

## Regular Meeting

**Mission:** "Engaging All Learners to Achieve Success"

The Regular Meeting started at 6:00 PM on Monday, September 16, 2024. The meeting was held at Kramer Education Center  
2410 16th Street, Suite A  
Columbus, NE 68601

Candace Becher: Present

Michael Jeffryes: Present

Doug Molczyk: Present

Theresa Seipel: Present

Douglas Willoughby: Present

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS

IV. PLEDGE OF ALLEGIANCE

V. NOTICE OF OPEN MEETINGS ACT

V.A. President ensures all can hear proceedings

VI. MISSION STATEMENT

Mike Jeffryes read the Mission Statement.

## VII. PUBLIC COMMENT

## VIII. CONSENT AGENDA

VIII.A. Items to be removed from the Consent Agenda

VIII.B. Meeting Minutes

VIII.C. Finance Reports

Jason Schapmann, Director of Human Resources and Fiscal Support, said the Tyler Technologies continues to work on fixing account names. The M3 was edited in house to show the correct account names.

Mr. Schapmann shared a few of the payments that were made in the last month.

VIII.D. Staffing Reports

VIII.E. Professional Travel

## IX. FOUNDATION REPORT

## X. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

X.A. Director of Teaching and Learning

Teresa Hausmann, Director of Teaching and Learning, talked about the support for new teachers. She said there have been 414 staff connections in the last month, 21% were connections with our new teachers.

Mrs. Hausmann shared information about the Family Literacy Program. There are 35 adults who want to participate. These are EL families in cooperation with CCC, who teaches the course. Child care is being provided by the Kramer Child Development Center.

The Marketing Management intermediate course has been updated. She said work will start with Adam Whitmore. Mrs. Hausmann said the ESSA Federal Grant was submitted Friday.

X.B. Director of Special Education

Jason Harris, Director of Special Education said he attended the NCTE Conference. He was elected to a committee that is working on how Nebraska certifies teachers. The committee is looking for a way to make the process easier if the teacher already has a BA degree. The Commissioner did issue a statement that said If you are already certified, you can take a content test in another area and if you pass you can become a teacher in that content area.

Mr. Harris said we want to make sure we are putting the best people in front of our students and we are not lowering our standards. Before any of these plans move forward the State Board of Education will have a public meeting open for public comment and vote to approve.

X.C. Assistant Director for Student Services

Sara Colford Assistant Director of Student Services, updated on the two new attendance monitors and shared the focus and responsibilities of their positions. Mrs. Colford talked about the McKinney-Vento Program and some of the criteria to qualify for the program. She also spoke about the After-school Program.

X.D. Director of Human Resources

Jason Schapmann, Director of Human Resources and Fiscal Support said the CPS financial audit will begin September 30 and take about 4 days.

Mr. Schapmann told the board to watch for the survey to obtain some information. Also, mentioned that the Staff Upbeat Survey will be out on September 23.

X.E. Director of Operations

X.F. Superintendent

XI. ACTION ITEMS FOR THIS MEETING

XI.A. Second and Final Reading of Policy 504.25 Title IX and Exhibits

Dr. Kay said there are some minor updates from recent legislation. It does not change the way we carry out our title IX for the school district.

XI.B. Second and Final Reading of Policy 503.04 Addressing Barriers to Attendance

Dr. Kay said there was some added verbiage, it clears up how the district works with the county. Everything must be done in writing. Also clarifies that the 20 absences have to occur in one school year.

XI.C. 2024-2025 Budget Approval

XI.D. Resolution to set the property tax request

Dr. Kay explained the resolution for property tax request, the actual resolution shows exactly how much is being requested for each fund.

XI.E. Snow Fence Placement Approval from the City of Columbus

XI.F. Fundraising Applications to be Approved

XI.G. Out of State Field Trips

Close Up Field Trip

CHS Vocal Music

CHS Winter Percussion

XI.H. Surplus

Mr. Harris said there was a special education surplus request added for some unusable lifts.

XI.I. Replacement Schedule for 2014 Blue Bird Buses 300 & 301

XII. BOARD REQUESTS FOR INFORMATION

XIII. BOARD SHARING

The board was very appreciative regarding the cooperation between law enforcement and school during the safety threat. There was cooperation on news releases, it was an amazing team effort. Also, shared was the Athletic Hall of Fame event. The board was invited to sing for the activities around the Lighting of the Anchor in December. Praise went out to our curriculum coaches.

XIV. EXECUTIVE SESSION

The board went into Executive Session.

XV. 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, September 16, 2024.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

Regular Meeting  
Monday, August 12, 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. CALL TO ORDER

#### II. ROLL CALL OF THE BOARD

#### III. EXCUSE BOARD MEMBERS

Motion to excuse Mark Brown 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

#### IV. PLEDGE OF ALLEGIANCE

#### V. NOTICE OF OPEN MEETINGS ACT

V.A. President ensures all can hear proceedings

#### VI. MISSION STATEMENT

#### VII. PUBLIC COMMENT

#### VIII. GUEST PRESENTATIONS

#### IX. RECOGNITIONS BY BOARD

Congratulations to Adam Whitmore on being chosen to receive the Golden Apple Award.

##### IX.A. Skills USA Presentation

Ben Loeffelholz and Adam Whitmore SkillsUSA sponsors introduced the National Championship SkillsUSA team Fisher Cyza and Nykolys Rutten. Mr. Loeffelholz said the competition was fun to watch, this is a special team. Fisher is a 2 time national champ. Nykolys is the president this year.

#### X. BUILDING OR DISTRICT PRESENTATION

Chip Kay, Superintendent, shared the building presentations criteria, he will share the slide deck. Building presentations will share learning and events that support the strategic plan.

## XI. CONSENT AGENDA

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

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 approve consent agenda Passed with a motion by Theresa Seipel and a second by Doug Molczyk.

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

Yea: 5, Nay: 0, Absent: 1

### XI.A. Items to be removed from the Consent Agenda

### XI.B. Meeting Minutes

### XI.C. Finance Reports

Jason Schapmann, Director of Human Resources and Fiscal Support, shared information regarding cash balances, revenue and expenses. He said they are still tracking down money from the double payroll payments that went out in July. This glitch was caused by the CrowdStrike outage and global software single point failure. The federal ESSER money has been closed out. The expense report shows payments for software updates to prepare for the start of school.

### XI.D. Staffing Reports

There was one certified hire, an online case manager for special education.

### XI.E. Professional Travel

Dr. Kay presented the travel report. Administrator Days was well attended and very positive for our staff. Nicole and Jordon Anderson attended the NSPRA Conference in Seattle.

### XI.F. Foundation Report

Dr. Kay said that the CPS Foundation gave out teachers welcome bags for the first day of school paid for by a grant. The report shows a lot of funds for scholarships that go out during the summer. \$366,258.11 for the year; \$37,895.96 for the month.

He said things will pick up at the beginning of the school year.

## XII. DIRECTORS & SUPERINTENDENT REPORTS

### XII.A. Director of Learning

Teresa Hausmann, Director of Teaching and Learning shared a document showing all the work that took place last year. She also shared the list that they will be focusing on for 2024-2025 along with goals for the year.

#### XII.B. Director of Special Education (Asst Director of Student Services)

Jason Harris, Director of Special Education gave an update. All of the positions have been filled for this year. This includes some contracted hybrid, in-person and online hires. He said there will be another push mid-year to hire more staff.

#### XII.C. Director of Human Resources

Jason Schapmann, Director of Human Resources and Fiscal Support talked about projects he and his staff have been engaged in, including hiring people, acquiring certifications for teachers, the CPS Health Fair, the new benefits platform and the Time and Attendance system for classified staff.

#### XII.D. Director of Operations

Leonard Kwapnioski, Director of Operations updated on the CASSETTE House project. He said they are working through the HVAC issues and CHS. He is also working to get the problem with the Nantkes auditorium worked out.

##### XII.D.1. CASSETTE House Sale Approval

The superintendent recommends that the board approve the future sale of the CASSETTE House. Passed with a motion by Douglas Willoughby 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

Mr. Kwapnioski discussed selling the old CASSETTE House. He has consulted with the attorney for the best process for CPS. Mr. Kwapnioski is asking the board for permission to start the process to sell this property.

#### XII.E. Superintendent

Dr. Kay said arrangement will be made to attend the September 25th Regional Meeting in Fremont. He said three board members will be receiving awards for attending events.

The SROs will be starting tomorrow. He had a meeting with the officers to discuss the expectations for all parties. Dr. Kay has requested they be out at all school sites and building relationships with staff and students.

Dr. Kay said CPS attended the Back to School Bash and the National Night Out. He would like to look at getting a pop up tent or something similar for events.

### XIII. MONTHLY REVIEW OF POLICIES

## XIV. DISCUSSION ITEMS

### XIV.A. 2024-2025 Proposed Budget

Projected budget information was shared by Dr. Kay.

General Fund 2.9% increase over 23-24. He is recommending that the BOE exercise its ability to access the full amount of property taxing authority under the current property tax cap. LB243 calculated state aid to go up dollar for dollar.

XIV.B. Review and Discussion on Columbus Public Schools' Student Fees Policy 504.18, Regulation 504.18R1, and Exhibit 504.18E1

The board discussed the documents showing actual amounts as opposed to "varies".

### XIV.C. Strategic Plan

Dr. Kay shared information about the strategic plan. There was discussion regarding the presentation and things that will be cleaned up. Dr. Kay said this he is please with the plan, he is requesting the board support the four pillars; students, facilities, staff, and community. He said the document is about 110 pages. Once it is approved, we will be tracking what is being done to accomplish the plans.

### XIV.D. QCPUF Proposal

Dr. Kay said there will be a request to adopt a resolution in September for this funding. There will be a listing of what the funds would be used for if approved. He reminded the group that these funds can't be used for any other projects. We would make a bond payment with extra or give it back.

## XV. ACTION ITEMS FOR THIS MEETING

### XV.A. 2024-2025 Certified Staff Handbook

The superintendent recommends that the board approve the 2024-2025 Certified Staff Handbook for, as submitted. Passed with a motion by Doug Molczyk and a second by Michael Jeffryes.

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 only items changed in the Certified Handbook were things that align with the strategic plan.

CASA leave for those people to be able to attend meetings or court to advocate for those children. Dr. Kay said that Grand Island is also adopting this leave. Changes and additions to titles are included. Staff report and leave times were added. The continuing education credits (CEU) was addressed.

### XV.B. 2024-2025 Classified Staff Handbook

The superintendent recommends that the board approve the 2024-2025 Classified Staff Handbook, as submit. Passed with a motion by Candace Becher and a second by Michael Jeffryes.

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

Classified Handbook changes and additions included the use of Thrillshare instead of Remind for district notifications. An explanation of the Time and Attendance software. The district now offers ten paid holidays. Leave without pay was clarified along with the first two weeks of school and vacation use during this time.

#### XV.C. Fundraising Applications

The superintendent recommends that the board approve the Fundraising Applications, as submitted. 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

#### XV.D. Surplus Declaration Requests

The superintendent recommends that the board approve the Surplus Declaration Requests, 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

#### XV.E. First Reading of Policy 611.02 Student Promotion, Retention or Acceleration

The superintendent recommends that the board approve the First Reading of Policy 611.02 Student Promotion, Retention or Acceleration, as submitted. Passed with a motion by Candace Becher and a second by Michael Jeffryes.

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 approve policy 611.02 Passed with a motion by Candace Becher and a second by Michael Jeffryes.

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. Kay clarified the retainment process at CPS.

#### XV.F. First Reading of Policy 502.02 Nonresident Students/Option Enrollment including Policy 502.02E1

The superintendent recommends that the board approve the First Reading of Policy 502.02 Nonresident Students/Option Enrollment including Policy 502.02E1, as submitted. Passed with a motion by Candace Becher 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

The statute has changed for option enrollment. Dr. Kay is proposing a change in the high school capacity. The numbers listed in the policy are to cap options students in order to take care of our local students.

#### XV.G. First Reading of Policy 402.02 Employee Conflict of Interest

The superintendent recommends that the board approve the First Reading of Policy 402.02 Employee Conflict of Interest, as submitted. 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

This policy was also changed by statute.

#### XV.H. Approval of the 2024-2025 Safety & Security Committee

The superintendent recommends that the board approve the 2024-2025 Safety Committee, to include KR-Ashlie Stone, Board Members Doug Willoughby and Mike Jeffryes. Passed with a motion by Michael Jeffryes 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

Mr. Kwapnioski said he wanted to check on the appointed board members before adding them to the list.

#### XV.I. Second Reading of Policy 504.10 Weapons

The superintendent recommends that the board approve the Second Reading of Policy 504.10 Weapons, as submitted. Passed with a motion by Douglas Willoughby and a second by Michael Jeffryes.

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 changes that were discussed at the last meeting were reviewed and approved.

### XVI. BOARD REQUESTS FOR INFORMATION

### XVII. BOARD SHARING

### XVIII. EXECUTIVE SESSION

#### XIX. ADJOURN

Motion to adjourn Passed with a motion by Theresa Seipel and a second by Michael Jeffryes.

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 meeting was adjourned at 9:11pm.

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, August 12, 2024.

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President

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Secretary

Regular Meeting  
Monday, August 19, 2024 5:45 PM Central

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

Candace Becher: Present  
Mark Brown: Absent  
Michael Jeffryes: Present  
Doug Molczyk: Absent  
Theresa Seipel: Present  
Douglas Willoughby: Absent  
Present: 3, Absent: 3.

## I. CALL TO ORDER

## II. ROLL CALL OF THE BOARD

## III. EXCUSE BOARD MEMBERS

Motion to excuse board members. Passed with a motion by Candace Becher and a second by Michael Jeffryes.

Mark Brown: Absent, Doug Molczyk: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Theresa Seipel: Yea  
Yea: 3, Nay: 0, Absent: 3

## IV. NOTICE OF OPEN MEETINGS ACT

### IV.A. President ensures all can hear proceedings

## V. PUBLIC COMMENT

## VI. HEARINGS

### VI.A. Compulsory Attendance Policy 503.01

Motion to adjourn this hearing and begin the next hearing. Passed with a motion by Theresa Seipel and a second by Candace Becher.

Mark Brown: Absent, Doug Molczyk: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Theresa Seipel: Yea  
Yea: 3, Nay: 0, Absent: 3

Compulsory Attendance Policy 503.01 Hearing opened at 5:42. Chip Kay, Superintendent said that there were no changes to attendance in the policy. Retention was affected by State Statute LB71. Kindergarten eligibility dates were discussed.

### VI.B. Bullying Prevention Policy 504.20

Motion to adjourn this hearing and begin the next hearing. Passed with a motion by Candace Becher and a second by Michael Jeffryes.

Mark Brown: Absent, Doug Molczyk: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Theresa Seipel: Yea  
Yea: 3, Nay: 0, Absent: 3

The Bullying Prevention Hearing opened at 5:51pm. Dr. Kay stated that CPS has added verbiage to include cyber bullying and other types of digital use that could be used in bullying. All the Title IX information is also included in our policy.

VI.C. Parent and Family Involvement Policy 1005.03, 1005.03R1 and Parental Relation Goals Policy 1005.02

Motion to adjourn this hearing and begin the next hearing. Passed with a motion by Michael Jeffryes and a second by Candace Becher.

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

Yea: 3, Nay: 0, Absent: 3

The Parent and Family Involvement and Parent Relation Goals Hearing was opened at 5:56pm. Jason Harris, Director of Special Education shared information about the Title I requirements that fall under these policies to keep our federal grant.

Dr. Kay said that parental engagement is one of the pillars of the new strategic plan.

VI.D. Multicultural Education

Motion to adjourn this hearing and begin the next hearing. Passed with a motion by Michael Jeffryes and a second by Theresa Seipel.

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

Yea: 3, Nay: 0, Absent: 3

The Multicultural Education Hearing opened at 6:01. Mrs. Hausmann said when updating a curriculum resource for adoption or piloting a new product, it is a high priority that it meets the multicultural all-inclusive standard.

VI.E. Student Conduct Policy 504.03

Motion to adjourn this hearing. Passed with a motion by Theresa Seipel and a second by Candace Becher.

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

Yea: 3, Nay: 0, Absent: 3

The Student Conduct Hearing opened at 6:06. The CPS Student Conduct Policy ensures that we follow the Student Discipline Act. All Title IX information is included in the policy.

## VII. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

VII.A. Director of Learning

VII.B. Director of Special Education

VII.C. Assistant Director for Student Services

VII.D. Director of Human Resources

Jason Schapmann, Director of Human Resources and Fiscal Support told the board that they would be receiving an email regarding benefits. As a board member, they are eligible.

#### VII.E. Director of Operations

Leonard Kwapnioski, Director of Operations said we are 7-10 days away from moving into the CASSETTE House. He also mentioned the landscaping around the Kramer building was postponed because of the rain.

#### VII.F. Superintendent

Dr. Kay shared the M5 financial report, he said it will be presented on the Consent Agenda in September.

Dr. Kay also shared the welcome packets the Foundation handed out to teachers. He invited board members to attend the Centro Hispano Event on Friday at the Innovation Center. He said he would be attending the DARE golf outing and reminded the board of the Athletic Hall of Fame Celebration on September 5, 2024. Dr. Kay inquired about the Friday communications he is sending out and how that was being received. Also discussed was the hybrid cell phone policy they are using at CHS. He also mentioned the traffic issues at every building and reminded them that we have more students than ever which brings more traffic. Official enrollment numbers will be coming out on Friday. Dr. Kay ended his updates with good news on the lunch balance. Mr. Schapmann said alternative meals started on Monday. He credits the principals with collecting funds for overdue lunch accounts.

#### VIII. BOARD REQUESTS FOR INFORMATION

Motion to adjourn Passed with a motion by Theresa Seipel and a second by Candace Becher.

Mark Brown: Absent, Doug Molczyk: Absent, Douglas Willoughby: Absent, Candace Becher:

Yea, Michael Jeffries: Yea, Theresa Seipel: Yea

Yea: 3, Nay: 0, Absent: 3

#### IX. 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, August 19, 2024.

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President

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Secretary

American Civics Meeting  
Monday, August 19, 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: Absent  
Theresa Seipel: Present  
Douglas Willoughby: Absent  
Present: 3, Absent: 3.

#### I. CALL TO ORDER

#### II. ROLL CALL OF THE BOARD

#### III. EXCUSE BOARD MEMBERS

Motion to excuse board members. Passed with a motion by Theresa Seipel and a second by Candace Becher.

Mark Brown: Absent, Doug Molczyk: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Theresa Seipel: Yea  
Yea: 3, Nay: 0, Absent: 3

#### IV. PLEDGE OF ALLEGIANCE

#### V. NOTICE OF OPEN MEETINGS ACT

V.A. President ensures all can hear proceedings

#### VI. MISSION STATEMENT

#### VII. PUBLIC COMMENT

#### VIII. Americanism Meeting/Hearing

Teresa Hausmann, Director of Teaching and Learning said that we are meeting the requirements of statute 79-72. We are required to have two meetings annually, the next one is scheduled for January.

