

Regular Meeting
Monday, August 16, 2021 5:30 PM
ESU7/CPS Student Services Building
2563 44th Avenue
Columbus, NE 68601

- I. Board Meeting
 - I.A. Call to Order
 - I.B. Roll Call of Board
 - I.C. Pledge of Allegiance
 - I.D. Notice of Open Meeting Posted
 - I.D.1. President insures all can hear proceedings
 - I.E. Mission Statement
 - I.F. Opportunity for Public to be Heard
 - I.G. Recognitions
 - I.H. Board Special Functions
 - I.H.1. 2021-22 Illness Plan
 - I.H.2. Second and Final Reading of Policy 204.12 Public Participation in Board Meetings
 - I.H.3. Band Travel Approval
 - I.I. Items to be removed from the Consent Agenda
 - I.J. Consent Agenda
 - I.J.1. Approval of Minutes
 - I.J.2. Financial Reports M2, M3, M4a
 - I.J.3. Financial Report M5

I.J.4.Certified Personnel

I.J.5.Classified Personnel

I.J.6.Professional Travel

I.K. Acceptance of Gifts/Donations

I.L. Business Operations and Human Relations

I.L.1. Policies

I.L.1.1. First Reading of Policy 1006.50 Facility Rental Policy, Includes Exhibits and Regulation

I.L.2. Administrative Functions

I.L.2.1. Surplus Property

I.L.2.2. School Fundraising Applications

I.L.2.3. 2021-22 Classified Staff Handbook

I.L.2.4. Addition of Middle School Cross Country

I.L.2.5. Budget Preview

I.L.3. Updates

I.M. Buildings & Sites/Technology

I.M.1. Policies

I.M.2. Administrative Functions

I.M.2.1.HVAC Service Contract

I.M.2.2. Safety Committee for 2021-22

I.M.2.3. Bobcat Skid Steer Loader Purchase Approval

I.M.3. Updates

I.N. Curriculum and Instruction

I.N.1. Policies

I.N.2. Administrative Functions

I.N.3. Updates

I.O. Student Services

I.O.1. Policies

I.O.2. Administrative Functions

I.O.3. Updates

I.P. Superintendent's Report

I.Q. Board Sharing

II. Executive Session

III. Adjourn

Columbus Public Schools



2021-22 Illness Plan

Mask Guidelines

Due to the increasing number of cases with the COVID variant, the COVID-19 virus, and the potential cases of influenza, strep throat, etc. CPS will be implementing some triggers for instituting a mask mandate for students and staff.

Because CPS cannot and will not be asking about health conditions or vaccination

status, each individual and family should exercise any additional precautions they see fit to be in attendance at school. We need the community and parents' help to curb the spread of illness.

While masks are not mandated, employees and students who would like to wear them are encouraged to do so.

If mandated, mask-wearing or other precautions WILL NOT be optional. There will be no contact tracing done by CPS, the health district, or any other medical institution. This is our best way of stopping community spread while still allowing students, staff, and families the freedoms they wish to keep regarding masks.

MASKS ARE RECOMMENDED AND NOT REQUIRED PK - 12, unless the board of education authorizes it's obligation through statute:

79-526. Class III or IV school district; school board; schools; supervision and control; powers.

(1) The school board or board of education of a Class III or IV school district has responsibility for the general care and upkeep of the schools, shall provide the necessary supplies and equipment, and, except as otherwise provided, has the power to cause pupils to be taught in such branches and classified in such grades or departments as may seem best adapted to a course of study which the board shall establish with the consent and advice of the State Department of Education. The board shall make provision for pupils that may enter at any time during the school year. The board shall have a record kept of the advancement of all pupils in each branch of study. **The board shall make rules and regulations as it deems necessary for the government and health of the pupils and devise any means as may seem best to secure the regular attendance and progress of children at school.**

What data will trigger a building-specific mask mandate?

Our absentee rate for ANY ILLNESS that exceeds 8% at any building will result in a mandatory mask policy for the period of 15 school days (3 weeks) or until the rate subsides under the 8% if longer than 3 weeks. This will be building-specific and all other schools will not be affected.

An absentee rate at 11% or above will result in a 48-72 hour shutdown of the school to deep clean and will also result in a mandatory mask policy for 15 school days (3 weeks) or until the rate subsides under 8%.

At 8% Absenteeism Due To Illness ...

- we will begin social distancing during the lunch hour again, at least for the period of 3 weeks.
- only immediate family will be allowed into the buildings.
- only immediate family will be allowed to attend activities.
- indoor activities requirements may be handled differently than outdoor activities.
- we will, for 3 weeks, be re-establishing temp checks and protocols for those who enter the building.



Columbus Public Schools What does 8% look like?

Elementary Schools

- Students absent by building

Centennial - 30 Students

North Park - 25 Students

Emerson - 20 Students

Lost Creek - 30 Students

West Park - 20 Students

Middle School**

- 95 Students absent schoolwide (OR)

5th Grade - 25 Students

7th Grade - 25 Students

6th Grade - 30 Students

8th Grade - 25 Students

High School**

- 105 Students absent schoolwide (OR)

9th Grade - 25 Students

11th Grade - 25 Students

10th Grade - 30 Students

12th Grade - 30 Students

**Any grade level that exceeds the 8% at CMS or CHS will trigger a building wide mask mandate for 3 weeks.

PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the Board shall set time aside for citizen participation, either at a specific time during the meeting ~~or during the discussion of agenda items~~. The Board has the discretion to limit the amount of time set aside for public participation. **Public comment will be limited to 5 minutes per person or group. In an effort to save time, it is recommended that individuals with the same information provide one speaker to speak on behalf of the group.**

If the pressure of business or other circumstances dictate, the board president may decide to eliminate public participation at a particular meeting. The board president will recognize these individuals to make their comments at the appropriate time.

The orderly process of the board meeting shall not be interfered with or disrupted. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or another individual causing disruption may be asked to leave the board meeting.

Citizens wishing to address the Board on a certain agenda item should notify the superintendent prior to the board meeting. Citizens wishing to present petitions to the Board relating to that item may do so at this time. However, the Board will only receive the petitions and not act upon them or their contents.

Subjects for comment should involve areas within the Board's proper responsibility. Discussion on unrelated matters is to be discouraged.

Individuals who have a complaint about employees or students who have complaints shall follow policies 403.05 and 504.01 respectively. The Board will follow policy 1005.01 in handling public complaints.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the Wednesday preceding a Monday night meeting. This material will be transmitted to the members of the Board for their consideration.

Legal Reference: Nebraska Statute 84-1408 to 1414

Cross Reference: 201.07 School Board Liability
403.05 Public Complaints about Employees

Policy
Adopted: 12-08-03
Revised: 08/11/08

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

PUBLIC PARTICIPATION IN BOARD MEETINGS

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If the pressure of business or other circumstances dictate, the board president may decide to call for a vote to stop or eliminate public participation **by a super majority approval vote of the board.** The board president will recognize these individuals to make their comments at the appropriate time.

The orderly process of the board meeting shall not be interfered with or disrupted. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or another individual causing disruption may be asked to leave the board meeting.

Citizens wishing to address the Board on a certain agenda item should notify the superintendent prior to the board meeting. Citizens wishing to present petitions to the Board relating to that item may do so at this time. However, the Board will only receive the petitions and not act upon them or their contents.

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Policy

Adopted: 12-08-03

Revised: 08/11/08

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

FIELD TRIP OR EXCURSION APPROVAL FORM
Activities That Result In Loss Of Student Days
Out of State Activities

Date: 7/19

Proposed Excursion date: 6/3 - 5 of 2022

Requesting Individual: Prabody

Student group for which request is made: Senior Band Members +

Purpose of trip:
Travel to Kansas City to perform and participate in various activities.

Educational Benefit:
Students will perform for the guests at Worlds of Fun as well as experience the History of American Jazz and WWI Museums.

Nature of Request (Check One) 1 time only Annual

Is The Event Sanctioned? (NSAA Activity) Yes No

Cost of trip: ~\$300 per traveler

Cost to district: \$0

How will funds be raised: Fireworks sales and discount cards.

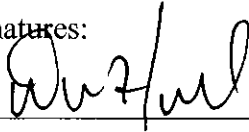
Timelines of event: See attached sample.

Number of student school days forfeited: 0

Other pertinent information: This trip is a small replacement for the trip that was cancelled last year

Approval Signatures:

Principal:



Date:

8/9/21

Superintendent:

Date:

School Board President:

Date of Formal Board Approval:

Attach the following information along with this request.

- 1. A Detailed Budget Including Expenses and Revenue.*
- 2. Travel Information.*
- 3. Parental Permission Form.*
- 4. NSAA Waiver for Competitions In Excess of 600-miles Round Trip.*

Senior Band Trip to Kansas City

Proposed Itinerary. Actual Itinerary TBD with Travel Agent Assistance.

Friday, June 3

- 8:00am - Load equipment and bus
- 12:00pm - planned lunch stop in St. Joseph
- 3:00pm - Museum of American Jazz/Negro Baseball Museum
- Royals Baseball game if available
- 9:30 p.m. - In Rooms
- 10:00 p.m. - Lights out

Saturday, June 4

- 8:30 a.m. - Breakfast (TBD)
- 11:00 a.m. - arrival at Worlds of Fun
- Performance time and Lunch TBD.
- 7:00 p.m. - Depart Worlds of Fun
- 7:45 p.m. - Dinner TBD
- 9:00 p.m. - Return to Hotel
- 10:30 p.m. - Lights out

Sunday, June 5

- 8:30am - Breakfast
- 10:00am - WWI National Memorial and Museum
- 1:00pm - Lunch (TBD)
- 2:00pm - Depart for CHS
- 7:00pm - Arrival at CHS

STUDENT NAME _____

PARENTS MUST SIGN:

I have been notified of my child's participation in this event and that he/she will off-campus and under the supervision of Mr. Peabody and designated chaperones during the listed times. I understand that all school policies will be in effect and that my child will be expected to comply with these rules and policies.

(Date)

(Parent signature)

FIELD TRIP OR EXCURSION APPROVAL FORM
Activities That Result In Loss Of Student Days
Out of State Activities

Date: 7/19

Proposed Excursion date: 9/11

Requesting Individual: Prabody

Student group for which request is made: Marching Band

Purpose of trip:
Participate in the Northwestern Red Raider Marching Band Clinic and Preview Show in Orange City, IA.

Educational Benefit:
Clinic provides an opportunity to work with High Level Specializes for Music, Marching Band and Percussion

Nature of Request (Check One) 1 time only Annual

Is The Event Sanctioned? (NSAA Activity) Yes No

Cost of trip: TRANSPORTATION

Cost to district: TRANSPORTATION

How will funds be raised: Funds already available through budgeting and previous fundraisers

Timelines of event: All Day on 9/11

Number of student school days forfeited: None

Other pertinent information: The costs for this trip is in line with any similar contest in Nebraska

Approval Signatures:

Principal:  Date: 8/9/21

Superintendent: _____ Date: _____

School Board President: _____

Date of Formal Board Approval: _____

Attach the following information along with this request.

1. *A Detailed Budget Including Expenses and Revenue.*
2. *Travel Information.*
3. *Parental Permission Form.*
4. *NSAA Waiver for Competitions In Excess of 600-miles Round Trip.*

FIELD TRIP OR EXCURSION APPROVAL FORM
Activities That Result In Loss Of Student Days
Out of State Activities

Date: 7/9

Proposed Excursion date: 10/9

Requesting Individual: Peabody

Student group for which request is made: Marching Band

Purpose of trip: Participation in both the March to the Meridian festival in Yankton, SD and the Ditch men Field Championships in Orange City, IA.

Educational Benefit: High Quality Marching Competitions that feature well known adjudicators and a variety of bands for the students to learn from.

Nature of Request (Check One) 1 time only Annual

Is The Event Sanctioned? (NSAA Activity) Yes No

Cost of trip: TRANSPORTATION

Cost to district: TRANSPORTATION

How will funds be raised: Funds already available through budgeting and previous fundraisers.

Timelines of event: All Day on 10/9

Number of student school days forfeited: 104 e

Other pertinent information: The costs for this trip is inline with any similar contexts in Nebraska.

Approval Signatures:

Principal:  Date: 8/9/21

Superintendent: _____ Date: _____

School Board President: _____

Date of Formal Board Approval: _____

Attach the following information along with this request.

1. *A Detailed Budget Including Expenses and Revenue.*
2. *Travel Information.*
3. *Parental Permission Form.*
4. *NSAA Waiver for Competitions In Excess of 600-miles Round Trip.*

Regular Meeting

ESU7/CPS Student Services Building
2563 44th Avenue
Columbus, NE 68601

Monday, July 12, 2021, 5:30 PM Central

Candace Becher: Present
Mark Brown: Present
Michael Jeffryes: Present
Doug Molczyk: Present
Theresa Seipel: Present
Douglas Willoughby: Present
Present: 6.

I. Board Meeting

I.A. Call to Order

I.B. Roll Call of Board

I.C. Pledge of Allegiance

I.D. Notice of Open Meeting Posted

I.D.1. President insures all can hear proceedings

I.E. Mission Statement

Doug Willoughby read the mission statement.

I.F. Recognitions/Presentations

I.F.1. Mike Goos

Mike Goos was recognized for his time on the CPS Board of Education.

I.F.2. Presentation on the Marzano Process-Jan Hoegh

Jan Hoegh presented information to the Board regarding Standards Based Learning. She shared a recap of the work that CPS staff has done and answered questions regarding the process to move forward. She also talked about the support and leadership component moving forward. Ms. Hoegh said the district has made great strides in developing scales to get the clarity for assessing students. There was discussion and questions from the board regarding grading processes and on the type of information on report cards at different grade levels. This discussion also comprised of separating academic performance and work habits.

I.G. Opportunity for Public to be Heard

A statement to NDE regarding the proposed health standards was read by Board President, Doug Molczyk. Several Community members addressed the Board regarding the content of the NDE health standards and the districts position on Critical Race Theory.

I.H. Board Special Functions

I.H.1. Adjourn

Motion to adjourn regular meeting to begin special hearing. Passed with a motion by Theresa Seipel and a second by Candace Becher.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

I.H.2. Hearings

I.H.2.1. Special hearing for the purpose of receiving public input on Columbus Public Schools' Student Fees Policy 504.18, Regulation 504.18R1, and Exhibit 504.18E1

A hearing for the annual review of the CPS Student Fees took place, no changes. There was a short discussion on the waiver being included in each handbook.

I.H.3. CHS Student Handbook 2021-22

The Superintendent recommends that the Board approve the CHS Student Handbook 2021-22, as submitted. Passed with a motion by Mark Brown and a second by Candace Becher.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

Jason Schapmann, CHS Assistant Principal presented the changes that are being made to the CHS Student Handbook. Changes were made in the handbook to reflect the clarification set up by the Suspension Committee on the Short-Term and Long-Term Suspensions and Emergency Exclusion procedures. Mr. Schapmann said "injury to him/herself" was added to the Reckless Endangerment section. The Parking Section was edited with some additional information and deletion of outdated information. Clarification was made in tardiness and technology and in the Use of Tobacco/Inhalant Products Section. The Work Habits Scoring Chart was added to help in the grading transition. All COVID-19 statements were changed to Pandemic.

I.H.4. CHS Activity Handbook 2021-22

The Superintendent recommends that the Board approve the CHS Activity Handbook 2021-22, as submitted. Passed with a motion by Mark Brown and a second by Douglas Willoughby.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

Tim Kwapnioski, CHS Activities Director shared information regarding the CHS Activity Handbook, he said there was a lot of cleanup done on the handbook last year. This year the most significant change was replacing COVID-19 to pandemic.

I.H.5. CHS Admission Prices for 2021-22

The Superintendent recommends that the Board approve the CHS Admission Prices for 2021-22, as submitted. Passed with a motion by Candace Becher and a second by Michael Jeffryes.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

Mr. Kwapnioski said the change made last year for the "C" Stamp price really helped because of the lack of spectators, concessions, etc. He also mentioned that the NSAA is looking at the online ticket sales situation and for those folks that can't navigate those sales. He said that the Heartland Activity Conference is also looking at options for ticket sales.

I.H.6. CMS Student Handbook

The Superintendent recommends that the Board approve the CMS Student Handbook, as submitted. Passed with a motion by Michael Jeffryes and a second by Theresa Seipel.
Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

Amy Haynes, CMS Principal, shared changes to the student handbook. Smart watches were added to be included in the Contraband, Electronic Devices and Cell Phone Policy. She said the level of offenses on cell phone use was updated. Rules regarding clear water bottles and contents were changed along with book bags being allowed in classrooms. COVID-19 was changed to pandemic as in the other handbooks.

I.H.7. Elementary Student Handbook

The Superintendent recommends that the Board approve the Elementary Handbook for 2021-22, as submitted. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.
Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

Paula Lawrence, West Park Principal, discussed the few changes that were made to the Elementary Student Handbook. Changes included attendance and tardy updates, implementing an 8-period day, and some wording. Discussion regarding the lunch accounts, dress code and rules for cell phone/device use throughout the school day. Discussion regarding negative lunch account balances, parents are now being notified by email and/or text by a district-based employee, that is not done by building lunch staff any longer. This process has had very positive results in receiving those funds.

I.H.8. Second and Final Reading of Policy 503.01 Compulsory Attendance

The Superintendent Recommends that the Board approve the Second and Final Reading of Policy 503.01 Compulsory Attendance, as submitted. Passed with a motion by Mark Brown and a second by Candace Becher.
Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

I.H.9. Second and Final Reading of Policy 503.03 Student Absences

The Superintendent recommends that the Board approve the Second and Final Reading of Policy 503.03 Student Absences, as submitted. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.
Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

I.H.10. Second and Final Reading of Policy 503.04 Absenteeism/Barriers to Attendance

The Superintendent recommends that the Board Approve the Second and Final Reading of Policy 503.04 Absenteeism/Barriers to Attendance, as submitted. Passed with a motion by Michael Jeffryes and a second by Mark Brown.
Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

I.H.11. Second and Final Reading of Policy 504.03 Student Conduct

The Superintendent recommends that the Board approve the Second and Final Reading of Policy 504.03 Student Conduct, as submitted. Passed with a motion by Candace Becher and a second by Theresa Seipel.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

I.H.12. Second and Final Reading of Policy 505.02 Suspension and Exclusion of Student

The Superintendent recommends that the Board approve the Second and Final Reading of Policy 505.02 Suspension and Exclusion of Student, as submitted. Passed with a motion by Douglas Willoughby and a second by Mark Brown.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

I.H.13. Second and Final Reading of Policy 505.03 Expulsion of Students

The Superintendent recommends that the Board approve the Second and Final Reading of Policy 505.03 Expulsion of Students, as submitted. Passed with a motion by Theresa Seipel and a second by Doug Molczyk.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

I.H.14. Second and Final Reading of Policy 504.01 Student Due Process Rights

The Superintendent recommends that the Board approve the Second and Final Reading of Policy 504.01 Student Due Process Rights, as submitted. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

I.H.15. First Reading of Policy 204.12 Public Participation in Board Meetings

The Superintendent recommends that the Board approve the First Reading of Policy 204.12 Public Participation in Board Meetings, as submitted. Passed with a motion by Theresa Seipel and a second by Candace Becher.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

Dr. Troy Loeffelholz, Superintendent, said we need to review this policy and clarify our practices for public participation. Also, discussion regarding time limits on public speaking, and an additional motion to end public speaking by a vote, if necessary.

I.H.16. Third Avenue Land Purchase

The Superintendent recommends that the Board approve the Third Avenue Land Purchase. Passed with a motion by Theresa Seipel and a second by Candace Becher.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

Dr. Loeffelholz shared information regarding the land purchase of 79.22 acres. Tom Fehringer, attorney, is working on the land purchase agreement. Dr. Loeffelholz said CPS will put 10% down at this time. Mr. Kwapnioski said a land survey was done, the existing buildings and pivot will belong to CPS in the purchase. The access road is not on the property. Mr. Kwapnioski said there is a two-story house, a 2-car garage, an old pick-up, and a barn.

I.I. Items to be removed from the Consent Agenda

I.J. Consent Agenda

Motion to approve consent agenda. Passed with a motion by Michael Jeffryes and a second by Doug Molczyk.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

I.J.1. Approval of Minutes

I.J.2. Financial Reports M2, M3, M4a

Motion to approve the Consent Agenda Passed with a motion by Michael Jeffryes and a second by Doug Molczyk.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

Mr. Kay reviewed the balances of district accounts on the M2 financial report. He said there are no concerns on financial report M3. He noted the motor vehicle tax and shared some information about payment schedules. Mr. Kay highlighted a few of the listed expenditures including Central Nebraska Rehabilitation Services for OT/PT, Commonwealth Communications for materials purchased up front for Kramer, which was a savings of at least \$10,000.00. A payment was made to Eakes for CMS furniture. Platte Valley Precast was paid the first payment for the North Park Elementary parking lot.

I.J.3. Financial Report M5

Noted on the M5 financial report were payments to TCI for social sciences curriculum, MARC for cleaning supplies and Home Depot Pro for maintenance and custodial supplies for the upcoming school year.

I.J.4. Certified Personnel

Mr. Kay talked about the two new hires that were made Ashlyn Wildman was hired for the 7th grade Science position. Mrs. Haynes said she had four interviews in 3 days for the Assistant Principal position, Erika Hiemstra was hired.

I.J.5. Classified Personnel

Mr. Kay gave kudos to Mr. Kwapnioski for hiring a plumber, a bus driver and a mechanic, not easy to find people to hire right now. He said there are still some openings, one math teacher, 1 special education teacher and 12-15 classified, such as paras and custodians.

I.J.6. Professional Travel

Dr. Loeffelholz briefly shared last month's travel. He also said Administrator Days is coming up in Kearney and Transformational Leadership training will be in Lincoln next week.

I.K. Acceptance of Gifts/Donations

The Superintendent recommends that the Board accept the attached gifts/donations Passed with a motion by Theresa Seipel and a second by Candace Becher.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

Dr. Loeffelholz said there is still quite a bit of activity with the contributions totaling \$35,535.30 from the CPS Foundation. He said Nicole Anderson, Foundation Director, has been heavily engaged in fundraising. Total for the year is \$581,316.69.

I.L. Business Operations and Human Relations

I.L.1. Policies

I.L.1.1. Discuss and Adopt Changes to the Fundraising Board Policies

It is recommended that the board approve the first reading of fundraising policies. Passed with a motion by Douglas Willoughby and a second by Mark Brown.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

Mr. Kay gave everyone a copy of the fundraising policy with highlighted changes. The changes were in regard to money handling at the buildings and being kept overnight. He referred to the two board policies to be consistent. Disbursements must be documented with a receipt including a name. Also highlighted information regarding fundraisers may be subject to the annual district audit. Additions were made regarding the timing of fundraisers, must be conducted outside of the regular school day for non-school organizations. The board of Education will review this policy annually.

I.L.2. Administrative Functions

I.L.2.1. Mileage for 21-22

The Superintendent recommends that the Board approve the Mileage Stipends for 21-22, as submitted. Passed with a motion by Candace Becher and a second by Michael Jeffryes.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

Mr. Kay shared the district mileage stipends, the new CMS assistant principal will be added accordingly.

I.L.2.2. 20-21 Budget Summary and 21-22 Budget Projections

Mr. Kay shared the budget summary and 21-22 projections. He said CARES funds is reflected. He should have valuation numbers by August 1.

I.L.2.3. Account Access Approval for Michelle Kissell, Payroll Specialist, on the District bank accounts, retirement accounts, and all necessary accounts related to her duties under the supervision of the Director of Finance.

The Superintendent recommends that the Board approve access to district bank accounts for Michelle Kissell, Payroll Specialist. Passed with a motion by Douglas Willoughby and a second by Mark Brown.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

I.L.3. Updates

I.L.3.1. Upbeat Exit Survey Results

The Exit Survey was sent to all certified staff that left by the end of May.

Mr. Kay went over the results with the board with explanations on information gained from the survey and data points to look at for strengths and weaknesses.

I.M. Buildings & Sites/Technology

I.M.1. Administrative Functions

I.M.1.1. Approval of ServiceMaster Contract for 2021-2022

The Superintendent recommends that the Board approve the ServiceMaster Contract for 2021-2022, as submitted. Passed with a motion by Mark Brown and a second by Candace Becher.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

Mr. Kwapnioski said the ServiceMaster contract shows a large increase from last year. He explained we are requesting more of their services for this school year. The request is being made because of the difficulty in filling custodial positions. Currently, there are 7 unfilled positions. This does save us money in total employee costs. ServiceMaster does provide their own cleaning supplies as well.

