

Regular Meeting

Mission: "Engaging All Learners to Achieve Success"

The Regular Meeting started at 5:30 P Mon Monday, June 17, 2024. The meeting was held at Kramer Education Center
2410 16th Street, Suite A
Columbus, NE 68601

Candace Becher: Present

Mark Brown: Absent

Michael Jeffryes: Absent

Doug Molczyk: Present

Theresa Seipel: Present

Douglas Willoughby: Present

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 ensures all can hear proceedings

I.E. Mission Statement

Theresa Seipel read the Mission Statement.

I.F. Opportunity for Public to be Heard

I.G. Board Special Functions

I.G.1. Elementary Handbook for 2024-2025

JP Holys and Bob Hausmann, elementary principals, shared the changes being made to the Elementary Student Handbook for the 2024-2025 school year.

I.G.2. First Reading of Policy 201.02 Board Membership-Elections and Appointments (Class III)

Troy Loeffelholz, Superintendent, said this policy was cleaned up for the new legislation.

I.G.3. First Reading of Policy 204.07 Meeting Notice

CPS already uses the Columbus Telegram and post in 3 places within district boundaries.

I.G.4. First Reading of Policy 206.02 Board Association Membership

This policy specifies posting on our website any membership dues paid to organizations that work as a lobbying firm.

I.G.5. First Reading of Policy 204.12 Public Comment in Board Meetings

Dr. Loeffelholz said not much change from our policy. He said the attorney recommends 3 minutes. He agrees with that recommendation. Also note that it's the board's decision, and it can be adjusted at each meeting by the board President. The board can adjust the total amount of time, and/or time for each person. The new policy states that public comment must be available at every board meeting.

I.G.6. First Reading of Policy 504.03 Student Conduct

This policy has some additional information that needs to be added to new legislation.

I.G.7. First Reading of Policy 504.05 Student Appearance

I.G.8. First Reading of Policy 504.10 Weapons

This policy has changed because the concealed carry laws have changed. Discussion about sharp-edged weapons. A 3.5 inches knife is considered a deadly weapon. Intent is an important factor. Language will need to be added for the second reading.

I.G.9. First Reading of Policy 607.10 Classroom Environment

This policy has changed based on legislation. CPS will need to buy new maps. Teresa Hausmann, Director of Curriculum, Instruction and Assessment, has reached out to companies regarding new maps to go along with some CPS curriculum.

I.H. Recognitions

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

Chip Kay, Director of Finance and Human Resources spoke briefly on financial reports. He said federal money is paid up, a little ahead in all balances. CPS has received the last state aid payment and special education payments. Dr. Kay said that the Depreciation Fund has been replenished. Nutrition Fund will end up barely in the black. There is \$90,000 in unpaid accounts for student meals.

I.J.3. Financial Report M5

Dr. Kay said the budget was opened back up for purchases for next school year. Payments shown on the M5 Financial Report include SPED services and t-shirts for staff appreciation.

I.J.4. Certified Personnel

Dr. Kay shared that there are 2 hires listed on the memo. The SLP tech is a new hire.

I.J.5. Classified Personnel

The classified memo reflects a couple of para hires for next school year. Dr. Kay noted that there are many openings right now.

I.J.6. Professional Travel

The School Mental Health Conference in Omaha was noted.

I.K. Acceptance of Gifts/Donations

Dr. Loeffelholz shared contribution totals \$64,300.61 for the month \$316,211.79 for the year.

I.L. Curriculum and Instruction

I.L.1. Policies

I.L.1.1. First Reading of Policy 611.07 Graduation Requirements

Teresa Hausmann, and Dave Hiebner, CHS Principal, shared the changes made to this policy. Changes are in red, focusing on the 225 credits. Personal finance is required now. CHS will offer dual credit for personal finance.

I.L.2. Administrative Functions

I.L.3. Updates

Teresa Hausmann gave updates on teacher training and new elementary curriculum.

I.M. Business Operations and Human Relations

I.M.1. Policies

I.M.1.1. First Reading of Policy 802.05 Free or Reduced Cost Meals Eligibility and Meal Charges

Dr. Kay talked about how we will need to handle the deficit in the Nutrition Fund. We will use the alternate meal plan, which will include a simple brown bag lunch. He also said we will need to make some changes to our point of sale locations at the buildings. Dr. Kay said to plan on more discussion on this at the retreat.

I.M.1.2. First Reading of Policy 1003.00 Public Examination of School District Records

This policy states set hours and required information that has to be in policy for public requested information. Legislatively required to have this.

I.M.1.3. Approval of Wellness Policy 508.13

This policy was adopted in 2018, nothing has changed. We must pass an updated wellness policy every 3 years. This will be added to the annual policy review list.

I.M.2. Administrative Functions

I.M.2.1. Review and Set Prices for 24-25 School Meals

Dr. Kay shared prices for nutritional services and used the paid lunch equity calculation. It is not allowable to raise prices by more than 10 cents. Our lunch prices went up 10 cents. He will apply for Kramer to be a free site. Adult meals are not reimbursable, and those meals went up substantially.

I.M.2.2. Review and Set Substitute Teacher Amount for 24-25

I.M.2.3. Approve Administrator Wages for 24-25

Dr. Kay said administrator wages have been increased by 3.2%.

I.M.2.4. Surplus Property

Surplus items from Emerson Elementary needed space cleaned out and found these items that were no longer used or very old.

I.M.2.5. Fundraising Applications for Approval

I.M.3. Updates

Dr. Kay updated on the request from Mac and Jake to finish out with them and set goals. He will check on some different options to give them feedback. He said it may be beneficial to facilitate the goal-setting meeting. Also discussed was the levy and valuations.

I.N. Buildings & Sites/Technology

I.N.1. Policies

I.N.2. Administrative Functions

I.N.2.1. HVAC Service Contract Approval for 2024-2025

Leonard Kwapnioski, Director of Building/Sites and Technology, reported that the new contract is less than a \$2000.00 increase. Very pleased with the partnership we have with them.

I.N.3. Updates

Mr. Kwapnioski shared information on CMS, and a problem with collapsed duct work between the gyms. Insurance is involved. The damage that was caused by the May storms. Pick up and drop off at Kramer needs to be addressed.

I.O. Student Services

I.O.1. Policies

I.O.2. Administrative Functions

I.O.3. Updates

I.P. Superintendent's Report

Dr. Loeffelholz said thanks for 14 years. We have accomplished a lot.

I.Q. Board Sharing

The Board shared many great memories and experiences with Dr. Loeffelholz. Many mentioned the lessons they had learned from him, and how thankful they are for having such a great steady forward thinking leader and someone who always made decisions based on how it would affect the students. Dr. Loeffelholz made many hard decisions, but the group always had a lot of fun along the way as well.

II. Executive Session

The board did not go into Executive Session.

III. Adjourn

The meeting was adjourned at 7:52pm.

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, June 17, 2024.

President

Secretary

Elementary Student Handbook Updates 2024-2025

- Page 8 added
 - Inappropriate cell phone use on school property may be referred for disciplinary action.

- Page 13 added
 - **STUDENT INJURY AT SCHOOL**
When a student becomes ill or is injured at school, the school district shall attempt to notify the student's parents and/or emergency contact as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

- Page 17 updated
 - End time from 6:00 to 5:45 for After school Program

Columbus Public Schools

Elementary Student Handbook



2024-2025

Student Handbook Signature Page

Parents and Students,

Please tear out this signature page and return your signed form to your child's homeroom teacher.

Thank you!

We have received a copy of the Columbus Public Schools Elementary Handbook.

Yes _____ No _____

We have read the Columbus Public School Elementary Handbook and are aware of the district policies and procedures.

Yes _____ No _____

We agree to have our child's photo taken for school activities and for educational purposes.

Yes _____ No _____

Parent/Guardian Signature

Date

Student Signature

Date



Columbus Public Schools Compact for Learning

“Engaging All Learners to Achieve Success”

CPS Elementary staff, students and families have high expectations. Our mission is to ensure we are engaging all learners to achieve success. In order to provide the highest quality instruction and to support our goal of developing successful life-long learners, we pledge to work together through this compact.

It is our belief that student performance will improve as a result of our cooperative efforts to support this compact. For this three-way partnership to succeed, it is imperative that we all assume these responsibilities.

Parent/Caring Adult:

I understand that my participation in my child’s education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- Make sure my child attends school every day
- See to it that my child arrives to school on time, eats breakfast and is well rested
- Attend all parent-teacher conferences
- Participate in school events
- Monitor my child’s progress
- Communicate with the teacher and my child about any concerns I notice
- Provide a quiet work area, supervise and check my child’s homework
- Check my child’s planner daily
- Read to and listen to my child read

Student:

I know my education is important to me. An excellent education will help me be successful. I agree to carry out the following responsibilities:

- Be a Discoverer by being safe, respectful and responsible
- Attend school regularly and be prepared to learn
- Exhibit a positive attitude towards learning
- Fill in my planner, complete my homework and read every day
- Accept responsibility for my own behavior
- Ask for help when needed

School/Teacher:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

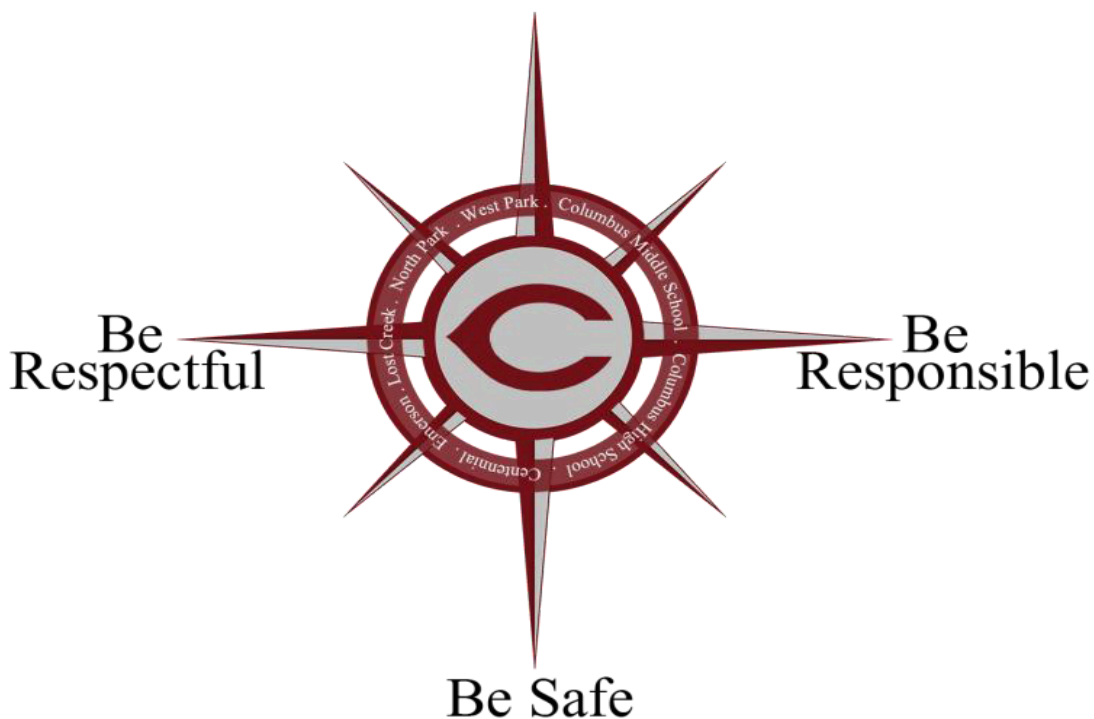
- Keep families and students informed of academic progress
- Make sure students understand homework assignments and fill out their planners
- Provide engaging lessons to help students achieve success
- Foster a positive learning environment
- Implement the curriculum developed by the district
- Invite parents into the classroom to observe lessons, volunteer and help with special events
- Implement the school’s responsibility to provide high-quality curriculum and instruction to enable children to meet state academic achievement standards

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Be Discoverers



ATTENDANCE POLICY

In order for students to gain the maximum benefit of the educational program provided by Columbus Public Schools, it is necessary for students to be regular and punctual in their attendance at school. It is the belief of Columbus Public Schools that students missing more than 20 days per year will not be able to achieve their fullest potential in the school setting. The Nebraska Department of Education defines Chronic Absenteeism as a student who misses 10% or more of their total enrolled days. All major illness or accident-related absences should be verified in writing by the family physician and updated regularly. Arrangements should be made to obtain missing assignments by contacting the student's teachers. For any medical appointments that cause a student to miss anytime during the school day a doctor's note should be provided. **Columbus Elementary Schools will be consistent with State Law and policies established by the Columbus Board of Education.**

5 Day - Any time a student accumulates a total of five (5) or more absences during a quarter of school the parent will be contacted and notified of the total number of absences, the dates of these absences, and the time period of accumulation. The attendance monitor will make a phone contact with parents.

10 Days - Any time a student misses a total of ten (10) days of school, the parent will be contacted and notified of the total number of absences and the current policy relating to attendance at school. An administrator or their designee will make a phone contact to the parent/guardian.

12 Days - When a student has missed twelve (12) school days, the parent will be contacted and a meeting will be held with the principal or their designee to discuss and problem-solve the barriers to attendance. At 12 days, parents may be told that all future absences will have to be verified by either the school nurse or a written excuse from a physician. The county attorney, attendance monitor and school social worker may be notified of school concerns regarding the student's attendance.

15 Days - When a student has missed a total of fifteen (15) school days, the parent will be contacted and notified of the total number of absences.

20 Days - When a student misses a total of twenty (20) school days, the parent will be contacted and notified of the total number of absences and a conference may be held. The county attorney, attendance monitor, and school social worker will be notified of school concerns regarding the student's attendance. At 20 days, parents may be told that all future absences will have to be verified by the school health office or by a written excuse from a physician.

Absence - Parents or legal guardians are REQUIRED to notify the school by 8:30 a.m. the day of the student's absence or tardiness unless the absence has been prearranged. Parents or guardians who do not call regarding a student's absence will be called at home or work to ensure the safety of the child. Students are marked as absent even when a doctor's note has been obtained. Students are counted absent anytime they are not at school, regardless of the reason.

Students who are absent during the school day are not permitted to participate in after school or evening activities.

Tardiness – Students are expected to be on time to school. Students will be counted tardy if they are not in their classrooms by 8:00 a.m. When students arrive late, students must check into the office. Excessive tardies may result in a parent contact, parent conference, and notification to the attendance monitor, school social worker, and county attorney.

Makeup Work – Work missed during an absence MUST be made up. Students are responsible for obtaining make-up work from each of their teachers and completing the work in a reasonable amount of time. Parents or siblings may make arrangements to pick up textbooks or other materials by contacting the school office, which is open until 4:00 p.m. Students may be required to stay after school in order to make up for the missed instructional time and assignments.

Vacations – We request that parents or guardians notify the school of vacations at least one week prior to the start of the vacation. Students are responsible for getting and completing all work missed during the vacation. Families are strongly encouraged to use scheduled school breaks for vacations whenever possible in order to avoid having their child(ren) miss school. (See Makeup Work)

Leaving During the School Day – Students leaving the building for any reason during the time school is in session must check out through the School Office. **Students will not be called out of class until the parent arrives to check them out.** In case of illness, the school nurse or other school official will check the student before being excused. Before being released from school, the student’s parent or other responsible adult will be contacted and advised of the student’s need to be dismissed from school.

Students who leave school due to illness during the school day are responsible for getting and completing all missed work. **Students who have left school during the school day due to illness may not return for any after school or evening activities.**

BICYCLES AND SCOOTERS

Bicycles and scooters should be parked in the racks as soon as students arrive at school. The school is not responsible for damage to or theft of bicycles or scooters. It is recommended that sturdy locks be used with bicycles to discourage theft. Bicycles or scooters should not be ridden on the sidewalks around the school. For safety purposes, students and adults need to walk their bike or scooter on the sidewalk when approaching the school.

BIST (BEHAVIOR INTERVENTION SUPPORT TEAM)

Columbus Public Schools utilizes the BIST model to support students and the learning environment. When students struggle to make positive behavior choices, the following continuum of support is provided. Based on student need, individual intervention plans may be developed to support the academic and behavioral needs of students.

Safe Seat: The Safe Seat is a place within the classroom for students to think about their behavior. The Safe Seat is away from the other students (as in the back of the classroom) while still being within the learning environment. When students are asked to move to the Safe Seat, they continue to do their work and listen to the instruction. They do not, however, actively participate in the learning activity. Students remain in the Safe Seat until the teacher has the opportunity to process with them. Processing involves helping the student understand their misbehavior and the appropriate expectations for the learning activity and classroom.

Buddy Room: If students are unwilling to sit in the Safe Seat or sit quietly in the Safe Seat, they move to the Buddy Room. The Buddy Room is another classroom, preferably at the same grade level. Students may be asked to complete a Think Sheet while in the Buddy Room. The Think Sheet is a tool to help students identify their misbehavior(s) and feelings and think about what they need to do when they return to their classroom. A student remains in the Buddy Room until the teacher has time to process with them.

Recovery Room: If students are unwilling to go to the Buddy Room or sit quietly in the Buddy Room, they move to the Recovery Room. While in the Recovery Room, students must demonstrate that they are calm, ready to learn, and ready to follow directions.

The goal of BIST is to help students learn the following life skills so that they will become responsible students and citizens:

- I can make good choices even when I am mad.
- I can be okay even if others are not okay.
- I can do something even when I don’t want to (or it is hard).