Mrs. Hausmann shared all the information according to the statute.

#### IX. ADJOURN

Motion to adjourn Passed with a motion by Michael Jeffryes and a second by Theresa Seipel.  
Mark Brown: Absent, Doug Molczyk: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Theresa Seipel: Yea  
Yea: 3, Nay: 0, Absent: 3

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 American Civics meeting of Monday, August 19, 2024.

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President

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Secretary

Check Number	Vendor	Amount
17767	ACCENT FLORAL AND GALLERIA	\$55.00
17768	ASSOCIATED STAFFING, INC	\$2,302.10
17769	CENTRO HISPANO	\$2,000.00
17770	FATHER FLANAGAN'S BOYS' HOME	\$21,513.95
17771	FIRST IMPRESSIONS	\$495.00
17772	FIRST NATIONAL BANK OMAHA	\$302.19
17773	JACKSON SERVICES INC.	\$96.25
17774	JNW CONSULTING, LLC	\$12,375.00
17775	LINCOLN JOURNAL STAR	\$59.69
17776	LITERACY RESOURCES, LLC	\$2,588.76
17777	LOUP POWER DISTRICT	\$71.54
17778	MCPHERSON & JACOBSON, LLC	\$177.30
17779	NEBRASKA SAFETY CENTER	\$100.00
17780	OCCUPATIONAL HEALTH SERVICES	\$225.00
17781	ONE SOURCE	\$1,534.45
17782	PERRY, GUTHERY, HAASE, & GESSFORD, P.C.	\$656.00
17783	PLUNKETTS PEST CONTROL	\$807.04
17784	THE BROKEN MUG	\$69.70
17785	TYLER TECHNOLOGIES	\$1,840.00
17786	U AND I SANITATION LLC	\$2,235.00
17787	LEGACY 23 APARTMENTS	\$1,425.00
17788	POSTMASTER	\$67.39
17789	AMAZON CAPITAL SERVICES	\$2,361.42
17790	CAPITAL ONE/WALMART	\$499.78
17791	HY-VEE FOOD STORES	\$295.60
17792	SUPER SAVER	\$26.74
17793	ALLO COMMUNICATIONS	\$152.00
17794	ASSOCIATED STAFFING, INC	\$2,601.19
17795	CANDLEWOOD SUITES KEARNEY	\$5,263.05
17796	CITY OF COLUMBUS WATER & SANITATION DEPA	\$4,090.67
17797	CITY OF COLUMBUS-TRANSFER STATION	\$185.61
17798	COLUMN SOFTWARE PBC	\$329.47
17799	ESU #7	\$6,152.15
17800	FIRST NATIONAL BANK OMAHA	\$845.75
17801	KAY, CHESTER	\$72.51
17802	KS STATEBANK	\$156,728.00
17803	KSB SCHOOL LAW	\$500.00
17804	KWAPNIOSKI, LEONARD R	\$241.20
17805	LOUP POWER DISTRICT	\$70,702.05
17806	LOUP POWER DISTRICT	\$1,656.19
17807	MATHESON TRI-GAS INC	\$550.00
17808	NCSA	\$5,521.00
17809	PITNEY BOWES GLOBAL FINANCIAL SERVICES L	\$1,486.98
17810	PITNEY BOWES INC.	\$1,484.00
17811	PRINTCO GRAPHICS, INC	\$3,524.56

Check Number	Vendor	Amount
17812	T-BONE TRUCK STOP	\$2,151.45
17813	THRYV	\$27.10
17814	VERIZON WIRELESS	\$371.40
17815	ACE HARDWARE-COLUMBUS	\$62.79
17816	ADVANCED CONSULTING ENGINEERING SERVICES	\$4,500.00
17817	BLAZERWORKS, LLC	\$1,930.50
17818	BLICK ART MATERIALS	\$2,688.83
17819	BOMGAARS	\$112.31
17820	EAKES OFFICE SOLUTIONS	\$1,231.59
17821	ELECTRICAL ENGINEERING & EQUIP	\$118.66
17822	FERGUSON ENTERPRISES INC	\$46.39
17823	FOLLETT CONTENT SOLUTIONS, LLC	\$335.63
17824	GEHRING CONST. & READY MIX CO.	\$707.58
17825	GOLDEN RULE SIGNS	\$14,230.39
17826	GREAT PLAINS BUILDING SUPPLY CO.	\$6.93
17827	H2 EQUIPMENT LLC	\$750.00
17828	JNW CONSULTING, LLC	\$4,856.70
17829	LAKESHORE LEARNING MATERIALS	\$21,426.92
17830	MECHANICAL SALES INC	\$1,361.00
17831	MENARDS-COL	\$970.04
17832	MID-AMERICAN RESEARCH CHEMICAL	\$19,405.30
17833	MIDWEST SERVICE & SALES CO.	\$139.80
17834	NATIONAL ART & SCHOOL SUPPLY	\$9,132.01
17835	NOVICKI FIRE PREVENTION SALES	\$1,571.00
17836	PAPER TIGER, INC.	\$157.80
17837	PLATTE VALLEY PRINTING	\$195.00
17838	PREFERRED PLUMBING & HTG. INC	\$9.90
17839	PYRAMID SCHOOL PRODUCTS	\$3,065.78
17840	REARDON LAWN & GARDEN EQUIP.	\$114.99
17841	SERVICEMASTER BY SHEVLIN	\$34,912.42
17842	SHERWIN-WILLIAMS	\$925.00
17843	TEACHING STRATEGIES, LLC ("TS")	\$3,640.00
17844	TIRE OUTLET INC	\$30.00
17845	TYLER TECHNOLOGIES	\$2,415.00
17846	ASSOCIATED STAFFING, INC	\$1,707.50
17847	BRYAN'S REPAIR	\$385.83
17848	COLUMN SOFTWARE PBC	\$19.27
17849	DAS STATE ACCTG-CENTRAL FINANCE OCIO	\$330.00
17850	FARMERS PRIDE	\$318.56
17851	FIRST NATIONAL BANK & TRUST	\$75.00
17852	GODFATHERS -COLUMBUS	\$398.00
17853	HIRERIGHT	\$306.60
17854	JOHNSON, CHRIS	\$101.17
17855	LANGUAGE LINE SERVICES INC	\$1.77
17856	LOUP POWER DISTRICT	\$59.91

<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
17857	LOUP POWER DISTRICT	\$34.31
17858	MATHESON TRI-GAS INC	\$40.92
17859	MY CENTRAL SUPPLY	\$76.78
17860	NEBRASKA CENTRAL EQUIPMENT, INC	\$311.98
17861	NEBRASKA SAFETY CENTER	\$250.00
17862	NEBRASKA.GOV	\$100.00
17863	PINNACLE BANK OMAHA	\$165.00
17864	PLUNKETTS PEST CONTROL	\$807.04
17865	STEALTH BROADBAND	\$2,613.50
17866	AMAZON CAPITAL SERVICES	\$1,347.68
17867	CAPITAL ONE/WALMART	\$47.46
17868	HY-VEE FOOD STORES	\$66.06
	<b>Total Fund Expenditures</b>	<u>\$459,430.83</u>

Columbus Public Schools  
 Summary of Cash Balances  
 August 31, 2024

	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
General Fund	Attachment M4a			\$ 3,965,803.18		
	Attachment M5 (prior Bd Mtg)			\$ 459,430.83		
	Transfer to GP ICS Savings					
	Transfer from GP ICS Savings		\$ 5,012,700.42			
	Receipts GP checking		\$ 1,256,330.01			
	<b>GENERAL FUND - GREAT PLAINS STATE BAN</b>	\$ 5,054,996.07	\$ 6,269,030.43	\$ 4,425,234.01	\$ 6,898,792.49	\$ 3,180,150.40
	Transfer to GP Checking			\$ 5,012,700.42		
	Transfer from GP Checking					
	Interest		\$ 2,116.21			
<b>GEN FUND - GP ICS SAVINGS</b>	\$ 5,010,584.21	\$ 2,116.21	\$ 5,012,700.42	\$ -		
	<b>General Fund - Cash Balance</b>				\$ 6,898,792.49	
Depr Fund						
	Receipts		\$ 532,800.00			
	Interest		\$ 4,575.99			
	<b>DEPRECIATION - GREAT PLAINS STATE BANK</b>	\$ 1,108,227.81	\$ 537,375.99	\$ -	\$ 1,645,603.80	\$ 1,938,710.03
	<i>Glitch from Microsoft issue 7/19/24. Waiting on repayment from double payroll on one employee.</i>			\$ 323.24		
Temporary Funds - GF	<b>PAYROLL - PINNACLE BANK</b>	\$ 261,584.65	\$ 3,315,975.62	\$ 3,384,657.10	\$ 192,903.17	\$ 160,964.62
	<b>PAYFLEX - PINNACLE BANK</b>	\$ 63,163.82	\$ 9,714.77	\$ 16,421.29	\$ 56,457.30	\$ 56,376.17
Activities	Administration	\$ 443,105.97	\$ 41,895.69	\$ 42,107.34	\$ 442,894.32	\$ 1,292,707.73
	Middle School	\$ 127,037.04	\$ 46,409.46	\$ 1,924.42	\$ 171,522.08	\$ 161,268.43
	High School	\$ 649,925.63	\$ 34,787.43	\$ 66,689.97	\$ 618,023.09	\$ 600,244.72
	<b>ACTIVITY FUNDS - COLUMBUS BANK</b>	\$ 1,220,068.64	\$ 123,092.58	\$ 110,721.73	\$ 1,232,439.49	\$ 2,054,220.88
Nutrition Fund	Interest Income		\$ 642.60			
	State Reimbursement		\$ 59,964.60			
	Rct to Expenditures		\$ 1,073.56			
	Student/ Staff meals		\$ 121,923.45			
	<b>NUTRITION FUND - CORNERSTONE BANK</b>	\$ 198,481.39	\$ 183,604.21	\$ 48,338.40	\$ 333,747.20	\$ 506,304.92
Bond Fund	Platte County Treasurer		\$ 67,903.99			
	Butler County Treasurer		\$ 309.27			
	Investment Gain		\$ 14,623.84			
	<b>BOND FUND - FNB</b>	\$ 3,383,194.60	\$ 82,837.10	\$ -	\$ 3,466,031.70	\$ 3,077,583.09
Building Fund						
	Receipts		\$ 21,358.32			
	<b>SPECIAL BLDG FUND - BANK OF THE VALLEY</b>	\$ 287,101.59	\$ 21,358.32	\$ -	\$ 308,459.91	\$ 238,944.25

Columbus Public Schools  
General Fund Revenue Details  
August 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)	(\$494,731.50)	(\$25,327,396.70)	(\$1,716,319.30)	93.65%
01.1.01115.000.000	Carline Taxes	(\$8,000.00)	\$0.00	(\$18,452.36)	\$10,452.36	230.65%
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)	(\$214,866.66)	(\$2,358,760.51)	\$13,760.51	100.59%
01.1.01312.000.000	Tuition, Summer School	\$0.00	(\$650.00)	(\$3,800.00)	\$3,800.00	#DIV/0!
01.1.01510.000.000	Interest	(\$15,000.00)	(\$11,903.59)	(\$101,566.73)	\$86,566.73	677.11%
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)	\$0.00	(\$73,454.00)	\$38,454.00	209.87%
01.1.01911.000.000	Local License Fees	(\$25,000.00)	\$0.00	(\$15,990.00)	(\$9,010.00)	63.96%
01.1.02110.000.000	County Fines&License Fees	(\$150,000.00)	(\$43,609.55)	(\$291,379.62)	\$141,379.62	194.25%
01.1.03110.000.000	State Aid	(\$14,245,963.00)	\$0.00	(\$14,245,963.00)	\$0.00	100.00%
01.1.03120.000.000	SpEd Receipts from the State	(\$5,253,927.00)	\$0.00	(\$5,275,397.00)	\$21,470.00	100.41%
01.1.03130.000.000	Homestead Exemption	\$0.00	(\$420.64)	(\$11,586.38)	\$11,586.38	#DIV/0!
01.1.03131.000.000	Property Tax Credit	\$0.00	\$0.00	(\$1,555,839.27)	\$1,555,839.27	#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)	(\$17,760.75)	(\$70,389.85)	\$52,389.85	391.05%
01.1.03400.000.000	State Apportionment	(\$777,521.00)	\$0.00	(\$752,949.66)	(\$24,571.34)	96.84%
01.1.03535.000.000	High Ability Learners Allocati	(\$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)	(\$51,748.00)	(\$185,255.00)	\$20,755.00	112.62%
01.1.03551.000.000	CTE Grant	\$0.00	\$0.00	(\$19,416.00)	\$19,416.00	#DIV/0!
01.1.03599.000.000	Education Quest College Access	\$0.00	(\$2,000.00)	(\$24,282.40)	\$24,282.40	#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)	\$0.00	(\$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 Entollment/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/6412	(\$127,085.00)	\$0.00	(\$112,750.00)	(\$14,335.00)	88.72%
01.1.04525.000.000	Carl Perkins Grants	(\$45,199.00)	\$0.00	(\$114,848.00)	\$69,649.00	254.09%
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%
01.1.04531.000.000	ESSA Title IV Part B 21 Centur	(\$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	(\$105,733.93)	\$59,745.93	229.92%
01.1.04709.000.000	Medicaid in Public Schools/MAC	\$0.00	\$0.00	(\$34,135.31)	\$34,135.31	#DIV/0!
01.1.04969.000.000	ESSA Title IV SSAE Grant	\$0.00	\$0.00	(\$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%
01.1.04997.000.000	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)	(\$414,200.00)	(\$4,137,017.00)	\$3,137,017.00	413.70%
01.1.05301.000.000	Insurance Claims	\$0.00	\$0.00	(\$8,541.67)	\$8,541.67	#DIV/0!
		(\$54,649,276.00)	(\$1,251,890.69)	(\$57,503,720.72)	\$2,854,444.72	105.22%
	Transfers					
	Reimbursements/Refunds		(\$8,067.61)			
	Interest - other accounts		\$11,903.59			
	<b>Total Revenue</b>		<b>(\$1,248,054.71)</b>			

Check Number	Vendor	Amount
17869	SCHOOL DISTRICT #1-PAYROLL	\$3,265,948.04
17870	FOLLETT CONTENT SOLUTIONS, LLC	\$17.17
17871	ANDERSON, NICOLE	\$574.08
17872	ASSOCIATED STAFFING, INC	\$3,449.78
17873	BCDM ARCHITECTS	\$12,411.50
17874	BRAINPOP LLC	\$3,030.00
17875	COLUMBUS ROTARY	\$150.00
17876	FIRST NATIONAL BANK OMAHA	\$723.91
17877	FIRST NATIONAL BANK OMAHA	\$1,183.34
17878	FIRST NATIONAL BANK OMAHA	\$617.20
17879	FIRST NATIONAL BANK OMAHA	\$1,436.27
17880	FIRST NATIONAL BANK OMAHA	\$112.00
17881	FIRST NATIONAL BANK OMAHA	\$264.10
17882	FIRST NATIONAL BANK OMAHA	\$162.42
17883	FIRST NATIONAL BANK OMAHA	\$1,664.20
17884	FOLLETT SCHOOL SOLUTIONS, INC.	\$2,790.00
17885	GODFATHERS -COLUMBUS	\$70.00
17886	JOURNEYED.COM INC.	\$1,250.00
17887	NASPA (NE ASSOC. OF SCHOOL PERSONNEL ADM	\$40.00
17888	NCSA	\$100.00
17889	NEBRASKA DEPARTMENT OF LABOR	\$856.00
17890	SHELBY LUMBER COMPANY	\$84,853.00
17891	WILLIAM H. SADLIER, INC	\$898.59
17892	ZEARN	\$2,500.00
17893	AMAZON CAPITAL SERVICES	\$956.70
17894	HOBBY LOBBY	\$54.70
17895	HY-VEE FOOD STORES	\$203.70
17896	SUPER SAVER	\$28.92
17897	EAKES OFFICE SOLUTIONS	\$358.61
17898	GOPHER	\$29.95
17899	MY CENTRAL SUPPLY	\$6,857.31
17900	RUTT'S HEATING & AIR CONDITIONING, INC -	\$11,032.11
17901	SCHIEFFER SIGNS	\$92.00
17902	TEACHER DIRECT	\$139.02
17903	ASSOCIATED STAFFING, INC	\$3,770.53
17904	FIRST NATIONAL BANK OMAHA	\$59.14
17905	SCHOOL DISTRICT #1 DEPRECIATION	\$532,800.00
17906	COLUMBUS PUBLIC SCHOOLS ACTIVITY	\$24,318.89
<b>Total Fund Expenditures</b>		<b><u>\$3,965,803.18</u></b>

<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
17907	ALLO COMMUNICATIONS	\$152.00
17908	AMERICAN SCHOOL COUNSELOR ASSOCIATION	\$164.00
17909	ASSOCIATED STAFFING, INC	\$5,848.82
17910	BETHUNE, JENEE	\$50.00
17911	BLAZERWORKS, LLC	\$44,831.52
17912	CENTRAL COMM COLLEGE-COL	\$2,814.20
17913	CENTRAL NEBRASKA REHAB. SERV	\$5,635.03
17914	COLUMBUS AREA CHAMBER COMMERCE	\$600.00
17915	COLUMBUS PUBLIC SCHOOLS ACTIVITY	\$550.00
17916	COLUMN SOFTWARE PBC	\$527.83
17917	CPM EDUCATIONAL PROGRAM	\$2,380.00
17918	CPS FOUNDATION	\$290.00
17919	DURANSKI, LISA	\$527.00
17920	EDGEWATER INSURANCE + REAL ESTATE	\$26,200.85
17921	EDUPOINT EDUCATIONAL SYSTEMS	\$18,818.00
17922	ENABLE MY CHILD LTD	\$20,400.00
17923	ESU #7	\$905.00
17924	ESU #7	\$4,200.00
17925	GODFATHERS -COLUMBUS	\$59.99
17926	HEIBEL, ELISSA	\$4,621.50
17927	HOMETOWN LEASING	\$6,749.98
17928	INSTRUCTURE, INC.	\$2,488.67
17929	JACKSON SERVICES INC.	\$445.35
17930	JOHNSON, KRIS	\$2,160.00
17931	KIDWELL	\$11,851.12
17932	LAHM, JOAN	\$600.00
17933	LINCOLN JOURNAL STAR	\$193.83
17934	LOUP POWER DISTRICT	\$77,915.43
17935	MATHESON TRI-GAS INC	\$50.00
17936	MATSON, PAUL	\$8.50
17937	MURPHY, DAWN	\$1,768.00
17938	NACIA (NE ASSOC. FOR CURRICULUM INSTR.)	\$1,000.00
17939	NATA (NE. ASSOC. OF TECHNOLOGY ADMIN)	\$65.00
17940	NEBRASKA DEPARTMENT OF EDUCATION	\$2,125.00
17941	OMAHA WORLD HERALD	\$618.80
17942	PITNEY BOWES, INC - SUPPLIES	\$265.58
17943	RENAISSANCE	\$7,172.00
17944	SCHIEFFER SIGNS	\$971.00
17945	SEESAW LEARNING, INC	\$9,900.90
17946	SHERWIN-WILLIAMS	\$157.93
17947	STANCE	\$250.00
17948	THRYV	\$27.10
17949	U AND I SANITATION LLC	\$2,235.00
17950	UNL CAREER SERVICE	\$205.00
17951	VERIZON WIRELESS	\$370.80