I.M.2. Updates

Mr Kwapnioski updated the board on the preliminary HVAC report. He said he will set up a meeting with the Buildings and Sites Committee to go over the data. The North Park Parking Lot is 95% complete, the sprinkler pipe needs to be pulled, they have cleaned up trees to place the sign. The neighbors continue to be very happy about this project. He talked about the Kramer building, he said the entire exterior footings and first block on the new side is done. The steel trusses have been ordered and hopefully will arrive soon. He is meeting with Midland and Commonwealth Wednesday to discuss the underground work. Mr. Kwapnioski said getting supplies is a big challenge, they have been waiting for insulation for several weeks now. He also spoke on the new transportation contract, originally CPS was leasing Ford products but it will be predominately Chevrolet products, as Ford is lacking microchips for their vehicles. The new mechanic has a lot of great experience, Mr. Kwapnioski is very excited to have hired him.

I.N. Curriculum and Instruction

I.N.1. Administrative Functions

I.N.1.1. Approval of New Literature "The House on Mango Street" by Sandra Cisneros.

The Superintendent recommends that the Board Approve the New Literature, "The House on Mango Street" by Sandra Cisneros. Passed with a motion by Mark Brown and a second by Doug Molczyk.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

Amy Romshek, Director of Curriculum and Instruction, said the new literature for CHS "The House on Mango Street" was made available for community to check out. This book will be used for 10th grade Honors English.

I.N.2. Updates

Dr. Romshek updated the Board on the idea of honors courses using the APA format. She has been discussing this with Mr. Hiebner, CHS Principal, he is open to the idea and will discuss it with the honors teachers and report back.

I.O. Student Services

I.O.1. Administrative Functions

I.O.2. Updates

Jason Harris, Director of Student Services and Special Education, talked about the BIST Training for 60 staff members recently. Title IV funds are being used for this training. There is also MANDT training, this training is to teach staff safe techniques for restraining students. Mr. Harris said the Early Childhood Grant will be submitted this week.

I.P. Superintendent's Report

Dr. Loeffelholz reported on summer school and STEM Camp. He said that STEM created a video, there is some really great extended learning happening this summer. Ron Haefner received the Association of Career and Technical Teacher of the Year Award and the Trade and Industrial Education Teacher of the Year Award. Dr. Loeffelholz shared some capital campaign information, a third of the goal has been met and three more meetings are being set up. Red White and KaBoom went really well. CHS students, Justin Gaston and Blake Ramaekers, took 2nd in the National Mechatronics Competition.

I.Q. Board Sharing

There was no board sharing.

II. Executive Session

Motion to go into Executive Session Passed with a motion by Douglas Willoughby and a second by Candace Becher.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

Motion to come out of Executive Session. Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

II.A. Extra Work Performed and intention to work the 2021-2022 School Year

It is recommended that the board approve the authorization of allowing the Superintendent sole and absolute discretion, to offer payment for work "above and beyond" the duties assigned to such certified and classified employees during the 2020-2021 school year and have intended that they intend to return to work for the District during the 2021-2022 school year. Passed with a motion by Doug Molczyk and a second by Candace Becher.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 6, Nay: 0

III. Adjourn

Regular Meeting was adjourned at 9:12.

I, the undersigned, being the duly qualified Secretary for the School District No. 1 of Columbus, Nebraska, certify that the preceding is a true and correct copy of the minutes of the Regular School Board meeting of Monday, July 12, 2021.

President

Secretary

DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
Attachment M4a			\$ 3,234,233.85		
Attachment M5 (prior Bd Mtg)			\$ 265,720.52		
GEN FUND - GREAT PLAINS STATE BANK	\$ 10,802,358.57	\$ 615,139.08	\$ 3,499,954.37	\$ 7,917,543.28	\$ 7,819,091.48
Dividends		\$ 670.73	\$ -		
Management Fees			\$ 237.84		
Investment Gain		\$ 666.53			
GENERAL FUND - FNB TRUST	\$ 955,679.53	\$ 1,337.26	\$ 237.84	\$ 956,778.95	\$ 935,393.18
PAYROLL - PINNACLE BANK	\$ 295,088.76	\$ 2,740,523.23	\$ 2,831,178.96	\$ 204,433.03	\$ 198,357.50
			\$ -		
PAYFLEX - PINNACLE BANK	\$ 57,305.74	\$ 9,479.34	\$ 16,415.91	\$ 50,369.17	\$ 36,570.26
Dividends		\$ 1,163.77			
Management Fees			\$ 416.79		
Investment Gain		\$ 1,826.08			
Deposit		\$ 542,139.00			
DEPRECIATION - FNB	\$ 1,674,755.23	\$ 545,128.85	\$ 416.79	\$ 2,219,467.29	\$ 1,157,601.69
Administration	\$ 799,613.18	\$ 14,866.79	\$ 8,338.08	\$ 806,141.89	\$ 494,942.13
Middle School	\$ 102,958.36	\$ 3,605.67	\$ 317.51	\$ 106,246.52	\$ 83,960.42
High School	\$ 424,470.05	\$ 48,618.56	\$ 40,353.19	\$ 432,735.42	\$ 416,597.94
ACTIVITY FUNDS - COLUMBUS BANK	\$ 1,326,753.59	\$ 67,091.02	\$ 49,008.78	\$ 1,344,835.83	\$ 995,500.49
Credit card fees received		\$ 36.00			
Interest Income		\$ 1,029.86			
State Reimbursement		\$ 65,220.16			
Rct to Expenditures		\$ 30.00			
Student/Staff Meals		\$ 2,277.34			
NUTRITION FUND - CORNERSTONE BANK	\$ 692,833.63	\$ 68,593.36	\$ 355,017.77	\$ 406,409.22	\$ 189,961.58
Platte County Treasurer		\$ 53,106.35			
Butler County Treasurer		\$ 142.35			
Dividends		\$ 417.38			
Management Fees		\$ -	\$ 517.05		
Investment Gain		\$ 283.58			
BOND FUND - FNB	\$ 2,077,618.61	\$ 53,949.66	\$ 517.05	\$ 2,131,051.22	\$ 1,603,262.42
Dividends		\$ 168.57			
Management Fees		\$ -	\$ 101.50		
Investment Loss		\$ 152.49			
SPECIAL BLDG FUND - FNB TRUST	\$ 407,845.19	\$ 321.06	\$ 101.50	\$ 408,064.75	\$ 398,237.71
10 County Title & Escrow, Inc			\$ 158,440.00		
Advanced Consulting Engineering Services			\$ 2,937.00		
BCDM Architects			\$ 4,440.57		
Morrissey Engineering Inc			\$ 5,625.00		
SPECIAL BLDG FUND - BANK OF THE VALLEY	\$ 5,820,458.01	\$ 19,091.17	\$ 171,442.57	\$ 5,668,106.61	\$ 923,418.70

Columbus Public Schools
 General Fund Revenue Detail
 July 31, 2021

Account Number	Description	Budget	Month to Date	Year to Date	Balance	Percent
01.1.01100.000.000	Property Taxes	(\$20,561,770.00)	(\$272,881.13)	(\$19,634,958.99)	(\$926,811.01)	95.49%
01.1.01115.000.000	Carline Taxes	(\$25,000.00)	\$0.00	(\$20,513.69)	(\$4,486.31)	82.05%
01.1.01120.000.000	Public Power District Sales Ta	(\$750,000.00)	\$0.00	\$0.00	(\$750,000.00)	0.00%
01.1.01125.000.000	Motor Vehicle Taxes	(\$2,100,000.00)	(\$208,529.94)	(\$2,127,553.58)	\$27,553.58	101.31%
01.1.01300.000.000	Summer School	\$0.00	\$50.00	(\$1,300.00)	\$1,300.00	#DIV/0!
01.1.01312.000.000	Tuition, Summer School	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.01321.000.000	Lakeview Title 1 Svcs	\$0.00	(\$4,151.56)	(\$4,151.56)	\$4,151.56	#DIV/0!
01.1.01323.000.000	Tuition, SpEd School Age	(\$115,000.00)	\$0.00	(\$32,513.00)	(\$82,487.00)	28.27%
01.1.01335.000.000	Tuition, SpEd Preschool	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.01370.000.000	Tuition and Fees, Preschool	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.01422.000.000	Transportation, SpEd	(\$3,000.00)	\$0.00	\$0.00	(\$3,000.00)	0.00%
01.1.01510.000.000	Interest	(\$90,000.00)	(\$4,513.72)	(\$69,677.95)	(\$20,322.05)	77.42%
01.1.01801.000.000	01-2-0181	\$0.00	\$0.00	(\$59,339.25)	\$59,339.25	#DIV/0!
01.1.01910.000.000	Rental Fees	(\$4,800.00)	\$0.00	(\$1,005.00)	(\$3,795.00)	20.94%
01.1.01911.000.000	Local License Fees	(\$9,000.00)	\$0.00	(\$23,885.00)	\$14,885.00	265.39%
01.1.01921.000.000	Police Court Fines	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.01925.000.000	Grants from Private Sources	\$0.00	\$0.00	(\$33,300.00)	\$33,300.00	#DIV/0!
01.1.01965.000.000	Distance Education Receipts	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.01990.000.000	Miscellaneous Local Receipts	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.02110.000.000	County Fines&License Fees	(\$155,000.00)	(\$16,743.44)	(\$193,491.55)	\$38,491.55	124.83%
01.1.02130.000.000	Other County Receipts	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.03110.000.000	State Aid	(\$16,616,319.00)	\$0.00	(\$16,616,319.00)	\$0.00	100.00%
01.1.03120.000.000	SpEd Receipts from the State	(\$2,109,105.00)	\$0.00	(\$2,478,492.64)	\$369,387.64	117.51%
01.1.03125.000.000	SpEd Transportation Receipts f	(\$120,708.00)	\$0.00	\$0.00	(\$120,708.00)	0.00%
01.1.03130.000.000	Homestead Exemption	\$0.00	(\$853.64)	(\$36,688.76)	\$36,688.76	#DIV/0!
01.1.03131.000.000	Property Tax Credit	\$0.00	(\$27.20)	(\$522,919.42)	\$522,919.42	#DIV/0!
01.1.03134.000.000	Public Svc/Railroad Tax	\$0.00	\$0.00	(\$11,821.22)	\$11,821.22	#DIV/0!
01.1.03155.000.000	Textbook Loan Receipts	(\$19,350.00)	\$0.00	(\$11,537.22)	(\$7,812.78)	59.62%
01.1.03180.000.000	Pro-Rate Motor Vehicle	(\$25,000.00)	\$0.00	(\$43,435.66)	\$18,435.66	173.74%
01.1.03300.000.000	In Lieu of Taxes	\$0.00	\$0.00	(\$820,619.70)	\$820,619.70	#DIV/0!
01.1.03400.000.000	State Apportionment	(\$416,240.00)	\$0.00	(\$583,068.44)	\$166,828.44	140.08%
01.1.03500.000.000	State Categorical Programs	(\$30,000.00)	\$0.00	\$0.00	(\$30,000.00)	0.00%
01.1.03512.000.000	Distance Education Incentive P	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.03535.000.000	High Ability Learner Allocatio	(\$23,000.00)	\$0.00	(\$25,767.00)	\$2,767.00	112.03%
01.1.03540.000.000	State Early Childhood Grant	(\$145,051.00)	(\$62,174.00)	(\$152,893.00)	\$7,842.00	105.41%
01.1.03541.000.000	Early Childhood Endowment Gr	(\$160,000.00)	(\$45,869.00)	(\$172,766.00)	\$12,766.00	107.98%
01.1.03590.000.000	Opportunity Grant	\$0.00	\$0.00	(\$5,745.81)	\$5,745.81	#DIV/0!
01.1.03599.000.000	Education Quest College Acces	\$0.00	\$0.00	(\$5,300.00)	\$5,300.00	#DIV/0!
01.1.03599.000.001	Education Quest College Acces	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.03990.000.000	Other State Receipts	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	0.00%
01.1.03995.000.000	Nebraska VR	\$0.00	\$0.00	(\$21,970.36)	\$21,970.36	#DIV/0!
01.1.04418.000.000	PEAK Receipts	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.04505.000.000	ESSA Title I Receipts	(\$579,991.00)	\$0.00	(\$161,868.00)	(\$418,123.00)	27.91%
01.1.04506.000.000	ESSA Title I Accountability Re	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.04509.000.000	ESSA Title II Receipts	(\$115,136.00)	\$0.00	(\$74,301.00)	(\$40,835.00)	64.53%
01.1.04510.000.000	ESSA Title IV SSAE Grant	(\$37,565.00)	\$0.00	\$0.00	(\$37,565.00)	0.00%
01.1.04512.000.000	IDEA Base Allocation	(\$1,032,901.00)	\$0.00	\$0.00	(\$1,032,901.00)	0.00%
01.1.04516.000.000	IDEA Preschool Enrollment/Pov	\$0.00	\$0.00	(\$20,596.00)	\$20,596.00	#DIV/0!
01.1.04518.000.000	IDEA Enrollment/Poverty Grant	\$0.00	\$0.00	(\$140,158.00)	\$140,158.00	#DIV/0!
01.1.04521.000.000	IDEA Proportionate Share	\$0.00	\$0.00	(\$143,822.00)	\$143,822.00	#DIV/0!

Columbus Public Schools
General Fund Revenue Detail
July 31, 2021

Account Number	Description	Budget	Month to Date	Year to Date	Balance	Percent
01.1.04525.000.000	Carl Perkins Grants	(\$40,814.00)	\$0.00	(\$49,749.00)	\$8,935.00	121.89%
01.1.04527.000.000	ESSA Title III LEP Grant	(\$75,642.00)	\$0.00	(\$24,980.00)	(\$50,662.00)	33.02%
01.1.04528.000.000	Title III Immigrant	(\$52,118.00)	\$0.00	(\$3,231.00)	(\$48,887.00)	6.20%
01.1.04530.000.000	Federal Grant NC&FF	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.04531.000.000	ESSA Title IV Part B 21st Cent	(\$149,163.00)	\$0.00	(\$149,163.00)	\$0.00	100.00%
01.1.04708.000.000	Medicaid in Public Schools	(\$65,000.00)	\$0.00	(\$84,115.69)	\$19,115.69	129.41%
01.1.04710.000.000	Other Federal Receipts	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.04995.000.000	FEMA/Federal Disaster Funds	\$0.00	\$0.00	(\$24,115.40)	\$24,115.40	#DIV/0!
01.1.04996.000.000	Covid 19 Revenue	(\$525,000.00)	\$0.00	(\$486,079.00)	(\$38,921.00)	92.59%
01.1.04997.000.000	Cares Act II	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.05200.000.000	Transfers from Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.05301.000.000	Claims	\$0.00	\$0.00	(\$32,371.46)	\$32,371.46	#DIV/0!
01.1.05690.000.000	Other Non-Revenue Receipts (f	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.06968.000.000	Columbus After School Progran	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.06996.000.000	Cares Act	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.70051.751.960	Covid Relief Fund	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		(\$46,171,673.00)	(\$615,693.63)	(\$45,105,583.35)	(\$1,066,089.65)	97.69%
	Transfers		\$0.00			
	Reimbursements/Refunds		(\$735.36)			
	Interest - other accounts		\$1,289.91			
	Total Revenue		\$615,139.08			

Check Number	Vendor	Amount
9501	FIRST NATIONAL BANK OMAHA	\$101.10
9502	SCHOOL DISTRICT #1 DEPRECIATION	\$242,139.00
9503	SCHOOL DISTRICT #1-PAYROLL	\$2,713,410.38
9504	ARL CREDIT SERVICES, INC.	\$130.00
9505	CENTRAL COMM COLLEGE-COL	\$71.00
9506	CITY OF COLUMBUS-GARBAGE FEE	\$38.64
9507	CPM EDUCATIONAL PROGRAM	\$2,250.00
9508	CULLIGAN	\$160.00
9509	DAS STATE ACCTG-CENTRAL FINANCE OCIO	\$220.00
9510	ESU #7 SPECIAL EDUCATION	\$14,020.99
9511	ESU #7	\$9,308.77
9512	ESU #7	\$6,330.04
9513	HADLEY-BRAITHWAIT CO.	\$29.95
9514	NACIA (NE ASSOC. FOR CURRICULUM INSTR.)	\$30.00
9515	NASCD	\$40.00
9516	PAPER TIGER, INC.	\$45.00
9517	PINNACLE BANK OMAHA	\$165.00
9518	PLUNKETTS PEST CONTROL	\$610.00
9519	QUADIENT FINANCE USA, INC	\$1,000.00
9520	SCHOOL SPECIALTY, LLC	\$366.85
9521	SERVICEMASTER BY SHEVLIN	\$10,681.00
9522	STEALTH BROADBAND	\$2,543.35
9523	TEACHING STRATEGIES, LLC ("TS")	\$2,390.00
9524	WEST MUSIC	\$362.60
9525	AMAZON CAPITAL SERVICES	\$1,491.23
9526	CAPITAL ONE/WALMART	\$288.60
9527	HOBBY LOBBY	\$15.68
9528	HY-VEE FOOD STORES	\$172.51
9529	SUPER SAVER	\$41.88
9530	ACCENT FLORAL AND GALLERIA	\$50.00
9531	CLARK CREATIVE GROUP	\$366.25
9532	FAMILY BUSINESS RESOURCES	\$2,090.00
9533	FIRST NATIONAL BANK OMAHA	\$180.96
9534	FIRST NATIONAL BANK OMAHA	\$180.69
9535	MARZANO RESOURCES LLC	\$52,350.00
9536	PAYFLEX SYSTEMS USA, INC.	\$353.40
9537	PERMA-BOUND	\$1,053.19
9538	PLUNKETTS PEST CONTROL	\$60.00
9539	ROMSHEK, AMY	\$73.24
9540	ROSE-1099, SAMMUEL	\$1,300.00
9541	SCHOOL SPECIALTY, LLC	\$31.26
9542	TEXTBOOK WAREHOUSE	\$758.25
9543	CAPITAL ONE/WALMART	\$21.78
9544	CENTRAL NE COMMUNITY SERVICES	\$42,709.48
9545	CENTRAL NEBRASKA REHAB. SERV	\$7,987.33

9546	FIRST NATIONAL BANK OMAHA	\$7.42
9547	FIRST NATIONAL BANK OMAHA	\$664.30
9548	FIRST NATIONAL BANK OMAHA	\$448.83
9549	FIRST NATIONAL BANK OMAHA	\$179.04
9550	FIRST NATIONAL BANK OMAHA	\$92.62
9551	FIRST NATIONAL BANK OMAHA	\$8.71
9552	FIRST NATIONAL BANK OMAHA	\$4,486.75
9553	LEARNING A-Z	\$9,313.00
9554	MATHESON TRI-GAS INC	\$31.85
9555	SYMMETRY ENGERGY SOLUTIONS, LLC	\$29,652.11
9556	U AND I SANITATION LLC	\$1,810.00
9557	AMAZON CAPITAL SERVICES	\$1,574.02
9558	HY-VEE FOOD STORES	\$230.39
9559	POSTMASTER	\$272.01
9560	ACP DIRECT -	\$491.45
9561	ADVANCED WATER COMPANY, INC.	\$116.76
9562	ASSET GENIE, INC. (AG iREPAIR)	\$690.00
9563	BOMGAARS	\$115.34
9564	BSN SPORTS	\$14.08
9565	BULK BOOK STORE (THE)	\$248.25
9566	CAPITAL SANITARY SUPPLY	\$281.60
9567	CDW GOVERNMENT, INC.	\$4,749.36
9568	COLE, CRYSTAL	\$255.36
9569	COLUMBUS ARNOLD MOTOR SUPPLY	\$186.66
9570	COMMONWEALTH COMMUNICATIONS	\$640.00
9571	COMMONWEALTH ELECTRIC COMPANY	\$16,165.95
9572	COMPUTERS ETC	\$605.22
9573	EAKES OFFICE SOLUTIONS	\$2,137.92
9574	EDUPOINT EDUCATIONAL SYSTEMS	\$2,101.00
9575	ELECTRICAL ENGINEERING & EQUIP	\$7.69
9576	FERGUSON ENTERPRISES INC	\$1,838.10
9577	FOLLETT SCHOOL SOLUTIONS, INC.	\$115.35
9578	GEHRING CONST. & READY MIX CO.	\$2,237.50
9579	GETTYSBURG FLAG WORKS	\$308.60
9580	INNOVATIVE OFFICE SOLUTIONS	\$4,715.86
9581	KELLY SUPPLY CO.	\$136.55
9582	KULA'S EXHAUST & REPAIR LLC	\$111.38
9583	LAPOINTE, KENDRA	\$156.41
9585	MCGRAW-HILL EDUCATION HOLDINGS LLC	\$5,909.73
9586	MENARDS-COL	\$259.42
9587	MURPHY-1099, DAWN	\$637.00
9588	NATIONAL ART & SCHOOL SUPPLY	\$5,037.96
9589	NEBRASKA LINK	\$299.46
9590	NIEMANN'S PORT-A-POT	\$203.60
9591	O'REILLY AUTO PARTS-COL	\$111.78
9592	OCCUPATIONAL HEALTH SERVICES	\$140.00

9593	PACZOSA, TODD	\$395.81
9594	PARCO SCIENTIFIC COMPANY	\$21.00
9595	POSTMASTER	\$95.87
9596	PRO-ED, INC.	\$1,488.30
9597	PYRAMID EDUCATIONAL CONSULTANTS	\$407.00
9598	PYRAMID SCHOOL PRODUCTS	\$109.23
9599	RUTT'S HEATING & AIR CONDITIONING, INC -	\$1,203.63
9600	RUTT'S MECHANICAL SERVICES, INC	\$8,879.00
9601	S & S WORLDWIDE	\$24.00
9602	SHERWIN-WILLIAMS	\$993.41
9603	TEACHER DIRECT	\$917.12
9604	THE HOME DEPOT PRO	\$287.48
9605	TK ELEVATOR	\$620.91
9606	TRUCK CENTER COMPANIES	\$8.75
9607	VOSS LIGHTING	\$239.28
9608	POSTMASTER	\$415.99
9609	LOVCI CONSTRUCTION & FABRICATION LLC	\$853.00
	Total	<u><u>\$3,234,775.57</u></u>
	Voided previous month ck# 7232	-\$88.00
	Voided previous month ck# 7507	-\$262.20
	Voided ck# 8643	-\$191.52
	Total Fund Expenditure	<u><u>\$3,234,233.85</u></u>

Check Number	Vendor	Amount
9610	APPLE INC.	\$7,880.00
9611	BENDER, LACI	\$10.00
9612	CITY OF COLUMBUS WATER & SANITATION DEPA	\$4,023.36
9613	CITY OF COLUMBUS WATER & SANITATION DEPA	\$55.61
9614	GLOBAL TETHERAPY	\$17,174.00
9615	LOEFFELHOLZ, TROY	\$59.26
9616	LOUP POWER DISTRICT	\$58,613.77
9617	LOUP POWER DISTRICT	\$269.81
9618	LUNCHTIME SOLUTIONS, INC	\$2,836.53
9619	NIEMANN'S PORT-A-POT	\$105.84
9620	ONE SOURCE	\$595.00
9621	PRESTO-X-COMPANY	\$16.83
9622	QUADIENT FINANCE USA, INC	\$1,000.00
9623	QUALITY SOUND & COMMUNICATIONS INC	\$16.17
9624	SPECIALTEE SCREEN PRINTING	\$144.00
9625	VERIZON WIRELESS	\$337.17
9626	VIVIAL	\$68.50
9627	AMAZON CAPITAL SERVICES	\$1,110.07
9628	HY-VEE FOOD STORES	\$358.62
9629	ESU #7	\$8,235.41
9630	ADVANCED FIRE & SAFETY	\$330.00
9631	APERTURE EDUCATION	\$33,439.20
9632	APPLE INC.	\$745.00
9633	BURNETT, ROBIN	\$81.20
9634	CAROLINA BIOLOGICAL SUPPLY CO.	\$270.46
9635	CULLIGAN	\$12.25
9636	EAKES OFFICE SOLUTIONS	\$4,295.67
9637	INNOVATIVE OFFICE SOLUTIONS	\$4,216.93
9638	KOCH EXCAVATING CO.	\$2,493.85
9639	MELLIGER, BRENDA	\$672.56
9640	MID-STATE ENGINEERING & TESTING, INC.	\$1,689.00
9641	NATIONAL ART & SCHOOL SUPPLY	\$421.36
9642	RAPIDS WHOLESALE EQUIPMENT CO	\$80.65
9643	SCHOOL HEALTH CORPORATION	\$270.58
9644	SPECIALIZED ENGINEERING SOLUTIONS	\$2,040.00
9645	TROXEL COMMUNICATIONS	\$55.31
9646	FIRST NATIONAL BANK OMAHA	\$2,250.76
9647	ACCENT FLORAL AND GALLERIA	\$50.00
9648	ADVANCED FIRE & SAFETY	\$2,881.00
9649	AMAZON CAPITAL SERVICES	\$1,320.61
9650	ANDERSON, NICOLE	\$326.80
9651	APPLE INC.	\$6,594.00
9652	CITY OF COLUMBUS-GARBAGE FEE	\$15.00
9653	COURTYARD BY MARRIOTT	\$4,198.60
9654	CPM EDUCATIONAL PROGRAM	\$811.24