CELL PHONE / PERSONAL ELECTRONIC DEVICES

At the elementary level, the use of devices is not permitted throughout the day. Students may keep devices in their backpacks or in the office area to be used only after dismissal at the end of the day. Cell phones/watches need to be kept on “silent” and will be taken if this procedure is not followed. The parent may collect the device from the office area. The school is not responsible if the device is lost, broken, misplaced, or stolen.

Inappropriate cell phone use on school property may be referred for disciplinary action.

CHILD ABUSE AND NEGLECT

All adults are required by law to report any suspected case of child abuse or neglect to the authorities. Abuse and/or neglect are defined by Nebraska State Law LB 28-710 as follows: *“Abuse or neglect shall mean knowing, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be: (a) placed in a situation that endangers his or her life or physical or mental health; (b) cruelly confined, or cruelly punished; (c) deprived of necessary food, clothing, shelter, or care; (d) left unattended in a motor vehicle, if such minor child is six years of age or younger; or (e) sexually abused.”*

CLASSROOM SUPPLIES

The school will provide a list of classroom supplies needed by students. Parents will be notified if any additional supplies are needed throughout the year.

CLASSROOM VISITATIONS

Parents/guardians are welcome to visit their child’s classroom during school hours. Please check with your child’s teacher regarding the best time to visit. All visitors are asked to report to the school office for a visitor badge when they arrive. Children who do not attend our school may not visit during the school day. Parents who have court ordered supervised visitation with their child(ren) are required to prearrange any school visits through Health and Human Services so that the caseworker can be present.

CONTACT INFORMATION

Parents are required to supply the school with current information regarding work, home and cell phone numbers so that the school can contact parents in an emergency. Parents should also provide phone numbers of relatives or friends who may be called in the event that a parent cannot be reached. **If these phone numbers and/or your address should change during the school year, please notify the school office.**

COUNSELORS, SCHOOL PSYCHOLOGISTS, LICENSED MENTAL HEALTH PRACTITIONERS (LMHP) & SCHOOL SOCIAL WORKERS

Parents can contact counselors, school psychologists, LMHP, and school social workers by calling the building secretary. Counselors and school psychologists are student focused and address concerns that affect the student’s academic, behavioral, physical, social and emotional health. School social workers and LMHP are parent/family focused and address concerns that impact a parent’s or family’s quality of life requiring community support services.

DATING VIOLENCE

Columbus Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy, dating violence means a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with

another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term. Consequences may include restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement and/or expulsion. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the district's authority.

Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142 / Date of Adoption: May 17, 2010

DISCIPLINARY ACTIONS

THE DISCIPLINARY ACTIONS THAT A TEACHER AND/OR ADMINISTRATOR CAN ADMINISTER INCLUDE:

1. Guidance: A conversation between the student and school personnel. The purpose of this conversation is not to scold the student, but to inform him/her that his/her behavior needs to change so that he/she does not violate the rights of others, or to help the student improve his/her learning capabilities.
2. Conference: A meeting of a student's parent(s) or legal guardian(s) and school personnel to discuss the student's behavior or learning progress. The school intends to seek the assistance of the student's parent(s) or legal guardian(s) in helping the student to become a better student.
3. Detention: Requiring that a student serve time in the office for a period of time. It is intended that students serving an office detention will be completing classroom work, reflecting on their behavior and creating a plan to change their behavior in order to successfully return to the classroom.
4. School Clean Up: Requiring a student to clean up certain items of the school that the student failed to care for properly. The student may be required to clean more than just the item(s) damaged by himself/herself in order to encourage the student to take better care of school property in the future.
5. The Use of Force: Teachers, administrators, and other school district employees may use force to restore order to the educational environment or to protect students and staff from physical harm.

THOSE DISCIPLINARY ACTIONS THAT ONLY ADMINISTRATORS MAY ADMINISTER INCLUDE:

1. Rearrangement of School Schedule: Assigning a student a new schedule of classes, which may be shortened from a regular schedule due to academic and/or behavioral needs and/or in-school suspension when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner. A student assigned to a shortened schedule will be required to check into the office before his/her school day begins and out of the office after his/her school day ends. A student assigned to in-school suspension for the reasons of usage of alcohol, tobacco, controlled substances, extortion, possession of firearms, setting off false alarms or bomb threats, or at administrative discretion, shall not be allowed to participate in school-sponsored activities until he/she is reinstated to school. The intent of this action is to improve the student's behavior.
2. Restriction of Extracurricular Activities: Informing a student that he/she cannot participate in certain activities because of his/her past or present behavior. Such actions as this are intended to improve student behavior at home and at school.
3. Loss of Privileges: Action taken by the principal and/or assistant principal(s) to assist a student in resolving his/her behavioral problems. The action is in the form of certain stipulated conditions agreed to by the school, the student, and parent(s) or legal guardian(s).
4. Requirement That a Student Receive Counseling/Educational Evaluation: An action that may require a student to visit a guidance counselor, medical counselor, or psychological counselor to assist the student in resolving his/her problem.
5. In-School Suspension: Students are placed in a supervised designated area, rather than their regularly scheduled class(es). Students are supervised and expected to carry on their studies, as well as abide by the rules set down for in-school suspension. Assigning students to in-school suspension is at the discretion of the principal.
6. Suspension and Emergency Exclusion:

- 6) Short term: A forced withdrawal of a pupil from school. Such action will comply with state statutes.

A short-term suspension will not exceed five school days in length.

- (b) Long term: A forced withdrawal of a pupil from school. Such action will comply with state statutes.

A long-term suspension will not exceed twenty school days in length.

Any student who is suspended from school will not be allowed to participate in any after school or evening activities or be allowed on any school property until he/she is reinstated to school.

Expulsion: The permanent withdrawal of a student from school. Such action will comply with existing state statutes.

1. Exclusion: Immediate withdrawal of a student from school for:
 - a. (a) presenting a clear threat to the
 - b. physical safety of himself/herself or others, or for being so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
 - c. (b) a dangerous communicable disease 79-4177
2. Legal Action in Court of Law: Any disciplinary action taken against a student will comply with existing state and school board policies and shall afford the student due process.

PROTOCOL FOLLOWED FOR STUDENT THREATS

1. Principal is informed of the threat.
2. Threat assessment is conducted.
3. If the threat is deemed viable, parents of the student making the threat are called. The School Resource Officer (SRO) or Police and HHS may be called to assist with the initial investigation.
4. Student may be suspended under emergency exclusion if deemed appropriate.
5. If the student is suspended under emergency exclusion, the student may return to school after a psychologist has evaluated the student to determine the child is no longer considered a threat to themselves or others. This evaluation is at the cost of the parent.

SHORT-TERM SUSPENSION PROCEDURE (1-5 DAYS)

The essential ingredients of due process afforded the student in a short-term suspension (1-5 days) and set forth in School Policy 505.02 are as follows:

1. Notice of the charge against the student.
2. An explanation of the charge against the student.
3. An opportunity for the student's explanation of the incident(s), issue(s), and/or event(s).
4. Written notification within 24 hours, or such additional time as is reasonably necessary, to the parents or guardians of the student stating:
 - (a) the reason(s) for the short-term suspension.
 - (b) dates of the short-term suspension.

The decision of the administrator shall be final.

LONG-TERM SUSPENSION PROCEDURE (6-20 DAYS)

Due process afforded the student in Long-Term Suspension, Expulsion or Exclusion, and covered in detail in School Policy 505.02. Written notification to parent(s) or legal guardian(s) indicating the following:

1. The rule(s) or standard(s) of conduct allegedly violated.
2. The penalty recommended by the school official in charge.
3. A statement indicating the student has a right to a hearing on the specified charges upon request.
4. A description of the hearing process and appeal procedure.
5. A form for parents to fill out in order for parents to request a hearing (to be signed and returned to the Superintendent of Schools).

Nothing in the above procedure precludes the student, student's parent(s), legal guardian(s), or representative from discussing and settling the matter with the appropriate school personnel prior to the hearing. In the event the school does not receive a request for a hearing within five (5) school days following the receipt of the written notice, the punishment shall go into effect. A hearing can still be requested prior to thirty (30) calendar days after the actual receipt of written notice; however, the punishment imposed may continue in effect pending the final determination. The appeal procedure shall be as set forth in School Policy 1005.02.

DRESS CODE

Students may wear any clothing that does not interfere with the purpose of school or break one of our school rules. Clothing which creates a distraction to the school environment or disrupts the learning process in any manner will not be allowed. Any piece of clothing or any item brought to school should not contain any reference to violence, gang affiliation, profanity, sexual innuendos, or promote the use of tobacco, alcohol, or drugs. **Students who wear inappropriate clothing to school will be asked to change into appropriate clothing provided by the school, parent, or guardian.**

The dress code specifically prohibits the following kinds of clothing:

- Any piece of clothing or any item brought to school containing any reference to violence, gang affiliation, profanity, sexual innuendos, or promotes the use of tobacco, alcohol or drugs.
- Clothing identified by police or other law enforcement agencies as gang-related apparel. Some of these items would be sagging pants, long baggy coats, specific colors that promote gang activity with slang symbolism.
- Clothing which is disruptive to the learning environment because it is too tight, too short, has holes in inappropriate places, or exposes bare midriffs.
- Students will be asked to wear a sweater or shirt over tops with low cut armholes, spaghetti straps, or halter-tops.

If parents or guardians are unsure as to whether clothing is appropriate, they are welcome to call the school and visit with the counselor or principal.

FIELD TRIPS

Classes may take educationally based field trips during the school year under the direction of the classroom teacher. **Permission slips need to be signed by parents/guardians prior to field trips that are outside of Platte County.** Parents will be notified of any field trips within Platte County.

Elementary students not participating in a field trip due to a parent request should remain at home during the field trip time. Students remaining at home will be regarded as absent from school. Children who arrive after the bus departs will be the responsibility of the parent. The same expectations regarding student behavior that are enforced at school shall also be enforced during the field trip.

On occasion, parents are asked to help supervise groups of students on field trips. If selected, parents are expected to ride the bus to help with supervision as students travel to/from the field trip. We want parents to keep in mind that their first priority when taking on this responsibility is for the safety of the children they have been designated to supervise. For this reason, parents may not bring younger siblings or extended family members on school field trips. It is our belief that the parent would not be able to adequately supervise our students if they also have to care for younger siblings or extended family members.

Parent volunteers shall conduct themselves with mutual respect and consideration for the rights of others while attending school events. Parents failing to conduct themselves accordingly will not be selected to supervise field trips or school activities.

HEALTH SERVICES

EMERGENCY HEALTH SITUATIONS

In the event of a student experiencing an emergency breathing problem or systemic allergic reaction (anaphylaxis), our CPS health offices follow the state-wide emergency protocol.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening “breathing” emergency and to properly administer the medications.

If you know that your child has asthma or a known allergy, it is *critically important* that you communicate this information to our school staff. You may also contact health personnel at your child’s school. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your students, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the schools.

HEAD LICE

When it is reported or suspected that a student may have head lice, the student will be discreetly sent to the health office. The Health Aide or School Nurse will examine the student’s head for evidence of live lice. If a student is found to have live lice, the family will be contacted by the Health Aide or School Nurse and will be assisted in developing a treatment plan.

IMMUNIZATION

Nebraska law requires that students shall be protected against Poliomyelitis, Diphtheria, Pertussis, Tetanus (DPT), Measles, Mumps, Rubella (MMR), Hepatitis B, and Varicella (chicken pox). Any student who does not comply with immunization requirements shall not be permitted to continue in school until he or she shall so comply. Exceptions to this requirement are as follows:

- Medical exemptions for health reasons substantiated by a signed statement from a physician
- Religious conflict substantiated by a signed affidavit that is notarized by the student’s legal guardian

MEDICATIONS

Medication may be administered at school when such treatment is necessary for school attendance and cannot otherwise be accomplished. Parents need to complete the proper form **prior** to school personnel administering medication to a child in school. This form is available in the school health office or the CPS district website.

All medication products must be sent to the school in the original container with the label intact. This includes “over the counter” medications such as Acetaminophen, Ibuprofen, etc.

SCREENINGS

Students enrolled in Columbus Public Schools are provided health screening in accordance with Nebraska State Statute. The screening is conducted to help identify health concerns in as early a stage as possible, in an effort to enhance learning. Screening is not intended to be diagnostic but to identify students with potential problems.

Each student will be screened for vision, hearing, dental, height and weight. The state statute requiring health inspections in Nebraska does not allow a waiver option. Parents who request that their child not be screened at school must provide current screening results from a medical provider.

STUDENT ILLNESS

Students should not be sent to school with a **fever of 100 or greater, vomiting, diarrhea, or have signs of a contagious illness or skin condition**. Students should not return to school until they are **symptom free for 24 hours** without the use of Acetaminophen or Ibuprofen (Tylenol, Motrin, Advil, etc.).

The following rules and expectations will be effective during the 2022-2023 school year. 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 viruses and other forms of illness, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. **Symptoms of Illness.** A student who experiences, or has experienced symptoms of a form of illness needs to be cautious of their health for their safety and others around them. For the benefit of all students, any student who experiences more than minor symptoms should stay home until they feel better. If a student displays more than minor symptoms while at school, the student may be sent home and it is the parent's responsibility to promptly retrieve the student from school. Students who miss school due to illness will generally not be counted as an unexcused absence, though the administration reserves the right to deem an absence as unexcused if the administration determines that a student has not been honest.

2. **Preventing Exposure.** In addition to a student staying home when they feel sick, each student is responsible for taking reasonable efforts to prevent the spread of illness. These efforts include, but are not limited to, washing hands, avoiding the sharing of food or drinks, avoiding others who are sick, practicing good hygiene, and the like. Although the District is not responsible in any way for a student becoming ill, and each parent and student assume the risk of illness every day by attending school, the District strongly encourages students and parents to proactively prevent exposure and the spread of any illness in school.

3. **Make Up Work.** A student who does not attend school due to illness must coordinate with their teacher(s) on any makeup work or missed assignments. Ordinarily, students will not be penalized academically if they miss school because they are legitimately sick. However, the student is ultimately responsible for communicating and following-up with their teacher(s) to make up any missed work and/or prevent receiving any penalties for missed work. Finally, the District does not offer remote learning when a student is unable to attend school in-person.

4. **Activities.** A student will not be permitted to participate in activities if the student has been sick on the day of the activity or if the administration determines that the student has symptoms of being sick.

5. **Failure to be Honest.** These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student's illness or symptoms. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a student's potential illness or symptoms, the District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences.

6. **Other Health and Safety Rules.** At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, maintaining social distancing, and the like). A student must follow such health and safety requirements or face discipline, like any other rule issued by a staff member.

STUDENT INJURY AT SCHOOL

When a student becomes ill or is injured at school, the school district shall attempt to notify the student's parents and/or emergency contact as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

HOMEWORK

Homework refers to tasks that a student is assigned to do on his/her own time after school hours. It may be work for which the student needs additional practice due to absence or lack of attention or effort at school. Homework assignments serve as a means of providing a bond of common effort between parent, child, and teacher. In order for homework to be effective, each participant – teacher, student, and parent – must understand and be committed to carrying out his/her responsibility. If any of the three (teacher, student, parent) do not fulfill their responsibilities, then the positive effects of homework will be reduced.

Homework Responsibilities of Teacher

1. Communicate to students and parents, homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
3. Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
4. Assign appropriate homework.

Homework Responsibilities of Students

1. Know and understand what is required for completion of the assignment.
2. Assume responsibility for completing and returning assignments.
3. Complete assignments neatly and do quality work.

Homework Responsibilities of Parents

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him/her for any effort made.
5. If your child has difficulty understanding the directions, help them with explanations. **Do not do the homework for your child!**
6. Look over the assignment when your child reports the work is complete to affirm completion and quality.

LIBRARY MEDIA CENTER

Students may check out material for a period of two weeks and may renew the materials once. No fines are charged for overdue materials; however, students are expected to pay for damaged or lost materials. If the item is not returned, a letter will be sent to parents requesting that the material be returned. In the event that materials are not returned or paid for, or if a student repeatedly returns items in a damaged condition, the student may have library media center privileges restricted. Money will be refunded for materials that were lost and paid for, then later found and returned to the library media center.

NONCUSTODIAL PARENTS

The School District assumes that non-custodial parents have all the rights and privileges of custodial parents unless presented with a certified copy of a court order or decree limiting those rights.

NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

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PARENT APPEAL PROCEDURES

In the event a parent is denied access to any topic listed in Board Policy 1005.02 or who is unsatisfied with the solution presented by the administration in accordance with the Parental Objection Provisions of 1005.02, said parent has the right of appeal as listed below:

1. Upon receipt of the administrator's decision, the parent has five (5) school days to appeal that decision by contacting the Office of the Superintendent of Schools.
2. The Superintendent of Schools shall inform the Board no later than the next regularly scheduled Board meeting that an appeal has been made. The privacy of the individual filing the appeal shall be maintained.
3. The Superintendent of Schools shall meet with the parent and administrator in an attempt to resolve the matter within ten (10) school days of receipt of such an appeal.
4. The parent shall receive from the Superintendent his/her decision within five (5) school days of the meeting stated in #3.
5. Upon receipt of the Superintendent's decision, the parent shall have five (5) school days to appeal this decision to the Board of Education to be considered at its next regularly scheduled meeting. Such requests are made by contacting the Office of the Superintendent of Schools. Appeals to the Board will include the parent's/guardian's name and the nature of the objection.
6. Final decision will rest with the Board of Education.