Check Number	Vendor	Amount
17952	LEGACY 23 APARTMENTS	\$1,425.00
17953	AMAZON CAPITAL SERVICES	\$9,421.19
17954	AMAZON CAPITAL SERVICES	\$641.21
17955	CAPITAL ONE/WALMART	\$307.84
17956	HOBBY LOBBY	\$37.65
17957	HY-VEE FOOD STORES	\$610.34
17958	SUPER SAVER	\$759.53
17959	95 PERCENT GROUP, LLC	\$1,601.60
17960	ACCENT FLORAL AND GALLERIA	\$80.00
17961	AMPLIFY EDUCATION, INC.	\$1,026.00
17962	ASSOCIATED STAFFING, INC	\$6,084.39
17963	BYRKIT PIANO SERVICE	\$270.00
17964	CITY OF COLUMBUS - FINANCE DEPT	\$602.50
17965	CITY OF COLUMBUS-TRANSFER STATION	\$177.33
17966	COLUMBUS PUBLIC SCHOOLS ACTIVITY	\$787.97
17967	COLUMBUS SCHOOL LUNCH FUND-CHS	\$821.37
17968	COLUMBUS SCHOOL LUNCH FUND-CHS	\$178.80
17969	KSB SCHOOL LAW	\$3,101.84
17970	LOUP POWER DISTRICT	\$36.52
17971	LOUP POWER DISTRICT	\$77.24
17972	QUIZLET	\$68.38
17973	SPICEOLOGY, INC.	\$120.35
17974	TAESE/USU	\$2,500.00
17975	TEACH UPBEAT, LLC	\$8,640.00
17976	TOOLEY DRUG CO.	\$122.00
17977	ACE HARDWARE-COLUMBUS	\$52.93
17978	ADVANCED FIRE & SAFETY	\$3,217.00
17979	AED ZONE	\$1,338.00
17980	AGIREPAIR, INC	\$240.00
17981	AHRENS, KYLER	\$92.98
17982	AMPLIFY EDUCATION, INC.	\$2,381.40
17983	APTEGY, INC	\$15,350.00
17984	BATES, LINDSEY	\$213.87
17985	BERAN, CHARLOTTE	\$225.00
17986	BETHUNE, JENEE	\$400.00
17987	BLAZER MANUFACTURING CO.INC.	\$210.00
17988	BLAZERWORKS, LLC	\$17,104.66
17989	BOMGAARS	\$203.48
17990	BOS, JENNY	\$240.60
17991	BOSWELL, ETHAN	\$126.25
17992	BRYAN'S REPAIR	\$789.00
17993	CARSTENS, BETH	\$225.00
17994	CDW GOVERNMENT, INC.	\$16,376.00
17995	CENTRAL INSULATION & ROOFING	\$1,870.00
17996	CENTRAL PROGRAMS, INC	\$717.50

Check Number	Vendor	Amount
17997	CODECOMBAT	\$1,890.00
17998	COFFEY, ALANNAH	\$133.67
17999	COLE, CRYSTAL	\$198.59
18000	COLUMBUS ARNOLD MOTOR SUPPLY	\$40.71
18001	COLUMBUS MUSIC	\$281.01
18002	COLUMBUS TIRE & SERVICE CENTER	\$302.68
18003	CONSONUS MUSIC INSTITUTE LLC	\$1,075.90
18004	DELL MARKETING L.P.	\$2,440.56
18005	DEMCO, INC	\$283.97
18006	DEMUTH, SANDI	\$225.00
18007	DONOGHUE, TRACY	\$320.80
18008	DUSH, REGINA	\$160.40
18009	EAKES OFFICE SOLUTIONS	\$6,988.45
18010	ELECTRICAL ENGINEERING & EQUIP	\$1,559.76
18011	ERICKSON, JILL	\$200.00
18012	FIRST IMPRESSIONS	\$650.00
18013	FOLTZ, JANICE	\$225.00
18014	FREEMAN, TYLER	\$187.14
18015	FUN AND FUNCTION	\$152.94
18016	GALLEY, SHANNON	\$187.14
18017	GOPHER	\$270.74
18018	GRAFE, TARA	\$213.87
18019	HAMLING, ELIZABETH	\$2,100.00
18020	HD SUPPLY	\$1,839.80
18021	HEINEMANN	\$22,125.00
18022	HOEFER, MCKENNA	\$350.00
18023	HOESING, KRISTIN	\$106.94
18024	HOUGHTON MIFFLIN HARCOURT	\$120.80
18025	HUPP, KELSIE	\$225.00
18026	HUTCHINSON, CATHY	\$225.00
18027	INCIDENT IQ, LLC	\$9,675.98
18028	INSTRUCTIONAL EMPOWERMENT, INC	\$21,640.00
18029	INSTRUCTURE, INC.	\$7,466.00
18030	JARECKI, KAY	\$213.87
18031	JARESKE, KELSEY	\$187.14
18032	JONES AND BARTLETT LEARNING	\$3,995.00
18033	KELLY, AMY	\$225.00
18034	KOCH EXCAVATING CO.	\$57.76
18035	KOHL, CHELSEY	\$187.14
18036	KRACKE, SARAH	\$100.00
18037	KRIENKE-1099, ROGER	\$225.00
18038	KUSH, DENISE	\$240.60
18039	LAKESHORE LEARNING MATERIALS	\$159.85
18040	LUNCHTIME SOLUTIONS, INC	\$7,562.27
18041	MADEJ, MICHAEL	\$225.00

Check Number	Vendor	Amount
18042	MATHESON TRI-GAS INC	\$40.92
18043	MCDOWELL, DEBORAH	\$173.77
18044	MCLAUGHLIN, STEPHANIE	\$500.00
18045	MENARDS-COL	\$3,228.55
18046	MERRILL, KIM	\$187.14
18047	MICEK, ALENA	\$160.40
18048	MITCHELL 1	\$1,231.00
18049	MUCHMORE, KELLY	\$213.87
18050	MUELLER, PAM	\$133.67
18051	N2Y, LLC	\$414.98
18052	NATIONAL RESTAURANT ASSN SOLUTIONS, LLC	\$750.00
18053	NCS PEARSON INC	\$405.34
18054	OMAHA MUSIC THERAPY LLC	\$3,039.18
18055	ONE SOURCE	\$1,861.30
18056	PACZOSA, MEGAN	\$187.14
18057	PAPER TIGER, INC.	\$204.05
18058	PERRY, GUTHERY, HAASE, & GESSFORD, P.C.	\$2,355.75
18059	PIONEER MANUFACTURING COMPANY	\$40.75
18060	PITSCO	\$1,811.73
18061	PLUNKETTS PEST CONTROL	\$380.76
18062	POSITIVE PHYSICS LLC	\$1,399.00
18063	POWDER COATING PLUS, LLC	\$540.00
18064	PREISTER, JENNA	\$250.00
18065	PRINTCO GRAPHICS, INC	\$14.55
18066	RAPIDS WHOLESALE EQUIPMENT CO	\$46.41
18067	REARDON LAWN & GARDEN EQUIP.	\$302.66
18068	RIFTON EQUIPMENT	\$1,323.75
18069	ROBERTSON, KATIE	\$187.14
18070	RUTT'S HEATING & AIR CONDITIONING, INC -	\$3,172.04
18071	SCHOOLSIN	\$179.38
18072	SECURITY EQUIPMENT	\$357.90
18073	SETTLES, ERIN	\$187.14
18074	SLP TOOLKIT	\$1,800.00
18075	STAROSCIK, KRISTINE	\$152.76
18076	STEMPEK, SHELLEY	\$240.60
18077	STEMPEK, STACI	\$213.87
18078	SVEHLA, DEB	\$225.00
18079	TEACHER SYNERGY, LLC	\$124.99
18080	TELLEZ, GAMALIEL	\$169.88
18081	THE MUSICIANS CHOICE, LLC	\$1,409.17
18082	THE PHYSICS CLASSROOM, LLC	\$70.00
18083	TIRE OUTLET INC	\$143.00
18084	TK ELEVATOR CORPORATION	\$720.09
18085	TRANSITION CURRICULUM, INC	\$3,000.00
18086	TREJO, SOPHIE	\$145.84

<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
18087	TRUCK CENTER COMPANIES	\$255.28
18088	TWOREK, DANIEL	\$213.87
18089	TYLER TECHNOLOGIES	\$31,104.00
18090	VERNIER SOFTWARE & TECHNOLOGY	\$388.38
18091	VOSS LIGHTING	\$493.13
18092	WALLISH, MATTHEW	\$350.00
18093	WARD'S SCIENCE	\$122.43
18094	WEMHOFF MANUFACTURING COMPANY	\$2,342.88
18095	WEMHOFF, ASHLEY	\$240.60
18096	WRIGHT, ABBEY	\$213.87
	Total Fund Expenditures	<u>\$536,704.84</u>

<b>Employee full Name</b>	<b>Job Start Date</b>	<b>Job End Date</b>	<b>Job Notes to Administrator</b>
Timothy Kwapnioski	2024-08-27	2024-08-27	HAC Meeting in GI
Ashlie Stone	2024-08-27	2024-08-27	Leadership Learning Rounds - ESU Leadership Program training in Kearney
Andrew Luebbe	2024-08-27	2024-08-28	Leadership Learning Rounds - ESU Leadership Program training in Kearney
Guadalupe Marino Ramirez	2024-08-28	2024-08-28	Counselor Update at UNL
Kim Loeffelholz	2024-08-28	2024-08-28	Counselor Update at UNL
Valerie Brown	2024-08-28	2024-08-28	Counselor Update at UNL
Ashlie Stone	2024-08-28	2024-08-28	Leadership rounds through ESU in Kearney
Leonard Kwapnioski	2024-08-28	2024-08-28	NITC Meeting in Lincoln
Guadalupe Marino Ramirez	2024-08-29	2024-08-29	Professional Leadership Conference in Omaha
Ryan Goetsch	2024-08-29	2024-08-29	Special Education Team STEPS training in Kearney
Jessy Hill	2024-08-29	2024-08-30	Special Education Team STEPS training in Kearney
Ryan Goetsch	2024-08-30	2024-08-30	Special Education Team STEPS training in Kearney



# COLUMBUS PUBLIC SCHOOLS FOUNDATION

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

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September 5, 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 August. 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**

\$2,178.91 - Newsletter Postage  
\$160.02 - Discoverer Dash  
\$3,450.16 - Back to School Supply Kits for Teachers  
\$9,550.00 - Scholarships  
\$500.00 Athletic Hall of Fame

\$1,411.91 - Classroom Grants  
\$1,740.00 - Lighting of the Anchor  
\$1,049.00 - New Teacher Welcome  
\$492.57 - Copy Paper purchased by Stuff the Bus Donation  
\$5,277.95 - Columbus After School Program

**Band Boosters**

\$115.90 - Snacks  
\$1,680.00 - New Hat Boxes

**Centennial PAC**

\$113.63 - Staff Meeting Supplies  
\$136.00 - Banner

**Lost Creek PTO**

\$36.63 - Teacher Appreciation

**North Park PTO**

\$578.00 - Movie Licensing  
\$291.07 - Classroom Support  
\$57.32 - Staff Welcome Snacks  
\$73.50 - Open House Cookies

**Vocal Music Boosters**

\$250.00 - Scholarship

The total contributions for the month of August was \$29,142.57

The total contributions for the FY 2024 total is **\$395,400.68**

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

Thank you for your consideration.

Sincerely,



Nicole Anderson  
Director of Marketing & Foundation

CPS Teaching & Learning Department  
September 16, 2024 BOE Updates

**1. August New Teacher Contacts**

	KR	CN	EM	NP	WP	MS	HS	Total
<b>New Teachers</b>	1	1	4	2	3	20	5	<b>36</b>
<b>Contacts</b>	1	3	16	3	9	46	8	<b>86</b>

*414 staff contacts made in August*

**2. Family Literacy Program Participation**

CN	EM	LC	NP	WP	CMS	Total
12	10	5	3	3	2	<b>35</b>

Tuesday & Thursday Schedule

8:30 AM - 10:00 AM: Class A - Emerging English

10:00 AM - 10:30 AM: Community Connection for Class A & Class B

10:45 AM - 12:15 AM: Class B - Progressing English

*Kramer Child Development Center is providing childcare for 6 children. Funding provided by the National Center for Family Literacy (NCFL) Grant.*

**3. Marketing Management Curriculum Updated**

Introductory Course                      Intermediate Course                      Capstone

Course

<b>Marketing Entrepreneurship</b>	Principles of Marketing	Marketing Management	Entrepreneurship
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**4. ESSA Federal Grant**

Title	Purpose	Public Allocations	Non-Public Allocations
Title I, Part A	Improving the Academic Achievement of the Disadvantaged	\$730,673	\$51,214
Title II, Part A	Supporting Effective Instruction	\$112,403	\$29,822
Title III-EL	English Language Acquisition	\$92,728	\$4,681
Title III-IM	Immigrant Education	\$24,369	\$942
Title IV, Part A	<ul style="list-style-type: none"> <li>•Well-Rounded Education</li> <li>•Safe &amp; Healthy Students</li> <li>•Technology</li> </ul>	\$31,203	\$8,279
<b>Total Allocations</b>		<b>\$991,376</b>	<b>\$94,938</b>
<b>Total Amount of ESSA Grant</b>		<b>\$1,086,314</b>	

## TITLE IX NONDISCRIMINATION

### Statement of Policy

This district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. The board appoints the Superintendent as the district's Title IX Coordinator. The Title IX Coordinator is the district's employee who coordinates the district's efforts to comply with its responsibilities under Title IX. In the event the Title IX coordinator is unavailable or is the respondent to a complaint, an alternate coordinator should instead be directed to receive complaints and act as the coordinator. The Superintendent will appoint a coordinator for personnel and a coordinator for student Title IX complaint investigations.

### General Obligations under Title IX

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district, as required by law. Sex discrimination includes but is not limited to creating a hostile environment on the basis of sex.

The district also prohibits intimidation, threats, coercion, or discrimination against any person by the district, a student, or an employee or other person authorized by the district to provide aid, benefit, or service under the district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate (except as an employee) in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

If the district has knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, it must respond promptly and effectively. The district is required by law to address sex-based discrimination even if it occurs off of school grounds, as long as it is conduct that is subject to the district's disciplinary authority. The district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct contributing to the hostile environment occurred outside the district's program or activity.

### Giving Notice of Title IX Policy

The superintendent must create and distribute a Notice of Nondiscrimination in the form and circumstances required by the Title IX regulations, including how to find this policy with its Title IX grievance procedures, and contact information for Title IX Coordinator. The district will provide such notice to students, parents/guardians/other student legal

representatives, employees, applicants for admission and employment, unions and professional organizations with collective bargaining or other professional agreements with the district. Notice will be as required by law.

Title IX Coordinator duties are as prescribed in the Title IX regulations and may be delegated to another employee or a third party, but the board-named Title IX Coordinator must be an employee and will maintain ultimate administrative oversight of the district's Title IX compliance efforts.

The Title IX Coordinator monitors the district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX and take steps reasonably calculated to address such barriers.

### Investigation and Reporting Forms Under This Policy

For complaints of sex-based discrimination, harassment or retaliation by an individual:

<u>Form</u>	<u>Completed By</u>
504.24E2 – initial report of sex discrimination	Complainant
504.24E3 – title IX coordinators intake report	Title IX Coordinator
504.24E4 – informal resolution procedures	Title IX Coordinator
504.24E5 – determination of sex-based discrimination	Title IX Coordinator
504.24E6 – notice of dismissal of complaint	Title IX Coordinator
504.24E7 – appeal of dismissal or appeal of determination	Complainant
504.24E9 – decision of appeal of dismissal	Title IX Coordinator

For complaints Title IX discrimination in the district's programs or activities:

<u>Form</u>	<u>Completed By</u>
504.24E2 – initial report of sex discrimination	Complainant
504.24E3 – title IX coordinators intake report	Title IX Coordinator
504.24E4 – informal resolution procedures	Title IX Coordinator
504.24E8 – notice of initiation of grievance procedure	Title IX Coordinator
504.24E5 – determination of sex-based discrimination	Title IX Coordinator
504.24E6 – notice of dismissal of complaint	Title IX Coordinator
504.24E7 – appeal of dismissal or appeal of determination	Complainant
504.24E10 – decision on appeal of grievance outcome	Title IX Coordinator

### Definitions

As used in this policy:

Complaint is an oral or written request to the district that objectively can be understood as a request for the district to investigate and make a determination about alleged discrimination under Title IX or its regulations. The Title IX Coordinator's knowledge of

the existence of a complainant requires a district response but does not itself constitute a complaint as used in this grievance procedure.

Complainant means a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX, or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in the district's education program or activity at the time of the alleged sex discrimination.

Respondent is a person who is alleged to have violated the district's prohibition on sex discrimination.

Consent in this policy means willingly allowing conduct to occur but an individual may be incapable of providing consent to sexual conduct or activity due to circumstances resulting from age, disability, lack of information, incapacity or other causes. Since neither verbal nor physical resistance to the conduct is required to show lack of consent, the decisionmaker will consider the full circumstances when determining whether consent occurred. Consent, if given, may also be withdrawn at any time.

Sex-based harassment, which is prohibited by Title IX and is a form of sex discrimination, means "sexual harassment and other harassment on the basis of sex" that is: (1) quid pro quo harassment, (2) hostile environment harassment, or (3) a specific offense as identified in Title IX regulations.

Quid pro quo harassment occurs when "an employee, agent, or other person authorized by the district to provide an aid, benefit, or service under the district's education program or activity explicitly or impliedly condition[s] the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct."

Hostile environment harassment involves "unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the district's education program or activity (i.e., creates a hostile environment)." It is a fact-specific inquiry to determine whether a hostile environment has been created, and the following factors may be considered in making such a determination:

- The degree to which the conduct affected the complainant's ability to access the district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the district's education program or activity.

Sexual Assault may be defined as a forcible or non-forcible offense under the uniform crime reporting system of the Federal Bureau of Investigation.

- Forcible Sex Offenses may include fondling, rape, sexual assault with an object, and sodomy.
- Non-forcible Sex Offenses include incest and statutory rape.

