what might be part of a future action plan that helps build coherence across the school system.

Begin utilizing the identified standards aligned materials in math and science classrooms. Continue investing in Professional Development supporting math and science educators. Continue to enhance the collaboration of teachers around implementation of standards-aligned practices and HQIM based on their reflections.

Grade level and vertical teams will have collaboration discussions related to the Standards Toolkit as aligned with the training from component 2.

The following is an example of a plan with 2 components emphasizing Structured Literacy a

Select up to 2 fundamentals emphasized for the school improvement work. For each fundamental, select up to 2 structures emphasized for each fundamental.

| FUNDAMENTAL(S) EMPHASIZED    | STRUCTURE(S)                 |
|------------------------------|------------------------------|
| 1 <b>Structured Literacy</b> | 1 <b>Educator Evaluation</b> |
| 2 <b>Quality Instruction</b> | 1 <b>Resource Allocation</b> |

and Quality Instruction. Both components have 1 selected structure and 2 measures of progress for the s

|   |  |
|---|--|
| 500 character limit   |  |
| lect at least 1 and no more than 2 structures and associated lead indicator(s). The context should be reported for elected <i>structure</i> . |  |
| <b>LEAD INDICATOR</b>   | <b>Context for implementing Structure/Lead Indicator:</b> A brief description of the system action to add local context (e.g., content areas, grade levels and staff receiving training) |

1

Educator evaluation processes and conversations account for standards in pre-K-12 and optimizing conditions for learning in classrooms.

We will develop a self-evaluation tool and our classroom teachers will evaluate their current practices related to structured literacy to identify their own gaps in knowledge so our district can incorporate supports into our PD plan.

2

1

Budget emphasis on implementing high-quality instructional materials (HQIM) and professional development aligned to state standards and structured literacy.

We will review and evaluate our math and science materials for secondary students and develop a funding plan that supports the adoption of new materials that are aligned to standards, if necessary.

2

selected structures.

User Defined MOP = 100 character limit

For each structure, please select at least 1 and no more than 2 measures of progress. For

**MEASURE(S) OF PROGRESS:** Measures of progress help systems focus on implementation and organize reporting on progress.

**If using a User Defined MOP, included the measure here. Otherwise, leave this cell blank.**

User Defined MOP

Number of teachers completing the self-evaluation of structured lit practices and implementation.

User Defined MOP

Identification and report of educator needs in implementing the skills learned in LETRS training.

HQIM in budget



User Defined MOP

Development of math and science materials evaluation report and recommendations for DLT.

| 250 character limit  | 250 character limit  |
|--|----------------------|
| each measure of progress, include a 6-month and a 1-year target. |                      |
| <b>6 Month Target</b>  | <b>1 Year Target</b> |

|  |   |
|--|---|
| District develops self-evaluation tool and plan for data collection from all teachers. | 100% of teachers have completed the self-evaluation of current practices and implementation of structured literacy principles in their classroom. |
|--|---|

|  |   |
|--|---|
| District identifies team to collect and analyze self-evaluation data in order to prepare end of year report. | A report will be prepared by DLT and instructional coach consolidating the self-evaluations from all participating classroom teachers to identify specific gaps and needs for implementing principles of structured literacy in all classrooms. |
|--|---|

|  |   |
|--|---|
| Exploration of math and science materials aligned with Kansas standards. | Detailed budget adjustment plan to purchase aligned math and science materials based on evaluation recommendations. |
|--|---|

|   |  |
|---|--|
| Complete review and evaluation of current secondary math and science materials. | Detailed recommendations for necessary material replacements have been presented to the DLT. |
|---|--|

750 character limit

750 character limit

The final three questions should be addressed for each *fundamental* emphasized fo

**Why is this the right action for your school system?**

**What is your current data and evidence related to this action?**

To maintain high expectations on our district to support the implementation of the science of reading and structured literacy practices in all classrooms, we need to understand what is happening in the classroom now. As educators continue to complete LETRS training we can work to implement practices while addressing educator-reported needs.

Based on reflective educator data, about 30% of our classroom teachers understand how to implement principles of structured literacy in their classrooms. Though LETRS completion is high in our district (80% completed training, 20% active) many non-ELA teachers struggle to see how these practices can be implemented in their classroom.

We have been using the same curriculum for 10 years in math and science. We understand the importance of providing high-quality standards aligned curriculum. By evaluating our current materials and prioritizing the replacement of those not aligned to our current standards, we feel we can achieve this.

25% of our secondary students are in Level 1 in Math and 30% are in Level 1 in Science.

We have used the same curriculum in math and science for 10 years and our teachers report supplementing the current materials with a wide variety of resources.

Our current budget does not reflect an investment in high-quality materials.

750 character limit

or the school improvement work.

**What are your anticipated next actions?**

Consider what might be part of a future action plan that helps build coherence across the school system.

As our educators continue to participate in LETRS training and we evaluate how materials are being used in our classroom, we will continue to have teachers self-report their implementation of the principles of structured literacy. This in combination with observation data should help us better understand further gaps or needs for embedding these practices in each classroom.

To continue to work in advancing all fundamentals, we would like to implement our newly aligned materials along with mini tests. Focusing on integrating a balanced assessment system with the new materials seems to be a good fit for our next steps.