PARENT/GUARDIAN INVOLVEMENT AND PARTICIPATION

School Board Policy 1005.02 provides parents/guardians with the information as to when and how they can access instructional materials. This policy includes the following:

- The Elementary Student Handbook will be sent home with students at the beginning of each school year. Parents/guardians are required to return the signature form indicating that they have received the handbook.
- Parents/guardians are invited to review instructional materials. Parents/guardians can gain access to instructional materials by contacting the school office.
- Parents/guardians are welcome to visit their child's classroom during school hours. Parents/guardians are asked to contact their child's teacher to schedule the best time to visit.
- The building administrator will notify parents/guardians if a substitute teacher will teach their child for four or more weeks.

PARENT VOLUNTEERS

We welcome parent volunteers at each of our elementary schools. Volunteers help students and teachers with various tasks in the classrooms. Parents can volunteer any amount of time that they have available. All volunteers are requested to check in/out at the school office when entering and leaving the building. Parents who volunteer on a regular basis will be subject to a background check. CPS has the right to deny parent participation on field trips and/or with classroom or school activities.

PETS IN SCHOOL

Due to allergies and safety issues, family pets are not allowed in the school building. **Due to student safety, family pets are not allowed on school grounds during school hours, including drop off/pick up times and after school activities.**

PROGRESS REPORTS TO PARENTS

The school year is divided into four grade report periods. Progress Reports are distributed at the end of each grading period. Parent-Teacher Conferences are scheduled twice during the school year. Dates and times of these conferences will be sent to parents prior to conferences being held. Parents or teachers may arrange additional conferences when they are necessary.

RIGHT TO DUE PROCESS

The policy of the Board of Education states: *"The Board of Education of the Columbus Public Schools views the establishment of rules and responsibilities governing student behavior as a necessary element of the educational process."*

The rules and responsibilities governing student behavior established pursuant to this policy and other School Board policies affecting student personnel shall be approved by the district's established procedure prior to their use. All rules and responsibilities established by the school district and any rules established by individual buildings governing student behavior at the school shall be publicized.

The Board recognizes that each classroom teacher needs to establish certain rules governing the educational process he/she is in charge of. Any rules established by individual teachers are to be reflective of school policies and rules. Such rules are exempt from Board approval and need only to be made known in each individual class of which he or she is in charge. Any behavior on the part of a student that violates school policies, rules, or regulations may be subject to disciplinary action. Any disciplinary action shall be administered within the fundamental framework of due process.

SCHOOL HOURS

- School Day: 8:00 a.m. – 3:25 p.m. (2:15 p.m. on early dismissal Wednesdays)
- Office Hours: 7:30 a.m. – 4:00 p.m.
- Breakfast: 7:25 a.m. – 7:45 a.m.
- After School Program 3:25 p.m. – 5:45 p.m. (2:15 p.m. – 5:45 p.m. on early dismissal Wednesdays)

Supervision is provided before and after school from 7:45 a.m. – 3:35 p.m. ***Students need to be picked up by 3:35. On early dismissal Wednesdays students need to be picked up by 2:25.***

SCHOOL INITIATED PHONE CALLS AND TEXT MESSAGES

Columbus Public Schools does send a lot of information to parents regarding upcoming events and activities in order to keep parents informed. The *Federal Telephone Consumer Protection Act* states: **“All phone calls—whether live, automated, or prerecorded voice calls or text messages—made to cell phones using an auto-dialer or other automated dialing technology; are prohibited unless the calls are made for emergency purposes or made with the prior express consent of the cell phone subscriber.”**

In order to conform with the new regulations within the *Federal Consumer Protection Act*, schools need to obtain the “prior express consent” of the parent prior to making calls to the parent’s cell phone number.

The Federal Communications Commission has stated, “People who knowingly release their phone numbers have given permission to be called at the number which they have given, absent instructions to the contrary.”

By signing the receipt of this handbook, you are giving Columbus Public Schools permission to call all cell phone numbers that are registered in PowerSchool for school and student purposes.

SCHOOL MEALS

The schools provide daily breakfast and hot lunch through Lunchtime Solutions. Children who bring cold lunches may purchase milk.

Families are encouraged to keep account balances positive at all times. Deposits are accepted at each school building and at the Administration Building. Deposits may be made by cash or check. Account balances may be obtained through the parent access portal in Wordware. If online access is not available, the District Food Service office may be contacted at (402) 563-7055. Each day that a student eligible for reduced price or paid meals brings the actual amount of the cost of the meal, that student will be provided a breakfast and/or lunch and the amount received will be applied to the cost of that meal rather than to reduce a prior negative balance.

The District will provide the necessary forms for the student's parent or guardian to apply for free or reduced-price meals. Such benefits may be applied for at any time during the school year.

To the extent possible, all actions pertaining to students with negative account balances will be handled as confidentially as possible. Communications regarding account balance concerns will be provided through emails, text messages, and/or phone calls by an assigned District Food Service staff member. Students will not be used as couriers of such information.

Parents should contact the school if their child has any food allergies or requires a special diet as specified by a doctor. Any student going home for lunch needs written permission from a parent/guardian. Students that require a special medical diet, as specified by a doctor, may request that it be prepared in the cafeteria.

No student or parent may bring in commercially prepared food such as Pizza Hut, Subway, Burger King, McDonald’s, etc, during CPS breakfast or lunch periods. Students and parents may bring in sack lunches that are made at home. Students or parents who bring a cold lunch to school are asked to drink juice or water or purchase a carton of milk. Pop and Energy Drinks are not permitted.

FREE AND REDUCED MEAL APPLICATION

Columbus Public Schools strongly encourages all families to complete the free and reduced meal application through Wordware (an online application that also has family balance, payment, and meals charged information) since that information is used to determine eligibility and costs for several student programs. Free and reduced data is also a factor in determining state aid for the District.

Students who receive free or reduced meals and take a qualifying meal at breakfast and lunch receive it free or at a reduced cost. Ala carte and other additional items not part of the reimbursable meal will be charged at their regular cost.

All costs incurred by a student prior to being approved or additional meal item charges are to be paid promptly every month. Payments can be made online through Wordware.

For information on accessing your Wordware account or assistance with the Free and Reduced application process please contact the Administration Building at 402-563-7000.

UNPAID MEAL POLICY

School Board Policy 802.06 states: The purpose of this policy is to establish limitations on the number of breakfasts or lunches a student may receive when the account balance is not sufficient to cover those costs, to provide for alternate meals to be served to students when account balances reach certain limits, and to protect the District from unpaid financial obligations.

Families are encouraged to keep account balances in the positive at all times. Deposits are accepted at each school building and at the Administration Building. Deposits may be made by cash, check, or online through your family Wordware account. Account balances and purchase details by students may be obtained through the family access portal in Wordware. If online access to Wordware is not available, the District office may be contacted at (402) 563-7000.

Each day that a student eligible for reduced price or paid meals brings the actual amount of the cost of the meal, that student will be provided a breakfast and/or lunch and the amount received will be applied to the cost of that meal rather than to reduce a prior negative balance.

In the event that a student's account balance reaches -\$15.00, the student will be offered an alternate meal meeting reimbursable requirements of the USDA school nutrition program. The District will also provide the necessary forms for the student's parent or guardian to apply for free or reduced price meals. Such benefits may be applied for at any time during the school year. At the High School and Middle School a la carte purchases will not be permitted if a student's account balance is below \$0.

To the extent possible, all actions pertaining to students with negative account balances will be handled as confidentially as possible. Communications regarding account balance concerns will be provided by text, phone, and e-mail through the family Wordware account. Communication in writing by assigned District personnel will only be done at the end of each semester. It is the parent's (or guardian's) responsibility to create a Wordware account and maintain a positive balance in their account. Students will not be used as couriers of such information.

Students may apply for free or reduced meals at any time during the school year. Forms may be requested through the Administration Building at (402) 563-7000.

SOCIAL MEDIA

In an effort to better inform parents and the community, Columbus Public Schools will be using social media to share information. Social media includes but is not limited to Facebook, Twitter, blogging and podcasting. When posting information on social networks sites (such as Facebook), the district will only post group photos/videos with no student names. If a student's name is used, there will be no photo. Students will not be allowed to post on any social media pages from the district. Social media will be monitored by each building principal and only be used with their approval. Parents who assist with field trips or school activities are required to follow these same social media guidelines.

STUDENT BIRTHDAYS

School Board Policy 508.13 includes the following, "All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards and/or state nutrition standards." The Smart Snacks in Schools applies to celebrations such as student birthdays. **Due to this federal law and district policy, students are no longer allowed to bring food items to school when celebrating their birthday.** In lieu of food items, students may bring party favors, pencils, erasers, etc. to share with classmates.

Birthday party invitations should not be distributed at school unless they are given to all the boys and/or girls in the classroom. The school is not allowed to share student contact information, which includes home address and phone numbers. Gifts sent to students at school on birthdays or other occasions will be kept in the office and given to students at the end of the school day in order to minimize disruptions during instructional hours.

STUDENT CONDUCT

The expectations for all students who attend Columbus Public Schools are to BE SAFE, BE RESPECTFUL and BE RESPONSIBLE. Students are taught what it looks like to be safe, respectful and responsible in all areas within the school as these expectations encompass all of the daily routines and procedures within the classroom and within the school.

The following policies and procedures have been established and approved by the Board of Education of the Columbus Public Schools for use in all schools within the school district and at all school-sponsored events. **Compliance with the following standards of conduct is mandatory.**

ACTIVITIES FORBIDDEN BY LAWS OF NEBRASKA OR THE UNITED STATES

Students, as citizens of the United States and the State of Nebraska, are to obey all laws established by these respective governmental agencies. The school, in addition to any action taken by law enforcement agencies, may discipline students who violate these laws during the school hours or at school-sponsored events.

ALCOHOL, DRUGS, AND TOBACCO

Students are not to consume, possess, sell, or distribute any drug (including tobacco), narcotic, alcohol, or substance purported to be a drug, narcotic, or alcohol, at school, on school grounds, or at school-sponsored events. This rule does not prohibit possession or consumption by a student of a substance that has been prescribed to him/her by a person licensed to prescribe.

Students are prohibited from consuming any drug, narcotic, controlled substance, alcohol, or substance purported to be a drug, narcotic, alcohol, controlled substance or any facsimile of any substance in any quantity immediately prior to coming on school grounds or to a school-sponsored event. Disciplinary action will be in accordance with District Policy 504.14.

BEHAVIOR TO AND FROM SCHOOL

Students are not to interfere with the ability of other students to travel to and from school safely and without verbal, physical, or sexual harassment. Students are not to participate in activities, which are potentially dangerous to themselves, other students, or the public while on their way to and from school.

BULLYING, EXTORTION & INTIMIDATION

Threatening, bullying or intimidating another student(s) or school personnel is prohibited at school, on school grounds, at school-sponsored events, or going to and from them.

CHEATING

Students who cheat, plagiarize, or forge in connection with academic endeavor and/or school procedures are subject to disciplinary action.

CLASSROOM RULES

Teachers establish reasonable rules in their classrooms to assist them in providing a positive environment for learning. Students are expected to follow these rules and may be disciplined for noncompliance.

DAMAGE OR THEFT OF SCHOOL OR PRIVATE PROPERTY

Students are not to participate in any activity not properly supervised by school personnel that could possibly damage or deface school or private property. If a student damages school or private property, he/she is financially responsible for all damages and may be disciplined. Students are prohibited from borrowing without permission or stealing private or school property. Students will be subject to disciplinary actions.

FALSE FIRE ALARMS AND/OR BOMB THREATS

Students are not to falsely set off fire alarms or falsely report bomb threats. Students who do either of these things will be subject to disciplinary actions.

FIGHTING

Students may not engage in verbal or physical fights in school buildings, on school grounds, at school-sponsored activities, or on their way to and from school. Students are prohibited from hitting, striking, kicking, or in any other way harming another student or school personnel. Disciplinary actions are based on the frequency and severity of the student's behavior and age.

INSUBORDINATION / CLASSROOM DISRUPTIONS

Students are to comply with reasonable directions or requests from teachers, student teachers, substitute teachers, teacher aides, secretaries, principals and other school personnel during any period of time the student is properly under the authority of school personnel. Any student who fails to comply with directions or requests of school personnel will be considered insubordinate. Disciplinary actions are based on the frequency and severity of the student's behavior and age.

SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all students.

School employees may conduct searches when they have reason to suspect that the health, safety, and welfare of students may be in danger. Any school employee making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found on school property) will be conducted at any time when there is a reasonable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety or security of others, or may possibly interfere with school purposes, may be seized by school personnel.
3. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student's person.
4. A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.

SEXUAL DISCRIMINATION

It is the policy of the Columbus Public School District to comply in spirit as well as in fact with the regulations implementing Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states: *“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”*

Any student who has a grievance should complete a grievance form and forward it to the Superintendent.

SEXUAL HARASSMENT

Sexual harassment in any form will not be tolerated. If violations occur, disciplinary action will be taken. Any discrimination on the basis of race, creed, national origin, sex, age or handicap will not be tolerated.

WEAPONS, EXPLOSIVES, AND MATERIAL THAT CAN BE IGNITED

The before-mentioned material items are prohibited on school property or at school-sponsored events unless authorized by proper school authorities. A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon or any look-alike or facsimile of a weapon.

STUDENT PLANNER

Every student in grades 1–4 is issued a planner. One planner is issued FREE to each student. Lost or misplaced planners MUST be replaced and purchased by the student for \$5.00.

STUDENT RECORDS

School Board Policy 507 and its accompanying rules govern the maintenance of student records. These records are maintained to assist the instructional, guidance, and educational progress of the student and for legitimate research to better the educational programs of the school district. Parents and/or legal guardians may request in writing that information contained in student records be released for their purposes. In the event of a student transfer out of the district, student records, including academic, attendance, and discipline information will be sent to the requesting school district.

Schools may make public certain non-confidential “directory information” in association with recognition for such things as academic excellence, extracurricular honors and awards, or participation in officially recognized school sponsored activities. “Directory information” may include such things as name, address, date and place of birth and dates of school attendance. Any parent or legal guardian who does not wish the school district to release such “directory information” must notify the principal of the school that the student presently attends.

STUDENT RETENTION

Parents are included in the retention process. The school will notify parents as early as possible if retention is being considered. Parents, teachers, support staff, and the principal discuss any retention that is considered. The building principal makes the final decision regarding student placement.

STUDENT RIGHTS, RULES, AND RESPONSIBILITIES

State rules, rights, and responsibilities are automatically school district policy as well as building level policy. Therefore, we must be sure that students and parents have been given the opportunity to read them. **Parents and students are required to sign the SIGNATURE SHEET found at the beginning of this handbook.** This information is reviewed with students at the beginning of each school year.

RESPONSIBILITIES AND RIGHT TO AN EDUCATION

A student's right to an education in Nebraska is granted because of provisions in the state's Constitution. There are two very important things a student must do faithfully to protect this constitutional right. Those two things are: attend school and participate in the learning activities.

There are many other things responsible students do while they are students, but nothing is more important than doing the schoolwork assigned by their teachers and being in school on a regular basis.

The policy of the Columbus Public Schools regarding the right to an education states: "*The State of Nebraska, as provided for in Article VII, Section I of the Nebraska Constitution, established public schools to provide free education for students between the ages of five and twenty-one. All residents of the Columbus Public Schools from ages five through twenty-one are entitled to attend public schools without tuition. All students are entitled to equal educational opportunities.*"

Along with one's right to equality of educational opportunity, each student has a commensurate responsibility to act in such a way as to not interfere with the rights of others to the same opportunity.

Essential to the fostering and maintaining of educational opportunity, is reasonable and necessary order in the schools. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it substantially disrupts the educational process and deprives others of their rights. The most important things a student must do to protect his/her right to an education are stated as Responsibilities. These Responsibilities include:

RESPONSIBILITY AND RIGHT OF FREEDOM OF EXPRESSION

The right to freely express oneself is justifiably tempered with responsibilities to ensure that the expression made does not interfere with the rights of others. The official school policy and the responsibilities students have when expressing themselves are contained in this handbook to promote reasonable communication to reflect one of the purposes of Columbus Public Schools. **That purpose is to encourage the use of good language skills while providing educational experiences for students.**

The official school policy in regard to Freedom of Expression states: "*The Board of Education of the Columbus Public Schools recognizes the First Amendment to the Constitution of the United States of America as being an essential part of the learning process. The Board of Education further recognizes that students need guidance in exercising the right of Freedom of Speech so that they do not interfere with the rights of others. The following statements are made to guide students in exercising their constitutional right of Freedom of Speech.*"

RESPONSIBILITY AND RIGHT TO FREEDOM OF ASSEMBLY

Official school policy states: "The Board of Education of the Columbus Public Schools recognizes that Freedom of Assembly is a right protected by the First Amendment of the constitution of the United States. The exercise of this right must be conducted in a responsible manner so as not to interfere with the educational activities of the school district."

The right to assemble in a school building, on school grounds or at school activities can be protected by following the responsibilities listed below.