Check Number	Vendor	Amount
9655	DAS STATE ACCTG-CENTRAL FINANCE OCIO	\$220.00
9656	FUNDS FOR LEARNING, LLC	\$7,500.00
9657	HAMPTON INN-KEARNEY	\$893.84
9658	INITIATIVEONE	\$29,667.00
9659	LINCOLN JOURNAL STAR	\$871.28
9660	NEBRASKA LINK	\$299.46
9661	PERRY, GUTHERY, HAASE, & GESSFORD, P.C.	\$1,188.00
9662	PINNACLE BANK OMAHA	\$165.00
9663	PLUNKETTS PEST CONTROL	\$670.00
9664	QUADIENT LEASING USA, INC	\$1,683.36
9665	SYMMETRY ENGERGY SOLUTIONS, LLC	\$8,116.41
9666	UEDING, JAMES JR.	\$102.79
9667	CAPITAL SANITARY SUPPLY	\$7,954.24
9668	DELL MARKETING L.P.	\$831.57
9669	GAVER TIRE & AUTO CENTER	\$764.50
9670	MENARDS-COL	\$416.93
9671	O'REILLY AUTO PARTS-COL	\$765.81
9672	PERMA-BOUND	\$3,603.06
9673	SHERWIN-WILLIAMS	\$414.70
9674	TCI	\$258.00
9675	TIRE OUTLET INC	\$35.00
9676	WEST MUSIC	\$1,988.59
9677	T-BONE TRUCK STOP	\$4,065.80
Total Expenditures		<u>\$244,947.32</u>

The Administration recommends the School Board approve the following Certified hirings (August 2021):

Name	Position	Building	Replaces
Pelc, Abbygail	9-12 Math	CHS	Colabello, Jacquin

The Administration recommends the School Board approve the following Certified resignations:

Name	Position	Building	Type

Last Update: 7.15.2021



Columbus Public Schools

2508 27th Street, Columbus NE 68601 402.563.7000

The Administration has hired the following Classified employees:

Name	Position	Building	Start Date
Jenny Grape	Kitchen Mgr	CMS	7/15/2021
Steven Steiner	Facilities Specialist	Maint	7/19/2021
Jennifer Jarecki	Kitchen Mgr	LC	7/20/2021
Kylee Evans	Para Elem	LC	8/5/2021
Wanda Frauendorfer	Food Serv Dishwasher	CHS	8/4/2021
Denise Meyers	Office Receptionist/Secretary	CMS	8/5/2021
Sophie Bahel Bele	Para Sped	CMS	8/5/2021

Doris Griffiths (rehire)	Para Sped High Needs	LC	8/5/2021
Yahaira Vasquez Beltran (rehire)	Para EL Fluent	CMS	8/5/2021
Amanda Weeder	Accompanist	CHS	8/5/2021
Cassandra Weishaar	Para Sped	LC	8/5/2021
Jan Wieberdink	Para Title 1	WP	8/5/2021
Dean Bierman	Custodian	CN	7/28/2021
Sheri Heidemann	Food Service Cook/Server	CHS	8/3/2021

Nataly Aceves-Peralta	Para EL Fluent	WP	8/5/2021(pending chg in start date)
Kelly Ball (Rehire)	Para Elem & ASP Lead	LC	8/5/2021
Aliasha Braught	Para Reading	NP	8/5/2021
Shelby Engel	Para Preschool	WP	8/5/2021



Columbus Public Schools

2508 27th Street, Columbus NE 68601 402.563.7000

Lindsay Haferland	Para Sped	CN	8/5/2021
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Scarlett Johnson	Para Kindergarten	LC	8/5/2021
Laura Martinez (rehire)	Para Preschool & ASP Lead	LC	8/5/2021
Ruth Serrano	Para Title 1	CMS	8/5/2021
Joan Vaughn	Food Serv Cook/Server	CMS	8/4/2021
Kelly Young	Para Preschool	WP	8/5/2021

Linda Zywiec	Food Service Cashier	CMS	8/10/2021
Ashley Shatto	Para Elem & ASP Site Coord	EM	8/10/2021

The Administration has accepted the following Classified resignations/retirements:

Name	Position	Building	Effective Date
Crystal Jindra	Kitchen Mgr	CMS	6/30/2021
Christine Skipton	Preschool Para	LC	7/14/2021
Christine Wiese	Para Sped High Needs & Bus Driver	Cassette House & Transp	7/11/2021
Leilani Jarero	Para EL Fluent	CHS	7/30/2021
Aaliyah Segura	Para Title 1	CMS	7/15/2021

Jennifer Frese	Para Reading	NP	7/20/2021
Cressida Nielsen	Food Service Cashier	CHS	7/21/2021
Mariah Zamora	ASP Support Staff	LC	7/21/2021

Morgan Siedschlag	Para Title 1 & ASP	EM	7/21/2021
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Columbus Public Schools

2508 27th Street, Columbus NE 68601 402.563.7000

	Lead Staff		
Jennifer Werts	ASP Lead Staff	CMS	7/22/2021
Jeremy Battle	Bus Driver	Transportation	7/22/2021
Lynne Shonka	Information Technology Assoc	High School	8/2/2021

Jennifer Jarecki	Food Service Kitchen Mgr	Lost Creek	7/29/2021
Tobie Newill-Leu	Health Aide	West Park	9/7/2021
Allen McPherson (RETIRE)	Custodian	CHS	9/10/2021

Last Update: 8/11/2021



COLUMBUS PUBLIC SCHOOLS FOUNDATION

2508 27th Street, P.O. Box 947, Columbus, NE 68602-0947 Phone: 402-563-7000, Ext. 13033 Fax: 402-563-7005

August 13, 2021

Doug Molczyk
Board of Education
Columbus Public Schools

Dear President Molczyk and Members of the Board:

The Foundation contributed the following items to Columbus Public Schools during the month of July. On behalf of the Board of Directors for the CPS Foundation and the officers of the thirteen umbrella organizations, we respectfully submit these items to the Board of Education for acceptance.

Foundation

\$52.71 - Postage	\$25,350.00 - Scholarships
\$690.00 - Global Beat West Music	\$1,384.61 - Stem on the Go
\$1,326.89 - Columbus After School Program	\$750.00 - School Board Retreat
\$3,124.43 - Stem Supplies	\$599.00 - DYTII Grant

Emerson PTO

\$320.00 - Bounce Houses & Obstacle Course

North Park PTO

\$92.75 - 4th Grade Field Trip

Vocal Music Boosters

\$500.00 - Scholarships

Band Boosters

\$1,387.99 - PA System

Sports Boosters

\$160.00 - State Meals
\$188.00 - P.O. Box

The total contributions for the month of July was **\$35,926.38**

The total contributions for the FY 2020-2021 (Sept-Aug) total is **\$617,243.07**

Thank you for your consideration.

Sincerely,



Nicole Anderson
Director of Marketing & Foundation

COMMUNITY USE OF SCHOOL FACILITIES

General Regulations

The regulations for the use of school facilities (including buildings, grounds, and equipment) are as follows:

1. School facilities are designed to serve school purposes and may be used without charge for meetings and other activities of students, teachers, alumni associations, parent/teacher organizations, booster organizations, and other organizations affiliated directly with the school.
2. Meetings and programs of the school shall take precedence over all other meetings, programs, or uses.
3. Use of tobacco, e-cigarettes, or vaper products are prohibited on all school property and vehicles.
4. Possession, consumption, or use of alcoholic beverages or other illegal substances is prohibited on all school property.
5. Religious or political meetings, unless held by students of the District, shall not be held on or in school facilities without the approval of the Superintendent. Student activities of a religious or political nature must be approved by the Superintendent (in this case the Building Principal).
6. School facilities shall not be used for private gain by employees. All use of facilities used for business or profit must be temporary and pay rental fees per use. The District will not permit a private business to be run exclusively on school property.
7. Use of the facilities of the school must be finished and premises vacated by (Elementary – 9:00 p.m., Middle School and High School – up to 11:00 p.m.), unless arranged for in advance with the Superintendent or the Superintendent’s designee, in this case the Building Principal.
8. The school reserves the right to all concessions.
9. Sufficient supervision shall be provided to insure good order, the protection of property, and the prevention of persons wandering around the building or being on school premises elsewhere than in the room or facility engaged.
10. An individual or the sponsoring agency must agree to be personally responsible for any damage to property, other than ordinary wear and tear, and shall hold the Columbus Public Schools harmless from liability that may result in injury or accident as a result of the use of school facilities. Individuals or groups using the facilities of the District shall be required to sign a “release and Indemnification” Agreement. The Columbus Public Schools will assume no liability for the loss or damage of items belonging to the individual or group using the school’s facilities.
11. The Principal, School Custodian, or the Principal’s designee shall be responsible for opening and closing the school’s facility for events or activities undertaken.

12. No fixtures or equipment shall be moved or installed (even temporarily) except by the permission of the Building Principal and the Director/Supervisor of Building and Sites.
13. If outside equipment or properties are to be brought in, a detailed plan for such must be presented to and approved by the Building Principal or the Principal's designee.
14. Individuals and groups using the school's facilities shall remove all of his/her or their equipment and property from the school's facilities as arranged, but not to exceed 24 hours following the final date and time of usage.
15. No paint, tape, or foreign substance may be used on the walls or the floors without the specific permission of the building Principal and the Director/Supervisor of Building and Sites..
16. Additional charges may be established for the use of school equipment.
17. Auditoriums, gymnasiums, and other special facilities shall be used only by persons qualified to use and care for any equipment or apparatus contained therein. If any individual or group does not qualify under this provision, such individual or group shall employ a member of the District's staff who shall be able to perform such duties.
18. Only qualified operators will be allowed to operate the equipment of the District.

Application for Use

Application for use of school facilities shall be initiated in the building being sought for use. The Building Principal and/or designee will first consider the initial application. Such application shall provide the Building Principal and/or designee with all required information to determine the specific use of the facility and to determine whether such use is within the policies and regulations of the Board of Education. Each application shall also include the signature of a responsible adult connected with the individual or group seeking permission to use a school facility. All applications must include a signed "Release and Indemnification" Agreement.

The Building Principal and/or designee shall approve the dates of the use of the school facility.

Should the Building Principal and/or designee approve the application, such application and release shall be forwarded to the Director of Finance and Operations for his/her consideration. The Director of Finance and Human Resources must approve the application for an individual or group to use the facilities of the school. If the Director of Finance and Human Resources approves of the application, a Contract for the Use of School Buildings and Grounds shall be issued. Upon the agreement of the parties to the contract, the individual or group may use the facilities of the District as agreed to.

The Director of Finance and Human Resources may reject any application or cancel an agreement previously issued if such action is considered to be in the best interest of the District. Individuals or groups who have an application rejected or have a use contract cancelled may appeal to the Superintendent for reconsideration of the rejection or cancellation.

All fees for the use of a school facility shall be paid within 30 days of invoice being sent to the Director of Finance and Operations.

Special Circumstances Usage of Facilities

The conditions outlined in policy or regulations do not prohibit the District from negotiating an agreement with an individual or group due to special circumstances. "Special circumstances" may include, but are not limited to, service to youth, service to the community, long-term usage, or the trade of facilities.

Custodial Rates

Charges for custodial services will be paid when it is necessary to assign a custodian or custodians to be in the facility of the District during the use, setup, or clean-up of the facility by individuals or groups, when such use is in addition to the time when the custodian or custodians are assigned to work for the District. Such a fee may also be charged during the regular work hours of a custodian, as determined by the Director of Finance and Human Resources, if such assignment would cause the District to add hours of work for the custodian or custodians to complete his/her or their normal work assignment for the District. The custodial hourly wage is to be per man, per hour. The Director of Finance and Human Resources shall establish an hourly rate of pay for custodial service on an annual basis and seek the approval of the Board of Education for such a rate at the Regular Meeting of the Board in June. The hourly rate shall be based upon the average actual or projected hourly cost of the custodian or custodians involved that otherwise would be incurred by the District for the time of work the custodian or custodians must work to provide the custodial service for the individual or group using the school's facility.

Regulations for Use of Kitchens (Limited Use Permitted Under USDA/State Health Dept.)

1. At least one qualified school employee shall be present to supervise and work in the kitchen.
2. Any person who assists in a school kitchen shall be under the supervision of, and directly responsible to, the qualified school employee present.

Regulations for the Use of Gyms

1. Special instructions that require the movement of equipment and/or furniture shall be submitted no later than five days prior to the date of use.
2. Detailed plans for any configuration shall include methods of temporary construction, care, and removal. Must be submitted no later than five days prior to the date of use to the Director of Building and Sites.
3. Storage space shall not be provided.

Regulations for the Use of the Nantkes Theatre, High School Lecture Hall, and the Main Gyms at the High School and Middle School.

1. Arrangements for technical assistance (sound, lighting, stage use, etc.) are to be requested at the time of application.
2. Detailed written plans and accompanying diagrams for stage settings or platform arrangements required shall be submitted no later than five days prior to the date of use.

3. All equipment including sound, lighting, and curtain operations shall be by school personnel. Such personnel will be limited to one dress rehearsal and the actual performance or performances unless otherwise arranged and approved by appropriate school administrative personnel
4. Changing the positions of lighting, connections, curtains of any sort, or stage furnishings and/or the repainting, redesign, or modification of flats and related accessories must be approved in advance.
5. Accurate records or the hours expended by school personnel assisting such use shall be administered and approved by the school. An additional fee shall be charged and paid by the individual or group using such assistance for the actual cost of such assistance.
6. Off stage areas are to be kept unobstructed, safe, and clean at all times. Cast members may not sit in the upholstered seats of the Senior High Auditorium while wearing theatrical make-up.
7. Contracting groups shall provide their own stage supplies and props.
8. No nails, screws, spikes, stage screws, or similar hardware are to be used to attach stage props, scenery, etc., to existing floors, walls, or ceilings.
9. Food and/or beverages are to be consumed in dressing rooms or workshop areas only.
10. **All groups will be required to pay a deposit of 25% of agreed upon fees.**

Rental Fees

Individuals or groups within the District, that are non-profit (individuals, groups, associations, or corporations that conduct business for the benefit of the general public without shareholders and without a profit motive and/or who are non-profit as determined by their tax-exempt status), will only be charged the actual and immediate costs of the District to allow for the individual's or group's use of the school's facilities. Such costs may vary according to the actual use and the individual's or group's need for personnel support.

Rental Groups will be invoiced following all rentals. Should payment not be made to CPS within 30 days of the invoice being sent, rental group(s) shall be subject to additional fees, and/or the privilege of utilizing CPS facilities for future events. Any fees not paid after 90 days shall be considered grounds for violation of contract, and subject to legal action.

All other individuals or groups shall be charged the actual and immediate costs of the District and the following fees on a per-day, per-hour basis:

Rental Fee by Facility

Rental fee includes use of facility, physically attached equipment, administrative fees, basic lighting, and seating setup.

Nantkes Auditorium	\$ 500 – Performances or any use exceeding 4 hours a day.
	\$ 100 – Practices or non-performing assemblies <4 hours a day.
HS Concert Hall	\$ 250 – All day or >4 hours a day.
	\$ 100 – Use of <4 hours a day.
MS or HS Competition Gym	\$ 350 – Every increment of 4 hours, competition or open access
	\$ 50 – Practices/Events with no seating or crowd in attendance
MS or HS Auxiliary Gym	\$ 250 – Every increment of 4 hours, competition or open access
	\$ 50 – Practices/Events with no seating or crowd in attendance
Track/Field – Turf	\$ 150 – Competitions that include seating
	\$ 50 – Practice events, camps, etc. every 4 hours per day
Track/Field – Grass	\$ 50 – Per Day
MS or HS Commons/Library	\$ 50 – Per Day

MS Wrestling Room	\$ 25 – Per Day
Elementary/Kramer Gym	\$ 40 – Per Day
District Classroom	\$ 25 – Per Day
MS or HS Locker Room	\$ 15 – Per Day
MS or HS Kitchen	\$ 40 – Per Event

*Areas not identified above will be handled on a case-by-case basis.

Additional Fees

Performance Equipment	Sound	\$50
	Lights (Stage/Spot)	\$50
Athletic Equipment	Hurdles, Pits, etc.	\$50
	Soccer Goals	\$15 (per field)
	VB Nets	\$10 (per court)
	Scoreboard	\$10 (per gym or field)
	Outdoor Lights	\$100
Technology Equipment	Projector/Screen	\$25
General Equipment	Folding Tables	>2 a fee will be assessed
	Folding Chairs	>10 a fee will be assessed
Area Setup (Except Seating)		\$15-\$25/Hour
Custodial Fees (Clean Up)		Hourly Rate of Custodian on Duty
Supervision/Training/Assistance		\$15-\$25/Hour

*Additional items not listed that are consumable or depreciable if used will be charged on a case-by-case basis.

COMMUNITY USE OF SCHOOL FACILITIES

It shall be the policy of the Columbus Public Schools to encourage community members and groups to use school buildings and facilities for the promotion of school, civic, or social goals, subject to the following provisions:

1. The requirements of the school program will be given the highest priority, at all times, in determining the use of school buildings and facilities.
2. A community school program will receive a higher priority when there are multiple requests for the use of the school building or facility and the other requests involve non-educational programs.
3. School-related organizations, such as the PTO and professional educational organizations, will receive a higher priority when there are multiple requests for the use of a school building or facility and the other requests are from organizations and are for activities that are not directly school-related.
4. Approved student groups will be given priority when there are multiple requests for the use of a school building or facility, and the other requests are from adult groups.
5. Requests from groups seeking to use school facilities for financial profit will be considered on an individual basis. The Superintendent or the Superintendent's designee will be authorized to deny such requests if the nature of the activity is such that use of a public building or facility for such an activity would be inappropriate.
6. Requests from groups seeking to use a school building or facility for partisan reasons will be denied. For purposed of administration of this policy, partisan will be interpreted to mean the promotion of the candidacy of a person or a group of persons. This exclusion would not apply to the use of a building or facility for a community forum, for voter registration purposes, or as a polling place.

It shall further be the policy of the Columbus Public Schools that school equipment may not be removed from school buildings for use by an individual or a non-school organization. Exceptions to this policy may be made by the Superintendent when such requests are made by community agencies or groups for the use of school equipment on a short-term basis.

When non-school groups are granted requests to use school facilities on Saturdays, Sundays, and/or holidays, they will be charged an additional fee to cover the wages of employees required to work on those days and/or additional utility costs.

Policy
Adopted: 05/14/12
Revised: 03-25-14

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

COLUMBUS PUBLIC SCHOOLS

Application for Use of School Facilities

Name of Organization Requesting Use: _____

Name of Representative: _____

Address: _____

Representative's Telephone Number: _____

School Facility Requested

Building: _____ Room or Area: _____

Hours to be used from _____ AM to _____ AM
PM to _____ PM Dates to be used: _____

Hours to be used from _____ AM to _____ AM
PM to _____ PM Dates to be used: _____

Estimated number of persons to use the facility: _____ for the purpose of _____

Admission or registration fee (if any): _____

Explanation of use of profits (if any) and other pertinent information: _____

I, _____, having read and agreed to Board of Education Policy and Regulation 1006.05R1, being fully cognizant that additional fees may be incurred, and providing the District with the attached Release and Indemnification Agreement, request permission for the use of the school facilities for the purpose as described in this application.

Signature of Representative

Date of Signature

For School Official Use Only

SPECIAL INSTRUCTIONS OF PRINCIPAL

FEES TO BE CHARGED BY DISTRICT

Signature or Initials of Principal/Principal's Designee

Signature or Initials of the Director of Finance/Operations

Exhibit Approved: 05/14/12

COLUMBUS PUBLIC SCHOOLS
Columbus, NE

COLUMBUS PUBLIC SCHOOLS

Community Use of School Facilities

CONTRACT FOR USE OF SCHOOL BUILDINGS AND GROUNDS

This contract for use of district facilities is between Platte County School District 71-0001, a/k/a Columbus Public School District and _____.

The facility to be used and time that the facility will be used are:

Date: _____

Time Start: _____

Time End: _____

Facility/Room: _____

Rental Fee: _____

Personnel Fee: _____

Both parties to this contract agree to the following terms:

- 1) The party requesting use of the facility shall sign a Hold Harmless Agreement.
- 2) The party using the facility shall be responsible for any liability suit filed by any person(s) who was (were) present in the facility at the time of use.
- 3) There shall be no alcoholic beverages or drugs permitted in or around the school facility, either prior to, during or immediately following the activity for which the facilities are being used.
- 4) In the case of indoor facilities, there shall be no smoking permitted in the building.
- 5) The party using the facilities will be held responsible for the total cost of damage or loss, regardless of the activity.
- 6) The total rental fee and the estimated personnel fee, when applicable, will be paid within 30 days of invoice being sent. Additional fees may be collected or returned after the use to appropriately address the actual personnel costs of the District.
- 7) The party using the facilities shall be responsible to leave the facilities in the same condition that it was when the party arrived and as directed.
- 8) Facilities and rooms that have not been made available to the party under this agreement shall not be used.
- 9) Equipment that has not been made available to the party under this agreement shall not be used.
- 10) Failure to comply with the above provisions shall result in the cancellation of existing and all future facility use contracts with that party.
- 11) All arrangements for the use of the building(s) shall be made with the Superintendent and/or his/her designee.

The stipulations as listed are agreed to by the party requesting facility use and the contracting party agrees to use the facility on the basis outlined in the contract.

Sponsor for Party Requesting Facility Use

Director of Finance and Operations

Date

Date

Exhibit Approved: 05/14/12

COLUMBUS PUBLIC SCHOOLS
Columbus, NE

COLUMBUS PUBLIC SCHOOLS

Community Use of School Facilities

RELEASE AND INDEMNIFICATION AGREEMENT

In consideration of the undersigned being allowed or granted permission to use Platte County School District 71-0001 a/k/a Columbus Public Schools (hereinafter referred to as "Columbus Public Schools") buildings, grounds, facilities, and/or equipment, the undersigned hereby releases and waives any and all claims, demands, causes of action, suits, debts or damages which the undersigned has or which may in the future accrue, for all personal injuries, known or unknown or injuries or damage to property, caused or arising out of the undersigned's use of Columbus Public Schools buildings, grounds, facilities or equipment.

Additionally, in consideration of the undersigned being allowed or granted permission to use Columbus Public Schools buildings, grounds, facilities or equipment, the undersigned hereby covenants to indemnify and save harmless the Columbus Public Schools buildings, grounds, facilities or equipment.

The undersigned acknowledges and agrees that without executing this Release and Indemnification Agreement permission would not be granted to use Columbus Public Schools buildings, grounds, facilities, and/or equipment. The undersigned further understands and agrees that this Release shall be binding on the undersigned, and undersigned's heirs, executors, administrators or assignees, and that by executing this Release and Indemnification Agreement, the undersigned is hereby releasing and agreeing to indemnify Columbus Public Schools, all of its present or future Board members in their individual or official capacities, and all of the school district's employees or agents in their individual or official capacities, and all successors thereto.

The Columbus Public Schools does not sponsor or in any way endorse the views, aims, policies, opinions or content of any speakers, or presenters, or materials disseminated as part of the program of the person or persons or entity allowed access to Columbus Public Schools facilities, and remains totally neutral with regard thereto.

The undersigned acknowledges having read this Agreement, understands the rights which are being waived or released hereby, understands the indemnification obligation assumed hereby, and executes the same voluntarily and with full knowledge of its significance.

DATED this _____ day of _____, 20__.

Signature

Date of Signature

NOTE: THIS DOCUMENT HAS SIGNIFICANT LEGAL REMIFICATIONS AND SHOLD BE CAREFULLY READ AND UNDRSTOOD. IF THERE ARE ANY QUESTIONS, THE SIGNER OF THIS DOCUMENT SHOULD CONSULT HIS OR HER OWN ATTORNEY.