The following is an example of a plan with 1 component emphasizing Balan

| Select up to 2 fundamentals emphasized for the school improvement work. For e context should b |                                    |
|--|------------------------------------|
| FUNDAMENTAL(S) EMPHASIZED  | STRUCTURE(S)                       |
| 1 <b>Balanced Assessment</b>   | 1 <b>Professional Learning</b>     |
|  | 2 <b>Tiered System of Supports</b> |

nced Assessment. This plan has 2 selected structures and 1 measures of progress for each structu

500 character limit

each fundamental, select at least 1 and no more than 2 structures and associated lead indicator(s). The  
e reported for each selected *structure*.

| LEAD INDICATOR | Context for implementing Structure/Lead Indicator: A brief description of the system action to add local context (e.g., content areas, grade levels and staff receiving training) |
|----------------|---|
|----------------|---|

|   |   |   |
|---|---|---|
| <p>District professional development and mentoring plans account for the alignment of classroom practice with state standards and HQIM to optimize conditions for learning in classrooms.</p> | <p>Our K-6 ELA, Math and Science teachers will participate in scheduled professional develop on the use of mini tests this year and we will incorporate continued PD in our plan for next year based on the needs expressed by these teachers during scheduled check-ins.</p> | 1 |
|---|---|---|

|   |  |   |
|---|--|---|
| <p>Data analysis and utilization includes screening for risk and performance against standards. Appropriate time is provided for core activities and interventions to meet student needs.</p> | <p>Our K-6 ELA, Math and Science teachers will build and implement at least one mini formative test into a core unit this year and develop flexible plans for incorporating mini tests into their scope and sequence for next year implementation.</p> | 1 |
|---|--|---|

ure.

User Defined MOP = 100 character limit

For each structure, please select at least 1 and no more than 2 measures of progress. For

**MEASURE(S) OF PROGRESS:** Measures of progress help systems focus on implementation and organize reporting on progress.

**If using a User Defined MOP, included the measure here. Otherwise, leave this cell blank.**

User Defined MOP

Bi-monthly check-in with K-6 teachers on PD attendance & continued needs to be included next year.

Formative data performance utilization



| 250 character limit  |                      | 250 character limit   | 750 character limit |
|--|----------------------|---|---------------------|
| each measure of progress, include a 6-month and a 1-year target. |                      | The final three questions should be                         |                     |
| <b>6 Month Target</b>  | <b>1 Year Target</b> | <b>Why is this the right action for your school system?</b> |                     |

100% of K-6 ELA, Math and Science teachers have participated in the scheduled professional development on implementing mini tests.

A PD plan has been developed to include continued opportunities for K-6 teachers to receive training on mini-tests based on their reported needs.

100% of K-6 ELA, Math and Sciences teachers report having developed and implemented at least 1 mini-test in a core unit during our scheduled check-in.

100% of K-6 ELA, Math and Science teachers have prepared plans for formative data utilization by incorporating the use of mini-tests into their scope and sequence for next year implementation. Teachers will discuss and share these plans at our bi-monthly check-ins.

The Current State activity helped us recognize that we are not effectively using formative standards-based data in the classroom. We assess for risk through FastBridge really well but have not incorporated standards-based assessments into our classroom and feel they can help guide instructional needs for all students. We know that our teachers need training and support in using the mini tests and this will be out focus for this year.

| 750 character limit  | 750 character limit  |
|--|--|
| be addressed for each <i>fundamental</i> emphasized for the school improvement work. |  |
| <b>What is your current data and evidence related to this action?</b>                | <b>What are your anticipated next actions?</b><br>Consider what might be part of a future action plan that helps build coherence across the school system. |

Based on our current time and resources, we are focusing on K-6 ELA, Math and Science classroom implementation of mini-tests. Our state assessment data in these areas is lower than we'd like and we've identified these early grades as our starting point. Again, we use FastBridge and our teachers are comfortable using those reports to support our tier 2 and 3 students but we're not using standards-based data to direct instruction for the core. Learning more about mini-tests this year and slowly introducing those this year with full implementation next year will hopefully assist our teachers in raising achievement for all students and raise those state assessment scores.

Next year, we plan to fully implement the use of mini-tests in K-6 ELA, Math and Science classrooms based on the plans developed this year. We will incorporate professional collaboration opportunities to discuss and monitor implementation and effectiveness of these and continue to provide professional development on mini-tests.

The following is an example of a plan with 2 components emphasizing Balanced Assessment

Select up to 2 fundamentals emphasized for the school improvement work. For each fundamental, select up to 2 structures emphasized for each fundamental.

| FUNDAMENTAL(S) EMPHASIZED    | STRUCTURE(S)  |
|------------------------------|---|
| 1 <b>Balanced Assessment</b> | 1 <b>Family Community and Business Partnerships</b> |
| 2 <b>Standards Alignment</b> | 1 <b>Resource Allocation</b>                        |

nt and Standards Alignment with a Kindergarten Readiness focus. Each component has 1 structure and 2

|   |  |
|---|--|
| 500 character limit   |  |
| lect at least 1 and no more than 2 structures and associated lead indicator(s). The context should be reported for elected <i>structure</i> . |  |
| <b>LEAD INDICATOR</b>   | <b>Context for implementing Structure/Lead Indicator:</b> A brief description of the system action to add local context (e.g., content areas, grade levels and staff receiving training) |

1

Educators, families, and community partners collaborate to ensure students are progressing on state standards, competencies, and postsecondary readiness indicators.