RESPONSIBILITIES OF STUDENTS WHEN EXPRESSING THEMSELVES

When students express themselves at school, at school-sponsored activities, or in public places away from school, they must abide by the following rules:

1. The expression shall not contain words that are considered indecent, lewd, obscene, profane, vulgar, off-color, fighting or gutter words (swear words); phrases which contain threats, or physical gestures which are offensive or threatening to anyone seeing or hearing the expression; and expressions which undermine or are disrespectful to school personnel.
2. The expression of the student shall not contain words, phrases, or gestures that ridicule or belittle others.
3. The expression of the student shall not encourage other persons to violate school rules.

4. The expression of the student shall not be unusually loud, or interfere with or obstruct any lawful mission, process, function, or purpose of the school.
5. The expression of the student shall not be slanderous.
6. The expression of the student shall not be libelous.
7. The expression of the student about, or directed to, any teacher, administrator, or other school employee at any time in a public place shall comply with the six previously stated rules governing student expression. (Example: Any student who shall refer to a teacher in a public place at any time by a lewd or obscene name in such a loud voice that the teacher and/or others hear the insult may be disciplined by the school authorities.)

Any student who fails to meet these requirements when expressing himself/herself may be disciplined.

SYMBOLIC EXPRESSION AND RELATED ACTIVITIES

Symbolic expression is defined as that type of expression, exclusive of verbal and written expression, which conveys the personal ideas, feelings, attitudes and opinions of an individual. Length of hair, choice of clothing, buttons, badges, armbands, and physical gestures are some examples of symbolic expression.

Each student has the right to express himself/herself by way of symbols subject only to the restrictions that such expression does not result in over exhibitionism, disruption of the educational process, obscenities, disrespect, or obvious annoyance to others.

SUPPORT SERVICES

A variety of support services are offered by Columbus Public Schools. In order to be eligible for these services, students must meet criteria established by the district or state.

TECHNOLOGY INTEGRATION & INTERNET USAGE

Computer Network/Internet access is available to students and teachers in Columbus Public Schools. We believe that Internet/Network access offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication.

Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the system is used to increase school and district communication, enhance productivity, and assist teachers in upgrading their skills through greater exchange of information with their peers. The system also assists us in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials through the installation of an Internet filtering device. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals. We strive to ensure that use of Internet/Network resources is consistent with our stated mission, goals, and objectives.

Students using the Internet will follow all laws, policies, and rules governing computers and iPads. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and expectations for student and parent privacy. Students at Columbus Public Schools shall receive instruction in Internet Safety. This curriculum will include the appropriate use of social networking sites,

cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the Internet Safety Curriculum may be found in the district Curriculum Office and each school media center.

APPROPRIATE USES AND DIGITAL CITIZENSHIP

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following guidelines:

1. **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.
3. **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist or inappropriate.
4. **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property:** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property:** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

iPAD USE

Students will use their iPad in various learning settings throughout the day. Student iPads may be sent home for additional learning opportunities. Students will receive regular training during the school year to address appropriate care and usage of the iPad, as well as digital citizenship training. Students who use their iPad in an inappropriate manner may be subject to disciplinary actions.

The student iPad is in a case which acts as the insurance policy for the iPad. Student iPads are to remain in the case at all times. If an iPad is removed from the case the student is financially responsible for all damages. If an iPad charging cord and/or block are lost or damaged, students are financially responsible.

Students will log into their iPad using their school-issued student ID. Students are not to share their account passwords with anyone other than their parent/guardian. **In the event of a compromised account the Columbus Public School Technology Department reserves the right to disable a student's account.**

TECHNOLOGY FEE

Students will pay a \$15.00 fee that will cover accidental damage to their iPad, charger and cord. The technology fee does not cover a lost or stolen iPad, cord or charger.

School Board Policy 504.18 provides fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge. Students or their parents must request a fee waiver.

EMAIL

Students' email access will be through a Google Gmail system managed by the Columbus Public Schools. This email system is monitored by the Columbus Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content. Students are expected to use appropriate language when sending emails and are not to transmit language/material that is profane, obscene, abusive, or offensive to others. Student email accounts are subject to inspection at any time by school administration, parent/guardian or designee. Student email accounts **should not** be used for student to student or parental communication unless directed by the teacher. **In the event of noncompliance with appropriate email use, the Columbus Public School Technology Department reserves the right to terminate a student's email account and student may be subject to disciplinary action.**

GOOGLE APPS FOR EDUCATION

The Columbus Public Schools district utilizes Google Apps for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

As a district, we only authorize the use of tools and applications that support the implementation of our curriculum and have been through a rigorous educational process. Our district utilizes several computer software applications and web-based services, operated not by the school district, but by third parties. A complete list of the programs with the privacy policy for each can be found on our district website:

<https://columbuspublicschools.org/coppa>

The following services are available to each student and hosted by Google as part of Columbus Public Schools on-line presence in Google Apps for Educations:

- **Mail** – an individual email account for school use managed by Columbus Public Schools
- **Calendar** – an individual calendar providing the ability to organize schedules, daily activities and assignments
- **Docs** – a word-processing, spreadsheet, drawing, and presentation toolset that is similar to Microsoft Office
- **Sites** – an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences and working in small groups on presentations to share with others.

In order for our students to use these educational programs and services, certain Board Policy approved directory information may be provided to the website operator strictly for educational purposes. This directory information may consist of the student's name, username, district e-mail address, grade level, age and/or date of birth. The need for such information is necessary to utilize software and web-based services as part of the classroom instruction. **A signature on the Student Handbook Signature Page constitutes consent for our school district to provide this directory information.**

TECHNOLOGY USE IN THE COLUMBUS PUBLIC SCHOOL DISTRICT IS GOVERNED BY FEDERAL LAWS INCLUDING:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under age 13. By default, advertising is turned off for Columbus Public School's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The

school's use of student information is solely for educational purposes. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (refer to Board Policy 507.02), but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form. For more information on FERPA, please visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Google Apps for Education by students:

1. **Official Email Address.** All students will be assigned a *username@discoverers.org* email account. This account will be considered the student's official CPS email address until such time as the student is no longer enrolled with Columbus Public Schools.
2. **Prohibited Conduct.** Please refer to the student handbook and Acceptable Use Policy.
3. **Access Restrictions.** Access to and use of student email is considered a privilege accorded at the discretion of the Columbus Public School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violation of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. **Security.** Columbus Public Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Columbus Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access these Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

TELEPHONE USAGE

The telephone at the school is a business telephone. Therefore, student use is limited. If the reason to use the telephone is legitimate, the teacher and or other staff members will give the student permission to use the telephone. These calls should be kept to a minimum and be kept brief.

UNNECESSARY STUDENT ITEMS

Students should not bring items to school that may interfere with learning or endanger the health and safety of others. This includes but is not limited to fidgets, trading cards, toys, stuffed animals, etc. The school is not responsible for the loss, theft or damage of any items brought to school. The teacher or principal may confiscate such items. The school will work with the parent to return confiscated items. **If an item is not on the school supply list or directly requested by a teacher or staff member, please do not bring it to school.**

The Columbus Public Schools does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or handicap in administration or access to, or treatment or employment in, its programs and activities. If you have any special needs request that will assist you in participating in services, programs and activities of the Columbus Public School District, please contact your building principal or the superintendent of schools.

BOARD MEMBERSHIP - ELECTIONS AND APPOINTMENTS (Class III)

The annual school election takes place on the first Tuesday after the first Monday in November. Terms shall be staggered so that three board members are elected at each general election. Members of the board will be elected at large.

Incumbents must file for election at the Office of the County Clerk, Platte County, by February 15 prior to the date of the primary election. All other candidates must file for election by March 1 prior to the date of the primary election.

If a vacancy occurs on the board it may be temporarily filled by appointment within 45 days of the vacancy by the remaining members of the board. The remainder of the unexpired term shall be filled by the normal board member election process in the next general election. If the board does not fill the vacancy by appointment, the vacancy may be filled by election at a special election or school district meeting called for that purpose. If a majority of the offices of the school board members are vacant, the Secretary of State will call a special school district election to fill the vacancies.

Legal Reference: Neb. Statute 32-501 et seq.

Cross Reference: 201.05 Term of Office

Policy
Adopted: 12-08-03

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

BOARD MEMBERSHIP - ELECTIONS AND APPOINTMENTS

The biennial school election takes place on the first Tuesday after the first Monday in November. Terms shall be staggered so that at least three board members are elected at each general election. Members of the board will be elected (*at large; by ward or district*).

Incumbents must file for election at the Office of the County Clerk, _____ County, by February 15 prior to the date of the primary election. All other candidates must file for election by March 1 prior to the date of the primary election.

If a vacancy occurs on the board it may be filled within 45 days by appointment of a qualified registered voter by the remaining members of the board for the remainder of the unexpired term. If the board does not fill the vacancy by appointment, the vacancy may be filled by election at a special election or school district meeting called for that purpose. If a majority of the offices of the school board members are vacant, the Secretary of State will call a special school district election to fill the vacancies.

[Every candidate for a special district election shall file a candidate filing form according to state statutes.](#)

It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

Legal Reference: Neb. Statute 32-501 et seq.

Policy
Adopted:

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

MEETING NOTICE

Reasonable advance public notice shall be given for meetings and work sessions held by the Board in a local newspaper designated and recorded in the board minutes. Public notice shall indicate the time, place, date and tentative agenda of board meetings. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The notice shall be transmitted to the public and a copy kept readily available for public inspection at the principal office of the district. Except for items of an emergency nature the agenda shall not be altered later than 24 hours before the meeting.

A copy of the public notice will be provided to those who have filed a request for notice with the superintendent. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. Public notice of emergency meetings shall be given as soon as practical and possible in light of the situation. Reasonable efforts shall be made to notify news media who have requested notification of meetings.

It shall be the responsibility of the superintendent to give public notice of board meetings and work sessions. The superintendent shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification of the time and place of each meeting and the subjects to be discussed.

Legal Reference: Neb. Statute 84-1408 to 1414
 79-554
 79-560
 79-561

Cross Reference: 204.01 Regular Meetings
 204.02 Special Meetings
 204.10 Agenda

Policy Adopted: 12/08/03
Policy Revised: 07/10/06

COLUMBUS PUBLIC SCHOOLS

Policy Revised: 02/15/2021

Columbus, Nebraska

MEETING NOTICE

Reasonable advance public notice shall be given for meetings and work sessions held by the board in a local newspaper designated and recorded in the board minutes and, if available, on the newspaper's web site. ~~The board may also, but is not required to, post notice of the meeting in public places throughout the district. If the newspaper refuses, neglects, or is unable to publish the notice on time, the district shall (1) post the notice on the newspaper's website, if available, and (2) post the notice in at least 3 conspicuous places in the district. The Board Secretary shall keep a written record of the postings.~~

Public notice shall indicate the meeting's time, place and date, and shall include a statement that the agenda shall be readily available for public inspection at the district office. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting and a copy kept readily available for public inspection at the principle office of the district. Except for items of an emergency nature the agenda shall not be altered later than 24 hours before the meeting.

A copy of the public notice will be provided to those who have filed a request for notice with the superintendent. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

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 79-554
 79-560
 79-561

Policy
Adopted:

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Approved _____ Reviewed _____ Revised _____

BOARD ASSOCIATION MEMBERSHIP

Participation in board member associations are beneficial to the board. The board shall annually decide on membership in the Nebraska Association of School Boards and in organizations the board determines will be of benefit to the board and the school district.

Legal Reference: Neb. Statute 79-512

Cross Reference: 206.03 Board Member Development Opportunities

Policy
Adopted: 12-08-03

COLUMBUS PUBIC SCHOOLS
Columbus, Nebraska

BOARD ASSOCIATION MEMBERSHIP

Participation in board member associations are beneficial to the board. The board shall maintain an active membership in the Nebraska Association of School Boards (NASB) and in organizations the board determines will be of benefit to the board and the school district.

The district shall publicly disclose the following on its website:

- a) Membership dues paid annually to any association or organization such as NASB; and
- b) Any fees other than membership dues paid to any individual lobbyist or lobbying firm.

Legal Reference: Neb. Statute 79-512

Cross Reference: 206.03 Board Member Development Opportunities

Policy
Adopted:

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Approved _____ Reviewed _____ Revised _____

PUBLIC COMMENT 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 public comment, *[at a specific time during the meeting][and] [prior to the discussion of each agenda item]*. If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice at a particular meeting and will announce that decision at the beginning of the meeting. The orderly process of the board meeting shall not be interfered with or disrupted. Subjects for comment should involve areas within the board's proper responsibility.

The board has the discretion to limit the amount of time set aside for public comment. The board president shall specify the total amount of time available for public comment prior to opening the public comment period. If public comment is allowed prior to individual agenda items, that limit on the total comment period should also be defined. Individual comments will be limited to 5 minutes for each participant. The board president will recognize these individuals to make their comments at the appropriate time. 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.

The board requires any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the board waives the address requirement to protect the security of the individual.

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 and such information will only be added to the agenda packet at the discretion of the superintendent after consultation with the board president.

Legal Reference: Nebraska Statute 84-1408 to 1414

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

Policy

Adopted: 12-08-03

Revised: 08/11/08

Revised: 08/16/21

Revised: 11/21/22

COLUMBUS PUBLIC SCHOOLS

Columbus, Nebraska

PUBLIC COMMENT IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. ~~In order and has created rules~~ to assure citizens are heard and board meetings are conducted efficiently and in an organized manner. The board shall set time aside for public comment, ~~{at a specific time during the meeting}{and}{prior to the discussion of each agenda item}~~. ~~If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice-~~ meeting except closed sessions, at times specified by the board. The orderly process of the board meeting shall not be interfered with or disrupted. ~~Subjects for comment should involve areas within the board's proper responsibility~~ Hostile conduct and offensive or defamatory comments will not be tolerated.

The board has the discretion to limit the amount of time set aside for public comment. The board president shall specify the total amount of time available for public comment prior to opening the public comment period. If public comment is allowed prior to individual agenda items, that limit on the total comment period should also be defined. Individual comments will be limited to __ minutes for each participant. The board president will recognize these individuals to make their comments at the appropriate time. 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.

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Legal Reference: Nebraska Statute 84-1408 to 1414

Cross Reference: 201.07 Board Member Liability
403.05 Public Complaints about Employees
1005.01 Public Complaints

STUDENT CONDUCT

The board believes inappropriate student conduct causes serious disruption to the learning environment, interferes with the rights of others, and threatens the health and safety of students, employees and the public. The Superintendent and staff will develop and implement age-appropriate student codes of conduct to facilitate the educational process.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district. This policy will also apply while on school owned, operated or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the school district.

Students who violate this policy and the administrative regulations supporting it will be subject to disciplinary measures including, but not limited to, removal from the classroom, detention, suspension, probation and expulsion. The codes of conduct will include measures to prevent or discourage behavior which interferes with the educational program, behavior which disrupts the orderly and efficient operation of the school or the functioning of school activities, behavior which interferes with the maintenance of a learning environment, behavior that is violent or destructive, or behavior which interferes with the rights of other students to pursue their education. Procedures will be available to allow rights of due process for all students.

Every report of alleged violations of student conduct policies that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing student conduct investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of student conduct policies.

This disciplinary process is designed to create the expectation that the degree of discipline imposed by the school will be proportionate to the severity of the behavior of the particular student, the previous discipline history of the student and other relevant factors. It will also include parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance appropriate student behavior and academic performance. All student codes of conduct shall be submitted to the board for approval or review.

The code of conduct will be included in the student handbook, and a parent/guardian will sign and promptly return an acknowledgement of receipt of the handbook which specifically mentions the student code of conduct.

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).
 Neb. Statute 79-2,114 et seq. (Nebr. Equal Opportunity
 in Education Act)
 79-254 et seq. (Student Discipline Act)

Cross Reference: 503 Student Attendance
 506 Student Activities
 1005.02 Parent Relations Goals

Policy
Adopted: 9/11/06
Revised: 11/16/20

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

STUDENT CONDUCT

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The district will not substantially burden the right to a student's religious exercise unless that religious exercise is disruptive to or interferes with the school learning environment, is detrimental to the health or safety of the student or another person, or violates the permission of staff.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district. This policy will also apply while on school owned, operated or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the school district.

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This disciplinary process is designed to create the expectation that the degree of discipline imposed by the school will be proportionate to the severity of the behavior of the particular student, the previous discipline history of the student and other relevant

STUDENT APPEARANCE

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location on the school grounds or at any school function where the person is otherwise authorized to be as long as the tribal regalia does not interfere with the educational process and is not detrimental to the health or safety of the student or another person.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Legal Reference: Hines v. Caston Sch. Corp. 651 N.E.2D 330 (1995)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503
(1969).

Neb. Statute 79-526

Cross Reference: 501 Objectives for Equal Educational Opportunities for
Students

Policy
Adopted:

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

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The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Legal Reference: Hines v. Caston Sch. Corp. 651 N.E.2D 330 (1995)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503
(1969).
Neb. Statute 79-526

Cross Reference: 501 Objectives for Equal Educational Opportunities for
Students
504 Student Rights and Responsibilities

Policy
Adopted: 9/11/06

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

WEAPONS

The Board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Neb Statute 79-263
 Improving America's Schools Act of 1994, P.L. 103-382.
 18 U.S.C. § 921 (1994).
 McClain v. Lafayette County Bd. of Education, 673 F.2d
 106 (5th Cir. 1982).

