# COLUMBUS PUBLIC SCHOOLS

## BOARD OF TRUSTEES

## REGULAR SCHOOL BOARD MEETING

**LOCATION - HIGH SCHOOL LIBRARY**
433 N. 3RD STREET
COLUMBUS, MT 59019

**TUESDAY, January 13th,2026**
**6:00 P.M.**

***The Board Finance Committee will meet at 5:30pm. to review district financial matters, budget balances, and warrant lists.***

**Our Mission: BUILDING A COMMUNITY OF EXCELLENCE, ONE STUDENT AT A TIME"**

**Our Vision: Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery.**

## MEETING AGENDA

I. **Call to Order, Establish Quorum, Pledge of Allegiance**

II. **Reorganization of the Board through May 5, 2026**
   A. Nominate Board Chair
   B. Nominate Board Vice Chair

III. **Action, Consent Agenda**
   A. Approve Board Meeting Minutes from the December 9, 2025 Regular Meeting and December 30,2025 Special Meeting
   B. Approve Warrants, Extracurricular Balances, & Expenditures
   C. Resignations - Amber Downs, C Squad VB; Jill Buechler, MS Science

IV. **Public Comment On Non-Agenda Items**

V. **Presentations**
   A. Elementary ELA Curriculum - Elem. Staff

VI. **Information-Reports**
   A. Principal Reports
   B. MHSA Proposals

VII. **Superintendent Report**
   A. School Website/APP Update
   B. Facilities Update

## VIII. Unfinished Business

A. Consideration to Approve Emergency Operations Plan for 2025-2026
B. Consideration to Approve Columbus Public Schools Strategic Plan for 2025-2026

## IX. New Business

A. Consideration to Approve Transportation Director for 2026-2027 - Curt Robbins
B. Consideration to Select Bank to Finance the Bus Barn Construction Project
C. Consideration to Select General Contractor for the Bus Barn Construction Project
D. Consideration to Approve QuEst Services to be the District's Owners Rep on the Bus Barn Project
E. Consideration to Approve School Nutrition Worker - Veronica Groom
F. Consideration to Approve Substitute to be added to the Sub list - Gabrielle Adair
G. Consideration to Approve a Technology Levy to be on the May 5, 2026 Ballot
H. Consideration to Allow 8th Grade Student to Participate in HS Girls Basketball
I. Appoint Trustees to sit on Negotiations Team
J. Consideration to Approve Out of District Attendance Agreements MS252622, HS252623 - CLOSED SESSION
K. Superintendent Evaluation - CLOSED SESSION
L. Consideration to Appoint New Trustee to fill the Open Vacancy Through May 5, 2025 - TBA

## X. Action, Adjourn

Anyone wishing to suggest an item for consideration and placement on the agenda must fill out a formal written request and submit it to the Superintendent's office at least forty-eight (48) hours prior to the meeting date. The request must clearly state the reason for the agenda item. The board chair will make the determination regarding the item's inclusion on the meeting agenda.

Columbus Public Schools make reasonable accommodations for any known disability that may interfere with a person's ability to participate in meetings. Persons with a disability and requesting special accommodations must notify the office of the Superintendent not later than the forty-eight (48)hour period encompassing two working days prior to any meeting. To make your request known, call 322-5373 or write 433 N. 3rd street, Columbus, MT, 59019. No person may make the requests for another person, unless the disability in question prevents the request from being made personally. Oral requests must be made during regular business hours, M-F, 8 a.m.-4 p.m

In accordance with Montana law, each board meeting will be recorded in audio and video format and will not be considered the official meeting minutes. The meeting recording will be publicly available within 5 days of the meeting with a link on the school's website www.columbuscougars.com

# Notice Regarding Public Comment

Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any public matter not otherwise specifically listed on the agenda that is within the jurisdiction of the agency. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.

For those individuals who desire to address the Board during the public comment portion of the meeting, if you haven't already done so, please sign your name to the sheet and indicate the general topic on which you will be commenting. The Board Chairperson will call individuals to speak in the order listed on the sheet provided. Please state your name prior to beginning your comment. There will be an opportunity for citizens who have not signed in to comment at the conclusion of the comment period. The Board would like to remind everyone in attendance to avoid violations of individual rights of privacy when providing comment. The Board is not authorized to hear comments on contested cases or other adjudicative proceedings. By law, the District cannot take any action on any matter discussed during the public comment portion of the meeting as those matters are not specifically noticed on the agenda. The Board may take a matter raised during the general public comment period under consideration for inclusion on a future agenda.

In accordance with Montana law, citizens also have the right to comment on an item that is specifically listed on the agenda prior to final action on that agenda item. Citizens will be permitted to do so when the item comes up for discussion and action. The board chair will indicate when the public has the opportunity to comment prior to board action on a particular agenda item. The Board would again like to remind everyone in attendance to avoid violations of individual rights of privacy when providing comment on agenda items. The Board may discuss comments provided on agenda items. The Board Chair has the authority to manage all public comment periods and will do so in accordance with state law and district policy.

# Columbus Public Schools

## BOARD AGENDA ITEM
## REORGANIZATION

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Reorganization of the Board - Nominate Chair and Vice Chair

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**

Since the former Chairman has resigned, the current board will need to reorganize by nominating a chairman and vice chairman. This reorganization will be through May 5, 2026.

**ADDITIONAL INFORMATION ATTACHED:**

NONE

# Columbus Public Schools

## BOARD AGENDA ITEM

## Consent Agenda "A, B, C"

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Consent Agenda

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**

A. The meeting minutes from the following meetings will need approval: December 9, 2025 Regular Meeting and December 30, 2025 Special Meeting

B. Warrants, Extracurricular Balances, and Expenditures will need to be approved.

C. Resignations - Amber Downs, C VB; Jill Buechler, MS Science

**ADDITIONAL INFORMATION ATTACHED:**

Warrants, Extracurricular Balances and Expenditures.
Minutes to be provided at the meeting.

# Columbus Public Schools

## BOARD AGENDA ITEM
## Presentations - "A"

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Information - Elem ELA Curriculum

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**

Mrs. Dawe and a committee of elementary teachers will be presenting to the board a new ELA curriculum that has been reviewed over the course of the past several months.

**ADDITIONAL INFORMATION ATTACHED:**

NONE

# Columbus Public Schools

## BOARD AGENDA ITEM

## Information-Reports

## Principal Reports/AD Report

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Information - Principal Reports, MHSA Proposals.

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**

Building Principals Dawe, Morse, and Browning will give their monthly reports.

AD Ron Osborne will present the MHSA proposals that will be voted on at the MHSA annual meeting in late January.

**Additional Information Attached:**

Elem Principal report. MS and HS will be provided at the meeting.MHSA Proposals

# Columbus Elementary School Board Report

1/7/26

Elementary Enrollment Total: 253 (253) (Parentheses is last month's count)

| K | 1st | 2nd | 3rd | 4th | 5th |
|---|---|---|---|---|---|
| 35 (35) | 37 (37) | 38 (38) | 54 (54) | 44 (44) | 45 (45) |

## Student Achievement:

The Cougar Way Students of the Month: Students continue to be celebrated for following the Cougar Way. One student in each grade was recognized for the month of December!







AR Challenge: During the month of December, students worked individually to earn AR points. The top three students from each class earned a trip to the hot chocolate bar!

National Cup for Prodigy: Columbus Elementary School placed first in the state in the Prodigy State Challenge by answering the most math questions correctly! To qualify for the Prodigy National Cup 2025 (which runs May 1-14, 2026, based on the 2025-2026 season!), schools earn spots by finishing in the top 5 in their state's Monthly State Challenge between September 2025 and April 2026; top performers then compete in tiers for major tech grants and prizes at the National Cup finals, with winners announced via email and their dashboard.

How Schools Qualify (for the May 2026 Finals):

1. Participate in Monthly State Challenges: Schools with eligible K-8 classes answer math questions in the Prodigy Math Game during monthly competition periods (Sept-April).
2. Climb the Leaderboard: The more correct answers students provide, the higher the school ranks in its state.
3. Top Performers Advance: The top five schools in each state (and tier) automatically qualify for the National Cup in May.

National Cup Details:

- Dates: The 2025 National Cup (meaning the finals for the 2024-2025 season) happened in May 2025, with the next one in May 2026.
- Tiers: Schools are placed into tiers (like Platinum) based on their performance in the State Challenges, competing against similar-performing schools.
- Prizes: The ultimate prize includes significant tech grants (e.g., $100,000) and other rewards for winning schools, along with prizes for runners-up.

## Student Activities:

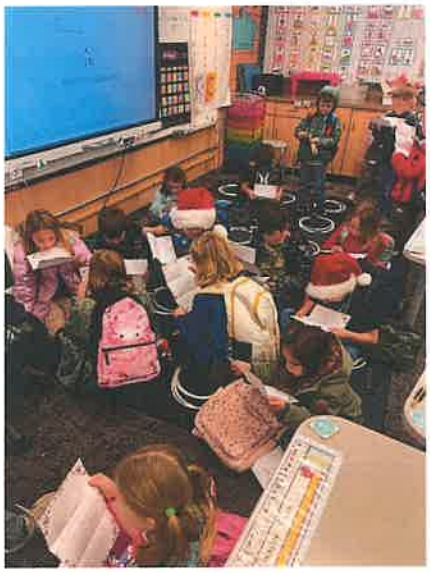
Students participated in so many activities during the last two weeks of December!
Mrs. Bruesch did an amazing job with the K-3 music concert and the 4th & 5th grade recital. The music was phenomenal and our students were fantastic!

Students enjoyed fun dress-up days, classroom parties, and festive learning activities!




Each elementary classroom has "adopted" 1-2 varsity basketball players! During the last week in December, each of the classes met their basketball player(s). We anticipate more visits in January and February!

Kindergarten and first grade students were thrilled to receive letters from Santa! Each student wrote a letter to Santa early in the month. The responses to these letters were positive, specific, detailed, and well written! We appreciate the high school English teachers and students who help to make this season so magical and special for our youngest students!







## Family & Community Involvement:

Most families attended the music concert and recital. There was a lot of positive feedback about how smoothly these music programs were run, the quality of the songs, and how well prepared students were to perform.

All students who were nominated/signed up for the giving tree were sponsored. Families who purchased gifts did a great job of returning them in time so that we could distribute them to all families. Columbus is such a generous community!



## Teachers & Staff:

Teachers concluded 2025 with so much enthusiasm! They supported all students during the crazy month of December and ensured learning and daily structure was in place amid the fun and festivities.

As we start the calendar year, teachers will review content and expectations before continuing academic growth. January is a busy time for assessments: K-5 students will take the mid-year DIBELS benchmark assessment, K-3 students will be assessed with NWEA-MAPS benchmark assessments, 3rd- 5th grades will take the second window of State MAST Assessments, and 4th grade will participate in the NAEP Tests. DIBELS and MAPS academic progress will be reviewed as a staff on January 19th and then shared with the school board in February.

## Principal:

I have been looking into the possibility of starting an Early Targeted Intervention Program at Columbus Elementary School. This program has been approved by the legislature and was recently updated to include numeracy as well as literacy. Prior to 2025, the program only included literacy. Here is an overview of the program:

- Eligible students would need to be 4 years old or older on or before September 10th and must not have completed kindergarten.
- Students qualify by being at risk in early literacy or early numeracy
- Recommended half day program; Each student would count as half ANB
- 10 Students per certified teacher (20 total students with two half day programs)

## Building & Facilities:

The lights in the gym look amazing! The lighting is much better, the sensors ensure lights turn on when you walk in and shut off on their own.

Flooring in the cafeteria looks so much better as it matches with the hallways. It is so much safer, too! Students are not slipping as wet boots touch the floor.



## Upcoming Events:

# January

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 Welcome Back to School! | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 School Board Meeting | 14 2:00 Dismissal | 15 2nd Trimester Midterm | 16 | 17 |
| 18 | 19 NO SCHOOL PIR Day | 20 | 21 2nd Trimester Midterm goes Home | 22 Billings Symphony (4th & 5th grades) | 23 | 24 |
| 25 | 26 | 27 NAEP Testing 4th Grade | 28 | 29 | 30 | 31 |

**MONTANA HIGH SCHOOL ASSOCIATION**
**2026 ANNUAL MEETING**

**Monday, January 19, 2026**
**Helena**
**Billings, Montana**

## *PROPOSALS*


1. Proposal to Amend Membership By-Law -Contest Requirements for Non-Member Schools----------1
   *Presented by: Lone Peak High School*

2. Proposal to Amend Dues By-Law - 6 Player Playoff Profit ----------1-2
   *Presented by: Highwood High School*

3. Proposal to Amend By-Law for Expedited Hearings to the MHSA Executive Board ----------2-3
   *Presented by: MHSA Executive Board*

4. Proposal to Amend Eligibility By-Law to allow for Academic Hardship----------3
   *Presented by: MHSA Executive Board*

5. Proposal to Add Transfer By-Law for Homeschool or non-public schools ----------3
   *Presented by: Red Lodge High School*

6. Proposal to Amend Awards Rule By-Law – Change Requirements ----------4-5
   *Presented by: MHSA Executive Board*

7. Proposal to Amend General Penalties By-Laws -Spectators Ejections ----------5
   *Presented by: MHSA Executive Board*

## 1. Proposal to Amend Membership By-Law -Contest Requirements for Non-Member Schools

Proposal submitted by Lone peak High School

The following amendments are proposed to By-Law, Article I, Section 1.3 Membership on page 7 and subsequently to Article II, Section 1.5 Association Contest on page 10 of the current MHSA Handbook:

- (Article I, Section 1.3) If a member school wishes to invite a non-accredited school or accept an invitation from the school to participate in a two-school contest **or in an individual sport event, provided all attending member schools consent,** this would not be a violation of this section.

- (Article II, Section 1.5) If a member school wishes to invite a non-accredited school or accept an invitation from the school to participate in a two-school contest **or in an individual sport event, provided all attending member schools consent,** this would not be a violation of this section.

**Rationale:** This amendment would bring consistency to how this rule affects individual sports, which by nature predominantly have more than two teams participating in an event. It would give schools the freedom to choose for themselves to accept or invite participation with schools in other scholastic associations. Local schools should make the decisions about their own participation in order to take advantage of every competitive opportunity for all student athletes in Montana and in so doing, "cooperate with other organizations or individuals interested in or organized for similar or compatible purposes." (MHSA Articles of Incorporation, Article II.3)

This is a win-win proposition: Schools in favor can engage in competition with non-member schools if they choose. On the flipside, in any case where a member school does not wish to compete alongside a non-member school, or if an event is too full, member schools would have the right to exclude a non-member school.

Specifically in Track and Field there is a need for more meets. The Montana Christian Activities Association has sanctioned Track and Field and is hosting meets in Montana. These would provide more opportunities for schools to find meets for kids.

As is currently the case with two-team contests with a non-member school, this does not have any application or relevance to post season competition, only in season invitational competition.
This amendment would provide practical benefits to student athletes in our state by creating better competitive opportunities for schools in Montana. It would accomplish this by extending an already beneficial exemption to apply consistently to individual sports.

**Fiscal Note:** N/A

## 2. Proposal to Amend Dues By-Law - 6 Player Playoff Profit

Proposal submitted by Highwood High School. Highwood School is proposing the deletion of "and Class C six-player" from the "NOTE:" under Article 1, Section 2.3. On behalf of the six-player league we are also proposing the following language:

- Changing "Classes A-B" under Section 2.3 Football: to "Classes A-B-C Six-Player"

Adding the following at the end of the paragraph under Section 2.3 Football:

- In Class C Six-Player, after all approved expenses for the playoff and state championship games within that classification have been satisfied, the reserve pool monies will then be equally divided among all state playoff qualifying teams.

**Rationale:**
The Class C Six-Player expense model pays only mileage leaving those teams that qualify for the playoffs holding the bag for additional expenses that rarely get covered. In 2023 and 2024, Class C 6-Player turned profits for the first time ever. In response, the classification met at the 2025 Annual Meeting and unanimously supported the notion that any remaining monies following the coverage of allowable expenses go back to the teams that qualify for the playoffs to help them cover a portion of the additional expenses occurred during the playoff season.

**Fiscal Note:**
The conclusion was to distribute equally among the 16 teams who qualified for the playoffs, not the individual schools, as teams in a co-op can divide input costs into their squads travel. Thus, if a three-team co-operative qualifies for the playoffs, only one school will receive a check and those schools can oversee how it is disbursed to their local districts.

