

## Regular Meeting

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

The Regular Meeting started at 5:30 P Mon Monday, December 15, 2025. The meeting was held at  
Columbus High School  
3434 Discoverer Drive  
Columbus, NE 68601

Candace Becher: Present

Michael Jeffryes: Present

Doug Molczyk: Present

Theresa Seipel: Present

Douglas Willoughby: Present

Marv Zoucha: Present

- I. CALL TO ORDER
- II. ROLL CALL OF THE BOARD
- III. EXCUSE BOARD MEMBERS
- IV. PLEDGE OF ALLEGIANCE
- V. MEETING COMPLIANCE

V.A. DISTRICT MISSION STATEMENT

V.B. OPEN MEETINGS ACT

V.B.1. President ensures all can hear proceedings

V.C. PUBLICATION OF MEETING NOTICE

VI. PUBLIC COMMENT

VII. RECOGNITIONS BY BOARD

VII.A. Unified Bowling State Qualifiers

VIII. CONSENT AGENDA

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

There were no items removed from the Consent Agenda.

VIII.B. Meeting Minutes

VIII.C. Finance Reports

Jason Schapmann, Director of Human Resources and Fiscal Support, noted that the M3 has been edited.

VIII.D. Staffing Reports

VIII.E. Professional Travel

IX. FOUNDATION REPORT

Nicole Anderson, Foundation Director, said the CPS Foundation fiscal year will end on December 31, 2025.

X. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

X.A. Superintendent

Dr. Kay gave an update on information he shared at his "State of the School" address.

XI. DISCUSSION ITEMS

XII. ACTION ITEMS FOR THIS MEETING

XII.A. Discuss and take action to approve and offer the Teacher Early Retirement Incentive Program (TERIP) for the 26-27 school year.

XII.B. CHS Course Addition-Medication Aide

XII.C. Fundraising Applications

XII.D. Contract Services with Kordica

Dr. Kay talked about the services that Kordica provides. They would collect research-based data and use the data to consult CPS. This is someone outside the district to look at data without a biased opinion on community engagement and bond issues.

XII.E. Cell Tower Agreement

Dr. Kay said the cell phone tower contract has been approved by our attorney. It will not infringe on any space.

XII.F. 2026-2027 K-12 School Calendar & Pre-School Calendar

Any changes that need to be made will be amended and brought back to the board.

XII.G. Policy 1006.50 Facility Rental Policy, Includes Exhibits and Regulation

XIII. BOARD REQUESTS FOR INFORMATION

XIV. BOARD SHARING

XV. EXECUTIVE SESSION

XVI. ADJOURN

Meeting was adjourned at 6:30pm.

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, December 15, 2025.

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President

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Secretary

# Columbus Public Schools

## Committee As A Whole - Meeting Minutes

**Date:** Monday, November 10, 2025

**Time:** 5:30 PM - 6:45 PM

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

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

### Board Attendance

Present: Michael Jeffryes, Doug Molczyk, Theresa Seipel, Marv Zoucha

Absent: Candace Becher, Douglas Willoughby (excused)

### Presentations and Reports

#### Consent Agenda

#### Recognition

Landon Lawrence, State Cross Country Qualifier, and Coach Chris Sander were recognized.

#### Kramer Preschool Presentation

Erin Meyer presented enrollment at 201 students with 7 teachers, 9 ESCE/Sixpence staff, and 21 classified staff. Language lessons are being implemented with fidelity using the new Frog Street curriculum.

#### Director Reports

**Teaching and Learning:** Teresa Hausemann reported state/federal accountability reports released, Cognia parent surveys upcoming, and 345 teacher/principal touchpoints in October.

**Student Services:** Sara Colford reported 4 student teachers in fall, 5 in spring, and After School Program serving 173 students with 2 available spots at Emerson.

**Human Resources:** Jason Schapmann reported positive UpBeat Survey feedback, successful job fair participation, and staff holiday luncheon scheduled for December 12.

**Foundation:** Dr. Kay reported monthly contributions of \$27,185.77, bringing year-to-date total to \$298,350.51.

### Action Items - Voting Summary

Action Item	Motion	Second	Vote
Excuse Absent Board Members	Doug Molczyk	Michael Jeffryes	4-0
First Reading: Policy 604.17 - Use of Artificial Intelligence in the School	Doug Molczyk	Theresa Seipel	4-0
Motion to Adjourn	Doug Molczyk	Marv Zoucha	4-0

**Policy 604.17 - Artificial Intelligence**

Superintendent Kay discussed conversations and research conducted regarding AI use. The policy establishes framework for engaging in best practices and setting limits on AI usage in CPS.

**Discussion Items**

School Fundraising Applications, Out of State Field Trip Requests, Surplus Requests, and TERIP 2025-2026 information and deadlines were reviewed.

I, the undersigned, being the duly qualified Secretary for 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, November 10, 2025.

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President

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Secretary

# Columbus Public Schools

## Board of Education Regular Meeting

Monday, November 17, 2025

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

**Time:** 5:30 PM

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

### Board Members Present

All board members were present: Candace Becher, Michael Jeffryes, Doug Molczyk, Theresa Seipel, Douglas Willoughby, and Marv Zoucha.

### I-V. Opening Procedures

The meeting was called to order at 5:30 PM by the Board President. Roll call confirmed all six board members were present. The Pledge of Allegiance was led by the Board, followed by confirmation of Open Meetings Act compliance and publication of the meeting notice. Marv Zoucha read the District Mission Statement.

The President ensured all attendees could hear the proceedings as required by the Open Meetings Act.

### VI. Public Comment

No public comments were received.

### VII. Consent Agenda

The consent agenda included meeting minutes, finance reports, staffing reports, and professional travel requests. Jason Schapmann presented the M5 Financial Report. No items were removed from the consent agenda.

Motion	Second	Yes	No
Doug Molczyk	Marv Zoucha	6	0

### VIII. Foundation Report

The Superintendent recommended approval of the Foundation Report as submitted.

Motion	Second	Yes	No
Candace Becher	Doug Molczyk	6	0

### IX. Director & Superintendent Reports

#### Director of Special Education

Jason Harris, Director of Special Education, provided an update on state reporting requirements. October is a busy month for submitting data from the previous year. The

district submitted reimbursement totals for 931 special education students, including 102 students in nonpublic buildings. Mr. Harris shared a breakdown of students by age groups.

### **Superintendent**

Superintendent Chip Kay reported on the superintendent evaluation process as outlined in Board Policy. He provided an update on the progress of the 4DX Leadership Model implementation and gave a Strategic Plan progress update. Dr. Kay announced that Columbus Public Schools will be featured in 'The Education Magazine' for the district's work in supporting community partnerships and programs.

## **X. Discussion Items**

The board discussed Columbus High School mid-term graduates. No action was taken at this time.

## **XI. Action Items for This Meeting**

### **School Fundraising Applications**

The board approved school fundraising applications as submitted.

<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>
Theresa Seipel	Douglas Willoughby	6	0

### **Out of State Field Trip Requests**

The board approved out of state field trip requests as submitted.

<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>
Doug Molczyk	Candace Becher	6	0

### **Surplus Requests**

The board approved surplus requests as submitted.

<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>
Doug Molczyk	Marv Zoucha	6	0

### **Temporary Early Retirement Incentive Program (TERIP) 2025-2026**

The board approved the TERIP program offerings for the 2025-2026 school year.

<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>
Douglas Willoughby	Theresa Seipel	6	0

### **Second and Final Reading of Policy 604.17 Use of Artificial Intelligence in School**

The Superintendent recommended approval of the Second and Final Reading of Policy 604.17 Use of Artificial Intelligence in the School. The board approved the policy as submitted.

<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>
Doug Molczyk	Candace Becher	6	0

## **XII-XIV. Closing Items**

There were no board requests for information. Board members shared updates and reflections. No executive session was held.

## **XV. Adjournment**

The meeting was adjourned.

<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>
Doug Molczyk	Theresa Seipel	6	0

I, the undersigned, being the duly qualified Secretary for 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, November 17, 2025.

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President

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Secretary

Columbus Public Schools  
Summary of Cash Balances  
November 30, 2025

11	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
General Fund	Attachment M4a			\$ 4,489,190.36		
	Attachment M5 (prior Bd Mtg)			\$ 336,417.30		
	Transfer to GP ICS Savings		\$ -			
	Transfer from GP ICS Savings		\$ -			
	Receipts GP checking		\$ 639,153.30			
	<b>GENERAL FUND - GREAT PLAINS STATE BANK</b>	\$ 8,957,132.23	\$ 639,153.30	\$ 4,825,607.66	\$ 4,770,677.87	\$ 4,781,464.94
	Transfer to GP Checking			\$ -		
	Transfer from GP Checking		\$ -			
	Interest		\$ 3,267.37			
	<b>GEN FUND - GP ICS SAVINGS</b>	\$ 2,666,886.31	\$ 3,267.37	\$ -	\$ 2,670,153.68	\$ 67.73
<b>General Fund - Cash Balance</b>					\$ 7,440,831.55	
Depr Fund	DATAVISION, LLC			\$ 79,665.53		
	KANSAS CITY AUDIO-VISUAL INC			\$ 41,271.83		
	MAJOR REFRIGERATION			\$ 400.88		
	MENARDS-COL			\$ 279.99		
	Receipts					
	Interest		\$ 8,733.25			
<b>DEPRECIATION - GREAT PLAINS STATE BANK</b>	\$ 3,442,020.00	\$ 8,733.25	\$ 121,618.23	\$ 3,329,135.02	\$ 1,261,164.96	
Temporary Funds -GF						
	<b>PAYROLL - PINNACLE BANK</b>	\$ 282,990.90	\$ 4,078,596.34	\$ 4,025,020.86	\$ 336,566.38	\$ 287,539.79
	<b>HSA/FSA - PINNACLE BANK (Employee Benefit Fund)</b>	\$ 75,606.65	\$ 14,704.07	\$ 15,275.60	\$ 75,035.12	\$ 69,272.69
Activities	Administration	\$ 700,004.70	\$ 7,773.42	\$ 21,247.94	\$ 686,530.18	\$ 647,459.74
	Middle School	\$ 176,124.31	\$ 7,283.90	\$ 11,618.85	\$ 171,789.36	\$ 155,448.59
	High School	\$ 732,494.82	\$ 30,615.67	\$ 39,589.45	\$ 723,521.04	\$ 687,362.11
	<b>ACTIVITY FUNDS - COLUMBUS BANK</b>	\$ 1,608,623.83	\$ 45,672.99	\$ 72,456.24	\$ 1,581,840.58	\$ 1,490,270.44
Nutrition Fund	Attachment M6			\$ 354,570.74		
	Interest Income		\$ 574.82			
	State Reimbursement		\$ 202,558.55			
	Rct to Expenditures		\$ 18,756.09			
	Student/ Staff meals/ alacarte sales		\$ 93,642.78			
	NSF checks		\$ -			
<b>NUTRITION FUND - CORNERSTONE BANK</b>	\$ 240,018.72	\$ 315,532.24	\$ 354,570.74	\$ 200,980.22	\$ 277,724.83	
Bond Fund				\$ -		
	Platte County Treasurer		\$ 29,918.87			
	Butler County Treasurer		\$ -			
	Polk County Treasurer		\$ -			
	Investment Gain		\$ 16,087.86			
	<b>BOND FUND - FNB</b>	\$ 4,986,071.90	\$ 46,006.73	\$ -	\$ 5,032,078.63	\$ 4,726,683.96
Building Fund				\$ -		
	Receipts		\$ 7,653.34			
<b>BLDG FUND - BANK OF THE VALLEY</b>	\$ 547,278.81	\$ 7,653.34	\$ -	\$ 554,932.15	\$ 270,096.23	
12- Student Fees Fund	Receipts		\$ 0.22			
	<b>STUDENT FEES FUND - ONE UNITED FEDERAL CREDIT UNION</b>	\$ 13,491.01	\$ 0.22	\$ -	\$ 13,491.23	