Cross Reference: 504.01 Student Due Process
 505 Student Discipline
 508 Student Health and Well-Being

Policy
Adopted: 9/11/06

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

WEAPONS

The board believes weapons and other dangerous objects and look-a-likes in school district facilities including concealed weapons cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

This shall not apply to the issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this state, or Reserve Officers' Officers Training Corps, peace officers, authorized law enforcement officers, or authorized retired law enforcement officers when on duty or training.

Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

The term "dangerous object" shall include noxious or flammable material, fireworks, devices intended to administer an electric shock (tasers, electric batons, prods, or stun guns) chemical weapons (i.e. mace, pepper spray), martial arts weapons or other instruments including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects including concealed weapons shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms as defined in 18 U.S.C. 921 to school or knowingly possessing firearms including concealed firearms at school may be expelled for a period of not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons or dangerous objects under the control of law enforcement officials shall be exempt from this policy. ~~Firearms kept in a locked firearm rack that is on a motor vehicle or that are~~ This policy does not prohibit firearms contained ~~within in~~ a private vehicle operated by a nonstudent adult or prohibited person that are locked

inside the ~~not loaded~~ are also exempt glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, other than an autocycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area. Firearms also may be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes and must be kept in a designated location during the school day. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.

Legal Reference: Neb. Statute 79-263
 Neb. Statute 28-1204.04
 Improving America's Schools Act of 1994, P.L. 103-382.
 18 U.S.C. § 921 (1994).
 McClain v. Lafayette County Bd. of Education, 673 F.2d
 106 (5th Cir. 1982).

Cross Reference: 505 Student Discipline
 508 Student Health and Well-Being

Policy
Adopted: 9/11/06

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

CLASSROOM ENVIRONMENT

Classrooms are expected to be maintained in a safe, orderly manner at all times in keeping with providing an appropriate, healthy learning environment. Any items for display or use in the classroom shall meet this criterion. The use of scented diffusers, candles, hot plates or any other non-disinfecting chemical used to release strong scents or odors throughout a room or office will not be permitted in district facilities by students, staff or visitors. This is due to allergic reactions and potential fire code violation by students and staff toward the chemicals that are released into the air. All chemicals must be listed in the district Material Safety Data Sheets (MSDS or SDS) books and reviewed by the district's insurance carrier. All chemicals need to be approved by the Director of Operations and requires the MSDS information.

Policy
Adopted: 3/8/2021

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

CLASSROOM ENVIRONMENT

Classrooms are expected to be maintained in a safe, orderly manner at all times in keeping with providing an appropriate, healthy learning environment. Any items for display or use in the classroom shall meet this criterion. The use of essential oils or essential oil diffusers will not be permitted in district facilities by students, staff or visitors.

All items on display in the classroom such as posters, pictures, banners, charts, signs or flags must be related to the curriculum. Items unrelated to the curriculum or that may cause a disruption to the learning environment are prohibited. Staff members are expected to request the building principal's approval for display of items that may not meet this standard.

The district will display or use the Gall-Peters projection map (or a similar cylindrical equal-area projection map) or the AuthaGraph projection map in classrooms, although other types of maps are allowed in addition to it.

Policy
Adopted:

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Approved _____ Reviewed _____ Revised _____

Committee As A Whole
Monday, May 13, 2024 5:30 PM Central

Kramer Education Center
2410 16th Street, Suite A
Columbus, NE 68601

Candace Becher: Present
Mark Brown: Absent
Michael Jeffryes: Present
Doug Molczyk: Present
Theresa Seipel: Present
Douglas Willoughby: Present
Present: 5, Absent: 1.

I. Committee As A Whole

I.A. Call to Order

I.B. Roll Call of Board

Motion to excuse Mr. Brown Passed with a motion by Doug Molczyk and a second by Douglas Willoughby.

Mark Brown: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 5, Nay: 0, Absent: 1

I.C. Pledge of Allegiance

I.D. Notice of Open Meeting Posted

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

I.E. Presentations

I.E.1. North Park Presentation

Bob Hausmann, Principal at North Park Elementary shared statistics and activities at North Park. Mr. Hausmann talked about the four new staff this year. These were all classified positions, which included three paraprofessionals and a nurse. He also shared information about continuous school improvement, reviewed data and setting goals for targeted issues to improve. Mr. Hausmann said that North Park received a good rating from AQuESTT. The data showed that some target areas that needed to be addressed were EL, economically disadvantaged, hispanic families and special education. The AQuESTT report does not come out until June, however, preliminary data show good progress. Mr. Hausmann shared all testing data. Discussion on chronic absenteeism with emphasis on the goals set and the improvement that has been made this school year. Mr. Hausmann said that they worked really hard at getting information out to parents about the importance of attendance. The UpBeat Engagement Survey Results were presented. Staff continue to work with the trust accelerators to improve communication. Mr. Hausmann said they plan a social function for staff each month. This time is used to spend time outside the school building and building relationships. North Park has monthly assemblies to reward students, and they have a

partnership with CCC athletics and invite them to the assemblies to offer the students different experiences. North Park has a great PTO and they plan monthly events for students.

I.F. Board Special Functions

I.F.1. The classified wage increase schedule for 2024-2025

Dr. Kay, Director of Finance and Human Resources proposed the new Classified Salary Schedule. He said steps 10 and 20 were added. The total cost is 3.5%, the cost-of-living adjustment is 3.2%. This fits into the budget based on the tax authority for next year.

I.F.2. First Reading of Policy 606.03 and 606.03R1

The Superintendent recommends that the Board approve the First Reading of Policy 606.03 and 606.03R1, as submitted. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

Mark Brown: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 5, Nay: 0, Absent: 1

Dr. Loeffelholz, Superintendent, said he met with the media specialists. The regulation was reviewed. The policy is more transparent about how to file a complaint. The wording was changed from citizen to any resident of CPS. The regulation states the superintendent will form a committee to review and make a decision. Information is included about where the form is located, etc.

I.F.3. Approval of the Elementary Supply Lists for 2024-2025

Motion to approve the list Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

Mark Brown: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 5, Nay: 0, Absent: 1

The supply list did not have much change from last year. The online company keeps it very comparable to families shopping for supplies on their own.

I.F.4. Request for funding for the SkillsUSA National Competition

Ben Loeffelholz, CHS SkillsUSA sponsor, said 13 students attended the state competition. Two students qualified for the national competition. He is requesting \$250.00 each for the 2 students and the 2 sponsors registration for the national competition for a total of \$1000.00.

I.G. Consent Agenda

I.G.1. Approval of Minutes

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

Dr. Kay shared an update on all the financial reports. He stated that the general fund is getting caught up. The money used from the depreciation fund will be returned. The bond payment went out but is not reflected yet in the report. He said we have 30% of our revenue left to receive from property tax. He is waiting for the remaining payments from ESSERS, that will pay for the CASSETTE House Project. The M4 report is showing payroll as the big item paid, Initiative One was paid for working with our NexGen Program.

I.G.3. Certified Personnel

Dr. Kay said the list is very up to date.

I.G.4. Classified Personnel

Noted by Dr. Kay was there are a lot of resignations in listed on the classified memo.

I.G.5. Tentative Graduate List 2024

Dave Hiebner, CHS Principal said this list is all who have the potential to graduate, there will be some that will come back for summer school.

I.G.6. Professional Travel

Dr. Kay said this is a list of where everyone went in the last month.

I.H. Acceptance of Gifts/Donations

I.I. Curriculum and Instruction

I.I.1. Policies

I.I.2. Administrative Functions

I.I.3. Updates

I.J. Business Operations and Human Relations

I.J.1. Policies

I.J.2. Administrative Functions

I.J.3. Updates

Dr. Kay updated on the estimated valuation-real property growth. He said we are seeing new growth in valuation. The levy next year will be \$.92 instead of the \$1.05.

I.K. Buildings & Sites/Technology

I.K.1. Policies

I.K.2. Administrative Functions

I.K.2.1. ServiceMaster Contract for 2024-2025

Leonard Kwapnioski, Director of Buildings/Sites and Technology said this contract shows a small increase. Recently CMS hired another custodian which dropped the fee to ServiceMaster. Mr. Kwapnioski said this a good service for us.

I.K.2.2. Boiler Replacement Project

Mr. Kwapnioski shared information on the CMS boiler project. The estimated cost is \$400,000.00. He received three estimates after they toured the building. Two companies submitted bids. The project will include two 8 chamber boilers for \$390,000.00.

I.K.3. Updates

Mr. Kwapnioski's update was information on the CASSETTE House Project. He said the goal is for the project to be finished the second week of July. At this time, they are waiting on cabinets, hoping to have them in the next four weeks. The space is going to be such a great change for them.

I.L. Student Services

I.L.1. Policies

I.L.2. Administrative Functions

I.L.2.1. Presence Contract for Speech

Mr. Harris provided information on the Presence Learning Contract for online speech. Currently, we provide SLPs to us, serve non-publics, some at Lost Creek and CMS. If a couple of the positions aren't filled, we may need to ask for more service. They are doing a great job. Its been great this year because we have paras to set up sessions.

I.L.2.2. ESU 7 Contracted Services for 2024-2025

Mr. Harris said the ESU 7 Contract provides vision services along with additional school psychologist time and provides support in all of our buildings. Projections for learning academy are included. Bridges is the new program for autistic students.

I.L.2.3. Soliant Health Contract for 2024-2025

Mr. Harris shared information on Soliant Health. This company will help to find staff for CPS. They recruit. This is the first company to send a possible candidate. These will be contracted providers. The rates have been approved by NDE.

I.L.2.4. Phase 1 Special Education Staffing Plan

Mr. Harris said he met with Special Education teachers in March and April. They rated each student on a 1-4 scale. The rating determines a weight for each student to determine caseload sizes for each teacher. Mr. Harris recommends adding 16.4 staff. After doing some research with other Special Education people across the state, to decide what is a normal caseload, and then compensate staff who are over that number. Mr. Harris said this is Phase 1. This plan would be very beneficial for regular education teachers, it also

shows good faith in efforts to help Special Education teachers with manageable caseloads. He said they are working very hard to get positions filled.

I.L.2.5. 4 Day a Week Preschool Calendar

Jason Harris, Director of Student Services and Special Education, proposed a 4-day calendar week for preschool. Teachers would have an allotted time for planning. At this time, teachers do not get a plan period at all. Staff indicated that there were a lot of behaviors this year and not time to actually plan on how to help those students.

This schedule would be beneficial for teachers to be offered time for collaboration. Paraprofessionals would still get the same number of hours. Hours would need to be changed, Wednesdays would be a non-student day and could be used as a reset day for everything. Morning class would be 7:45am to 11:15am, afternoon class would be 12:00pm to 3:30pm. Mr. Harris has done research, many other districts are using a 4-day preschool calendar.

I.L.2.6. Omaha Music Therapy Contract for 2024-2025

This contract provides therapy based on student IEP goals.

I.L.3. Updates

I.M. Superintendent's Report

Dr. Loeffelholz reminded the Board about the End of Year Celebration next Monday, May 20. Graduation is this Sunday. He also noted that Wednesday is the last day of school for most seniors. Congrats to the soccer teams. He also mentioned a draft of a strategic plan was coming soon.

I.N. Board Sharing

Board Sharing will be next week.

I.O. Executive Session

Motion to go into Executive Session Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

Mark Brown: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 5, Nay: 0, Absent: 1

Motion to come out of executive session. Passed with a motion by Doug Molczyk and a second by Candace Becher.

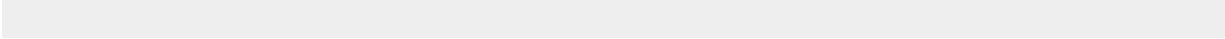
Mark Brown: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 5, Nay: 0, Absent: 1

I.P. Adjourn

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, May 13, 2024.

President

Secretary



Regular Meeting
Monday, May 20, 2024 5:30 PM Central

Kramer Education Center
2410 16th Street, Suite A
Columbus, NE 68601

Candace Becher: Present
Mark Brown: Absent
Michael Jeffryes: Absent
Doug Molczyk: Present
Theresa Seipel: Present
Douglas Willoughby: Present
Present: 4, Absent: 2.

I. Board Meeting

Motion to excuse Mark Brown and Mike Jeffryes. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

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 ensures all can hear proceedings

I.E. Mission Statement

Doug Molczyk read the Mission Statement.

I.F. Opportunity for Public to be Heard

I.G. Board Special Functions

I.G.1. The classified wage increase schedule for 2024-2025

The Superintendent recommends that the Board approve the classified wage increase schedule for 2024-2025, as submitted. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.G.2. Second and Final Reading of Policy 606.03 and 606.03R1

The Superintendent recommends that the Board approve the Second and Final Reading of Policy 606.03 and 606.03R1, as submitted. Passed with a motion by Candace Becher and a second by Theresa Seipel.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk:

Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2
Up to date changes to this policy.

I.G.3. Approval of the Elementary Supply Lists for 2024-2025

The Superintendent recommends that the Board approve the Elementary Supply Lists for 2024-2025. Passed with a motion by Candace Becher and a second by Doug Molczyk.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.G.4. Request for funding for the SkillsUSA National Competition

The Superintendent recommends that the Board approve the SkillsUSA request for funds for the National Competition. Passed with a motion by Theresa Seipel and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.G.5. CHS Percussion Camp

The Superintendent recommends that the Board approve the CHS Percussion Camp. Passed with a motion by Doug Molczyk and a second by Douglas Willoughby.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2
Dave Hiebner shared information on the late notice of this camp.

I.H. Recognitions

I.H.1. CMS Recognitions

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

I.J. Consent Agenda

Motion to approve the Consent Agenda Passed with a motion by Doug Molczyk and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.J.1. Approval of Minutes

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

I.J.3. Financial Report M5

Chip Kay, Director of Finance and Human Resources talked about the M5 financial report. He said payments went out for payroll and a lot of contracted services. He noted that JNW Consulting was paid for work on the strategic plan.

I.J.4. Certified Personnel

I.J.5. Classified Personnel

I.J.6. Tentative Graduate List 2024

I.J.7. Professional Travel

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 Douglas Willoughby.

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

Yea: 4, Nay: 0, Absent: 2

Balances for the month of April were \$103,592.77 and for the year were \$251,911.18.

I.L. Curriculum and Instruction

I.L.1. Administrative Functions

I.L.2. Updates

Teresa Hausmann, Director of Curriculum, Instruction and Assessment, updated on a tour that was given to Nebraska Workforce Development, to see the STEM area, and they are very excited about the community partners that the district has with local manufacturers and businesses. She also talked about ADM hosting SkillsUSA students, along with job shadowing that is being planned for November. Mrs. Hausmann said the certifications being offered at CHS are so lucrative for our students. She gave a shout-out to Michelle Oppliger and Nicole Anderson for being chosen to receive a grant for a new family literacy site. The funding will be for 3 years and will be \$30,000.00 per year.

I.M. Business Operations and Human Relations

I.M.1. Administrative Functions

I.M.1.1. CHS Leadership and Ethics Class Fundraising Application

The Superintendent recommends that the Board approves the CHS Leadership and Ethics Class Fundraising Application. Passed with a motion by Douglas Willoughby and a second by Candace Becher.

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

Yea: 4, Nay: 0, Absent: 2

Mr. Hiebner shared that this fundraiser is to get t-shirts for all incoming freshmen.

I.M.1.2. Surplus Requests

The Superintendent recommends that the Board approve the surplus request. Passed with a motion by Theresa Seipel and a second by Doug Molczyk.

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

Yea: 4, Nay: 0, Absent: 2

Dr. Kay said the Lost Creek request is for books that have been removed from the library. He said they had sold some of them and that is what is left.

I.M.2. Updates

No Updates.

I.N. Buildings & Sites/Technology

I.N.1. Administrative Functions

I.N.1.1. ServiceMaster Contract for 2024-2025

The Superintendent recommends that the Board approve the ServiceMaster Contract for 2024-2025, as submitted. Passed with a motion by Candace Becher and a second by Theresa Seipel.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.N.1.2. Boiler Replacement Project

The Superintendent recommends that the Board approve the Boiler Replacement Project, as submitted. Passed with a motion by Doug Molczyk and a second by Candace Becher.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.N.2. Updates

I.O. Student Services

I.O.1. Policies

I.O.2. Administrative Functions

I.O.2.1. Presence Contract for Speech

The Superintendent recommends that the Board approves the 2024-2025 Presence Contract for Speech, as submitted. Passed with a motion by Candace Becher and a second by Doug Molczyk.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.O.2.2. ESU 7 Contracted Services for 2024-2025

The Superintendent recommends that the Board approve the ESU 7 Contracted Services for 2024-2025, as submitted. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.O.2.3. Soliant Health Contract for 2024-2025

The Superintendent recommends that the Board approve the Soliant Health Contract for 2024-2025, as submitted. Passed with a motion by Douglas Willoughby and a second by Candace Becher.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

Jason Harris, Director of Student Services and Special Education, said they have sent an applicant who has been hired for North Park. All elementary positions have been filled; they will start working on open CMS now.

I.O.2.4. Phase 1 Special Education Staffing Plan

The Superintendent recommends that the Board approve the Phase 1 Special Education Staffing Plan, as submitted. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.O.2.5. 4 Day a Week Preschool Calendar

The Superintendent recommends that the Board approves the 4 Day a Week Preschool Calendar. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.O.2.6. Omaha Music Therapy Contract for 2024-2025

The Superintendent recommends that the Board approve the Omaha Music Contract for 2024-2025, as submitted. Passed with a motion by Candace Becher and a second by Doug Molczyk.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.O.3. Updates

No Updates.