Exhibit Approved: 05/14/12

COLUMBUS PUBLIC SCHOOLS
Columbus, NE

Building Rental “Checklist”

Per the revised CPS BOE guidelines for the rental of school facilities by Profit & Non-Profit Community Groups, the following checklist is proposed to enable the rental to be scheduled & take place at CHS:

- 1) Group makes initial contact with the building principal or in the case of the high school, the activities director (CHS AD) to request facility; specifically, for times, dates & rooms needed
- 2) CHS AD will contact Building Principal, Head Custodian & Director of Buildings & Grounds to confirm availability of custodial/supervisory staffing for the requested event
- 3) Once facility & staffing availability are confirmed, CHS AD shall send ‘pre-event’ packet to lessee, consisting of the following documents which need to be returned no later than **three weeks** in advance of the first rental date:
 - a. Signed Contract
 - b. Proof of Liability Insurance
 - c. Hold-Harmless Agreement
 - d. Needs for sound/light technicians (Auditorium specific)
 - e. Exact hours & room usage details
 - f. Deposit check

*Note – If Forms are turned in after the three-week advance, additional fees may be charged.
- 4) Upon receipt of information from potential lessee, CHS AD shall inform the following parties of arrangements:
 - a. Principal, Head Custodian & Director of Buildings & Grounds – confirmation of dates/times of necessary custodial service to assist with rental group’s needs
 - b. Auditorium Manager & Custodial Staff – information specific to A/V usage for facility, as well as any other logistical needs specific to that group
- 5) During the rental, Custodial Staff shall be responsible for logging/tracking the following information:
 - a. Rooms used by each group (including days & times open and available to rental)
 - b. Actual time of facility usage by group

- c. Actual time of prep & clean-up work by custodial staff during pre- and post- event work

- 6) Custodial Staff shall submit log of hours of facility usage & CPS Staffing to CHS AD at the end of the rental. CHS AD shall work with CHS Book keeper to invoice rental group for the following itemized amounts:
 - i. Facility Rental Rates (room/hourly fees)
 - ii. Custodial Clean-Up Rates (per man, per hour)
 - iii. A/V Technician Rates (per man, per hour)
 - iv. Additional Fees as necessary (damage to property, etc.)

- 7) Payment from the rental group shall be divided as follows:
 - i. Facility Rental Rates – District Activity Account
 - ii. Custodial & Additional Fees – District Maintenance
 - iii. A/V Technician Rates – Paid directly from Rental Group to technicians (per Sandy Krings)

- 8) Should payment not be made to CPS within 30 days of the invoice being sent, rental group(s) shall be subject to additional fees, and/or the privilege of utilizing CPS facilities for future events. Any fees not paid after 90 days shall be considered grounds for violation of contract, and subject to legal action.

DATE	8/10/2021
BUILDING	CMS
PROGRAM	Social Studies/Language Arts
PRINCIPAL/DIRECTOR SIGNATURE	
Description of materials to surplus: Old small class sets of novels (all copies are excerpts or pared down versions of the novel), None have been used in at least 7 years (but probably more)	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
<small>To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.</small>	<small>Give a description and the reason the item is being declared surplus property.</small>	<small>Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.</small>
	Jane Eyre -- 4 copies	trash
	Tom Sawyer -- 7 copies	trash
	Black Beauty -- 6 copies	trash
	The Prisoner of Zenda -- 3 copies	trash
	The Time Machine -- 6 copies	trash
	Robinson Crusoe -- 3 copies	trash
	The Sea Wolf -- 5 copies	trash
	Dracula -- 5 copies	trash
	White Fang -- 6 copies	trash
	The Three Musketeers -- 6 copies	trash
	The Return of the Native -- 4 copies	trash
	The War of the Worlds -- 5 copies	trash

	A Tale of Two Cities -- 4 copies	trash
	The Last of the Mohicans -- 3 copies	trash
	The Scarlet Letter -- 8 copies	trash
	The Best of O. Henry -- 3 copies	trash
	The Call of the Wild -- 7 copies	trash
	The Story of My Life -- 4 copies	trash
	The Best of Poe -- 3 copies	trash
	Moby Dick -- 7 copies	trash
	Gulliver's Travels -- 3 copies	trash
	Ben Hur -- 2 copies	trash
	As You Like It -- 2 copies	trash
	Kidnapped -- 3 copies	trash
	The Prince and the Pauper -- 7 copies	trash
	Ivan Hoe -- 4 copies	trash
	Captain Courageous -- 3 copies	trash
	Huckleberry Finn -- 3 copies	trash
	The Mysterious Island -- 5 copies	trash
	Frankenstein -- 5 copies	trash
	The Food of the Gods -- 3 copies	trash
	Two Years before the Mast -- 2 copies	trash
	The Hunchback of Notre Dame -- 4 copies	trash
	The Great Adventures of Sherlock Holmes -- 4 copies	trash
	Journey to the Center of the Earth -- 5 copies	trash
	Around the World in Eighty Days -- 3	trash

	copies	
	A Connecticut Yankee in King Arthur's Court -- 3 copies	trash
	The House of the Seven Gables -- 3 Copies	trash
	The Hound of the Baskervilles -- 2 copies	trash
	20,000 Leagues under the Sea -- 4 copies	trash
	The Invisible Man -- 3 copies	trash
	The Man in the Iron Mask -- 4 copies	trash
	The Swiss Family Robinson -- 3 copies	trash
	Dr. Jekyll and Mr. Hyde -- 3 copies	trash
	The Scarlet Pimpernel -- 2 copies	trash
	Wuthering Heights -- 2 copies	trash
	Treasure Island -- 6 copies	trash
	The Red Badge of Courage -- 8 copies	trash

DATE	8/10/2021
BUILDING	North Park
PROGRAM	Music
PRINCIPAL/DIRECTOR SIGNATURE	Bob Hausmann
Description of materials to surplus: Floor xylophones, hand drums, tambourines, maracas	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
	Maracas- cracked and taped back together. All over 25 years old	Shared with either SPED program at NP or to CMS general music-
	tambourine -cracked and missing some jingly metal disks. All over 25 years old	Shared with either SPED program at NP or to CMS general music
	Hand drums- loose heads causing a thud sound instead of a nice boom. Older rumshave rusted metal rims	Shared with either SPED program at NP or to CMS general music
	1 octave floor xylophones- Small wooden bases cause splinters and little nails are poking through the bottom.	Shared with either SPED program at NP, NP classroom teachers, or NP students to take home.
		Broken instruments from each section will be disposed of.

West Park Elementary

DATE	8/12/21
BUILDING	West Park
PROGRAM	Media Center & Preschool
PRINCIPAL/DIRECTOR SIGNATURE	Paula Lawrence

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
	Out-of-date resource books	Garbage
	Old Paperback book sets	Classroom libraries & garbage what not claimed
	Non Compatible Headphones	Garbage
	Broken equipment	Garbage
	Gaming devices	Garbage
	Cardboard Blocks-broken and warn out	Garbage

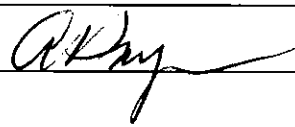



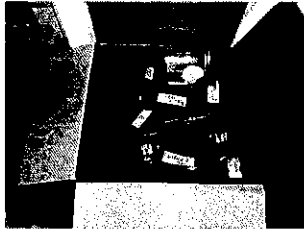


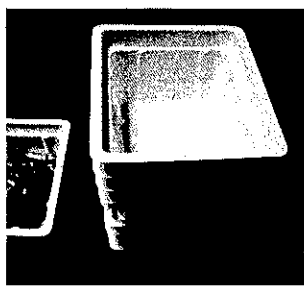
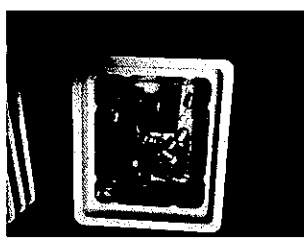
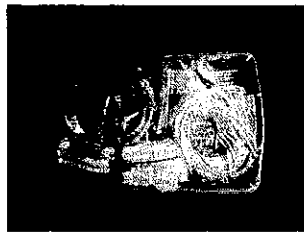
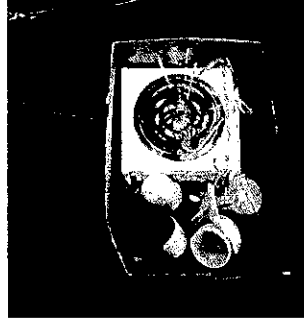
DATE	8/5/21
BUILDING	CMS
PROGRAM	6th Science
PRINCIPAL/DIRECTOR SIGNATURE	
<p>Description of materials to surplus: These materials no longer correspond with our new science curriculum. They traveled from the old middle school building but have not been used in at least 3 years. Some materials are specific to science and others are more general</p>	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
	Old social studies reference books and textbooks	Trash

	<p>Pipettes (dirty and old), funnels, tweezers. We had way too many than we could ever need so we removed the oldest/dirtiest ones</p>	<p>Trash</p>
	<p>2 dictionaries. No longer needed as we do not teach reading and no one wanted them from us.</p>	<p>Trash</p>
	<p>Old specimen glass jars</p>	<p>Trash</p>
	<p>Balance scales and weights</p>	<p>Donation? We think these would be amazing for an elementary school as they are all in great working condition they just no longer align to our curriculum. We are just not sure how to go about finding someone who needs them and giving them to them. If this is not an option I guess they would be trash?</p>

	<p>Old weather lab items including trash bag weather balloons, weather vane, tornado tubes and paint sticks.</p>	<p>Trash</p>
	<p>11 plastic bins</p>	<p>Trash</p>
	<p>Metal weights - unsure what they go to or go with</p>	<p>Trash</p>
	<p>Tubing, test tubes and cleaning brushes</p>	<p>Trash</p>
	<p>3 old hot plates that get very hot on the outside and smell burnt 5 Old funnels Caps for test tubes 8 small glass bowls</p>	<p>Trash</p>


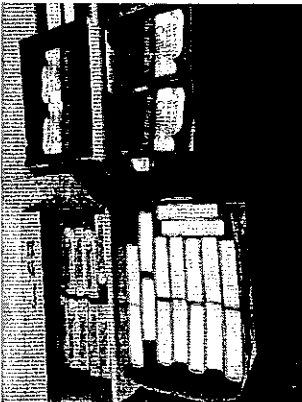
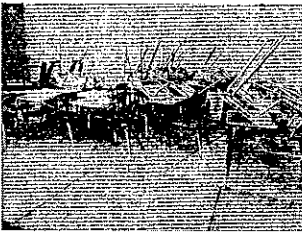
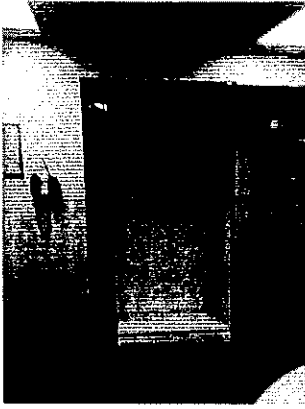
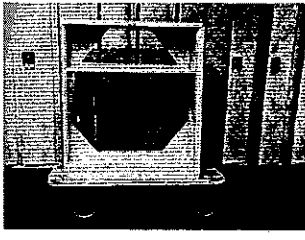
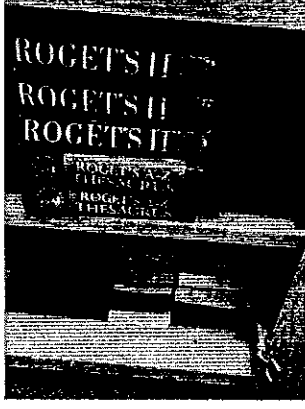
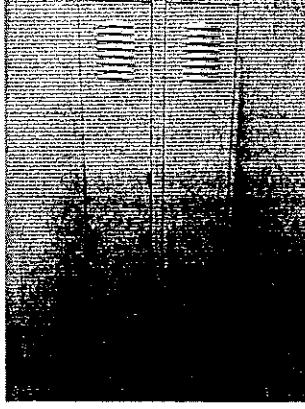
DATE	8-5-21
BUILDING	CMS
PROGRAM	Various
PRINCIPAL/DIRECTOR SIGNATURE	Amy Haynes 
Description of materials to surplus: see below These have been stored in storage rooms since we first moved.	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Give a description and the reason the item is being declared surplus property.	Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.
	Dictionaries (35 each) & Thesaurus (30 each)	Recycle
	Student Desks (56 each)	Recycle & Trash

	<p>Wooden Book Shelves (2 each)</p>	<p>Trash</p>
	<p>Yellow Book Shelf (1 each)</p>	<p>Trash</p>
	<p>Dictionaries (15) & Thesaurus (7)</p>	<p>Recycle</p>
	<p>Lunchroom lockers</p>	<p>Recycle</p>

To: Board of Education

From: Leonard Kwapnioski 

CC: Dr. Loeffelholz

Date: August 12, 2021

Re: Technology Surplus

It is my recommendation that the Board of Education declare old obsolete technology surplus property and dispose of it in the safest and cheapest way possible. This surplus property is to include projectors, tv's, printers, switches, servers, computers, chromebooks, ipads, organizers, and racks that have been replaced within CPS buildings. These items are between 6-10 years old and do not have value.

If you have any questions, please let me know.

Thanks.

Leonard







DATE	August 10, 2021
BUILDING	Columbus High School
PROGRAM	Music
PRINCIPAL/DIRECTOR SIGNATURE	Dave Hiebner
Description of materials to be surplussed: Pianos	

IMAGE INSERTED (If available)	DESCRIPTION HOW WILL ITEMS BE DISPOSED OF
<p>To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.</p>	<p>Give a description and the reason the item is being declared surplus property. Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.</p>
	Piano - No longer holds pitch trash
	Piano - No Longer holds pitch Trash



Date: 8-5-21

School Fundraising Application

Please submit this application to the building principal at least two weeks in advance of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: [Select One] CHS

Contact Name: Julie Anderson
402-710-3058

Julie.anderson.jaw@gmail.com

Fund Raising Company (if applicable):

(School/Group Name), submits the following plans for its money-earning project, and requests permission to carry them out. CHS Band Boosters

What is your school/group's money-earning plan?

We are having a fundraising night at Pizza Ranch

Approximately how much does your school/group expect to earn from this project?

\$350

How will this money be used?

We will use the money to support band trips, training and equipment.

What are the proposed dates? August 23, 2021

Is this a recurring activity?

Yes No

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.) Unknown at this time

Are you selling tickets or a product? Tickets Product Neither

(If you selected product, please specify the product that you are selling.)

Will members be identified by t-shirts, etc. while carrying out this project? Yes No

Have you checked with other schools to avoid any overlapping while working? Yes No

Is your product/service in direct conflict with that offered by local merchants? Yes No

Are any contracts to be signed? Yes No If yes, by whom?

Has your school/group devised a budget plan to expend earnings? Yes No

Does the building principal give full approval for this plan? Yes No

Principal's Signature [Signature] Date 8/19/21

(for district use only)

Approved by [Signature] Date _____

Approved subject to the following conditions _____



Columbus Public Schools

Date: 8-5-21

School Fundraising Application

Please submit this application to the building principal at least two weeks in advance of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: [Select One] CHS

Contact Name: Julie Anderson

402-710-3058

Julie.anderson.jaa@gmail.com

Fund Raising Company (if applicable):

(School/Group Name), submits the following plans for its money-earning project, and requests permission to carry them out. CHS Band Boosters

What is your school/group's money-earning plan?

We are selling Raffle tickets. The drawing will be held on Sept. 25, 2021 at the Columbus marching festival. Tickets are \$1 each.

Approximately how much does your school/group expect to earn from this project?

\$1,000

How will this money be used?

We will use this money to support band trips, training and equipment.

What are the proposed dates? August 17, 2021 to ~~Aug~~ September 25, 2021

Is this a recurring activity?

Yes No

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.)

Are you selling tickets or a product? Tickets Product Neither

(If you selected product, please specify the product that you are selling.)

Will members be identified by t-shirts, etc. while carrying out this project? Yes No

Have you checked with other schools to avoid any overlapping while working? Yes No

Is your product/service in direct conflict with that offered by local merchants? Yes No

Are any contracts to be signed? Yes No If yes, by whom?

Has your school/group devised a budget plan to expend earnings? Yes No

Does the building principal give full approval for this plan? Yes No

Principal's Signature [Signature]

Date 8/9/21

(for district use only)

Approved by _____ Date _____

Approved subject to the following conditions _____

COLUMBUS PUBLIC SCHOOLS



CLASSIFIED STAFF HANDBOOK

2021-2022

This handbook is an outline of the basic policies, practices, and procedures of the Columbus Public Schools. It contains general statements of policy, and it should not be read as including the details of each policy, or a promise that the provisions in it will be applied in all cases. The provisions may be changed at any time, with or without notice. This handbook totally supersedes all previous handbooks. The handbook is not a contract, expressed or implied, between the school district and the employee.

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Intent of Handbook

Welcome to the Columbus Public Schools. This handbook is intended to provide classified employees with general information about the Columbus Schools and to serve as a guide to policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to Classified Employees are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations will take precedence over the handbook.

This handbook does not create a contract of employment. Classified employee positions and assignments may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except for the contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the current school year and subsequent school years unless replaced by a later edition.

The contents of this handbook shall supersede any oral statements made to any classified staff employee.

As an employee of the Columbus Public Schools you are a public figure and are expected to be a positive role model.

Mission and Vision of the Columbus Public Schools

The Mission of the Columbus Public Schools: “Engaging all learners to achieve success”

The Vision of the Columbus Public Schools:

As the cornerstone of educational excellence in our community, we will continuously and passionately strive to be a high performing Professional Learning Community that will effectively meet the unique learning needs of each and every student. To attain our Mission, we must demonstrate that:

- We are committed to maintaining a clear and shared focus on student learning.
- We are committed to providing a safe and supportive environment for learning and teaching.
- We are committed to establishing a high level of communication, trust, support, and accountability.

Members of the Board of Education

Doug Molczyk, **President**
2870 North Park Lane, Columbus, NE 402-563-3552

Doug Willoughby, **Vice President**
656 Quail Lane, Columbus, NE 402-564-0217

Candace Becher, Member
120 SE Calle Colombo, Columbus, NE 402-563-2767

Mark Brown, Member
4058 54th Avenue, Columbus, NE 402-276-5768

Mike Jeffryes, Member
3255 37 Avenue, Columbus, NE 402-564-4983

Theresa Seipel, Member
4302 31 Street, Columbus, NE 402-562-8192

Administrative Staff

Dr. Troy Loeffelholz	Superintendent	
Mr. Jason Harris	Director	Student Services and Special Education
Mr. Chip Kay	Director	Finance and Human Resources
Mr. Leonard Kwapnioski	Director	Technology and Operations
Dr. Amy Romshek	Director	Curriculum and Instruction
Ms. Nicole Anderson	Director	Marketing and Foundation
Ms. Angie Luebbe	Principal	Emerson Elementary School
Mr. Bob Hausmann	Principal	North Park Elementary School
Mr. Andy Luebe	Principal	Centennial Elementary School
Mr. J.P. Holys	Principal	Lost Creek Elementary School
Ms. Paula Lawrence	Principal	West Part Elementary School
Ms. Amy Haynes	Principal	Columbus Middle School
Mr. Jordon Anderson	Assistant Principal	Columbus Middle School
Ms. Adriana Carnes	Assistant Principal	Columbus Middle School
Ms. Erica Hiemstra	Assistant Principal	Columbus Middle School
Mr. David Hiebner	Principal	Columbus High School
Ms. Molly Hornbeck	Assistant Principal	Columbus High School
Ms. Angela Leifeld	Assistant Principal	Columbus High School
Mr. Jason Schapmann	Assistant Principal	Columbus High School
Mr. Tim Kwapnioski	Activities Administrator	Columbus High School

ARTICLE 1: SCHOOL CALENDAR & SEVERE WEATHER & CANCELLATIONS

Section 1: Calendar(s)

School Calendar can be found at [Staff-HR Calendars](#) that will show in session, vacation, and professional development days.

This year there is also a [Planning Calendar](#) available that shows the start and ending date for employees, days to be in attendance when students are not present, and observed holidays.

You may also view future [Draft Calendars](#) in this same folder as they become available.

Section 2: Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action. This information is broadcast regularly by radio stations. When the weather is questionable, please tune into KLIR 101.1 FM for announcements. A decision to close or delay the start of school will be made before 6:30 a.m. [Dr. Loeffelholz has an emergency contact group available in the mobile app called "Remind". It is strongly encouraged that employees download the application and join the group to get immediate notification of emergency messages.](#)

There is no fail-proof way to determine severe weather and there are wide differences of opinion on how severe the weather must be before schools are closed. Good and bad decisions are made in trying to predict what Mother Nature will do. Decisions to close school or keep it open are made on the best available information. Weather information about winter storms is obtained from the news media. Personal observations on the weather and road conditions are also made.

Columbus Public Schools will operate school every day possible and will generally have school when surrounding school districts close. Rural districts operate many school buses; therefore, road conditions and visibility affect school closing decisions. The danger and risk to students is generally less in Columbus because Columbus students' homes are relatively close to school, streets are usually open, visibility is generally better in town, the shelter of homes in case of emergency is near, and Columbus operates few school buses.

The question is often asked, "Why not close school more frequently in bad weather?" Learning is important to Columbus Public Schools. The curriculum has been designed to be accommodated in 1,032 elementary hours, and 1,080 secondary hours; fewer school hours mean less learning. The staff cares about the learning that takes place. When weather jeopardizes the health and safety of young people, health and safety becomes priority number one and school is dismissed. In addition, the State of Nebraska maintains a minimum number of hours per year for school operation. Dropping below the 1,032 or 1,080 hour minimum may necessitate making up days on Saturdays, early summer, or after normal dismissal time. Making up hours is not preferred unless the danger imposed by weather necessitates dismissal.

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed

during the day staff will be notified and parents will be notified via media broadcast. Teachers and designated staff will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

When school is canceled or delayed because of snow, the possible announcements will be as follows:

“Designated staff report” will mean full-time secretaries in the High School, Middle School, Administration Office, and elementary schools; all administrators; building/grounds supervisors; full-time maintenance, full-time custodians, and district technology staff report for duty at the regular time or as soon as possible unless the radio announcement indicates otherwise. Teachers need not report but may do so at their discretion. All classified employees will be paid only for the actual time worked on those days when school has been delayed or canceled due to inclement weather. Employees not expected to be on duty when schools are closed include food service personnel, paraprofessionals, lunch-playground aides, and other part-time non-certified employees.

“School will start at 10:00 a.m.” is the announcement used when the delay helps the road and parking lot clearing efforts, or when bad weather is subsiding. Custodians, administrators, full-time secretaries, and cooks report at regular times or as soon as possible as travel permits. Teachers, paraprofessionals, and other personnel report no later than 15 minutes prior to the announced starting time or at their regular reporting time, whichever is applicable.

If school is dismissed during the day because of a storm, teachers, paraprofessionals, and other instructional personnel may leave after students are dismissed and safely out of the building as per instructions of the building principal, but no sooner than fifteen minutes after student dismissal. Secretaries, custodians, and other personnel may leave after the building is clear of students and staff at the discretion of the building principal or their immediate supervisor. The Administration Office will remain open as weather dictates. On such days, employees will be paid for their actual hours worked.

Emergency Conditions

The Columbus Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit, Tornado Warning System, and Critical Incident Response. School officials are not permitted to release students from the school building during a tornado warning. In the event of an emergency exit alert or tornado warning, you should implement the school’s established safety procedures.

ARTICLE 2: EMPLOYMENT

Section 1: New Employees

Upon completion of the advertising process, review of applications, and reference checks, the person best qualified for a position with the District will be offered the job. Before a new employee can be eligible to receive their first paycheck, they must complete all necessary forms. Those documents include, but may not be limited to:

a. I-9
b. W-4
c. Nebraska State Retirement System Beneficiary Form
d. Long-term Disability Insurance Application
e. Life Insurance Application
f. Health/Dental Insurance Application
g. Physical, if required
h. Appropriate certification, if applicable
i. Background Check
j. Official transcripts for salary increase
k. Register on time clock, if applicable
l. Direct Deposit Enrollment Form
m. Section 125 Plan Enrollment Form
n. Email form for direct deposit

Section 2: Assignments

The duties to be performed by an employee with the District shall be subject to assignment by the appropriate administrator/supervisor. Job descriptions, where available, provide additional information about the position duties.

While on duty with the District, an employee will be expected to devote all of their duty time to the employee's position and to diligently and faithfully perform the assigned duties to the best of their ability.

Section 3: Definition of Full-Time Employee

A full-time classified employee is one who is scheduled for thirty-five (35) hours a week or more, a minimum of nine months out of the year.

Section 4: Personnel Files

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files.

Any employee of the Columbus Public Schools shall, upon request, have access to his/her personnel file while on school premises, but may not have access to letters of recommendation solicited by the Columbus Public Schools or to sets of confidential credentials that are part of his/her file. No other person except school officials while engaged in their professional duties shall be granted access to such files, nor shall the contents thereof be divulged in any manner to any unauthorized person without the employee's written permission. Permission forms are available in the Human Relations or superintendent's offices in the Administration Building.

Section 5: Internal Complaint/Communications

Board of Education policy requires that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education. Complete information regarding complaints may be found in Appendix 1.

Section 6: Complaints about School Personnel

Constructive criticism of the school, school system, or school personnel is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to assist the school in performing its educational tasks more effectively.