This proposal would change how profits from Class C 6-Player Football are distributed. Rather than all schools in the classification receiving an equal amount, only playoff qualifying teams would receive a distribution of profits

## 3. Proposal to Amend By-Law for Expedited Hearings to the MHSA Executive Board

The MHSA Executive Board proposes the following amendment to three different areas of the MHSA Handbook:

1 By-Laws, Article I, Section (5) Executive Board on page 9 of the current MHSA Handbook: Amend 5.5
2 By-Laws – Article VII Protests and Appeals; Subsection B: Individuals' Rules Interpretation and Procedure; Section (1) INDIVIDUAL DUE PROCESS - Page 17 of the current MHSA Handbook
3 Rules and Regulations - Section (30)- CONFERENCE CALLS – Page 26 of the current MHSA Handbook

By-Laws - Section (5) EXECUTIVE BOARD –
5.5 Video conferences necessary for the operation of the Montana High School Association shall be conducted in the same manner and with the same restrictions as regular or special meetings. Video conferences will be held only when necessary for immediate action for an interpretation of a rule, for a violation or protest which needs immediate action, or for an appeal on student eligibility. When an expedited hearing is requested prior to the next scheduled meeting, the Executive Board will assess the appellant a ***non-refundable*** ~~$250~~ ***$300*** fee to cover expenses~~. If the decision is overturned by the Executive Board, the fee will be reimbursed.~~ The Board may hold video conferences for any of the above items as well as litigation, legislative, and other emergency matters which could affect the operation of the Association.

ARTICLE VII - Protests and Appeals - Subsection B: Individuals' Rules Interpretation and Procedure
Section (1) INDIVIDUAL DUE PROCESS
1.1 If a student is ruled ineligible under Montana High School Association rules the student affected, or his/her parents or guardian, may appeal the decision to the Executive Board of the Montana High School Association by filing with the Montana High School Association, at its office in Helena, Montana, a written notice of appeal. Appeals shall be acted upon by the MHSA Executive Board at any regular or special meeting, including video conferences. When an expedited hearing is requested prior to the next scheduled meeting, the Executive Board will assess the appellant a ***non-refundable*** ~~$250~~ ***$300*** fee to cover expenses. ~~If the decision is overturned by the Executive Board, the fee will be reimbursed.~~ The hearing will be conducted by the Executive Board pursuant to the procedure set forth in section three (3) below.

Rules and Regulations - Section (30) VIDEO CONFERENCES
Video conferences necessary for the operation of the Montana High School Association shall be conducted in the same manner and with the same restrictions as regular or special meetings. Video conferences will be held only when necessary for immediate action for an interpretation of a rule, for a violation or protest

which needs immediate action, or for an appeal on student eligibility. When an expedited hearing is requested prior to the next scheduled board meeting, the Executive Board will assess the appellant a ***non-refundable*** ~~$250~~ ***$300*** fee to cover expenses. ~~If the decision is overturned by the Executive Board, the fee will be reimbursed.~~ The Board may hold video conferences for any of the above items as well as litigation, legislative, and other emergency matters which could affect the operation of the Association.

**Rationale:**

The Board changed this policy in 2024 and now the Board is proposing amending this policy. If passed the amount for an expedited hearing will increase $50 ($250 to $300) and the fee will now be non-refundable. The MHSA Executive Board has four scheduled Board meetings every year, which are posted throughout the year. If a school, parent or other individual wants to have an expedited hearing for an appeal, this allows them an opportunity. They can also wait for the next meeting scheduled of the MHSA Executive Board at no additional cost.

**Fiscal Note:**

There is no fiscal impact to the Membership.

## 4 Proposal to Add Eligibility By-Law to allow for Academic Hardship

Proposed by the MHSA Executive Board.

The following addition is proposed for By-Law, Article II, Section 2 on page 10-11 of the current MHSA Handbook. This would be added as 2.12 to this by-law

**Proposal**

**Academic** ***Hardship Rule: A high school student who, because of circumstances beyond his/her control such as broken home conditions, death of parents or guardian, abandonment or other exceptional circumstances, does not pass the required number of credits the previous semester may be declared eligible by the Executive Director provided a member school administrator petition the Executive Director for a waiver of the academic eligibility rule. If the waiver of the academic eligibility rule is approved by the Executive Director under the foregoing circumstances, he/she shall be eligible provided he/she meets all other eligibility requirements. Appeals on Petitions for Waiver of the Academic Rule under the Academic Hardship Rule shall be acted upon by the MHSA Executive Board at any regular or special meeting, including conference phone calls, provided the school or individual requesting, agrees to pay the cost of the call.***

***The official MHSA waiver of the academic eligibility rule form must be used.***

***Rationale -*** Allowing the Executive Director to approve waivers to the 2.0 semester credit rule (4 Classes) eligibility rule provides needed flexibility in exceptional circumstances beyond a student's control—such as medical issues, family emergencies, or documented hardships. The MHSA will establish clear criteria for any approved waivers, including mandatory bi-weekly grade checks. If a student is failing any class during these checks, they will become immediately ineligible for the remainder of the semester. This process preserves academic integrity while ensuring fairness and consistency across all member schools.

The Executive Board has also seen a significant increase in appeals related to this rule, further reinforcing the need for a structured waiver option.

There is no fiscal impact to the Membership.

## 5 Proposal to Amend Transfer By-Law for Homeschool or non-public schools

Proposal submitted by Red Lodge High School. Red Lodge would like to propose a change within the homeschool / non-public eligibility rule.

10.1 ~~Any student, including eighth grade students allowed high school participation, who transfers from one member high school, home school, or non-member school to a member high school is ineligible to participate in a varsity Association Contest for half the number of P.I. days in the current school year of the school to which he/she transfers from the date of enrollment (first day he/she attends classes) in the school to which he/she transfer~~. A student and his/her parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time (see Section (12) Record of Transfer.) This rule applies to a student who transfers after twenty (20) days of enrollment or after he/she participates in an athletic contest while enrolled in grades 8, 9, 10, 11 and 12, EXCEPT the following students may be declared eligible:

New 10.1 ***Any student — including eighth graders who are permitted to participate in high school activities — who transfers from one member school, homeschool, or non-member school to another member, homeschool, or non-public school becomes ineligible for varsity competition. The period of ineligibility is equal to half the number of P.I. days in the current school year. This period begins on the student's first day of enrollment and attendance at the new school.*** A student and his/her parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time (see Section (12) Record of Transfer.) This rule applies to a student who transfers after twenty (20) days of enrollment or after he/she participates in an athletic contest while enrolled in grades 8, 9, 10, 11 and 12, EXCEPT the following students may be declared eligible:

Rationale:
Public school students who transfer, without a change of residence, to other member schools are ineligible to participate for a number of P.I. Days. This proposal would require public school students who transfer to a non-public or home school to be ineligible for the same number of P.I. Days as the district of residence. This proposal upholds the academic integrity of MHSA eligibility standards by addressing the growing number of students transferring from member schools to homeschooling after failing courses in an effort to regain eligibility. This would ensure that non-public and public student transfer eligibility is determined in a similar manner.

There is no fiscal impact to the Membership.

## 6 Proposal to Amend Awards Rule By-Law – Change Requirements

Proposed by the MHSA Executive Board. The following amendments are proposed for By-Law, Article II, Section 15.1 on page 15 of the current MHSA Handbook. This change would ensure that training gear, workout clothing, and disposable items provided to student-athletes will not count as non-monetary compensation going forward

Section (15) AWARD RULE
15.1 A student becomes ineligible from the date of the report of the violation to the MHSA if at any time the student accepts or enters into any agreement for the purpose of later accepting any compensation or thing of value for or in recognition of athletic or activities performance, with the exception of the following. A student participant may not accept monetary compensation (cash) in recognition of activities performance, participation and/or achievement. A student may accept non-monetary compensation or items of value solely in recognition of activities ability, participation and/or achievement if the total value of such non-monetary compensation or items of value, including the actual value of any gift certificates (so long as they

are not convertible to cash), discounts, coupons, etc., does not exceed $500 retail value annually (July 1 – June 30).
NOTE: For the purposes of this rule, "non-monetary compensation or items of value" does not include customary awards of a symbolic nature without resale value such as:

a. ***Training apparel for practice and/or workouts provided by the school. These items include but are not limited to the following: practice shirt, practice shorts, spandex, tights and a pair of socks.***
b. The school's athletic letter, medals, ribbons, certificates, plaques, trophies, and other emblems.
c. The award is purchased and presented by the student's parents or when the award is purchased by the student with money earned or secured through his/her own individual efforts.
d. MHSA Sportsmanship Awards

NOTE: For the purposes of this rule, these items which have been a part of the previous awards rule would be included in the "non-monetary compensation or items of value":

~~a. Training apparel for practice and/or workouts provided by the school. These items include but are not limited to the following: practice shirt, practice shorts, spandex, tights and a pair of socks.~~
b. Schools may provide warm-up shirts (e.g. shooting shirts) to be worn on the court/field before a contest.
c. Fundraising activities such as pop hoop shoots, passing accuracy contests etc.
d. Individual miniature trophies for first and second place MHSA state championship events purchased from the Association's awards provider.

Rationale
The MHSA Exeuctive Board is proposing a change to the awards rule from last year. This would move the following from counting toward the $500 annual non-monetary compensation to not counting in the future if passes:

a.training apparel for practice and/or workouts provided by the school. These items include but are not limited to the following: practice shirt, practice shorts, spandex, tights and a pair of socks. to mirror polices that have been adopted in surrounding states.

The Executive Board believes this was misplaced last year and this "throw away" gear should not count toward an athletes $500 annually.

There is no fiscal impact to the Membership.

## 7. Proposal to Amend General Penalties By-Laws -Spectators Ejections

Proposed by the MHSA Executive Board. The following amendment is proposed to By-Laws, Article VIII, Section (2) on page 19 and 20 of the current MHSA Handbook: Section 2 - General Penalties, Section 2.8.2:

a. Any attendee ejected by mutual agreement of the Official and Administration from a regular season or MHSA tournament contest will incur a minimum ~~three (3) game/event~~ ***two-week*** suspension from that team's games/events and all other MHSA games/events in the interim at any level of competition.

~~If the ejection occurs with fewer than three (3) games/events remaining in the team's season, the suspension will carry over to the beginning of the school's sports season which immediately follows in which there are games that week~~

***If the ejection occurs with fewer than two weeks remaining in the team's season, the suspension will carry over to the start of the next sports season in and will begin/continue with that season's first schedule activity.***

Rationale:

The membership approved of this new ejection rule last year. The Executive Board believes that changing the penalty from three games to two weeks will create a more consistent policy for fan ejections statewide. This change is intended to serve as a deterrent and encourage improved sportsmanship among spectators.

There is no fiscal impact to the Membership.

# Columbus Public Schools

## BOARD AGENDA ITEM
## Superintendent Report - "A-E"

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Information - Superintendent Report

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:** The following topics will be discussed:

A. School Website and App Update

B. Facilities Update

**Additional Information Attached:**
Summary of A and B

# Superintendent Report Summary

## A. School Website and APP

The new school website rolled out right after we left for Christmas break. The new app that correlates with the website, is scheduled to roll out in a few weeks. Brittany has been the lead on implementing the new website and app and has done a great job.

## B. Facilities Update

Over the Christmas break, we had several improvements made to our facilities. At the Elementary school, new flooring was added to the cafeteria and new LED lights added to the gym, which look very good. Future improvements scheduled for this summer are new LED lights in the kindergarten wing and new hallway gym doors on the south end of the gym.

At the Middle School, new windows were added to 3 classrooms over the break. This has been a work in progress the last year, but they are installed and look great. We will be adding 4 new windows to the MS this summer. Also this summer, we will hopefully be installing new LED lights to the MS gym. In the works now at the MS is adding emergency buttons and intercoms to a few rooms that we now use for instruction. Audio Enhancement and TEST will be doing the work.

# Columbus Public Schools

## BOARD AGENDA ITEM

## Unfinished Business - "A"

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action-Consideration to Approve Emergency Operations Plan for 2025-2026

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**

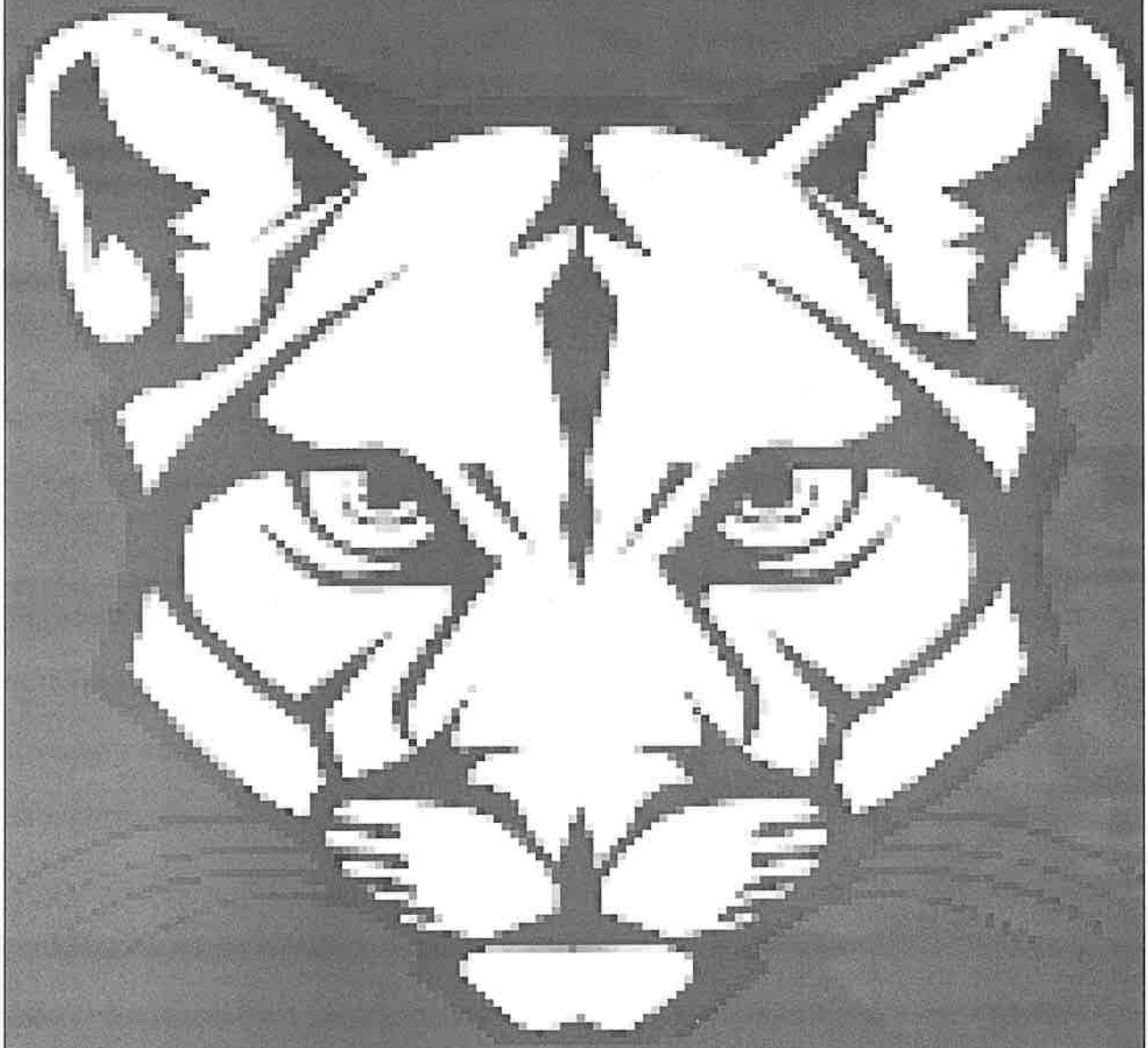
The safety committee has approved the draft EOP and it is now awaiting formal board approval. Once the EOP is adopted, it will be sent to OPI for certification. The EOP will need to be reviewed and adopted annually.

**Additional Information Attached:**

EOP DRAFT

# Columbus Public Schools

## Emergency Operations Plan



**Approved: December __, 2025**

# Signatory Page

The Columbus Public School's Emergency Operations Plan has been completed and approved through a collaboration of efforts in the school community. The undersigned formally recognize and adopt the school EOP and thereby grant both the authority and responsibility to school officials to perform their tasks before, during and after an incident.