Dating Violence is defined as 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.

Domestic Violence refers to crimes committed by a current or former spouse under the laws of that jurisdiction where the victim is or has cohabited with the perpetrator, has a child together with the perpetrator, or the perpetrator commits violence against a youth or adult of that household under the domestic violence laws of that jurisdiction.

Stalking is the intentional conduct of following, harassing, or interfering with a specific individual to cause fear or emotional distress.

#### Retaliation

1. Retaliatory actions include, but are not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a. Make complaints of illegal discrimination or harassment.
  - b. Report illegal discrimination or harassment.
  - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing illegal discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.

#### Staff Obligation to Report Sex Discrimination to Title IX Coordinator

All employees are required to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination. However, an employee who is personally subjected to conduct that reasonably may constitute sex discrimination is encouraged to report such conduct to the Title IX Coordinator, but is not

required by this policy to report if no other person within the district's program or activity (including any student) is adversely affected by that conduct, and the conduct is not required to be reported by another policy or law. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to local law enforcement or DHHS in accordance with district policy.

### Law Enforcement Reporting

Regardless of the Title IX Complaint process, school employees are still required to follow state law and district policies requiring reporting to law enforcement, social services agencies, or other relevant agencies. In cases where a report has been made that concerns conduct that also triggers the district's Title IX obligations, the Title IX Coordinator is directed to coordinate the investigation with law enforcement agencies, social services agencies, and related services agencies. The district may implement supportive measures or an emergency removal as appropriate. The district may extend the timeframes for the investigation and processing of a grievance if necessary due to a concurrent investigation by law enforcement or social services.

### Permitted Emergency Exclusion Upon Complaint of Sex Discrimination

In consultation with the Title IX Coordinator, district administrators may remove a complaint respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504, or the Americans with Disabilities Act.

This provision does not preclude the district from placing any employee on administrative leave.

### Special Education /Section 504 Overlap

If a complainant or respondent is a student with a disability, the Title IX Coordinator must consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under Section 504, if any, to determine how to comply with federal law requirements throughout the district's implementation of grievance procedures and/or supportive measures.

### Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of Title IX discrimination, harassment or retaliation on the basis of sex might still be unacceptable for the workplace or the educational environment. The district encourages students, employees and the public to report such behavior so that it can be promptly addressed whether under this policy or policy 504.18 Harassment.

### Confidentiality and Records

To the extent permitted by law and in accordance with board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out interim or disciplinary measures. The district will disclose information to the district's attorney, law enforcement, social services agencies, and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions and as advised by the district's attorney.

### All Other Reports

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the Title IX Coordinator. All district employees will instruct all persons seeking to file a grievance to communicate directly with the Title IX Coordinator. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the Title IX Coordinator any observations, rumors or other information about actions prohibited by this policy. If a person refuses or is unable to submit a written complaint, the Title IX Coordinator will summarize the verbal complaint in writing. A grievance is not needed for the district to act upon finding a violation of law, district policy or district expectations.

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Even if a grievance under this policy is not directly filed, if the Title IX Coordinator otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough

investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

If sex-based harassment is observed or alleged in a student behavior, the administrator must consult the Title IX coordinator prior to imposing discipline. Administrators will report all incidents as directed in the "Reporting" section of this policy and will direct the parent/guardian and student to the Title IX Coordinator for further assistance. In cases not being handled under this policy, the Title IX Coordinator may determine that the incident has been appropriately addressed or recommend additional action.

### Title IX Grievance Procedures

The superintendent or designee will adopt, publish and implement grievance procedures consistent with Title IX regulations that provide for the prompt and equitable resolution of complaints alleging any action that would be prohibited by Title IX. The grievance procedures must treat complainants and respondents equitably. The Title IX Coordinator coordinates implementation of the grievance procedure.

The Title IX Coordinator may also serve as the investigator and/or decisionmaker under the district's grievance procedures.

The grievance procedure may, at the discretion of the superintendent or designee, include provisions for Informal Resolution of some complaints in accordance with Title IX regulations.

Any employee or any other person authorized by the district to provide any aid, benefit, or service under the district's education program or activity must participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing under this policy.

### When the Title IX Coordinator is Made Aware of Possible Sex-based Discrimination

When the Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX or its regulations, the Title IX Coordinator will:

1. Treat the complainant and respondent equitably.
2. Offer and coordinate supportive measures as appropriate for the complainant. In addition, if the grievance procedure has been initiated or if the district has offered an informal resolution process to the respondent, the Title IX Coordinator will also offer and coordinate supportive measures as appropriate for the respondent;
3. Notify the complainant of the grievance procedures and the informal resolution process, if offered.
4. In response to a complaint, initiate the grievance procedures or the informal resolution process; and
5. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided

- to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the district's education program or activity.
6. The Title IX Coordinator is not required to comply with (1) through (5) of this section upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or this part.

#### How a Complaint is Made about District Programs or Activities

The Title IX Coordinator's knowledge of the existence of a complainant requires a district response but does not itself constitute a complaint as used in this grievance procedure. A complaint is made by an oral or written request to the district that objectively can be understood as a request for the district to investigate and make a determination about alleged discrimination under Title IX or its regulations.

#### Persons Making a Complaint

The following people have a right to make a "complaint" of sex discrimination in the program or activity of the district:

- Any student or employee the district;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;
- Any person other than a student or employee who was participating or attempting to participate in the district's education program or activity at the time of the alleged sex discrimination.
- The Title IX Coordinator.

Limitation on Complaints of Sex-Based Harassment including Hostile Environment: A person is entitled to make a complaint of sex-based harassment (a sub-category of sex discrimination) including a sex-based hostile environment, only if :

- they themselves are alleged to have been subjected to the sex-based harassment,
- they have a legal right to act on behalf of such person, or
- the Title IX Coordinator initiates a complaint in accordance with law.

District-Initiated Complaints. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, the Title IX Coordinator may initiate a complaint of sex discrimination if they determine that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the district from ensuring equal access on the basis of sex to its education program or activity .

To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with initiation of a complaint;

- The complainant's reasonable safety concerns regarding initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from district premises or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

#### Complaint Consolidation

The district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances.

#### Complaints Concerning District Policy or Practice

Not all complaints of sex discrimination involve active participation by complainants and respondents, including those alleging that the district's own policies and procedures discriminate based on sex. When a sex discrimination complaint alleges that the district's own policy or practice discriminates on the basis of sex, the district is not considered a "respondent" for procedural purposes. However, the district must fully implement and follow those parts of the grievance procedures that do apply to such complaints and complainants, including when responding to a complaint alleging that the district's policy or practice discriminates on the basis of sex.

For a complaint alleging that an individual engaged in sex discrimination based on actions the individual took in accordance with the district's policy or practice, the district must treat the individual as a respondent and comply with the requirements in these grievance procedures that apply to respondents. This is because such complaints may involve factual questions regarding whether the individual was, in fact, following the district's policy or practice, what actions the individual took, and whether the individual could be subject to disciplinary sanctions depending on these facts. To the extent an individual was following the district's policy or practice, the district has flexibility to determine whether the original complaint must be amended to be a complaint against the district itself or whether this determination can be made based on the original complaint against the individual.

### Notice of a Complaint

When the district's grievance procedures are initiated the Title IX Coordinator or designee must provide notice of the allegations to the parties whose identifies are known.

The notice must include:

- These grievance procedures
- The informal resolution process, if available and appropriate.
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the district provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, the Title IX Coordinator or designee decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the Title IX Coordinator or designee will notify the parties of the additional allegations.

### Dismissal of a Complaint

The Title IX Coordinator or designee may dismiss a complaint of sex discrimination if, after making reasonable efforts to clarify the allegations with the complainant:

- The district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the district's education program or activity and is not employed by the district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The Title IX Coordinator or designee determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX.

When a complaint is dismissed, the Title IX Coordinator will, at a minimum:

- Notify the complainant of the dismissal, the basis for the dismissal and the process for appealing the dismissal.
- If the dismissal occurs after the respondent has been notified of the allegations, notify the respondent of the dismissal, the basis for the dismissal and that the dismissal may be appealed promptly following notification to the complainant, or simultaneously if notification is in writing.
- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the district's education program or activity.

Dismissal on these grounds does not prevent the application of any other district policy that applies to the alleged conduct or referral of the alleged conduct to appropriate administrators.

#### Appeal of Dismissal of Complaint

Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, the Title IX Coordinator or designee will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.

### Investigation of the Complaint by the District

The district will provide for adequate, reliable, and impartial investigation of complaints. The burden is on the district—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. Any employee or any other person authorized by the district to provide aid, benefit, or service under the district's education program or activity to must, upon request by the Title IX Coordinator, an investigator, or a decisionmaker, participate as a witness in, or otherwise assist with, an investigation or proceeding under Policy 504.24 including these grievance procedures.

The district presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The district will objectively evaluate all evidence that is relevant and not otherwise impermissible including both inculpatory and exculpatory evidence.

Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The district will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible.

The district will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The district will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, or an accurate description of the evidence, in the following manner:

- If the district provides a description of the evidence, the district will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
- The district will provide a reasonable opportunity for either party to respond to the evidence or the description of the evidence; and
- The district will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

### Evidentiary Exclusions

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the district to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a legal privilege, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the district obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless it is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

### Confidentiality and Privacy

The district will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures.

The district must not disclose personally identifiable information obtained in the course of complying with Title IX, except in the following circumstances:

- When the district has obtained prior written consent from a person with the legal right to consent to the disclosure;
- When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
- To carry out the purposes of Title IX, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the district's education program or activity;
- As required by Federal law, Federal regulations, or the terms and conditions of a Federal award, including a grant award or other funding agreement; or

- To the extent such disclosures are not otherwise in conflict with Title IX, when required by State or local law or when permitted under FERPA.

#### Investigatory Questioning of the Parties and Witnesses:

The grievance decisionmaker will question parties and witnesses to adequately assess their credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. Where the investigator has interviewed a party or witness and the investigator is also serving as the grievance decisionmaker, credibility evaluation is inherent in the process of conducting the interview. In situations where credibility determinations are required from a grievance decisionmaker who did not interview a party or witness, the Title IX Coordinator will facilitate an opportunity for the decisionmaker to conduct an interview as part of the grievance decisionmaker's process of engaging with the evidence resulting from the investigation.

#### Making the Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the grievance decisionmaker will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. If the decisionmaker is not persuaded by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal;
- If sex discrimination occurred, identify recommended discipline for the respondent for sex discrimination prohibited by Title IX ;
- Promptly transmit the grievance record and the determination to the Title IX Coordinator if the Title IX Coordinator did not serve as the decisionmaker.

#### If Sex Discrimination Occurred, How Does the District Respond?

When the respondent is found to have violated the prohibition on sex discrimination under Policy 504.24, the Title IX Coordinator will, as appropriate:

- Coordinate the provision and implementation of remedies, provided to restore or preserve equal access to the district's education program or activity when limited or denied by sex discrimination;
- Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the district's education program or activity.

- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

#### Appeal of Grievance Process Outcomes

Appropriate supportive measures managed by the Title IX Coordinator will continue during all appeals.

Within 5 days after the decisionmaker makes a final decision at the conclusion of the grievance process, the complainant or the respondent, or both, may appeal the decision to the superintendent or designee by notifying the Title IX Coordinator in writing. The superintendent or designee will complete a written decision on the appeal within 10 days. The decision will be provided to the Title IX Coordinator, complainant, and respondent within 5 days of the decision.

If the determination that sex discrimination occurred is affirmed, reversed, or modified on appeal, the grievance returns to the Title IX Coordinator and the superintendent or designee to implement or modify the appropriate remedies, disciplinary sanctions, and other prompt and effective district steps to ensure that sex discrimination does not continue or recur.

#### Remedies When Sex Discrimination Occurred

After the district determines that sex discrimination occurred, the district may provide remedies, as appropriate, to a complainant or any other person the district identifies as having had their equal access to the district's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the district's education program or activity.

#### Supportive Measures

The district will provide supportive measures through its Title IX Coordinator, to complainants as appropriate and, if a complaint has been filed, to the respondent as appropriate.

For complaints of sex-based harassment, these supportive measures may include individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- Restore or preserve that party's access to the district's education program or activity, including measures that are designed to protect the safety of the parties or the district's educational environment; or

- Provide support during the district's grievance procedures or during an informal resolution process.

Supportive measures may vary depending on what the district deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; on-premises escort services; increased security and monitoring of certain areas of the district premises; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.

The district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the district may continue them beyond that point.

For allegations of sex discrimination other than sex-based harassment or retaliation, the district may provide supportive measures but is not required to alter the alleged discriminatory conduct during the grievance process.

#### Confidentiality of Supportive Measures

The district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception to this policy's prohibition on disclosures of personally identifiable information applies.

#### Review of Supportive Measures Decisions

Upon request, the Title IX Coordinator will designate an appropriate and impartial employee to review the modification or reversal of the district's decision to provide, deny, modify, or terminate supportive measures. The reviewing employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision. The district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.

#### Disciplinary Sanctions

Administrators should consult with the Title IX Coordinator about potential disciplinary responses to the conduct that is alleged to be in violation of the prohibition on sex discrimination. The district is not permitted to impose disciplinary sanctions upon a respondent to a complaint for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the district's grievance process that the respondent engaged in prohibited sex discrimination. Appropriate supportive measures may be

employed during the grievance process and an emergency removal may occur when necessary.

### Overlapping Discrimination Claims and this Procedure

To the extent the underlying facts and legal questions in a complaint handled under the Title IX grievance process overlap with and pertain to compliance by the district with another law or regulation concerning discrimination under Policy 504.18, the evidence and findings of the Title IX grievance process may be used for both purposes, in the discretion of the Title IX Coordinator and, if not the same person, the district's Policy 504.18 Compliance Officer.

### Timelines for the Grievance Process

The timelines shown in this policy are the ones approved by the board and are not statutory but are intended to establish expectations for being "prompt" in resolving Title IX matters in most cases.. The board may choose to modify those timelines within the following ranges:

- Arriving at the decision whether to investigate or dismiss a sex discrimination complaint, 1 to 15 days.
- Conducting the investigation, 1 to 30 days.
- Making a determination on the complaint, 1 to 30 days.
- Conducting and deciding an appeal, 1 to 20 days.

### Training Requirements

The Title IX Coordinator must ensure that all employees are trained promptly upon hiring or change of position, and annually afterwards, on the district's obligations to address sex discrimination, the scope of conduct that constitutes sex discrimination, and reporting requirements. All training received by district personnel should be documented.

In addition to the annual training, any investigator, decisionmaker, facilitator of informal resolutions, and any person otherwise responsible for implementing the district's grievance procedures or who has the authority to modify or terminate supportive measures, must each receive additional training as required by law.

The Title IX Coordinator and any designees must receive the level of advanced training required by Title IX, and any other training necessary to coordinate the district's compliance with Title IX.

The district must make all materials it uses for required Title IX training available upon request for inspection by members of the public.

Recordkeeping

The district must maintain for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process under or the grievance procedures and the resulting outcome.
- For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX, including notifications by employees, and records documenting the actions the district took to meet its obligations to respond promptly and effectively.

Legal Reference: Civil Rights Act, Title VI; 42 USC 2000d et seq.  
Civil Rights Act, Title VII; 42 USC 2000e et seq.  
Education Amend. of 1972, Title IX; 20 USC 1681 et seq.  
Exec. Order 11246, as amended by Executive Order 11375  
Equal Pay Act; 29 USC 206  
34 CFR part 106

Cross Reference: 103.00 Equal Educational Opportunity  
402.01 Equal Opportunity Employment  
402.15 Staff Conduct with Students  
403.02 Child Abuse Reporting  
403.03 Abuse of Students by School District Employees  
404.06 Harassment by Employees  
405.00 Employee Conduct and Appearance  
501.00 Objectives for Equal Educ. Opportunities for Students  
504.03 Student Conduct  
504.14 Hazing, Initiation, Secret Societies or Gang Activity  
504.18 Harassment by Students  
504.20 Bullying Prevention  
504.21 Dating Violence Prevention  
505.03 Suspension and Expulsion of Students  
612.05 Individualized Education Program  
612.10 Procedural Safeguards

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## DISTRICT NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX

The notice forms are as follows, with the current district contact information and website links included at the time of use. In general, use the full statement below:

- Columbus Public Schools does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.
- Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.
- The district's Title IX Coordinator is [name or title, office address, email address, and telephone number].
- The district's nondiscrimination policy (Policy 504.24) including its grievance procedures can be located, [include link to location(s) on website or otherwise describe location(s)] or obtained by contacting the Title IX Coordinator.
- To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

If necessary due to the format or size of any publication, use the following statement:

Columbus Public Schools prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at <http://www.columbuspublicschools.org>

Title IX requires the district to provide a notice of nondiscrimination to students; parents, guardians, or other authorized legal representatives of elementary school and secondary school students; employees; applicants for admission and employment; and all unions and professional organizations holding collective bargaining or professional agreements with the district. The district must prominently place this notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to persons entitled to, or which are otherwise used in connection with the recruitment of students or employees.

INITIAL REPORT OF SEX DISCRIMINATION  
*(Including But Not Limited To Sex-Based Harassment)*

**IF SEX DISCRIMINATION HAPPENED TO YOU (OR YOUR CHILD):**

Anyone who believes they have been a victim of sex-based discrimination may initiate a report using this form; may bypass this form and contact the Title IX coordinator directly for assistance; or may make a report by any other means that will result in the Title IX coordinator receiving the report.

**IF YOU ARE REPORTING SEX DISCRIMINATION THAT HAPPENED TO**

**SOMEONE ELSE:** It is understood that the basis of an initial report may be either direct or indirect knowledge or reasonable suspicion drawn from the circumstances and warranting further inquiry. District employees are required, and all other persons are strongly encouraged, to assist the district's Title IX coordinator by promptly supplying as much of the following information as possible, using this form, when making a report of sexual-based discrimination including sex-based harassment. If you are not a district employee, you may instead directly contact the Title IX coordinator via any of the contact methods provided, but the Title IX coordinator will want the same information as is requested on this form.

**Retaliation Prohibited**

The district, its employees and other people are prohibited from intimidating, threatening, coercing or discriminating against you for filing this report. Please contact the Title IX coordinator immediately if you believe retaliation has occurred.

**Confidentiality**

The district will keep this report confidential as allowed by law. However, it may be necessary to disclose information contained in this report in order to investigate the alleged conduct and administer appropriate responses and remedies. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX coordinator prior to filing the report. Once this report is filed, the district has an obligation to investigate the information provided.

