



## RECORD OF PROCEEDINGS

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### BOARD OF EDUCATION BOARD ROOM, DISTRICT OFFICE MINUTES OF MEETING November 9, 2020 (Business Session)

A Business Session Board Meeting of the Elizabeth School District was held on November 9, 2020, remotely, via Zoom Meeting due to inclement weather. All parties attending the meeting did so remotely.

#### 1.0 CALL TO ORDER

President Carol Hinds called the Business Session BOE Meeting to order at 6:02 p.m.

#### 2.0 ROLL CALL:

The following BOE Directors were present:

Director Carol Hinds  
Director Kim Frumveller  
Director Cary Karcher  
Director Paul Benkendorf  
Director John Guttenberg

Also present: Superintendent Douglas Bissonette, Chief Finance Director Ron Patera, HR Director Kin Shuman, Technology Director Marty Silva, and Executive Assistant to Superintendent and BOE Kristen Harris

#### 3.0 PLEDGE OF ALLEGIANCE

President Carol Hinds led the audience in the Pledge of Allegiance.

#### 4.0 EDUCATION SHOWCASE/RECOGNITIONS

##### 4.1 Elizabeth Middle School Showcase

Elizabeth Middle School Principal, Pamela Eschief, shared the gifted and talented program is working on Advance Learning Plans (ALP) – effective goals have continued but adapted by all classes staying in grade level cohorts. In addition they have been collaborating with the Liaison for Gifted and Talented Programs, Karen Kendig, discussing plans for ALPs and providing input to meet goals. The program Seven Habits of Highly Affective Teens has been implemented in 7<sup>th</sup> grade reading classes by Mrs. Neelley. The students are working on tips for organization, having a positive outlook, what areas of focus they want to grow, reading and journaling.

Homegrown Talent Initiative (HTI) is ramping up through the middle schools first 8<sup>th</sup> grade robotics team being funded by a grant from Boeing. Art students are working on a kinetic art sculpture project with Mrs. Mobley. Stem students are also working to improve the middle schools aquaponics display. Through an overall schedule review, the middle school is looking at mixing 7<sup>th</sup> / 8<sup>th</sup> grade classes for electives to provide students different options, by aligning their curriculum model to the high schools model.

With normal middle school activities being shortened by COVID, the school set-up a six week flag football, volleyball, and basketball opportunity program to focus on fundamental skill development. For the first time in 30 years, the craft fair has been cancelled for 2020.

##### 4.2 Elizabeth High School Showcase

Elizabeth High School Principal, Bret McClendon, shared the positive note that the high school has been able to provide cross country, golf and football this year, thanks to the students/coaches for following social



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distancing and mask recommendations. However, come January, athletics will look different; athletes will be required to wear masks while competing.

Homegrown Talent Initiative (HTI) at the high school level has some exciting movement with the implementation of two new static test schedules to help students with extra circulars/internships. Both schedules will be implemented for two weeks in January. Based on feedback from those schedules they will reevaluate the new implemented schedule for next school year. Teachers are working on academies and new courses geared to those academies, once they are identified, discussions will begin on Basecamp (aligning those academy courses with the middle school curriculum). There is an extra focus on getting the graduate profile into all of the classrooms and into curriculum throughout the high school.

This spring graduate credits will be brought to the board in an effort to provide flexibility with dual credit options, certifications, etc. Accreditation from CDE will not change, however, looking to give students more flexibility to find their career path. Alternative program is going good, now there is a focus on how to improve and tighten it up.

Teachers have been following the recommendations to stay home when sick; however, the substitute shortage is making the recommendation difficult to follow. The situation with COVID is hard on all of the teachers, knowing the board passed the compensation increase, was a helpful show of appreciation.

### **5.0 APPROVAL OF AGENDA/ADDITIONS/DELETIONS/BLANKET MOTION**

A motion was made to approve the agenda.

Motion moved by Director John Guttenberg

Motion seconded by Director Kim Frumveller

#### **ROLL CALL:**

Director Paul Benkendorf - aye

Director Kim Frumveller - aye

Director John Guttenberg - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

The motion carried 5-0

### **6.0 APPROVAL OF MINUTES**

6.1 A motion was made to approve the minutes from the October 12, 2020, Elizabeth Schools Board of Education meeting.

Motion moved by Director Cary Karcher

Motion seconded by Director Paul Benkendorf

#### **ROLL CALL:**

Director Paul Benkendorf - aye

Director Kim Frumveller - aye

Director John Guttenberg - abstain

Director Carol Hinds - aye

Director Cary Karcher - aye

The motion carried 4-1

6.2 A motion was made to approve the minutes from the October 26, 2020, Elizabeth Schools Board of Education meeting.

Motion moved by Director John Guttenberg





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Motion seconded by Director Kim Frumveller

### ROLL CALL:

Director Paul Benkendorf - abstain

Director Kim Frumveller - aye

Director John Guttenberg - aye

Director Carol Hinds - aye

Director Cary Karcher - abstain

The motion carried 3-2

### 7.0 COMMUNICATIONS

#### 7.1 Auditor Presentation Fiscal Year 2019-2020

Hinkle and Company, PC presented a draft of the annual Auditor's Report for the fiscal year ending June 30, 2020. It was a clean audit. Included in the draft are financial statements and footnotes for all district funds. Budgetary comparison schedules are also included. GF ending fund balance is higher than staff predicted in this year's budget due to a dramatic drop in ending FB of fund 23.