We will engage with families of incoming kindergarten students to complete the Kindergarten Readiness Snapshot.

2

1

Budget emphasis on implementing high-quality instructional materials (HQIM) and professional development aligned to state standards and structured literacy.

We will expand district preschool slots and increase special education services provided in community-based early childhood settings.

2

**2 user defined measures of progress for each structure.**

User Defined MOP = 100 character limit

For each structure, please select at least 1 and no more than 2 measures of progress. For

|   |   |
|---|---|
| <p><b>MEASURE(S) OF PROGRESS:</b> Measures of progress help systems focus on implementation and organize reporting on progress.</p> | <p><b>If using a User Defined MOP, included the measure here. Otherwise, leave this cell blank.</b></p> |
|---|---|

User Defined MOP

Percent of Elem principals and K teachers who have reviewed and implemented ASQ training materials.

User Defined MOP

A plan for engaging with all families to complete the Snapshot is developed & implemented.

User Defined MOP

District budget supports expanded preschool slots & special ed services in community-based settings.

User Defined MOP

K teachers collaborate with district and community-based preschool teachers to align instruction.

| 250 character limit  |                      | 250 character limit   | 750 character limit |
|--|----------------------|---|---------------------|
| each measure of progress, include a 6-month and a 1-year target. |                      | The final three questions should be                         |                     |
| <b>6 Month Target</b>  | <b>1 Year Target</b> | <b>Why is this the right action for your school system?</b> |                     |

100% of elementary principals and kindergarten teachers review ASQ training materials and have logged in to the ASQ Online system.

All families receive information to successfully complete the ASQ, and receive personalized follow-up to ensure completion.

Plan for next school year's Kindergarten Readiness Snapshot window is complete, including timelines of activities and individual(s) responsible.

Staff follow up with 100% of families to discuss results and provide learning activities to support kindergarten readiness at home. Kindergarten Readiness Snapshot participation rate is at least 90%.

It will take strong relationships between elementary staff and families to ensure we are most effective in kindergarten instruction.

District has completed the Preschool Revenue Calculator and Budget Template and planned for next year's programming.

An additional district-operated preschool classroom and funding to support itinerant special education services provided in community-based early childhood settings is now built into the budget.

Number of general and special education administrators who have reviewed Indicator 6 Report to understand current opportunities for preschoolers with disabilities to learn in inclusive settings.

Professional learning schedule reflects time allocated towards professional learning and collaboration throughout the school year between preschool and kindergarten teaching staff.

Quality preschool programming will support early learning and prepare students for success in kindergarten.

| 750 character limit   | 750 character limit   |
|---|---|
| addressed for each <i>fundamental</i> emphasized for the school improvement work. |   |
| <b>What is your current data and evidence related to this action?</b>             | <b>What are your anticipated next actions?</b> Consider what might be part of a future action plan that helps build coherence across the school system. |

Last year's Kindergarten Readiness Snapshot participation rate was 65%. We know we do not currently have an effective plan for engaging with families around the completion of the ASQ.

Consider district and community engagement with families of children birth to age four to monitor and support children's development. While our preschool and PAT programs screen using the ASQ, follow-up with families to discuss results varies.

50% of incoming kindergarteners attend preschool.  
  
The district is not meeting state targets for Indicator 6 (Least Restrictive Environment for preschoolers with disabilities).

Consider alignment between preschool and kindergarten classrooms using the Kansas Early Learning Standards, and strengthen partnerships between preschool and kindergarten teachers to support children's smooth transitions into kindergarten.

The following is an example of a plan with 1 component emphasizing Stan

Select up to 2 fundamentals emphasized for the school improvement work. For each structure, the number of components should be reported.

| FUNDAMENTAL(S) EMPHASIZED | STRUCTURE(S)  |
|---------------------------|---|
| 1 Standards Alignment     | 1 Professional Learning<br>2 Family Community and Business Partnerships |

Standards Alignment with an SEL focus. This plan has 2 structures. The first structure has 2 measures of

500 character limit

When fundamental, select at least 1 and no more than 2 structures and associated lead indicator(s). The context reported for each selected *structure*.

| LEAD INDICATOR | Context for implementing Structure/Lead Indicator: A brief description of the system action to add local context (e.g., content areas, grade levels and staff receiving training) |
|----------------|---|
|----------------|---|

1

District professional development and mentoring plans account for the alignment of classroom practice with state standards and HQIM to optimize conditions for learning in classrooms.

We will survey our district to identify most valued inter-and intrapersonal, and cognitive skills and develop a PD plan that reflects an investment in those values.

2

Educators, families, and community partners collaborate to ensure students are progressing on state standards, competencies, and postsecondary readiness indicators.

In partnership with our Work-Based Learning activities, our district will develop student learning opportunities highlighting the social emotional skills related to a variety of professions.

1

progress and the second selected structure has 1 measure of progress.