I.P. Superintendent's Report

Dr. Loeffelholz said Doug Willoughby, Board President, did a nice job opening the End of Year Celebration.

I.Q. Board Sharing

The Board thanked all the teachers. All commented that this was a good time to recharge and enjoy summer break. They enjoyed graduation and loved seeing the culmination of the whole year. They talked about how the diversity of our district shows so much at graduation. Doug Molczyk noted that the band's concert was amazing.

II. Executive Session

Motion to go into Executive Session Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

Motion to go into executive session. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.

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

Yea: 4, Nay: 0, Absent: 2

Motion to come out of executive session. Passed with a motion by Theresa Seipel and a second by Candace Becher.

Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea,

Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 4, Nay: 0, Absent: 2

III. Adjourn

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, May 20, 2024.

President

Secretary

	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
General Fund	Attachment M4a			\$ 947,028.30		
	Attachment M5 (prior Bd Mtg)			\$ 4,513,252.48		
	Transfer out			\$ 750,000.00		
	Transfer to GP ICS Savings			\$ 3,000,000.00		
	Receipts GP checking		\$ 8,792,102.71			
	GENERAL FUND - GREAT PLAINS STATE BANK	\$ 5,831,717.72	\$ 8,792,102.71	\$ 8,460,280.78	\$ 6,163,539.65	\$ 5,088,071.51
	Transfer from GP Checking		\$ 3,000,000.00			
	Interest		\$ 1,561.82			
	GEN FUND - GP ICS SAVINGS	\$ -	\$ 3,001,561.82	\$ -	\$ 3,001,561.82	
General Fund - Cash Balance					\$ 9,165,101.47	
Depreciation Fund	Transfer in		\$ 750,000.00			
	Interest		\$ 2,085.09			
	DEPRECIATION - GREAT PLAINS STATE BANK	\$ 415,403.50	\$ 752,085.09	\$ -	\$ 1,167,488.59	\$ 2,409,642.89
Temporary Funds -GF	PAYROLL - PINNACLE BANK	\$ 381,680.98	\$ 3,783,661.64	\$ 3,760,939.96	\$ 404,402.66	\$ 377,217.96
	PAYFLEX - PINNACLE BANK	\$ 60,532.07	\$ 10,089.42	\$ 10,134.33	\$ 60,487.16	\$ 54,861.84
Activities	Administration	\$ 623,843.66	\$ 52,445.23	\$ 236,643.30	\$ 439,645.59	\$ 882,084.69
	Middle School	\$ 129,918.72	\$ 12,262.68	\$ 11,895.44	\$ 130,285.96	\$ 144,447.46
	High School	\$ 661,120.36	\$ 83,522.89	\$ 72,010.67	\$ 672,632.58	\$ 581,803.72
	ACTIVITY FUNDS - COLUMBUS BANK	\$ 1,414,882.74	\$ 148,230.80	\$ 320,549.41	\$ 1,242,564.13	\$ 1,608,335.87
Nutrition Fund	Interest Income		\$ 848.95			
	State Reimbursement		\$ 214,173.15			
	Rct to Expenditures		\$ 11,402.53			
	Student/ Staff meals		\$ 45,012.64			
	NUTRITION FUND - CORNERSTONE BANK	\$ 282,282.80	\$ 271,437.27	\$ 322,553.42	\$ 231,166.65	\$ 797,210.27
Bond Fund	BOK Financial			\$ 422,099.05		
	Platte County Treasurer		\$ 859,389.83			
	Butler County Treasurer		\$ 6,304.33			
	Polk County Treasurer		\$ 782.24			
	Dividends					
	Management Fees					
	Investment Gain		\$ 8,725.59			
	BOND FUND - FNB	\$ 2,159,958.54	\$ 875,201.99	\$ 422,099.05	\$ 2,613,061.48	\$ 2,324,762.77
Special Building Fund	Building Fund - FNB - account closed	\$ -			\$ -	\$ 405,789.43
	Receipts		\$ 260,880.46			
	SPECIAL BLDG FUND - BANK OF THE VALLEY	\$ 25,711.69	\$ 260,880.46	\$ -	\$ 286,592.15	\$ 60,317.95

Columbus Public Schools
 General Fund Revenue Detail
 May 31, 2024

Account Number	Description	Budget	Month to Date	Year to Date	Balance	Percent
01.1.01100.000.000	Property Taxes	(\$27,043,716.00)	(\$5,690,428.87)	(\$19,256,393.51)	(\$7,787,322.49)	71.20%
01.1.01115.000.000	Carline Taxes	(\$8,000.00)	\$0.00	(\$3,218.65)	(\$4,781.35)	40.23%
01.1.01120.000.000	Public Power District Sales Ta	(\$850,000.00)	\$0.00	\$0.00	(\$850,000.00)	0.00%
01.1.01125.000.000	Motor Vehicle Taxes	(\$2,345,000.00)	(\$196,496.43)	(\$1,746,945.86)	(\$598,054.14)	74.50%
01.1.01125.733.001	Alternate Education	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.01312.000.000	Tuition, Summer School	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.01323.000.000	Tuition, SpEd School Age	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.01510.000.000	Interest	(\$15,000.00)	(\$12,244.97)	(\$61,142.28)	\$46,142.28	407.62%
01.1.01540.000.000	Income from Real Property	\$0.00	\$0.00	(\$20,607.50)	\$20,607.50	#DIV/0!
01.1.01801.000.000	CASP /Parent Fees	(\$35,000.00)	(\$8,911.50)	(\$73,033.00)	\$38,033.00	208.67%
01.1.01910.000.000	Rental Fees	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.01911.000.000	Local License Fees	(\$25,000.00)	(\$14,075.00)	(\$15,990.00)	(\$9,010.00)	63.96%
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	(\$150,000.00)	(\$784.25)	(\$180,656.20)	\$30,656.20	120.44%
01.1.02120.733.001	School Counselors	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.02790.580.001	School Field Trips	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.03110.000.000	State Aid	(\$14,245,963.00)	(\$1,424,596.00)	(\$12,821,364.00)	(\$1,424,599.00)	90.00%
01.1.03120.000.000	SpEd Receipts from the State	(\$5,253,927.00)	(\$506,856.00)	(\$4,245,915.00)	(\$1,008,012.00)	80.81%
01.1.03125.000.000	SpEd Transportation Receipts f	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.03130.000.000	Homestead Exemption	\$0.00	(\$4,822.55)	(\$10,258.20)	\$10,258.20	#DIV/0!
01.1.03131.000.000	Property Tax Credit	\$0.00	(\$777,908.98)	(\$1,555,817.96)	\$1,555,817.96	#DIV/0!
01.1.03155.000.000	Textbook Loan Receipts	\$0.00	\$0.00	(\$24,834.81)	\$24,834.81	#DIV/0!
01.1.03180.000.000	Pro-Rate Motor Vehicle	(\$18,000.00)	\$0.00	(\$52,622.28)	\$34,622.28	292.35%
01.1.03400.000.000	State Apportionment	(\$777,521.00)	\$0.00	(\$752,949.66)	(\$24,571.34)	96.84%
01.1.03500.110.000	Elementary Attendance Monitor	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.03535.000.000	High Ability Learner Allocatio	(\$25,000.00)	\$0.00	(\$25,599.00)	\$599.00	102.40%
01.1.03540.000.000	State Early Childhood Grant	(\$150,000.00)	\$0.00	(\$22,082.00)	(\$127,918.00)	14.72%
01.1.03541.000.000	Early Childhood Endowment Gran	(\$164,500.00)	\$0.00	(\$133,507.00)	(\$30,993.00)	81.16%
01.1.03551.000.000	CTE Grant	\$0.00	\$0.00	(\$19,416.00)	\$19,416.00	#DIV/0!
01.1.03590.000.000	Opportunity Grant	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.03599.000.000	Education Quest College Access	\$0.00	\$0.00	(\$21,505.69)	\$21,505.69	#DIV/0!
01.1.03599.000.001	Education Quest College Access	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.03995.000.000	Nebraska VR	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.04421.000.000	IDEA (611) ARP B-21	\$0.00	\$0.00	(\$28,923.00)	\$28,923.00	#DIV/0!
01.1.04423.000.000	IDEA (PRO) ARP NonPub	\$0.00	\$0.00	(\$13,810.00)	\$13,810.00	#DIV/0!
01.1.04505.000.000	ESSA Title I Receipts	(\$595,719.00)	\$0.00	(\$590,183.00)	(\$5,536.00)	99.07%
01.1.04509.000.000	ESSA Title II Receipts	(\$226,561.00)	(\$65,980.00)	(\$65,980.00)	(\$160,581.00)	29.12%
01.1.04510.000.000	ESSA Title IV SSAE Grant	(\$41,513.00)	\$0.00	\$0.00	(\$41,513.00)	0.00%
01.1.04516.000.000	IDEA Preschool Enrollment/Pove	(\$25,203.00)	\$0.00	(\$27,670.00)	\$2,467.00	109.79%
01.1.04518.000.000	IDEA Enrollment/Poverty Grant	(\$985,568.00)	\$0.00	(\$792,943.00)	(\$192,625.00)	80.46%
01.1.04521.000.000	IDEA Proportionate Share	(\$127,085.00)	\$0.00	(\$112,750.00)	(\$14,335.00)	88.72%
01.1.04524.000.000	ECF	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!

Columbus Public Schools
 General Fund Revenue Detail
 May 31, 2024

Account Number	Description	Budget	Month to Date	Year to Date	Balance	Percent
01.1.04525.000.000	Carl Perkins Grants	(\$45,199.00)	\$0.00	(\$114,848.00)	\$69,649.00	254.09%
01.1.04526.000.000	Perkins Revision Grant	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.04527.000.000	ESSA Title III LEP Grant	(\$104,492.00)	\$0.00	(\$84,586.00)	(\$19,906.00)	80.95%
01.1.04528.000.000	Title III Immigrant	(\$23,541.00)	\$0.00	(\$56,444.00)	\$32,903.00	239.77%
01.1.04530.000.000	Federal Grant NC/FF/ECF	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.04531.000.000	ESSA Title IV Part B 21st Cent	(\$157,550.00)	\$0.00	(\$149,163.00)	(\$8,387.00)	94.68%
01.1.04708.000.000	Medicaid in Public Schools/DS	(\$45,988.00)	\$0.00	(\$80,375.26)	\$34,387.26	174.77%
01.1.04709.000.000	Medicaid in Public Schools/MAC	\$0.00	\$0.00	(\$24,919.37)	\$24,919.37	#DIV/0!
01.1.04969.000.000	ESSA Title IV SSAE Grant	\$0.00	(\$51,215.00)	(\$55,790.00)	\$55,790.00	#DIV/0!
01.1.04988.000.000	ESSER - ELO/ASP	\$0.00	\$0.00	(\$35,983.00)	\$35,983.00	#DIV/0!
01.1.04994.000.000	HYC Grant (6994)	(\$14,230.00)	\$0.00	\$0.00	(\$14,230.00)	0.00%
01.1.04995.000.000	FEMA/Federal Disaster Funds	(\$150,000.00)	\$0.00	(\$11,795.02)	(\$138,204.98)	7.86%
01.1.04996.000.000	Carres Esser I	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.04997.000.000	CRRSA Esser II	\$0.00	\$0.00	(\$652,423.00)	\$652,423.00	#DIV/0!
01.1.04998.000.000	ARP Esser III	(\$1,000,000.00)	\$0.00	(\$3,722,817.00)	\$2,722,817.00	372.28%
01.1.05200.000.000	Transfers from Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.05301.000.000	Insurance Claims	\$0.00	\$0.00	(\$8,541.67)	\$8,541.67	#DIV/0!
01.1.05690.000.000	Other Non-Revenue Receipts (Rt	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		(\$54,649,276.00)	(\$8,754,319.55)	(\$47,673,802.92)	(\$6,975,473.08)	87.24%
	Transfers		\$0.00			
	Reimbursements/ Refunds		(\$42,773.11)			
	Interest - Other accounts		\$4,989.95			
	Total Revenue		(\$8,792,102.71)			

Check Number	Vendor	Amount
17353	BAHEL BELE, SOPHIE	\$75.71
17354	BAUTISTA, PAOLA	\$116.80
17355	CHAVEZ, ANN	\$240.53
17356	DEEPE, JUDY	\$45.56
17357	DELP, EMILY	\$336.34
17358	DOZLER, PAYTON	\$428.80
17359	GASSEN, LAURA	\$178.22
17360	GAUSMAN, KRISTEN	\$32.16
17361	GILLESPIE, MARCUS	\$450.24
17362	HACKETT, KRISTI	\$41.54
17363	HILL, JESSY	\$166.83
17364	JOHNSON, CHRIS	\$127.97
17365	KAY, JEANNE	\$349.07
17366	KORTH, JACKIE	\$215.74
17367	KREIKEMEIER, JULIE	\$154.77
17368	LARSEN, CHANNA	\$160.13
17369	LOPEZ, MARIA	\$119.26
17370	LORENZ, JILL	\$262.64
17371	MILLER, RENEE	\$46.90
17372	MUNTZ, JANELLE	\$29.48
17373	MUSTARD, JANELL M.	\$628.46
17374	MYERS, ROBYN	\$31.49
17375	NOVAK, MEGAN	\$233.83
17376	ROBERTSON, KATIE	\$387.26
17377	STRONG, KAYLEE	\$158.79
17378	WELCH, DAWN	\$75.71
17379	WHISENANT, DREW	\$161.47
17380	ZOUCHA, JOANNE	\$138.02
17381	ACELLUS EDUCATIONAL SERVICES LLC	\$63,375.00
17382	COLUMBUS PUBLIC SCHOOLS ACTIVITY	\$267.28
17383	COMMONWEALTH ELECTRIC MIDWEST	\$2,073.04
17384	DAVLIN, JOSIE	\$209.88
17385	FIRST NATIONAL BANK OMAHA	\$475.99
17386	FIRST NATIONAL BANK OMAHA	\$354.24
17387	FIRST NATIONAL BANK OMAHA	\$6,891.56
17388	FIRST NATIONAL BANK OMAHA	\$3,152.38
17389	FIRST NATIONAL BANK OMAHA	\$3,376.52
17390	FIRST NATIONAL BANK OMAHA	\$55.51
17391	HEINEMANN	\$15,260.90
17392	HENRY DOORLY ZOO	\$410.25
17393	LINCOLN CHILDREN'S MUSEUM	\$606.00
17394	NCSA	\$125.00
17395	PAPER101	\$17,705.89
17396	PITNEY BOWES INC RESERVE ACCOUNT	\$1,000.00
17397	ROSNO, DUNCAN	\$274.08

Check Number	Vendor	Amount
17398	SCHOOL DISTRICT #1 DEPRECIATION	\$750,000.00
17399	T-BONE TRUCK STOP	\$7,747.16
17400	TIEMEYER-1099, JAYDEN	\$274.08
17401	TYLER TECHNOLOGIES	\$580.00
17402	UNIVERSITY OF NE STATE MUSEUM	\$324.37
17403	WELLS, CAROL	\$120.99
17404	ASSOCIATED STAFFING, INC	\$4,180.62
17405	FIRST NATIONAL BANK OMAHA	\$244.36
17406	PITNEY BOWES INC RESERVE ACCOUNT	\$3,300.33
17407	WE ROCK OMAHA, LLC	\$98.00
17408	AMAZON CAPITAL SERVICES	\$12,988.47
17409	CAPITAL ONE/WALMART	\$352.66
17410	HY-VEE FOOD STORES	\$864.20
17411	SUPER SAVER	\$41.06
17412	ADVANCE AUTO PARTS	\$45.07
17413	AVILA, SARAH	\$44.69
17414	BATES, LINDSEY	\$183.32
17415	BOMBERGER, KYLA	\$67.80
17416	BOMGAARS	\$399.99
17417	BOS, JENNY	\$189.04
17418	BSN SPORTS	\$132.37
17419	COGNIA INC	\$9,600.00
17420	COUGHLAN COMPANIES, LLC	\$755.63
17421	CPM EDUCATIONAL PROGRAM	\$314.75
17422	CRAVENS, KENDRA	\$160.40
17423	CYZA, NICOLE	\$152.76
17424	DONOGHUE, TRACY	\$274.97
17425	DUSH, REGINA	\$126.00
17426	EAKES OFFICE SOLUTIONS	\$54.23
17427	FOLLETT CONTENT SOLUTIONS, LLC	\$35.66
17428	GALLEY, SHANNON	\$160.39
17429	GOENGINEER LLC	\$2,400.00
17430	GRAFE, TARA	\$183.31
17431	GRANADOS, RUTH	\$147.40
17432	HD SUPPLY	\$154.98
17433	HOESING, KRISTIN	\$91.66
17434	HOUGHTON MIFFLIN HARCOURT	\$11,500.00
17435	HUGHES, SHIRLEY	\$77.72
17436	JARECKI, KAY	\$443.00
17437	JARESKE, CHRISTINA	\$133.67
17438	JARESKE, KELSEY	\$160.40
17439	JENSEN, VALERIE	\$173.66
17440	KOHL, CHELSEY	\$160.40
17441	KUSH, DENISE	\$206.22
17442	LOVELESS, STACY	\$870.73