Columbus Public Schools  
 General Fund Revenue Detail  
 November 30, 2025

Account Number	Description	Budget	Month to Date	Year to Date	Balance	Percent
01.1.01100.000.000	Property Taxes	(\$26,625,735.00)	(\$151,415.50)	(\$6,252,499.89)	(\$20,373,235.11)	23.48%
01.1.01115.000.000	Carline Taxes	(\$8,000.00)	\$0.00	(\$1,951.65)	(\$6,048.35)	24.40%
01.1.01120.000.000	Public Power District Sales Tax	(\$900,000.00)	\$0.00	\$0.00	(\$900,000.00)	0.00%
01.1.01125.000.000	Motor Vehicle Taxes	(\$2,345,000.00)	(\$218,270.62)	(\$638,784.37)	(\$1,706,215.63)	27.24%
01.1.01323.000.000	Tuition, SpEd School Age	(\$3,250.00)	\$0.00	\$0.00	(\$3,250.00)	0.00%
01.1.01510.000.000	Interest on Investments	(\$105,638.00)	(\$18,354.25)	(\$58,136.47)	(\$47,501.53)	55.03%
01.1.01911.000.000	Local License Fees	(\$25,000.00)	\$0.00	(\$17,772.50)	(\$7,227.50)	71.09%
01.1.01990.000.000	Miscellaneous Local Receipts	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	0.00%
01.1.02110.000.000	County Fines & License Fees	(\$161,000.00)	(\$18,021.29)	(\$53,002.91)	(\$107,997.09)	32.92%
01.1.02210.000.000	ESU Receipts	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.03110.000.000	State Aid	(\$18,156,653.00)	\$0.00	(\$3,731,825.00)	(\$14,424,828.00)	20.55%
01.1.03120.000.000	SpEd Receipts from the State	(\$6,500,000.00)	\$0.00	\$0.00	(\$6,500,000.00)	0.00%
01.1.03180.000.000	Pro-Rate Motor Vehicle	(\$32,000.00)	(\$5,750.88)	(\$5,774.03)	(\$26,225.97)	18.04%
01.1.03400.000.000	State Apportionment	(\$1,000,000.00)	\$0.00	\$0.00	(\$1,000,000.00)	0.00%
01.1.03535.000.000	High Ability Learners Allocations	(\$25,599.00)	\$0.00	(\$20,309.00)	(\$5,290.00)	79.34%
01.1.03540.000.000	State Early Childhood Grant	(\$130,730.00)	\$0.00	(\$134,304.00)	\$3,574.00	102.73%
01.1.03541.000.000	Early Childhood Endowment Grant	(\$174,500.00)	\$0.00	(\$28,794.00)	(\$145,706.00)	16.50%
01.1.03551.000.000	CTE Grant	\$0.00	\$0.00	(\$17,056.00)	\$17,056.00	#DIV/0!
01.1.03590.000.000	Opportunity Grant	\$0.00	\$0.00	(\$1,423.04)	\$1,423.04	#DIV/0!
01.1.03599.000.000	State Categorical Programs	\$0.00	\$0.00	(\$1,500.00)	\$1,500.00	#DIV/0!
01.1.04505.000.000	ESSA Title I Part A: Improving	(\$700,176.00)	(\$79,751.00)	(\$126,308.00)	(\$573,868.00)	18.04%
01.1.04509.000.000	ESSA Title II Part A Supporting	(\$113,178.00)	(\$84,016.00)	(\$100,253.00)	(\$12,925.00)	88.58%
01.1.04510.000.000	ESSA Title IV Part A Student	(\$48,269.00)	\$0.00	\$0.00	(\$48,269.00)	0.00%
01.1.04516.000.000	IDEA Preschool Enrollment/Poverty	(\$25,599.00)	\$0.00	\$0.00	(\$25,599.00)	0.00%
01.1.04518.000.000	IDEA Part B (611) Base Enrollment	(\$150,000.00)	\$0.00	\$0.00	(\$150,000.00)	0.00%
01.1.04521.000.000	IDEA Part-B Proportionate Share	(\$164,500.00)	\$0.00	\$0.00	(\$164,500.00)	0.00%
01.1.04525.000.000	Carl Perkins Grants	(\$41,471.00)	\$0.00	(\$49,309.00)	\$7,838.00	118.90%
01.1.04527.000.000	ESSA Title III Part A English	(\$96,146.00)	(\$1,601.00)	(\$3,717.00)	(\$92,429.00)	3.87%
01.1.04528.000.000	ESSA Title III Immigrant	(\$28,744.00)	(\$22,001.00)	(\$26,190.00)	(\$2,554.00)	91.11%
01.1.04531.000.000	ESSA Title IV Part B 21st Century	(\$117,000.00)	\$0.00	\$0.00	(\$117,000.00)	0.00%
01.1.04708.000.000	Medicaid in Public Schools	(\$164,500.00)	(\$27,282.88)	(\$40,924.32)	(\$123,575.68)	24.88%
01.1.04709.000.000	Medicaid Administrative Activity	\$0.00	\$0.00	(\$7,797.45)	\$7,797.45	#DIV/0!
01.1.04969.000.000	ESSA Title IV-A Student Support	\$0.00	(\$4,238.00)	(\$22,616.00)	\$22,616.00	#DIV/0!
01.1.04991.000.000	Revenue	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.05200.000.000	Transfers from Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		(\$57,862,688.00)	(\$630,702.42)	(\$11,340,247.63)	(\$46,522,440.37)	19.60%
	Transfers					
	Reimbursements/Refunds			(\$12,715.75)		
	Interest - other accounts			\$4,264.87		
	<b>Total Revenue</b>			<b>(\$639,153.30)</b>		

Check Number	Vendor	Amount
21240	AMAZON CAPITAL SERVICES	\$14.63
21241	FIRST NATIONAL BANK OMAHA	\$3,225.98
21242	SCHOOL DISTRICT #1-PAYROLL	\$3,929,173.36
21243	AMAZON CAPITAL SERVICES	\$1,200.89
21244	SUPER SAVER	\$275.47
21245	ASSOCIATED STAFFING, INC	\$14,208.57
21246	AWARDS & ENGRAVING	\$517.00
21247	BLAZERWORKS, LLC	\$28,052.50
21248	COLUMBUS AREA CHAMBER COMMERCE	\$60.00
21249	COLUMN SOFTWARE PBC	\$287.64
21250	DAS STATE ACCTG-CENTRAL FINANCE OCIO	\$330.00
21251	ESU #7 SPECIAL EDUCATION	\$77,396.99
21252	ESU #7	\$9,351.55
21253	FATHER FLANAGAN'S BOYS' HOME	\$50,960.00
21254	FIRST NATIONAL BANK OMAHA	\$309.82
21255	FIRST NATIONAL BANK OMAHA	\$50.00
21256	FIRST NATIONAL BANK OMAHA	\$99.45
21257	FIRST NATIONAL BANK OMAHA	\$39.34
21258	FIRST NATIONAL BANK OMAHA	\$393.66
21259	FIRST NATIONAL BANK OMAHA	\$1,840.50
21260	FIRST NATIONAL BANK OMAHA	\$2,659.82
21261	FIRST NATIONAL BANK OMAHA	\$117.12
21262	GODFATHERS -COLUMBUS	\$89.00
21263	HILTON OMAHA	\$2,886.72
21264	JACKSON SERVICES INC.	\$332.58
21265	NCSA	\$995.00
21266	NEBRASKA CHORAL DIRECTORS ASSOCIATION	\$420.00
21267	PITNEY BOWES - RESERVE ACCOUNT	\$409.49
21268	PLUNKETTS PEST CONTROL	\$202.92
21269	SAPP BROS PETROLEUM	\$6,729.51
21270	STEALTH BROADBAND	\$6,059.51
21271	STELLING BRASS & WINDS INC.	\$291.00
21272	UPS STORE	\$15.96
21273	WAYNE STATE COLLEGE	\$65.00
21274	AMAZON CAPITAL SERVICES	\$2,265.24
21275	SUPER SAVER	\$451.54
21276	CAHRA	\$250.00
21277	DAYLIGHT DONUTS	\$39.00
21278	FIRST NATIONAL BANK OMAHA	\$2,796.39
21279	GNSA (GREATER NEBR. SCHOOLS ASSOCIATIONS	\$4,250.00
21280	JACKSON SERVICES INC.	\$222.89
21281	MATHESON TRI-GAS INC	\$137.07
21282	PERRY, GUTHERY, HAASE, & GESSFORD, P.C.	\$486.00

<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
21283	PITNEY BOWES - RESERVE ACCOUNT	\$1,000.00
21284	TYLER TECHNOLOGIES	\$73,242.27
21285	VALA'S PUMPKIN PATCH	\$159.84
21286	ACE HARDWARE-COLUMBUS	\$20.72
21287	BERTRAND, KATIE	\$34.58
21288	BLASER, TASHA	\$239.40
21289	BOMGAARS	\$51.03
21290	CAPITAL SANITARY SUPPLY	\$300.84
21291	CDW GOVERNMENT, INC.	\$2,281.56
21292	CLAY HILLS AG, LLC	\$1,023.75
21293	COLUMBUS MUSIC	\$207.64
21294	DEVELOPMENTAL DISABILITY CENTER OF NE	\$5,339.04
21295	ELECTRICAL ENGINEERING & EQUIP	\$315.56
21296	FILTER SHOP	\$20,615.40
21297	FOLLETT CONTENT SOLUTIONS, LLC	\$3,943.08
21298	FOREMAN SUPPLY INC	\$20.40
21299	FUN AND FUNCTION	\$164.70
21300	GARCIA, YURI	\$268.80
21301	GERHOLD CONCRETE CO. INC.	\$496.29
21302	GO PHYSICAL THERAPY, LLC	\$72,735.65
21303	GREAT PLAINS BUILDING SUPPLY CO.	\$27.60
21304	J.W. PEPPER & SON, INC	\$62.50
21305	JONSON, AMANDA	\$36.96
21306	JUNIOR LIBRARY GUILD	\$2,187.30
21307	KOCH EXCAVATING CO.	\$126.50
21308	KULA, ELISSA	\$2,394.33
21309	KUSH, DENISE	\$359.10
21310	MAXIM HEALTHCARE SERVICES, INC.	\$6,305.00
21311	MENARDS-COL	\$1,372.80
21312	MIDWEST DOOR & HARDWARE	\$700.00
21313	NATIONAL ART & SCHOOL SUPPLY	\$132.82
21314	PRESENCELEARNING INC	\$137,047.85
21315	RUTT'S HEATING & AIR CONDITIONING, INC -	\$636.41
21316	STEMPEK, SHELLEY	\$305.24
21317	SUNBELT RENTALS	\$1,532.04
21318	TRUCK CENTER COMPANIES	\$47.25
21319	VENTRIS LEARNING LLC	\$301.00
21320	LEGACY 23 APARTMENTS	\$1,701.00
21321	LEGACY 23 APARTMENTS	\$1,495.00
Total Expenditures		\$4,489,190.36

Columbus Public Schools  
Nutrition Fund Expenditures  
November 2025

Check Number	Vendor	Amount
3402	HY-VEE FOOD STORES	\$ 2,960.00
3403	JACKSON SERVICES INC.	\$ 66.65
3404	VERIZON WIRELESS	\$ 32.91
3405	HY-VEE FOOD STORES	\$ 6,280.00
3406	LUNCHTIME SOLUTIONS, INC	\$ 196,778.26
3407	TREVIPAY-WALMART	\$ 27.44
3408	SCHOOL DISTRICT #1-PAYROLL	\$ 148,425.48
	Total Fund Expenditures	<u>\$ 354,570.74</u>