User Defined MOP = 100 character limit

For each structure, please select at least 1 and no more than 2 measures of pro

|  |  |
|--|--|
| <b>MEASURE(S) OF PROGRESS:</b> Measures of progress help systems focus on implementation and organize reporting on progress. | <b>If using a User Defined MOP, included the measure here. Otherwise, leave this cell blank.</b> |
|--|--|

|  |  |
|--|--|
| User Defined MOP                                   | District survey of valued inter & intrapersonal & cognitive skills to be taught in all classrooms. |
| PD plan accounts for standards alignment           |  |
| School community standards alignment collaboration |  |

| 250 character limit  |  | 250 character limit  |  |
|--|--|----------------------|--|
| Progress. For each measure of progress, include a 6-month and a 1-year target. |  |                      |  |
| <b>6 Month Target</b>  |  | <b>1 Year Target</b> |  |

We will survey all district staff using developed survey to identify the most valued inter- and intrapersonal and cognitive skills.

A report on the collected survey data will be provided to DLT with identified priorities for inter-, intrapersonal, and cognitive skills.

Our PD coordinator will identify training opportunities for administrators and educators around the Kansans Can Competency Framework for the upcoming school year.

PD plan reflects a district-wide focus on agreed-upon interpersonal, intrapersonal, and cognitive skills, identifying the types of skills we value within our school community.

Meeting logs indicating the coordination and monthly collaboration of our community and business partners to identify and develop opportunities for SEL-focused experiences for secondary students.

Collaborative plan for SEL-focused experiences through our current WBL partnerships to enhance these skills in our secondary classrooms to be implemented next year.

| 750 character limit  | 750 character limit   |
|--|---|
| The final three questions should be addressed for each <i>fundamental</i> emphasized for |   |
| <b>Why is this the right action for your school system?</b>                              | <b>What is your current data and evidence related to this action?</b> |

We need to focus professional development on the integration of interpersonal, intrapersonal, and cognitive skills as part of our overall instructional program.

We have a robust set of work-based learning experiences in our district and feel it would be a great place to incorporate and highlight social emotional skills in the workplace, particularly for our secondary students as they prepare for postsecondary success.

We are not intentional about a systemic approach to aligning instructional practice with interpersonal, intrapersonal, and cognitive skills. Our students do not exhibit exceptional skill in these areas. Though we want to highlight SEL in all classrooms across the district, we recognize specific importance in secondary grades where embedding these standards in the classroom is challenging. Our high school students require more direct attention for SEL skills that will support them in their postsecondary life.

750 character limit

or the school improvement work.

**What are your anticipated next actions?**

Consider what might be part of a future action plan that helps build coherence across the school system.

Provide professional collaboration opportunities for educators to discuss continued focus on these social emotional learning standards in all classrooms. Continue to build additional business partnerships to enhance our current work supporting our secondary students meeting all Kansas Standards.

# INFORMATION SHEET



## Action Plan Guidance for Systems

As part of the KESA School Improvement Model, all systems will be required to submit and implement an action plan that is agreed on by the system and KSDE staff to be: clear, aligned to the School Improvement Model, and data informed. The implementation of the system action plan is a component of KESA on which systems will be evaluated. Through this collaboration in finalizing the system action plan, systems will receive feedback and guidance to enhance their plans to be best prepared to report on implementation for KESA.

## Submitting and implementing the action plan

The process for submitting and implementing the system action plan will have four steps.

- Develop the action plan considering insights from the...
  - School Improvement Day activities
  - School community engagement
  - System data review
- Submit the action plan in the KESA Authenticated Application for review by KSDE staff.
  - Systems can complete a self-review with the questions and rubric provided in the *Resources* section of the KESA Application but are not required to do so.
- Receive feedback from KSDE review team, revise and resubmit plan as requested by KSDE reviewer.
  - The District Approve user (e.g., Superintendent) will receive an email notification when the Action Plan Review is complete.
    - This email will include the feedback provided by the reviewer, which can also be accessed in the KESA Application.
    - Feedback will include the plan determination and guidance.
  - System plans **may** be agreed to meet the criteria with the **Ready to Implement** determination or it may need to be revised and resubmitted with an **Incomplete** or **Needs Improvement/Clarity** determination.
    - Direct guidance and support will be offered to help systems enhance their plans to best be able to demonstrate implementation.

- Systems can contact a member of the review team for quick questions or requests for support by using the *Communicate with KSDE Review Team* feature, found on the lefthand navigation menu of the KESA Application.
- Once the action plan is agreed on by the system and KSDE review team to be clear, aligned to the School Improvement Model, and data informed, the system will begin implementing their plan.
  - This agreement will be noted in the KESA Authenticated Application with a **Ready to Implement** determination and the plan cannot be changed until the next KESA cycle, about 1 year.
  - Once the plan is Ready to Implement, systems will be held accountable for reporting and demonstrating implementation of the plan for KESA.
  - Systems will be expected to report on measures of progress as well as demonstrate the implementation of their action plan at the 6-month check-in and at the subsequent School Improvement Days.

**Important note:** A system's accreditation status is impacted by the system's performance against the standards set in three areas: Compliance, School Improvement, and Outcomes. For the School Improvement area, the measure considered is the system's demonstrated implementation of the action plan.

The intention of the action plan review process is to better equip systems to report on the implementation of the plan by developing plans that are agreed by KSDE and systems to be clear, aligned to the School Improvement Model, and data informed.