**REPORT**

To: Title IX Coordinator

Date of Report: \_\_\_\_\_

**Person Making Report**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Relationship with District (circle at least one): Student    Employee    Volunteer    Visitor

Other (Explain): \_\_\_\_\_

Relationship to Incident (circle at least one): Complainant    Complainant's Parent/Guardian

Witness    Other Person with Knowledge (explain): \_\_\_\_\_

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**Alleged Victim(s) (if someone other than an alleged victim is making the report)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Relationship with District (circle at least one): Student    Employee    Volunteer    Visitor

Other (Explain): \_\_\_\_\_

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Relationship with the Alleged Perpetrator (Respondent):\* \_\_\_\_\_

\*If the District itself allegedly engaged sex-based discrimination, use "District" when identifying the respondent on this form, and include (if applicable) the specific school program, or activity in which the alleged sex discrimination occurred or is occurring.

Please provide the contact information requested above for each additional alleged victim of the sex discrimination (attach additional sheets if necessary): \_\_\_\_\_

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**Respondent(s) (Alleged Perpetrators)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Relationship with District (circle at least one): Student    Employee    Volunteer    Visitor

Other (Explain): \_\_\_\_\_

Relationship with the Victim: \_\_\_\_\_

Please provide the contact information requested above for each additional respondent (attach additional sheets if necessary): \_\_\_\_\_

Conduct – Please describe the conduct and/or circumstances prompting this report (attach additional sheets with all of the information if necessary): \_\_\_\_\_

Information Regarding Respondent – Please provide as much information as you can about the person(s) involved: \_\_\_\_\_

**Witnesses** – If other persons observed some or all of the conduct that may constitute sexual discrimination or can otherwise provide information useful for an investigation, please provide their names, descriptions and/or contact information: \_\_\_\_\_

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**Any Other Persons with Information** – Please provide the names, descriptions and/or contact information of any person not listed above but likely to have information regarding or verifying these claims, including other persons you have discussed this report with: \_\_\_\_\_

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**Other Reports** – To your knowledge, has this conduct been reported to the police, social service agencies or to any other related agencies? If so, please provide the name of any agency contacted and provide to the Title IX coordinator a copy of the report or complaint filed, if any:

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**Other Evidence** – If you have documents, pictures, texts, e-mails, video or other types of evidence that support your allegations, please provide copies of them with this report or describe them below and provide them to the Title IX coordinator: \_\_\_\_\_

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**Safety** – Do you have concerns regarding the safety of the alleged victim, perpetrator or any other person? If so, please explain: \_\_\_\_\_

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**Acknowledgment of Reporter**

I have read this report form thoroughly and have answered all questions in good faith. I understand that I may contact the Title IX coordinator if I have any questions about the reporting process or policy 504.24 in general.

\_\_\_\_\_  
Reporter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reporter's Printed Name:

**District Receipt of Report**

This report form was received by the Title IX coordinator on \_\_\_\_\_ [date].

\_\_\_\_\_  
Title IX Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title IX Coordinator's Printed Name:

TITLE IX COORDINATOR'S SEX DISCRIMINATION COMPLAINT INTAKE FORM

The purpose of this form is to assist the Title IX coordinator in determining, in cooperation with the person making the report, whether the behavior constitutes sex discrimination under Title IX or a violation of other laws or the district's policies.

Retaliation Prohibited

The district, its employees and other people are prohibited from intimidating, threatening, coercing, or discriminating against you for filing this report. Please contact the Title IX coordinator immediately if you believe retaliation has occurred.

Confidentiality

The district will keep this report confidential as allowed by law. However, it may be necessary to disclose information contained in this report in order to investigate the conduct and administer an appropriate response and remedies. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX coordinator.

\_\_\_\_\_ Title IX coordinator to initial here after discussing with the reporter during intake.

Date of Report: \_\_\_\_\_

Person Making the Report

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Relationship with District (circle at least one): Student Employee Volunteer Visitor

Other (Explain): \_\_\_\_\_

Relationship to Incident (circle at least one): Complainant Complainant's Parent/Guardian

Witness Other Person with Knowledge (explain): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person(s) subjected to sex discrimination (if different than Person Making Report)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Relationship with District (circle at least one):   Student   Employee   Volunteer   Visitor

Other (Explain): \_\_\_\_\_

Relationship with the Alleged Perpetrator (Respondent): \_\_\_\_\_

\_\_\_\_\_

Please provide the contact information requested above for each additional person subjected to discrimination (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Respondent(s) (Person/Entity Alleged to have discriminated on the basis of sex)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Relationship with District (circle at least one):   District   Student   Employee   Volunteer

Visitor   Other (Explain): \_\_\_\_\_

Relationship with the Complainant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide the contact information requested above for each additional respondent (attach additional sheets if necessary): \_\_\_\_\_

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Reported Conduct Summary

Describe below the conduct and other information supplied to the Title IX coordinator during intake that may constitute sex discrimination. If the following space is not sufficient, please attach an additional sheet with all of the information. Please address:

1. Where did the conduct occur, and is it being repeated? \_\_\_\_\_

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2. How has the conduct affected the complainant's ability to fully participate in the school's academics (or school employment) and/or school programs and activities? \_\_\_\_\_

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Any Information Regarding Respondent – Provide other relevant information about the person(s) involved in the alleged sex discrimination and their relationship with the complainant: \_\_\_\_\_

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Witnesses – Provide names, descriptions and/or contact information of persons believed to have observed the conduct or who otherwise may have knowledge of the conduct and/or the circumstances: \_\_\_\_\_

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Other Persons with Information – Provide names, descriptions and/or contact information of any other person with information regarding or verifying these claims, including other persons with whom the conduct has been discussed: \_\_\_\_\_

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Other Evidence – Description of documents, pictures, texts, emails, video, physical objects or other types of evidence relevant to the allegations, as provided to the Title IX coordinator: \_\_\_\_\_

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Resolution – In your opinion as the complainant, what actions should the district take to address or resolve the conduct? Please note that the district is not obligated to follow your recommendations but is interested in your opinion. \_\_\_\_\_

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Safety – List any concerns regarding the safety of the complainant, respondent or any other person: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supportive Measures – List supportive measures discussed or offered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Reports – If the conduct has been reported to the police, social service agencies, or any other agency, provide the name of any agency contacted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Title IX Coordinator's Designation of Report**  
(To be Completed by Title IX Coordinator)

After consultation, this report is designated as:

- A report giving the district knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity under Title IX (or associated retaliation) prohibited in policy 504.24 (check all that apply):
  - A “quid pro quo harassment” because it alleges conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;
  - Subjected to a hostile environment on the basis of sex;
  - One of the “Specific Offenses” listed in the Title IX regulations;
  - Other exclusion, on the basis of sex, from participation in, or being denied the benefits of, or being otherwise subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

Retaliation

OR

NOT a report giving the district knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity under Title IX (or associated retaliation) prohibited in policy 504.24. If applicable, indicate that the allegations instead reported a concern of:

A complaint of illegal discrimination and/or harassment or associated retaliation prohibited in policy 504.18, but not sex discrimination.

A report of potential misconduct in the district's program or activity, but not misconduct on the basis of sex. (explain): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

And, therefore:

The reported conduct will be referred for district response in accordance with the provisions of the applicable policy; or

No further action is being taken on the reported conduct at this time.

I made the foregoing determinations on \_\_\_\_\_ [date] and in accordance with policy 504.24.

\_\_\_\_\_  
Title IX Coordinator's Signature

\_\_\_\_\_  
Date

Title IX Coordinator's Printed Name: \_\_\_\_\_

Upon making the foregoing disposition, a copy of this completed form is being provided to the reporter.

## INFORMAL RESOLUTION PROCEDURES

The Title IX Coordinator or designee may offer the parties an informal resolution process as an alternative to the more formal Title IX grievance procedure at any time prior to the completion of the formal grievance procedure, but is not required to do so. However, the informal resolution process cannot be used when the complaint includes allegations that an employee engaged in sex-based discrimination of a student or the process would conflict with the requirements of law. Further, the Title IX Coordinator or designee will not offer this process if the alleged conduct would present a future risk of harm to others. Even if the information resolution process is used, the Title IX Coordinator is responsible for taking appropriate, prompt and effective steps to ensure that sex discrimination does not occur in the district's programs and activities.

### Consent

The district must obtain the parties' voluntary consent to the informal resolution process from both parties, and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment, employment or any other right. The district and its staff will not require or pressure the parties to participate in an Informal Resolution process. The consent will be provided in writing. Appropriate supportive measures will continue during the informal resolution process.

### Notice

Before initiation of an informal resolution process, the district must provide to the parties notice that explains:

1. The allegations;
2. The requirements of the informal resolution process;
3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the recipient's grievance procedures;
4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
5. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
6. What information the recipient will maintain and whether and how the district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.

### Facilitator

The informal process will be led by a facilitator appointed by the Title IX Coordinator or designee. The facilitator cannot be the same person as the investigator or the decisionmaker in the Title IX grievance procedures. Any person designated by the district to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or

respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive the training required by Title IX for that role.

### Informal Resolution Process Requirements

When a party agrees to the Informal Resolution process, they are required to:

- Withdraw from the Title IX grievance procedure.
- Not file an additional complaint under the Title IX grievance procedure based on the same facts while the informal resolution process is pending.
- Participate in the process in good faith.
- Meet with the facilitator when requested to do so.
- Meet with the facilitator and the other party when requested by the facilitator.
- Respond to all questions asked by the facilitator.
- Provide evidence to the facilitator when requested.
- Submit written requests that provide details regarding the remedies they are seeking. These requests are shared with the other party.
- When agreement is reached, signing a written document stating the content of the agreement.
- Abide by the agreement reached.
- Retaliation, threats, and foul language are prohibited.

Failure of a party to comply with these requirements will result in the facilitator ending the informal resolution process and returning the complaint to the formal Title IX grievance process.

The Title IX Coordinator or either party may terminate the informal resolution process prior to reaching an agreement. In those situations, the complaint will again be processed under the Title IX grievance procedure.

### Agreements

Agreements reached as part of the informal resolution process will be in writing, signed by both parties, and approved by the Title IX Coordinator. When necessary, either party may request an amendment or supplemental agreement and the Title IX Coordinator or designee will determine if that is appropriate.

An agreement closes the complaint.

Failure to abide by the agreement will result in disciplinary sanctions and the possibility that a complaint will again be filed under the Title IX grievance procedure.

### Potential Terms

The potential terms that may be requested or offered to parties by the facilitator in an informal resolution include but are not limited to:

1. Restrictions on contact between the parties;

2. Administrative accommodations such as adjusting class schedules, changing sections, etc;
3. Education, professional development, mentoring, or coaching;
4. Collaborative agreements on behavior modifications;
5. Exclusions or restrictions on the respondent's participation in one or more of the district's programs or activities or attendance at specific events;
6. Any remedies or discipline that the district could have imposed if the district's Title IX grievance process had been used; and
7. Any supportive measure the district has offered or could have offered to the parties.

### Information Retention and Use

The district will retain the complaint, written responses, and any final agreement in a file separate from the employment file or student file, though the matter may be referenced in the employment file or student file. If an agreement is not reached, any evidence disclosed or records created during the informal resolution process may be used in the Title IX grievance procedure. The records will be retained at least seven years, or until a respondent student graduates or a respondent employee is no longer employed, whichever is longer.

### Explanation

The new Title IX regulations allow for districts to offer parties the opportunity for a more informal process for resolving complaints of sex discrimination. This process cannot be used if the allegation is sexually harassment of a student by an employee, but may be considered a good option in other situations. This would be, for example, a good opportunity to exercise restorative justice practices if you have staff members trained in that process.

The regulations do not give much guidance on this process, so much of this sample procedure is optional and may be amended by the district. And the district is not required to offer an informal resolution process at all.













Effective Date

\_\_\_\_\_ [Insert date immediately after deadline to appeal.]

Appeal Rights

The parties may request an appeal of this decision by submitting written notice to the Title IX coordinator within business days after the date of the decision. Appeals are limited to one or more of the following bases:

1. There was a procedural irregularity that affected the outcome;
2. There is new evidence that was not reasonably available at the time of the determination that could affect the outcome of the matter; or
3. The Title IX coordinator, investigator(s) or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome.

For more information on the appeal process, contact the Title IX coordinator and review policy 504.24.

\_\_\_\_\_  
Decision-Maker's Signature

\_\_\_\_\_  
Decision-Maker's Printed Name

NONDISCRIMINATION ON THE BASIS OF SEX  
(Notice of Dismissal of Complaint)

Name(s) of Complainant(s): \_\_\_\_\_

\_\_\_\_\_

Name(s) of Respondent(s): \_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_, Title IX Coordinator

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

The district has dismissed the complaint of sex discrimination under Title IX

initiated on \_\_\_\_\_ [date of formal complaint].

The complaint was dismissed because (please check all that apply):

- The district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the district's education program or activity and is not employed by the district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The Title IX Coordinator or designee determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX.

Appeal

You may appeal the dismissal of this complaint by submitting written notification of appeal to the Title IX coordinator listed above within 3 business days of receiving this notice.

Appeals are limited to one or more of the following bases:

1. There was a procedural irregularity that affected the outcome;
2. There is new evidence that was not reasonably available at the time the decision to dismiss was made that could affect the outcome; or

3. The Title IX coordinator, investigator or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome.

If the dismissal is appealed, the Title IX Coordinator or designee will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.

#### Other Options

Even if the allegations are not appropriate for a complaint of sex discrimination under Title IX, if the Title IX coordinator determines that the allegations should be investigated under a different complaint process, the Title IX coordinator will forward the formal complaint to the appropriate person within the district to address the concerns using a different complaint process.

If you have any questions, please contact the Title IX coordinator and consult policy 504.24.

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Title IX Coordinator's Signature

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Title IX Coordinator's Printed Name

**SEX DISCRIMINATION UNDER TITLE IX**

*(Appeal of Dismissal of Complaint OR Appeal of Determination of Grievance)*

Party Filing Appeal: \_\_\_\_\_

Date Appeal Filed: \_\_\_\_\_

IF YOU ARE APPEALING DISMISSAL OF A COMPLAINT USE SECTION 1.

IF YOU ARE APPEALING THE OUTCOME OF THE GRIEVANCE PROCES USE SECTION 2.

**SECTION 1: APPEAL OF A DISMISSAL PRIOR TO GRIEVANCE PROCESS:**

I am notifying the district that I am appealing the dismissal of the complaint made on \_\_\_\_\_ [date of decision]. I understand that I may appeal only if one or more of the following bases apply (check all bases that apply):

There was a procedural irregularity that affected the outcome. If you check this box, please describe the procedural irregularity and how that irregularity impacted the determination to dismiss the complaint.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There is new evidence that was not reasonably available at the time of the determination. If you check this box, please describe the new evidence, explain why it was unavailable and, if possible, attach it to this form. Further, explain why you believe the new evidence would have created an oral or written request to the district that objectively can be understood as a request for the district to investigate and make a determination about alleged discrimination under Title IX or its regulations. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The Title IX coordinator, investigator or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome. If you check this box, please identify the people with the conflict of interest or bias and identify the conflict or provide specific examples that demonstrated bias. Further, explain how this conflict of interest or bias impacted the decisions that there was no oral or written request to the district that objectively can be understood as a request for the district to investigate and make a determination about alleged discrimination under Title IX or its regulations. \_\_\_\_\_

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I have read this appeal form thoroughly and have answered all questions truthfully and in good faith.

\_\_\_\_\_  
Signature of Party Appealing

\_\_\_\_\_  
Printed Name of Party Appealing

**SECTION 2: APPEAL OF OUTCOME OF GRIEVANCE PROCESS FOR  
SEX DISCRIMINATION UNDER TITLE IX**

Party Filing Appeal: \_\_\_\_\_ Date Appeal Filed: \_\_\_\_\_

I am notifying the district that I am appealing the outcome of the District's Title IX Grievance Procedure, dated \_\_\_\_\_ [date of decision].

The Grievance Procedure Decisionmaker's decision (or the first-level appeal decision, as applicable) should be reversed or modified because (Check all that apply and explain each one checked in attachments to this form when filed):

- Under the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, the evidence does not support the determination.
- The remedies provided are inadequate or were improperly imposed.
- The disciplinary sanctions are inadequate or were improperly imposed.
- There was a procedural irregularity that affected the outcome.
- There is new evidence that was not reasonably available at the time of the determination that could affect the outcome. If you check this box, please describe the new evidence, explain why it was unavailable and, if possible, attach it to this form.
- The Title IX coordinator, investigator or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome. If you check this box, please identify the people with the conflict of interest or bias and identify the conflict or provide specific examples that demonstrated bias. Further, explain how this conflict of interest or bias impacted the determination, remedies, and/or disciplinary sanctions.

I have read this appeal form thoroughly and have answered all questions truthfully and in good faith.

\_\_\_\_\_  
Signature of Party Appealing

\_\_\_\_\_  
Printed Name of Party Appealing

**SEX DISCRIMINATION UNDER TITLE IX**

*(Notice of Appeal)*

Name(s) of Complainant(s): \_\_\_\_\_

\_\_\_\_\_

Name(s) of Respondent(s): \_\_\_\_\_

\_\_\_\_\_

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

On \_\_\_\_\_ [date appeal was filed], the [complainant/respondent] filed an appeal of the (check as appropriate):

- Dismissal of Complaint, or  
 Grievance Procedure Outcome Determination.

A copy of the appeal is attached.

The district has appointed the Superintendent or designee, \_\_\_\_\_  
[name and title of decisionmaker on appeal] to hear and decide the appeal.

Both parties are entitled to submit a written statement in support of or challenging the appeal. Those statements are due to the decision-maker no later than \_\_\_\_\_ [date no later than five business days after receipt of the notice]. Please submit the written statement electronically at:

Email address: \_\_\_\_\_

or

Address: \_\_\_\_\_

Unless the deadline is extended for good cause, a final decision on this appeal will be made by \_\_\_\_\_ [date ten business days after this notice of appeal]. You will be notified if this deadline is extended. These timelines and procedures may change if the appeal is combined with a statutory right to a hearing on a disciplinary sanction, and the parties will be so advised as needed.

\_\_\_\_\_  
Title IX Coordinator's Signature

\_\_\_\_\_  
Title IX Coordinator's Printed Name

**SEX DISCRIMINATION**  
*(Notice of Initiation of Grievance Procedures)*

*Attach additional sheets if more space is needed for answering any question.*

Name(s) and Title(s) of Complainant(s): \_\_\_\_\_

\_\_\_\_\_

Name(s) and Title(s) of Respondent(s): \_\_\_\_\_

\_\_\_\_\_

Title IX Coordinator's Name and Other Title (if any): \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone/Fax and Telecomm Device for the Deaf, if available: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

On \_\_\_\_\_ [date the complaint occurred], the district received a complaint from the above-listed complainant(s) alleging acts that if proven may constitute sex discrimination under district policy 504.24. The parties were notified of that complaint on \_\_\_\_\_ [date of notice of complaint] and were given:

- a copy of Policy 504.24 including grievance procedures.
- a copy of the district's Policy 504.24 informal resolution procedures.