**Casey Klasna**
**Superintendent** _____

**Jim Browning**
**High School Principal** _____

**Joseph Morse**
**Middle School Principal** _____

**Katherine Dawe**
**Elementary School Principal** _____

**Shane Zachary**
**School Resource Officer** _____

**Joe Morse**
**School Board Chairman** _____

# Table of Contents

**WILL BE ADDED....**

# Purpose Statement

The purpose of the Columbus Public Schools Emergency Operations Plan (School EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Columbus Public Schools and its employees, students, and families. Developing, maintaining, training, and exercising the plan empowers everyone involved in an incident to act quickly and knowledgably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents/guardians and other members of the community with assurances that Columbus Public Schools has established guidelines and procedures to respond to threats and hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan and the functional and threat/hazard-specific annexes outline an organized, systematic method to address threats, hazards, and vulnerabilities before, during, and after an incident. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Columbus Public Schools regularly schedules in-service training for faculty and staff and provides training for students and parents/guardians throughout the school year.

Lastly, developing, maintaining, and exercising the School EOP increases Columbus Public Schools legal protection. Schools without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

# Scope

The Columbus Schools Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific threat/hazard vulnerabilities and responses/recovery.

## 1. Definitions

**Hazard**: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident**: An occurrence, caused by either human action or natural phenomena that may bring about harm and may require action. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, fires, floods, hazardous materials accidents, earthquakes, hurricanes, tornadoes, tropical storms, public health and medical emergencies, and other occurrences requiring an emergency response. The principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.

**Threat**: A natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

**Vulnerability**: Characteristics of the school that could make it more susceptible to the identified threats and hazards.

## 2. School Board Policy Statement

The Columbus Public Schools Emergency Operations Plan operates within the framework of the Columbus Public Schools School Board policy.

# Situation Overview

## 1. School Population and Location

**Columbus Elementary School** consists of grades K-5 and has approximately 260 students. These students are supported by a committed staff and faculty consisting of:

- 1 - Building Principal
- 1 - Building Secretary
- 3 - Custodians
- 3 - School Food Program Staff
- 27 - Teachers,Specialists, Instructional Aides

**Columbus Middle School** consists of grades 6-8 and has approximately 170 students. These students are supported by a committed staff and faculty consisting of:

- 1 - Building Principal
- 1 - Building Secretary
- 1 - Custodian
- 3 - School Food Program Staff
- 16 - Teachers, Specialists, Instructional Aides

**Columbus High School** consists of grades 9-12 and has approximately 245 students. These students are supported by a committed staff and faculty consisting of:

- 1 - Superintendent
- 1 - Building Principal
- 1 - Building Secretary
- 1- Business Manager
- 1 - Asst. Business Manager
- 3 - Custodian
- 3 - School Food Program Staff
- 25 - Teachers, Specialists, Instructional Aides

School Type and Location - Columbus Public Schools is located on two campuses

- Elementary School (K-5) -218 East 1st Avenue, Columbus, MT (South Campus)
- Middle School (6-8) - 415 North 3rd Street, Columbus, MT (North Campus)
- High School (9-12) - 433 North 3rd Street, Columbus, MT (North Campus)

High School and Middle School Campus (North Campus)

- High School and Middle School are located in one building
- Two gyms
- Football field and track complex
- Bus barn and maintenance shop
- Superintendent and administrative offices

Elementary Campus (South Campus)

- One building for grades K-5
- Playground
- One gym

A master schedule of where classes, grade levels, and staff are located during the day is provided to each classroom and is available in the main office. The master schedule is also located in the appendix as a reference. Columbus Public Schools is committed to

the safe evacuation and transport of students and staff with access and functional needs, which includes students/staff with:

- Limited English proficiency
- Blindness or visual disabilities
- Cognitive or emotional disabilities
- Deafness or hearing loss
- Mobility/physical disabilities (permanent and temporary)
- Medically fragile health (including asthma and severe allergies)

The high school's current enrollment of students with access and functional needs is approximately 3; however, this number will fluctuate. The school's current number of staff with access and functional needs is approximately 1; however, this number may also fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

The middle school's current enrollment of students with access and functional needs is approximately 3; however, this number will fluctuate. The school's current number of staff with access and functional needs is approximately 2; however, this number may also fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

The elementary school's current enrollment of students with access and functional needs is approximately 3; however, this number will fluctuate. The school's current number of staff with access and functional needs is approximately 1; however, this number may also fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

## High-Priority Local Hazards

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|---|---|
| Train Accident | Columbus Public Schools is located near the Burlington Northern railroad tracks with freight trains frequently traveling through. Depending on the severity of a railroad incident, the school could be at risk for contamination due to a hazardous materials spill. Such an event could pose a risk such as evacuation needs, and a disruption to transportation routes. |
| Yellowstone River Flood | Columbus Public Schools is located near the Yellowstone River which could pose risks in the event of flooding. This could have an impact |

| | |
|---|---|
| | on schools by damaging the school buildings/infrastructure, disrupting transportation, and creating safety emergencies for students and staff. |
| Proximity to Interstate 90 | Columbus Schools is located near Interstate 90. With the proximity of the schools to the busy Interstate,there is potential risk for increased crime within the city of Columbus. |
| Proximity to Sibanye Smelter | Columbus Public Schools is located 1 mile west of the Sibanye Stillwater Smelter. The smelter could have the potential to release emissions of pollutants into the air. |
| Severe Weather | Columbus Public Schools are at risk of experiencing severe weather, including excessive heat and severe cold. The effects are typically transportation problems and the loss of utilities. |
| Wildfire and Smoke Exposure | Columbus Public Schools are at risk of wildfire exposure which also poses a threat to air quality due to smoke. |
| Intruder | Columbus Public Schools, like any school, is vulnerable to intruders. |

# Planning Assumptions and Limitations

## 1. Planning Assumptions

- Stating the planning assumptions allows Columbus Public Schools to deviate from the plan if certain assumptions prove not to be true during operations. The School EOP assumes:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazard Assessments Summary, as well as lesser threats/hazards that may develop in the future.

- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.

- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should

not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.

- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.

- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.

- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.

- Actions taken before an incident, such as creating a positive school environment and conducting fire inspections, will stop or reduce incident-related losses.

- Maintaining the School EOP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the school's readiness to respond to incidents.

- A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.

**2. Limitations**

It is the policy of Columbus Public Schools that no guarantee is implied by this plan of a perfect incident management system. Because personnel and resources may be overwhelmed, Columbus Public Schools can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

# Concept of Operations

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would

typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

**A. Implementation of the Incident Command System (ICS)**

In a major emergency or disaster, each school at Columbus Public Schools may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management.

The Incident Command System (ICS) will be used to manage all incidents and major planned events. [Note: The ICS approach can be used before, during, and after an incident.]

The Incident Commander at each school will be the Building Principal and will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to other officials, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander.

**B. Initial Response**

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from school district and local officials and seek technical assistance from State and Federal agencies and industry where appropriate.

The principal or his/her designee is responsible for activating the School EOP, including common and specialized procedures as well as threat/hazard-specific procedures. The principal or designee will assign an Incident Commander based who is most qualified for that type of incident.

**C. Purpose**

The primary purpose of actions taken before an emergency is to prevent, protect from, and mitigate the impact on life or property.

The primary purpose of actions taken during an emergency is to respond to the emergency and minimize its impact on life or property; and

The primary purpose of actions taken after an emergency is to recover from its impact on life or property.

# Organization & Assignment of Responsibilities

This section establishes the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

The principals are not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

School staff may be required to remain at school to assist in an incident. In the event that this School EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

## A. Principal/Building Administrator

The principal and/or superintendent may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the principal to focus on policy-level activities and interfacing with the school district, other agencies, and parents/guardians. The principal shall coordinate between the superintendent's office and the Incident Commander.

## B. Incident Commander

***Responsibilities include:***

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.

- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or the fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the principal and other officials informed of the situation.

**C. Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

***Responsibilities include:***

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff will be trained and certified in first aid and CPR.

**D. Instructional Assistants/Paraprofessionals**

***Responsibilities include assisting teachers as directed.***

**E. Counselors**

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site.

***Responsibilities may include*:**

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.

- Direct students in their charge according to established incident management protocols.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

**F. Health Assistants - School Secretaries/EMTs on Staff**

***Responsibilities include:***

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.

**G. Custodians/Maintenance Personnel**

***Responsibilities include:***

- Survey and report building damage to the Incident Commander or appropriate supervisor.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of the condition of school.

**H. School Secretary/Office Staff**

***Responsibilities include:***

- Assist in the school site assessments.
- Answer phones and assist in receiving and providing consistent information to callers. Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor. Provide assistance to the principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts. Assist with health incidents as needed, acting as messengers, etc.

**I. Food Service/Cafeteria Workers**

***Responsibilities include:***

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

**J. Bus Drivers**

***Responsibilities include:***

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new location when directed ,
- Execute assignments as directed by the Incident Commander or ICS supervisor. Transport individuals in need of medical attention.

**K. Other Staff (e.g., Itinerant Staff, Substitute Teachers)**

*Responsibilities include:*

- Reporting to the Incident Commander or ICS supervisor if requested or activated.

**L. Students**

***Responsibilities include:***

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern. Develop an awareness of the high priority threats and hazards and how to take measures to protect against and mitigate those threats and hazards.
- Take an active part in school incident response/recovery activities, as age appropriate.

**M. Parents/Guardians**

***Responsibilities include:***

- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness. Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understand their roles during a school emergency.

# Direction, Control, and Coordination School Crisis Teams Roles/Responsibilities

Some of the roles and responsibilities that each school crisis team member may assume in the event of a crisis situation are listed below. Some personnel may assume more than one role and perform several tasks. Required tasks may depend on the type of crisis situation a school is experiencing. Please note the suggested staff members who might be assigned the roles below but training and personality characteristics

should be taken into consideration when selecting specific staff members to fulfill roles. Staff members must be trained for their role.

**School Incident Commander (Building Principal)**

- Assesses the situation and engages appropriate crisis response protocol
- Communicates with higher level administrators
- Monitors implementation of the response plan
- Implements crisis team phone tree to assemble the team
- Serves as liaison with public safety and response agencies to coordinate responses in a unified command
- Assigns duties to team according to ICS structure
- Reviews and approves public information releases with District Public Information Officer
- Coordinates with School Security and Safety Officer for the safety of students and staff
- Reviews and approves communication with staff and students
- Approves appropriate requests for additional resources

**District Public Information Officer (Superintendent)**

- Works as the media contact for the district and/or school
- Coordinates with the principal for statements to the press, as needed
- Briefs the media, if necessary
- Reviews public information releases with the Principal
- Serves as link with the City/County/State Public Information Officers

**School Safety Coordinator (School Resource Officer)**

- Assigns, supervises, and coordinates school security (with local law enforcement if necessary)
- Secures incident site, perimeter  Maintains liaison with public safety agencies on operational issues
- Briefs incident commander and key officials on security issues and investigation  Collaborates with local law enforcement Direction, Control, and Coordination  Supervises crowd and traffic control and access management
- Supervises safe and organized movement of students and staff, as needed
- Assembles students and staff for information sharing and/or safety
    - Knows evacuation plans/routes/procedures, security measures, alternative site plans

- Reports weather, emergency conditions, obstacles or others concerns
- Other duties associated with protection of life, property and information

**Operations Team: Emergency Medical Coordinator - Trained EMTs on Staff**

- Identifies and coordinates staff who have First Aid/CPR/EMT training
- Coordinates the emergency card/emergency information procedure with the Principal/Site Administrator
- Maintains trauma bags and supplies with beginning of year and mid-year check
- Works with special education staff, school mental health staff and counselors to identify and plan for individuals who may need evacuation assistance
- Coordinates medical triage in the event of an emergency
- Provides direct medical care
- Arranges for additional medical support from trained staff
- Liaisons with Emergency Medical Responders
- Requests additional supplies, as needed
- Knows and provides for student and staff medical needs Direction, Control, and Coordination
- Documents medical and transport activities
- Evaluates for additional training needs Student and Staff Communication

**Student and Staff Communication Coordinator (Building Principal and Office Personnel)**

- Implements crisis team and/or staff communications tree, as needed
- Coordinates the communication content and dissemination to student and staff during a crisis event
- Works with Principal/Site Administrator and Student Care & Recovery Coordinator to determine appropriate content and means of communication
- Provides written statements to use for student, staff, and parent notification (works with district PIO as needed) (i.e. fact sheet., parent letter)
- Monitors communication dissemination plan
- Considers information and responses needed by office personnel
- Engages and monitors communication with victims and families
- Keeps records of communication requested and released

**Student Care and Recovery Coordinator (School Counselors)**

- Determines the psychological impact on students and staff and the nature of care and recovery services needed
- Contacts District Crisis Recovery Coordinator when incident occurs to discuss care and recovery needs
- Develops a plan for care and recovery using appropriate resources
- Maintains a crisis resource notebook with readily available resources and handouts
- Works with district and/or community resources
- Mobilizes mental health/counseling resource personnel
- Establishes and coordinates best practices in classroom information meetings, caregiver trainings, group and individual psychological first aid throughout the event to reduce panic and lessen trauma
- Identifies resources to manage grief and the healing process, as needed Coordinates best practice psychological recovery services, as needed.
- Prepares for memorial services and long-term support, as needed. Communicates resources available to administration, staff, students and parents/guardians.
- Maintains records of referrals and services provided.
- Assesses additional training needs of the school recovery team

**Student Supervision Coordinator (Building Principal)**

- Works with School Resource Officer
- Accounts for all students and staff
- Coordinates supervision and duties of teachers not with students

**Student and Parent Reunion Coordinator (Office Personnel)**

- Develops system for releasing students to parents
- Designates a Reunion Site/Center
- Checks Emergency cards for name of person/s authorized to pick up student Releases student to authorized person (checks and verifies ID with name listed on student emergency card)
- Maintains a student release log

**Logistics Team Leader (Building Principal)**

- Leads or provides the functions of the Logistics section
- Works with Head of Maintenance for facilities needs
- Works with office personnel for supplies and equipment needs
- Monitors supplies and equipment needs
- Coordinates access with district personnel

- Coordinates access to and distribution of supplies during an emergency Documents activities of Logistics section

**Logistics Team: Facilities Coordinator (Head of Maintenance)**

- Locks entrances/exits, helps secure building (supplemented by security and staff in secondary schools)
- Knows floor plan of building and locations of shut-off valves (e.g. gas, electrical, furnace, alarm system)
- Communicates with district maintenance.
- Helps move objects to help with response.

**Supplies and Equipment Coordinator (Office Personnel)**

- Coordinates requests for copying, documentation instruments, parent letters, etc. Locates identified support supplies to help implement crisis plan and response Purchases necessary supplies
- Maintains the emergency response kits (Safety Buckets)

**Transportation Coordinator (Superintendent, BuildingPrincipal)**

- Coordinates the assembly and transport of students with Transportation Director

**Food and Water Coordinator (Office Personnel, Cafeteria Staff)**

- Coordinates the acquisition, preparation and distribution of food and water during shelter-in-place

# Training & Exercises

Columbus Public Schools understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that school personnel and community responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. The Exercise Planning Team will coordinate training and exercising efforts in accordance with the Homeland Security Exercise and Evaluation Program and applicable Colorado statutes.

Training and exercises will be documented including date(s), type of training or exercise, and participant roster.

## 1. Training

All Columbus Public School staff, and students will receive training during the school year to better prepare them for an incident.

### A. Staff Training

Basic training and refresher training sessions will be conducted during the scheduled PIR days throughout the school year in coordination with the Building Principals and School Resource Officer.

**Mandatory staff training will include:**

- Threat/hazard and incident awareness training for all staff
- ALICE Training
- Orientation to the School EOP.
- First aid and CPR for all staff
- Team training to address specific incident response or recovery activities, such as Family Reunification and Relocation.

### B. Student Training

All students will receive age-appropriate training on the importance of preparedness and participating in exercises.

## 2. Drills/Exercises

According to the Montana Code Annotated 2015 (MCA) 20-1-402, "There must be at least eight disaster drills a year in a school. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters".