Columbus Public Schools  
 Summary of Cash Balances- QCPUF  
 November 30, 2025

M9	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	DATE EXPENDITURE S	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
	B-D CONSTRUCTION INC			\$ 221,525.86		
	CLARK & ENERSEN			\$ 7,121.42		
	LIFESTYLE WINDOW COVERINGS			\$ 1,444.00		
	Receipts					
	Transfers					
	Interest		\$ 6,935.91			
	<b>QCPUF OPERATING -- COLUMBUS BANK</b>	<b>\$ 2,162,536.58</b>	<b>\$ 6,935.91</b>	<b>\$ 230,091.28</b>	<b>\$ 1,939,381.21</b>	
	BOK Financial					
	Transfers					
	Receipts		\$ 5,116.17			
	Interest		\$ 2,340.46			
	<b>QCPUF BOND-- COLUMBUS BANK</b>	<b>\$ 815,364.79</b>	<b>\$ 7,456.63</b>	<b>\$0.00</b>	<b>\$822,821.42</b>	
*Totals are the Operating and ICS Savings combined for each account						

Dec 1 - 12, 2025

Check Number	Payee	Amount
21322	COLUMBUS AREA CHAMBER COMMERCE	\$ 400.00
21323	NEBRASKA UC FUND	\$ 1,650.51
21324	ALLO COMMUNICATIONS	\$ 184.36
21325	ASSOCIATED STAFFING, INC	\$ 14,904.41
21326	BLAZERWORKS, LLC	\$ 28,694.75
21327	CITY OF COLUMBUS WATER & SANITATION DEPA	\$ 7,151.49
21328	COLLEGE BOARD	\$ 293.76
21329	COLUMBUS MUSIC	\$ 500.00
21330	COLUMN SOFTWARE PBC	\$ 311.61
21331	CULLIGAN	\$ 56.00
21332	FIRST NATIONAL BANK OMAHA	\$ 1,347.00
21333	FIRST NATIONAL BANK OMAHA	\$ 1,701.70
21334	GRADUATE LINCOLN HOTEL	\$ 1,232.00
21335	HOMETOWN LEASING	\$ 6,749.98
21336	HOMETOWN LEASING	\$ 178.67
21337	LINCOLN JOURNAL STAR	\$ 636.00
21338	LOUP POWER DISTRICT	\$ 53,232.20
21339	LOUP POWER DISTRICT	\$ 122.18
21340	LOUP POWER DISTRICT	\$ 129.28
21341	MATHESON TRI-GAS INC	\$ 33.05
21342	NASB (NE. ASSOCIATION OF SCHOOL BOARDS)	\$ 4,819.00
21343	NCSA	\$ 435.00
21344	NEBSPRA	\$ 100.00
21345	ONE SOURCE	\$ 216.00
21346	PLUNKETTS PEST CONTROL	\$ 567.84
21347	SERVICEMASTER BY SHEVLIN	\$ 50,189.98
21348	TYLER TECHNOLOGIES	\$ 2,635.00
21349	U AND I SANITATION LLC	\$ 2,235.00
21350	UNK ACADEMIC AND CAREER SERVICES	\$ 175.00
21351	AMAZON CAPITAL SERVICES	\$ 1,298.90
21352	SUPER SAVER	\$ 220.96
21353	TREVIPAY-WALMART	\$ 54.96
21354	FIRST NATIONAL BANK OMAHA	\$ 2.00
21355	HY-VEE FOOD STORES	\$ 11.90
21356	TREVIPAY-WALMART	\$ 937.21
21357	ASSOCIATED STAFFING, INC	\$ 12,648.92
21358	CITY OF COLUMBUS-TRANSFER STATION	\$ 10.35
21359	COLUMBUS SCHOOL LUNCH FUND-CHS	\$ 756.19
21360	FIRST NATIONAL BANK OMAHA	\$ 245.00
21361	LOUP POWER DISTRICT	\$ 97.25
21362	VERIZON WIRELESS	\$ 357.43
21363	EL BUEN SABOR BAKERY & FOOD	\$ 510.00
21364	ARNOLD MOTOR SUPPLY-COLUMBUS	\$ 106.88

Dec 1 - 12, 2025

21365	ASSOCIATED STAFFING, INC	\$	6,896.03
21366	AUGUSTA LAWN CARE OF COLUMBUS	\$	5,806.00
21367	BATES, LINDSEY	\$	255.36
21368	BERTRAND, KATIE	\$	145.18
21369	BLASER, TASHA	\$	191.52
21370	BLAZERWORKS, LLC	\$	5,926.00
21371	BOMBERGER, KYLA	\$	98.56
21372	BOMGAARS	\$	231.75
21373	C-R MENN CONCRETE SUPPLY	\$	292.54
21374	COBLE, MELISSA	\$	237.41
21375	COCHLEAR AMERICAS	\$	270.00
21376	COFFEY, ALANNAH	\$	162.31
21377	COLORADO/WEST EQUIPMENT, INC	\$	30.76
21378	COLUMBUS MUSIC	\$	655.00
21379	DAS STATE ACCTG-CENTRAL FINANCE OCIO	\$	330.00
21380	DAVIS, AMANDA	\$	149.24
21381	DAYLIGHT DONUTS	\$	79.50
21382	DEMCO, INC	\$	202.93
21383	DONOGHUE, TRACY	\$	335.16
21384	DUSH, REGINA	\$	191.52
21385	EAKES OFFICE SOLUTIONS	\$	263.92
21386	ENABLE MY CHILD LTD	\$	20,400.00
21387	ESCOVAR LUCAS, IRENE	\$	75.60
21388	ESU #7	\$	6,752.41
21389	ESU COORDINATING COUNCIL	\$	2,715.84
21390	FATHER FLANAGAN'S BOYS' HOME	\$	45,500.00
21391	FIRST IMPRESSIONS	\$	400.00
21392	FLINN SCIENTIFIC INC.	\$	853.34
21393	FOLLETT CONTENT SOLUTIONS, LLC	\$	719.15
21394	FOREMAN SUPPLY INC	\$	26.00
21395	FREEMAN, TYLER	\$	271.32
21396	GALLEY, SHANNON	\$	237.41
21397	GARCIA, YURI	\$	201.60
21398	GEHRING CONST. & READY MIX CO.	\$	1,338.25
21399	GERHOLD CONCRETE CO. INC.	\$	330.86
21400	GRAFE, TARA	\$	271.32
21401	GREAT PLAINS BUILDING SUPPLY CO.	\$	203.19
21402	GT SIMULATORS	\$	812.00
21403	H2 EQUIPMENT LLC	\$	372.15
21404	HD SUPPLY	\$	158.15
21405	HERLIN, REBECCA	\$	15.68
21406	HY-VEE FOOD STORES	\$	868.50
21407	INTERSTATE ALL BATTERY CENTER	\$	1,278.40
21408	JACKSON SERVICES INC.	\$	222.80

Dec 1 - 12, 2025

21409	JENSEN, VALERIE	\$	328.44
21410	JONSON, AMANDA	\$	36.96
21411	KOHL, CHELSEY	\$	271.32
21412	LNS TECHNOLOGIES	\$	4,550.00
21413	LUNCHTIME SOLUTIONS, INC	\$	161.00
21414	MADDEN THERAPY LLC	\$	6,051.25
21415	MARQUEZ, KATIE	\$	52.50
21416	MATHESON TRI-GAS INC	\$	1,101.51
21417	MCPHILLIPS, BRIDGET	\$	14.70
21418	MECHANICAL SALES, INC.	\$	1,416.00
21419	MENARDS-COL	\$	698.70
21420	MID AMERICA BOOKS	\$	354.40
21421	MIDWEST DOOR & HARDWARE	\$	653.31
21422	MUCHMORE, KELLY	\$	590.52
21423	MUELLER, PAM	\$	169.58
21424	MURPHY, DAWN	\$	1,015.00
21425	NCECBVI	\$	50.00
21426	NOYD, BECCA	\$	25.48
21427	O'REILLY AUTO PARTS-COL	\$	32.46
21428	Olcott, Caitlin L	\$	215.46
21429	OMAHA MUSIC THERAPY LLC	\$	5,325.00
21430	PACZOSA, MEGAN	\$	271.32
21431	PEREZ, DOLORES	\$	40.04
21432	PITSCO EDUCATION, LLC	\$	1,276.00
21433	POPCORN COUNTY	\$	89.88
21434	PRESENCELEARNING INC	\$	106,458.10
21435	ROBERTSON, KATIE	\$	237.41
21436	ROSALES, MARIA	\$	662.20
21437	ROSAS, AMANDA	\$	255.36
21438	RUTT'S HEATING & AIR CONDITIONING, INC -	\$	1,466.02
21439	SAPP BROS PETROLEUM	\$	4,290.38
21440	SETTLES, ERIN	\$	271.32
21441	STEMPEK, STACI	\$	239.40
21442	SUBSCRIPTION SERVICES OF AMERICA INC.	\$	433.92
21443	SUNBELT RENTALS	\$	233.90
21444	TEAMMATES MENTORING	\$	600.00
21445	THE MUSICIANS CHOICE, LLC	\$	607.46
21446	THRYV	\$	27.10
21447	TWOREK, DANIEL	\$	271.32
21448	UHL, SUSAN	\$	1,411.20
21449	UPS STORE	\$	15.96
21450	VALENTINOS OF COLUMBUS	\$	713.00
21451	VASQUEZ, GABRIELA	\$	63.14
21452	VOSS LIGHTING	\$	463.46

Dec 1 - 12, 2025

21453	WEMHOFF, ASHLEY	\$	305.24
21454	WRIGHT, ABBEY	\$	<u>271.32</u>
	Total Fund Expenditures	\$	<u><u>449,002.42</u></u>

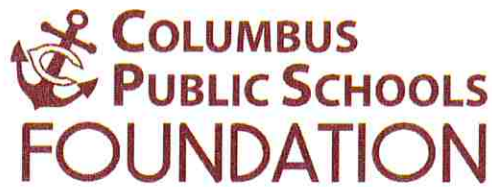
# COLUMBUS PUBLIC SCHOOLS

## November 2025 Professional Leave Report

Employee Name	Date(s)	Event & Location
Jason Harris	09/30/2025 - 05/29/2026	Monthly NASES Region 3 Meeting Norfolk, NE
Rebecca Sindelar	10/28/2025 - 12/09/2025	UNK Class
Ryan Goetsch	11/03/2025	Nebraska Shape conference in Kearney, NE
Matthew Hoenk	11/03/2025 - 11/04/2025	SHAPE conference with Mr. Goetsch.
Aspyn Harrison	11/03/2025	Shape Nebraska Conference
Rebecca Hazlett	11/03/2025 - 11/04/2025	Shape Nebraska Conference
Payton Dozler	11/03/2025	SHAPE Nebraska Conference
Conner Lowery	11/03/2025 - 11/04/2025	SHAPE Nebraska conference in Kearney
Alexander Dostal	11/03/2025	CLS Community Experience in Lincoln. *
Jonathan Tomasevicz	11/03/2025 - 11/04/2025	Shape Nebraska Conference in Kearney
Andrew Luebbe	11/03/2025	ESU 7 - Leadership Learning Rounds - Shelby Rising City Elementary
Mitchell Peatrowsky	11/03/2025 - 11/04/2025	Shape Nebraska Conference
Angela Luebbe	11/03/2025	Not specified
Jason Schapmann	11/03/2025	Hastings College Career Fair
Ryan Goetsch	11/04/2025	Nebraska SHAPE conference in Kearney, NE
Aspyn Harrison	11/04/2025	Shape Nebraska Conference
Payton Dozler	11/04/2025	SHAPE Nebraska Conference
Rebecca Sindelar	11/04/2025	UNK Class and required lab
Nicole Anderson	11/04/2025	NAEF meeting in Omaha at 5:00pm
Sara Colford	11/07/2025	ACEP meeting at Wayne State
Rebecca Sindelar	11/11/2025	UNK class
Benjamin Loeffelholz	11/12/2025	SkillsUSA Board of Directors Meeting