The district has determined that the complaint constitutes a request for the district to investigate and make a determination about alleged discrimination under Title IX and its regulations.

The district will provide for adequate, reliable, and impartial investigation of complaints. The burden is on the district — not on the parties — to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. Please review the grievance procedure for additional information on the process.

Please take notice that:

- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the district provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

The alleged conduct the district is investigating is summarized below:

1. Identities of the parties involved in the incident(s): \_\_\_\_\_

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2. The conduct alleged to constitute sex discrimination: \_\_\_\_\_

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3. The date(s) and location(s) of the alleged incident(s): \_\_\_\_\_

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Supportive Measures: As more fully explained in the grievance procedures, as part of promptly and effectively ending any sex discrimination in the district's program or activity, preventing its recurrence, and remedying its effect, the district offers and coordinates supportive measures through its Title IX Coordinator, to complainants as appropriate and, if a grievance has commenced, to the respondent as appropriate.

Date of Issuance of this Notice: \_\_\_\_\_

\_\_\_\_\_  
Title IX Coordinator's Signature

\_\_\_\_\_  
Title IX Coordinator's Printed Name

**SEX DISCRIMINATION**  
*(Notice of Initiation of Grievance Procedures)*

*Attach additional sheets if more space is needed for answering any question.*

Name(s) and Title(s) of Complainant(s): \_\_\_\_\_

\_\_\_\_\_

Name(s) and Title(s) of Respondent(s): \_\_\_\_\_

\_\_\_\_\_

Title IX Coordinator's Name and Other Title (if any): \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone/Fax and Telecomm Device for the Deaf, if available: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

On \_\_\_\_\_ [date the complaint occurred], the district received a complaint from the above-listed complainant(s) alleging acts that if proven may constitute sex discrimination under district policy 504.24. The parties were notified of that complaint on \_\_\_\_\_ [date of notice of complaint] and were given:

- a copy of Policy 504.24 including grievance procedures.
- a copy of the district's Policy 504.24 informal resolution procedures.

The district has determined that the complaint constitutes a request for the district to investigate and make a determination about alleged discrimination under Title IX and its regulations.

The district will provide for adequate, reliable, and impartial investigation of complaints. The burden is on the district — not on the parties — to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. Please review the grievance procedure for additional information on the process.

Please take notice that:

- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the district provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

The alleged conduct the district is investigating is summarized below:

1. Identities of the parties involved in the incident(s): \_\_\_\_\_

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2. The conduct alleged to constitute sex discrimination: \_\_\_\_\_

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3. The date(s) and location(s) of the alleged incident(s): \_\_\_\_\_

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Supportive Measures: As more fully explained in the grievance procedures, as part of promptly and effectively ending any sex discrimination in the district's program or activity, preventing its recurrence, and remedying its effect, the district offers and coordinates supportive measures through its Title IX Coordinator, to complainants as appropriate and, if a grievance has commenced, to the respondent as appropriate.

Date of Issuance of this Notice: \_\_\_\_\_

\_\_\_\_\_  
Title IX Coordinator's Signature

\_\_\_\_\_  
Title IX Coordinator's Printed Name

SEX DISCRIMINATION UNDER TITLE IX  
(Decision on Appeal of Dismissal of Complaint)

Name(s) of Complainant(s): \_\_\_\_\_

\_\_\_\_\_

Name(s) of Respondent(s): \_\_\_\_\_

\_\_\_\_\_

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

On \_\_\_\_\_ [date], an appeal was filed to the dismissal of the complaint.

Decisionmaker's Checklist for Appeal of Dismissal of a Complaint  
PRIOR to Completing the Title IX Grievance Procedure

1. Did a procedural irregularity affect the outcome?

YES.

NO.

2. Is there new evidence that was not reasonably available at the time of the determination that could affect the outcome?

YES.

NO.

3. Did the Title IX coordinator, investigator or decision-maker have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome?

YES.

NO.

Proceed to Decision



SEX DISCRIMINATION UNDER TITLE IX  
(Decision on Appeal of Grievance Procedure Outcome)

Name(s) of Complainant(s): \_\_\_\_\_

\_\_\_\_\_

Name(s) of Respondent(s): \_\_\_\_\_

\_\_\_\_\_

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

On \_\_\_\_\_ [date], an appeal was filed to the Grievance Process outcome in this matter.

Decisionmaker's Checklist for Appeal of a Completed Title IX Grievance Outcome

1. Was the Title IX complainant, on the basis of sex, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district?

YES.

NO.

2. If so, did the conduct of the Title IX Respondent cause the sex discrimination to occur?

YES.

NO.

3. Did a procedural irregularity affect the outcome?

YES.

NO.

4. Is there new evidence that was not reasonably available at the time of the determination that could affect the outcome?

YES.

NO.

5. Did the Title IX coordinator, investigator or decision-maker have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome?

YES.

NO.

6. Are the remedies provided adequate and properly imposed?

YES.

NO.

7. Are the disciplinary sanctions provided adequate and properly imposed?

YES.

NO.

Proceed to Decision.

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Decision

After reviewing the relevant record and applying the decision checklists above, I/we have made the following decision related to this appeal under Policy 504.24.

*[Explain the result of the appeal and the rationale for the decision or, if necessary, write out the full decision separately and attach it to the form and incorporate by reference.]:* \_\_\_\_\_

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## ADDRESSING BARRIERS TO ATTENDANCE

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. This policy, developed and annually reviewed in collaboration with the county attorney for the district's principal office location, is an attempt to address the barriers to student attendance. This policy shall include a provision indicating how the district and the county attorney will handle those cases in which excessive unexcused absences are not due to mental or physical illness and shall state the circumstances and number of other absences or hourly equivalent upon which the school shall render all services to address barriers to attendance.

Any superintendent, principal, teacher, or member of the school board who knows of any violation of the state school attendance laws (79-201) shall report that violation to the school attendance officer within 3 days.

The superintendent shall designate an attendance officer. The attendance officer will immediately investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

If any student has exceeded the number of unexcused absences as defined in the student handbook, the school shall render all services to address barriers to attendance. These services shall include the following:

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
2. A meeting or meetings between the school attendance officer, school social worker, a school administrator or designee, the person who has legal or actual control of the child, and the student (when appropriate) to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:
  - (i) Illness related to physical, mental, or behavioral health of the child;
  - (ii) Educational counseling;
  - (iii) Educational evaluation;
  - ~~(iv)~~ Referral to community agencies for economic services;
  - ~~(v)~~ Family or individual counseling; and
  - ~~(vi)~~ Assisting the family in working with other community services.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by statutes, that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and that the child has been absent more than twenty days per school year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness, either physical or mental, that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

The superintendent shall report to the Commissioner of Education as directed by the commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials other than school resource officers by the district relative to a student enrolled in the district. The superintendent shall report annually to the Commissioner the required data for the number of students who have dropped out of school.

It shall be the responsibility of the superintendent to implement this policy. The implementation may include regulations indicating the disciplinary action to be taken for excessive absenteeism.

Legal Reference:	Neb. Statute 79-208 and 209 NDE Rule 10.012.01B
Cross Reference:	411.03 Attendance Officer 505 Student Discipline 506 Student Activities 507 Student Records

## ABSENTEEISM/BARRIERS TO ATTENDANCE

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless documentation is provided to the principal of their attendance center. This policy, developed and reviewed annually in collaboration with the county attorney is an attempt to address the absenteeism/barriers to student attendance. Students shall attend school unless excused by the principal of their attendance center. This policy shall include a provision indicating how the district and the county attorney will handle cases in which excessive absences are due to illness and shall state the circumstances and number of absences or hourly equivalent upon which the school shall render all services to address barriers to attendance.

Any superintendent, principal, teacher, or member of the school board who knows of any violation of the state school attendance laws (79-201) shall report that violation to the school attendance officer within 3 days.

The superintendent shall designate an attendance officer immediately. The attendance officer will investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

If any student has exceeded the number of all absences as defined in the student handbook, the school shall render all services to address barriers to attendance. These services shall include the following:

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
2. A meeting or meetings between the school attendance officer, school social worker, school counselor, school administrator, the person who has legal or actual control of the child, and the student (when appropriate) to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
  - (i) Illness related to physical, behavioral or mental health of the child;
  - (ii) Educational counseling;
  - (iii) Educational evaluation;
  - (iv) Referral to community agencies for economic services;
  - (v) Family or individual counseling; and
  - (vi) Assisting the family in working with other community services.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by statutes, that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and that the child has been absent more than twenty days per year. The

school shall notify the child's family prior to 20 days of absence in writing a letter of intent to file with the county attorney's office prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Students are subject to consequences for excessive absenteeism as outlined in the rules regulating the excessive absences policy and student handbook. Disciplinary action for students receiving special education services will be assigned in accordance with the student's Individualized Education Program (IEP). The student shall make up all work missed to receive credit, within guidelines of the student handbook.

The superintendent shall report to the Commissioner of Education as directed by the commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials other than school resource officers by the district relative to a student enrolled in the district. The superintendent shall report annually to the Commissioner the required data for the number of students who have dropped out of school.

It shall be the responsibility of the superintendent to implement this policy. The implementation may include regulations indicating the disciplinary action to be taken for excessive absenteeism.

Legal Reference:                   Neb. Statute 79-208 and 209  
  NDE Rule 10.012.01B

Cross Reference:                 411.03 Truancy Officer  
  505    Student Discipline  
  506    Student Activities  
  507    Student Records

Policy  
Adopted: 9/11/06  
Policy Revised: 8/9/10  
Policy Revised: 3/7/11  
Policy Revised: 10/10/11  
Policy Revised: 8/13/12  
Policy Revised: 12/21/15  
Policy Revised: 7/12/21

COLUMBUS PUBLIC SCHOOLS  
Columbus, Nebraska  
Reviewed 8/13/12

**RESOLUTION SETTING THE PROPERTY TAX REQUEST**

**RESOLUTION NO. 24-C**

WHEREAS, Nebraska Revised Statute 77-1632 and 77-1633 provides that the Governing Body of Columbus Public Schools passes by a majority vote a resolution or ordinance setting the tax request; and

WHEREAS, a special public hearing was held as required by law to hear and consider comments concerning the property tax request;

NOW, THEREFORE, the Governing Body of Columbus Public Schools resolves that:

- 1. The 2024-2025 property tax request be set at:

General Fund: \$ 26,894,682.00  
Bond Fund: \$ 3,668,508.00  
Special Building Fund: \$ 1,085,859.00  
Qualified Capital Purpose \$ 857,434.00  
Undertaking Fund:

- 2. The total assessed value of property differs from last year’s total assessed value by 7.05 percent.
- 3. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property would be 1.113654 per \$100 of assessed value.
- 4. Columbus Public Schools proposes to adopt a property tax request that will cause its tax rate to be 1.131166 per \$100 of assessed value.
- 5. Based on the proposed property tax request and changes in other revenue, the total operating budget of Columbus Public Schools will increase (or decrease) last year’s budget by 4.38 percent.
- 6. A copy of this resolution be certified and forwarded to the County Clerk on or before October 15, 2024.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt Resolution #\_\_\_\_\_.

Voting yes were:

Voting no were:

\_\_\_\_\_  
\_\_\_\_\_  
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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

To: Board of Education  
From: Leonard Kwapnioski  
CC: Dr. Kay  
Date: September 3, 2024  
Re: Snow Fence

It is my recommendation that the Board of Education approve the application from the City of Columbus for a temporary snow fence on CPS grounds as submitted.

If you have any questions, please let me know.

Thanks.

Leonard

**COLUMBUS PUBLIC SCHOOLS**

**Application for Use of School Facilities/Sites**

Name of Organization Requesting Use: City of Columbus, NE

Name of Representative: Chuck Sliva, Public Works Director

Address: 2500 14 Street, PO Box 1677, Columbus, NE 68602-1677

Telephone Number: 402-562-4286

Email Address: sliva@columbusne.us

**School Facility/Site Requested**

Building/Site: Columbus High School

Dates the Facility/Site is going to be used: October 21, 2024 (or soon after)to April 2025

Purpose for the request: Temporary placement of snow fence

If needing to install any temporary items on or to the facility/site, please provide a detailed drawing of location, size, length, and other information that may be needed for approval.

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

Chuck Sliva  
Signature of Representative

8/22/2024  
Date of Signature

***For School Official Use Only***

*Board Approval Date:*

*FEES TO BE CHARGED BY DISTRICT*

Rental: \_\_\_\_\_

Personnel: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
Signature, Board President/Designee

\_\_\_\_\_  
Signature, Director of HR /Fiscal Support

Exhibit Approved: 7/20/15

COLUMBUS PUBLIC SCHOOLS  
Columbus, NE

# CITY OF COLUMBUS

SNOW FENCE LOCATION



— — — — — SNOW FENCE LOCATION

**COLUMBUS PUBLIC SCHOOLS**

**Community Use of School Facilities**

**RELEASE AND INDEMNIFICATION AGREEMENT**

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

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

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

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

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

DATED this 22nd day of August, 2024

Chuck Sliva  
Signature

8/22/24  
Date of Signature

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

Exhibit Approved: 7/20/15

COLUMBUS PUBLIC SCHOOLS  
Columbus, NE



Date: 8-14-24

### 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: CHS - Band Boosters Name: Kristi Hackett

#### Fund Raising Company (if applicable):

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

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

Waffle Man - Band Boosters will host.

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

\$1,500

How will this money be used?

These funds will be shared with art club, trim music honor society to help w/ student activities

What are the proposed dates?

Jan/Feb

Is this a recurring activity?

Yes  No

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

Are you selling tickets or a product?  Tickets  Product  Neither

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

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

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

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

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

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

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

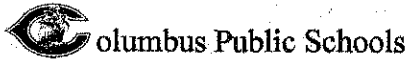
Principal's Signature [Signature] Date 8/14/24

(for district use only)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Date: 8-14-24

### 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: CHS Band Boosters Name: Kristi Hackett

#### Fund Raising Company (if applicable):

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

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

Sell Ice Cream Sundaes @ Jam the Gym (January)  
WGI - Concessions (Feb)

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

\$1,500

How will this money be used?

Band trips, equipment ~~set~~ repairs, food for students, etc.

What are the proposed dates?

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.)

Ice cream & concessions

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

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

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

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

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

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

Principal's Signature [Signature] Date 8/14/24

(for district use only)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Columbus Public Schools

Date: 8-14-24

### 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: CHS Band Boosters

Name: Kristi Hackett

#### Fund Raising Company (if applicable):

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

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

Apparel orders / Decals + Yard Signs

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

\$200

How will this money be used?

Band trips, equipment repairs, food for students, etc.

What are the proposed dates?

Aug/Sept 2024

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.)

Apparel, yard signs, decals

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

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

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

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

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

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

Principal's Signature

[Signature]

Date

8/14/24

(for district use only)

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Date: 8/14/24

### 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: CHS Band Boosters Name: Kristi Hackett

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

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

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

Columbus Marching Festival Concessions + Raffle Tickets

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

\$4,000

How will this money be used?

Band trips, equipment, repairs, food for students, etc.

What are the proposed dates?

Sept 28, 2024

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.)

concessions, raffle tickets

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

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

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

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

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

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

Principal's Signature Dufford Date 8/14/24

*(for district use only)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Columbus Public Schools

Date: 8/14/24

### 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: CHS Band Boosters

Name: Kristi Hackett

#### Fund Raising Company (if applicable):

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

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

Tip Nights

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

\$100-\$200/month

How will this money be used?

For band instruments, - trips, repairs, food for students, etc

What are the proposed dates? Monthly Tip Nights

Is this a recurring activity?

Yes  No

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

Are you selling tickets or a product?  Tickets  Product  Neither

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

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

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

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

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

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

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

Principal's Signature [Signature]

Date 8/14/24

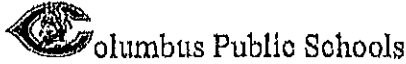
(for district use only)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Date: 8/30/24

### School Fund Raising Application

Please submit this application to the building principal or the office of the Executive Director of Business/Human Relations 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] Fund Raising Company (if applicable): *CHS - Close Up*

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

What is your school/group's money-earning plan? *Krispy Kreme Donuts*

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

How will this money be used? *Money will be directly applied to each student's trip cost.*

What are the proposed dates? *November 2024*

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.)  
*Donuts*

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

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

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

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

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

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

Principal's Signature *[Signature]* Date *8/30/24*

(for district use only)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Columbus Public Schools

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: Columbus High School

Name: Jaclyn Long

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

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

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

The Destination Imagination program will sell puffins and butter braids from Wyhe's Choice Fu  
**Approximately how much does your school/group expect to earn from this project?**

\$500-\$1000

**How will this money be used?**

The money will go towards funding trips for students to the Global competition which costs app

**What are the proposed dates?** February 1-28, 2025

**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.)* Puffins/Butter Braids

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

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

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

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

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

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

Principal's Signature

Date 9/4/24

*(for district use only)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Columbus Public Schools 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: Columbus High School Name: Megan Gaston

Fund Raising Company (if applicable): CHS Diamond Dance Team

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

What is your school/group's money-earning plan? We will be selling pies for \$20 each.

Approximately how much does your school/group expect to earn from this project?  
Approximately, \$1000

How will this money be used?  
We will use the money to help with camp fees and Diamond-Related Expenses

What are the proposed dates? Now until November 2024.

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.) Village Pie Maker Pies

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

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

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

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

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

Does the building principal give full approval for this plan?  Yes  No Principal's Signature

Date DuZhu 8/21/24  
(for district use only)

Approved by Date

Approved subject to the following conditions



Columbus Public Schools

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: CHS - FBLA

Name: Kari Tunink

#### Fund Raising Company (if applicable):

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

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

Sell coffee, tea and hot cocoa through Jeron's Java, a small town Nebraska-based business.

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

\$300

#### How will this money be used?

Help with cost of Fall & State Leadership Conferences and group projects/activities.

#### What are the proposed dates? October-November 2024

#### 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.) Coffee, Tea, Hot Cocoa

#### 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? Adviser - Kari Tunink

#### 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

9/4/24

*(for district use only)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Columbus Public Schools

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: CHS - FBLA

Name: Kari Tunink

#### Fund Raising Company (if applicable):

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

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

Sell World's Finest Chocolate candy bars from 4 Seasons Fundraising

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

\$300

How will this money be used?

Help with cost of State Leadership Conferences and group projects/activities.

What are the proposed dates? January-February 2024

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.) Candy Bars

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? Adviser - Kari Tunink

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 6/4/24

*(for district use only)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Columbus Public Schools

Date: October 17, 2023

**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:  CMS Name: **Celeste Ditter**

Fund Raising Company (if applicable): CMS Choir Service Project

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

**What is your school/group's money-earning plan?** With approved documentation by our administration and the CPS Foundation, we plan to have students collect money to donate to our two charitable causes, The Holiday Spirit Coop and Water Wells For Africa. Students are encouraged to raise the money by doing chores and responsibilities for people in their lives and/or collect donations. Checks will be written to the CPS Foundation. Cash donations will receive a receipt, per request of the CPS Foundation. All monies raised will be documented and turned into the office each night with appropriate paperwork. The office will deliver the money and paperwork to the CPS Foundation. No money is kept for the CMS choir program. The entirety of funds earned are given to the two charities listed above.