Section 7: Time Clocks

Classified employees are to use the building time clock at all times to record start/end of work day, lunch period, and all other times off duty. Employees are expected to clock-in and clock-out within 7 minutes of their scheduled time. On rare occasions, and for special reasons **ONLY**, a *payroll exception sign in/sign out form* may be used.

Section 8: Compensation

Compensation is paid only as authorized by the Board of Education. Employment agreements will provide a salary or hourly rate of pay that will be in effect until the beginning of the next school year. New employees may be credited with up to 3 years of prior experience in a comparable position.

Section 9: Payroll

Pay stubs for classified staff are available via email. Payday is the 20th of each month. Paydays, in accordance with the terms of the teacher's contract, will be the 20th day of September and the 20th day of each month thereafter up to and including August 20th. If the 20th of the month falls on Saturday, Sunday, or recognized holiday, the paychecks may be secured on Friday. During the summer months, pay stubs will be emailed or mailed to the employee's home address. Employees should always verify pay amounts. If any adjustment should be made, the Payroll Office should be called.

Direct deposit is required for **all** regular employees of the District. Contact the payroll office in the Administration building in writing if you need to make any changes, i.e. account number change, bank change, address change, etc.

Before an employee's pay can be issued, they must fill out a direct deposit authorization, provide an I-9 form with proper ID, and have a W-4 form on file.

Section 10: Payroll Deductions

Federal income tax, state income tax, social security, and retirement withholding, etc., as required, are deducted from each paycheck.

Regular payroll deductions, if necessary, for the approved health/dental insurance, disability insurance, and/or life insurance are done monthly over the employees work agreement length.

Section 125, 403(b) contributions, dues, etc. will be made if any employee requests such deductions in writing to the Administration Building. Employee wages must cover these contributions each month.

School Foundation & United Way—A payroll deduction procedure offers a convenient way to pay a pledge to the Columbus United Way Fund and/or the **Columbus Public School Foundation**. Deductions begin in September of each year and continue as authorized on the deduction authorization form.

Section 11: Benefits

Health Insurance: Provided for all classified staff who work 35 hours a week for at least nine months of the year (possibly at employee's expense or a portion of expense). See the Payroll office for current rates and benefit information.

The Columbus Public Schools will use August 1 through the following July 31 as the look-back period for calculations necessary under the Affordable Healthcare Act. To calculate average hours per week for those employees eligible for benefits under the Patient Protection and Affordable Healthcare Act, an employee's hours for the time period beginning August 1 and ending July 31 of the following year will be divided by the total number of weeks worked during that period of time, inclusive of break periods of less than 4 consecutive weeks.

Employees who do not participate in the District sponsored health insurance program must provide proof of creditable coverage for health insurance provided by another insurance carrier. Such employees may be eligible for cash-in-lieu of insurance benefits. The Health Insurance Portability and Accountability Act (HIPAA) provide rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available and have exhausted COBRA or other continuation coverage. Further information may be obtained from the plan administrator of the group health plan.

Disability Insurance (Long-Term): Provided for all classified staff who work 35 hours a week for at least nine months of the year.

Life Insurance: Provided for all classified staff who work 35 hours a week for at least nine months of the year.

Employees shall make annual benefit elections by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Business Office in writing of any changes in benefit status. All employee benefit elections are deducted through the District's 125 Plan. Once the elections are designated, they cannot be changed or dropped unless there is a life changing circumstance. This is per the IRS regulations governing Section 125 Plans.

YMCA Subsidy: The District provides a monthly subsidy for classified staff members based on the number of months employed. Contact the payroll office during August to sign up for this benefit.

Employee Assistance Program: The District provides an Employee Assistance Program staff may access when needing to deal with issues such as depression, stress management, anxiety, marital difficulties, family conflict, alcohol or drug addiction, financial or legal concerns, problem gambling, eating disorders, childcare and eldercare, etc.

Section 12: Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted on a monthly basis to the employee's immediate supervisor. The allowable rate shall be governed by board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense is related to an activity, by the Activities Director. The request for reimbursement should include a voucher sufficient to establish that the expense, with a detailed receipt, was actually incurred and that the expense was reasonable and related to a school purpose. All individuals' names must be included on the back of the detailed meal receipt. **No more than one meal, per person, should be submitted for every six-hour block of on duty-time.**

When an employee travels to a supervisor-requested conference/workshop, he/she will be compensated for expenses incurred traveling to and from including the conference/workshop fees. School vehicles should be requested first. If no vehicle is available, mileage will be paid. Receipts must be turned in and the appropriate form signed.

Section 13: 403(b) Salary Reduction Agreements

The Columbus Public Schools will cooperate with any employee who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the employee executes a Salary Reduction Agreement provided by the District and the vendor of the 403(b) plan elected by the employee has entered into a Service Provider Agreement with the District holding the District harmless from any liability that may arise out of such 403(b) plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices, and income withholding. **Contact Tania Stahl, extension 12670,** for contact information or questions regarding such 403(b) Plans.

Section 14: Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix 2 in this handbook.

Classified employees may be classified as either exempt or non-exempt for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime, while those who are non-exempt are eligible for overtime.

Non-exempt employees will be expected to accurately report hours worked. Falsification of timecards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor. The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to

time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1.5 times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate in compliance with FLSA regulations.

~~A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1.5 times the number of hours worked in excess of 40 hours in any work week. Accumulated compensatory time must be used within the pay period immediately following the conversion of overtime hours. The conversion of overtime hours to compensatory time must be approved by the employee's direct administrator. The use of compensatory time must be approved in advance by the employee's direct administrator. The FLSA limits the accumulations of compensatory time. The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a salaried basis test for the overtime exemption to be applicable. An employee who feels an improper deduction relative to exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction of overtime exemption has been made.~~

Columbus Public Schools does not permit compensatory time in lieu of overtime compensation. Overtime requires prior approval of the employee's immediate supervisor and should only occur in rare circumstances. The Director of Human Resources and the payroll office should be notified by the supervisor of this request.

Section 15: Retirement

Columbus Public Schools' employees participate, as required by law, in the Nebraska Public Employees' Retirement System. Employees will have a percentage of their gross salary as determined by law deducted for retirement. Additional money for the retirement fund is provided by legislative appropriation and mandatory contribution from the school district.

The methods for determining retirement benefits have been revised periodically by the Nebraska Legislature and each employee is encouraged to contact the Nebraska Retirement System for additional information. Write to: Nebraska Public Employee Retirement Systems, PO Box 94816, Lincoln, Nebraska 68509-4816.

Section 16: Transfer

A classified staff member who wants to transfer to another advertised opening within the District must submit a transfer request for the desired position through the **Frontline** online system. If computer access is not available, **contact Human Resources for assistance**. The District reserves the right to transfer employees to other positions as deemed necessary. **You should contact your current supervisor to notify them of your request to transfer.**

If an in-house transfer is allowed, the salary schedule of the new position will be used. In some instances, this could result in a decrease in hourly wages.

Section 17: Vacancy Posting

Prior to publicly advertising the opening, the vacancy will, whenever possible, be announced in-house.

Current employees will, if possible, be given first consideration to transfer to the new opening provided they complete a successful interview. **In-house posting of vacancies will occur via e-mail to all employees.**

Section 18: Address/Phone Number Change

It is necessary that an accurate directory of all employees of the school district be kept in the Payroll office. Employees changing their address or phone number should report in writing such changes to the Payroll office as soon as possible. Sending information through E-mail is acceptable.

Section 19: Resignation

An employee who plans to leave Columbus Public Schools must submit a written notice to their principal or supervisor. The district requests a minimum of a two-week notice so there will be sufficient time to find a replacement for you.

When submitting a resignation with the intent to retire from work, please specify that you will be retiring rather than resigning. Selecting retirement entitles employees who have worked at least 5 consecutive years for the District to receive recognition (unused sick leave compensation, if applicable, retirement gift, and banquet tickets) at the end of the year staff recognition banquet. In the event an employee retires, later returns to work for the District, and then retires again, the retiree will be provided tickets to the end of year staff recognition banquet but no additional retirement gift or unused sick leave compensation.

Section 20: COBRA Insurance

COBRA is a supplemental insurance policy that provides temporary health insurance to eligible workers and their dependents when they are between jobs by extending the coverage of the most recent employer. Because gaps in health care coverage can cause problems when enrolling in a new plan, it's important that families stay insured in times of transition.

When a qualifying event occurs, federal law requires the Columbus Public Schools to send their employees and/or his or her eligible dependents written notice within 14 days from the date of loss of coverage for the right to continue health insurance. Continuation of coverage is available to all who qualify at the group rate, plus an additional 2% administrative fee. If the employee was previously covered under a family membership, he or she can retain a family plan under COBRA or select two single membership plans: one for the retiree/terminated employee and one for the spouse.

Continuation of Coverage (COBRA) Notification: The employee must choose to continue coverage by notifying Pay Flex in writing. The employee has 60 days to choose to continue coverage, starting with the date of the continuation notice or the date coverage ended, whichever is later. Failure to choose continuation within the required time period will make the individual ineligible to do so at a later date. The individual has 45 days from the date of choosing continuation coverage to pay Blue Cross and Blue Shield the first month's premium. If coverage for a dependent ends because of divorce, legal separation, or any other change in status, the employee or dependent must notify the employer within 60 days of the qualifying event.

When Continuation of Coverage (COBRA) will end on the earlier of:

- The day the individual becomes covered under any other group health plan (after COBRA election) which does not exclude or limit any pre-existing conditions or to whom such exclusion does not apply, due to creditable coverage;
- The day a covered person is entitled to benefits under Medicare (after COBRA election);

- The day health coverage has been continued for the maximum period of time allowed (18, 29, 36 months).

Section 21: Letters of Recommendation

It is acceptable to ask your supervisor for a letter of recommendation once you have provided him/her written notice. It will remain your supervisor's decision, however, about whether or not such a letter will be written. You may also ask others to write you letters of recommendation or allow their names to be used as references for you. Again, it is their decision as to whether or not they want to do this.

Section 22: Termination of Employment

The employee's immediate supervisor or administrator will provide the Support Staff Vacancy form to the Executive Director of Finance/Human Relations specifying that the vacancy is as a result of termination.

ARTICLE 3: ABSENCES FROM WORK

Section 1: Sick Leave

Classified employees, upon completion of one (1) full day of work during the first year of employment, shall be eligible for sick leave. Paid sick leave provides employees protection against loss of income during absences from work due to illness or injury that prevent performance of duties. It is intended to cover the needs of the employee and provide a reasonable amount of coverage for situations related to the illness or injury of an immediate family member that requires direct care by the employee. Sick leave is intended to be used only for the purposes set forth herein.

Definition of Immediate Family (as applied to sick, family illness, bereavement part II, and FMLA): For the purpose of implementation of this written agreement, only the following shall be considered members of the immediate family of an employee: husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, niece, nephew, aunt, uncle, stepchildren, stepmother, stepfather, stepbrother, and stepsister. Sick leave, when used for anyone other than a member of the immediate family residing in the household, can be used only in instances of serious illness.

Full-time classified staff members earn one (1) day of sick leave per month of service, with a minimum of 10 days per year. The number of days that can be accumulated is 80 and all may be used in one school year. Ten (10) of the eighty (80) available sick leave days may be used for a member of the immediate family not residing in the household.

Part-time employees earn the equivalent of five (5) sick days of pay per year. Part-time sick leave is non-accumulative.

Full-time classified staff members who have completed 15 or more years with the District will be compensated at the rate of \$5 for each accumulated sick leave day at the time of their separation from the District.

Eligible employees who work a normal workday on a fixed schedule (an established number of hours per week on a predetermined schedule), and who have sick leave hours accumulated, will be paid for absence due to illness during the normally scheduled workday. Workday in general, means the period between the time on any particular day when such employee commences his/her primary activities and the time on that day at which he/she ceases such activity or activities. Eligible employees who work a normal workday on a variable schedule (an established number of hours per week with no predetermined schedule), and who have sick leave hours accumulated, will be paid for absence due to illness in an amount not to exceed the difference between the number of hours scheduled and the number of hours actually worked per day. No sick leave payments will be made during any week in which the actual number of hours worked equals or exceeds the number of hours scheduled.

Exception sheets and leave forms must be received by Payroll by the end of the current pay period. If the Payroll office does not receive an exception sheet or leave form, pay will be added to next pay period.

Requests for Leave

Advance reporting of the need to take a leave is important. A classified employee who becomes ill and is unable to work is to contact their administrator/supervisor as soon as possible. Before the end of the school day on the first day of the sick leave and on each subsequent day of absence, a report should be made to the administrator/supervisor as to whether the classified employee will be able to return to duty

on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the classified employee is to make such advance report of need for leave as possible.

For vacation and other leaves, a Request for Leave form is to be submitted to the administrator/supervisor at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Return from Leave

Upon return from leave, classified employees are to review information supplied by the substitute classified employee as to progress made in the classified employee's area of responsibility. The substitute should be contacted directly if the written information supplied is not adequate.

A classified employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement from the classified employee's physician or health care provider stating that the classified employee is physically able to return to duty to the Principal. This statement is to be presented in person before the classified employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed. In the case of hourly employees, the reduction will be made on an hourly basis.

Section 2: Vacation

Vacation leave is available to an employee when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the leave day is taken on a day the employee would otherwise be expected to work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.

The leave year for paid leave is August 12th through August 11th.

Vacation leave is available only to those employees who are specified to receive paid leave. For purposes of eligibility for vacation, a 12-month employee is an individual whose duties are performed over a 12 month period and who is scheduled to work 1,820 hours or more per leave year.

1. An employee who changes from part-time to full-time status during a leave year becomes eligible for the full amount of paid vacation leave at the beginning of the next leave year. The employee who transfers into a position with vacation leave will have the four month probationary period waived and will receive a pro-rated amount of vacation for the remaining year based on their continuous employment status.
2. An employee who changes from full-time to part-time status during a leave year becomes ineligible for vacation leave at the time the change in status occurs. The employee will not be required to reimburse the District for any days that were used prior to the change in status. The employee will be required to use any leave balance during the leave year the change in status occurs.
3. Vacation length is limited to a maximum of two-week increments per request. Vacation time during black-out days (see below) or optimum work periods (see below) may be limited or reduced due to the employee absence having an adverse impact on the school district.

- **Vacation “Black-Out Days”:** Vacation leave will not be permitted from the week teachers report through the first full week of student attendance. This begins with the 2022-2023 school year. The approximate dates of the vacation black-out would be August 1, 2022 through August 19, 2022.
- **Optimum Work Periods (Beginning 2021-2022):**
 - Eligible transportation staff may not take vacation days exceeding 3 consecutive days when students are in session.
 - Custodial and maintenance staff are limited to a maximum of 10 vacation days from June 1 through July 30.
 - Administration building and related professional staff can not take vacations that leave a department or building *without employee support* for more than 2 consecutive days at any time during the year.

Classified employees eligible for paid leave shall have vacation days available for each year as follows:

Continuous Employment	Vacation Days
Months 0-4 (Probation)	0
Month 5 – Year 1	5
Year 2 – Year 5	10
Year 6 – Year 10	15
Year 11+	20

A year of continuous employment is determined based on a full leave year. When an employee has a break in employment and is re-hired by the District, the prior employment is not considered for determining years of continuous employment. Periods of employment in an employment status in which the employee is ineligible for paid leave are not considered for determining years of continuous employment.

Advance notice of taking vacation leave is required. All vacation leave is to be arranged with the employee’s direct supervisor.

Classified employees are required to take their vacation leave within each leave (fiscal) year.

Employees will be paid at the employee’s daily rate of pay for all unused vacation leave upon separation from the District.

Section 3: Bereavement Leave

The Columbus Public Schools provide the following bereavement leave procedures:

(Part I) Five (5) days per incident shall be granted in the event of the death of a child, spouse, parent, brother, sister, or sole responsibility, which shall not be charged against sick leave accumulation. Bereavement leave will also be available to both the male and female parent in the event of a lost pregnancies (miscarriage, ectopic pregnancy, or stillbirth). Five additional days per incident may be granted which shall be charged against accumulated sick leave.

(Part II) Three (3) days per incident shall be granted in the event of the death of other immediate family members, which shall not be charged against accumulated sick leave. Three additional days per incident may be granted which shall be charged against accumulated sick leave.

(Part III) Up to two (2) days per year may be allowed to attend the funerals of relatives or personal friends not covered by the immediate family definition, which shall not be charged against accumulated sick leave. Two additional days may be granted during the current school year, which shall be charged against accumulated sick leave.

The maximum number of bereavement leave days shall be no more than twelve (12) days in any one year. Bereavement leave is non-cumulative.

Section 4: Election Worker and Jury Leave

An employee who is appointed as an election worker or summoned for jury service shall promptly notify the employee's immediate supervisor of such appointment or summons. The employee's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses paid by the court for jury duty. Employees are to notify their supervisor of the amount received for such jury duty.

If an employee, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the employee is to report for duty and resume duties for the balance of the day. When an employee is entirely dismissed from jury duty, the employee is directed to report for duty.

Employees are expected to promptly notify the employee's immediate supervisor of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the employee will be required to use available leave days.

Section 5: Military Leave

Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher's regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active duty base pay the teacher receives in active service of the state.

Section 6: Professional Leave

Professional leave may be granted in advance only by the employee's direct supervisor, principal, or administrator. Refer to the out of district travel claim section of this document.

Section 7: Weather Related Absence

In the event that inclement weather or other reasons cause a shortage of instructional hours, one or more missed days may be made up. Each year on the school calendar there will be make-up days identified and used as needed.

Section 8: Paid Holidays

All nine-month employees shall receive six paid holidays per school year. These holidays are:

- Labor Day or Memorial Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas
- New Year's Day
- Good Friday

All ten-month employees shall receive seven paid holidays per school year. These holidays are:

- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas
- New Year's Day
- Good Friday
- Memorial Day

All twelve-month employees shall receive nine paid holidays per school year. These holidays are:

- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve Day
- Christmas
- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July

If a holiday falls on a Sunday, it will be observed on the following Monday. If it falls on Saturday, it will be observed on the preceding Friday. **Observed holidays are marked on the [Employee Planning Calendar](#).** Holiday pay will be based on the number of hours the employee works on a regular workday.

Section 9: Personal Leave

Personal Leave is provided to allow the employee to deal with situations that may not be dealt with outside the employee's typical work schedule (i.e. before or after work, during lunch break, or during evenings or weekends). Personal Leave may be used at the employee's discretion, but is subject to approval of the employee's immediate supervisor and the Executive Director of Business Operations and Human Relations.

Two (2) non-accumulative days per year will be allowed for full-time employees. One (1) non-accumulative day of Personal Leave will be allowed each year for other classified staff. Personal Leave will not result in loss of pay to the employee. Personal leave pay will be based on the number of hours the employee works on a regular workday.

Application for Personal Leave shall be made no less than one week prior to the requested date of leave on the Classified Application for Leave form to the employee's immediate supervisor. Sufficient detail regarding the need for Personal Leave must be provided so that the employee's immediate supervisor may consider all factors related to the employee's request while also taking into consideration the needs of the building or department, and recommend to the Executive Director of Business Operations and Human Relations approval or denial of the leave. The Executive Director of Business Operations and Human Relations shall consider the employee's request for Personal Leave and the immediate supervisor's recommendation, and will respond to the employee and employee's supervisor regarding approval or denial of the request for leave.

The Board of Education reserves the right to reject all requests for Personal Leave if it is determined by the Board, Superintendent, or Executive Director of Business Operations and Human Relations that such leave is not in the best interest of the school district.

Section 10: Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Columbus Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Columbus Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. Columbus Public Schools requires the use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information, you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE ([1-866-487-9243](tel:1-866-487-9243)) TTY: [1-877-889-5627](tel:1-877-889-5627) or www.wagehour.dol.gov

Section 11: Consideration of Elective Leave

Staff members are to submit requests for all forms of elective leave (personal leave, vacation leave, and unpaid leave) to their immediate supervisor. Such requests may be approved or denied. Denial of elective leave will be based on relevant issues such as: a) the number of other regular employees who will be absent during the requested leave, b) the availability of substitutes, if necessary, c) special activities occurring in the building during the requested leave, d) if sufficient prior notice has not been provided, or e) if provided leave has already been utilized. Denied leave requests may be resubmitted for consideration on alternate dates.

Section 12: Proration of Leave

New employees joining the District after the school year has begun will have all applicable leave benefits prorated based on the date of hire.

- Any new employee who is hired in a position that qualifies for vacation will receive a prorated amount for the remaining year. This employee will earn one vacation day per two months of work after the 4-month probation period has ended.
- Sick and personal leave hours will be prorated based on the percentage of contract time remaining in the year.
- Total bereavement days will be pro-rated based on the remaining months left in the employee's contract.

ARTICLE 4: DUTIES AND RESPONSIBILITIES

Section 1: Hours of Work

Regular, dependable attendance at work is an essential function of a classified employee's position. The Board of Education recognizes that employees are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Section 2: Arrival to Duty Assignments

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times and to be on time for work.

Section 3: Leaving School

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area during duty hours without approval of the Principal. Employees who leave the school during their designated lunch period must clock out. Employees who leave during their work hours for an approved absence or personal business must clock out and clock back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to clock out and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4: School Procedures

Employees are expected to adhere to the following classroom and school procedures in the performance of their duties:

- *Use of Cell Phones:* Employees shall not use personal cell phones for any non-school purpose when the staff member is responsible for students or other work expectations.
- *Use of School Telephone:* Personal telephone calls shall not be made nor accepted during times when the staff member is responsible for students except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.
- *Equipment and supplies* which are needed for work duties should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.
- *E-mail:* Each staff member will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Staff members should check for e-mail throughout the day, should timely respond to e-mails which require a response, and should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communication is subject to the rules governing overall computer usage found in Board policy and this handbook. Employees who use the District-provided email system for personal reasons will have the annual District fee deducted from their October paycheck.
- *Mailbox:* Employees may be assigned a mailbox. Employees should check for mail each morning and also later in the school day, if possible. If something requires an answer, employees are responsible for responding promptly. Employee mailboxes are to be limited to communication regarding school business.
- Duties of classified employees often involve keeping detailed records. Make sure to

complete these records as directed by your supervisor.

Section 5: Supervision of Students

Proper supervision of students is an important responsibility for employees. Employees who have responsibilities for student supervision are expected to follow all guidelines for student supervision and safety; those guidelines are detailed in this section. All employees of the school should be familiar with these principles to the extent they may be involved in supervision of students or interaction with students.

Proper Supervision

You must report to all duty assignments on time.

Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you or notify the office so someone can provide assistance. If you are assisting with recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

Be accountable for students who are assigned to you from the beginning of the supervision assignment to the end. Do not dismiss students early. If a student needs to leave class, make sure they have a hall pass. If the student is to report to the office, inform the office to be expecting the student. If the student is to be returning to your class after a brief absence (e.g., after using the restroom), contact the office if the student has not returned by the time expected.

If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential. Do not share confidential information about students except with other staff who need to know the information to perform their jobs).

Be careful with touching students. Use of corporal punishment is prohibited in our school district. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purpose of proper student relationships.

Be careful with your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should make a report to the student's teacher or administration.

Proper Instructions

Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

Repeat the instructions on how to complete a task that has a heightened risk of danger as often as

needed. Do not assume because students heard the directions once that they will be remembered.

When you go over safety rules with students note it in your written records. If any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

Conduct periodic inspections of equipment under your control or in your area of supervision.

If equipment is broken and presents a risk of injury, immediately take it out of service. If it can't be moved, tape a Do Not Use sign and notify the office so those repairs may be undertaken.

Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given. Contact the office for assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others.

Section 6: Student Searches

Office administration and the student's teacher should be contacted in the event a search of a student or their belongings needs to be done. Do not conduct such a search yourself without a teacher or administrator being present or having given you clear directions. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Section 7: Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and in school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8: Role of Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students with the paraeducator in a supportive role. Paraeducators may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and

recording grades. Paraeducators are to work only on their assigned work days and within their assigned work day. If a teacher requests a paraeducator to work hours other than the assigned work hours or assigned work day, the administration should be contacted for approval.

Section 9: Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol). If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without the signed form and not without the prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10: Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- Placed in a situation that endangers his or her life or physical or mental health;
- Cruelly confined or cruelly punished;
- Deprived of necessary food, clothing, shelter, or care;
- Left unattended in a motor vehicle if such minor child is six years of age or younger;
- Sexually abused; or
- Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their school counselor, social worker, principal, or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for the employee. However, informing a principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker, or an administrator will help you.

Section 11: Law Enforcement Officers

Law enforcement or juvenile officers shall not be allowed to question or counsel a student at school during the school day without consent of the parents involved or unless parents give such consent in person to the building administrators. An exception to the above is the building Principal may grant permission to the probation officer to contact pupils who are on probation, or in cases of suspected child abuse and/or neglect.

