

EXTENSION DISTRICT OPERATIONAL AGREEMENT

This is an operational agreement between _____ and _____ County Extension Councils and K-State Extension to form an Extension District, beginning July 1, 20____, hereby known as the _____ Extension District Number ____, _____ and _____ Counties. The purpose of this agreement is to combine the Extension programs for each county into one Extension program serving the Extension District under K.S.A. 2-623 through 2-628.

1. District Objectives

- A. To plan, develop, and deliver an efficient and effective educational program.
- B. To develop and maintain a highly trained specialized professional and support staff through efficient and effective training programs and competitive pay scale.
- C. To strengthen the grass-root impact of programs, personnel, and budget through the election of the District governing body and appointment of District program development committee members.
- D. To provide for adequate financial resources and efficient use of those resources to support the Extension District program.

2. State Objectives

- A. To organize and structure the area and state specialists and administrators within the scope of available resources so as to give optimal support to the District, cooperating with the District to conduct Extension educational programs.

3. Funding the District

A. State and Federal funds for the District.

- (1) The District will receive an allocation from K-State Extension in the amount equivalent to _____ agent positions for _____ County and _____ agent positions for _____ County. The current FY 20____ amount is \$_____.
- (2) Future legislative appropriations to K-State Extension will be contributed to each agent's salary within the District according to K-State Extension District funding policy and funding formulas for county and District Extension agent positions. Allocations from K-State Extension will continue according to current policy unless state or federal funding mandates or budget limitations require a reallocation of resources.

B. Local funding for the District.

- (1) The governing body of the Extension District, in the same manner as provided by law applying to other taxing subdivisions, may make an annual tax levy upon all the taxable tangible property of the Extension District, to be levied and collected as other

taxes, at a rate fixed in accordance with the approved budget.

(2) County appropriations for the FY 20____ Extension Council budgets, as determined by the FY 20____ Extension Council budget agreement in each county (_____ and _____) will be disbursed to the respective Extension Councils before July 1, 20____ or to the Extension District Number ____ if any balances remain unpaid after July 1, 20____.

C. Extension District Budget

- (1) The District governing body and the authorized representative of the Director of Extension, acting as a body, shall meet to prepare and adopt the annual budget for the Extension District, in accordance with and subject to the provisions of the Extension District law.
- (2) The District governing body and the authorized representative of the Director of Extension shall provide a public hearing for the budget.
- (3) The District governing body and the authorized representative of the Director of Extension shall file the budget with the county clerk of each county for the purpose of establishing the annual tax levy.

4. Organization of Governing Body

- A. The board of county commissioners of each county shall appoint four qualified electors of the county to membership on the initial District governing body.
- B. Of the members so appointed two members shall serve for terms ending upon the election and qualification of their successors at an election held on the Tuesday following the first Monday in November of the first odd-numbered year following their appointment and two members shall serve for terms ending upon the election and qualification of their successors at an election held on the Tuesday succeeding the first Monday in November of the second odd-numbered year following their appointment.
- C. The election to elect successors to members of the governing body whose terms are expiring shall be held on the Tuesday following the first Monday in November of each odd-numbered year.
- D. The governing body of the District shall organize annually in January by electing from among its members a chairperson, vice-chairperson, secretary, and treasurer.
- E. The District governing body will have regular meetings as required by Kansas extension law to conduct the business of the Extension District.
- F. Term of Office - The elected term of office on the District governing body will be four years. There is no limitation on successive terms.

5. Organization of Program Development Committees

- A. The District governing body will appoint program development committees (PDCs) each consisting of six or more members from each county, to develop educational

program plans.

- B. PDCs shall be appointed to develop educational programs in agricultural pursuits in family and consumer science work, in 4-H youth development work, and in community development initiatives. Additional PDCs may be appointed as desired by the governing body.
- C. Each program development committee shall be chaired by a member of the District governing body and shall meet as needed.
- D. All program plans shall be subject to final approval of the governing body of the Extension District.

6. Organizational Structure

- A. The office structure for the District will be determined by the District governing body and the authorized representative of the Director of Extension. An office will be maintained in each county. _____ County will be the host county for filing the district extension budget.
- B. One or more Extension agents will be housed in each county in the District. Current agents, office professionals, and program assistants will be housed in the counties where they are presently located.
- C. One agent will be designated with the title and responsibilities of District Extension Director.
- D. The District governing body and the authorized representative of the Director of Extension shall attempt in good faith to contract with the county commissioners to provide continued use of present office space and other property provided by the counties for use by the extension district following approval of the operational agreement.
- E. The Extension District will adopt uniform policies and procedures for the District by January 1, 20____ (excluding county fairs). The agent(s) housed in their home county will remain the county fair contact in that county.

7. District Staffing

- A. The District governing body and the authorized representative of the Director of Extension will agree upon a staffing plan that meets the comprehensive educational programming needs as outlined in federal and state Extension authorizing legislation.
 - (1) All current agents, program assistants, and office professionals in the counties forming the District will be accepted into the District.
 - (2) Any reduction of personnel in the District from current combined county staff levels will be accomplished through attrition, or through an agreement of the District governing body and the authorized representative of the Director of Extension.
 - (3) Any increase in staff will be agreed upon by the District governing body and the authorized representative of the Director of Extension.

- B. New positions in the District will be filled according to K-State Extension personnel policies.

8. Training and Professional Development

- A. K-State Extension will provide in-depth training to District governing body members to include new member orientation, officer orientation, training in budget development, personnel management and other areas as agreed to by the District governing body and K-State Extension.
- B. Training will be provided for all personnel becoming a part of the Extension District.
- C. All agents, program assistants, and office professionals will participate in appropriate professional development conducted by K-State Extension and professional organizations, as well as other professional development approved by the District governing body and the authorized representative of the Director of Extension to enhance their ability to perform their responsibilities.

9. District Program Assistants

- A. District program assistants may be employed with approval of the District governing body and the authorized representative of the Director of Extension.
- B. All District program assistants must work with a specific program assignment and be under the supervision and direction of the appropriate District Extension agent.

10. Inventory of District Property

- A. Each county Extension council will provide an inventory of all property more than \$500 in value.
- B. The financial resources available to each council at the time of entry into the District will be added together with the inventory of property of each council, to determine the percentage of resources each county Extension council brought into the District.
- C. If a county withdraws from the District, the property, financial resources, and obligations shall be transferred to and assumed by the county Extension Council in accordance with the percentage of resources each county brought into the District.

The parties agree that no provision of this agreement is intended to conflict with or supersede the Kansas Extension District Law, K.S.A. 2-608 through 2-628. The group agrees to complete the process of forming a District under K.S.A. 2-623 through 2-628 upon the execution of this document. This document shall only be effective when approved by the Attorney General, the two Boards of County Commissioners, the _____ and _____ County Extension Councils, and the authorized representative of the Director of Extension, Kansas State University.

Approved:

(Type Name) Chairperson, _____ County Extension Council _____ Date

(Type Name) Chairperson, _____ County Extension Council _____ Date

(Type Name) Authorized Representative of the Director
of Extension, Kansas State University _____ Date

(Type Name) Representing Board of Commissioners _____ Date
_____ County

(Type Name) Representing Board of Commissioners _____ Date
_____ County

Attorney General _____ Date