**Approximately how much does your school/group expect to earn from this project?** We will earn \$0 for the CMS Choir Program. The service project collects approx. \$5,000 - \$13,000 each year and ALL proceeds will go to our two charities, Holiday Spirit Coop and Water Wells For Africa.

**How will this money be used?** We will first connect with our local charity Holiday Spirit Coop and purchase needs and gifts for families in our area who are in their program. The students and parents are included, helping with the purchasing of necessities and gifts for over 100 kids. Next, with the remaining money we will donate it to Water Wells For Africa, bringing clean water to others across the world.

**What are the proposed dates?** We will begin raising money and introduce the project on November 11 & 12, 2024. We will give the students approximately 3 weeks to raise money. All donations will be collected no later than December 10, 2024.

**Is this a recurring activity?**  Yes  No

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

**Are you selling tickets or a product?**  Tickets  Product  Neither

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

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

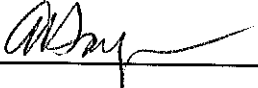
**Have you checked with other schools to avoid any overlapping while working?**  Yes  No

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

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

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

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

Principal's Signature  Date 8/20/24

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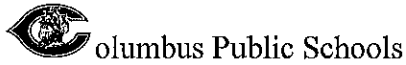
(for district use only)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

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Date: August 20, 2024

### 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: CMS      Name: Celeste Ditter, Christina Nilson, Amy Moore

Fund Raising Company (if applicable): CMS Musical

*The Spongebob Musical directorial team from CMS, submits the following plans for its money-earning project, and requests permission to carry them out.*

**What is your school/group's money-earning plan?** We will prepare a letter to provide to the friends and family of our cast and crew, as well as the community, an invitation to be a patron of the CMS Musical. Patrons will select the level of patronage that they would like to provide, ranging from \$25 to \$100. They will write their checks to CMS. A thankyou letter verifying their donation will be sent to them, along with complimentary tickets to the production.

**Approximately how much does your school/group expect to earn from this project?** Approximately \$1,000 - \$1,500.

**How will this money be used?** Costume items, building the set and props, light and sound technicians are the main items covered with this money.

**What are the proposed dates?** The musical patron letters will be provided in February, 2025 and will be returned by March, 2025.

**Is this a recurring activity?**  Yes  No  
(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.)

**Are you selling tickets or a product?**  Tickets  Product  Neither  
(If you selected product, please specify the product that you are selling.)

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

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

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

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

**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





Columbus Public Schools

Date: August 20, 2024

### 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: CMS

Name: Celeste Ditter, Christina Nilson, Amy Moore

#### Fund Raising Company (if applicable):

The directorial team, cast and crew of The Spongebob Musical, submits the following plans for its money-earning project, and requests permission to carry them out.

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

We would like to sell these two souvenirs before, during intermission, and after the musical production of The Spongebob Musical. We aim to raise funds to cover the expenses of the musical by selling fiber optic glow wands and similar fantasy themed items as souvenirs.

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

Could be up to but not to exceed the following...

Goal: Sell 600 Fiber Optic Wands @ \$5 a piece. Cost to us \$600. Profit: \$3000

#### How will this money be used?

Costs of the CMS musical costumes will be partially covered with these profits.

#### What are the proposed dates?

March 28 & 29, 2025

#### Is this a recurring activity?

Yes X No

Are you selling tickets or a product?  Tickets  Product  Neither

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

Fiber Optic Glow Wands:

[https://www.amazon.com/Flashing-Included-Batteries-Halloween-Christmas/dp/B09L16FP8P/ref=pd\\_yh\\_h\\_a\\_80?encoding=UTF8&psc=1&refRID=YXK49NG8GKYAAK4T5O23](https://www.amazon.com/Flashing-Included-Batteries-Halloween-Christmas/dp/B09L16FP8P/ref=pd_yh_h_a_80?encoding=UTF8&psc=1&refRID=YXK49NG8GKYAAK4T5O23)

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

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

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

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

Has your school/group devised a budget plan to expend earnings?

Yes       No

Does the building principal give full approval for this plan?

Yes       No

Principal's Signature \_\_\_\_\_



Date \_\_\_\_\_

8/20/24

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(for district use only)

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Columbus Public Schools

Date: 9/29/24

### 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: West Park Elementary

Name: WP PTO

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

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

We will be selling West Park T-Shirts to students and staff

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

\$300

**How will this money be used?**

This money will be used to finance West Park PTO activities and update playground equipment

**What are the proposed dates?** September 16-27, 2024

**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.) T-Shirts

**Will members be identified by t-shirts, etc. while carrying out this project?**

Yes  No

**Have you checked with other schools to avoid any overlapping while working?**

Yes  No

**Is your product/service in direct conflict with that offered by local merchants?**

Yes  No

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

**Has your school/group devised a budget plan to expend earnings?**

Yes  No

**Does the building principal give full approval for this plan?**

Yes  No

Principal's Signature Paula Lawrence

Date 8/29/24

*(for district use only)*

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS**

A school/group's money-earning methods should reflect basic values. Whenever your school or group is planning a money-earning project, this checklist should serve as your guide. If you answer "Yes" to all the questions that follow, it is likely the project conforms to district standards and will be approved.

1. **Do you really need a fund raising project?**  
There should be a real need for raising money based on your school's programs. Groups should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual students are expected to earn their own way. The need should be beyond normal budget items covered by building budgets.
2. **If any contracts are to be signed, will they be signed by an individual without reference to the Columbus Public Schools or the Board of Education?**  
Before any person in your school/group signs a contract, he/she must make sure the venture is legitimate and worthy. If a contract is signed, he/she is responsible. He/she may not sign on behalf of Columbus Public Schools nor may he bind the Board of Education without its written authorization. If you are not sure, check with the Director of Business.
3. **Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?**  
Because of the district's good reputation, customers rarely question the quality or price of products we sell.
4. **Will the fund raising activity uphold the good name of Columbus Public Schools? Does it comply with the district's policy on games of chance and gambling?**  
All items sold or awarded in connection with a fund raising activity must not detract from the ideals and principles of Columbus Public Schools and its Board of Education. Holding a lottery with gross proceeds in excess of \$1,000, a raffle with gross proceeds in excess of \$5,000, or other games of chance is a considered a violation of the district's policy on gambling. If you are not sure, check with the Director of Business/Human Relations.
5. **If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Columbus Public Schools?**  
All commercial products must sell on their own merits, not the benefit received by the school/group. The principle of value received is critical in choosing what to sell.
6. **If a commercial product is to be sold, will the fund raising activity comply with the intentions communicated by the fundraiser?**  
Students must identify themselves by which group or school they represent and for what cause they are raising the money.
7. **Will the fund raising project avoid soliciting money or gifts?**  
Columbus Public Schools students shall not be permitted to serve as solicitors of money for the Board of Education or district. No adults and students shall be permitted to serve as solicitors of money in support of personal gain.
8. **Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?**  
Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference:                   506.07 Fund Raising Activities  
  506.50 School-Supporting Organizations

Exhibit  
Approved: 09-17-12

Columbus Public Schools  
Columbus, Nebraska



Columbus Public Schools

Date: 8/29/24

### 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: West Park Elementary

Name: Paula Lawrence

Fund Raising Company (if applicable): Terrace Books—Blind Date With A Book

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

Families will have an opportunity to buy books from Terrace Books. Profits for books purchased will be donated to the West Park PTO

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

We estimate we will earn about \$1000

**How will this money be used?**

This money will go toward the purchase of Playground Equipment

What are the proposed dates? A Saturday in January

**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.) books

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

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

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

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

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

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

Principal’s Signature Paula Lawrence Date 8/29/24

*(for district use only)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

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**GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS**

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1. **Do you really need a fund raising project?**  
There should be a real need for raising money based on your school's programs. Groups should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual students are expected to earn their own way. The need should be beyond normal budget items covered by building budgets.
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Before any person in your school/group signs a contract, he/she must make sure the venture is legitimate and worthy. If a contract is signed, he/she is responsible. He/she may not sign on behalf of Columbus Public Schools nor may he bind the Board of Education without its written authorization. If you are not sure, check with the Director of Business.
3. **Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?**  
Because of the district's good reputation, customers rarely question the quality or price of products we sell.
4. **Will the fund raising activity uphold the good name of Columbus Public Schools? Does it comply with the district's policy on games of chance and gambling?**  
All items sold or awarded in connection with a fund raising activity must not detract from the ideals and principles of Columbus Public Schools and its Board of Education. Holding a lottery with gross proceeds in excess of \$1,000, a raffle with gross proceeds in excess of \$5,000, or other games of chance is a considered a violation of the district's policy on gambling. If you are not sure, check with the Director of Business/Human Relations.
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6. **If a commercial product is to be sold, will the fund raising activity comply with the intentions communicated by the fundraiser?**  
Students must identify themselves by which group or school they represent and for what cause they are raising the money.
7. **Will the fund raising project avoid soliciting money or gifts?**  
Columbus Public Schools students shall not be permitted to serve as solicitors of money for the Board of Education or district. No adults and students shall be permitted to serve as solicitors of money in support of personal gain.
8. **Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?**  
Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference:                   506.07 Fund Raising Activities  
  506.50 School-Supporting Organizations

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School: West Park Elementary

Name: Faith Simon

Fund Raising Company (if applicable): Kids Heart Challenge

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

Students will collect donations from family and friends for the American Heart Association

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

\$800

How will this money be used?

Money will be donated to the Heart Association

What are the proposed dates? Second Semester 2024-25 School Year

Is this a recurring activity?

Yes  No

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

Are you selling tickets or a product?  Tickets  Product  Neither

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

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

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

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

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

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

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

Principal's Signature Paula Lawrence Date 8/29/24

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Columbus, Nebraska



Columbus Public Schools

Date: 8/27/24

### School Fundraising Application

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School: West Park Elementary

Name: Paula Lawrence

Fund Raising Company (if applicable): Scholastic Book Fair

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

Families will have an opportunity to buy books at the Book Fair during Parent Teacher Conferences

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

We will earn about \$1000 in Scholastic Bucks

**How will this money be used?**

This money will be used to purchase books for the Library and Teacher Classrooms

**What are the proposed dates?** September 30<sup>th</sup> – October 3<sup>rd</sup>

**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.) This Activity happens 1 time a year

**Are you selling tickets or a product?**  Tickets  Product  Neither

(If you selected product, please specify the product that you are selling.) cookie dough and frozen food items, candles, wrapping paper

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

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

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

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

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

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

Principal's Signature Paula Lawrence Date 7/27/24

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School: West Park Elementary

Name: Paula Lawrence

Fund Raising Company (if applicable): N/A

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

Pennies for Patients

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

\$500

How will this money be used?

We will donate this money to United Way for their Change Drive

What are the proposed dates? First Semester

Is this a recurring activity?

Yes  No

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

Are you selling tickets or a product?  Tickets  Product  Neither

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

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

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

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

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

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

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

Principal's Signature Paula Lawrence Date 8/29/24

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School: West Park Elementary

Name: WP PTO

Fund Raising Company (if applicable): Club's Choice

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

We will be selling food items and candles from Club's Choice Fundraising Company

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

\$5,000 - \$6,000

**How will this money be used?**

This money will be used to finance West Park PTO activities and update playground equipment

**What are the proposed dates?** January 20th - February 7<sup>th</sup>

**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.) T-Shirts

**Will members be identified by t-shirts, etc. while carrying out this project?**

Yes  No

**Have you checked with other schools to avoid any overlapping while working?**

Yes  No

**Is your product/service in direct conflict with that offered by local merchants?**

Yes  No

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

**Has your school/group devised a budget plan to expend earnings?**

Yes  No

**Does the building principal give full approval for this plan?**

Yes  No

Principal's Signature Paula Lawrence Date 8/29/24

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**School:** West Park Elementary

**Name:** Paula Lawrence

**Fund Raising Company (if applicable):** N/A

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

We will host a family night at a local restaurant once a month. The restaurant will donate a portion of the profit to our building

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

\$1000

**How will this money be used?**

This money will be used to finance West Park PTO activities and Student Awards

**What are the proposed dates?**

September 10<sup>th</sup>-Runza, October 15<sup>th</sup>-Pizza Ranch, March 18<sup>th</sup>-Runza

Remaining months still need to be scheduled

**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.) I will send the exact dates once we have the restaurants booked

**Are you selling tickets or a product?**  Tickets  Product  Neither

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

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

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

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

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

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

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

**Principal's Signature** Paula Lawrence **Date** 8/29/24

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School: West Park Elementary.

Name: Eva Grossnicklaus & Crystal Halvorsen

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

The Second Grade class will decorate and sell cookies to students

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

The second grade will purchase and decorate cookies. These will be sold on a Friday afternoon to West Park student for 25¢ a cookie.

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

\$175

**How will this money be used?**

The class will purchase items for children on the Holiday Spirit Coop list

**What are the proposed dates?** First week of December, 2024

**Is this a recurring activity?**

Yes  No

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

**Are you selling tickets or a product?**  Tickets  Product  Neither

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

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

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

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

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

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

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4. **Will the fund raising activity uphold the good name of Columbus Public Schools? Does it comply with the district's policy on games of chance and gambling?**  
All items sold or awarded in connection with a fund raising activity must not detract from the ideals and principles of Columbus Public Schools and its Board of Education. Holding a lottery with gross proceeds in excess of \$1,000, a raffle with gross proceeds in excess of \$5,000, or other games of chance is a considered a violation of the district's policy on gambling. If you are not sure, check with the Director of Business/Human Relations.
5. **If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Columbus Public Schools?**  
All commercial products must sell on their own merits, not the benefit received by the school/group. The principle of value received is critical in choosing what to sell.
6. **If a commercial product is to be sold, will the fund raising activity comply with the intentions communicated by the fundraiser?**  
Students must identify themselves by which group or school they represent and for what cause they are raising the money.
7. **Will the fund raising project avoid soliciting money or gifts?**  
Columbus Public Schools students shall not be permitted to serve as solicitors of money for the Board of Education or district. No adults and students shall be permitted to serve as solicitors of money in support of personal gain.
8. **Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?**  
Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference:                   506.07 Fund Raising Activities  
  506.50 School-Supporting Organizations

Exhibit  
Approved: 09-17-12

Columbus Public Schools  
Columbus, Nebraska



Columbus Public Schools

Date: 8/27/24

### 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: West Park Elementary

Name: Wendi Petersen

Fund Raising Company (if applicable): N/A

*WP Student Council, submits the following plans for collecting food donations for the Columbus Food Pantry*

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

Food Drive

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

N/A

How will this money be used?

Food will be donated to the Food Pantry

What are the proposed dates? We will collect food either before Thanksgiving for first semester

Is this a recurring activity?

Yes  No

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

Are you selling tickets or a product?  Tickets  Product  Neither

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

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

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

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

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

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

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

Principal's Signature Paula Lawrence Date 8/27/24

(for district use only)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_



**GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS**

A school/group's money-earning methods should reflect basic values. Whenever your school or group is planning a money-earning project, this checklist should serve as your guide. If you answer "Yes" to all the questions that follow, it is likely the project conforms to district standards and will be approved.

1. **Do you really need a fund raising project?**  
There should be a real need for raising money based on your school's programs. Groups should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual students are expected to earn their own way. The need should be beyond normal budget items covered by building budgets.
2. **If any contracts are to be signed, will they be signed by an individual without reference to the Columbus Public Schools or the Board of Education?**  
Before any person in your school/group signs a contract, he/she must make sure the venture is legitimate and worthy. If a contract is signed, he/she is responsible. He/she may not sign on behalf of Columbus Public Schools nor may he bind the Board of Education without its written authorization. If you are not sure, check with the Director of Business.
3. **Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?**  
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Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference:                   506.07 Fund Raising Activities  
  506.50 School-Supporting Organizations

Exhibit  
Approved: 09-17-12

Columbus Public Schools  
Columbus, Nebraska



Columbus Public Schools

Date: 8/27/24

### 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: West Park Elementary

Name: WP Student Council

Fund Raising Company (if applicable): N/A

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

Student Council will sell scented pencils twice a month throughout the school year.

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

\$1000

**How will this money be used?**

Money is used for activities in school to support our students. We donate to places in our community, such as Holiday Spirit Coop or Paws and Claws, that students feel have a need.

**What are the proposed dates?** Twice a month throughout the year

**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.) T-Shirts

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

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

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

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

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

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

Principal's Signature Paula Lawrence Date 10-27-24

*(for district use only)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

**GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS**

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Cross Reference:                   506.07 Fund Raising Activities  
  506.50 School-Supporting Organizations

Exhibit  
Approved: 09-17-12

Columbus Public Schools  
Columbus, Nebraska



Columbus Public Schools

Date: 7/27/24

### 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: West Park Elementary

Name: Wendi Petersen

Fund Raising Company (if applicable): N/A

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

Holiday Treat Sales—Student Council will sell treats before the West Park Christmas Movie

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

\$100-\$200

**How will this money be used?**

To fund Student Council activities

**What are the proposed dates?** Week of December 20<sup>th</sup>

**Is this a recurring activity?**

Yes  No

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

**Are you selling tickets or a product?**  Tickets  Product  Neither

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

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

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

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

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

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

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

Principal's Signature Paula Lawrence Date 8/27/24

*(for district use only)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS**

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Cross Reference:                   506.07 Fund Raising Activities  
  506.50 School-Supporting Organizations

Exhibit  
Approved: 09-17-12

Columbus Public Schools  
Columbus, Nebraska



Columbus Public Schools

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: Centennial

Name: Luebbe

#### Fund Raising Company (if applicable):

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

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

Candy cane sales by Student Council

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

\$500 per year

#### How will this money be used?

Special events, purchase Christmas presents for needy, donate to philanthropy of choice

#### What are the proposed dates? December

#### 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.) Candy canes

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

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

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

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

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

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

Principal's Signature

Date

9/6/24

*(for district use only)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Columbus Public Schools

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: Centennial

Name: Luebbe

#### Fund Raising Company (if applicable):

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

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

Snack sales on Friday by Student Council

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

\$500 per year

How will this money be used?

Special events, purchase Christmas presents for needy, donate to philanthropy of choice

What are the proposed dates? Fridays

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.) Snacks

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

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

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

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

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

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

Principal's Signature

Date

9/6/24

*(for district use only)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Columbus Public Schools

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: Centennial

Name: Luebbe

#### Fund Raising Company (if applicable):

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

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

Various Restaurant Night Fundraisers - ex. Runza, Godfather's, Sonic, Valentino's, DQ

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

\$200-\$400 per night - total of \$1,000+

#### How will this money be used?

Recess equipment, Family nights, school supplies, field trips, classroom supplies, etc.