Section 12: Accidents

All staff members are required to notify their immediate supervisor, file an accident report, and workers compensation forms each time an employee is injured on the job. The supervisor or witness will also need to provide additional documentation as requested. The forms, available in the Staff-HR Drive on Google, must be filed with the Director of Business Operations/Human Resources within 24 hours regardless of whether or not medical assistance is required. If possible, the Human Resources office should be notified if the injured employee will be seeking a medical evaluation or care.

Section 13: Funds

Collections: The secretary of the Board of Education and the Principals of the Middle and Senior High Schools are the only persons authorized to keep or maintain a bank account of any school money. Such money may be collected only by permission of the building principal.

Receipts: No assessments against students (other than fines) shall be made until permission is secured from the building Principal and/or the Superintendent. New organizations requiring payment of dues, fees, or assessments may not be organized without permission of the building Principal and/or the Superintendent.

Certain monies collected by Middle School instructors or Senior High instructors shall be checked in to their respective secretaries.

Secretaries shall give a receipt for all money paid to them, showing to what fund the same is credited.

The office secretary shall make a monthly report for all subsidiary accounts to persons concerned if requested to do so. These funds cannot be drawn on except through the secretary under the direction the authorized persons concerned and with the approval of the building Principal or the Superintendent of Schools.

No money shall be kept in the offices, library, teacher's desks, or in file cabinets overnight. During the day such funds should be kept under lock and key in the main office of the building.

When receipts from fundraising or other activities are sent to the Administration Building to be deposited, they are to be accompanied by a properly completed Report of Cash/Checks Submitted form. Receipts should be counted by two separate people at the building, the form completed, and the receipts and form sent to the Administration Building. Upon arrival at the Administration Building, the receipts will be re-counted prior to deposit in the appropriate account and bank.

Section 14: Corporal Punishment

CORPORAL PUNISHMENT IS PROHIBITED. The Nebraska State Legislature has prohibited corporal punishment in public schools. However, corporal punishment is not to be confused with physical force used by a teacher or employee to protect another person from personal attack or threat of attack; to protect himself or herself; to remove a student from a class or from one part of the building to another; or to protect a student from doing harm to himself, herself, others, school property, or property of others. Nor should corporal punishment be confused with grasping or touching a pupil with no intent to inflict bodily harm, school detentions, strategies written into an individual plan, or usual and reasonable punishments such as (but not limited to) running laps, push-ups, or sit-ups. Corporal punishment would include such force as striking, hitting, or kicking with an appendage or object with the intent of physical punishment or the infliction of pain. Any act determined by the building Principal or administrator after investigation to be corporal punishment shall be recorded and filed in the employee's permanent file. Teachers or employees committing a corporal punishment act shall be subject to oral and/or written reprimand, suspension, or termination.

Each pupil is under the control and direction of the Principal or teacher in charge of school:

- During the time he or she is being bused to or from school at public expense.
- During the time he or she is on the school premises or off the school premises on a school-sponsored function.

ARTICLE 5: CLASSIFIED EMPLOYEE PERSONAL CONDUCT AND PERFORMANCE

Section 1: Ethics Standards

The Columbus Public Schools expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity. In fulfillment of the employee's contractual and personal responsibilities, the employee:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents, school patrons, employees, or board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II Commitment to the Student:

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of setting goals. In fulfillment of the obligation to the student, the employee:

- Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

Principle III Commitment to the Public:

The magnitude of the responsibility inherent in the education process required dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession. In fulfillment of the obligation to the public, the employee:

- Shall not misrepresent an institution with which the employee is affiliated and shall take added precautions to distinguish between the employee's personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall understand that sound personnel relationships with governing administration and Board of Education are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to professional employment practices, the employee:

- Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- Shall give prompt notice to the employer of any change in availability of service.

Section 2: Evaluations

Evaluations of employees will be conducted in accordance with the Board policy. Supervisors reserve the right to observe, appraise, or evaluate employees more frequently than required by policy or as needed basis. Employees are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3: Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are to conduct themselves in a manner supportive of the mission of the school at all times.

Section 4: Relationships

It is important for employees to maintain an effective working relationship with the administration, co-workers, students, and parents. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5: Professional Attire

It is important for employees to project a responsible, adult image to students, parents, and co-workers. Appropriate attire and grooming are ways of the means of projecting such an image. Employees are expected to maintain conservative attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to

wear at school. Employees should wear clothing which is safe and suitable for their work assignments; and avoid clothing which may be caught in machinery. The administration may establish more detailed guidelines for individual employees should that become necessary.

Section 6: Outside Employment

Employees shall not perform other work or engage in activities unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Any full-time employee who wishes to engage in gainful employment during the contract period in addition to his obligations to the school district must submit details including the nature of the work and the time involved in the work to his/her immediate supervisor prior to the commencement of such employment. The supervisor shall keep this information on file and will transmit a copy of this information to the Superintendent of Schools. If the proposed employment will interfere in any way with the employee's duties or obligations to the school system, the employee shall be so informed. If the employee accepts the employment after he/she has been informed of the reservations held by the supervisor, this matter will be reported to the Director of Finance/Human Resources for whatever action he/she deems appropriate.

Section 7: Improving Job Performance Warning

The primary purpose of warnings is the improvement of performance. There shall be a conference between the employee and the supervisor following every warning. The supervisor and employee shall cooperatively examine the results of the warning.

Section 8: Religious Beliefs & Customs

The Columbus Public School District recognizes that one of its educational goals is to advance students' knowledge and appreciation of the role that religious heritage has played in the social, cultural, and historical development of civilization. It is accepted that no religious belief or non-belief should be promoted by the school district or its employees, and none should be disparaged. Instead, the school district should encourage all students and staff members to appreciate and be tolerant of each other's religious views. The school district should utilize its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background, or religious beliefs. In that spirit of tolerance, students and staff members should be excused from participation in practices which are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it.

Religious holidays and religious symbols associated with the holidays are a significant part of customs and traditions of Columbus students and community patrons. Such holidays may be recognized and observed by the District. Observance shall be as follows:

- The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.
- Music, art, literature, and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.
- The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions, or other symbols that are part of a religious holiday are permitted as teaching aids or resources provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. Among these holidays are included Christmas, Easter, Passover, Hanukkah, St.

Valentine's Day, St. Patrick's Day, and Thanksgiving.

Religious institutions and organizations are central to human experience, past and present. An education excluding such a significant aspect would be incomplete. It is essential that the teaching about, and not of, religion be conducted in a factual, objective, and respectful manner. Inclusion of religion in the curriculum shall be practiced as follows:

- The District supports the inclusion of religious literature, music, drama, and the arts in the curriculum and in school activities provided it is intrinsic to the learning experience in the various fields of study and is presented objectively.
- The emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.
- Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious beliefs or non-belief in compositions, art forms, music, speech, and debate.

Traditions are a cherished part of community life and the Columbus Public School district expresses an interest in maintaining those traditions which have significance to the community. Such ceremonies should recognize the religious pluralism of the community. Dedications and ceremonies shall be practiced as follows:

- A dedication ceremony should recognize the religious pluralism of the community and be appropriate to those who use the facility. An open invitation should be extended to all citizens to participate in the ceremony.
- Baccalaureate service is provided as a non-mandatory attendance portion of commencement exercises. The program is supplied by the Columbus Ministerial Association.
- Employees may not wear religious garb indicating membership in or adherent of any religious order, sect, or denomination.

ARTICLE 6: USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1: Drug Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, are prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and/or the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be considered a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2: Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities, and vehicles is prohibited.

Section 3: Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term weapon means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means.
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary, or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device.;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife is prohibited other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-

blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

An employee who possesses mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

Any other object that is designed for or intended for use as a destructible or injurious device is also prohibited.

The phrase possession of a weapon includes, without limitation, a weapon in an employee's personal possession, as well as, in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4: Acceptable Use of District Computer Network and Internet

Staff members have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

The expectation of the Board of Education is that employees will conduct themselves in such a way as to promote a positive school atmosphere through professional and appropriate dress code, interpersonal relationships, and employee conduct. This includes any communication, verbal, written, or electronic. As public employees, all staff should recognize that students, peers, parents, and community members are continuously observing their actions. All staff must be aware that their actions and demeanor are reflected in the conduct of students, which may impair their effectiveness as employees.

The personal life of an employee, when communicated by texting, social networking, or other personal communication portrayed via the Internet, or any other form of communication, will be a concern of the Administration and Board of Education if it impairs the employee's ability to effectively perform his/her job or it violates local, state, or federal laws or contractual agreements. This not only includes communication through devices provided by the district, but also personal or privately owned systems or electronic equipment if said communication merits disciplinary actions consistent with state law, federal law, and/or board policy.

It is the expectation that all employees will maintain appropriate and professional boundaries with students at all times, both inside and outside of school. No employee shall engage in inappropriate or unprofessional conduct, especially conduct of a sexual nature, with a student at any time. This includes inappropriate communications, be it verbal, written or electronic, through any manner such as in person, via telephone, cell phone, computer, personal data assistant, text messaging, instant messaging or any and all social networking mediums.

In using the computers and the Internet, users agree to the following:

1. Since copyright laws protect software and other content, users will not make unauthorized copies of software or content on school computers. If a user downloads public domain programs for personal use or non-commercially redistributes a public domain program, the user assumes all risks regarding the determination of whether a program is in the public domain.
2. Users shall not access material that is obscene, pornographic or otherwise inappropriate for educational, work-related, or personal uses or contrary to the District's mission. Users are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion.
3. Users will protect the privacy of other computer users' areas by not accessing their passwords.
4. Users will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment. Attempts to harm, destroy, or remove computer software or equipment is prohibited unless removed by authorized CPS personnel.
5. Users will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Users will not attempt to log in to the districts' local system administrator account.
7. Users understand that the intended use of all computer equipment is to meet instructional and educational objectives. All district related content and materials are required to be stored within a district domain account.
8. Users will not use the network for financial gain or for any commercial or illegal activity.
9. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The user is solely responsible for any such charges.
10. Users are responsible for the integrity of information accessed and any software downloaded. If the computer becomes inoperable, the computer will be restored by the tech department to the state in which it was originally received by the user. Users will be responsible for reloading any lost material or programs.
11. Users will be responsible for back up of all data on the computer. The district recommends that all important data be stored within your district Google Drive account or saved to an external hard drive. The district is not responsible for lost data.
12. The District reserves the right to inspect a users' computer and computer usage at any time. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. Computers are the property of Columbus Public Schools, and are therefore subject to changes or modifications as deemed necessary by the district.

13. A technology protection measure is in place that blocks and/or filters Internet access. The Internet filter is designed for preventative access to Internet sites that are not in accordance with policies and regulations. Inappropriate bypassing of the filter is prohibited. When an authorized user bypasses the filter, the user takes responsibility for content that appears and is displayed for classroom viewing or on their device.
14. All district purchased software through the App store must utilize the user's @discoverers.org Apple ID (iTunes account). This includes the Apple suite (Pages, Numbers, Keynote) downloads on your district computer.

As the user, you are taking sole responsibility for all activity on any school issued device, whether activity be attended or unattended. Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the user's Internet account and computer privileges, reprimand, suspension, or termination.

Occasional Personal Use

The purpose of technology provided to staff at Columbus Public Schools is to meet the educational needs of the district. The occasional personal use agreement allows Columbus Public Schools staff to have occasional personal use. It is understood and accepted that any use of technology provided by the district is not private. It is important to remember that the equipment and the software are the property of the school district.

Important Information Concerning CPS Technology

Reporting lost or stolen technology during the school day:

- If your iPad or computer is missing or stolen, contact your building principal AND someone in the Tech Dept IMMEDIATELY: Leonard Kwapnioski (c-402-910-3282) or (x11517), Jeff Uchtman (c-402-276-1015) or (x12352), Corey Underdahl (c-402-650-6731) or (x12450), Troy Medinger (x13086), or Lynne Shonka (13396).
- Machines covered by AppleCare will follow Apple's troubleshooting protocol to determine if machine damage is covered. Employees may elect to purchase a damage protection plan through payroll deduction in October. All non-covered damages will be the responsibility of the employee. Under no circumstances shall an employee try to repair any district owned device. All repairs shall be reported to and coordinated by CPS District Technology as soon as possible.
- Be aware of the CPS policy regarding the use of student images and/or names in digital or paper media produced by you or in your classroom.
- Follow correct copyright procedures when using images and materials that you do not own.
- District owned and managed software will be updated by user through the self-service portal, On Demand. The self-service portal for On Demand software is currently found in System Preferences | Absolute Manage | Software Updates | Show On Demand Software.
- Self-installed software will be updated and maintained by the user who installed the software.

Reporting lost or stolen technology at times other than the school day:

- **Call the CPS Technology Hotline at [402-563-7069](tel:402-563-7069).**

- When calling in to report a lost or stolen device, please be prepared to provide the following information. If there is no answer, please leave this information on the answering machine:
 - Name of person the equipment is assigned to
 - Person's name making report
 - Location where computer was when it went missing
 - Contact number to be called back

Section 5: Use of School Facilities

Employees who are issued keys to the school are expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided your Principal or supervisor has given permission and such access is for work-related purposes. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Building and grounds must be kept in a clean and orderly condition. It should not be necessary for the Executive Director of Operations to call attention of the Principal to conditions that need to be remedied. Scotch tape should be used only on glass and wood; never on chalkboards or plastered walls. Masking tape should be used only for a very limited period of time.

Students are not to be in buildings without adequate supervision. A staff member must be responsible for the supervision of every student in the building at all times. Building principals will see that this rule is observed. **STAFF MEMBERS SHOULD NEVER, UNDER ANY CIRCUMSTANCES, LEND THEIR KEYS TO ANYONE. THIS REFERS TO BOTH OUTSIDE DOOR KEYS AND KEYS USED INSIDE THE BUILDING.**

Should a key be lost or stolen the staff member will be responsible for paying the cost of re-keying or replacing all locks the key opens in the building(s).

Custodians should be in attendance whenever the building is in use unless exceptions are approved by the building administration.

Section 6: Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student or staff member has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

School equipment and buildings should be kept in first-class condition. Custodians are instructed to make all minor repairs, if possible, by the close of the day. If repairs are such that the building custodian cannot take care of it, then fill out a work order, retain one copy, and send two copies to the office of the Executive Director of Operations. In case of emergency, when repair must be made at once, call either the supervisor of Buildings and Grounds or the Executive Director of Operations.

Custodians are to notify their respective Principal of work neglected, repairs required, or building conditions that need to be corrected. Custodians are limited in the amount of time available for any individual room. Employees may materially assist in seeing that the work of custodians is not hindered by carelessness on the part of students or others using respective rooms.

Section 7: Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

In the event a video surveillance recording captures a student or other building user violation school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the employee or other building user and may also be provided to law enforcement agencies.

Section 8: Bulletins & Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed with 48 hours after the event.

Section 9: Copyright & Fair Use Policy

It is the school's policy to follow the federal copyright law. Employees are reminded that, when using school equipment, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyright works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The fair use doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the fair use of a copyrighted work, including reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted fair use, rather than an infringement of the copyright:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted works
- The amount and substantiality of the portion used in relation to the copyrighted work as a

whole

- The effect of the use upon the potential market for or value of the copyrighted work. Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is fair. Employees should seek assistance from their immediate supervisor or the Principal if there are any questions regarding what may be copied.

Section 10: Lost & Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 11: Safety Program and Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries, and work place conditions. A representative from each bargaining group plus representatives appointed by the administration serve on the committee. If you have a desire to serve on the committee, you should contact your supervisor or the Superintendent. Employees can make suggestions and/or report concerns to the safety committee by contacting a member of the safety committee or the Superintendent.

Safety Practices

Guidelines for safe work practices, which employees should follow include the following:

- Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc. to reach high places, put things on bulletin boards, etc.
- Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non- operating tool, windows, doors, etc.). Follow up if not repaired.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects beyond your physical abilities. Get a cart, dolly or assistance. Know how to properly lift.
- Report any injuries or medical problems to your supervisor immediately and complete the Employee Accident Report.
- Wear seatbelts when in vehicles where provided.
- Do not do repetitive tasks for long periods of time (i.e., keyboarding, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
- Do not engage in horseplay. Such conduct is a common cause of injuries and is not consistent with job duties.

As required by law, approved safety glasses will be required of every student and employee while participation in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 12: Use of Personal Vehicles

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be asked to verify this information and to be given instruction on emergency evacuation and first aid. Employees who drive school vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Employees are not to use cell phones or text while driving a school vehicle or while transporting children.

Section 13: Asbestos

You are hereby notified that current federal regulations require all schools to inventory asbestos-containing material and to develop a management plan to identify and control asbestos in their buildings. In addition, each parent, teacher, and employee organization must be notified annually about inspections, re-inspections, response actions, and past response actions and activities, including periodic surveillance that is planned or in progress. This handbook insert shall serve as that official notice to each employee. Each school building in the Columbus Public Schools has had a six-month surveillance inspection and a three-year inspection, with the last three-year inspection currently being conducted by certified in-house personnel. All other types of asbestos activities are posted in the Public Notice ads of the Columbus Telegram as the district needs to address those types of activities. The plan for each building is available at the Central Administration Building and at each school for that particular school for inspection (without cost) to any interested person. The district may charge for copies of the plan. The plan for each building has also been submitted to the Nebraska Department of Health, Division of Environmental Health and Housing surveillance in accordance with federal regulations. For more information on the Asbestos Management Plan, contact the Director of Business Services, 2508 27th Street, Columbus, Nebraska 68601, 563-7000.

Section 14: Political Campaigns & Issues

Political office campaigns or issue campaigns may not be conducted within school facilities or on school premises, nor may materials relating to them be distributed. An exception to this is when such is part of an instructional unit where both sides of the issue, or both candidates, are treated fairly. Students or student groups may not participate or perform on occasions which are strictly partisan or sectarian in character or purpose except if requested by the President of the United States on a political visit to Columbus. Bond issues, referendums, initiatives, and legislative issues may be discussed and materials distributed at Board approved meetings on school property and at the invitation of organizations or school groups using school facilities. Public schools may be used as a public polling place where all election laws will be observed. Political candidates and issues may be discussed at employee organization meetings held on school premises.

Section 15: Flags

The statutes of Nebraska require that flags (American and State) shall be raised upon respective staffs on all national holidays and special school occasions, and they shall remain thereon from nine o'clock in the morning until four o'clock in the afternoon when weather conditions are favorable. Outdoor flags shall be prominently displayed on the school grounds each day that

school is in session. Principals are responsible for insuring that the flag is taken in during stormy weather.

The statutes of Nebraska require that an American flag shall be continuously displayed on the interior wall of every classroom and auditorium in the public school buildings in Nebraska.

Section 16: District-Employee Communications

The District sends regular communication to employees regarding upcoming events and activities to keep them informed. Under the Federal Telephone Consumer Protection Act, all calls whether live, automated, or prerecorded voice calls or text messages made to cellular phones using automated dialing technology are prohibited unless the calls are made for emergency purposes or made with prior express consent of the cellular phone subscriber. In order to comply with the Federal Consumer Protection Act, Columbus Public Schools needs your consent to call the cellular phone number. By signing receipt for this handbook, you give Columbus Public Schools permission to call all cell phones registered in District records for District communication purposes.

Section 17: Drug and Alcohol Screening

Classified employees who hold a valid bus drivers license, transport students, or are employed in a position where state statute requires it will be part of the District's random drug and alcohol program that is supervised by Hire Right, a third-party contractor who processes the random selection of employees and the results of the screening. Employees notified of the random draw screening will proceed to the designated health care provider within 30 minutes of notification and remain on the clock.

ARTICLE 7: STATE AND FEDERAL PROGRAMS

Section 1: Notice of Nondiscrimination

The Columbus Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights, where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
Commission
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
816-268-0550

The U.S. Equal Employment Opportunity
1801 L Street, N.W.
Washington, D.C. 20507
800-669-4000; TDD: 800-669-6820

Section 2: Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Columbus Public Schools, 2508 27 Street, Columbus NE 68601.

Section 3: Anti-Discrimination & Harassment

Elimination of Discrimination

The Columbus Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: The Columbus Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, employees, co-workers, students or other persons is prohibited. In addition the Columbus Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidation at work, instructional, or an educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term or condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually orientation, kidding, teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

Complaint and Grievance Procedures

Employee Complaints or Concerns: Employees are to inform their supervisor of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, building principal, Director of Human Resources, Superintendent) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor. It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner so as to:

- not disrupt the proper functioning of their duties;
- not undermine the authority of their co-workers, supervisors, or superiors;
- maintain appropriate and productive working relationships with their co-workers, supervisors, and superiors; and,
- ensure that all applicable laws and regulations are followed.

Communications from employees regarding complaints or concerns must be accurate, demonstrate sound judgment, and promote the District's mission, and must be submitted to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) in written form and signed. Further, the employee is to maintain confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District. Employees are to use the appropriate complaint or grievance mechanism for matters involving anti-discrimination or harassment as noted elsewhere in this Handbook.

Section 4: Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant’s disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- Complaints shall be investigated by the Coordinator or the Coordinator’s designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Executive Director of Business Operations & Human Relations
Title IX	Discrimination or harassment based on sex, gender equity	Executive Director of Business Operations & Human Relations
Section 504 of the Rehabilitation Act and the American With Disabilities Act Homeless Student Laws	Discrimination, harassment or reasonable accommodations of persons with disabilities Children who are homeless	Executive Director of Student Services Executive Director of Student Services
Safe and Drug Free Schools and Communities	Safe and Drug Free Schools	Executive Director of Student Services

- The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator’s proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- The Complainant shall have ten (10) days from the date the Coordinator’s decision is sent to the Complainant to accept or reject the Coordinator’s proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator’s decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within ten (10) days after the request for reconsideration was filed.

Section 5: Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) give parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District’s policies under FERPA are found in Board policy and in the student handbook.

Section 6: Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 7: Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

ARTICLE 8: MISCELLANEOUS INFORMATION

Section 1: Crisis Response Team

People in crisis often experience anxiety, feelings of vulnerability and difficulty. Events such as the death of a teacher or student, natural or accidental disasters, and real or threatened violence may produce a crisis for students and faculty alike. The need to cope effectively is necessary. The purpose of the Columbus Public Schools Crisis Response team is to evaluate crisis situations and plan intervention strategies. Guidelines are written to help address these concerns and to establish procedures for situations.

Section 2: Advertisement & Promotions

Advertisements, promotions, soliciting, and fund drives conducted in the school buildings or on school grounds are sometimes inevitable, sometimes necessary, and sometimes important. Care shall be taken to consider the effects of such activities upon the students, parents, and the community. Board policy and administrative rules and regulations provide guidance for decisions regarding these topics. (Copies of all promotional materials to be distributed directly to students must be provided by the promoter in both English and Spanish.)

- The Board recognizes that modern production, packaging, and distribution methods make it all but inevitable that some materials and equipment will carry advertising or promotional slogans to which students will be exposed.
- Where advertising or promotions are presented to students as part of any program or is present on any instructional material, the overall benefits of the program or material must outweigh adverse effects of the advertising or promotion.
- Advertisements and promotions for school events, for school sponsored programs, for athletic events, for use in sponsoring the school paper or school annuals are approved forms of advertisement and promotion. However, advertising which refers to tobacco, alcoholic drinks, or unlawful drugs is forbidden in any school publication.
- Students or employees while on school premises shall be protected from unauthorized solicitation for the purchase of goods or services, for participation in an organized campaign to raise funds, and for the donation of money or goods to an organized campaign.
- Teachers may not permit such campaigns, drives, or solicitation within their classrooms except for those outlined in policy or in administrative regulations.
- Any and all community fund drives officially recognized and permitted on school premises will be determined by the Office of the Superintendent of Schools, and/or the Board of Education.
- Fund raising activities sponsored by school clubs, school classes, and parent organizations are part of approved school activity. In the conduct of any approved campaign for funds, no quotas may be set for individual and donations must be entirely voluntary without any pressure which compares the giving of one individual with the giving of another individual.

Section 3: Distribution of Information

Cooperation with community service and youth serving agencies through assisting these agencies in the distribution of information of value to students and their families shall be as follows:

- Each distribution must be approved by the Executive Director of Student Services.
- Principals shall notify teachers of the distribution.
- Representatives of agencies wishing to distribute information through the schools shall:

- Package and label by building and by classroom enough materials to go to each child or family as targeted for distribution.
- Deliver material to the Central Administrative Office at least one day prior to mail delivery or, after approval, deliver directly to the buildings.
- Material with political, commercial, or religious content will not be approved for distribution, nor will materials containing art or composition which is in bad taste or otherwise inappropriate for distribution to students.