<b>Employee Name</b>	<b>Date(s)</b>	<b>Event &amp; Location</b>
Denise Stevenson	11/12/2025	Science of Reading for Multilingual Learners training at ESU3 LaVista
Sara Colford	11/13/2025	USD (Vermillion, SD) Teacher Job Fair
Jason Schapmann	11/13/2025	USD Job Fair
James Johnson	11/13/2025	Gone all day to take 8 students to UNL math day.
Jessy Hill	11/13/2025 - 11/14/2025	Special Education Tri-State Law Conference Omaha NE
Adia Brightman	11/13/2025	Tri-State Law Conference in Omaha, NE at the CHI Health Center.
Carly Whitney	11/13/2025 - 11/14/2025	Event: 2025 Tri-State Regional Special Education Law Conference
Robyn Myers	11/13/2025 - 11/14/2025	Sped Law Conference
Jason Harris	11/13/2025 - 11/14/2025	Special Education Law Conference Omaha, NE
Michelle Figge	11/13/2025 - 11/14/2025	Special Education Law Conference
Edwin Fattig	11/13/2025 - 11/14/2025	Event: 2025 Tri-State Regional Special Education Law Conference
Chip Kay	11/13/2025	AM = ESU 7 Supt Meeting PM = STANCE Meeting in Lincoln
Leonard Kwapnioski	11/14/2025	NATA Meeting - GI with ESUCC and NOC on LB599
Adia Brightman	11/14/2025	Tri-State Law Conference in Omaha, NE at the CHI Health Center.
Jordon Anderson	11/14/2025	NSAA Middle Level Committee Meeting
Nicole Anderson	11/18/2025 - 11/21/2025	11/18 & 11/19 NebSPRA annual conference 11/19 - 11/21 NASB education conference Both are in Omaha.
Rebecca Sindelar	11/18/2025 - 12/09/2025	UNK class
Jason Harris	11/19/2025 - 11/21/2025	State Education Conference Omaha, NE
Jason Schapmann	11/19/2025 - 11/21/2025	NASB State Education Conference
Chip Kay	11/19/2025 - 11/21/2025	State Education Conference (Omaha)
Guadalupe Marino Ramirez	11/20/2025 - 11/21/2025	Counselors Academy/Conference @ La Vista Conference Center

<b>Employee Name</b>	<b>Date(s)</b>	<b>Event &amp; Location</b>
Sydney Hansen	11/20/2025 - 11/21/2025	Nebraska School Counselor Association - School Counselor Academy in La Vista
Trina Gentile	11/20/2025	Attending the Nebraska School Counselor Academy in LaVista.
Tricia Romshek	11/20/2025	NSCA Conference in Omaha
Ginger Darveau	11/20/2025	NSCA Conference
Malia White	11/20/2025 - 11/21/2025	NSCA Conference
Kerri Jones	11/20/2025	NPERS
Angela Kruse	11/20/2025 - 11/21/2025	I will be attending the Nebraska School Counselor Academy Conference in LaVista.
Sara Colford	11/20/2025 - 11/21/2025	Counselor Conference in Omaha
Wendi Petersen	11/20/2025 - 11/21/2025	NE School Counselor Academy in Omaha
Ginger Darveau	11/21/2025	NSCA Conference
Tricia Romshek	11/21/2025	NSCA Conference in Omaha
Celeste Ditter	11/21/2025	I will be at Nebraska Music Educators Association convention in Lincoln.
Trina Gentile	11/21/2025	Attending the Nebraska School Counselor Academy in LaVista.
Emma Schroeder	11/21/2025	Nebraska Music Education Association (NMEA) Conference.
Emma Schroeder	11/21/2025	Nebraska Music Education Association annual conference.
Emma Schroeder	11/21/2025	Music Conference
Cynthia Campbell	11/24/2025	Art students painting a mural at Columbus Community Hospital.
Craig Williams	11/24/2025 - 11/25/2025	These are the days for the NSAA State Coaches Clinic and State FB Finals.
Jaime Stodola	11/24/2025	Collaboration with JE Dunn and Columbus Community Hospital Mural.
Elissa Heibel	11/24/2025	NCECBVI fall Conference - Reading for students with VI
Rebecca Sindelar	11/25/2025	UNK class



2410 16th Street, Suite A, P.O. Box 947, Columbus, NE 68602-0947 Phone: 402-563-7000, Ext. 13033 Fax: 402-563-7005

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December 2, 2025

Mike Jeffryes  
Board of Education  
Columbus Public Schools

Dear President Jeffryes and Members of the Board:

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

\$2,276.69 - Columbus After School Program  
\$643.20 - Shopping for Charities Shirts  
\$600.00 - STS Dual Credit Scholarships

\$150.00 Educators Rising  
\$1,740.00 - Dual Credit Scholarships  
\$200.00 - Trunk or Treat Candy/Supplies

**Band Boosters**

\$280.00 - Senior Plaques  
\$40.50 - Senior Night Flowers

**Centennial PAC**

\$256.48 - Heritage Night  
\$240.00 - Field Trip  
\$50.00 - Pumpkin Decorating Contest Awards

**Post Prom**

\$3,000 - Store Supplies Purchase

**North Park PTO**

\$69.70 - Fall Event Supplies  
\$382.93 - Classroom Supplies Support  
\$40.00 - Santa

**West Park PTO**

\$205.00 - Field Trip

The total contributions for the month of November was \$10,174.50

The total contributions for the FY 2025 total is **\$308,525.01**

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

Thank you for your consideration.

Sincerely,

Nicole Anderson  
Communication & Foundation Director

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# 2025

# State of the School

— Columbus Public Schools —



# Today's Remaining Schedule

9:15 AM @ High School Concert Hall

**State of the School Address** / Dr. Chip Kay

\*All District Employees Attend

10:30 AM @ High School Concert Hall

**Artificial Intelligence and CPS Expectations** / Brandi Fleming

\*Certified Staff, Pare-Educators, and Administrators

11:00 AM @ High School Cafeteria

**Holiday Luncheon** begins for those not in AI Training. *(If you do not attend the staff luncheon you are expected to be at your assigned work location after your 30-minute lunch)*

1:00 PM @ Individual Buildings

**Building Follow-Up with Principals**

2:00 PM - 4:00 PM

**Building Work Time – Present in your assigned building**

**Note:** *If you were selected and agreed to serve as a Trainer for Leader in Me, your Train the Trainer session (Location: Counseling Classroom) will take place at CHS from 9:00am to 3:00pm. You should attend the 8:00AM BITS training.*

# Success

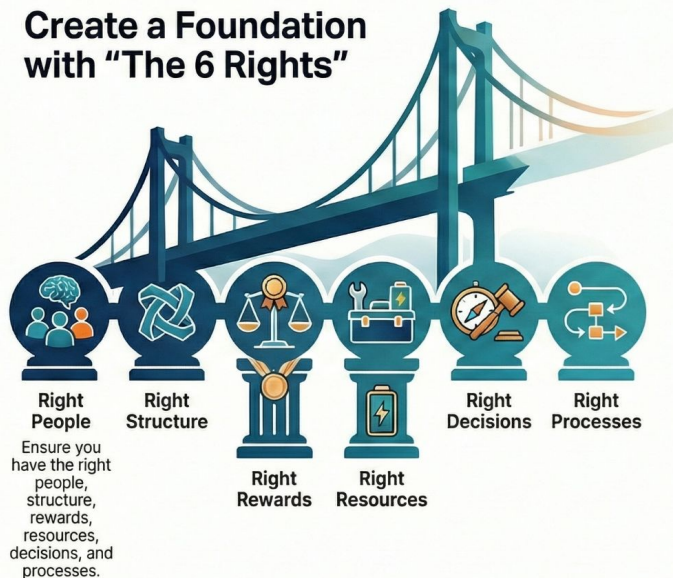
- AQUESTT
- District Recognition
- Implementation and Progress of 4DX - Leader in Me for 2026
- Construction and Programming for the Non-Traditional Learning Center
- The accomplishments day in and day out in the classroom

# 4DX and WIG

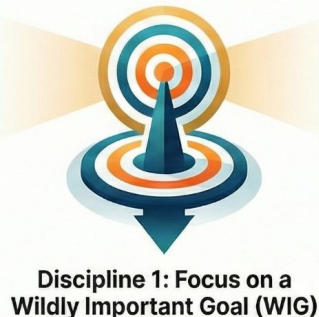
## Executing Strategy: A Leader's Framework for Winning

### Step 1: Align Your Core Systems

Create a Foundation with "The 6 Rights"

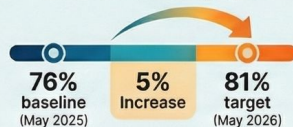


### Step 2: Implement The 4 Disciplines (4DX)



Choose one specific, high-priority goal that addresses a large performance gap.

**WIG in Action: Increase Student Proficiency by 5%**



**Disciplines 2, 3 & 4: Act, Score, and Commit**



## WILDLY IMPORTANT GOAL

Increase Student Proficiency  
by **5%**

May 2025

May 2026



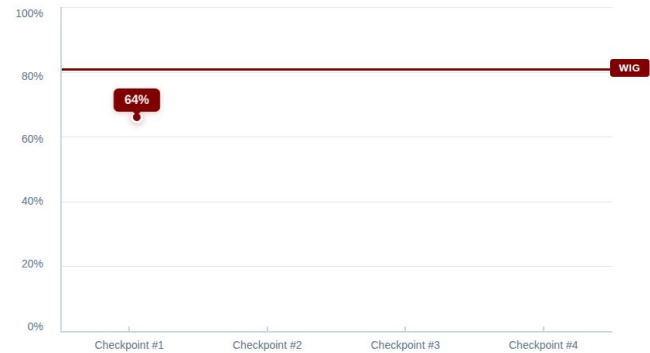
BASELINE

TARGET

**+5% PROFICIENCY GROWTH**

12-Month Goal Period | May 2025 - May 2026

### Student Proficiency Progress



# BOOSTing Ahead



## Elementary

### DISTRICT ELEMENTARY W.I.G.

100% of CPS Elementary students will grow in reading measured by DIBELS.

### EMERSON ELEMENTARY W.I.G.

Emerson students will grow from 46% to 65% in reading as measured by DIBELS Composite Score by May 2026.

### WEST PARK W.I.G.

West Park students will grow from 50% to 70% in reading as measured by the DIBELS Composite Score by May 2026.

### KRAMER PRE-SCHOOL W.I.G

Increase the percentage of Pre-K students demonstrating proficiency in Language Development on the GOLD assessment from 71% in May 2025 to 76% in May 2026.

### LOST CREEK ELEMENTARY W.I.G

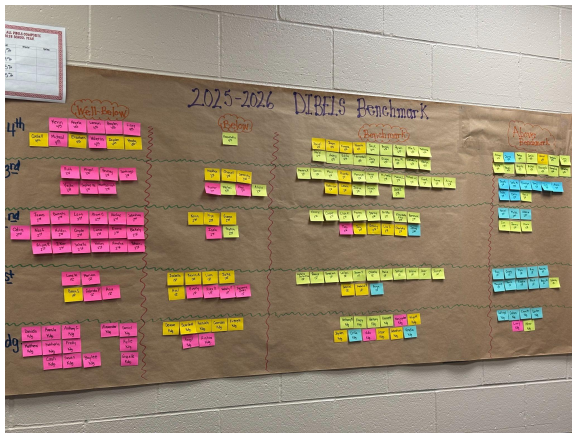
Students will grow from 55% to 74% in reading as measured by DIBELS Composite Score by May 2026.

### CENTENNIAL ELEMENTARY W.I.G.

Centennial students will grow from 50% to 75% in reading as measured by DIBELS Composite Score by May 2026.

### NORTH PARK ELEMENTARY W.I.G.

North Park students will grow from 53% to 71% in reading as measured by DIBELS Composite Score by May 2026.