For more information, contact:

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# FREQUENTLY ASKED QUESTIONS



## Action Plan Review Process Frequently Asked Questions

All system action plans will be reviewed by a team of KSDE staff. The KSDE action plan review team will use the same review questions and rubric to assess the extent to which the submitted action plan does or does not meet the criteria. These review questions and rubric are available to systems on the *Resources* tab of the KESA Authenticated Application.

Once the system has submitted their action plan in the KESA Authenticated Application, they should expect to receive feedback from a KSDE reviewer within 2 weeks. This collaboration and guidance will ensure that all systems develop a plan that is clear, aligned with the School Improvement Model, and data informed.

The following describes what systems can expect following the submission of their action plan.

### What criteria will the action plan be reviewed for?

All system action plans will be reviewed for three criteria: clarity of action plan, alignment with the School Improvement Model, and evidence of data-informed decision making. This review process will work to ensure that systems are prepared to report and demonstrate the implementation of their action plan, specifically through the measures of progress and reported targets. This review process will also work to ensure that systems are implementing actions that align with the selected school improvement components (e.g., Fundamental, Structure).

### When will my system know whether or not our action plan meets the criteria?

The system's District Approve user (e.g., Superintendent) will receive an email notification within 2 weeks of the action plan submission, notifying them of the completion of the action plan review. The feedback on the action plan will be included in the email as well as within the KESA Application.

### What kind of feedback might we receive on our action plan?

Feedback that systems receive following the review of their submitted action plan will be unique and tailored to their plan. Following the review rubric, the plan will be determined to be **incomplete**, **needs improvement/clarity**, or **ready to implement**. If revisions to the action plan are required, the feedback will

include specific elements to enhance or questions to clarify, a means to request support, and a deadline to resubmit the plan. Recall, that all systems will need to submit a plan that is agreed by system and KSDE review team to meet the criteria. In general, feedback might look like one of the following:

- **Ready to Implement:** Congratulations, your system action plan meets the criteria for a clear, aligned, and data-informed plan. Your system can move forward with implementing the action plan. Should you have any further questions regarding the action plan, message with a member of the action plan review team by using the *Communicate with KSDE Review Team* feature, found on the lefthand navigation menu in the KESA Application.
- **Needs Improvement/Clarity:** This is a great start for your action plan, though there are some elements that will need to be clarified so you are prepared to report on implementation. The 1-year targets for the first component state [1 – year targets] but the measures of progress do not seem to address these targets. Please consider how you will be able to measure the progress or attainment of your 1-year targets more clearly and refine the selected measure of progress. Please adjust and resubmit your action plan by [Date] in the KESA Application. If you need additional support or have questions, please use the *Communicate with KSDE Review Team* feature in the KESA Application. We are happy to talk through some options for measures of progress and help you resubmit your plan.
- **Incomplete:** The submitted action plan appears to be incomplete. Please work to complete the following components [specific components that appear to be incomplete]. Please revise and resubmit your action plan by [Date] in the KESA Application. If you need additional support or have questions, please use the *Communicate with KSDE Review Team* feature in the KESA Application. We are also available to schedule a Zoom meeting with you team to provide more direct support in completing the action plan if interested.

## If our plan needs improvements, how do I make changes?

Once the review of your action plan is complete, the District Approve user (e.g., Superintendent) will receive an email notification with the feedback provided from the action plan reviewer. This feedback will include the determination, specific recommendations, and next steps. If your plan is determined to be **incomplete** or **needs improvement/clarity**, you will be expected to make the suggested revisions and resubmit the action plan in the KESA Application by the date specified.

Within the KESA Application, your action plan will open for you to make edits. You will see the **Evaluator Comment** at the top of the page to reference. Select the edit button for the appropriate component(s), make the necessary changes to the action plan and select **Submit Action Plan** when ready. For action plan resubmissions, we would expect the changes to be made and resubmitted within about 2 weeks following the review. If this timeline is a limitation, you can contact a member of the review team to discuss your options. If you have questions about the feedback or want to request additional support, you can contact a reviewer through the *Communicate with KSDE Review Team* feature, found on the lefthand navigation menu in the KESA Application.

## Who can I contact if I need help addressing the recommendations for our system action plan?

The KSDE action plan review team is available to provide direct guidance and support for systems working on their action plan. You can send quick questions or meeting requests to a member of the review team by using the *Communicate with KSDE Review Team* feature, found on the lefthand navigation menu in the KESA Application. A Zoom meeting is another option you can request, through the *Communicate* feature, if you feel that will be a better way to discuss the feedback with a member of the action plan review team.

## We have resubmitted our plan after the first review by following the feedback we received, now what?

If your system has *resubmitted* your action plan following the initial review feedback, you can expect a response from the review team within 2 weeks. For plans that appear to need even further revisions or clarifications, the KSDE review team may propose a Zoom meeting to review the plan and collaborate with the system. We want to provide direct support, when needed, so that all systems move toward implementing their action plans quickly. Reviewers will prioritize responding to revised action plans quickly, but we are setting the expectation for a 2-week turnaround time given the number of systems submitting plans.

## We have concerns about the feedback we received on our plan, what do we do/who do we contact?

The purpose of the KSDE Action Plan Review is to ensure that all systems are working from an action plan that is clear, aligned with the School Improvement Model, and data informed. Systems will ultimately be held accountable for demonstrating implementation of their action plan as one component of the KESA determination. We want to prioritize strong relationships with systems and support them in building a plan for which they are best prepared to report and demonstrate implementation.