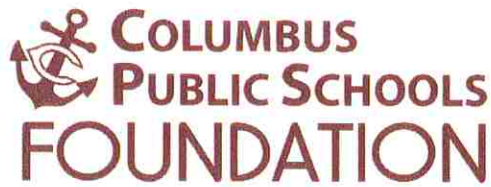
Check Number	Vendor	Amount
17443	LUNCHTIME SOLUTIONS, INC	\$152.52
17444	MCGRAW-HILL EDUCATION HOLDINGS LLC	\$2,395.33
17445	MID-AMERICAN RESEARCH CHEMICAL	\$8,202.25
17446	MUELLER, PAM	\$114.57
17447	O'REILLY AUTO PARTS-COL	\$18.92
17448	PACZOSA, MEGAN	\$414.36
17449	ROBERTSON, KATIE	\$160.40
17450	SETTLES, ERIN	\$160.40
17451	SHERWIN-WILLIAMS	\$938.21
17452	STEMPEK, SHELLEY	\$206.23
17453	STEMPEK, STACI	\$183.32
17454	TEACHER DIRECT	\$181.01
17455	TIRE OUTLET INC	\$10.00
17456	TWOREK, DANIEL	\$183.31
17457	TYLER TECHNOLOGIES	\$1,840.00
17458	VAN BUSKIRK, MORGAN	\$160.40
17459	WRIGHT, ABBEY	\$183.31
	Total Fund Expenditures	<u><u>\$947,028.30</u></u>

Check Number	Payee	Amount
17460	LEGACY 23 APARTMENTS	\$1,425.00
17461	ACCENT FLORAL AND GALLERIA	\$50.00
17462	ALLO COMMUNICATIONS	\$152.00
17463	ASSOCIATED STAFFING, INC	\$1,828.94
17464	CENTRAL COMM COLLEGE-COL	\$195.00
17465	CITY OF COLUMBUS WATER & SANITATION DEPA	\$5,985.01
17466	COLUMBUS IN ACTION, INC	\$250.00
17467	COLUMBUS SCHOOL LUNCH FUND-CHS	\$162.00
17468	DEVELOPMENTAL DISABILITY CENTER OF NE	\$7,104.86
17469	ESU #7 SPECIAL EDUCATION	\$62,519.65
17470	FATHER FLANAGAN'S BOYS' HOME	\$28,060.20
17471	GODFATHERS -COLUMBUS	\$61.50
17472	HOMETOWN LEASING	\$6,749.98
17473	LOUP POWER DISTRICT	\$55,209.73
17474	MARRIOTT OMAHA DOWNTOWN	\$5,142.00
17475	MATSON, PAUL	\$31.12
17476	MAXIM HEALTHCARE SERVICES, INC.	\$4,485.00
17477	NACIA (NE ASSOC. FOR CURRICULUM INSTR.)	\$160.00
17478	OMAHA MUSIC THERAPY LLC	\$2,541.13
17479	PERRY, GUTHERY, HAASE, & GESSFORD, P.C.	\$1,055.64
17480	PLUNKETTS PEST CONTROL	\$807.04
17481	SCHAPMANN, JASON	\$850.00
17482	SHIRTS ARE US, LLC	\$10,374.00
17483	TEACH UPBEAT, LLC	\$1,500.00
17484	U AND I SANITATION LLC	\$2,235.00
17485	VALENTINOS OF COLUMBUS	\$230.00
17486	VERIZON WIRELESS	\$370.58
17487	VFW POST 3704	\$50.00
17488	CITY OF COLUMBUS-TRANSFER STATION	\$155.25
17489	INSPIRA FINANCIAL	\$266.60
17490	JACKSON SERVICES INC.	\$96.25
17491	LINCOLN JOURNAL STAR	\$76.31
17492	LOEFFELHOLZ, TROY	\$121.94
17493	LOUP POWER DISTRICT	\$62.39
17494	LOUP POWER DISTRICT	\$83.08
17495	MURPHY-1099, DAWN	\$884.00
17496	ONE SOURCE	\$82.50
17497	PITNEY BOWES INC RESERVE ACCOUNT	\$978.24
17498	SERVICEMASTER BY SHEVLIN	\$30,125.58
17499	SHEVLIN SUPPLY	\$3,351.73
17500	SKILLS USA-NEBRASKA	\$940.00
17501	THRYV	\$27.10
17502	ACE HARDWARE-COLUMBUS	\$21.98
17503	ADVANCE AUTO PARTS	\$84.41
17504	ALLEN, ETHAN	\$95.48
17505	BARCEL LANDSCAPE PRODUCTS, INC.	\$255.00

Check Number	Payee	Amount
17506	BLICK ART MATERIALS	\$679.44
17507	BOMGAARS	\$278.98
17508	BSN SPORTS	\$145.92
17509	CAPITAL SANITARY SUPPLY	\$2,478.94
17510	CENTRAL INSULATION & ROOFING	\$625.00
17511	COLUMBUS MUSIC	\$9.95
17512	CONTINENTAL RESEARCH CORPORATON	\$567.59
17513	DAS STATE ACCTG-CENTRAL FINANCE OCIO	\$330.00
17514	DEVELOPMENTAL DISABILITY CENTER OF NE	\$7,265.12
17515	EAKES OFFICE SOLUTIONS	\$2,481.42
17516	eSPECIAL NEEDS	\$4,433.60
17517	ESU COORDINATING COUNCIL	\$1,353.00
17518	FERGUSON ENTERPRISES INC	\$27.59
17519	FREEMAN, TYLER	\$147.03
17520	GEHRING CONST. & READY MIX CO.	\$221.28
17521	HD SUPPLY	\$8,858.52
17522	LAKESHORE LEARNING MATERIALS	\$51.97
17523	LUNCHTIME SOLUTIONS, INC	\$82.64
17524	MATHESON TRI-GAS INC	\$36.89
17525	MENARDS-COL	\$1,859.55
17526	MID-AMERICAN RESEARCH CHEMICAL	\$11,279.05
17527	MIDWEST TECHNOLOGY PRODUCTS	\$885.70
17528	O'REILLY AUTO PARTS-COL	\$10.54
17529	PAPER TIGER, INC.	\$100.00
17530	PITNEY BOWES INC RESERVE ACCOUNT	\$1,000.00
17531	PRESENCELEARNING INC	\$24,325.30
17532	RESENHOUSE	\$116.04
17533	RETZLAFF, JESSICA	\$183.32
17534	RUTT'S HEATING & AIR CONDITIONING, INC -	\$15.81
17535	SAVVAS LEARNING COMPANY LLC	\$2,305.20
17536	SCHIEFFER SIGNS	\$3,551.00
17537	SCHOOL HEALTH CORPORATION	\$402.01
17538	SHERWIN-WILLIAMS	\$1,314.71
17539	STELLING BRASS & WINDS INC.	\$2,240.00
17540	TEACHER DIRECT	\$48.94
17541	TELLEZ, GAMALIEL	\$148.94
17542	TIRE OUTLET INC	\$25.00
17543	TK ELEVATOR CORPORATION	\$720.09
17544	TREND ENTERPRISES, INC.	\$164.25
17545	TYLER TECHNOLOGIES	\$1,160.00
17546	UHL, SUSAN	\$647.22
17547	WOODRIVER ENERGY LLC	\$7,864.53
Total Fund Expenditures		<u><u>\$327,735.30</u></u>

Columbus Public Schools Out of District Professional Travel May of 2024

Employee full Name	Job Start Date	Job End Date	Job Notes to Administrator
Jeri Otten	2024-05-03	2024-05-03	Attending coaching clinic at UNK with volleyball coaching staff.
Matthew Hoenk	2024-05-03	2024-05-03	Attending coaching clinic at UNK with volleyball coaching staff.
Sandra Seckel	2024-05-03	2024-05-03	NPERS in Lincoln
Kathryn (Kay) Strecker	2024-05-06	2024-05-06	NPERS in Lincoln
Laurie Swanson	2024-05-09	2024-05-09	NPERS seminar in Grand Island.
Christine Grutsch	2024-05-09	2024-05-09	NPERS seminar in Grand Island.
Michael Grutsch	2024-05-09	2024-05-09	NPERS seminar in Grand Island.
Troy Loeffelholz	2024-05-13	2024-05-13	NCSA
Levi Nielsen	2024-05-13	2024-05-13	Per Dr. Kay - Norfolk Occupational Health
Teresa Hausmann	2024-05-23	2024-05-23	Registered to attend NPERS In-Person Retirement Seminar in Lincoln.
Robert Hausmann	2024-05-23	2024-05-23	Registered to attend NPERS In-Person Retirement Seminar in Lincoln.
Teresa Hausmann	2024-05-24	2024-05-24	Doane University celebration for Dr. Scott.
Katie Rose	2024-05-24	2024-05-24	Doane University celebration for Dr. Scott.
Amy Haynes	2024-05-28	2024-05-28	Region 3
Jill Spale	2024-05-29	2024-05-31	School Mental Health Conference in Omaha
Jason Harris	2024-05-29	2024-05-31	School Mental Health Conference in Omaha
Sara Colford	2024-05-29	2024-05-31	School Mental Health Conference in Omaha
Amy Theis	2024-05-29	2024-05-31	School Mental Health Conference in Omaha
Sarah Papa	2024-05-29	2024-05-31	School Mental Health Conference in Omaha
Ashlie Stone	2024-05-30	2024-05-30	Leadership PreK-3 Academy
Kim Loeffelholz	2024-05-31	2024-05-31	School Mental Health Conference in Omaha
Heidi Luebbe	2024-05-29	2024-05-31	School Mental Health Conference in Omaha



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

June 4, 2024

Doug Willoughby
Board of Education
Columbus Public Schools

Dear President Willoughby and Members of the Board:

The Foundation contributed the following items to Columbus Public Schools during the month of May. 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

\$374.09 - Academic Hall of Fame
\$990.00 - Athletic Hall of Fame
\$2,000.00 - Educator/Operations Awards
\$24,665.77 - Kramer Child Development Center

\$1,644.50 - College/Career Day
\$2,805.87 - Columbus After School Program
\$158.18 - Educators Rising

Band Boosters

\$97.70 - Ice Cream Supplies

Centennial PAC

\$11,312.00 - Club's Choice Fundraiser
\$832.00 - Field Trip
\$856.50 - Family Picnic Supplies
\$66.00 - End of Year Staff Supplies
\$492.47 - Teacher Appreciation
\$45.11 Track & Field Supplies
\$159.15 - One School One Source Supplies
\$25.02 - ELPA Celebration

Post Prom

\$329.10 - Food
\$90.81 - Decorations
\$75.00 - Driveway Art

Emerson PTO

\$789.79 - Field Trips
\$18.40 - Postage
\$529.99 - Pizza Party Supplies
\$562.74 - Teacher Appreciation

North Park PTO

\$370.89 - Teacher Appreciation
\$28.90 - Classroom Support
\$191.82 - AR Party Supplies
\$499.07 - Picnic Supplies

Sports Boosters

\$361.90 - Printing
\$3,300.00 - Spring Sport Support
\$189.03 - Burger Cookout

West Park PTO

\$510.49 - Reading Night Supplies
\$374.97 - Family Picnic Supplies
\$27.00 - Music Concert Flowers
\$529.50 - Field Trip
\$928.00 - Teacher Appreciation
\$5.00 - Printing
\$106.91 - Track & Field Day Supplies
\$749.00 - Bowling Party
\$159.98 - Retirement Gifts

Vocal Music Boosters

\$1,545.90 - A Cappella Championship
\$540.00 - Jazz Festival
\$131.18 - Senior Flowers and Gifts

Lost Creek PTO

\$4,830.88 - Teacher Appreciation

The total contributions for the month of May was \$64,300.61

The total contributions for the FY 2024 total is **\$316,211.79**

**CPS Foundation's fiscal year is January 1 through December 31.*

Thank you for your consideration.

Sincerely,

Nicole Anderson
Director of Marketing & Foundation

GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and the Nebraska Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete [200; other] credits prior to graduation. The following credits will be required:

Class of 2020		Class of 2021 & 2022		Class of 2023 & Beyond	
Subject	Credits Required	Subject	Credits Required	Subject	Credits Required
English	35	English	35	English	35
Speech	5	Speech	5	Speech	5
Mathematics	30	Mathematics	30	Mathematics	30
Science	30	Science	30	Science	30
Geography	5	Geography	5	Geography	5
World History	10	World History	10	World History	10
US History	10	US History	10	US History	10
Am Gov't	5	Am Gov't	5	Am Gov't	5
Economics	5	Economics	5	Economics	5
Physical Education	10	Physical Education	10	Physical Education	10
Health	5	Health	5	Health	5
Fine & Applied Arts	5	Fine & Applied Arts	5	Fine & Applied Arts	5
Career Education or JAG	5	Career Education or JAG	5	Personal Finance	5
Electives	75	Electives	65	Electives	65
Total Credits	235	Total Credits	225	Total Credits	225

The required courses of study will be reviewed by the board annually.

Students are required to participate in one year of Physical Education. Five credits are required and five credits may be waived if the student completes two sports seasons by the end of his/her freshmen year.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Class of 2020 Graduation Requirements

Grading and Class Promotion

Course grades and promotion for the Class of 2020 are determined by local school board policies and not by state requirements. The District has latitude in determining what grades to award, if any, for coursework and what coursework is required for credit.

Alternate Learning Environments, Changes in Instruction, and Graduation

Some students in the Class of 2020 may fall in the following categories regarding graduation credits:

- Students who currently have attained the district graduation requirements, which include the state-required credits.
- Students who have completed the state-required graduation credits but have not completed all the district requirements. Local options may include:
 - Modifying district policy to grant a high school diploma or,
 - Determine that coursework currently completed is sufficient to award credit for the district-required graduation credits or,
 - Provide additional learning opportunities that students could complete in an alternate learning environment to meet district required graduation credits.
- Students who have not met the minimum state-required graduation credits but were on track to meet those requirements through current coursework prior to entering an alternate learning environment. Local options may include:
 - Determine that coursework currently completed is sufficient to award credit for the district-required graduation credits or,
 - Provide additional learning opportunities that students could complete in an alternate learning environment to meet state-required graduation credits.
- Students who are further behind in meeting high school graduation requirements and who would not have been able to meet the state graduation requirements with the normal coursework currently taken prior to the end of the 2019-20 school year. Local options may include:
 - Providing a Continuity of Learning Plan, with targeted educational opportunities for these students and consider summer educational opportunities to complete coursework.

Requirements Related to American Civics (Nebraska Revised Statute 79-724)

The requirements within Nebraska Revised Statute 79-724 took effect on September 1, 2019. Beginning the 2020-2021 school year, students are to meet requirements within State Statute, 79-724, which includes one of the following.

Option 1 – Test

- Administration of the entire civics portion of the Naturalization Test (100 questions) prior to the completion of 8th grade and completion of 12th grade or,

Option 2 – Service Project

- Attendance or participation in a public meeting followed by completion of a project paper between 8th and 12th grade or,

Option 3 – Project

- Completion of a project or paper and a class presentation on a person or event commemorated by a holiday listed in 79-724 subsection 6 between 8th and 12th grade.

IDEA Considerations

Graduating with a regular high school diploma or reaching the maximum age of eligibility both result in termination of a student's eligibility for Special Education (IDEA) services. Procedurally, the student's Individualized Education Program (IEP) team must meet to review the student's status and issue the appropriate coding for the student, specifically 210 or 211 as described in the ADVISER Data Elements Manual, a reasonable time before the student's eligibility is terminated. These meetings may be held via the telephone or through a virtual platform (e.g. Zoom, Google, etc.) and should include the student (if possible). The school district must also provide the student with a summary of performance prior to graduation or ending services because of age. Some IEP teams may have already provided a Notice of Graduation or Notice of Ending Services Due to Age to certain students. As this is an issue of IDEA eligibility, the Nebraska Department of Education recommends that school districts make every effort to complete these steps in a timely manner. For questions related to these requirements, contact Amy Rhone (amy.rhone@nebraska.gov).

Cross Reference: 604.3 Special Education
 611 Academic Achievement

Policy
Adopted: 12/11/06
Revised: 8/10/09
Revised: 4/20/2020

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska
Reviewed: 8/10/09

GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and the Nebraska Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 225 credits prior to graduation. The following credits will be required:

Language Arts	40 credit hours
Science	30 credit hours
Mathematics	30 credit hours
Social Studies	30 credit hours
Physical Education	10 credit hours
Total Required Hours	110 credit hours
Total Elective Hours	90 credit hours

~~Total Required Hours for Graduation~~ ~~200 credit hours~~

~~Total Course Credits~~ ~~(State of NE requires 200 — 80% must be core — Rule 10)~~

Class of 2024 & Beyond	
Subject	Credits Required
English	35
Speech	5
Mathematics	30
Science	30
Geography	5
World History	10
US History	10
American Government	5
Economics	5
Physical Education	10
Health	5

*Fine & Applied Arts	5
Personal Finance	5
Career Seminar	5
Electives	60
Total Credits	225

Each student must complete at least one five-credit course in ~~financial literacy or~~ personal finance prior to graduation. The required courses of study will be reviewed by the board annually.