#### What are the proposed dates? Spread out throughout the year

#### Is this a recurring activity?

Yes  No

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

#### Are you selling tickets or a product? Tickets Product Neither

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

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

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

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

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

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

9/6/24

*(for district use only)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Columbus Public Schools

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: Centennial

Name: Luebbe

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

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

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

Cookie Dough Fundraiser for CN PAC

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

\$10,000-\$12,000

**How will this money be used?**

Recess equipment, Family events, School supplies, field trips, classroom supplies

**What are the proposed dates?** February-March

**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.)* Cookie dough

**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?** Building Principal

**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

9/6/24

*(for district use only)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## 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:       CMS       Name:   Stephanie Bourek-Hoyt        
Fund Raising Company (if applicable):

*CMS Music Dept. submits the following plans for its money-earning project, and requests permission to carry them out.*

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

We are asking students to provide cookies for Friends of Music Concerts at CMS and Bake Sale items for the Talent Show, 5/6 Fall Play & 6-8 Spring Musical. We are asking for free will donation at the Friends of Music Events and selling bake sale items for 50 cents & \$1 each (cookies, brownies) during intermission and before/after the show.

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

We've done these the last few years and earned approximately \$100-150 per Friends of Music Events and about \$400 per bake sale. We're hoping to ensure at least that amount again.

### How will this money be used?

We would like to be able to purchase items that are "above & beyond" the school day but extras that some students may not be able to afford. We would be able to purchase CMS Choir T-shirts, Play and Musical T-shirts and/or registrations that would need funding for students to participate in, Sing Around Columbus Honor Choir Registrations and/or music & scripts. We've even helped the Vocal Tech group was able to utilize some to help with traveling expenses for a jazz festival as well.

### What are the proposed dates?

Friends of Music: Sept. 28, 2024, Nov. 19, 2024, March 3, 2025 & April 13, 2025 Talent Show: October 11, 2024 Fall Play (5/6 grades): December 6 & 7, 2024 Spring Musical (6-8 grades): March 28-29, 2025

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.) 9/28, 11/19, 10/11, 12/6, 12/7, 3/3, 3/28, 3/29, 4/13

Are you selling tickets or a product?  Tickets  Product  Neither (Baked Goods & Water) (If you selected product, please specify the product that you are selling.)

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

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

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

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

Has your school/group devised a budget plan to expend earnings? Yes

\*We're basing this year's projection off last year's fundraising with this same set up.

Does the building principal give full approval for this plan? Principal's Signature Yes

Principal's Signature

*Amy Haynes*

Date

9-9-24

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(for district use only)

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

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Columbus Public Schools  
Filed Trip or Excursion Approval Form  
File: 607.05R2



**Date:** 8/15/24

**Proposed Excursion Date:** 1/29/25 - 2/2/25

**Requesting Individual:** Jacob Ritter, CHS Vocal Music

**Student Group for Which request is made:** The CHS Captain's Chorale

**Purpose of Trip:**

Students will be attending the Barbershop Harmony Society Midwinter Convention in San Antonio, TX. The chorus will participate in the Next Generation Youth Chorus Festival, where they will sing for over 2000 enthusiastic audience members on a huge stage, be given world-class critical feedback, and experience the sights and sounds of San Antonio.

**Educational Benefit:**

Students will experience the thrill and pressure of a world-class stage and audience, as well as be given the opportunity to hear many other choruses and quartets from around the country and the world. This convention engages students consistently over the course of the event, with many collaborative and educational activities over the course of three days.

**Nature of Request (Check One)**      **x** **1 Time Only**      **Annual**

Is This Event Sanctioned? (NSAA Activity)  Yes  No

**Cost of Trip:**

Accounting for 3 nights in a hotel, travel, sightseeing, and 3 evening meals, this trip will average approximately \$500-600 per traveler. Breakfast meals will be included in the hotel costs. Students will pay for their own lunches.

**Cost to District:**

No Cost To the District

**How will funds be raised:**

Funds will be raised through two fundraising opportunities, scholarships funded through CHS Vocal Music and CHS Vocal Music Boosters, and student fees.

**Timelines of Events:**

Depart from CHS in the evening of Wednesday, January 29 and return to CHS on the evening on Sunday, February 2.

**The number of student school days forfeited: 2**

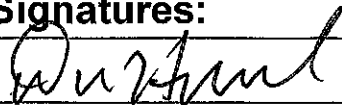
**Other Pertinent Information:**

Fundraisers for this event will include a fireworks stand this coming summer and a September 2024 fundraiser where students can sell food and gift items from a brochure/online. Depending upon their participation level, students have the opportunity to earn a large portion, if not all of the trip cost using these fundraisers.

**Approval Signatures:**

**Date:** 9/4/27

**Principal:**



**Superintendent:**

**School Board President:**

**Date of Formal Board Approval:**

**Detailed Budget (Include Expenses and Revenue):**

Students have been accumulating funds into individual student activity accounts since the start of this school year. Students will use funds from this year and two upcoming fundraisers, one in July and one in September, to help cover the costs of the trip. Budgeting for hotel rooms, convention fees, transportation, and evening meals will be carefully tracked over the next several months to ensure all expenses will be handled in a timely manner.

Quote on best price for coach to San Antonio - \$13,908, with additional fees not included  
Bus Driver Tip: \$400

16 hotel rooms for 3 nights in San Antonio - approx. \$5760

3 evening meals for 56 people at \$25 a plate - approx. \$4200

Convention fees = \$300

Sight-seeing - \$0, will focus on free opportunities and shopping

$13,908+5760+4200+300+1000(\text{additional expenses as needed}) = \$25,168$

$\$25,168/50 \text{ trip goers} = \text{estimated } \$503.36 \text{ per student}$

The summer fundraiser will be selling fireworks. Students earned an average of \$125 per participant in this fundraiser last year and many were able to earn much more than that. The fall fundraiser will be selling items from a brochure, where students will earn approximately 25% profit on the items that they sell towards their student account. Students have earned an average of \$77 profit on this fundraiser this past year, but several motivated students earned well over \$150. I anticipate this average amount will increase quite a bit with the ability to help pay for a trip this coming year. This would allow students to raise a large portion of the expense through these opportunities and work on saving the rest.

**Travel Information (Detailed Daily Itinerary):**

Wednesday, Jan 29 - Depart for San Antonio, drive through the night

Thursday, Jan 30 - Arrive in San Antonio, hotel check-in, San Antonio sight-seeing, Barbershop Convention Participation

Friday, Jan 31 - Barbershop Convention Participation, Highlighted performance

Saturday, Feb 1 - Barbershop Convention Participation, San Antonio sight-seeing (possible departure for Columbus at the end of the day)

Sunday, Feb 2 - Return to CHS

**Parent Permission Form: See attached**

NSAA Waiver if Required:



**Columbus High School Parent Permission Form**

Date \_\_\_\_\_

I, \_\_\_\_\_ am the \_\_\_\_\_  
(PARENT/GUARDIAN NAME) (FATHER, MOTHER,  
GUARDIAN) of \_\_\_\_\_, at student at Columbus  
High School.  
(STUDENT NAME)

I hereby grant permission for the student of the above name to attend the activity to:

\_\_\_\_\_ On (date) \_\_\_\_\_.

In consideration of my student being allowed to participate in the above activity, I as a result of this assume all risks in connection with the activity. I further release Columbus Public Schools and staff, employees, and volunteers from all claims, judgments, and liability for any injury or damage my child may encounter, including risks connected therewith foreseen or unforeseen. I fully understand what is involved in this activity and I understand that I have the opportunity to call the sponsors and talk to them directly.

Alcohol use, drug use, vape use, or other activities that place the student, other students, sponsors, the public, or property at risk are strictly prohibited. Students who use alcohol, drugs, vape, and/or act in a way that places the student, other students, supervisors, the public, or property at risk shall receive consequences outlined in the CHS Student and Activities Handbooks. Based on the violation, parents may be required to pick up the student. Each incident will be evaluated by the CHS Administration to determine the appropriate consequences for the student or students involved in such misconduct.

Students will be transported by: \_\_\_\_\_

We will depart CHS at \_\_\_\_\_ and will return to school on \_\_\_\_\_ by \_\_\_\_\_

In case of an EMERGENCY, I can be reached at: \_\_\_\_\_ (Phone Number)

\_\_\_\_\_ (Guardian/Parent Signature)

\_\_\_\_\_ (Student Signature)

**Columbus Public Schools**  
**Filed Trip or Excursion Approval Form**  
**File: 607.05R2**



**Date:** 9/4/24

**Proposed Excursion Date:** March 7 - 9

**Requesting Individual:** Jeff Peabody

**Student Group for Which request is made:** Winter Percussion

**Purpose of Trip:**

Winter Percussion Competition at the WGI Regional in Minneapolis.

**Educational Benefit:**

This annual trip for the winter percussion ensemble provides the group with an opportunity to compete on a regional level with drumlines throughout the upper Midwest.

**Nature of Request (Check One)**       1 Time Only     Annual

**Is This Event Sanctioned? (NSAA Activity)**     Yes     No

**Cost of Trip:**

Winter Percussionists would each pay a \$350 participation fee which, along with other fundraising and booster support, would cover the costs for the trip and necessary equipment.

**Cost to District:**

No Cost To the District

**How will funds be raised:**

Winter Percussionists would each pay a \$350 participation fee which, along with other fundraising and booster support, would cover the costs for the trip and necessary equipment.

**Timelines of Events:**

Friday, Mar 7, 2024

7:30am Rehearsal

8:30am Load Trailer

9:00am Departure.

12:30pm Lunch in Worthington, MN

4:00pm - Check in at Hotel

5:30pm - Dinner

9:30 p.m. - In Rooms

10:00 p.m. - Lights out

Saturday Mar 8, 2024

8:30 a.m. - Breakfast in Hotel

9:00 a.m. - Sectionals at Hotel

10:30 a.m. - Depart Hotel

11:00 a.m. - Arrival at Waconia High School

12:18 p.m. - Performance Time

subs chips and water provided onsite for lunch.

Dinner will be in the hotel area following the competition.

5:30 p.m. - Finals Begin

8:30 p.m. - Finals End

9:00 p.m. - Return to Hotel

10:30 p.m. - Lights out

Create your own automated PDFs with Jotform PDF Editor- It's free

Sunday, Mar 9, 2024  
7:30 a.m. - Breakfast  
8:00a.m. - Depart for Columbus  
12:00p.m. - Lunch Stop in Sioux City, IA  
3:30 p.m. - Arrive at CHS Unload

The number of student school days forfeited: 0

Other Pertinent Information:

**Approval Signatures:**

**Date:**

*Principal:*

*Superintendent:*

*School Board President:*

*Date of Formal Board Approval:*

Detailed Budget (Include Expenses and Revenue):

Travel Information (Detailed Daily Itinerary):  
See previous

Parent Permission Form:

NSAA Waiver if Required:



### Columbus High School Parent Permission Form

Date \_\_\_\_\_

I, \_\_\_\_\_ am the \_\_\_\_\_  
(PARENT/GUARDIAN NAME) (FATHER, MOTHER,  
GUARDIAN) of \_\_\_\_\_, at student at Columbus  
High School.  
(STUDENT NAME)

I hereby grant permission for the student of the above name to attend the activity to:

On (date) \_\_\_\_\_.

In consideration of my student being allowed to participate in the above activity, I as a result of this assume all risks in connection with the activity. I further release Columbus Public Schools and staff, employees, and volunteers from all claims, judgments, and liability for any injury or damage my child may encounter, including risks connected therewith foreseen or unforeseen. I fully understand what is involved in this activity and I understand that I have the opportunity to call the sponsors and talk to them directly.

Alcohol use, drug use, vape use, or other activities that place the student, other students, sponsors, the public, or property at risk are strictly prohibited. Students who use alcohol, drugs, vape, and/or act in a way that places the student, other students, supervisors, the public, or property at risk shall receive consequences outlined in the CHS Student and Activities Handbooks. Based on the violation, parents may be required to pick up the student. Each incident will be evaluated by the CHS Administration to determine the appropriate consequences for the student or students involved in such misconduct.

Students will be transported by: \_\_\_\_\_

We will depart CHS at \_\_\_\_\_ and will return to school on \_\_\_\_\_ by \_\_\_\_\_

In case of an EMERGENCY, I can be reached at: \_\_\_\_\_ (Phone Number)

\_\_\_\_\_ (Guardian/Parent Signature)

---

(Student Signature)

Columbus Public Schools  
Filed Trip or Excursion Approval Form  
File: 607.05R2



Date: 8/30/24

Proposed Excursion Date: 3/1/25 - 3/7/25

Requesting Individual: Nathan Coan - CHS Social Studies

Student Group for Which request is made: Close Up

Purpose of Trip: To attend the Close Up Program in DC

Educational Benefit: History + Civics Education - Democracy in Action

Nature of Request (Check One)     1 Time Only     Annual

Is This Event Sanctioned? (NSAA Activity)     Yes     No

Cost of Trip: \$2,306/student

Cost to District: 4 days of sub pay / staff member


How will funds be raised: students are responsible for cost after fundraiser

Timelines of Events: see attached schedule

The number of student school days forfeited: 4 days

Other Pertinent Information:

**Approval Signatures:** **Date:**

Principal: 

Superintendent:

School Board President:

Date of Formal Board Approval:

Detailed Budget (Include Expenses and Revenue):






Travel Information (Detailed Daily Itinerary):

Parent Permission Form: See attached

# CLOSE UP HIGH SCHOOL PROGRAM - WASHINGTON, DC



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Arrive in Washington, DC	8:00 am Hot Breakfast Buffet	8:00 pm Hot Breakfast Buffet	6:45 am Hot Breakfast Buffet	8:00 am Hot Breakfast Buffet	7:00 am Breakfast
<b>Hotel Check-In:</b> Meet with your Close Up Concierge & explore DC with your school if time allows	9:00 am <b>Jefferson Memorial Study Visit*:</b> How do the rights outlined in the Founding Documents apply to our view of liberty today?	9:00 am <b>War Memorials Study Visit:</b> What do the WWII, Vietnam, and Korean Memorials say about those who have served and sacrificed?	8:15 am <b>Capitol Hill Day:</b> Walk the halls of Congress and get an insider's look at how our government operates	9:00 am <b>Write House Study Visit:</b> Discuss the purpose of protests and what restrictions of protests are legitimate	<b>Sightsee in Washington:</b> Spend some more time in the city with your school if time allows
5:45 pm <b>Teacher and Staff Dinner</b>	10:15 am <b>Franklin D. Roosevelt Memorial Study Visit:</b> What rights are needed to ensure equality and promote the welfare of citizens in the U.S.?	12:40 am <b>Lunch at Reagan Building and International Trade Center</b>	10:30 am <b>Citizen Action Seminar:</b> Hear from an advocacy organization & how they are impacting the community	10:30 am <b>Citizen Action Seminar:</b> Hear from an advocacy organization & how they are impacting the community	Depart for Home
6:00 pm <b>Student Welcome Dinner</b>	11:30 am <b>Martin Luther King, Jr. Memorial Study Visit:</b> How do we see MLK's view of justice in the U.S. today?	1:15 pm <b>Group Photo</b>	12:00 pm <b>Neighborhood Study Visit and Lunch:</b> Explore DC off the beaten path, e.g. U Street, Chinatown	12:00 pm <b>Neighborhood Study Visit and Lunch:</b> Explore DC off the beaten path, e.g. U Street, Chinatown	
6:45 pm <b>Program Orientation &amp; Community Building:</b> Meet Close Up staff and explore your purpose and goals for the week	12:45 pm <b>Lunch at Verant Plaza</b>	3:35 pm <b>Washington Exploration</b> (ex: Iwo Jima Memorial, Air Force Memorial or Pentagon 9/11 Memorial)	2:15 pm <b>Arlington National Cemetery:</b> Visit our nation's most hallowed ground and witness the Changing of the Guard	2:15 pm <b>Arlington National Cemetery:</b> Visit our nation's most hallowed ground and witness the Changing of the Guard	
7:15 pm <b>Opening Workshop*:</b> What are the biggest issues that we face in our democracy today?	2:00 pm <b>Embassy Discovery:</b> Step foot on "foreign soil" and discuss the international political landscape	5:30 pm <b>Dinner at Pentagon City</b>	5:15 pm <b>Return to Hotel</b>	5:15 pm <b>Return to Hotel</b>	
8:30 pm <b>Facts &amp; Fun: Ultimate Trivia Night:</b> Show off your knowledge of DC with new teammates from across the country!	3:00 pm <b>Citizen Action Sites:</b> Get inspired by examples of citizens making a difference in their communities and the nation	7:00 pm <b>Capitol Hill Prep Workshop</b>	6:00 pm <b>Final Workshop:</b> How will you stay engaged on issues that matter to you?	6:00 pm <b>Final Workshop:</b> How will you stay engaged on issues that matter to you?	
10:00 pm <b>Social Time</b>	4:15 pm <b>U.S. Marine Corps Memorial:</b> Visit the larger-than-life representation of the iconic flag-raising at Iwo Jima	8:20 pm <b>Mock Congress:</b> Debate, amend, and vote on the same issues elected representatives are currently considering	8:00 pm <b>Dinner at DC's Historic Union Station</b>	8:00 pm <b>Farewell Banquet and Dance:</b> Enjoy a fun-filled evening with your new friends as you dance the night away	
10:30 pm <b>Room Check</b>	5:45 pm <b>American Political Values Workshop:</b> Examine the connections between liberty, equality, and justice	9:30 pm <b>Student/Teacher Meetings</b>	8:00 pm <b>DC Cultural Event:</b> See a performance at a renowned theater, cultural event, or night on the town	8:00 pm <b>Dance:</b> Enjoy a fun-filled evening with your new friends as you dance the night away	
	7:00 pm <b>Hotel Dinner</b>	10:00 pm <b>Social Time</b>	11:00 pm <b>Room Check</b>		
	8:00 pm <b>Current Issues Discussion:</b> Debate hot topics with your new friends from across the country	10:30 pm <b>Room Check</b>			

\* Workshops are small learning communities comprised of students from various states. Each workshop community is led by the same Close Up Program Instructor for the duration of the trip.  
 \* Study Visits led by highly-trained instructors provide unique opportunities to learn using historic sites and institutions as living classrooms.  
 Sample schedule subject to change.

CALL: 800-CLOSE UP (256-7387) EMAIL: info@closeup.org VISIT: www.closeup.org CONNECT:      **CLOSEUP** WASHINGTON DC



DATE	9/4/2024
BUILDING	CMS
PROGRAM	Special Education
PRINCIPAL/DIRECTOR SIGNATURE	Jason Harris

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
	Hoyer Lift-no longer operates.	Trash
	Hoyer Lift-no longer operates.	Trash