# Plan Development and Maintenance

The planning team is responsible for the overall maintenance and revision of the Columbus Public Schools EOP and for coordinating training and exercising of the School EOP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.

The Columbus school board, superintendent, and the building principals are responsible for approving and promulgating this plan. Community fire, law enforcement, and emergency managers' approval and suggestions will also be requested.

## 1. Approval and Dissemination of the Plan

The School Board, together with the superintendent and principals, will approve and disseminate the plan and its annexes following these steps:

- Review and Validate the Plan
- Present the Plan (for Comment or Suggestion)
- Obtain Plan Approval (School Board, principal, and superintendent)
- Distribute the Plan

### A. Record of Changes

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change.

### B. Record of Distribution

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. Copies of the plan may be made available to the public and media without the sensitive information at the discretion of the School Board.

## 2. Plan Review and Updates

The basic plan and its annexes will be reviewed annually by the planning team, emergency management representative(s), law enforcement representative(s), and others deemed appropriate by school administration. The principal will establish a schedule for annual review of planning documents.

The School EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threats, hazards, resources and capabilities, or school structure occur.

# Law & State Requirements

- Under **Montana law (MCA 20-1-401)**, every school board must:
    - Identify *local hazards*.
    - Adopt a school safety plan or emergency operations plan (EOP) that covers **buildings, grounds, communications**, etc., with input from the community.
    - Include *threat assessment practices*, such as a protocol for when there is a threat and a designated threat-assessment team that meets regularly.
    - Review and update the plan **at least annually**.
    - Certify annually to the Montana Office of Public Instruction (OPI) that the plan has been reviewed.
- **Drills Requirement:** Montana requires at least **8 disaster drills per year**, and they should be held at *different times of the day or evening* so they are not mistaken for real disasters.

## Threat Assessment Protocol

Columbus Public Schools has adopted a district wide "Threat Assessment Protocol" for grades K-12. The Threat Assessment Team is unique to each school building. The team consists of the classroom teacher, school counselor, building principal, and school resource officer.

**See Appendix A to view the Threat Assessment Protocol**

## Partnerships

Columbus Public Schools has partnered with the City of Columbus, local EMS, fire, and law enforcement to strengthen safety, preparedness, and community relationships. These partnerships will improve emergency response, better prepare staff and students, enhance safety and prevention, and foster strong community trust.

## Site Risk Assessments

The Department of Homeland Security in partnership with Columbus Public Schools and Stillwater County EMS, has conducted a site survey/examination of all school

buildings and grounds. This included an evaluation of building access/egress control, external visibility, structural integrity, compliance with disability accessibility, and ability for emergency vehicles to access the campus. The purpose is to understand risks and vulnerabilities so the school can build or improve its emergency and security planning. In addition, the district has utilized CPTED (Crime Prevention Through Environmental Design) to determine the safety and security of the entire school campus.

# Communications Plan

Communication is a critical part of incident management. This section outlines Columbus Public School's communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

## Internal Communications

Staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- Communications Tree (Telephone, Text, Email)
    - The **communications tree** will originate with the superintendent. The structure will be as follows:
        - Superintendent will contact:
            - Building Principals
            - Department Heads
            - Business Office Staff
            - Activities Director
        - Building Principals will contact:
            - Office Secretaries
            - Instructional Staff
            - Special Education Coop Staff
            - ***each building will develop their own internal communications tree***
        - Department Heads will contact:
            - Maintenance will contact all custodial staff
            - School Nutrition will contact all nutrition staff
            - Transportation will contact all route/activity drivers

- Staff Meetings
    - **Before School Staff Meetings**: As appropriate, updated information about an incident will be presented at a morning staff meeting. Any new procedures for the day will also be reviewed at this time.

    - **After School Staff Meetings:** As appropriate, updated information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

# External Communications

Communicating with the greater school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from Columbus Public Schools about the incident, what is being done about it, and the safety of the children and staff.

## Parent Communications

**Before an incident occurs, Columbus Public Schools will:**

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the district's Emergency Operations Plan, its purpose, and its objectives. Information will be provided through newsletters and on the school website.
- Create an accurate list of emergency contact information at the beginning of each school year.

**In the event of an incident, Columbus Public Schools will:**

- Disseminate information via telephone, text messages, and media announcements to inform parents about exactly what is known to have happened. Columbus Schools uses Infinite Campus to rapidly distribute emergency information through an automated voice and text message system. This will include information of the event and the status at the school. In the middle of the incident, it will be suggested that parents **not** pick up their children at this time and to not call the school. Finally, the message will confirm that emergency personnel have been notified.
- Parents of students who are in immediate danger will be notified personally as soon as information is available.
- Implement the plan to manage phone calls and parents who arrive at school.
- Describe how the school and school district are handling the situation.

- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number and website address where parents can receive updated incident information.
- Inform parents and students when and where school will resume. After an incident, Frenchtown School administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible.

In the wake of an incident, the administration will schedule a question and answer meeting with parents as soon as possible.

## Media Communications

In the event of an incident, the Incident Commander will:

- Designate a Public Information Officer (Supt.)
- Establish an off-campus briefing area for media representatives.
- Coordinate messages with the building principals

All Columbus School employees are to refer all requests for information and questions to the Superintendent or designated spokesperson. Students and family members should be sheltered from media representatives.

Media contacts at the major television, newspaper, and radio stations are maintained by the Superintendent and Building Principals. In the case of an incident, these media contacts will broadcast Columbus Public School's external communications plans, including the information hotline for parents and guardians.

## Handling Rumors

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, Columbus Public Schools will:

- Provide appropriate information to internal groups including administrators, teachers, students, custodians, secretaries, paraprofessionals, cafeteria workers, and bus drivers. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school. Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.

After the immediate incident response period, Columbus Public Schools will conduct public meetings as needed. These meetings are designed to provide the opportunity for people to ask questions and receive accurate information.

## Communication with First Responders

The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. Columbus Public Schools may exercise the District EOP with first responders to practice effective coordination.

## Communication after an Incident

After the safety and status of staff and students have been assured and emergency conditions have abated following an incident, staff will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

**The staff teams will:**

- Conduct a comprehensive assessment of the physical and operational recovery needs. Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents on available crisis counseling services.

**The school district will:**

- Identify recordkeeping requirements and sources of financial aid for State and Federal disaster assistance.
- Establish absentee policies for teachers/students after an incident.

- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, telegroup tutoring, etc.
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

# Emergency Procedures/Functional Annexes

## Security

The purpose of these security procedures is to ensure that there are procedures in place to provide basic continuous safety for staff and students. Failure to maintain a secure campus would significantly affect the education and/or service mission of the school in an adverse way.

### Scope

It is the responsibility of Columbus School officials to protect students and staff from incidents before they occur. These security procedures are written to address these responsibilities in order to be best prepared for an adverse incident.

### Responsibilities

The delegation of authority and management responsibilities of campus security follows the hierarchy outlined in previous sections. Designated school staff, in conjunction with the principal, will perform the essential functions listed in the table below:

**Essential Functions Performed by security procedures Personnel**

| | |
|---|---|
| Administration | • Determine additional security measures as needed.<br>• Disseminate information internally to students and staff.<br>• Evaluate video recordings on an as needed basis.<br>• Assist law enforcement with viewing video recordings |
| Maintenance and Technology Information | • Open and lock doors based on the time of day and activities that occur at the school.<br>• Maintain a system of video monitoring on the exterior of the school. |
| Office Staff | • Serve as liaison between the school and emergency |

| | |
|---|---|
| | notification systems and personnel. |

### Building Procedures

**During the school day:**

- Visitors shall enter each school's main entrance and register in the office by signing in and displaying a visitor sticker/badge visible on their person. Staff members shall direct all visitors who do not have an identification sticker to return to the office.
- The doors of all school buildings on the Columbus Public School's North and South Campuses will be locked daily by 8:00 am and unlocked no earlier than 4:00 pm daily.
- Video recordings are made on the school buses and around the exterior of the school. These may be consulted as needed by law personnel.

# Accounting For All Persons

All incidents and subsequent procedures will require an accounting of all persons. When accounting for all persons, the following procedure should be adhered to by students and staff. The accounting for all persons procedure outlines steps to be taken by staff and students to prevent injury or death during an incident.

### Specialized Procedures

The following procedures will be implemented by staff as part of each incident and when directed by the superintendent, principal, or when deemed appropriate by the situation. Any time a group changes location, this procedure should occur (ex. evacuation). Staff should remain with the students throughout the entire incident to verify safety.

The initial method of communication of an accounting for all persons will be texts, emails, or verbal communication.

### Responsibilities

The delegation of authority and management responsibilities during an accounting for all persons follows the hierarchy outlined in previous sections. The following procedures will be initiated by individuals as indicated below.

### Incident Commander Actions

- Coordinate the search team to account for all persons.
- Communicate with bus drivers.
- Coordinate care as indicated.
- Document all actions taken.

### Incident Management Team and Section Chiefs Actions

- Participate with the search team to account for all persons.
- Document all actions taken.

### Staff Actions

- Use your role sheet to account for all assigned students and additional staff members.
- Amend your role sheet by adding any additional individuals who were present (ex. guest speaker) and notating students who are known to be absent.
    - If indoors, slide a red card or green card under your door based on the presence of all persons and their injuries.
    - If outside, hold up a red card or green card based on the presence of all persons and their injuries.
    - Secondary methods of communication are verbal or hand-written notes.
- If an extra person has taken shelter in a classroom (like during a lockdown), document him or her on your role sheet. If it is a student and you are able, notify the appropriate teacher via a phone call that he or she is safe.
- Document all actions taken.

# Room Clear

In cases of an incident requiring room clearance, the following procedure should be adhered to by students and staff. An example of an incident that may require a room clear is a student who is behaving in an unsafe and aggressive manner. The room clear procedure outlines steps to be taken by staff and students to prevent injury or death during an incident.

### Specialized Procedures

The following procedures will be implemented by staff when directed by the superintendent, principal, or when deemed appropriate by the situation. Students and staff should calmly and rapidly exit the room and move to a safe location.

### Responsibilities

The delegation of authority and management responsibilities in the event of a room clear follows the hierarchy outlined in previous sections. The following procedures will be initiated by individuals as indicated below.

### Staff Actions

- Notify administration of the need for assistance.

- Direct other students and staff to calmly leave the classroom and move to another location. This should be to a room that is identified in advance and can include a teaching partner's classroom. If there is no other adult present, contact the location where you sent the students and apprise them of the situation. Send the role sheet with a responsible student or give it to an adult.
- Use your body to block the exit from the individual who is causing the disruption. Do not touch the person.
- Close the door. Remain in the room and monitor the situation until assistance arrives. Do not engage the individual if it increases agitation.
- In the alternative classroom, account for all persons. Notify the office of the location of the students.

### Incident Commander Actions

- Respond to the request for assistance.
- Take appropriate action based on the situation and level of agitation of the individual.

### Alert and Notification Process

- The signal for a room clear will be a phone call and/or in-person notification.

# Evacuation

In cases of an incident requiring evacuation, the following procedure should be adhered to by students and staff. An example of an incident that may require an evacuation is a fire in the school or a chemical spill. The evacuation procedure outlines steps to be taken by staff and students to prevent injury or death during an incident. The plan outlines procedures for students/staff located:

- Indoors.
- Outdoors.
- In a Moving Vehicle.

### Specialized Procedures

The following procedures will be implemented by staff when directed by the superintendent, principal, or when deemed appropriate by the situation.

**Indoor Procedure – When indoors, students/staff should:**

- Quickly line up in a calm and orderly fashion.
- If time permits, turn off electronics and lights.
- Lock and close classroom doors.
- Travel as a group to the assigned evacuation point by the primary route.

- If the primary route is not safe, follow the secondary route.
- If all hallways are not safe, break a window and evacuate. Send a responsible student to locate assistance. Students should be provided a written note if time permits. Students involved in pullouts should join their class at the pre-assigned evacuation point.
- If a whole class is at a special activity, the classroom teacher should join their class at the appropriate evacuation point.
- If the evacuation point is determined to be unsafe, move the group to an alternate location. Notify the Incident Commander of the new location.

**Outdoor Procedure – When outdoors, students/staff should:**

- Move quickly to the assigned evacuation point.

**Moving Vehicle Procedure – When in a moving vehicle, drivers/staff should:**

- Stop as quickly as safety permits.
- Assign an evacuation point.
- When it is safe to do so, instruct all students/staff to exit through an appropriate door/window.
- Account for all persons
- Contact the school for directions.

## Responsibilities

The delegation of authority and management responsibilities in event of an evacuation follows the hierarchy outlined in previous sections. The following procedures will be initiated by individuals as indicated below.

## Incident Commander Actions

- Sound the signal to indicate an evacuation.
- Notify local law enforcement of the evacuation.
- Delegate a search team to ensure that all students have been evacuated.
- Determine if additional procedures should be activated.
- Update the Incident Management Team of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Communicate with bus drivers.
- Determine whether school will be closed or remain open.
- Document all actions taken.

### Incident Management Team

- Monitor radio and Internet for information and report any developments to the Incident Commander.
- Review procedures with staff as needed.
- Disseminate information about the incident and follow-up actions such as parent-student reunification procedures.
- Implement the internal and external communications plan.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school property.
- Document all actions taken.

### Staff Actions

- Execute evacuation procedures when instructed by the Incident Management Team
- Take the class roster and emergency to-go kits. Account for all persons. Report any missing or injured individuals to the Incident Commander.
- Remain with students throughout the evacuation process. Students should remain calm and quiet.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.
- Document all actions taken.

### Bus Driver Actions

- Execute evacuation procedures.
- Account for all persons. Create an accurate list of students and staff who are present. Report any missing or injured individuals.
- Use two-way radios to communicate with the Incident Commander, Incident Management Team
- Document all actions taken.

### Alert and Notification Process

The signal for an evacuation will be an alarm. The office staff will call staff who are off campus on their cell phones as soon as possible to notify them of the incident.

## TEMPORARY RELOCATION

In cases of an incident requiring a temporary relocation, the following procedure should be adhered to by students and staff.

An example of an incident that may require a temporary relocation is a fire in the school or a suspicious device. The temporary relocation procedure outlines steps to be taken by staff and students to prevent injury or death during an incident. The plan outlines procedures for students/staff located:

- Indoors.
- Outdoors

## Specialized Procedures

The following procedures will be implemented by staff when directed by the superintendent, principal, or when deemed appropriate by the situation.

**Indoor Procedure – When indoors, students/staff should:**

- Quickly line up in a calm and orderly fashion.
- If time permits, turn off electronics and lights.
- Travel as a group to the assigned evacuation point, then continue on to the relocation site or designated bus loading zone.

**Outdoor Procedure – When outdoors, students/staff should:**

- If appropriate, line up at the assigned evacuation point, then continue on to the relocation site.

## Relocation/Reunification Sites

The primary relocation site for Columbus Schools will be located....
Secondary relocation sites will be identified on an as needed basis.

## Responsibilities

The delegation of authority and management responsibilities in an event of an evacuation follows the hierarchy outlined in previous sections. The following procedures will be initiated by individuals as indicated below.

### Incident Commander Actions

- Indicate to the staff a temporary relocation. If necessary, identify a secondary location. Notify local law enforcement of intent to relocate, the new location, and the route to be taken to that site
- Issue directed transportation instruction if students will be relocated by means of buses and cars.
- Document all actions taken.

### Incident Management Team

- Notify relocation centers and determine an alternate relocation center, if needed, if the primary center will also be impacted.
- Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
- Notify families via the School Infinite Campus Notification System of the relocation center and how to reunify with the students.

### Staff Actions

- Execute relocation procedures when instructed by the Incident Management Team
- Remain with students throughout the relocation process.
- Upon arrival at the safe site, account for all. Report any missing or injured individuals to the Incident Commander.
- Document all actions taken.

### Bus Driver Actions

- If evacuation is by bus, use two-way radios to communicate with the Incident Commander, Incident Management Team
- Be prepared to provide transportation to a relocation center.
- Document all actions taken.

### Alert and Notification Process

The signal for a temporary relocation will be delivered in person by the Superintendent, Principal, or Incident Commander and/or announced over the school intercom and the two-way radio. The office staff will call staff who are off campus on their cell phones as soon as possible to notify them of the incident.

# Family Reunification

In cases of an incident requiring family reunification, the following procedure should be adhered to by students and staff. The family reunification procedure outlines steps to be taken by staff and students during an incident.