If you have strong concerns about the feedback you received, please contact your KESA Regional Executive. Systems and KESA Regional Executives can work together with the review team to ensure that system concerns are being addressed while maintaining the requirements of the School Improvement Process for KESA.

## Can we receive feedback *before* we submit our action plan?

There will be a variety of supports offered for systems in developing their action plan. Referencing the supporting documentation, found in the *Resources* section of the KESA Application, may help you build a

## ACTION PLAN REVIEW PROCESS FREQUENTLY ASKED QUESTIONS

strong plan. In addition, the same review questions and rubric used for the KSDE Action Plan Review is available to systems to conduct a self-review, though this is not required.

A member of the action plan review team can be contacted for brief questions or clarifications by sending a message using the *Communicate with KSDE Review Team* feature in the KESA Application. Finally, regular Zoom office hours will be offered by KSDE to address specific questions related to action plan development for those systems who have already had their School Improvement Day. These opportunities will be communicated through the *KSDE Weekly* newsletter and are intended to support systems in developing plans that are clear, aligned with the School Improvement Model and data informed.

For more information, contact:

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# INFORMATION SHEET



## Action Plan Self-Review Questions and Rubric

This document provides helpful tools for systems to conduct a self-review of their action plan prior to submitting in the KESA Application. These same questions and rubric will be used by the KSDE Action Plan Review Team.

### Self-Review Questions

Prior to submitting your action plan, you may benefit from conducting a self-review by asking yourself the review questions and self-assessing the presence of each criterion within your plan, with the rubric below. We feel this will be a helpful activity, but it is not required.

System action plans should be **clear, aligned** with the School Improvement Model, and **data informed**. Use the following review questions as you conduct a self-review of your system action plan.

| Questions for System Self-Review            |   |
|---|---|
| Criteria                                    | Self-Review Questions   |
| Clarity of action plan                      | <ul style="list-style-type: none"> <li>Does the action plan have clear descriptions of what the system is doing and how they will measure progress?</li> </ul>  |
| Alignment with the School Improvement Model | <ul style="list-style-type: none"> <li>Do the actions described demonstrate alignment with the fundamental(s), structure(s) and lead indicator(s) selected? In other words, is there a logical flow from fundamental to anticipated next actions?</li> </ul>  |
| Evidence of data-informed decision making   | <ul style="list-style-type: none"> <li>Does the action plan include current data and evidence that informed the selection of the lead indicator and measures of progress that will inform the system of the progress towards the reported targets?</li> </ul> |



## Action Plan Rubric

The following rubric describes how a system's action plan will be assessed for each of the three criteria: clarity of action plan, alignment with the School Improvement Model, and evidence of data-informed decision making. A self-assessment with the following rubric may support you in developing an action plan that meets these criteria. A team of KSDE staff will use this same rubric and review questions during their review of the system action plan. Each criterion will be scored based on the evidence of the criteria: no evidence, some evidence, or clear evidence. These scores will result in a final determination of the plan as: Incomplete, Needs Improvement/Clarity, or Ready to Implement. Each component of the action plan will be evaluated separately to ensure each component supports the overall action plan. Reviewer feedback and guidance will be provided to all systems.

**Systems must revise action plans when** one or more areas are identified as no evidence or some evidence of criteria, based on the KSDE action plan review. A system can only continue in the school improvement process when they receive the Ready to Implement notification, both system and KSDE agree that the action plan meets all criteria.

|   |   | Determination  |   |                            |
|---|---|--|---|----------------------------|
|   |   | Incomplete   | Needs Improvement/Clarity   | Ready to Implement         |
| Criteria                                    |   | No evidence of criteria  | Some evidence of criteria   | Clear evidence of criteria |
| Clarity of action plan                      | The action plan does not include clear description to understand what the system is doing or how they will measure progress.          | The action plan includes some description of what the system is doing and/or how they will measure progress, but more clarity is needed to understand their actions fully.                     | The action plan includes clear description to understand what the system is doing and how they will measure their progress.                   |                            |
| Alignment with the School Improvement Model | The actions described in the action plan do not demonstrate alignment with the fundamental(s), structure(s) and/or lead indicator(s). | The actions described demonstrate some alignment with the fundamental(s), structure(s) and/or lead indicator(s) but the relationship between these action plan elements requires more clarity. | The actions described in the action plan clearly demonstrate alignment with the fundamental(s), structure(s), and lead indicator(s) selected. |                            |

|  |   |  |  |
|--|---|--|--|
| <p>Evidence of Data-informed decision making</p> | <p>The action plan does not include current data and evidence, measures of progress and/or targets.</p> | <p>The system reported some evidence, measures of progress and/or targets, but more information is needed to understand how the information informed the selection of the lead indicator and/or how the system will monitor progress towards their reported targets.</p> | <p>The system reported all relevant current data and evidence that is clearly associated with the selected lead indicators.</p> <p>The system also reported measures of progress that will appropriately inform them of the progress towards the reported targets.</p> |
|--|---|--|--|

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# SAMPLE ACTION PLAN – STRUCTURED LITERACY

| Fundamentals   | Structures                   | Lead Indicators  |
|--|------------------------------|--|
| <b>Structured Literacy</b><br>We provide literacy instruction in PreK-12 aligned to the science of reading and assure teachers and administrators are well-trained and knowledgeable in the elements and implementation of structured literacy | <b>Resource Allocation</b>   | Budget emphasis on implementing high-quality instructional materials (HQIM) and professional development aligned to state standards and structured literacy. |
|  | <b>Professional Learning</b> | District professional development (PD) plan accounts for the alignment of classroom practice with state standards through the school system.                 |

## Resource Allocation

Budget emphasis on implementing high-quality instructional materials (HQIM) and professional development aligned to state standards and structured literacy.