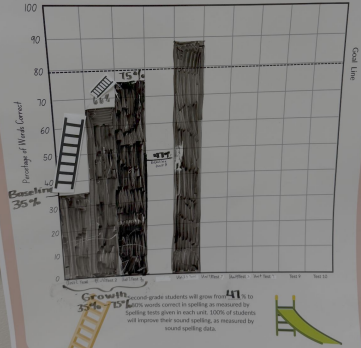


# CLIMBING THE (CHUTES AND) LADDERS TO SUCCESS!

Emerson Second Grade

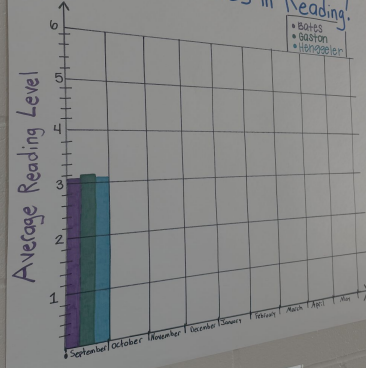
## WIG

Spelling Assessment Percentage of Words Correct



By May of 2026, 100% of 4th grade classes will increase their average reading level in AR.

# Making Waves in Reading!



## Our 2nd Grade WIG

Widely Important Goal

100% of students will show growth in reading accuracy based on DIBELS.

When I read with accuracy, I read what is written. To read with accuracy, I must...

- Understand sounds in word (phonemic awareness)
- Know the sound spellings for the sounds (phonics)
- Be able to blend sounds together (decoding)
- Know word parts and what they mean (prefixes, suffixes)
- Know tricky words (word recognition)
- Learn and use new words (vocabulary)
- Understand what I read (comprehension)

**1 We will read by ourselves two times each week.**

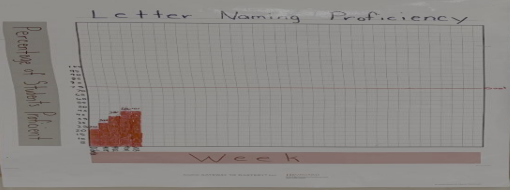
**2 We will practice reading on Boost 30 minutes each week.**

week of Sept 22	week of Sept 29	week of Oct 6	week of Oct 13	week of Oct 20
week of Oct 27	week of Nov 3	week of Nov 10	week of Nov 17	week of Nov 24
week of Dec 1	week of Dec 8	week of Dec 15		

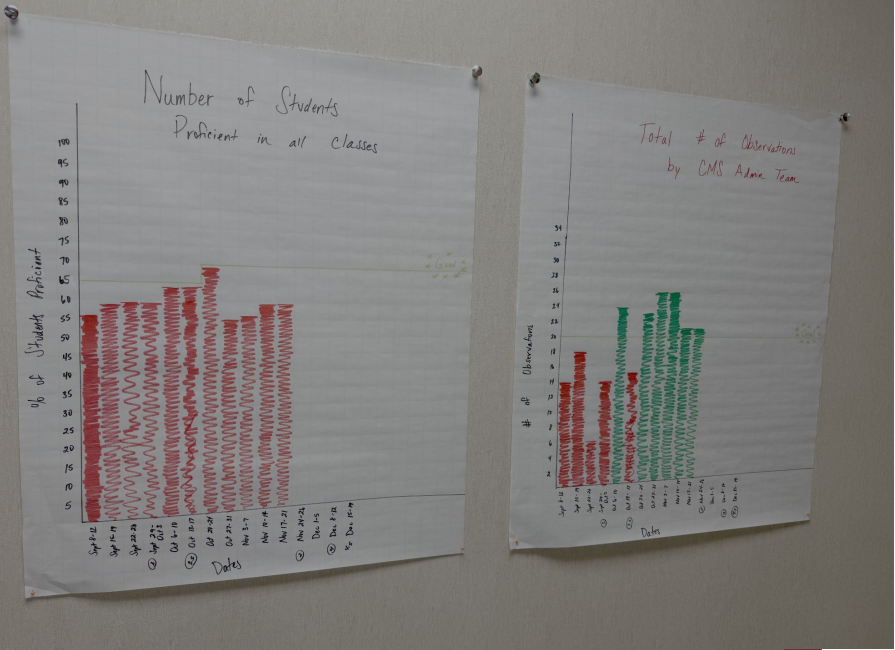
Students in first grade will increase letter naming fluency from 23% proficient to 75% proficient by May 2026.

## First Grade's WIG! Letter Naming

We're not SORRY we know our letters!!



LETTERS IMPROVED



# Middle School

## Building WIG

We will increase the number of students proficient (70% or higher) in all classes every quarter from 59% to 65% by the end of quarter one

From 65% to 70% at the end of Q2

From 70% to 75% at the end of Q3 and Q4

### Leading indicators:

Track the number of students who have a C or higher each week

Provide feedback in weekly observation data to reflect the percentage of time for students to respond (or engagement in class). (34 per week (5 day week) from admin team)

### Action:

Use EWS data weekly at team meetings to determine academic interventions

Use PLC time to review assessments to ensure they are at the level of the standard

## HIGH SCHOOL

- Building WIG: The percentage of CHS students are proficient (No Ds or Fs) will move from 68% to 73%.
- Lagging Indicators: CHS will track the number of students who have no Ds or Fs weekly
- Leading Indicators: Major and Minor Referrals and the number of students on the failure list

## CHS Building WIG

The CHS Building WIG scoreboard is linked below.

**CHS Building WIG Scoreboard**

# LEADER IN ME - CPS TRAINERS

Anne Novicki

Allie Goehring

Megan Gaston

Michelle Oppliger

Trinia Perigo

Kelli Albracht

Brandi Fleming

Kyle Troisen

Michael Ingemansen

Caitlin Olcott

Darla Orender

Dr. Adia Brightman

Celeste Ditter

Danielle Wacha

Tyler Richters

# General Housekeeping

- Cybersecurity Incident, impact on CPS
  - Changes to Password requirements for e-mail
- Building Safety Codes and Expectations
  - Window Coverings, Light Coverings, etc.
- Posted in Your Room?
  - New Mission Statement Document
  - Scoreboard & WIG
  - Evacuation and Safe Locations for Emergency Plan
- Weather
- Leave extending a break and other items in the Handbook - we can improve our organization by knowing expectations and avoid the additional time it takes to address staff discipline as a result of not following district directives.
- **January 5th Professional Development** - Leader In Me Training Schedule will be sent out this afternoon.

## STANDARD RESPONSE PROTOCOLS



# Creating a Safe & Secure School: Key Protocols

## Everyday Security Protocols

### All Doors Must Be Locked & Latched

Propping doors open is prohibited unless supervised for entry or exit.



### All Visitors Must Check In

Visitors must use the secure entrance and wear a temporary ID badge.



### Windows Remain Closed & Secured

Interior windows should only be covered when a lockdown is called.



## Critical Safety & Fire Code



### Keep Exits & Hallways Clear

Never obstruct doors, corridors, or windows that serve as an egress route.



### Know Your Emergency Resources

Every room needs an emergency guide, facility map, and marked safety equipment.



### Prohibited Items in Classrooms



Includes candles, hot plates, personal appliances (heaters, coffee makers), and scent warmers.



**COLUMBUS**  
PUBLIC SCHOOLS

# OUR PLAN IN ACTION

## A Progress Report for the Columbus Community

Fall 2025 Update



# OUR UNWAVERING COMMITMENT



## MISSION STATEMENT

**ENGAGING ALL LEARNERS TO ACHIEVE SUCCESS.**

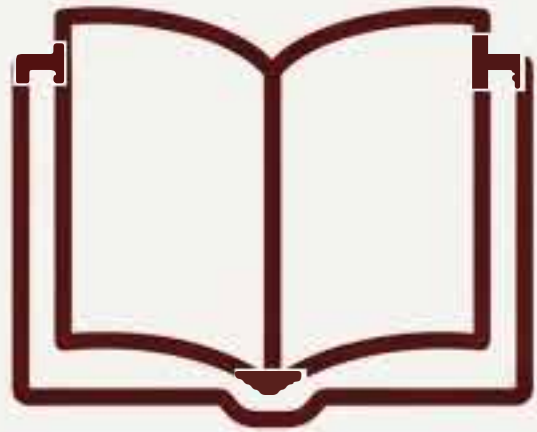
## VISION STATEMENT

Columbus Public Schools will continuously strive to be a high-performing learning community that will meet the diverse learning needs of all students.

- Maintain a dedicated, clear, and collaborative focus on student learning and outcomes.
- Provide a safe and supportive environment for learning and teaching.
- Foster communication, trust, support, and partnerships with stakeholders.



# OUR BLUEPRINT FOR SUCCESS: THE FOUR STRATEGIC PRIORITIES



**#1 Meeting  
Student  
Needs**



**#2 Safe &  
Welcoming  
Campuses**



**#3 Supporting  
Our Staff**



**#4 Strong  
Community  
Partnerships**

*The following slides will detail our promise and our proof for each of these core commitments.*

# STRATEGIC PRIORITY #1



**Developing and Maintaining Programming  
to Meet the Needs of Our Students.**

# OUR PROMISE: TO MEET THE NEEDS OF OUR STUDENTS

The Columbus Public School District Commits to Developing and Maintaining Programming to Meet the Needs of Our Students.

## Unlock Potential with Individualized Learning Opportunities

“Create engaging and skill-based programs designed for students to excel and succeed at every stage of their CPS education.”

## Elevate Student Success

“Strengthen and maximize our tiered support frameworks to provide every school with the necessary systems to achieve equitable results for all students.”



# OUR PROOF: INVESTING IN EVERY LEARNER'S POTENTIAL



## Expanding Academic Horizons

New Board-approved programs for the upcoming year:

- Advanced Placement (AP) courses at the High School
- Young Adult Education Program
- Rule 17 Program

## Broadening Specialized Support

Enhanced programs to support diverse student needs:

- A second Autism classroom at the Elementary level
- A new early childhood autism program

## Strengthening Systems for Success

Foundational investments in student support frameworks:

- Established a district-wide MTSS Framework.
- Purchased the MTSS module for Synergy to track data, develop plans, and guide academic and behavioral interventions.
- **Future Investment: The Non-Traditional Learning and Support Center** is under construction and will open in Fall 2026.

# STRATEGIC PRIORITY #2



**Providing Safe, Welcoming,  
and Purposeful Campuses.**



# OUR PROMISE: TO CREATE SAFE AND INSPIRING ENVIRONMENTS

The Columbus Public School District **Will Strive** to Provide Campuses That **Create Safe Learning Environments** and **Address the Growing Needs** of Our Community.

OUR COMPONENT:  
**CHAMPION A CULTURE OF SAFETY AND COLLABORATION**

**Develop** a collaborative atmosphere where everyone works together to **communicate** and ensure the **safety of our educational spaces**.

OUR COMPONENT  
**PROMOTE WELL-BEING AND PRIDE WITH INVITING CAMPUSES**

**Provide campuses** that are both **welcoming and appealing**, enhancing the well-being of students, building **community pride**, and **supporting academic excellence**.

COMPONENT WITH:  
**CREATE A FLEXIBLE AND PURPOSEFUL LEARNING SPACE**

Design and maintain an inclusive and purposeful **learning environment** that empowers both current and future students to **academic success**.

# OUR PROOF: INVESTING IN SAFER, MORE WELCOMING SCHOOLS

## ENHANCING CAMPUS SAFETY & SECURITY

Significant upgrades are completed, in process, or planned:

- New secure vestibules at NP, WP, CN, and EM Elementary Schools.
- Door improvements at the Middle School.
- District-wide Fire Alarm upgrades.
- Deployment of new digital communication devices.
- New mass communication system at Kramer, with repairs to systems in other buildings.



## FOSTERING PRIDE IN OUR CAMPUSES

Improving the exterior of all our buildings:

- Landscaping improvements and contracted mowing services for all schools.
- The official district logo will be placed on all school buildings (High School completed this year).



# STRATEGIC PRIORITY #3



**Investing in Our World-Class Staff.**

# OUR PROMISE: TO SUPPORT OUR STAFF

The Columbus Public School District Will Invest in the Resources and Efforts Necessary to Support Staff Engagement, Development, and Retention.