### Specialized Procedures

The following procedures will be implemented by staff when directed by the administration of the Incident Commander or when deemed appropriate by the situation. Family reunification should begin as quickly as possible following the incident. The coordinator of family reunification will be the school secretary or other individual as determined by the Incident Commander.

## Family Reunification Site

A variety of considerations must be made in selecting an appropriate site for family reunification. It must be in a safe location and accessible to school buses. It will be away from where the students are located, the first aid station, and the media location. Preferably, there will be adequate room for parking and have separate entrance and exit points to minimize traffic congestion.

The incident will determine which family reunification site will be used. The primary site of the school is the Stillwater County Civic center just north of the Interstate at the main Columbus exit. The reunification site may be in a parked school bus. More distant family relocation sites will be identified on an as needed basis. One reason to move the family relocation sites to a more distant location would be if the highway is closed and families cannot reach the school site.

## Responsibilities

The delegation of authority and management responsibilities in an event of an evacuation follows the hierarchy outlined in previous sections. The following procedures will be initiated by individuals as indicated below.

## Incident Commander Actions

- Determine the location for family reunification when the Stillwater County Civic Center is inaccessible.
- Assign personnel to assist with the family reunification process.
- Document all actions taken.

## Incident Management Team Actions

- Provide support to the Family Reunification Coordinator.
- Remain calm and work to calm families. Remind families that we are striving to keep all individuals safe. The safety of their child is our utmost priority.
- If individuals become hysterical, move them to a more private location.
- Personally escort all families who have students who are injured to the first aid station for reunification.
- Families of students who are missing should be escorted to the counseling area. In the case of a death, follow the appropriate annex for guidance.
- Determine where to place students who cannot be picked up and how to provide care for them.
- If the situation permits, assign an individual to direct traffic. As the situation develops, there may be time to set up traffic control devices.

### Family Reunification Coordinator (typically, School Secretary) Actions

- Take the Family Reunification File during all emergencies.
- Post signs to indicate the family reunification location.
- As families begin to arrive, have them fill out a Reunification Form and sign the attendance log.
- Verify identification, if needed. Only individuals listed on the emergency card may pick up a student.
- Give the Reunification Form to a runner.
- When the form is completed, place it in the correct class file.
- Document all actions taken.

### Runner Actions

- Take the Reunification Form to the teacher in charge of the indicated student. The teacher will fill out the teacher section of the form.
- If the student is present and uninjured, escort the student back to the family reunification location. Give the completed form to the Family Reunification Coordinator. If the teacher indicates the student is located in the first aid station, verify his or her presence there. Then, give the form to the Incident Management Team Member working at the family reunification site.
- If the location of the student is unknown, absent, or deceased, give the form to the Incident Management Team Member.

### Alert and Notification Process

The signal to initiate family reunification will be delivered in person by the Superintendent, Principal, or Incident Commander.

Families will be notified via Infinite Campus Notification System the location of the family reunification site.

# Recovery:Psychological and Emotional

### Purpose

These procedures have been developed to provide an emotional catharsis to students/staff impacted by trauma at school or in the community. Following a traumatic event or incident, the following recovery procedures should be implemented to assist students, staff, and their families in the healing process.

The following procedures outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the community. Mental

health professionals available in the school community such as nurses and social workers are required to participate in the implementation of the EOP.

## Responsibilities

To implement the recovery: psychological healing procedures:

- All staff will work to recognize signs of trauma.
- The school counselor will be able to assist in managing trauma and will train others as needed.
- Parents and guardians will be offered tips on how to recognize signs of trauma.

## Specialized Procedures

The following procedures will be implemented by staff when directed by the Principal or when deemed appropriate by the situation.

### Immediately Following a Major Incident, Serious Injury and/or Death

- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families (refer to the communication procedures in the basic plan).
- Contact families as soon as possible to inform them of how the situation is being handled and discuss the resources that are available including those at the school. This can be completed through a letter and changes on the school website.
- Set up crisis centers and designate private rooms for private counseling/defusing. Staff may include outside mental health professionals to assist with grief.
- Encourage teachers to facilitate class discussions about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Any students who are excessively distraught should be referred to the school counselor.
- Accept donations. In the first hours and days after a major incident, offers of help will probably be plentiful; however, offers will diminish considerably as time passes. Donations given and not used can always be returned.
- Designate a place for staff, students, and community members to leave well-wishes, messages, and items.

### Hospital/Funeral Arrangements

- Be in contact with the family to determine their needs and assist as possible. Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available. If the funeral is scheduled during a school day, all students and staff may be excused from school.

- Encourage staff and students to attend the funeral to provide support for the family and bring closure to the incident. If a majority of the school was impacted, consider closing the school or making shortened day plans.
- The administration will visit the hospital and/or attend the funeral to represent the school.
- Offer the use of school facilities for a funeral or memorial service.

### Post-Incident Procedures

- Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Continue to observe individual students for excessive difficulty returning to a more normal routine. Refer these students to the school counselor for appropriate assistance.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals, as needed.
- Donate all remaining donated items to charity.
- Discuss and approve permanent memorials with the School Board's consent.

# Continuity of Operations (COOP) Procedures

## Purpose

The purpose of these Continuity of Operations (COOP) procedures is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that results in disruption of normal activities or services to the school. Failure to maintain these critical services would significantly affect the education and/or service mission of the school in an adverse way.

## Scope

It is the responsibility of Columbus Public School officials to protect students and staff from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying and mitigating hazards, preparing for and responding to incidents, and managing the recovery. These COOP procedures are written to address these responsibilities before, during, and after times of routine work schedules.

The COOP procedures outline actions needed to maintain and/or rapidly resume essential academic, business, and physical services after an incident. Frenchtown School relies on strong internal and external communication systems and partnerships with contractors and organizations to quickly recover following an incident.

## Responsibilities

The delegation of authority and management responsibilities in the event of an incident follows the hierarchy outlined in previous sections.

## Procedures

The following procedures will be followed by staff to assist in the execution of essential functions and the day-to-day operations.

## Activation and Relocation

The Superintendent will determine when to activate and implement the COOP procedures and make the decision to relocate to the alternate site. Authority for activation may be delegated. The activation may occur with or without warning. The Superintendent or designee (with delegated authority) will activate the COOP procedures whenever it is determined the school is not suitable for safe occupancy or functional operation.

## Alert, Notification, and Implementation Process

The communications tree will be used to notify employees of COOP procedures activation and provide situation information, as available. Parents/guardians will be alerted and notified by the Infinite Campus Notification System as important information becomes available. Information will also be available on the school website.

## Relocation Sites

Specific relocation sites will be identified as needed. They may be accessed by walking and/or by transportation services.

## Reconstitution

- In most instances of COOP procedures implementation, reconstitution will be a reverse execution of those duties and procedures listed above, including:
- Inform staff that the threat of or incident no longer exists, and provide instructions for the resumption of normal operations.
- Supervise an orderly return to the school building.
- Conduct an after-action review of COOP operations and effectiveness of plans and procedures.

# Hazard and Threat Specific Annexes

## Fire

### Purpose

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a fire on or near school grounds. Although fires rarely happen in a school building, the following procedures will be followed.

### Core Functions

The Columbus Rural Fire Department provides current fire information of fires in and around the Columbus area. The CRFD will notify the office staff when they have an incident that could impact the school. The Superintendent, Principal, or Incident Commander will activate the EOP in the event of a fire at or near the school.

### Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a fire include the following:

- Evacuation
- Reverse Evacuation
- Temporary Relocation
- Family Reunification
- Continuity of Operations (COOP)
- Recovery: Psychological and Emotional
- Mass Care
- Accounting for ALL Persons

### Activating the EOP for a Fire

**Person discovering the fire:**

- Alert others in the immediate area of the danger and move them to a safe location. If indoors, direct them to crawl away from the fire to avoid smoke asphyxiation.
- Pull a fire alarm and notify administration of the situation.
- If appropriately safe, use a fire extinguisher on the blaze.
- Close doors and windows to possibly reduce the speed with which the fire can spread.
- Begin first aid, if necessary.

**Custodial Staff and Maintenance Staff:**

- Turn off electricity and gas throughout the building.

# Hazardous Materials Incident

## Purpose

In addition to hazardous materials that are used and stored on the school campus, Columbus Public Schools is in close proximity to Interstate 90, railroad tracks, and the Sibanye Smelter. All of these pose potential risk for a hazardous materials incident near the school. A hazardous materials incident has unique issues in that it could involve a gas. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a hazardous materials incident on or near school grounds.

## Core Functions

Staff, including maintenance and custodial personnel, should immediately notify the administration of a hazardous materials incident on or near school property. The Columbus Fire Department, Columbus Police Department, or the Sheriff's Department will contact the school if a hazardous materials incident occurred in a dangerous proximity to the school. The Superintendent, Building Principal, or Incident Commander will activate the EOP.

## Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a hazardous materials incident include the following:

- Reverse Evacuation
- Shelter-in-Place
- Temporary Relocation
- Family Reunification
- Continuity of Operations (COOP)
- Mass Care
- Accounting for ALL Persons

If there is an internal chemical spill, the following operational procedure may additionally be activated:

- Evacuation

## Activating the EOP for an Internal Chemical Spill

**Person discovering the spill**

- Alert others in the immediate area of the danger and move them to a safe location. Be aware of wind direction.
- Notify administration of the situation.

- If the spill is indoors, close windows and doors to contain the fumes and reduce danger and damage.
- Be prepared to report the name of the substance, if known, and/or describe characteristics (color, small, visible gasses).
- Begin first aid, if necessary.
- Do not eat or drink anything or apply cosmetics.

**Maintenance/Custodial Staff**

- Turn off electricity, gas, air circulation throughout the building.

# Severe Winter Storms

## Purpose

A severe winter storm is very likely in the Columbus area. These guidelines could also apply to other weather related emergencies. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of severe weather.

## Core Functions

The school relies on outside sources to assist in predicting the arrival of a severe storm. The school also uses other sources such as The Weather Channel and local news for information. The Superintendent, Building Principal, or Incident Commander will activate the EOP in the event of a severe storm either during the school day or outside of school hours.

## Activating the EOP for a Severe Winter Storm

Administration or Incident Commander

- Collect data in order to make the best possible assessment; predicting the weather can be difficult.
- Make decisions to delay the start of school, delay buses, end school early, cancel all outdoor activities, or cancel school. Consult with the School Board Chairman.
- Notify the staff of the decision either via a Communication Tree (outside of school hours) or in person (during the school day).
- Notify families of students via Infinite Campus Notification System, school website, Facebook, and School App.

## Staff Actions (during school day)

- Begin a Reverse Evacuation if indicated.
- If students are being sent home early, begin to call the parents of your students to confirm that they know the time school will be closing.

- If the need arose for an evacuation, students may need an opportunity to appropriately dress themselves for the severe weather situation.

# Intruder

## Purpose

It is impossible to predict if or when an intruder will enter the Columbus Public Schools campus. Staff should be vigilant of unknown individuals and in-tune with the emotional well-being of students and other individuals on our campus. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in the event of an intruder onto school grounds or in the school building.

## Core Functions

To deter intruders from coming to the campus,

- All doors at the elementary, middle school, and high school will remain locked during the school day.
- Numerous cameras are placed on the exterior of the school building.
- Signs are posted on entry to the buildings that indicate that visitors must register at the office. This is a requirement for all non-students and includes parents who are volunteering in a classroom.
- Staff will monitor unlocked doors and visitors to the school.

In the event of an intruder on campus, the administrators will contact the school resource officer and law enforcement agencies for their assistance. Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students safe.

The Superintendent, Principal, or Incident Commander will activate the EOP in the event of an intruder on campus.

## Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of an intruder on campus include the following:

- Evacuation
- Reverse Evacuation
- Lockdown
- Temporary Relocation
- Family Reunification
- Recovery: Psychological and Emotional
- Mass Care

- Accounting for ALL Persons

### Activating the EOP for an Intruder

**Person discovering the intruder**

- Notify administration. Provide description and location of the intruder. Visually inspect the intruder for indication of weapons.
- Alert others in the immediate area of the danger and move them to a safe location.
- Keep the intruder in view until assistance arrives. Stay calm. Do not indicate any threat to the intruder.

**Incident Commander**

- Call 911.
- Determine what procedures should be activated depending on the location and nature of the intruder.
- Consult with local law enforcement and monitor the situation.
- If appropriate and safe to do so, request the intruder to leave campus in a calm, courteous, and confident manner.
- Keep the intruder in view until law enforcement arrives.
- Designate a staff member to coordinate at the command post. Provide him or her with the EOP folder and map of the school.

# Pandemic or Disease Outbreak

### Purpose

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a pandemic or disease outbreak.

### Core Functions

The StillwaterCounty Health Department contacts the school administration when cases of disease outbreaks that could impact the school are identified. The Superintendent, Principals, or Incident Commander will activate the EOP in the event of a pandemic or disease outbreak.

### Operational Functions/Procedures That May Be Activated

- Operational functions or procedures that may be activated in the event of a pandemic or disease outbreak include the following:
- Reverse Evacuation
- Temporary Relocation
- Continuity of Operations (COOP)
- Mass Care
- Accounting for ALL Persons

### Activating the EMP for a Pandemic or Disease Outbreak

Administration or Incident Commander

- Determine the severity of the incident and take appropriate action.

**Office Secretaries/EMTs on Staff**

- Provide care as needed.
- Provide information to the staff that describes the pandemic or disease outbreak. Include how it spreads and how to avoid it.
- Be in contact with the Stillwater County Health Department for further guidance and reporting.

**Custodial/Maintenance Staff**

- Conduct a Terminal Cleaning on any part of the school where an infected person may have been.

# Bomb Threat

## Purpose

The purpose of this annex is to ensure that there are procedures in place to protect staff/students in the case of a bomb threat.

## Core Functions

The Superintendent, Principal, or Incident Commander will activate the EOP in the event of a bomb threat at or near the school.

## Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a bomb threat include the following:

- Evacuation
- Reverse Evacuation
- Room Clear
- Temporary Relocation
- Family Reunification
- Continuity of Operations (COOP)
- Recovery: Psychological and Emotional
- Accounting for ALL Persons

## Activating the EOP for a Bomb Threat

**Person receiving the Bomb Threat**

- Remain calm.
- Try to gather as much information as possible. Write down the exact words whenever possible.
- Notify the administration of the situation

**Administration or Incident Commander**

- Call 911.
- Determine what procedures should be activated depending on the suspected bomb location and current information.
- Conduct a limited search of the building. Do not touch a suspicious device.
- Consult with local law enforcement and monitor the situation.

# Suicide Threat or Attempt

## Purpose

Suicide is a social problem. It requires cooperation across the staff, with families, and with outside agencies to appropriately intervene with suicidal students. The purpose of this annex is to ensure that there are procedures in place to protect staff/students in case of the staff or student death.

## Core Functions

School staff should be continually aware of students who may need emotional support. This includes attention to students who may exhibit suicidal ideation. Students should be referred to the school counselor whenever an adult is concerned about him or her. The Superintendent, Principal, or Incident Commander will activate the EOP in the event of a suicide threat or attempt at or near the school.

## Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a sucicide threat or attempt may include the following:

- Evacuation
- Reverse Evacuation
- Room Clear
- Recovery: Psychological and Emotional
- Accounting for ALL Persons

## Activating the EOP for a Suicide Threat or Attempt

**Staff (when there is a suicide threat)**

- Threats of suicide should never be taken lightly. Do not leave the student alone.
- Refer the student to the school counselor for a suicide assessment.

- Remove the students from any area containing dangerous substances or items. Administration will assist in removing these items from the individual, if needed.
- School counselor will contact the family with a recommendation to complete further suicide assessment and/or the need to monitor the student.

**Staff (when there is a suicide attempt)**

- Treat this as a medical emergency. Do not leave the student alone. Remain calm.
- Alert other adults in the immediate area and move other students to a safe location (Room Clear). Protect students from witnessing the trauma associated with seeing a suicide attempt.
- Notify administration.
- Remove the students from any area containing dangerous substances or items. Administration will assist in removing these items from the individual, if needed. Administration will notify parents and encourage the family to seek suicide assistance from Stillwater Billings Clinic. Advise parents that suicidal individuals should not be left alone. If parents do not seek assistance, consider making a referral to Child & Family Services.
- The school counselor will set up a home/school communication system.
- If the individual completes suicide, refer to the school death annex. Special attention should be paid to other students who are at a high risk to also attempt suicide (close friends, students who are troubled by the incident, students who have previously attempted suicide).
- Provide a safe and supportive school environment for all students.