Section 4: Parent-Teacher Organizations

We recognize the Parent-Teacher Association, School Site Councils, and other school/parent groups as some of our strongest allies. Staff members are asked to cooperate with the officials of these organizations and do all within their power to assist in the work.

Section 5: Requisitions

No student, teacher, or employee of the Board shall have power to purchase, or agree to purchase, any supplies or materials for use in the public schools, whether or not to be sold to student or used in any department whatsoever, except by a proper requisition for a purchase order through the appropriate office. This also applies to purchase of services, such as printing, etc.

When ordering supplies or materials through the Warehouse, a requisition form signed by the Principal/supervisor must be submitted to the Administration Office for processing. The requisitioner should specify item number and description and make a copy for his/her records. Be sure to include budget code numbers on the requisition.

Supplies and materials may be requisitioned through the Principal. When ordering from the Warehouse, specify item number and description.

All requisitions are to be made electronically, and must be approved by the respective Principals. The building principal will assign the purchase order number and forward the electronic submission based on the District's requisition process.

Section 6: Soliciting

Employees while on school premises, shall not be solicited for the purchase of goods or services, not be requested to participate in an organized campaign to raise funds or not be requested to donate money or goods to an organized campaign. Approved fund drives must be entirely voluntary. Exceptions are:

- Columbus Public Schools Foundation, United Way Fund Drive, Combined Health Agencies Drive (CHAD), and the Community Health Charities.
- Fund-raising activities sponsored by school clubs, school classes, and parent organizations approved by the building principals/supervisors.
- Contribution to courtesy funds for serious illness of a staff member or student and to the retirement of staff members approved by the building principal/supervisor.
- Solicitation of students to produce services and materials for community organizations or groups to the extent that such production furthers the students' educational development and does not exploit them and are approved by the building principal.
- Internal fund drives of employee organizations.
- Other solicitations, sales, or drives approved by the Executive Director of Business Operations.

Section 7: Visitors

All visitors to any school building are required to report immediately to the buildings main office. No visitor will be allowed in the building without the prior approval of the building Principal and/or the Principal's designee. All visitors must have a visitor badge. Staff members are expected to notify the office if a visitor does not have a badge. Any child visiting school must be accompanied by an adult.

Section 8: Pay for the Performance of Other Duties

Classified, non-exempt employees can only earn overtime pay on their regularly scheduled duties. If an individual employee volunteers to sell tickets, keep score, work a concession stand, they may be paid an amount that is different from their regular hourly wage.

Appendix 1: COMPLAINT PROCEDURES FOR STAFF AND COMMUNITY

Policy 403.055

The Board of Education advises the public that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education.

Internal Complaints regarding School Personnel

Step 1

If the complaint is in regard to another Staff member, the complainant should request a conference with the building principal to resolve the concern or complaint.

- a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.

Step 2

If staff member is dissatisfied with the result of this conference, the staff member can request a second conference with a district administrator (Executive Director of Finance and Human Resources), the principal, and the staff member.

Step 3

If staff member is not satisfied with the resolution of the complaint at the 2nd level, the staff member can request a conference with the Superintendent of Schools for discussion of the problem.

****If a complaint is in regards to the building principal the staff member must go directly to Step 2**

Community Complaints regarding School Personnel

Step 1

If complainant is not satisfied with the process with the employee in question, the Principal and his/her designee reviews, investigate, and makes a recommendation.

Step 2

If complainant is not satisfied with the process and outcome of the building principal, the principal's recommendation will be reviewed and a decision made by the appropriate central office administrator (Executive Director of Finance and Human Resources).

Step 3

If complainant is not satisfied with the process of the administrator's decision, an appeal can be made to the Superintendent of Schools.

*If a complaint is in regards to the building principal the community member must go directly to the Superintendent

**Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified and signed by the complainant.

Internal Complaint Process regarding an administrator

Step 1

If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent of schools to resolve the concern or complaint.

- a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.
- b. The Superintendent and his/her designee reviews, investigate, and will then make a determination as to whether the complaint is valid or not.
- c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2

If staff member is dissatisfied with the result of step one in the process, the staff member can request a appeal for a second evaluation to be conducted by Executive Director of Human Resources.

Step 3

If staff member is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with committee of the board of education that is appointed by the board president.

Step 4

The staff member may file a complaint to the board as a whole after all other steps have been exhausted.

Community Complaints regarding School Administration

Step 1

If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent of schools to resolve the concern or complaint.

- a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.
- b. The Superintendent and his/her designee reviews, investigate, and will then make a determination as to whether the complaint is valid or not.
- c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2

If staff member is dissatisfied with the result of step one in the process, the staff member can request a appeal for a second evaluation to be conducted by Executive Director of Human Resources.

Step 3

If staff member is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with committee of the board of education that is appointed by the board president.

Step 4

The staff member may file a complaint to the board as a whole after all other steps have been exhausted.

*If a complaint is in regards to the building principal the community member can go directly to Step 2

**Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified and signed by the complainant.

INSTRUCTIONS FOR PREPARING A COMPLAINT

Please Type or Print.

1. If you are filing a Complaint against a process, problem, or person or more than one person, a separate form should be used for each process or person. If you have more than one complaint against the same process, problem, or person, you should use one form and describe each incident. As the Complainant, your name and phone number must appear in the blanks at the top of the first page.
2. The process, problem, or person against whom a Complaint is filed is called the Respondent and the Respondent's name must appear at the top of the first page on the left hand side, below your name. Also list the Respondent's name and telephone number in the blanks immediately underneath the complainant information.
3. In the complaint section, please list the facts, which you believe constitute a violation of professional conduct and ethics and/or process used. Use additional sheets as necessary and number each page.
4. In the witness section, list individually the full name and telephone number of each witness to verify as to the alleged incident if appropriate.
5. Your signature should appear on the "verification" page indicating the complaint is factual to the complainant's knowledge.

6. Please mail, email, or deliver the completed Complaint form to the direct supervisor. If the complaint is in regard to the direct supervisor, please send the form to the Superintendent. If the complaint is in regard to the Superintendent please send the form to the Executive Director of Human Resources.

A blank complaint form is attached or you may type your own form.

Dated: 3/18

VERIFICATION

WHEREFORE, Complainant requests that the Superintendent investigate this Complaint and take such action as is warranted.

I, _____, have read the contents of the Complaint and that to the best of my knowledge, information, and belief such contents are true and there is reasonable cause for filing said document.

(Signature of Complainant)

(Printed Name of Complainant)

Dated this _____ day of _____, 20_____.

BEFORE THE SUPERINTENDENT OF SCHOOLS &
COLUMBUS PUBLIC SCHOOLS BOARD OF EDUCATION

For Internal Use

_____)
(Name))
)
_____)
(Telephone #))
)
_____)
(School))
Complainant,)
)
)
)
_____)
(Name))
)
_____)
(Telephone #))
)
_____)
(School))
Respondent,)

Case No. _____
Leave Blank

Appendix 2: PANDEMIC SUPPLEMENT

The following rules and expectations will be effective as determined by the Superintendent and/or Board of Education. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of a pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send staff members written notification of any such changes. It is each staff member's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a staff member has any questions about the interpretation or implementation of these rules and expectations, it is the staff member's responsibility to promptly contact their administrator.

- 1. Masks.** When determined to be necessary, every staff member must wear an appropriate mask on school grounds and while in school vehicles. An appropriate mask is a double cloth mask that does not interfere with or disrupt the operation of the school or the learning environment. Masks must be worn in a manner that covers the staff member's nose and mouth. A staff member who does not fully comply with this rule is in violation of District rules and expectations. Staff members may remove their masks only in settings approved in advance by the administration. It is the staff member's responsibility to seek clarification from an administrator if the staff member is uncertain as to whether they may remove their mask at work. Staff members who do not comply with the mask requirement may face discipline, up to and including termination of employment.
- 2. Enforcement of Mask and Safety Rules.** When a mask mandate is in place, every staff member has an obligation to ensure that all other persons on school grounds and in school vehicles abide by the mask requirement. If a staff member observes another staff member or student not wearing a mask, the staff member must promptly remind the staff member or student to wear their mask. If a staff member observes another staff member or student repeatedly not wearing a mask, then the staff member must promptly notify their administrator.
- 3. The District and its' employees will adhere to "District Health Measures" (DHM) put in place by local, state, or federal health departments impacting Platte County and the City of Columbus, Nebraska.–**
- 4. Work at Home.** In very limited circumstances during a pandemic, the District may allow a staff member to work from home. Any staff member who works from home must adhere to all of the District's rules and expectations during the workday. These rules and expectations include, but are not limited to, the staff member devoting their full time and attention during the workday to the performance of their job duties, refraining from personal business or activities, refraining from prohibited conduct (such as consuming alcohol) and promptly responding to emails or calls. A staff member working from home who violates these rules and expectations could face discipline, up to and including termination of employment.
- 5. Failure to be Honest.** These rules and expectations are designed and will be implemented to ensure the health and safety of all students and staff. One staff member's refusal to be entirely honest or straightforward about a potential exposure or symptoms could jeopardize the health and safety of other staff members and students. If the District determines that a staff member has not been honest or forthright with information provided (or not provided) to the administration, then the staff member may face discipline, up to and including termination of employment.

- 6. Other Health and Safety Rules.** At any time, the administration may impose or require a staff member to abide by other health and safety requirements. Every staff member must follow such health and safety requirements or face discipline.

Covid-19 Assumption of Risk

I understand that while performing my duties, Columbus Public Schools has undertaken reasonable steps to lessen the risk of transmission of COVID-19 in connection with the regularly provided educational services. Columbus Public Schools is not responsible in any manner for any risks related to COVID-19, or variants, in connection with the duties assigned to each employee. I further understand that COVID-19 is a highly contagious and dangerous disease and that contact with the virus that causes COVID-19 may result in significant personal injury or death.

I am fully aware that participation in my regular duties (including any related travel) carries with it certain inherent risks related to COVID-19 transmission (“Inherent Risks”) that cannot be eliminated regardless of the care taken to avoid such risks. Inherent Risks may include, but are not limited to, (1) the risk of coming into close contact with individuals or objects that may be carrying COVID-19; (2) the risk of transmitting or contracting COVID-19, directly or indirectly, to or from other individuals; and (3) injuries and complications ranging in severity from minor to catastrophic, including death, resulting directly or indirectly from COVID-19 or the treatment thereof.

Appendix 3: 2021-22 Classified Salary Schedule

Step	ASP Support Staff	ASP Lead Staff	ASP Site Director	Food-service	Kitchen Manager	Regular / ELL/Title Para	2nd Lang. Fluent Para	SpEd/A+ Alt./CLS Para	High Needs SpEd Para	Guard	CNA*	LPN*
<i>Multiplier</i>	<i>1.0700000</i>											
1	\$10.24	\$11.63	\$12.57	\$12.51	\$14.39	\$12.57	\$13.20	\$12.89	\$13.69	\$13.15	\$16.08	\$19.10
2	\$10.50	\$11.89	\$12.83	\$12.76	\$14.75	\$12.83	\$13.45	\$13.15	\$13.95	\$13.41	\$16.34	\$19.35
3	\$10.75	\$12.14	\$13.09	\$13.02	\$15.11	\$13.08	\$13.71	\$13.41	\$14.20	\$13.66	\$16.59	\$19.61
4	\$11.01	\$12.40	\$13.34	\$13.28	\$15.49	\$13.34	\$13.97	\$13.66	\$14.46	\$13.92	\$16.85	\$19.86
5	\$11.27	\$12.66	\$13.60	\$13.53	\$15.88	\$13.60	\$14.22	\$13.92	\$14.72	\$14.18	\$17.10	\$20.12
6	\$11.52	\$12.91	\$13.86	\$13.79	\$16.28	\$13.86	\$14.48	\$14.18	\$14.97	\$14.43	\$17.36	\$20.38
7	\$11.78	\$13.17	\$14.11	\$14.05	\$16.68	\$14.11	\$14.74	\$14.43	\$15.23	\$14.69	\$17.62	\$20.63
8	\$12.04	\$13.43	\$14.37	\$14.31	\$17.10	\$14.37	\$14.99	\$14.69	\$15.49	\$14.95	\$17.87	\$20.89
9	\$12.29	\$13.69	\$14.63	\$14.56	\$17.53	\$14.63	\$15.25	\$14.95	\$15.75	\$15.20	\$18.13	\$21.14
10	\$12.55	\$13.94	\$14.88	\$14.82	\$17.97	\$14.88	\$15.51	\$15.20	\$16.00	\$15.46	\$18.38	\$21.40
11	\$12.81	\$14.20	\$15.14	\$15.08	\$18.42	\$15.14	\$15.77	\$15.46	\$16.26	\$15.72	\$18.64	\$21.66
12	\$13.06	\$14.46	\$15.40	\$15.33	\$18.88	\$15.40	\$16.02	\$15.72	\$16.52	\$15.98	\$18.90	\$21.91
13	\$13.32	\$14.71	\$15.65	\$15.59	\$19.35	\$15.65	\$16.28	\$15.98	\$16.77	\$16.23	\$19.15	\$22.17
14	\$13.58	\$14.97	\$15.91	\$15.85	\$19.83	\$15.91	\$16.54	\$16.23	\$17.03	\$16.49	\$19.41	\$22.42
15	\$13.84	\$15.23	\$16.17	\$16.10	\$20.33	\$16.17	\$16.79	\$16.49	\$17.29	\$16.75	\$19.66	\$22.68
16	\$14.09	\$15.48	\$16.42	\$16.36	\$20.84	\$16.43	\$17.05	\$16.75	\$17.54	\$17.00	\$19.92	\$22.93
17	\$14.35	\$15.74	\$16.68	\$16.62	\$21.36	\$16.68	\$17.31	\$17.00	\$17.80	\$17.26	\$20.18	\$23.19
18	\$14.61	\$16.00	\$16.94	\$16.87	\$21.89	\$16.94	\$17.56	\$17.26	\$18.06	\$17.52	\$20.43	\$23.45

Step	HS/MS Cust.	Elem. / Night Cust.	Night Cust. Supv.	Mainten-ance	Grounds Crew	Cust. Supv. / Maint. Coord.	Bus Drivers	Trans-lator	General Office (Sec 1)	Elem/HS Prin Office (Sec 2)	MS Prin Office (Sec 3)
1	\$14.00	\$13.66	\$13.92	\$15.20	\$14.00	\$16.23	\$16.29	\$16.06	\$13.93	\$14.71	\$14.96
2	\$14.35	\$13.92	\$14.18	\$15.46	\$14.26	\$16.49	\$16.55	\$16.31	\$14.19	\$14.96	\$15.22
3	\$14.71	\$14.18	\$14.43	\$15.72	\$14.51	\$16.75	\$16.81	\$16.56	\$14.45	\$15.22	\$15.48
4	\$15.08	\$14.43	\$14.69	\$15.98	\$14.77	\$17.00	\$17.07	\$16.81	\$14.71	\$15.48	\$15.74
5	\$15.45	\$14.69	\$14.95	\$16.23	\$15.02	\$17.26	\$17.33	\$17.07	\$14.96	\$15.74	\$15.99
6	\$15.84	\$14.95	\$15.20	\$16.49	\$15.28	\$17.52	\$17.60	\$17.32	\$15.22	\$15.99	\$16.25
7	\$16.24	\$15.20	\$15.46	\$16.75	\$15.53	\$17.77	\$17.86	\$17.57	\$15.48	\$16.25	\$16.51
8	\$16.64	\$15.46	\$15.72	\$17.00	\$15.79	\$18.03	\$18.12	\$17.82	\$15.74	\$16.51	\$16.77
9	\$17.06	\$15.72	\$15.98	\$17.26	\$16.04	\$18.29	\$18.38	\$18.08	\$15.99	\$16.77	\$17.02
10	\$17.48	\$15.98	\$16.23	\$17.52	\$16.30	\$18.55	\$18.64	\$18.33	\$16.25	\$17.02	\$17.28
11	\$17.92	\$16.23	\$16.49	\$17.77	\$16.55	\$18.80	\$18.90	\$18.58	\$16.51	\$17.28	\$17.54
12	\$18.37	\$16.49	\$16.75	\$18.03	\$16.81	\$19.06	\$19.16	\$18.83	\$16.77	\$17.54	\$17.79
13	\$18.83	\$16.75	\$17.00	\$18.29	\$17.06	\$19.32	\$19.41	\$19.08	\$17.02	\$17.79	\$18.05
14	\$19.30	\$17.00	\$17.26	\$18.55	\$17.32	\$19.57	\$19.67	\$19.34	\$17.28	\$18.05	\$18.31
15	\$19.78	\$17.26	\$17.52	\$18.80	\$17.57	\$19.83	\$19.93	\$19.59	\$17.54	\$18.31	\$18.57
16	\$20.28	\$17.52	\$17.77	\$19.06	\$17.83	\$20.09	\$20.18	\$19.84	\$17.79	\$18.57	\$18.82
17	\$20.78	\$17.77	\$18.03	\$19.32	\$18.08	\$20.34	\$20.44	\$20.10	\$18.05	\$18.82	\$19.08
18	\$21.30	\$18.03	\$18.29	\$19.57	\$18.34	\$20.60	\$20.69	\$20.35	\$18.31	\$19.08	\$19.34

Summary of Changes of the 21-22 Classified Handbook

Page 6 – Update Board of Education and Administration Personnel

Page 7

School Calendar can be found at [Staff-HR Calendars](#) that will show in session, vacation, and professional development days.

This year there is also a [Planning Calendar](#) available that shows the start and ending date for employees, days to be in attendance when students are not present, and observed holidays.

You may also view future [Draft Calendars](#) in this same folder as they become available.

Dr. Loeffelholz has an emergency contact group available in the mobile app called “Remind”. It is strongly encouraged that employees download the application and join the group to get immediate notification of emergency messages.

Page 11

School Foundation & United Way—A payroll deduction procedure offers a convenient way to pay a pledge to the Columbus United Way Fund and/or the **Columbus Public School Foundation**. Deductions begin in September of each year and continue as authorized on the deduction authorization form.

Page 12

No more than one meal, per person, should be submitted (for reimbursement) for every six-hour block of on duty-time.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule.

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~~A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1.5 times the number of hours worked in excess of 40 hours in any work week. Accumulated compensatory time must be used within the pay period immediately following the conversion of overtime hours. The conversion of overtime hours to compensatory time must be approved by the employee’s direct administrator. The use of compensatory time must be approved in advance by the employee’s direct administrator. The FLSA limits the accumulations of compensatory time. The District’s policy is to not permit improper deductions from the salary of exempt employees who are required to meet a salaried basis test for the overtime exemption to be applicable. An employee who feels an improper deduction relative to exemption status has occurred may submit a complaint to the Superintendent or the~~

Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction of overtime exemption has been made.

Columbus Public Schools does not permit compensatory time in lieu of overtime compensation. Overtime requires prior approval of the employee's immediate supervisor and should only occur in rare circumstances. The Director of Human Resources and the payroll office should be notified by the supervisor of this request.

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Current employees will, if possible, be given first consideration to transfer to the new opening provided they complete a successful interview. In-house posting of vacancies will occur via e-mail to all employees.

Page 16

Definition of Immediate Family (as applied to sick, family illness, bereavement part II, and FMLA): For the purpose of implementation of this written agreement, only the following shall be considered members of the immediate family of an employee: husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, niece, nephew, aunt, uncle, stepchildren, stepmother, stepfather, stepbrother, and stepsister

Page 17-18

"Vacation Eligible Employees Only"

The employee who transfers into a position with vacation leave will have the four month probationary period waived and will receive a pro-rated amount of vacation for the remaining year based on their continuous employment status.

Vacation length is limited to a maximum of two-week increments per request. Vacation time during black-out days (see below) or optimum work periods (see below) may be limited or reduced due to the employee absence having an adverse impact on the school district.

- Vacation "Black-Out Days": Vacation leave will not be permitted from the week teachers report through the first full week of student attendance. This begins with the 2022-2023 school year. The approximate dates of the vacation black-out would be August 1, 2022 through August 19, 2022.
- Optimum Work Periods (Beginning 2021-2022):
 - Eligible transportation staff may not take vacation days exceeding 3 consecutive days when students are in session.
 - Custodial and maintenance staff are limited to a maximum of 10 vacation days from June 1 through July 30.
 - Administration building and related professional staff can not take vacations that leave a department or building *without employee support* for more than 2 consecutive days at any time during the year.

Classified employees eligible for paid leave shall have vacation days available for each year as follows:

Continuous Employment	Vacation Days
Months 0-4 (Probation)	0
Month 5 – Year 1	5
Year 2 – Year 5	10
Year 6 – Year 10	15
Year 11+	20

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Section 12: Proration of Leave

New employees joining the District after the school year has begun will have all applicable leave benefits prorated based on the date of hire.

- Any new employee who is hired in a position that qualifies for vacation will receive a prorated amount for the remaining year. This employee will earn one vacation day per two months of work after the 4-month probation period has ended.
- Sick and personal leave hours will be prorated based on the percentage of contract time remaining in the year.
- Total bereavement days will be pro-rated based on the remaining months left in the employee's contract.

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Section 12: Accidents

All staff members are required to notify their immediate supervisor, file an accident report, and workers compensation forms each time an employee is injured on the job. The supervisor or witness will also need to provide additional documentation as requested. The forms, available in the Staff-HR Drive on Google, must be filed with the Director of Business Operations/Human Resources within 24 hours regardless of whether or not medical assistance is required. If possible, the Human Resources office should be notified if the injured employee will be seeking a medical evaluation or care.

No money shall be kept in the offices, library, teacher's desks, or in file cabinets overnight. During the day such funds should be kept under lock and key in the main office of the building.

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Section 17: Drug and Alcohol Screening

Classified employees who hold a valid bus drivers license, transport students, or are employed in a position where state statute requires it will be part of the District's random drug and alcohol program that is supervised by Hire Right, a third-party contractor who processes the random

selection of employees and the results of the screening. Employees notified of the random draw screening will proceed to the designated health care provider within 30 minutes of notification and remain on the clock.



Proposal Author: Tim Kwapnioski and Stacy Smith

School: Columbus High School

Proposal Title: Cross Country Coach (.67% at CMS and .33% at CHS)

Will the Proposal...

- Increase interest for CMS Students to participate in Cross Country? Yes
- Increase numbers and competitiveness at CHS? Yes
- Provide similar opportunities for CMS/CHS Students in relationship to other HAC Schools? Yes
- Provide opportunities for CMS Students who do not participate in other CMS fall activities? Yes
- Increase cost to school/district? Yes

Proposal Summary:

The purpose for CHS to add an additional cross country coach is to promote cross country at the CMS, be in line with the number of total coaches other HAC Schools provide, and offer a central figure for a group of young people attempting to glean the satisfaction and rewards from a very challenging sport. Running cross country can be exhausting, but it's not a student's athletic ability that propels them past the finish line, but rather a constant testing of their mental fortitude and grit. Sometimes running a race becomes the metaphor for overcoming the adversity that will come the student's way in later life. Cross country students grow in ways that complement what they learn in the classroom, and also helps them develop realistic goal-setting skills that can apply to any activity they choose to pursue.

Rationale for the Proposal:

The main rationale to add boys and girls cross country to the CMS is to provide a fun opportunity for students to foster their interests in cross county and to interact with other student-athletes who have a shared interest in running.

There are several reasons why the establishment of a CMS cross country program is important. A cross country program can...

- ...allow students to cultivate their interest in running in an organized environment.
- ...reinforce the relevance of running to students' everyday lives.
- ...introduce students to the possibility of future running involvement at CHS and throughout life.
- ...offer students the same opportunities that are being offered at other HAC conference schools
- ...build a partnership/bridge between CMS and CHS cross country programs

- ...encourage mentorship between CHS cross country participants and CMS runners.
- ...provide opportunities for CMS students to compete at CHS cross country meets.
- ...offers another option that is outside of football or volleyball.

Generally speaking, the objective of school sports is the enrichment of the school experiences in correlation within the context of the educational mission of Columbus Public Schools. As such, the objectives of school activities logically follow our mission: citizenship, sportsmanship, fair play, teamwork, respect, along with health and welfare.

It is with extreme anticipation that we present this proposal to the Columbus PS Board of Education for approval.