## Inspire a Culture of Collective Responsibility

“Cultivate a sense of positive engagement and support by providing relevant and specifically targeted continuing education for all staff.”

## Spotlight Our Community’s Promise

“Bring attention to the abundant opportunities within Columbus Public Schools and our community, encouraging exploration and excellence.”



# OUR PROOF: EMPOWERING OUR EDUCATORS TO LEAD AND GROW

## PROFESSIONAL GROWTH & COLLABORATION

- District-wide staff development focused on Franklin Covey's **Four Disciplines of Execution (4DX)** to improve collaboration, data use, and focused goal setting.
- More dedicated **collaboration time** provided for staff at the building level.
- **New Teacher Orientation** and events held in **July** to welcome and support new staff.

## FOCUSED SUPPORT & RETENTION

- Improving **support systems** for all staff.
- Identifying target **performance** results for retention and recognizing staff who attain those standards.
- Beginning to advance a new **communications and promotional strategy** to engage our community on the opportunities for students and staff.

# STRATEGIC PRIORITY #4



**Building Strong School and  
Community Partnerships.**



# OUR PROMISE: TO FOSTER CONNECTIONS AND BUILD RELATIONSHIPS



The Columbus Public School District Will Be Dedicated to the Engagement of School and Community Partners for the Purpose of Fostering Connections and Building Relationships.

## Foster Unity

Building a community where everyone feels seen, heard, and valued.

## Nurture an Inclusive Future

The diversity of our students is a central and celebrated part of our community.

## Ignite Community

Elevate collective involvement by creating opportunities for everyone to connect and contribute.

# OUR PROOF: STRENGTHENING THE BONDS OF COMMUNITY

## BUILDING STRATEGIC PARTNERSHIPS

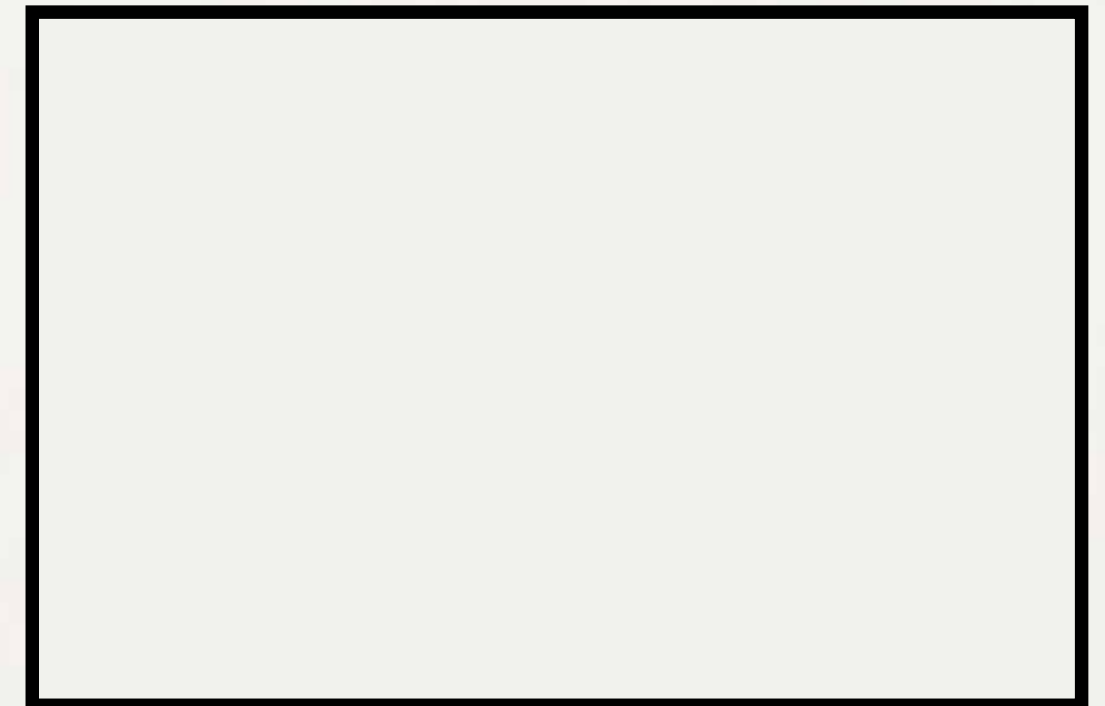
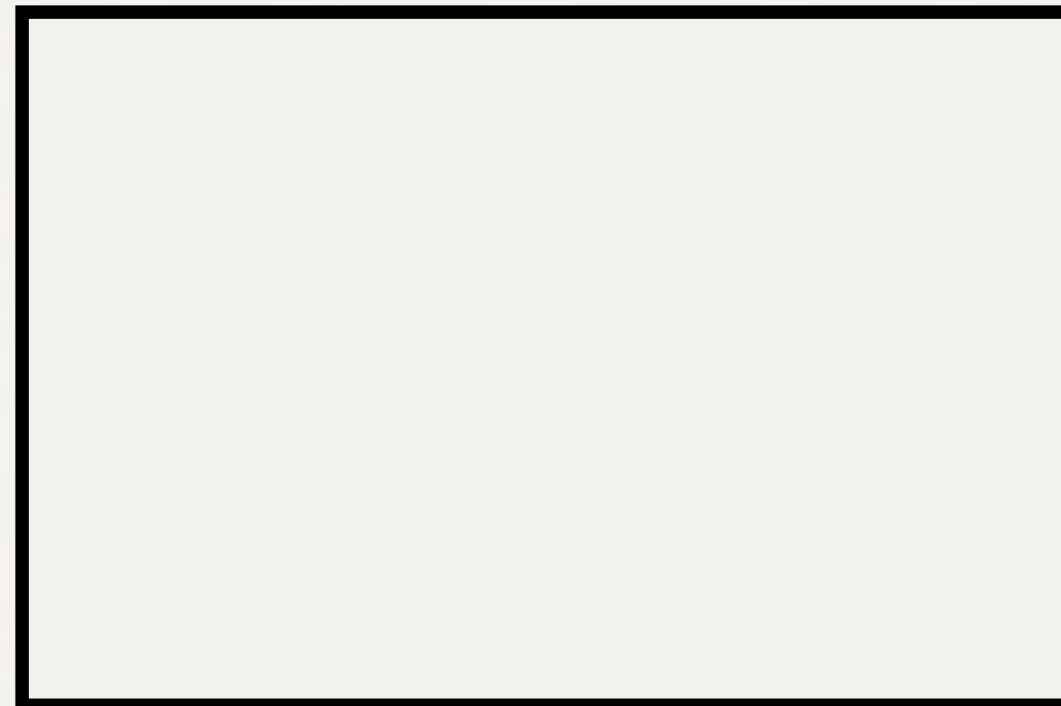
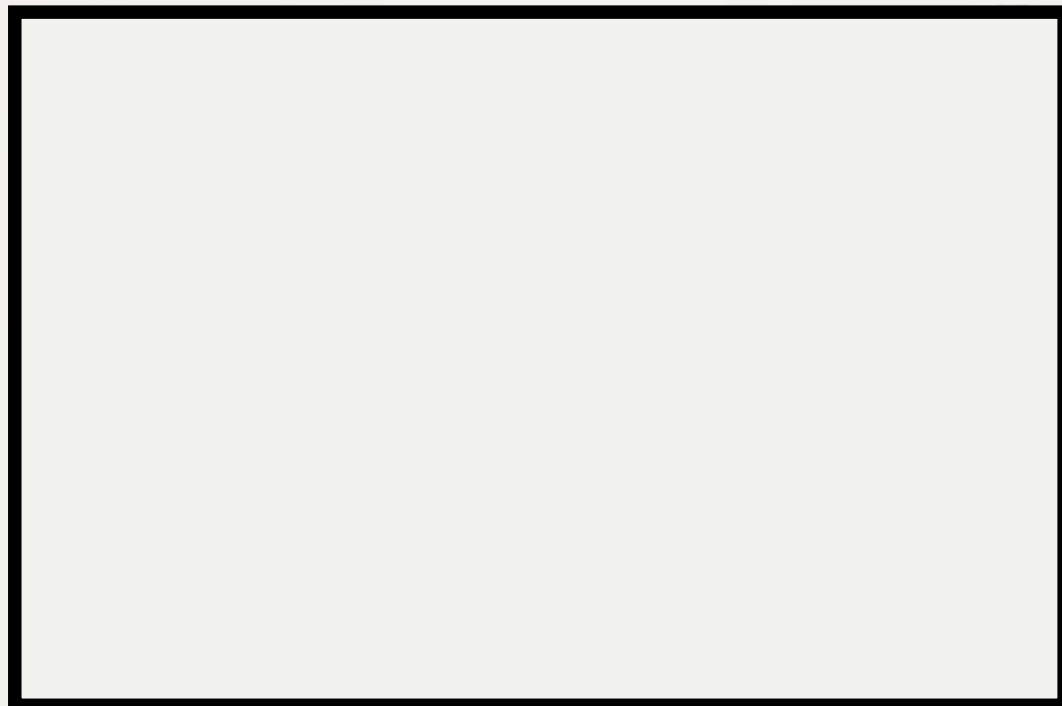
- Continuously building partnerships with local businesses, industry, and support organizations.
- **Partnership in Action:** Our Health Pathways program in collaboration with Columbus Community Hospital.

## WELCOMING THE COMMUNITY INTO OUR SCHOOLS

- Hosting events that invite community members into our buildings, such as Heritage Night, Grand Friends Day, Open Houses, Special Performances, and Academic Showcases.
- Celebrating student achievement through public Board of Education Recognitions.

## ENGAGING BEYOND OUR WALLS

- Ensuring Columbus Public Schools has a strong presence at community-centered activities like the Back to School Bash and National Night Out.



A group of diverse students in a classroom setting, smiling and engaged in learning. The students are of various ethnicities and ages, sitting at desks and looking towards the camera or each other. The background shows large windows with natural light.

# OUR WORK CONTINUES

This is more than a plan; it is a living commitment to our students, staff, and community. We will continue to translate our strategic priorities into meaningful action, ensuring Columbus Public Schools is a high-performing learning community for every student.

*Thank you for being our partners in this essential work.*

# What's Next - Bond Issue Fail

We will be contracting with Kordica (less than \$5K) for data collection, engagement of stakeholders, and voter survey. The purpose is to remove the CPS bias out of the questions and data analysis, bring in outside perspectives, and improve authentic engagement.

There is no plan for another bond election or decision on a project to address the anticipated growth of 600 students by 2030.

**Top issues:** 25% of registered voting parents cast a ballot; economy; lack of trust; and disagreement on what is “needed” for students.

# Data on Property Taxes

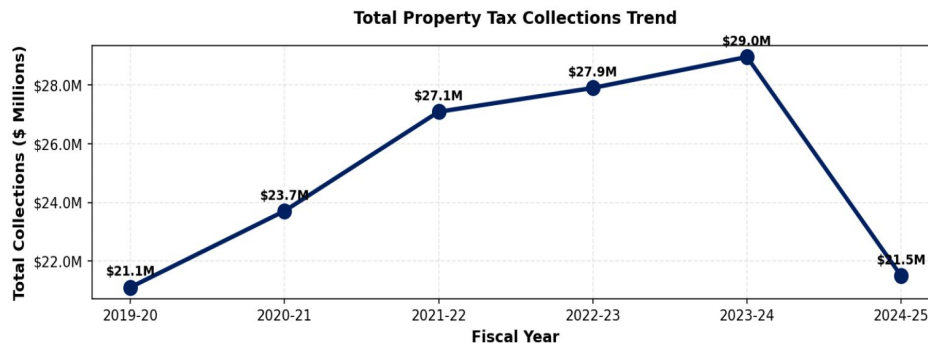
## Fiscal Achievement:

The \$7.5M reduction in General Fund property tax collections (30.4% decrease from FY 2023-24) reflects effective fiscal stewardship through State Property Tax Credit programs, increased school age special education reimbursement, and conservative budget management, providing significant taxpayer relief while maintaining educational quality.