# Kidnapping

## Purpose

The purpose of this annex is to ensure that there are procedures in place to protect students in case of an attempted or successful kidnapping.

## Core Functions

Students will only be released from school to individuals who are designated in the student record. Parents and guardians may update the list of approved individuals at any time. They may also notify the office if their student has limited permission to leave with a new person. Identification will be required from any unknown individuals.

Custody dispute issues should be treated with adequate attention.

The Superintendent, Principal, or Incident Commander will activate the EOP in the event of a kidnapping at or near the school.

### Operational Functions/Procedures That May Be Activated

**Operational functions or procedures that may be activated in the event of a kidnapping include the following:**

- Reverse Evacuation
- Recovery: Psychological and Emotional
- Accounting for ALL Persons

### Activating the EOP for a Kidnapping

**Person discovering the kidnapping or attempted kidnapping**

- Notify administration.
- Record any information that may be helpful in identifying the kidnapper (voice, vehicle type, license plate). This also applies if staff becomes concerned about a stranger loitering on or near school property or following students between home and school. Account for ALL persons.

**Administration**

- Call 911.
- Determine what procedures should be activated depending on the current information. Conduct a search of the building.
- Consult with local law enforcement
-

# Staff or Student Death

### Purpose

The purpose of this annex is to ensure that there are procedures in place to protect staff/students in the case of staff or student death.

### Core Functions

The Superintendent, Principal, or Incident Commander will activate the EOP in the event of a death at the school or a death of a staff member or student outside of school.

### Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a death include the following:

- Evacuation
- Room Clear
- Family Reunification
- Recovery: Psychological and Emotional

## Activating the EOP for a Death

**Person discovering the deceased (if the death occurs at school)**

- Alert other adults in the immediate area and move students to a safe location (Room Clear). Protect students from witnessing the trauma associated with seeing a deceased individual.
- Observe the scene to determine if there is risk in providing assistance.
- Notify administration of the situation.
- Never assume that someone is deceased until certified by appropriate medical personnel. Provide all possible medical support until that time.

**Administration or Incident Commander (if the death occurs at school)**

- Remains of the deceased should be moved to an area that is out of sight of students and should be completely covered with a blanket or tarp. Assign an individual to ensure that no one enters the area until professional help arrives.
- Personally and in private notify the families. A member of the clergy or a professional counselor should attend the notification.
- Determine if school will be shortened or canceled that day and possibly subsequent days. Organize a special after school faculty meeting to share all known information with the staff. Consider preparing a letter regarding the incident home to families.
- Organize Psychological and Emotional Recovery

A**dministration or Incident Commander (if the death occurs outside of school)**

- Contact each staff member to inform them of the death and request their arrival at school for a special faculty meeting at 7:45 a.m. the next school day.
- The meeting will involve signs to look for in the students and an acknowledgement of grief for the staff. It should also establish how students and staff can access emotional assistance, if necessary.
- Organize Psychological and Emotional Recovery

# Columbus Public Schools

## BOARD AGENDA ITEM
## Unfinished Business - "B"

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action-Consideration to Approve Strategic Plan

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**

The strategic planning committee has met on two separate occasions with MTSBA facilitator, Emily Dean, to develop a strategic plan. The plan recognizes district goals, strategies, and barriers. Once the plan is adopted, it will be placed on the school website and be the basis for future decisions.

**Additional Information Attached:**

Strategic Plan DRAFT

# Columbus Public Schools
# Strategic Plan
# 2025

## Part I: Planning Horizon: Timeless
## Core Ideology of Columbus Public Schools[1]

***Core Purpose***

Columbus Public Schools provides an inclusive educational environment that empowers every student to achieve their full academic, social, and personal potential. We foster critical thinking and problem-solving skills to prepare students for lifelong success. Guided by kindness, integrity, and community collaboration, we nurture an atmosphere where all students feel valued, inspiring excellence and equipping them to thrive as empathetic leaders.

***Core Values***

- **Respect:** Columbus Public Schools fosters a school culture based on mutual understanding, kindness, and tolerance. We embrace differences and create an inclusive environment that values every individual, encouraging meaningful conversations to strengthen relationships within our school community.
- **Excellence:** We are committed to achieving high academic standards and providing an excellent education. All members of the Columbus Public Schools community strive for continuous improvement, fostering critical thinking and preparing students for lifelong success.
- **Community:** Strong community engagement and collaboration are essential to our success. We prioritize building partnerships with families, local businesses, and organizations ensuring that every student feels a sense of belonging and benefits from shared community goals and relationships.
- **Accountability:** We demonstrate responsibility, integrity, and transparency in all actions and decisions. We foster a culture of honesty and ethical behavior, instilling a strong work ethic and commitment to doing what is right.
- **Safety:** We create a safe and supportive environment for all students and staff, including physical safety, emotional well-being, and fostering a school environment where everyone feels valued. Columbus Public Schools provides equitable access to resources and addresses the diverse needs of students to promote a nurturing atmosphere.

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[1] **Core Ideology** describes the school district's consistent identity that transcends all changes related to its relevant environment. It consists of two elements - **Core Purpose** - the school district's reason for being - and **Core Values** - essential and enduring principles that guide the school district.

## Part II: Planning Horizon: 10-15 Years
## Envisioned Future of Columbus Public Schools[2]

### *Big Audacious Goal*

Columbus Public Schools cultivates confident and compassionate leaders who have the competencies to excel in any environment. We provide an innovative and engaging education system that integrates personalized learning experiences, robust career and technical education (CTE) opportunities, and community partnerships. Every student feels empowered to meaningfully contribute to our community and beyond. Through comprehensive support and resources, we aim to eliminate barriers and promote a culture of lifelong learning where every Columbus student feels proud of their hometown roots and inspired to pursue their goals.

### *A Vivid Description of the Desired Future*

- All students successfully complete college-level courses or acquire industry certifications
- Every student is provided personalized supports to reach proficiency in content and growth towards mastery
- Maintain state-of-the-art facilities that serve the entire community
- Sustainable sources of funding to provide diverse course and activity offerings
- Recognized statewide for excellence in academic and personal achievement of students, teachers, and staff

### *Key Barriers to our Intended Success in Achieving our Envisioned Future:*

Columbus Public Schools has identified the following factors that we believe could challenge our ability to attain our Envisioned Future and overcome the identified Critical Issues.

- Steady declines in enrollment result in decreases in average number belonging (ANB) funding without similar reductions in expenditures cause ongoing budget issues
- As veteran teachers retire, recruitment and retention of high quality staff is a challenge
- Relevant and quality curriculum in inconsistent across the school district and needs improvement
- Access to dual credit and college course opportunities is cumbersome and difficult
- Lack of family engagement in academics, particularly in later grades
- Technology quickly becomes irrelevant and there is a lack of funding to keep it updated

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[2] **Envisioned Future** conveys a concrete yet unrealized vision for the school district. It consists of a **Big Audacious Goal** - a clear and compelling catalyst that serves as a focal point for effort - and a **Vivid Description** - vibrant and engaging descriptions of what it will be like to achieve the big audacious goal.

- Many students struggle with mental health and behavioral challenges, resulting in the inability to self-regulate and high levels of anxiety and depression
- There is an increase in the number of students qualifying for special education services, including those who require 1-1 assistance
- Limited health care services available in town for mental health care, students and families must access care in Billings and they are often waiting multiple months for an appointment
- Some families have not been equipped with robust parenting skills, often caused or exacerbated by ongoing adult mental health challenges

## Part III: Planning Horizon: 5 Years
## Goals and Strategic Outcomes[3]

***Goal 1***

Academic Achievement: Columbus Public Schools will improve academic achievement, including academic growth and mastery, for all students through high teacher effectiveness, developing resilience and tenacity in students, and personalized learning opportunities.

**Strategic Outcomes**

- Through targeted interventions and greater teacher effectiveness, we will improve the following ELA academic outcome metrics:
  - __% proficiency for 4th grade students
  - __% proficiency for 8th grade students
  - __% proficiency for 11th grade students
- Develop clear pathways and procedures to expand opportunities for dual credit, work based learning, career technical education (CTE), internships, trades, and AP or IB coursework.

***Goal 2***

Teacher and Staff Professional Development and Support: Columbus Public Schools prioritizes high quality, ongoing professional development to ensure we have the most prepared and effective teachers and staff. We identify and implement strategies to create a supportive working environment for teachers and staff.

**Strategic Outcomes**

- Identify and implement strategies for increased rigor through instructional coaching for teachers.

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[3] Goals represent areas in which the school district has explicitly stated the conditions or attributes it wants to achieve. These outcome statements define, "what will constitute future success." The achievement of each goal is intended to play an important part in moving the school district toward realization of its envisioned future. Strategic Objectives flow from and are subsidiary to the Goals and provide direction and intended actions regarding how the school district will accomplish its articulated goals.

- Conduct an audit of curriculum, potentially with a curriculum consultant, and where necessary develop new curriculum with the implementation of aligned professional development.
- Improve vertical alignment within schools and across the elementary, middle, and high school.
- Implement strategies to improve teacher recruitment and retention.

***Goal 3***

Community Engagement: Columbus Public Schools enhances community engagement by regularly communicating through multiple mediums and creating opportunities for collaboration and connection. We aim to educate the public regarding district operations and build strong relationships with families, local organizations, and businesses.

**Strategic Outcomes**

- Develop and implement a communications plan to create regular and multiple channels of dialogue regarding to connect with community members, this includes but is not limited to email newsletters, mailed letters, social media, and earned news media.
- Develop community support for the successful passage of school levies through educating the community on school finance, district needs, and outcomes for students. Our strategies will include meeting the community where they are, including community events, games, and regular gathering places.
- Consistent with state law, including but not limited to 2-2-122, MCA, trustees and the superintendent will work with community partners to provide the information necessary for a community or parent group to launch and run a school levy campaign.

***Goal 4***

Safety: Columbus Public Schools prioritizes comprehensive school safety programming that creates a safe school environment through proactive strategies for physical safety and student mental wellness.

**Strategic Outcomes**

- Following the creation of a school safety committee, develop an emergency operations plan and implement strategies for improved school safety.
- Develop and implement a framework for identifying personalized support for students by recognizing mental health needs and targeted interventions, resources, and supports to promote overall wellbeing.
- Audit existing available resources and improve access for students and families to mental health care.

# Appendix to the Strategic Plan
# Megatrends Analysis

***Assumptions Regarding the Relevant Future for Columbus Public Schools***
In order to make progress toward our Envisioned Future, we must constantly anticipate the strategic factors likely to affect our ability to succeed and assess the implications of those factors. This process of building foresight about the future will help Columbus Public Schools innovate and adapt to succeed in the face of barriers to our success. Periodic review and update of these factors will help ensure the ongoing relevance of our vision for the future and our efforts to achieve it.

**Demographics**

- There is a trend of declining enrollment in schools, demonstrated by a notable decrease in kindergarten classes as compared to the senior class size of only 70 students.
- There are fewer families moving to the area or existing residents starting families.
- A slow trickle of newcomers, especially retirees, is occurring in the area. This demographic shift has not resulted in an increase in school-age children.
- High student enrollment includes a considerable number of out-of-district students (75), seeking better offerings and opportunities from the school.
- There is a growing trend in families homeschooling, with 76 families opting for this route due to flexibility and the ability to decide to return to traditional schooling during high school.

**Business and Economic Climate**

- Recent layoffs from the local mine have caused social and emotional issues for kids and families, particularly as some parents are leaving for work elsewhere.
- The closure of McDonald's reflects the challenges within the local economy, which is currently stable but not thriving.
- The local economic landscape is reliant on a few key industries including mining, small business, and agriculture.
- Many residents commute to Billings, making the Columbus area a bedroom community that relies on the economic activity of another city.
- Opportunities for remote work are increasing, facilitated by easy access to Billings and the airport, as well as improved internet connectivity through services like Starlink and fiber.
- The development of the new state mental health hospital in Laurel will present opportunities for Columbus community and resident growth.
- Palladium prices are increasing and could result in new jobs to become available.

**Legislation and Regulation**

- The passage of the STARS Act has been a financial benefit to the district.

- There is significant concern regarding the expansion of education savings accounts (ESAs) across the country and attempts to establish them in Montana. ESAs would likely result in reductions in funding for public education.

**Science and Technology**

- There is a critical need for increased funding to update technology and address increased software costs to ensure students have access to relevant tools and resources.
- School staffing challenges persist, particularly in recruiting and retaining qualified individuals to teach technology-related subjects.
- With the availability and use of AI, addressing plagiarism has become a complex issue.

**Politics and Social Values**

- The increasing number of families are opting to homeschool reflects the broader societal perceptions about education.
- Local perceptions of school are often shaped by the national political climate, driving varied levels of community support.
- There is a strong demand for greater family involvement in school to help counter trends of disengagement.
- Failing to pass school levies reflects community challenges. These challenges are exacerbated by layoffs and property tax policy.
- Economic uncertainties are causing local business owners to become more cautious in their support for schools.

# Columbus Public Schools

## BOARD AGENDA ITEM

**New Business - "A"**

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action- Consideration to Approve Transportation Director for 2026-2027 - Curt Robbins

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**

Due to the resignation of Al Sipes last fall,which is effective at the end of this school year, we advertised for the open transportation director position. Qualifications for this position were that the applicant have all the necessary endorsements and certifications, including a minimum of two years of successful driving experience. With the minimum two years of experience, this will allow the transportation director to train future CDL bus drivers. Columbus Schools is one of the few schools that train drivers per federal guidelines. We interviewed for that position on January 6th,2026 The interview committee consisted of Superintendent Casey Klasna, Transportation Director Al Aipes, and Trustee Russ Dewell. The committee's consensus is to recommend Curt Robbins for the position.

**Additional Information Attached:**

Proposed Contract Terms

## Transportation Director Contract Terms for the *remainder* of the 2025-2026 School Year

1. Will transition into the Transportation Director role on March 16th, 2026. The contract length will go from 4 hours/day to 6 hours/day and the hourly wage will be $30/hour. Health insurance to be adjusted

2. The current Transportation Director will transition to driver only on March 16th and go from 6 hours/day to 4 hours/day. The current director will be available to serve as a mentor through the end of this school year.

## Transportation Director Contract Terms for 2026-2027 School Year

1. $52,000 salary. 210 day contract. Starts 3 weeks before school and ends 2 weeks after school. Required minimum of 40 hours/week. With salary the employee is exempt from overtime pay.

2. Single Health Insurance - this has been the practice for prior transportation directors.

## Transportation Fund

All salary and benefits of the transportation staff are paid out of the transportation fund which is completely separate on how all other staff are paid. All other staff are mostly paid out of the General Fund. The transportation department is not union and does not fall under a collective bargaining agreement like other staff. The Trustees have the flexibility to levy more in the transportation fund in August to cover costs within that department.

# Columbus Public Schools

## BOARD AGENDA ITEM

**New Business - "B"**

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action- Consideration to Select Bank to Finance the Bus Barn Construction Project

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**
Per statute, the Board of Investments has the right of first refusal to finance a school project. An application was submitted to the BOI. The BOI has approved us to go with a local bank. Proposals have been solicited from three local banks - Yellowstone, First Interstate, and Stockman. The deadline for banks to submit their proposals is Friday, January 9th.

**Additional Information Attached:**
To be provided at the meeting.

# Columbus Public Schools

## BOARD AGENDA ITEM

## New Business - "C"

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action- Consideration to Select General Contractor for the Bus Barn Construction Project

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**

The bus barn project has been a discussion since the fall of 2024. The Trustees, through careful consideration and planning, approved moving forward with the project. Collaborative Design Architects were approved to design the project. Mark Qualman of QuEst was approved to ensure all bid documents were in order to put the project out to bid. This bus barn project solicited 12 bids from general contractors in December of 2025. On December 30th at a Special Board Meeting open to the public, bids were discussed and the all in one costs of the project. Estimated amount to finance is $2.2 million, which includes the costs of construction, contingencies, owners rep fees, construction administration, permits, etc.

**Additional Information Attached:**

Name of General Contractor to be provided at the meeting.