Educationally,

Stacy Smith, Head Girls/Boys Cross Country Coach

Tim Kwapnioski, Director of Athletics and Activities

EXPENDITURES

TOTAL BUDGET	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	DRAFT 2021-2022
General Fund (incl. Cash Rsv.)	\$47,317,875	\$48,830,834	\$50,009,008	\$48,772,376	\$52,600,334	\$56,217,424	\$60,153,044
Depreciation Fund**	\$2,072,983	\$2,624,641	\$3,127,252	\$3,090,903	\$1,962,428	\$1,487,106	\$2,219,467
Activities fund	\$1,806,721	\$1,825,000	\$1,850,000	\$2,250,742	\$2,188,797	\$1,926,397	\$1,950,000
School Lunch Fund	\$1,967,217	\$2,608,555	\$2,835,215	\$2,012,500	\$2,742,445	\$2,770,767	\$2,773,358
Bond Fund	\$6,861,117	\$6,871,744	\$6,748,308	\$6,583,534	\$6,296,149	\$6,389,297	\$5,776,272
Special Building Fund**	\$45,250,155	\$17,024,018	\$1,749,621	\$2,777,976	\$1,608,000	\$7,513,060	\$6,873,156
Total	\$105,276,068	\$79,784,792	\$66,319,404	\$65,488,031	\$67,398,153	\$76,304,051	\$79,745,297
\$ change from prior year		-\$25,491,276	-\$13,465,388	-\$831,373	\$1,910,122	\$8,905,898	\$3,441,246
% change from prior year		-24.21%	-16.88%	-1.25%	2.92%	13.21%	4.51%

GENERAL FUND	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022
regular education	\$18,794,896	\$19,641,712	\$20,412,452	\$20,627,127	\$20,506,955	\$21,285,060	\$22,000,000
special education	\$4,586,473	\$4,790,020	\$4,883,910	\$4,974,507	\$4,493,159	\$4,611,981	\$6,510,588
student support services	\$1,878,970	\$1,698,088	\$1,754,497	\$1,875,415	\$3,729,953	\$3,988,462	\$2,709,990
staff support services	\$2,342,264	\$2,390,812	\$2,468,176	\$2,486,887	\$3,047,497	\$3,155,669	\$3,300,000
board of education	\$146,500	\$101,500	\$101,500	\$101,500	\$108,500	\$109,500	\$110,000
executive administration	\$363,393	\$365,428	\$376,819	\$393,249	\$410,148	\$457,674	\$490,125
legal services	\$71,000	\$70,000	\$70,000	\$60,000	\$55,000	\$55,000	\$55,000
building administration	\$2,034,243	\$2,030,598	\$2,126,164	\$2,453,720	\$2,482,167	\$2,513,257	\$2,586,979
business services	\$2,631,931	\$3,195,169	\$3,196,089	\$1,689,297	\$1,819,682	\$2,063,664	\$2,475,886
vehicle acquisition&maint.	\$98,500	\$108,500	\$108,500	\$108,500	\$108,500	\$108,500	\$88,500
building operation&maint.	\$3,029,441	\$3,244,743	\$3,391,786	\$3,730,038	\$3,908,433	\$3,978,371	\$4,323,163
regular student transportation	\$191,595	\$221,184	\$221,729	\$222,852	\$247,592	\$291,752	\$479,805
SpEd transportation	\$376,292	\$447,805	\$528,914	\$431,361	\$499,132	\$560,298	\$591,688
community services	\$49,704	\$69,866	\$64,666	\$81,141	\$333,375	\$130,600	\$505,220
state categorical programs	\$322,236	\$295,382	\$246,923	\$391,933	\$594,095	\$560,078	\$643,626
federal programs	\$2,102,770	\$2,331,431	\$2,225,482	\$2,288,622	\$2,756,146	\$2,908,321	\$2,444,474
esser/cares grant							\$1,838,000
summer school	\$117,000	\$117,054	\$117,084	\$118,764	in reg. ed.	\$116,198	in reg. ed.
grant writer	\$14,156	\$15,156	\$15,608	\$15,608	in comm. svcs.	\$15,308	in comm. svcs.
communications	\$93,696	\$92,628	\$95,656	\$145,218	in comm. svcs.	\$218,986	in comm. svcs.
foundation	\$72,815	\$103,758	\$103,053	\$76,637	in comm. svcs.	\$88,745	in comm. svcs.
Total Expenditures	\$39,317,875	\$41,330,834	\$42,509,008	\$42,272,376	\$45,100,334	\$47,217,424	\$51,153,044
cash reserve	\$7,000,000	\$7,500,000	\$7,500,000	\$6,500,000	\$7,500,000	\$9,000,000	\$9,000,000
Total	\$46,317,875	\$48,830,834	\$50,009,008	\$48,772,376	\$52,600,334	\$56,217,424	\$60,153,044
\$ change from prior year		\$2,512,959	\$1,178,174	-\$1,236,632	\$3,827,958	\$3,617,090	\$3,935,620
% change from prior year		5.43%	2.41%	-2.47%	7.85%	6.88%	7.00%

GEN. FUND REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022
Property Taxes	\$17,700,171	\$18,480,775	\$18,290,788	\$19,328,110	\$20,088,711	\$20,561,769	\$21,868,944
		4.41%	-1.03%	5.67%	3.94%	2.35%	6.36%
Other local sources	\$2,142,000	\$1,990,500	\$2,143,200	\$2,865,500	\$2,780,500	\$3,026,800	\$3,199,500
County sources	\$231,800	\$214,000	\$175,000	\$200,000	\$230,000	\$155,000	\$155,000
State Aid	\$12,530,744	\$12,172,935	\$11,523,048	\$12,047,354	\$16,296,523	\$16,616,319	\$18,184,815
Other state sources	\$2,527,636	\$2,647,500	\$2,085,000	\$3,165,500	\$3,900,150	\$3,165,982	\$3,462,311
Federal sources	\$1,978,607	\$2,074,000	\$1,872,152	\$2,036,000	\$2,076,219	\$2,088,330	\$2,444,474
ESSER/Cares Funds							\$1,838,000
Other miscellaneous sources	\$5,000	\$10,000	\$0	\$1,300,000	\$0	\$1,603,224	\$-
Total	\$37,115,958	\$37,589,710	\$36,089,188	\$40,942,464	\$45,372,103	\$47,217,424	\$51,153,044
						\$1,845,321	\$3,935,620
						4.07%	8.34%

ASSESSED VALUATION	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022 (Estimate)
Butler County	\$8,794,812	\$9,456,685	\$9,600,497	\$9,951,936	\$10,267,889	\$10,307,271	\$10,500,000
Platte County	\$1,727,571,770	\$1,855,672,364	\$1,867,041,997	\$1,920,410,485	\$1,993,173,607	\$2,076,022,885	\$2,177,748,006
Polk County	<u>\$1,129,510</u>	<u>\$1,205,240</u>	<u>\$1,213,045</u>	<u>\$1,173,245</u>	<u>\$1,083,227</u>	<u>\$1,134,974</u>	<u>\$1,200,000</u>
Total	\$1,737,496,092	\$1,866,334,289	\$1,877,855,539	\$1,931,535,666	\$2,004,524,723	\$2,087,465,130	\$2,189,448,006
\$ change from prior year		\$128,838,197	\$11,521,250	\$53,680,127	\$72,989,057	\$82,940,407	\$101,982,876
% change from prior year		7.42%	0.62%	2.86%	3.78%	4.14%	4.89%
student enrollment	3767	3820	3915	4015	4098	4069	4135
valuation per student	\$461,241	\$488,569	\$479,657	\$481,080	\$489,147	\$513,017	\$529,492

TAX LEVY	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022 (Estimate)
General Fund	1.029007	1.000220	0.983864	1.010768	1.000069	0.994961	0.994960
Bond Fund	0.204418	0.204273	0.203980	0.200010	0.168982	0.193747	0.166490
Special Building Fund	<u>0.020987</u>	<u>0.048169</u>	<u>0.060261</u>	<u>0.039221</u>	<u>0.049920</u>	<u>0.055039</u>	<u>0.055039</u>
Total	1.254412	1.252662	1.248105	1.249999	1.218971	1.243747	1.216489
change from previous year		-0.001750	-0.004557	0.001894	-0.031028	0.024776	-0.027258

BOND DEBT	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022*
	\$97,033,394	\$92,687,880	\$88,486,136	\$84,273,036	\$80,861,427	\$76,857,047	\$68,949,968
change from previous year	\$97,033,394	-\$4,345,514	-\$4,201,744	-\$4,213,100	-\$3,411,609	-\$4,004,380	-\$3,645,221

To: Board of Education
From: Leonard Kwapnioski 
CC: Dr. Loeffelholz
Date: August 12, 2021
Re: HVAC Service Contract

It is my recommendation that the Board of Education consider for approval the HVAC Service Agreement from Rutt's Heating and Air in the amount of \$60,255.00. As I have talked about over the past three months, our current service provider lost their best local support person which has required us to call Omaha to get any assistance. That became a real challenge over the past eight months. With the recent purchase of Beard-Warren by Rutt's, the local support and larger company will allow us to have a local company provide support again. We may require additional support but with locations in Hastings, Kearney, and Lincoln they have the additional resources that will help CPS in the long run. Last year's hvac contract was for about \$39,000. Yes, I understand it's higher but we have also expanded those services. I have attached the quote for your review.

If you have any questions, please let me know.

Thanks.

Leonard



**1001 W. 1st Street
Hastings, NE 68901**

**2703 W. Villa Drive
Kearney, NE 68845**

**1938 Yolande Ave.
Lincoln, NE 68521**

**1978 3rd Ave.
Columbus NE, 68601**

Service Agreement

Prepared for:

Columbus Public Schools

Location:

2458 48th Avenue

Columbus, NE 68601



Scope of Agreement

Rutt's Heating & Air Columbus is pleased to offer you this proposal to provide HVAC Building Automation Systems support and service at the Columbus Public School District.

Buildings Covered:

- High School
- Middle School
- Lost Creek Elementary
- North Park Elementary
- West Park Elementary
- Centennial Elementary
- Emerson Elementary
- Admin Bldg

Scope of Work:

- Perform Re-commissioning and functional testing on each Buildings HVAC Control System.
- Review settings, sequences, and programming.
- Functional test HVAC equipment for operation.
- Provide detailed report of findings.
- Review and recommend adjustments to seasonal schedules.
- Some adjustments will be made while performing functional testing.
- A written report will be provided with recommended changes.
- Backup system programming.
- Provide and Install software updates on all N4 JACES and Supervisor.
- AX JACE's and Trane Controllers not included.
- Provide owner coaching as needed.

Pricing.....\$60,255.00

Term	Annual	Quarterly	Monthly
<i>9/1/2021 – 8/31/2022</i>	\$60,255.00	\$15,063.75	\$5,021.25
<i>Initial Desired Payment</i>			

Exclusions:

1. Any work not specifically listed in the scope of this document is not included.
2. Refrigerant replacement is not included in this proposal.
3. All work to be performed during normal working hours. For the purpose of this document "normal" working hours are defined as 8AM – 5PM, Monday – Friday, excluding holidays.



Acceptance:

<i>Customer Authorized Representative:</i>	<i>Rutt's Authorized Representative:</i>
Print: _____	Print: _____
Sign: _____	Sign: _____
Date: _____	Date: _____
PO (Optional): _____	Contact: _____

Terms & Conditions

ADDITIONAL TERMS AND CONDITIONS

- Services.** Subject to the terms and conditions set forth in the Agreement (as defined below), the counterparty identified in this Agreement ("You") engage RUTT'S HEATING AND AIR CONDITIONING, INC. ("Company") to provide, and the Company agrees to provide to You, only those services specifically described in this Agreement ("Services").
- Complete Agreement.** These additional terms and conditions are incorporated by reference into, and form an integral component of, the proposal, documentation or agreement provided to You by the Company (these additional terms and conditions, together with the proposal, documentation or agreement provided to You by the Company being, collectively, the "Agreement"). Company's agreement to perform the Services is expressly conditioned on Your agreement with and acceptance of the express terms and conditions in this Agreement, as evidenced by your acceptance or signature of the Agreement. Neither this Agreement nor Your acceptance shall be deemed to include any additional or different terms proposed by You whether communicated orally or in writing that may add to, vary from or conflict with the terms of this Agreement, and Company expressly objects to any term or condition that may add to, vary from or conflict with the terms of this Agreement. You and Company shall mutually agree in writing upon any adjustment or change to the terms of the Services or this Agreement. Company shall not be responsible for any services or work not specifically listed in this Agreement.
- Credit Approval.** This Agreement is subject to credit approval by Company. If the Company does not approve Your credit, or if the Company disapproves Your credit at any time during performance of the Services, Company may (in Company's sole discretion, and at Company's option), terminate this Agreement upon notice to You, delay or suspend performance of the Services without any liability, attempt to renegotiate any terms or conditions of this Agreement as Company may determine, and/or exercise any other rights or remedies available to Company. If Company elects, at any time to terminate this Agreement, then the Agreement shall terminate without any liability to Company and You shall immediately pay Company for Services provided prior to the date of termination along with any other costs or expenses incurred by Company in connection with, or in anticipation of, this Agreement and the Services.




4. **Fees.** You shall pay Company all fees, costs, charges, expenses and other amounts ("Fees") set forth in or contemplated in this Agreement. Unless otherwise specifically stated elsewhere in this Agreement, all Fees are calculated and determined based on Services being performed on business days and during normal business hours. Services performed on days other than business days and Services performed outside of normal business hours shall be performed at Company's then-current overtime, holiday, weekend, evening or other applicable rates (as the same may be adjusted from time to time).
5. **Taxes.** In addition to Fees, You shall pay Company all taxes and similar amounts or charges payable by the Company in connection with the Services and this Agreement.
6. **Payment.** Unless otherwise specifically stated elsewhere in this Agreement, all payments (including Fees and taxes) are due immediately upon receipt of an invoice or similar document from Company. If payment is not made when due, Company's remedies shall include, but not be limited to: (a) the assessment of a late charge of two percent (2%) per month, or the highest rate permitted by law, whichever is less; (b) suspension of the Services until all payments due have been made; (c) termination of this Agreement; and/or (d) the filing and enforcement of a construction lien on Your property. You shall pay to Company upon demand all costs (including attorneys' fees) incurred by Company in collecting or attempting to collect amounts due or otherwise enforcing this Agreement.
7. **Warranties.** Company warrants that the Services shall be performed in a workmanlike manner. Except as expressly set forth in this Agreement, Company makes no representations or warranties, express or implied or otherwise incorporated in this Agreement whether by statute, common law or otherwise, including without limitation, with respect to the Services, the quality of the Services, the results of the Services performed, including, without limitation, any warranties as to merchantability or fitness for a particular purpose, any warranties of correctness, completeness or accuracy, as well as any warranties arising from a course of dealing, usage or trade practice.
8. **Cooperation; Access.** You shall cooperate fully with Company to promptly provide any and all information reasonably requested by Company in connection with the performance of the Services. You shall provide Company with access to your property (and any other necessary premises), and provide Company with access to all required utilities, in order for Company to perform the Services. You shall cooperate with the Company, and provide the Company with such other access, cooperation and materials as the Company may request. Your property and premises shall be safe, shall be a suitable working condition, and shall be in compliance with all applicable laws, rules and regulations. Company may, without limiting any other rights or remedies available to Company, terminate this Agreement or suspend or delay performance of Services if You fail to comply with Your obligations under this Agreement.
9. **Indemnity; Limitations.** During the course of, and upon and after completion of the Services for any reason whatsoever, You agree to indemnify and hold Company and its members, managers, officers, employees, subcontractors, subsidiaries and affiliates harmless from and against any loss, liability, damage or expense whatsoever (including court costs and reasonable attorneys' fees) incident to any claim, action or proceedings against Company, or any member, manager, officer, employee, subcontractor, subsidiary or affiliate thereof, which arise out of or relate to, directly or indirectly, (a) any of Your actions or omissions that directly or indirectly cause any losses to the Company or that impact the timing, performance or quality of the Services; (b) any inaccurate or incomplete information provided by you to Company; (c) any breach of this Agreement by You; (d) any failure by You to adhere to any guidelines, recommendations or instructions from Company or any manufacturer or third party of any kind relating directly or indirectly to the Services or any equipment or materials used in connection with the Services; or (e) any other actions or omissions by You relating to the Services or this Agreement (including, without limitation, any fraud, negligence or misconduct). Company shall not be liable to You or any third party for any anticipated profits, special, indirect, punitive, incidental, lost profits, business interruption, loss of service, loss of business or consequential damages or penalties of any kind. Company's liability on any claim arising out of or relating to this Agreement or the performance of the Services or a breach of this Agreement shall in no case exceed the price paid by You to Company for the performance of the Services giving rise to the claim. You must commence any action against Company arising out of or relating to this Agreement, including, without limitation, for breach of this Agreement or any warranty associated with the Services, within one (1) year from the date the Services are completed by Company (or the termination of this Agreement, if earlier) or any such claim will be forever barred.
10. **Termination by Company.** Without limiting any other rights or remedies in this Agreement, You acknowledge and agree that Company may terminate this Agreement at any time without liability upon notification to You (in which event, You shall immediately pay Company for Services provided prior to the date of termination).



11. **Force Majeure; Unknown Conditions; Timing.** Company shall be excused from its obligations, and shall not be liable for any damages arising out of any delay or default in the performance of the Services, under this Agreement to the extent that any delay or failure in the performance of such obligations results from any cause beyond its reasonable control, including without limitation, performance by third parties, power failures, acts of God, acts of civil or military authority, embargoes, epidemics, pandemics, war, riots, acts of terrorism, severe weather conditions or labor problems. In the event Company determines that this Agreement cannot be performed as intended by the parties due to structural or other defects or conditions at or around Your property, Company may cancel this Agreement without liability upon notification to You (in which event, You shall immediately pay Company for Services provided prior to the date of termination). Any stated or estimated start date or estimated completion date set forth in this Agreement, if any, are merely estimates and are not a guarantee of performance by any certain date. Company shall not be liable for a failure to perform by or in accordance with any estimated dates, if any, set forth in this Agreement.
12. **Exclusivity.** You acknowledge and agree that Company shall be the sole and exclusive provider to You of the Services and any other services that are substantially similar to the Services, and You covenant and agree not to engage any other person or entity during the term of this Agreement to provide You with any Services which are the same as, or substantially similar to, the Services.
13. **Exclusions.** Without limiting any other rights or remedies of, or protections for the benefit of, Company, You acknowledge and agree that, unless otherwise specifically stated elsewhere in this Agreement, the Services do not include, and Company shall not be responsible for or liable for, any claims, losses, damages or expenses in any way connected with, relating to or arising from, directly or indirectly, any of the following: (a) any guarantee of room conditions or system performance; (b) inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping: hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, wear and tear, end of life failure, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of You or others, damage due to freezing weather, calamity, malicious act, or any force majeure event; (d) any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) furnishing any items of equipment, material, or labor/, or performing special tests recommended or required by insurance companies or other third parties; (f) failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) building access or alterations that might be necessary to repair or replace Your existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) valves that are not factory mounted: balance, stop, control, and other valves external to the device; (j) any responsibility for design or redesign of any systems or equipment, obsolescence, safety tests, or removal or reinstallation of valve bodies and dampers; (k) any services, claims, or damages arising out of Your failure to comply with its obligations under this Agreement; (l) Your failure to follow manufacturer recommendations concerning teardown and internal inspection, overhaul and refurbishing of equipment; (m) any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the Services are provided, including, without limitation, damages, losses, or expenses involving pre-existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; (n) replacement of refrigerant and other fluids / supplies is excluded, unless replacement of refrigerant or other fluid / supply is expressly stated as included within the Services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the Services; (o) crane or rigging costs; (p) any Services, claims, or damages arising out of refrigerant not supplied by Company. Further, You acknowledge and agree that You shall be solely and exclusively responsible for: (x) the cost of any additional replacement refrigerant, fluids or other supplies; (y) operation of any equipment; and (z) any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company

14. **Miscellaneous.** No provisions of this Agreement will be waived by any party except in writing, no waiver by any party of a breach shall be construed as a waiver of any subsequent breach by the same party. If any provision of this Agreement is held invalid or unenforceable, the remaining provisions and applications of this Agreement shall remain valid and enforceable. This Agreement may be amended or modified only by a written amendment duly signed by each of the parties. The relationship of the parties established by this Agreement is of independent contractors. You may not assign your rights under this Agreement without the prior written consent of Company. This Agreement shall be construed in accordance with the substantive laws of the State or Nebraska. Any controversy or claim arising out of or relating to this Agreement, or any breach thereof, must be brought in the appropriate state or federal courts located in Omaha, Douglas County, Nebraska. You waive any right you may have to a jury trial with respect to any litigation arising under or in connection with this Agreement, regardless of theory of recovery. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument. This Agreement may be executed and delivered by facsimile transmission, or by .pdf, .tif, .gif, .jpeg or similar attachment to electronic mail shall be treated in all manner and respects as an original executed counterpart and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person.

To: Board of Education
From: Leonard Kwapnioski 
CC: Dr. Loeffelholz
Date: August 12, 2021
Re: Safety & Security Members

I recommend that the Board of Education approve the Safety & Security committee members for 2021-2022 school year as submitted.

If you have any questions, please let me know.


Thanks.

Leonard

2021-2022 Safety Committee Members

Person Building Attendance

Leonard Kwapnioski	Administration Building	
Cherie Van Dyke	Administration Building	
Tricia Romshek	Centennial	
Andy Luebbe	Centennial	
Angie Luebbe	Emerson	
Tammy Lyon	Emerson	
JP Holys	Lost Creek	
Bob Hausmann	North Park	
Carrie Trofholz	North Park	
Paula Lawrence	West Park	
Wendi Petersen	West Park	
Jordon Anderson	Middle School	
Karla Bartlett	Middle School	
Allen Rerucha	Middle School	
Dave Hiebner	High School	
Calvin Mustard	High School	
Molly Hornbeck	High School	
Mike Grutsch	Maintenance	
Jason Harris	Student Center	
Jessy Hill	Crisis Committee	
Robyn Wilcox	Crisis Committee	
Doug Willoughby	Board Member	
Mike Jeffryes	Board Member	
Josh Loontjer	Columbus Police Dept.	

To: Board of Education
From: Leonard Kwapnioski 
CC: Dr. Loeffelholz
Date: August 12, 2021
Re: Bobcat Purchase

It is my recommendation that the Board of Education consider the purchase of a new S64 Bobcat Skid Steer Loader from Bobcat of Norfolk in the amount of \$25,721.00. This purchase includes the trade-in of our 2014 Gehl that was purchased in 2013 and the government discount which is around 34%. This skid steer is a little larger than our current model and will be a better machine when moving snow. It also has a number of new safety features. This unit comes with a 2-year or 200 hour warranty whichever comes first. I will explain some options we have at the end of the 2-year warranty that we may consider. Please see attached quote.

If you have any questions, please let me know.

Thanks.

Leonard



Product Quotation

Quotation Number: 31707D031995

Date: 2021-08-10 13:25:22

Ship to	Bobcat Dealer	Bill To
Maintenance Facility 5 Attn: Mike 2458 48th Ave. Columbus, NE 68602 Phone: (402) 563-7010	Bobcat of Norfolk, Norfolk, NE 3201 SOUTH 13TH STREET NORFOLK NE 68701-9304 Phone: (402) 371-0144 Fax: (402) 371-6031 ----- Contact: Grant Gadeken Phone: 402-860-2585 Fax: zak.kruse E Mail: ggadeken@nebraskaharvestore.com	Maintenance Facility 5 Attn: Mike 2458 48th Ave. Columbus, NE 68602 Phone: (402) 563-7010

Description	Part No	Qty	Price Ea.	Total
S64 T4 Bobcat Skid Steer Loader 68.0 HP Tier 4 V2 Bobcat Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Bobcat Standard Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Performance De-rate Protection Glow Plugs (Automatically Activated) Horn Instrumentation: Standard 5" Display (Rear Camera Ready) with Keyless Start, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, auto idle, and security lockouts. Lift Arm Support	M0359	1	\$47,617.00	\$47,617.00
				Lift Path: Vertical Lights, Front and Rear LED Operator Cab Includes: Adjustable Vinyl Suspension Seat, Top and Rear Windows, Parking Brake, Seat Bar and Seat Belt Roll Over Protective Structure (ROPS) meets SAE-J1040 and ISO 3471 Falling Object Protective Structure (FOPS) meets SAE-J1043 and ISO 3449, Level I; (Level II is available through Bobcat Parts) Parking Brake: Wedge Brake System Tires: 10x16.5, 8 PR, Bobcat Standard Duty Warranty: 2 years, or 2000 hours whichever occurs first
P68 Performance Package Power Bob-Tach 7-Pin Attachment Control Kit High Flow	M0359-P06-P68	1	\$6,598.00	\$6,598.00
C68 Comfort Package "Enclosed Cab with HVAC Sound Reduction Touch Display with Radio & Bluetooth	M0359-P07-C68	1	\$7,772.00	\$7,772.00
Selectable Joystick Controls 10-16.5, 10PR, Bobcat Heavy Duty Tires	M0359-R01-C04 M0359-R09-C02	1 1	\$811.00 \$274.00	\$811.00 \$274.00
Total of Items Quoted				\$63,072.00
Trade-in Gehl 5240				(\$16,000.00)
Discount Government Discount				(\$21,351.00)
Quote Total - US dollars				\$25,721.00

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.