## Columbus Public Schools

### Property Tax Collections Analysis

Source: Annual Financial Report (State Auditor of Public Accounts) | FY 2019-20 through 2024-25



## Six-Year Summary

Fiscal Year	General Fund	Bond Fund	Special Building	Qualified Capital	Total Collections
2019-20	\$17.3M	\$3.0M	\$0.8M	-	\$21.1M
2020-21	\$19.1M	\$3.6M	\$1.0M	-	\$23.7M
2021-22	\$21.7M	\$4.2M	\$1.3M	-	\$27.1M
2022-23	\$22.8M	\$4.0M	\$1.1M	-	\$27.9M
2023-24	\$24.6M	\$3.3M	\$1.0M	-	\$29.0M
2024-25	\$17.1M	\$3.2M	\$0.7M	\$0.5M	\$21.5M

# Nebraska Legislature

## What does the 2026 session potentially hold?

- Restrictions on property tax asking
- Changes to special education & option enrollment
- Additional unfunded mandates & trainings
- School funding bill (Senator Hughes)
- Impeachment of regent, censure of state senator, & rules

## Impact on CPS

- Less Revenue, Staffing, and Increased Cost - All Directly Impact Students

**Thank You**





COLUMBUS PUBLIC SCHOOLS  
COLUMBUS HIGH SCHOOL

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TO: Columbus Public Schools Board of Education, Dr. Chip Kay

FROM: Dave Hiebner, Principal

RE: CHS Course Addition - Medication Aide

This course would be added to the CHS courses for the second semester of the 2025-26 school year.

### **Medication Aide (semester)**

#### **Medication Aide**

**Type:** Elective

**Prerequisites:** Certified Nursing Assistant & by application, must be 18 by the end of the course

**Grades:** 12

**Credits:** 5

**CCC Credits:** 3

**Lab fee:** \$54 to Central Community College for registration. (Subject to change)

This is a dual-credit class offered through Central Community College. Introduction to pharmacology, including basic knowledge and skills to safely administer medications. The course prepares the student to acquire the medication administration competencies required to work in a long-term care or other health care facility and pass the examination required by the Nebraska Department of Health and Human Services

***“Engaging All Learners to Achieve Success”***

3434 Discoverer Drive | Columbus, Nebraska 68601 | Ph: 402.563.7050 | Fx: 402.563.7058

[ColumbusPublicSchools.org](http://ColumbusPublicSchools.org)



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: High School

Name: Benjamin Loeffelholz - Skills USA

Fund Raising Company (if applicable): Bakers Candies

*(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 Baker's Chocolate - door to door type fundraising

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

\$1,000 - \$1,500

**How will this money be used?**

pay various fees from SkillsUSA to participate in activities through the state organization throughout the year

**What are the proposed dates?**

~~February 12-19~~ December 12-19

**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.)*

SkillsUSA themed Chocolate from Bakers Candies

**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 12/4/25

*(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: [Select One] Columbus High School

Fund Raising Company (if applicable): Leading Edge

Columbus High School Winter Guard/Percussion  
(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?

Selling Discount Cards for Casey's Pizza's through Leading Edge Fundraising.

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

\$4000

How will this money be used?

Pay for winter guard/percussion expenses

What are the proposed dates?

January 15-28

Is this a recurring activity?

Yes  No

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

Are you selling tickets or a product?  Tickets  Product  Neither

(If you selected product, please specify the product that you are selling.) DISCOUNT CARDS ON CASEY'S PIZZA

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

Yes  No

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

Yes  No

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

Yes  No

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

JEFF PEABODY

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

Yes  No

Does the building principal give full approval for this plan?

Yes  No

Principal's Signature

*Jeff Peabody*

Date

12/4/25

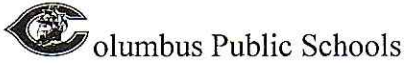
(for district use only)

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

Date \_\_\_\_\_

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

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



Date: 12/1/25

### 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: Lost Creek

Name: Sydney Hansen  
Student Council

**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?**

Lost Creek school drive for items needs during the holiday/winter season

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

No money - donations for gloves, shoes, socks, coats, toys, and canned food

**How will this money be used?**

To help students and families in need

**What are the proposed dates?**

12/15 - 12/19

**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

Distributed by nurse, counselor, and principal

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

Principal's Signature [Signature] Date 12-1-25

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

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

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

Items to be

*(for district use only)*



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: Lost Creek Elementary

Name: Jonathan Tomasevicz

**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?**

Online donations through AHA

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

\$8000

**How will this money be used?**

Goes to AHA

**What are the proposed dates?** 2/13-3/13

**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 12-1-25

*(for district use only)*

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

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

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



# Community Engagement & Bond Survey

**Columbus Public Schools**

Empowering Schools with Expert Communication Solutions



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## Executive Summary

On behalf of Kordica Communications, thank you for the opportunity to partner with Columbus Public Schools in engaging your community around a potential future bond issue. We understand the importance of gaining authentic, valid feedback from your stakeholders to guide the development of a successful bond proposal. We are confident this proposal outlines best practices in community engagement and research methodology, all tailored to meet the specific needs of your district.

Kordica Communications is proud to submit this proposal for a two-phase project: strategic community engagement and a formal survey. Together, these phases will provide Columbus Public Schools with comprehensive, actionable data to determine what projects should be included in the final bond issue, and at what price point the proposal stands the best chance for community support.

We look forward to working with you.  
Annette Eyman, APR  
Kordica Communications, President



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## About Kordica

Kordica Communications is a full-service communication and public engagement firm that specializes in supporting school districts through research-based communication strategy, public engagement, and bond issue planning. Backed by the technical and marketing resources of our parent company, QAT Global, we offer deep expertise in data analysis, strategic communication, and campaign planning to ensure school districts are set up for success.

## Consultant Assigned to Columbus Public Schools Community Engagement

A full service team of marketing and technology experts is available to serve Columbus Public Schools. However, the primary consultants will be Annette Eyman APR, President of Kordica. Annette has over 30 years of experience in school communications and specialized expertise in running successful school bond campaigns. She has worked with small and large districts, assisting with the development of bond campaign strategy. Annette has specific expertise in conducting research and using that research to drive decision making and overall communications for school districts. Annette's primary role on the project will be community engagement, survey development, data analysis and strategy development.

## Project Goals

Following previously unsuccessful bond issues, Columbus Public Schools is looking for feedback from the community on how best to move forward with addressing the facility needs. The goal is to collect meaningful and statistically valid input from community members to inform the Board's final decisions about which projects to include and how to structure a bond proposal that reflects both community priorities and financial realities.

This proposal outlines two key efforts:

- **Community Engagement** to gather qualitative input on the revised bond proposal.
- **Formal Survey** to provide quantitative, statistically valid data from registered voters.

The goals of these activities will be to assess attitudes and perceptions of registered voters towards:

- Various proposed bond projects.
- General bond issue support.
- Acceptable tax impact.
- General perceptions towards education.
- Communication avenues.

The outcome of this process will be a clearly informed path forward — ensuring the final bond package is community-driven, financially viable, and well-supported by data.



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## Methodology

This community engagement and phone survey will be conducted in phases.

**Phase 1 – Community Forum-** The first phase of the engagement process will be a professionally facilitated community forum designed to foster open dialogue and collect structured feedback on facility needs and a plan to address the needs. While the event will be open to the public, intentional outreach will be made to ensure participation from a broad cross-section of stakeholders, including parents, staff, community leaders, and residents who may not have children in the schools.

The forum will begin with a large-group presentation outlining the history of the bond, the current state of facility needs, and the Board’s desire for authentic community input before finalizing a new plan. Participants will then break into smaller groups, each led by a trained moderator and accompanied by a recorder. In these small groups, community members will have the opportunity to discuss strengths, concerns, and priorities in response to specific questions. The event will conclude by reconvening in the large group, where moderators will report on key themes and open the floor for Q&A.

All small group feedback will be documented and compiled into a comprehensive report that summarizes the qualitative insights and key themes identified by participants. This data will guide the refinement of the bond proposal and inform you about the next phase of engagement.

**Phase 2 – Additional Community Engagement Opportunities-** Building on the outcomes of the initial forum, Kordica Communications will work with the Superintendent, Communications Director and Board to design and implement additional engagement activities targeted at specific audiences or areas of concern. These may include staff input sessions, meetings with retired community members, small group gatherings in neighborhoods, and digital outreach opportunities such as social media campaigns, the district website, or virtual town halls.

Each of these engagement touchpoints will be intentionally structured to collect actionable feedback using consistent tools and questions. The purpose of this phase is to broaden the district’s outreach and ensure voices from all corners of the community are heard and considered in the development of the final bond proposal.

**Phase 3 – Formal Survey** - After the community engagement phase has concluded, a formal survey could be developed to measure voter attitudes, perceptions, and likelihood of support. The survey script will be informed by insights from the engagement sessions and reviewed and approved by district leadership prior to launch.

Calls will be conducted by trained survey professionals who will identify themselves as representing Columbus Public Schools. Whenever possible, caller ID will reflect the district’s name to increase answer rates and trust. The calling process will result in 350–400 completed responses, representing a statistically valid sample of registered voters in the district.

The survey will capture public sentiment on:

- Support for specific project components



- 
- Acceptable tax thresholds
  - Community priorities and concerns
  - Overall readiness to support a bond proposal

This data will serve as a critical decision-making tool for the Board as it considers the final composition and scope of the bond measure.

**Phase 4 – Final Report & Strategic Recommendations** - All data collected through the engagement and survey processes will be analyzed, synthesized, and compiled into a final report. This report will be presented to the Board and administrative team in an easy-to-understand format, highlighting key trends, data points, and community sentiment around the proposed projects.

The final presentation will include:

- Community engagement summary and key themes
- Statistically valid survey results
- Strategic insights on potential bond package components and price point
- Recommendations on communication strategy if the district chooses to move forward with a bond proposal

If the decision is made to pursue a bond election, Kordica Communications will assist in developing a comprehensive, research-based informational campaign to support community understanding and engagement leading up to the vote.



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## Deliverables:

### Kordica Communications

To complete this project, Kordica Communications will:

#### Community Forum

- Prepare all invites and communication materials.
- Prepare materials for the evening.
- Train all moderators and recorders.
- Assist with facilitation for the evening.
- Compile and analyze all data.
- Share analysis with Leadership Team.
- Prepare public release of information collected.

#### Community Engagement

- Develop action plan based on feedback from Board, Superintendent and Communications Director.
- Support the preparation of materials for implementing engagement opportunities.
- Provide format for structured feedback to be collected at each engagement opportunity.
- Compile and analyze all feedback.
- Share analysis with Leadership Team.
- Prepare public release of information collected.

#### Formal Survey

- Determine Survey Format- working with Columbus Public Schools, we will look at pros and cons of survey types and make a final recommendation for a survey. Final approval from CPS.
- Develop Survey -With final approval from Columbus Public Schools.
- Finalize Survey List – the voter registration list will be used as the basic list for any survey. Kordica Communication will purchase any additional phone numbers or demographics to guarantee that the final list is adequate to obtain a true sample size.
- Execute the Survey - Complete the survey. The sample size will vary with the format of the survey but for a phone survey the sample size between 350-400. Special attention will be paid to secure as close as possible a representative divide between current parents and nonparents.
- Provide communication messages to share with community.

#### Perform Data Analysis

- Compile and analyze all data for a presentation to Columbus Public Schools.
- Prepare public release of data.

**Prepare Communication Plan** – If determined by the Leadership Team that the next step will be a bond issue, a complete and comprehensive communication plan will be developed and shared with Columbus Public Schools. This plan will provide a roadmap for how to communicate the information of the bond issue.

### Columbus Public Schools

To complete this project, Columbus Public Schools will deliver the following.