# Columbus Public Schools

## BOARD AGENDA ITEM

**New Business - "D"**

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action- Consideration to Approve QuEst Services to be the District's Owners Rep on the Bus Barn Project

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**

QuEst services assisted us with the bid documents and putting the bus barn project out to bid. I would recommend that Mark serve as our Owner's Rep to oversee the bus barn project during construction.

**Additional Information Attached:**

NONE

# Columbus Public Schools

## BOARD AGENDA ITEM

## New Business - "E"

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action - Consideration to Approve School Nutrition Worker - Veronica Groom

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**

Veronica will be recommended to fill the open school nutrition position. This position has been open for several months. Veronica has experience working with school nutrition.

**Additional Information Attached:**

NONE

# Columbus Public Schools

## BOARD AGENDA ITEM

## New Business - "F"

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action - Consideration to Approve Substitute to be added to the Sub list - Gabrielle Adair

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**

Gabrielle will be recommended to be added to the sub list.

**Additional Information Attached:**

NONE

# Columbus Public Schools

## BOARD AGENDA ITEM

**New Business - "G"**

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action - Consideration to Approve a Technology Levy to be on the May 5, 2026 Ballot

**PREPARED BY:** Casey Klasna, Superintendent

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**SUMMARY:**

Due to the growing inventory of obsolete technology, increased costs of technology, and the impact technology costs have had on the general fund, it will be recommended to ask the voters for a 10 year technology levy. The levy amount will be provided at the February meeting with estimated tax impacts to the electors of the Columbus School District.

**Additional Information Attached:**

NONE

# Columbus Public Schools

## BOARD AGENDA ITEM

**New Business - "H"**

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action - Consideration to Allow 8th Grade Student to Participate in HS Girls Basketball

**PREPARED BY:** Casey Klasna, Superintendent

---

**SUMMARY:**

We have an 8th grade student who currently enrolled requesting to play on the HS girls team. This athlete has all the proper signatures per policy.

**Additional Information Attached:**

To be provided at the meeting.

# Columbus Public Schools

## BOARD AGENDA ITEM

**New Business - "I"**

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action - Appoint Trustees to sit on Negotiations Team

**PREPARED BY:** Casey Klasna, Superintendent

---

**SUMMARY:**

Two Trustees will need to sit on the classified and certified negotiations team.

**Additional Information Attached:**

NONE

# Columbus Public Schools

## BOARD AGENDA ITEM

**New Business - "J"**

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action - Consideration to Approve Out of District Attendance Agreements MS252622, HS252623 - CLOSED SESSION

**PREPARED BY:** Casey Klasna, Superintendent

---

**SUMMARY:**

As of now, there are two attendance agreements for board consideration. Due to the students' privacy outweighing the public's right to know, discussion will be held in closed session. Action will be taken in open session.

**Additional Information Attached:**

NONE

# Columbus Public Schools

## BOARD AGENDA ITEM

**New Business - "K"**

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Discussion - Superintendent Evaluation - CLOSED SESSION

**PREPARED BY:** Casey Klasna, Superintendent

---

**SUMMARY:**
The Superintendent evaluation is held annually and completed before February 1. Currently, Superintendent Klasna is on year 1 of a 3 year contract, but is still evaluated annually. There is no action, only discussion.

**Additional Information Attached:**
NONE

# Columbus Public Schools

## BOARD AGENDA ITEM

**New Business - "L"**

**MEETING DATE:** January 13th, 2026

**ITEM TITLE:** Action - Consideration to Appoint New Trustee to fill the Open Vacancy Through May 5, 2025 - TBA

**PREPARED BY:** Casey Klasna, Superintendent

---

**SUMMARY:**

Currently, we have had no letters of interest for the open vacancy. The deadline to submit a letter is 4pm on January 9th. We are hoping to have a letter submitted for board review as soon as we can.

**Additional Information Attached:**

NONE

Columbus Public School

**Totals Report for December 2025 through December 2025**
2025-2026

01/06/2026
9:33:57 AM

Only Accounts with Activity.

| Account | Beginning + | Receipts - | Expenditures + | Transfers = | Ending |
|---|---|---|---|---|---|
| 1 - ANNUAL | 4,835.95 | 262.11 | 0.00 | 0.00 | 5,098.06 |
| 2 - ATHLETICS | 54,607.80 | 10,967.98 | 7,615.96 | 1,881.11 | 59,840.93 |
| 3 - MATH | 188.44 | 0.08 | 0.00 | 0.00 | 188.52 |
| 4 - BAND/CHORUS | 402.92 | 159.18 | 190.00 | 943.94 | 1,316.04 |
| 5 - CHEERLEADERS | 8,078.90 | 3.53 | 0.00 | 644.97 | 8,727.40 |
| 6 - CONCESSIONS | 19,267.39 | 3,996.27 | 190.11 | -3,470.02 | 19,603.53 |
| 7 - DRAMA | 3,779.02 | 1.69 | 106.00 | 0.00 | 3,674.71 |
| 8 - FFA | 16,521.14 | 746.86 | 2,686.89 | 0.00 | 14,581.11 |
| 9 - M.S. ACTIVITY | 1,949.81 | 305.90 | 399.54 | 0.00 | 1,856.17 |
| 10 - FCCLA | 15,059.08 | 6.58 | 634.68 | 0.00 | 14,430.98 |
| 11 - HONOR BAND | -424.98 | 851.92 | 0.00 | 0.00 | 426.94 |
| 12 - CLASS OF 2028 | 757.82 | 0.33 | 0.00 | 0.00 | 758.15 |
| 13 - NATL HONOR SOCIETY | 1,250.56 | 0.55 | 150.00 | 0.00 | 1,101.11 |
| 14 - PEP CLUB | 6,541.65 | 3.12 | 0.00 | 0.00 | 6,544.77 |
| 16 - STUDENT COUNCIL | 4,984.37 | 287.18 | 0.00 | 0.00 | 5,271.55 |
| 19 - CLASS OF 2027 | 784.47 | 0.34 | 0.00 | 0.00 | 784.81 |
| 21 - FOREIGN LANGUAGE CLUB | 521.85 | 0.23 | 0.00 | 0.00 | 522.08 |
| 22 - ODYSSEY WARE | 800.56 | 0.35 | 0.00 | 0.00 | 800.91 |
| 23 - CLASS OF 2026 | 447.65 | 0.20 | 0.00 | 0.00 | 447.85 |
| 24 - VENTURE | 1,141.41 | 0.50 | 151.00 | 0.00 | 990.91 |
| 25 - SOCIAL STUDIES CLUB | 235.77 | 0.10 | 0.00 | 0.00 | 235.87 |
| 26 - ELEM LIBRARY FUND | 1,191.31 | 2,709.38 | 1,822.18 | 0.00 | 2,078.51 |
| 27 - JUNIOR NATIONAL HONOR SOCIETY | 941.12 | 297.75 | 0.00 | 0.00 | 1,238.87 |
| 28 - KEY CLUB | 4,174.83 | 309.82 | 105.10 | 0.00 | 4,379.55 |
| 29 - ELEMENTARY | 3,514.51 | 528.95 | 0.00 | 0.00 | 4,043.46 |
| 30 - CLASS OF 2029 | 509.05 | 0.22 | 0.00 | 0.00 | 509.27 |
| 31 - BUSINS PROFSNL OF AMERICA | -689.25 | 2,597.76 | 393.50 | 0.00 | 1,515.01 |
| 33 - NASA | 3,241.56 | 1.42 | 0.00 | 0.00 | 3,242.98 |
| 34 - ROBOTICS | -87.14 | 0.00 | 73.42 | 0.00 | -160.56 |
| 37 - MS STUDENT COUNCIL | 4,346.34 | 2.09 | 263.62 | 0.00 | 4,084.81 |
| 38 - BUILDERS CLUB | 701.17 | 0.31 | 43.01 | 0.00 | 658.47 |
| | 159,577.41 + | 24,042.70 - | 14,825.01 + | 0.00 = | 168,795.10 |

# Columbus Public School

**Activity Report for December through December**
2025-2026 1 - ANNUAL

01/06/2026
9:31:38 AM

Owner: JAIME HOLBERT

--------- Checking --------

| Beginning | Ending |
|---|---|
| 4,835.95 | 5,098.06 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39742 | JAIME HOLBERT | 260.00 | 1521 | baby ads & business ads | 12/19/2025 |
| Yes | Interest | | Interest to Checking | 2.11 | | Interest | 12/31/2025 |
| | | | | 262.11 | Overall | | |



Registered to: Columbus Public School - Central Users: Cec School Accountant - 2025.0(Build 19.2)

Owner: RON OSBORNE

--------- Checking --------

| Beginning | Ending |
|---|---|
| 54,607.80 | 59,840.93 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Invoice | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Check | 30169 | RUNDLE SUITE | 1,679.98 | 21843 | 2704 | HSFB rooms for playoff game | 12/02/2025 | Returned |
| Yes | Check | 30175 | BSN SPORTS | 534.99 | 21845 | 932337263 | Ball cage for baseball | 12/04/2025 | Returned |
| Yes | Check | 30179 | BSN SPORTS | 1,016.48 | 21848 | 932357923 | SB mats | 12/10/2025 | Returned |
| Yes | Check | 30180 | VISA 2492 | 127.00 | 21419 | 2492 | Track wrestling | 12/10/2025 | Returned |
| Yes | Check | 30181 | SARAH REYNOL | 250.00 | 21847 | 2025 | MS wrestling tournament | 12/10/2025 | Returned |
| Yes | Check | 30184 | BSN SPORTS | 1,147.12 | 21850 | 932491230 | Chair cart for gym chairs | 12/11/2025 | Returned |
| Yes | JV | 70 | Journal Vouc | 1,247.85 | | | Div VB meals VISA0792 PO21832 | 12/02/2025 | Processed |
| Yes | JV | 71 | Journal Vouc | 85.49 | | | possession arrow VISA0792 PO25 | 12/02/2025 | Processed |
| Yes | JV | 74 | Journal Vouc | 130.00 | | | MHSA annual meeting VISA2096 P | 12/02/2025 | Processed |
| Yes | JV | 79 | Journal Vouc | 1,397.05 | | | FB playoff meals VISA2278 PO21 | 12/02/2025 | Processed |
| | | | | 7,615.96 | Overall | | | | |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39719 | RON OSBORNE | 5,067.50 | 1517 | FB reimbursement for playoff games | 12/03/2025 |
| Yes | Receipt | 39723 | BRITTNEY BLAYLOCK | 50.00 | 1518 | activity passes ms | 12/11/2025 |
| Yes | Receipt | 39727 | RON OSBORNE | 1,366.96 | 1518 | Softball pants and matts | 12/11/2025 |
| Yes | Receipt | 39728 | KAYTE GORINO | 580.00 | 1518 | Activity passes | 12/11/2025 |
| Yes | Receipt | 39738 | RON OSBORNE | 323.30 | 1520 | Reimburse VB divisional tournament | 12/15/2025 |
| Yes | Receipt | 39739 | BRITTNEY BLAYLOCK | 100.00 | 1520 | Activity passes | 12/15/2025 |
| Yes | Receipt | 39743 | KAYTE GORINO | 210.00 | 1521 | HS activity passes | 12/19/2025 |
| Yes | Receipt | 39744 | KAYTE GORINO | 780.00 | 1521 | HS activity passes | 12/19/2025 |
| Yes | Receipt | 39746 | BRITTNEY BLAYLOCK | 130.00 | 1521 | MS activity passes | 12/19/2025 |
| Yes | Receipt | 39750 | JULIE HAMILTON | 1,697.00 | 1523 | HSBB vs BT 12/19 | 12/22/2025 |
| Yes | Receipt | 39752 | JULIE HAMILTON | 622.00 | 1523 | HSBB vs Gardiner 12/18 | 12/22/2025 |
| Yes | Receipt | 39757 | JULIE HAMILTON | 17.00 | 1525 | GoFan deposit HSBB vs BT 12/19 | 12/23/2025 |
| Yes | Interest | | Interest to Checking | 24.22 | | Interest | 12/31/2025 |
| | | | | 10,967.98 | Overall | | |

The Amounts here will be Added or Subtracted against Checking,
or moved around (Checking, Savings, Investments) within the account.

| Rec | Transaction | Amount | Purpose | Account | Date |
|---|---|---|---|---|---|
| Yes | JV Checking | 2,316.09 | Sysco bill taken out of athletics by mistake | From 6 - CONCESSIONS | 12/03/2025 |
| Yes | JV Checking | -943.94 | 10 perc of gate for VB/FB games played at | To 4 - BAND/CHORUS | 12/15/2025 |
| Yes | JV Checking | -644.97 | 5 perc of gate for FB/VB games cheered at | To 5 - CHEERLEADERS | 12/15/2025 |
| Yes | JV Checking | 582.46 | SB worked concessions for HSFB 10/24/25 | From 6 - CONCESSIONS | 12/16/2025 |
| Yes | JV Checking | 571.47 | Wrestling worked concessions for MS wrestling tournament 11/1 | From 6 - CONCESSIONS | 12/16/2025 |
| | | 1,881.11 | Overall | | |


Registered to: Columbus Public School - Fortuna Version 6.0 School Accounting - 2025.07(a) 29.21

Owner: JAMES TAFT

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 188.44 | 188.52 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 0.08 | Interest | 12/31/2025 |


Registered to: Columbus Public School - Printed Using: C&C School Accounting - 2025.02(a).19.21

Owner: CADE SCHULZE

--------- Checking --------

| Beginning | Ending |
|---|---|
| 402.92 | 1,316.04 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|
| Yes | JV | 72 | Journal Voucher | 190.00 | lunch at MSUB VISA2096 PO25249 | 12/02/2025 | Processed |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39724 | CADE SCHULZE | 59.00 | 1518 | donations | 12/11/2025 |
| Yes | Receipt | 39734 | JULIE HAMILTON | 100.00 | 1520 | Donation from Nordmans | 12/15/2025 |
| Yes | Interest | | Interest to Checking | 0.18 | | Interest | 12/31/2025 |
| | | | | 159.18 | Overall | | |

The Amounts here will be Added or Subtracted against Checking,
or moved around (Checking, Savings, Investments) within the account.

| Rec | Transaction | Amount | Purpose | Account | Date |
|---|---|---|---|---|---|
| Yes | JV Checking | 943.94 | 10 perc of gate for VB/FB games played at | From 2 - ATHLETICS | 12/15/2025 |


Registered to: Columbus Public School - Powered by The School Accounting - [illegible]

Owner: BRITTNEY BLAYLOCK

--------- Checking --------

| Beginning | Ending |
|---|---|
| 8,078.90 | 8,727.40 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 3.53 | Interest | 12/31/2025 |

The Amounts here will be Added or Subtracted against Checking,
or moved around (Checking, Savings, Investments) within the account.

| Rec | Transaction | Amount | Purpose | Account | Date |
|---|---|---|---|---|---|
| Yes | JV Checking | 644.97 | 5 perc of gate for FB/VB games cheered at | From 2 - ATHLETICS | 12/15/2025 |



Registered to: Columbus Public School - Powered by: QSI School Accounting - 2025.27141.19.21

Owner: ANNA KILLEBREW

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 19,267.39 | 19,603.53 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Invoice | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Check | 30174 | COLUMBUS I.G.A PLUS | 49.95 | 25238 | 322 | donuts for wrestling | 12/04/2025 | Returned |
| Yes | JV | 67 | Journal Voucher | 140.16 | | | Food VISA0792 PO25266 | 12/02/2025 | Processed |
| | | | | 190.11 | Overall | | | | |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39736 | JULIE HAMILTON | 32.50 | 1520 | Reimbursement for hot cocoa | 12/15/2025 |
| Yes | Receipt | 39745 | JULIE HAMILTON | 250.00 | 1521 | Popcorn sales Vincent Law Office | 12/19/2025 |
| Yes | Receipt | 39749 | JULIE HAMILTON | 2,236.50 | 1523 | HSBB vs BT 12/19 | 12/22/2025 |
| Yes | Receipt | 39751 | JULIE HAMILTON | 1,018.00 | 1523 | HSBB vs Gardiner 12/18 | 12/22/2025 |
| Yes | Receipt | 39753 | JULIE HAMILTON | 131.94 | 1525 | HSBB vs BT 12/19 | 12/22/2025 |
| Yes | Receipt | 39754 | JULIE HAMILTON | 233.09 | 1525 | HSBB vs BT 12/19 | 12/22/2025 |
| Yes | Receipt | 39755 | JULIE HAMILTON | 85.82 | 1525 | HSBB vs Gardiner | 12/19/2025 |
| Yes | Interest | | Interest to Checking | 8.42 | | Interest | 12/31/2025 |
| | | | | 3,996.27 | Overall | | |