### Context for Choosing Structure/Lead Indicator

We will develop a budget that incorporates incentives for LETRS training completion for all classroom teachers.

### Measures of Progress

#### Structure literacy impact on salary or salary incentive

##### 6 Month Target

Identify the best way for integrating incentives into budget allocations (salary schedule, bonus, etc.) for all classroom teachers.

##### 1 Year Target

Incentives and recognition of LETRS training is now built into salary schedule and will be implemented in the coming school year.

#### User Defined MOP

Budget review logs describing progress on plan

##### 6 Month Target

Budget review logs indicate regular meetings prioritizing the emphasis of Structured Literacy.

##### 1 Year Target

Budget review logs indicate a clear plan for monitoring LETRS training related to the incentives and recognition plan established.

## Professional Learning

District professional development (PD) plan accounts for the alignment of classroom practice with state standards through the school system.

### Context for Choosing Structure/Lead Indicator

We will train all classroom teachers in LETRS and commit to ongoing professional development in structured literacy through our PD plan.

### Measures of Progress

#### Teachers trained in structured literacy

##### 6 Month Target

All classroom teachers are actively participating in the LETRS online platform training modules.

##### 1 Year Target

All classroom teachers have participated in at least 1 facilitated professional learning session for LETRS for continuing support in implementing practices.

#### PD plan accounts for structured literacy

##### 6 Month Target

Update to DLT indicates options for specific trainings for all staff to consider incorporating into long-term plan.

##### 1 Year Target

PD plans are fully updated to account for annual structured literacy training to ensure sustainability.

## Additional Information goes here

Why is this the right action for your school system?

It will take a financial investment to ensure we are most effective in literacy instruction across all grades and content areas. We must ensure structured literacy is embedded in our professional development plans each year based on the latest evidence and research on literacy instruction. Participation of all classroom teachers, not just ELA educators, is important to our school community.

What is your current data and evidence related to this action?

20% of district students are in Level 1 in ELA; 10% of our teachers are fully trained in LETRS; a financial incentive may support our educators in completing LETRS training to enhance our instruction in all content areas. Our district professional development plan does not address ongoing structured literacy training or application in the classroom.

What are your anticipated next actions?

"Evaluate the implementation of HQIM in the system. While our materials are considered HQIM, we need to evaluate implementation and the degree to which we are aligning to ELA standards. Continuation of LETRS training for all classroom teachers, completing the 2-year online platform module and professional learning sessions.

Save Answers

Complete Action Plan Component

---

**SAMPLE ACTION PLAN – STANDARDS ALIGNMENT**

| Fundamentals  | Structures                               | Lead Indicators   |
|---|--|---|
| <p><b>Standards Alignment</b></p> <p>We align lessons, instruction, and materials to Kansas Standards and clearly identify what students must know and be able to do. This includes interpersonal, intrapersonal, and cognitive skills.</p> | <p><b>Professional Learning</b></p>      | <p>District professional development (PD) plan accounts for the alignment of classroom practice with state standards through the school system.</p> |
|   | <p><b>Professional Collaboration</b></p> | <p>Collaboration system includes grade level and content area teachers teaming to align standards throughout the school system.</p>                 |

**Professional Learning**

District professional development (PD) plan accounts for the alignment of classroom practice with state standards through the school system.

Context for Choosing Structure/Lead Indicator

Our math and science classroom teachers will receive training on the KSDE Standards Toolkit to support aligning practices with standards.

Measures of Progress

**Teachers trained in standards alignment**

**6 Month Target**

100% of math and science teachers in K - 8 have participated in KSDE Standards Toolkit training.

**1 Year Target**

100% of all math and science teachers across the district, in all grades, have participated in the Standards Toolkit training.

**Educator perception data on professional development impact**

**6 Month Target**

90% of K-8 teachers report feeling prepared to implement what they have learned through the Standards Toolkit training in the classroom.

**1 Year Target**

90% of all trained teachers report feeling prepared to implement what they have learned through the Standards Toolkit training in the classroom.

**Professional Collaboration**

Collaboration system includes grade level and content area teachers teaming to align standards throughout the school system.

Context for Choosing Structure/Lead Indicator

We will build district collaboration guidance, expectations, and policies that support teacher reflection on implementation of instructional materials and practices to ensure state standards in math and science are addressed.

Measures of Progress

**District collaboration expectations**

**6 Month Target**

DLT will review teacher reflections from collaboration teams and create district collaboration guidance, expectations, and policies to support grade level and vertical team meetings.

**1 Year Target**

District collaboration guidance, expectations and policies completed and supported by educators on grade level and vertical teams.