#### Community Forum

- Provide background information for the forum.



- 
- Provide list of targeted invites.
  - Communicate invites.
  - Facilitate the presentation of information.
  - Provide facilitators and recorders for breakout rooms.
  - Provide facility and make arrangements.
  - Communicate results of the evening.
  - Provide copies of all materials for the evening.

#### Community Engagement

- Provide input and direction so community engagement action plan can be developed.
- Give final approval of engagement action plan.
- Distribute/communicate all materials for implementing engagement opportunities.
- Facilitate engagement opportunities according to the action plan.
- Communicate public release of information collected.

#### Formal Survey

- Approve final survey method.
- Approve final survey questions, prior to calls beginning.
- Assist in obtaining initial voter registration list and provide demographics and phone numbers of parents, staff and community as needed.
- Communicate Survey Purpose - Provide communication to the community explaining that calls are coming and Columbus Public Schools values feedback.

Determine next step and if an informational communication plan is needed for a future bond issue.



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## Project Timeline:

The community forum and other community engagement opportunities can begin as soon as the contract is signed. The entire community engagement phase will take approximately 3 months to complete. The formal survey will then be the next step. That process can begin within a week of finalizing the methodology and script. The amount of time necessary for completing the survey will vary based on the methodology.

## Project Cost:

The total estimated cost for the services outlined in this proposal are below. This includes all work associated with both the community engagement process and the statistically valid phone survey.

- **Community Engagement Process:** \$4,850  
This includes planning, facilitation, data collection, and reporting for the community forum and additional engagement opportunities.
- **Formal Survey:** TBD based on final methodology.

This cost estimate is based on the defined scope and deliverables outlined in this proposal. If the scope of the project is altered — whether expanded or reduced — pricing may be adjusted accordingly. Any changes in scope and cost will be communicated in advance and mutually agreed upon before implementation.

### Please note:

The estimated cost does not include:

- Travel expenses for in-person meetings or presentations (if required).
- Printing, mailing, or distribution costs for any physical communication materials.

These additional costs, if applicable, will be invoiced separately with prior approval from Columbus Public Schools.



fiber marker

power pole

GREAT PLAINS STATE BANK

proposed utility easement

proposed 60X60 lease area for monopole tower setback 110% tower height from property lines

Columbus HS 2

~110'

~110'

proposed access easement

## COMMUNITY USE OF SCHOOL FACILITIES

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

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

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

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

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

COLUMBUS PUBLIC SCHOOLS  
Columbus, Nebraska  
Reviewed: 4/11/22

## **COMMUNITY USE OF SCHOOL FACILITIES**

### **General Regulations**

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

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

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

### **Application for Use**

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

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

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

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

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

### **Special Circumstances Usage of Facilities**

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

### **Custodial Rates**

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

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

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

### **Regulations for the Use of Gyms**

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

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

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

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

### **Rental Fees**

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

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

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

### **Rental Fee by Facility**

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

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

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

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

### **Additional Fees**

#### Performance Equipment

Sound	\$50
Lights (Stage/Spot)	\$50

#### Athletic Equipment

Hurdles, Pits, etc.	\$50
Soccer Goals	\$15 (per field)
VB Nets	\$10 (per court)
Scoreboard	\$10 (per gym or field)
Outdoor Lights	\$100

#### Technology Equipment

Projector/Screen	\$25
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#### General Equipment

Folding Tables	>2 a fee will be assessed
Folding Chairs	>10 a fee will be assessed

#### Area Setup (Except Seating)

\$15-\$25/Hour

#### Custodial Fees (Clean Up)

Hourly Rate of Custodian on Duty

#### Supervision/Training/Assistance

\$15-\$25/Hour

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

**COLUMBUS PUBLIC SCHOOLS**

**Application for Use of School Facilities**

Name of Organization Requesting Use: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

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

Representative's Telephone Number: \_\_\_\_\_

**School Facility Requested**

Building: \_\_\_\_\_ Room or Area: \_\_\_\_\_

Hours to be used from \_\_\_\_\_ AM to \_\_\_\_\_ AM  
PM to \_\_\_\_\_ PM Dates to be used: \_\_\_\_\_

Hours to be used from \_\_\_\_\_ AM to \_\_\_\_\_ AM  
PM to \_\_\_\_\_ PM Dates to be used: \_\_\_\_\_

Estimated number of persons to use the facility: \_\_\_\_\_ for the purpose of \_\_\_\_\_

\_\_\_\_\_

Admission or registration fee (if any): \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date of Signature

***For School Official Use Only***

*SPECIAL INSTRUCTIONS OF PRINCIPAL*

*FEES TO BE CHARGED BY DISTRICT*

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

\_\_\_\_\_  
Signature or Initials of Principal/Principal's Designee

\_\_\_\_\_  
Signature or Initials of the Director of Finance/Operations

Exhibit Approved: 05/14/12

COLUMBUS PUBLIC SCHOOLS  
Columbus, NE

**COLUMBUS PUBLIC SCHOOLS**

**Community Use of School Facilities**

**CONTRACT FOR USE OF SCHOOL BUILDINGS AND GROUNDS**

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

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

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

Time Start: \_\_\_\_\_

Time End: \_\_\_\_\_

Facility/Room: \_\_\_\_\_

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

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

Both parties to this contract agree to the following terms:

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

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

\_\_\_\_\_  
Sponsor for Party Requesting Facility Use

\_\_\_\_\_  
Director of Finance and Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Exhibit Approved: 05/14/12

COLUMBUS PUBLIC SCHOOLS  
Columbus, NE

**COLUMBUS PUBLIC SCHOOLS**

**Community Use of School Facilities**

**RELEASE AND INDEMNIFICATION AGREEMENT**

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

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

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

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

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

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Signature

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

Exhibit Approved: 05/14/12

COLUMBUS PUBLIC SCHOOLS  
Columbus, NE

### **Building Rental “Checklist”**

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

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

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

- c. Actual time of prep & clean-up work by custodial staff during pre- and post- event work
  
- 6) Custodial Staff shall submit log of hours of facility usage & CPS Staffing to CHS AD at the end of the rental. CHS AD shall work with CHS Book keeper to invoice rental group for the following itemized amounts:
  - i. Facility Rental Rates (room/hourly fees)
  - ii. Custodial Clean-Up Rates (per man, per hour)
  - iii. A/V Technician Rates (per man, per hour)
  - iv. Additional Fees as necessary (damage to property, etc.)
  
- 7) Payment from the rental group shall be divided as follows:
  - i. Facility Rental Rates – District Activity Account
  - ii. Custodial & Additional Fees – District Maintenance
  - iii. A/V Technician Rates – Paid directly from Rental Group to technicians (per Sandy Krings)
  
- 8) Should payment not be made to CPS within 30 days of the invoice being sent, rental group(s) shall be subject to additional fees, and/or the privilege of utilizing CPS facilities for future events. Any fees not paid after 90 days shall be considered grounds for violation of contract, and subject to legal action.

## **COMMUNITY USE OF SCHOOL FACILITIES**

### **General Regulations**

General regulations are available in the School Districts “Facilities Use Handbook”. The items listed below for the use of school facilities (including buildings, grounds, and equipment) are subject to change and the Handbook will be the current usage guidelines.

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

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

### **Application for Use**

Application for use of school facilities shall be initiated **by completing an online request using the District's designated system.** ~~in the building being sought for use.~~ The **Director of Operations** or Building Principal ~~and/or designee~~ will first consider the initial application. Such application shall provide the **Director of Operations** or Building Principal ~~and/or designee~~ with all required information to determine the specific use of the facility and to determine whether such use is within the policies and regulations of the Board of Education. Each application shall also include the signature, **e-mail address, phone number, and billing address** of a responsible adult connected with the individual or group seeking permission to use a school facility. All applications must include a signed "Release and Indemnification" Agreement and **proof of insurance.**

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

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

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

All fees for the use of a school facility shall be paid within 30 days of invoice being sent to the Director of Finance and Operations. **Unpaid invoices will result in suspension of use of District Facilities for that person, organization, or club.**

### **Special Circumstances Usage of Facilities**

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

### **Custodial Rates**

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

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

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

### **Regulations for the Use of Gyms**

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

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

1. Arrangements for technical assistance (sound, lighting, stage use, etc.) are to be requested at the time of application.
  - **Access to or making alterations of equipment without permission will result in a cancellation of future use.**

2. Detailed written plans and accompanying diagrams for stage settings or platform arrangements required shall be submitted no later than five days prior to the date of use.
3. All equipment including sound, lighting, and curtain operations shall be by school personnel. Such personnel will be limited to one dress rehearsal and the actual performance or performances unless otherwise arranged and approved by appropriate school administrative personnel
4. Changing the positions of lighting, connections, curtains of any sort, or stage furnishings and/or the repainting, redesign, or modification of flats and related accessories must be approved in advance.
  - If an outside organization brings in their own lights it must be granted permission and inspection by the Director of Operations before use.
5. Accurate records or the hours expended by school personnel assisting such use shall be administered and approved by the school. An additional fee shall be charged and paid by the individual or group using such assistance for the actual cost of such assistance.
6. Off stage areas are to be kept unobstructed, safe, and clean at all times. Cast members may not sit in the upholstered seats of the Senior High Auditorium while wearing theatrical make-up.
7. Contracting groups shall provide their own stage supplies and props.
8. No nails, screws, spikes, stage screws, or similar hardware are to be used to attach stage props, scenery, etc., to existing floors, walls, or ceilings.
9. Food and/or beverages are to be consumed in dressing rooms or workshop areas only.
10. No painting may be done inside the school or to any school owned items.
11. No open flame is permitted inside a school facility.
12. All groups will be required to pay a deposit of 25% of agreed upon fees.

### **Rental Fees**

**Individuals or groups within the School District**, will only be charged the actual and immediate costs of the District to allow for the individual's or group's use of the school's facilities.

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

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

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

**Rental Fee by Facility**

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

Nantkes Auditorium	\$ 500 – Performances or any use exceeding 4 hours a day.
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	\$ 100 – Use of <4 hours a day.
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	\$50 – Practices/Events with no seating or crowd in attendance
MS or HS Auxiliary Gym	\$ 250 – Every increment of 4 hours, competition or open access
	\$50 – Practices/Events with no seating or crowd
Track/Field – Turf	\$150 – Competitions that include seating
	\$50 – Practice events, camps, etc. every 4 hours per day
Track/Field – Grass	\$50 – Per Day
MS or HS Commons/Library	\$50 – Per Day
MS Wrestling Room	\$ 25 – Per Day
Elementary/Kramer Gym	\$ 40 – Per Day
District Classroom	\$ 25 – Per Day
MS or HS Locker Room	\$ 15 – Per Day
MS or HS Kitchen	\$ 40 – Per Event

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

**Additional Fees****Performance Equipment**

Sound	\$50
Lights (Stage/Spot)	\$50

**Athletic Equipment**

Hurdles, Pits, etc.	\$50
Soccer Goals	\$15 (per field)
VB Nets	\$10 (per court)
Scoreboard	\$10 (per gym or field)
Outdoor Lights	\$100

**Technology Equipment**

Projector/Screen	\$25
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**General Equipment**

Folding Tables	>2 a fee will be assessed
Folding Chairs	>10 a fee will be assessed

Area Setup (Except Seating)	\$15-\$25/Hour
Custodial Fees (Clean Up)	Hourly Rate of Custodian on Duty
Supervision/Training/Assistance	\$15-\$25/Hour

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

Regulation

Adopted: 08/16/21

Updated: 12/15/25

COLUMBUS PUBLIC SCHOOLS

Columbus, Nebraska



**COMMUNITY USE OF SCHOOL FACILITIES**

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

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

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

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

**All applications for use must be done on the online system designated by the School District.**

Policy

Adopted: 05/14/12

Revised: 03-25-14 &  
12 / 15 / 25

COLUMBUS PUBLIC SCHOOLS

Columbus, Nebraska

Reviewed: 4/11/22