The Amounts here will be Added or Subtracted against Checking,
or moved around (Checking, Savings, Investments) within the account.

| Rec | Transaction | Amount | Purpose | Account | Date |
|---|---|---|---|---|---|
| Yes | JV Checking | -2,316.09 | Sysco bill taken out of athletics by mistake | To 2 - ATHLETICS | 12/03/2025 |
| Yes | JV Checking | -582.46 | SB worked concessions for HSFB 10/24/25 | To 2 - ATHLETICS | 12/16/2025 |
| Yes | JV Checking | -571.47 | Wrestling worked concessions for MS wrestling tournament 11/1 | To 2 - ATHLETICS | 12/16/2025 |
| | | -3,470.02 | Overall | | |

Owner: JOHANNA KERN

--------- Checking --------

| Beginning | Ending |
|---|---|
| 3,779.02 | 3,674.71 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Invoice | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Check | 30168 | ROUNDUP HIGH SCHOOL | 42.00 | 21844 | 810738 | Entry fee for meet | 12/02/2025 | Returned |
| Yes | Check | 30178 | RED LODGE SCHOOLS | 64.00 | 21849 | 815555 | Entry fee | 12/10/2025 | Returned |
| | | | | 106.00 | Overall | | | | |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 1.69 | Interest | 12/31/2025 |


Registered to: Columbus Public School - Printed Using: CSI School Accounting - 2025.02(a).19.21

Owner: DANIEL MILLER

--------- Checking --------

| Beginning | Ending |
|---|---|
| 16,521.14 | 14,581.11 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Invoice | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Check | 30171 | PARK CITY FFA | 120.00 | 25270 | 5 | Lunch for district livestock | 12/02/2025 | Returned |
| No | Check | 30172 | STILLWATER VAL | 213.00 | 25269 | 2 | Dist. mechanics lunch | 12/02/2025 | Written |
| Yes | Check | 30174 | COLUMBUS I.G.A | 80.05 | 21410 | 322 | Food for Nov. meeting | 12/04/2025 | Returned |
| Yes | Check | 30177 | DANIEL MILLER | 55.20 | 25276 | | Reimbursement for meal at Liv | 12/10/2025 | Returned |
| Yes | JV | 66 | Journal Vouche | 27.80 | | | receipt books VISA0792 PO2526 | 12/02/2025 | Processed |
| Yes | JV | 77 | Journal Vouche | 224.92 | | | Food, parking, gas VISA2278 P | 12/02/2025 | Processed |
| Yes | JV | 78 | Journal Vouche | 1,965.92 | | | Hotel rooms JDAE VISA2278 PO2 | 12/02/2025 | Processed |
| | | | | 2,686.89 | Overall | | | | |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39720 | DANIEL MILLER | 140.00 | 1517 | Jackets | 12/03/2025 |
| Yes | Receipt | 39725 | DANIEL MILLER | 50.00 | 1518 | ornament sale | 12/11/2025 |
| Yes | Receipt | 39731 | JULIE HAMILTON | 549.54 | 1519 | Reimbursement for JDAE days | 12/11/2025 |
| Yes | Interest | | Interest to Checking | 7.32 | | Interest | 12/31/2025 |
| | | | | 746.86 | Overall | | |


Registered to: Columbus Public School - Printed using: CPS School Accounting - 2025.02(a).21

Owner: JOSEPH MORSE

--------- Checking --------

| Beginning | Ending |
|---|---|
| 1,949.81 | 1,856.17 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Invoice | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Check | 30174 | COLUMBUS I.G.A PL | 35.25 | 25068 | 322 | honor roll awards 4.0 | 12/04/2025 | Returned |
| Yes | JV | 69 | Journal Voucher | 119.64 | | | Lights for dance VISA0792 PO2 | 12/02/2025 | Processed |
| Yes | JV | 73 | Journal Voucher | 244.65 | | | Treats for dance VISA2096 PO2 | 12/02/2025 | Processed |
| | | | | **399.54** | **Overall** | | | | |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39721 | CHRISTI LONGIN | 210.00 | 1517 | Yearbook sales | 12/03/2025 |
| Yes | Receipt | 39747 | CHRISTI LONGIN | 95.00 | 1521 | Yearbook sales | 12/19/2025 |
| Yes | Interest | | Interest to Checking | 0.90 | | Interest | 12/31/2025 |
| | | | | **305.90** | Overall | | |


Agreement no: Columbus Public School - Version 2025.1: Go School Accounting - 2025.0(a).19.21

Owner: LORIE MARTINEZ

--------- Checking --------

| Beginning | Ending |
|---|---|
| 15,059.08 | 14,430.98 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Invoice | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Check | 30182 | * COCA COLA BOTTLING COMP | 541.00 | 25277 | 6564004 | Vending machine | 12/10/2025 | Returned |
| Yes | JV | 76 | Journal Voucher | 93.68 | | | Candy canes VISA2278 | 12/02/2025 | Processed |
| | | | | **634.68** | **Overall** | | | | |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 6.58 | Interest | 12/31/2025 |


Registered to: Columbus Public School - Printed using: CPC School Accounting - 2025.00(a).19.21

Owner: CADE SCHULZE

--------- Checking ---------

| Beginning | Ending |
|---|---|
| -424.98 | 426.94 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39718 | JULIE HAMILTON | 112.50 | 1517 | Fundraiser $ | 12/03/2025 |
| Yes | Receipt | 39730 | JULIE HAMILTON | 739.42 | 1519 | Negative balance of 2023 | 12/11/2025 |
| | | | | 851.92 | Overall | | |


Registered to: Columbus Public School - Powered by: CPS School Accounting - 20.5.02(a).14.01

Owner: KATIE BROWNING

--------- Checking --------

| Beginning | Ending |
|---|---|
| 757.82 | 758.15 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 0.33 | Interest | 12/31/2025 |


Registered to: Columbus Public School - Printed from: CAO School Accounting - 2025.02(a).19.21

Owner: KARI BLAYLOCK

--------- Checking --------

| Beginning | Ending |
|---|---|
| 1,250.56 | 1,101.11 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|
| No | Check | 30183 | KELLEY VESBACH | 150.00 | 21851 | Project Hope Angel donation | 12/11/2025 | Written |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 0.55 | Interest | 12/31/2025 |

Owner: KELLY AULT

--------- Checking --------

| Beginning | Ending |
|---|---|
| 6,541.65 | 6,544.77 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 3.12 | Interest | 12/31/2025 |


Registered to: Columbus Public School - Printed Using: CAO School Accounting - 2025.02(a).19.21

Owner: RON OSBORNE

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 1.56 | 1.56 |



Registered to: Columbus Public School - Printed Using: QK School Accounting - 2025.03(d).19.21

Owner: JIM BROWNING

--------- Checking --------

| Beginning | Ending |
|---|---|
| 4,984.37 | 5,271.55 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39726 | ANNA KILLEBREW | 285.00 | 1518 | Ceramics class | 12/11/2025 |
| Yes | Interest | | Interest to Checking | 2.18 | | Interest | 12/31/2025 |
| | | | | 287.18 | Overall | | |

Owner: JULIE HAMILTON

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 0.00 | 0.00 |

Owner: RON OSBORNE

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 0.00 | 0.00 |



Registered to: Columbus Public School - Printed using: QuickSchool Accounting - 2025.4[illegible].19.21

Owner: LORIE MARTINEZ

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 784.47 | 784.81 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 0.34 | Interest | 12/31/2025 |

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 0.00 | 0.00 |



Registered to: Columbus Public School - Property Owned by School Association - 2025.0[illegible].19.21

Owner: PADEN NATION

--------- Checking --------

| Beginning | Ending |
|---|---|
| 521.85 | 522.08 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 0.23 | Interest | 12/31/2025 |


Registered to: Columbus Public School - Printed Using: CSI School Accounting - 2025.02(a).19.21

Owner: JANN WHITING

--------- Checking --------

| Beginning | Ending |
|---|---|
| 800.56 | 800.91 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 0.35 | Interest | 12/31/2025 |



Generated for Columbus Public School - Powered by Infinite Campus - 2025.03.01.13.21

Owner: CASEY OLSEN

--------- Checking --------

| Beginning | Ending |
|---|---|
| 447.65 | 447.85 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 0.20 | Interest | 12/31/2025 |

Owner: KLASNA/OSBORNE

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 1,141.41 | 990.91 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Invoice | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| No | Check | 30186 | RED ROCK SPORTING GOODS | 151.00 | 21424 | 30918 | Cougar gear supplies | 12/19/2025 | Voided |
| No | Check | 30186 | RED ROCK SPORTING GOODS | -151.00 | 21424 | 30918 | Void Check 30186 | 12/19/2025 | Voided |
| Yes | Check | 30188 | RED ROCK SPORTING GOODS | 151.00 | 21424 | 30918 | Cougar gear | 12/19/2025 | Returned |
| | | | | **151.00** | **Overall** | | | | |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 0.50 | Interest | 12/31/2025 |


Registered to: Columbus Public School - Printed using: QS School Accounting - 2025.00(0).19.01

Owner: PADEN NATION

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 235.77 | 235.87 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 0.10 | Interest | 12/31/2025 |


Registered to: Columbus Public School - Printed Using: QC School Accounting - 2025.01(a).19.21

Owner: STEPHANIE JOHNSTON

--------- Checking --------

| Beginning | Ending |
|---|---|
| 1,191.31 | 2,078.51 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Invoice | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| No | Check | 30185 | SCHOLASTIC BOOK FAIRS | 1,822.18 | 25282 | B6033820FR | Book fair sales | 12/19/2025 | Voided |
| No | Check | 30185 | SCHOLASTIC BOOK FAIRS | -1,822.18 | 25282 | B6033820FR | Void Check 30185 | 12/19/2025 | Voided |
| Yes | Check | 30187 | SCHOLASTIC BOOK FAIRS | 1,822.18 | 25282 | B6033820FR | Book fair sales | 12/19/2025 | Returned |
| | | | | 1,822.18 | Overall | | | | |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39733 | DEANN NELSON | 2,708.86 | 1519 | Book fair | 12/11/2025 |
| Yes | Interest | | Interest to Checking | 0.52 | | Interest | 12/31/2025 |
| | | | | 2,709.38 | Overall | | |



Registered for Columbus Public School - Printed Ledger for Annual Accounting - 2025-26(a).19.20

Owner: JAIME HOLBERT

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 941.12 | 1,238.87 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39740 | JAIME HOLBERT | 197.75 | 1520 | Fundraiser | 12/15/2025 |
| Yes | Receipt | 39741 | JAIME HOLBERT | 100.00 | 1521 | Donation for angel tree | 12/19/2025 |
| | | | | 297.75 | Overall | | |

Owner: KACEY MACKAY

--------- Checking --------

| Beginning | Ending |
|---|---|
| 4,174.83 | 4,379.55 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Invoice | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Check | 30173 | SUCCESS N FUNDRAISING, L | 105.10 | 21422 | 125120206R2 | Butterbraid fundra | 12/04/2025 | Returned |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39722 | KACEY MACKAY | 308.00 | 1517 | butterbraid fundraiser | 12/03/2025 |
| Yes | Interest | | Interest to Checking | 1.82 | | Interest | 12/31/2025 |
| | | | | 309.82 | Overall | | |


Registered to: Columbus Public School - Printed using: ASC School Accounting - 2025.02(a).19.21

Owner: KATHERINE DAWE

--------- Checking --------

| Beginning | Ending |
|---|---|
| 3,514.51 | 4,043.46 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39716 | DEANN NELSON | 527.41 | 1517 | school pic kickback | 12/03/2025 |
| Yes | Interest | | Interest to Checking | 1.54 | | Interest | 12/31/2025 |
| | | | | 528.95 | Overall | | |


Registered to: Columbus Public School - Printed (R pn: 30 School Accountant - 2025.10(a).12.21

Owner: ANNA KILLEBREW

--------- Checking --------

| Beginning | Ending |
|---|---|
| 509.05 | 509.27 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 0.22 | Interest | 12/31/2025 |


Reprocessed to: Columbus Public School - Printed using: TAC School Accounting - 2015.02(a).19.21

Owner: KATIE BROWNING

--------- Checking --------

| Beginning | Ending |
|---|---|
| -689.25 | 1,515.01 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Invoice | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Check | 30170 | MARTINSON'S RANCH CHOCOLA | 26.70 | 25268 | 21214 | Candy fundraiser | 12/02/2025 | Returned |
| Yes | Check | 30176 | KRISPY KREME | 346.00 | 25275 | | Donut fundraiser | 12/10/2025 | Returned |
| Yes | JV | 68 | Journal Voucher | 20.80 | | | Conf. reg. VISA0792 P | 12/02/2025 | Processed |
| | | | | 393.50 | Overall | | | | |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Deposit | Purpose | Date |
|---|---|---|---|---|---|---|---|
| Yes | Receipt | 39717 | KATIE BROWNING | 96.00 | 1517 | Fundraiser $ | 12/03/2025 |
| Yes | Receipt | 39729 | JULIE HAMILTON | 1,993.76 | 1519 | Reimbursement for regional registration | 12/11/2025 |
| Yes | Receipt | 39732 | KATIE BROWNING | 368.00 | 1519 | Krispy Kreme fundraiser | 12/11/2025 |
| Yes | Receipt | 39735 | KATIE BROWNING | 40.00 | 1520 | Fundraiser $ | 12/15/2025 |
| Yes | Receipt | 39737 | KATIE BROWNING | 100.00 | 1520 | Fundraiser $ | 12/15/2025 |
| | | | | 2,597.76 | Overall | | |

Owner: JENNIFER LARSON

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 3,241.56 | 3,242.98 |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 1.42 | Interest | 12/31/2025 |


Registered to: Columbus Public School - Jennifer Larson, CPA School Accounting - 2025.00(a).19.21

Owner: JAMES TAFT

--------- Checking --------

| Beginning | Ending |
|---|---|
| -87.14 | -160.56 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|
| Yes | JV | 75 | Journal Voucher | 73.42 | fuel for trip VISA2278 | 12/02/2025 | Processed |

Owner: RON OSBORNE

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 0.77 | 0.77 |



Registered to: Columbus Public School - Invoice Online GPS School Accounting - 2025.3(10.39.2)

Owner: AMANDA ZACHARY

--------- Checking --------

| Beginning | Ending |
|---|---|
| 4,346.34 | 4,084.81 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Invoice | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Check | 30174 | COLUMBUS I.G.A PLUS | 43.50 | 25071 | 322 | Dance supplies | 12/04/2025 | Returned |
| Yes | Check | 30174 | COLUMBUS I.G.A PLUS | 82.68 | 25069 | 322 | supplies for awards | 12/04/2025 | Returned |
| Yes | Check | 30174 | COLUMBUS I.G.A PLUS | 20.37 | 25066 | 322 | muffins | 12/04/2025 | Returned |
| Yes | Check | 30174 | COLUMBUS I.G.A PLUS | 117.07 | 25075 | 322 | reward party supplies | 12/04/2025 | Returned |
| | | | | 263.62 | Overall | | | | |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 2.09 | Interest | 12/31/2025 |

Owner: DANEN JOHANNES

--------- Checking ---------

| Beginning | Ending |
|---|---|
| 701.17 | 658.47 |

The Amounts here Subtract from Checking.
If the Amount is Negative, it will be Added to Checking.

| Rec | Transaction | Number | To Whom | Amount | PO Number | Invoice | Purpose | Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Check | 30174 | COLUMBUS I.G.A PLUS | 43.01 | 25074 | 322 | Supplies for meeting | 12/04/2025 | Returned |

The Receipt Amounts here Add to Checking.
If the Receipt Amount is Negative, it will be Subtracted from Checking.

The Interest Amounts here Add to the Account as shown.
(Checking, Savings, or Investments)

| Rec | Transaction | Number | From Whom | Amount | Purpose | Date |
|---|---|---|---|---|---|---|
| Yes | Interest | | Interest to Checking | 0.31 | Interest | 12/31/2025 |