Each student shall complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduating unless the required opt-out form is submitted by either: (1) the parent or legal guardian; (2) the Principal, if the Principal determines good cause exists for not requiring the student to complete the FAFSA; or (3) an emancipated student or a student of at least 19 years of age.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

IDEA Considerations

Graduating with a regular high school diploma or reaching the maximum age of eligibility both result in termination of a student's eligibility for Special Education (IDEA) services. Procedurally, the student's Individualized Education Program (IEP) team must meet to review the student's status and issue the appropriate coding for the student, specifically 210 or 211 as described in the ADVISER Data Elements Manual, a reasonable time before the student's eligibility is terminated. These meetings may be held via the telephone or through a virtual platform (e.g. Zoom, Google, etc.) and should include the student (if possible). The school district must also provide the student with a summary of performance prior to graduation or ending services because of age. Some IEP teams may have already provided a Notice of Graduation or Notice of Ending Services Due to Age to certain students. As this is an issue of IDEA eligibility, the Nebraska Department of Education recommends that school districts make every effort to complete these steps in a timely manner.

Requirements Related to American Civics (Nebraska Revised Statute 79-724)

The requirements within Nebraska Revised Statute 79-724 took effect on September 1, 2019, and the NDE considers 2019-2020 a transition year for implementation. Even so, opportunities may exist in an alternate learning environment to meet requirements within 79-724.

- If a district intends to administer the civics portion of the U.S. Citizenship and Immigration Service Naturalization Test, students are required to take the test twice - once prior to completing 8th grade and a second time prior to completing 12th grade. It may be possible for seniors to complete the second testing in an alternate learning environment. For example, the University of Nebraska High School is offering “Citizenship 101” for free (non-credit), and it prepares students to take the naturalization test at the completion.
- For districts that intend to have students attend/participate in a meeting of a public body OR complete a project/paper and class presentation as outlined in 79-724, those requirements may also be met in an alternate learning environment.

Approved _____ Reviewed _____ Revised _____

FREE OR REDUCED COST MEALS ELIGIBILITY AND MEAL CHARGES

The district shall comply with all state and federal laws applying to providing free and reduced meals under the National School Lunch Program, School Breakfast Program, and other related federal grant programs.

Free or Reduced Meals Eligibility

Families of students enrolled in the district who wish to qualify for free or reduced price meals may submit an application on or after July 1 for the current school year. If the financial situation of a household changes during the school year, they may submit a new application to become eligible. Applications are available at the Central Administrative Office of the school building.

Meal Charges

The written meal charge policy and guidelines shall be in place before the beginning of each school year and parents shall be advised of the available payment systems and meal prices. The district will encourage pre-payment of meal balances but the district must include a method for adding funds during the school day such as cash payments at the school office. A qualifying student with money to purchase a reduced price meal must be provided the meal; the district may not use that money for previously unpaid charges if the student intended to buy a meal that day.

All balances remaining in accounts shall carry over to the next month. Balances of households qualifying for free or reduced meals with funds remaining in the account at the end of the school year shall receive a refund. The district shall attempt to contact the household of all students transferring out or graduating from the district to return any unused funds remaining in the student's account. The district may set varying meal charge guidelines for students of different grade levels including charges relating to alternate meals, ala carte items and limits on charges that a parent may set for a student's daily lunch expenditures.

The district must set written guidelines regarding the collection of delinquent meal charges such as the amount of delinquent meal charges which initiate an established collection process, providing notice to households of those students and carrying out appropriate follow-up. Unpaid meal charges are classified as "delinquent debt" and remain on the food service accounting documents until they are collected or written off as uncollectible.

The district will not use a debt collection agency to directly or indirectly collect, or attempt to collect, debts due or assessed to be owed on a school lunch or breakfast account of any student nor will it assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Guidelines must also cover how the district will handle situations where children eligible

for reduced price meals do not have money in their accounts to cover the cost of their meal at the time of service. Households must be notified of all payment methods used by the district, including any fees. At least one payment method must be free of charge. The district cannot solely require the use of an online payment system; another option must be available.

Confidentiality

The information provided by families on the free and reduced price application will be used only for determining eligibility for meal or milk benefits and verification of eligibility. Only staff members and organizations carrying out the activities of the School Lunch Act shall have access to this information.

The district should use methods of lunch payment systems such as pre-payment to avoid openly identifying children who qualify for free or reduced meals. Meal cards, tickets, tokens or other methods of payment must not be coded or colored to identify such status.

Policy Communication

This policy will be provided in writing to all households at the start of each school year and to households that transfer to the district during the school year.

This policy will also be provided annually to all district staff responsible for enforcing the policy including food service professionals. Staff members such as counselors, school nurses, homeless liaisons, and others assisting students in need should also be informed of the policy.

The district will maintain documentation of the annual distribution of this policy.

It shall be the responsibility of the superintendent to implement this policy.

Legal Reference: 42 U.S.C. §§ 1751 et seq.
7 C.F.R. §§ 210 et seq.
USDA Unpaid Meal Charges, SP 46-2016, 47-2016 and 57-2016.

Cross Reference: 504.19 Student Fees

Policy
Adopted:

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are **8:00 a.m. to 4:30 p.m.** Monday through Friday, except for holidays and recesses.

Records defined by law as confidential records shall be viewed or copied upon receipt of written permission by the administration office from the person or entity whose confidential records are being requested. Lacking such permission, the superintendent will issue a written denial of the request.

Persons wishing to view the school district's public records shall contact the central administration office and make arrangements for the viewing. The office personnel will make arrangements for viewing the records as soon as practicable, and within 4 business days if possible.

Persons Nebraska residents wanting copies shall submit a written request and may be assessed a fee for the copies not to exceed the actual costs. If responding to the estimated request is expected to cost of the records exceeds more than \$50.00 or require more than eight cumulative hours of searching, identifying, physically redacting, or copying, the office will may obtain an advance deposit equal to the estimated cost. Records will not be made available in any form in which that record is not already maintained or produced. Persons making requests to use their own copying equipment must make arrangements satisfactory to the administration office.

Nonresidents shall submit a written request and may be charged fees including public employee salaries and attorneys' fees as allowed by state law.

It shall be the responsibility of the administration office to maintain accurate and current records of the school district. It shall be the responsibility of the office to respond in a timely manner to requests for viewing and receiving public information of the school district. If the office is unable to provide the requested records within 4 business days, the secretary will issue a written explanation with a revised date for completion, an estimate of cost, and allow the requester to modify or prioritize the information request.

Legal Reference: Nebraska Statutes 84-712.0 et seq.

Cross Reference: 507.01 Student Records Access

Policy
Adopted: 2/12/07

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

SCHOOL WELLNESS POLICY

A goal of the Columbus Public Schools (“District”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. District Wellness Committee

Committee Role and Membership

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District’s website.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. Nutrition

School Meals

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices in ways such as:
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
 - Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.

- All available vegetable options have been given creative or descriptive names.
- Daily vegetable options are bundled into all grab-and-go meals available to students.
- All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
- Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
- Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
- Student artwork is displayed in the service and/or dining areas to create a welcoming environment.
- Daily announcements are used to promote and market menu options.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

School Sponsored Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. The District will retain traditional celebration activities such as Halloween and Valentine's Day and will encourage non-food celebration ideas for events such as birthdays.
3. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
4. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

Nutrition Promotion

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion in ways such as:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods; and
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise).

Food and Beverage Marketing in Schools

Food and beverage marketing is defined as advertising and other promotions in schools. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment

when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)

- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

4. Physical Activity

Physical activity during the school day (including activities such as recess, classroom physical activity breaks or physical education) should not be withheld as punishment unless all other approaches have been tried. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

Health and Physical Education

The District will provide students with health and physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for health and physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 125 minutes per week throughout the school year. Exceptions may be made as appropriate, such as on early dismissal days or shortened weeks.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal days or shortened weeks.

Classroom Physical Activity Breaks (Elementary and Secondary)

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior through activities such as:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week and National Walk and Bike to School Week
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools

5. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

Community Partnerships

The District will develop, enhance, or continue relationships with community partners in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Glossary

School Campus: areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day: the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Review: _____
Date of Approval: _____

Policy COLUMBUS PUBLIC SCHOOLS
Adopted: Columbus, Nebraska



June 17, 2024

To: Board of Education
From: Dr. Chip Kay, Director of Finance/Human Resources
Subject: Breakfast/Lunch Price Recommendations 2024-2025 School Year

Based on the Paid Lunch Equity (PLE) calculation tool provided by the NDE's Nutrition Services we are permitted to increase prices by the full allowable amount of \$0.10 per student meal for lunch. Based on the same calculation we will not need to increase the cost of breakfast.

I am requesting board approval for the following prices for the 2024-2025 school year which include **increases** to regular paid lunch prices and all adult meals. The increase is meant as an adjustment to the District's paid costs and PLE calculation.

The reduced amount is set by the Federal Food Program.

2024-2025	Reduced Breakfast	Paid Breakfast	Reduced Lunch	Paid Lunch
Pre-K/Kramer	\$0.30	\$2.15	\$0.40	\$3.00
Elementary K-4	\$0.30	\$2.15	\$0.40	\$3.10
Middle/High School	\$0.30	\$2.15	\$0.40	\$3.30
Adult	N/A	\$2.85	N/A	\$4.75

- LSI sets the price for ala-carte and snack items to cover their cost of the items.
- LSI accepts the milk bid and prices for milk are set based on that bid process.
- NDE sets the reimbursement meal allowance for free and reduced meals.
- USDA allocations are applied to our LSI invoice as a reduction.
- No cost to students for our Fresh Fruit and Vegetable Program or After School Snack Program.



Columbus Public Schools

2508 27th Street, Columbus NE 68601 402.563.7000

To: Board of Education

Fr: Dr. Chip Kay, Director of Finance and Human Resources

Re: 2024-2025 Substitute Stipend

It is my recommendation, based on our prior history, need, and local comparison that we offer the following stipends to qualifying substitute teachers during the 2024-205 school year:

1. Base Stipend of \$180 per day.
2. Tier 2 & 3 will be \$190 and \$200.
3. LTS will be \$215 per day.
4. LTS will be defined as 15 or more consecutive days of absence for one teacher, requiring the sub to work 75% or more of those days to be considered a LTS.
5. Hourly In-House will be \$32.07.
6. Substitutes are not eligible for paid leave or benefits, even if they are a long-term substitute.

Historical Substitute Stipends

Year	Base Stipend	Days 31-60	Days 60+	Long-Term	In-House/Hr
23-24	\$175	\$185	\$195	\$208.00	\$31.20
22-23	\$165	\$175	\$185	\$205.59	\$30.84
21-22	\$165	\$175	\$185	\$205.59	\$30.84
20-21	\$150	\$155	\$160	\$204.25	\$30.64



Columbus Public Schools

2508 27th Street, Columbus NE 68601 402.563.7000

To: Board of Education

Fr: Dr. Chip Kay, Director of Finance and Human Resources

Re: 2024-2025 Administrative Wage/Benefit Package

A recommendation to increase the total wage and benefit package for those covered under the District's Administrative Contracts by 3.2% or \$99,556.

- Cost of returning FTE is -0.52% with wage/benefit increases
- Total additional cost of adding one additional FTE, \$99,556 or 3.2%
- No individual wage and benefit package will increase by more than 2.39% for those returning in the same position as 2023-2024

Total Cost of Administration, Historical

2024-25 (Proposed)	\$3,206,998	22.0 FTE
2023-24	\$3,107,442	21.0 FTE
2022-23	\$3,120,386	21.0 FTE




DATE	5/29/24
BUILDING	Emerson
PROGRAM	Classroom/Office Furniture
PRINCIPAL/DIRECTOR SIGNATURE	
<p>Description of materials to surplus:</p> <p>Classroom or building items that are no longer needed or usable.</p>	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
	6 Metal Computer Lab Carts	
	1 Large HON Filing Cabinets	



2 Projector Rolling Carts






Presentation Tripod



Nebraska Map & 2 Projector Screens

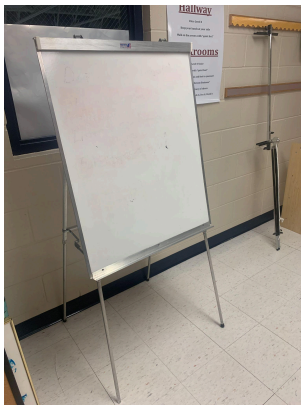
?

	<p>Walkie Talkies from several years that have given up on talking</p>	<p>Trash</p>
	<p>Early Childhood Shelving</p>	<p>?</p>
	<p>T.V. (tube) Cart with old V.C.Rs</p>	<p>?</p>



Desk from Another
Time in Education

?




Tripod Whiteboard

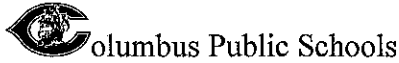
?



3 Podiums & Broken
Microphone

?

	2 Classroom Projectors	?
Document is a PDF attached to an email	Yearly Library Weeding	Donated to students in the building.



Date:

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] **Columbus High School**

Fund Raising Company (if applicable): **Fundraising U**

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

Discount Card Sales

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

Approximately how much does your school/group expect to earn from this project?
\$5000-8000

How will this money be used?
75% towards trip/fees, 25% equipment

What are the proposed dates? **7/29/24 - 8/11/24, 8/14/24 - 9/2/24**

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.)

Discount Card

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? **Jeff Peabody**

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 Date 5/28/24

(for district use only)

Approved by _____ Date _____

Approved subject to the following conditions _____

To: Board of Education
From: Leonard Kwapnioski
CC: Dr. Loeffelholz, Dr. Kay
Date: June 12, 2024
Re: HVAC Service Contract

It is my recommendation that the Board of Education approve the HVAC Service Agreement from Rutt's Heating and Air in the amount of \$65,850.00. The service and support that we receive is outstanding. Last year's HVAC contract was in the amount of \$63,927.00. I have attached the quote for your review.

If you have any questions, please let me know.

Thanks.

Leonard



Mechanical Services, Inc.

Division of Rutt's Heating & AC Inc.

**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**



Prepared for:

Location:

**Leonard Kwapnioski
Director of Technology & Operations
kwapnioskil@discoverers.org
(402)563-7000 ext:11517
(402)563-7005 Fax**

**2458 48th Avenue
Columbus, NE 68601**

Scope of Services:

Under the scope of this agreement, we will provide preventative maintenance on the Honeywell Building Automation and Control System installed at **Columbus Public schools in eight (8) locations**. These services will include all labor and any travel expenses required for our factory trained technicians to perform the work as outlined below during **12 on-site visits** throughout the year. During the contract term we will also provide the **Columbus Public Schools with phone support** to assist staff with control questions or problems.

1. Honeywell Webs Database Software Updates for N4 Jaces Only (5 N4 Jaces for middle school, 1 N4 Alerton Jace for Lost Creek Elementary, 1 N4 Alerton Jace for North Park Elementary, and 1 N4 Jace for admin building.)

- Backup site specific software, i.e. control sequences, graphics, point data, etc., for on and off-site storage
- **Upgrade Honeywell Webs software** when it becomes available and applicable up to one time per year

2. Facility Management System (WEBS Network Controllers for High School, Middle School, Lost Creek Elementary, North Park Elementary, West Park Elementary, Centennial Elementary, Emerson Elementary, and Administration Building)

- Consult with customer to improve control strategies and building operation
- Verify proper communication between controllers and Honeywell Web interface
- Search trend and history logs examining building operations for problems and investigate as needed
- Verify correct operation and settings of schedules and alarming functions
- Perform minor improvements to graphical displays as needed for better system functionality

3. DDC Controls for Primary Equipment (High School, Middle School, Lost Creek Elementary, North Park Elementary, West Park Elementary, Centennial Elementary, Emerson Elementary, and Administration Building.

- Perform complete functional test of unit and control sequence
- Perform minor improvements to sequences as needed for better system functionality
- Test associated input points, i.e. temperature, pressures, humidity, and status, and calibrate as needed
- Test associated output points, i.e. relays, transducers, actuators, output voltages and calibrate as needed
- Test low limit safeties and interlocks and adjust as needed

4. DDC Controls for Secondary equipment Controls. (High School, Middle School, Lost Creek Elementary, North Park Elementary, West Park Elementary, Centennial Elementary, Emerson Elementary, and Administration Building.

- Perform functional test of unit and control sequence from operator workstation and investigate any problems
- Perform minor improvements to sequences as needed for better system functionality
- Calibrate input points, i.e. temperature, pressures, humidity, and status as needed
- Calibrate output points, i.e. transducers, actuators, output voltages as needed

6. DDC Controls Exhaust Fans, and Fin Tubes. (High School, Middle School, Lost Creek Elementary, North Park Elementary, West Park Elementary, Centennial Elementary, Emerson Elementary, and Administration Building.

- Perform functional test of unit and control sequence from operator workstation and investigate any problems
- Perform minor improvements to sequence as needed for better system functionality
- Calibrate input points, i.e. temperature, pressures, humidity, and status as needed
- Calibrate output points, i.e. transducers, actuators, output voltages as needed

Pricing

Term	Annual	Quarterly	Monthly
<i>9/1/2024 – 8/31/2025</i>	\$65,850.00	\$16,875.00	\$5,625.00
<i>Initial Desired Payment</i>			

Contract Holder Discount: Columbus Schools will receive a 10% discount on parts and \$20 discount on labor per hour.

Exclusions:

- Any work not specifically listed in the scope of this document is not included.
- Prices guaranteed for 60 days from proposal date, payment terms net 30.
- Refrigerant replacement is not included in this proposal.
- 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.
- See Terms and Conditions at the end of this document.

Acceptance:

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

Terms & Conditions

ADDITIONAL TERMS AND CONDITIONS

1. **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").
2. **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.
3. **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 of 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.