**Educator perception data on professional collaboration**

**6 Month Target**

Update to DLT indicates meetings of grade level and vertical teams in content areas to reflect on standards aligned practices, format and frequency of collaboration and teacher recommendations for policy implementation.

**1 Year Target**

Educator perception data indicates a 90% agreement in the proposed plan for district collaboration related to standards alignment.

## Additional Information goes here

Why is this the right action for your school system?

While HQIM is a starting point for standards alignment, we must ensure our ongoing professional development allows us to implement practices as well as use materials aligned to Kansas standards. We do not currently have district guidance on effective collaboration and want to focus our policy initially on supporting teachers in aligning practices to standards. Having a collaboration plan in place as we onboard new materials in years to come will embed collaboration throughout the school system.

What is your current data and evidence related to this action?

25% of our secondary students are in Level 1 in Math and 30% are in Level 1 in Science. We are in a transitional stage of aligning math and science materials with state standards so engaging our classroom teachers in aligning practices with the standards will support them now and in the future. Our classroom teachers have expressed great interest in grade level and vertical team opportunities to learn from each other.

What are your anticipated next actions?

"Begin utilizing the identified standards aligned materials in math and science classrooms. Continue investing in Professional Development supporting math and science educators. Continue to enhance the collaboration of teachers around implementation of standards-aligned practices and HQIM based on their reflections. Grade level and vertical teams will have collaboration discussions related to the Standards Toolkit as aligned with the training from component 2."

Save Answers

Complete Action Plan Component

# SAMPLE ACTION PLAN – BALANCED ASSESSMENT

## Fundamentals

### Balanced Assessment

We assess students for risk and standards and use data to adjust instruction. WE have a deep understanding of the purpose of each assessment and how to use the data to raise achievement.

## Structures

### Professional Learning

District professional development (PD) plan accounts for the alignment of classroom practice with state standards through the school system.

### Tiered System of Supports

Data analysis includes screening for risk and performance against standards. Appropriate time is provided for core activities and interventions to meet student needs.

## Lead Indicators

## Professional Learning

District professional development (PD) plan accounts for the alignment of classroom practice with state standards through the school system.

Context for Choosing Structure/Lead Indicator

We will train ELA, Math, and Science teachers in the use of the mini formative assessment.

Measures of Progress

User Defined MOP

Teachers trained in the mini formative assessment

6 Month Target

All applicable staff have received initial training on implementation of the mini formatives

1 Year Target

All applicable staff have received training in the mini formatives and are prepared to fully implement in the coming year.

## Tiered System of Supports

Data analysis includes screening for risk and performance against standards. Appropriate time is provided for core activities and interventions to meet student needs.

Context for Choosing Structure/Lead Indicator

We will begin analyzing student performance on the mini formative assessment to make instructional adjustments based on this standards-referenced data point.

Measures of Progress

Formative data performance utilization

6 Month Target

Utilization of the mini formative assessment within one unit of study after receiving training.

1 Year Target

Establish plan for full utilization of the mini formatives for each unit of study during the coming school year.

## Additional Information goes here

Why is this the right action for your school system?

We do not currently know how our students are doing against standards throughout the school year in math, ELA, and science. To address this concern, we need to understand how to effectively utilize the mini assessments in our core subject areas.

What is your current data and evidence related to this action?

Our professional development plan does not require standards referenced assessment implementation. We have no standards-referenced data throughout the school year; Summative assessment data indicates over 30% of students in Level 1 in all three core areas

What are your anticipated next actions?

We will begin developing district collaboration expectations that focus on the formative data provided by the mini formative assessments. This will compliment current data to identify student skill strengths and deficiencies.

Save Answers

Complete Action Plan Component

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**2019—2024-2025 Negotiated Agreement**



**Between**

**Northern Valley USD # 212**

*(Approved by the Board of Education, **May 13, 2024** ~~July 8<sup>th</sup>, 2019~~)*

**And**

**The Northern Valley Education Association**

*(Ratified by the members of NVEA, **May 2, 2024** ~~June 5<sup>th</sup>, 2019~~)*

# USD 212 – Northern Valley – ~~2019~~ – 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 5<sup>th</sup> 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 5<sup>th</sup>.

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

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

## **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, 20192024, 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, 20202025.

## **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 rated 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 (60<sup>th</sup>) 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.

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## ***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 discharge 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 discharge 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 ~~from the employee's supervisor and reas~~ 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 ~~discharge~~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 ~~discharge~~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% |
|----------------|-------|

Middle School Level

|                |       |
|----------------|-------|
| Head Coach (1) | 6.25% |
|----------------|-------|

**C. Cross Country**

High School Level

|                |       |
|----------------|-------|
| Head Coach (1) | 9.75% |
|----------------|-------|

**D. Dance Team**

High School Level

|                |       |
|----------------|-------|
| Head Coach (1) | 6.25% |
|----------------|-------|

**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% |
|----------------|--------|

|                                |       |
|--------------------------------|-------|
| 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%  |

|                            |       |
|----------------------------|-------|
| <u>Middle School Level</u> |       |
| 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*

| <b>Class I</b> | <b>Class II</b> | <b>Class III</b> | <b>Class IV</b> | <b>Class V</b> |
|----------------|-----------------|------------------|-----------------|----------------|
| 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 |