#### 7.2 HR Update

HR Director, Kin Shuman reported the district currently has five employees who are on a leave of absence through end of December 2020. The district hired a special education teacher for the opportunity program. At the beginning of the year the district learned there were substitutes who would not be returning this year due to concerns around COVID. Substitute hiring has been a challenge; however, over the last week the district has received an increase in substitute applications that are all currently being processed. Finding a qualified candidate with both marketing and communications background for the open Communications Specialist position has been a challenge, the district is currently expanding the advertisement for the position.

HR office was recently randomly audited by the Colorado Bureau of Investigation (CBI) on how the district handles criminal background checks. The district was given recommendations on how to more efficiently handle criminal background checks, manage and store the classified information within the background checks. A new policy will be brought to the board for consideration to implement the new recommendations.

#### 7.3 Technology Update

Technology Director, Marty Silva, provided an update on the one to one device situation; using COVID funding the district was able to secure laptops for every student K-12<sup>th</sup> grade. Due to the high demand of chrome books, securing those were difficult, however, the remaining 420 chrome books should be arriving mid-December. The district also has (50) loaner chrome books set aside. Five high end laptops for graphic classes at the high school have also been purchased. The district currently has (100) Wi-Fi / hotspots ready to go within an hour notice. The hotspots can be suspended when they are not being used, saving the district a monthly fee. All district remote learning devices seem to be working with minimal support requests.

Being able to purchase the above laptops with COVID funding has freed up MLO Funding (Tech Funding). Currently IT is evaluating the best route of fund distribution by reaching out to principals to see the schools requests for stem classes.

#### 7.4 Financial Update

Chief Financial Director, Ron Patera, reviewed checks over \$5,000 which includes normal expenditures such as food supplies, fuel, utilities, and workers compensation. Additionally, a payment for custodial supplies, partial audit billing, air filters, the SRO, VOTEC, tech hardware, HS yearbook, SPED services and tech hardware.

The financial statements reflect financial activity through the end of September or 25% through the fiscal year. Revenues collected are 17.35% as a percentage of the general fund budget, while expenditures are at 25.70%. There



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are several cost centers over the 25% benchmark, some are due to large one time expenditures such as insurance premiums or expenses that are payables that will be reflected in last year's financial statements and some are due to capital projects that were completed early in the fiscal year.

The district is looking to hire a realtor to sell old Frontier High School building. Bidding procedures exempt professional services, no purchasing department, still performed due diligence including the following due diligence. Sought names of commercial realtors first from the individual who performed our appraisal and then from a realtor whom Ron trusts. Found (2) realtors whose resumes Ron felt comfortable spending an hour touring the facility and getting to know their capabilities and their thought process on what might work with the current building as is or would it be better to scrape it and rebuild a new facility. They both have extensive experience in the industry, but only one has experience understanding the challenges that are specific to our community. He also has experience working with local planning departments to determine what will be an acceptable use of the property. One realtor wanted to charge a 10% fee and the other the standard 6%. The realtor Ron will be recommending also has experience navigating planning departments in Elbert County which will help potential buyers determine if there is possible motivation to purchase property. Equipment in the building would be removed, unless otherwise requested to be included in purchase. Ron suggested trying to sell remaining equipment (garage sale type event) as the district has no more storage space.

Mid-year budget revision will be put in front of the board in January including better salary and benefits info, idea of supplies and purchase services needed. In addition to some grant revisions because of better information and correcting some small line item errors that were made. October count was (87) students less than what was projected for building the current budget (not including Legacy students).

### 7.4 Superintendent Update

Superintendent Bissonette shared a proud moment from Elizabeth High School's (EHS) football team. The team was scheduled to go play up in Grand County, where the current wildfires have disrupted the town and community, many have suffered. The EHS football team wrote letters of encouragement to the Grand County football team prior to the game. This gesture and words of encouragement were appreciated by Grand County beyond measure.

Recently a communication was shared with district parents with an update on the COVID situation in the community, including a link to a letter from (5) surrounding area superintendents and public health. The message is simple, don't become complacent, the students, staff and community need to have the increased awareness of the rising COVID cases in the community. Continue to stay home when you, someone in your home, or someone around you is sick, tested positive, or are waiting for results. Second, continue to socially distance, spending no more than (15) minutes within 6' of another person over a consecutive 24 hour period. For the students and staff who are required to be in close contact (i.e. special education) we have supported safety measures to reduce the amount of exposure for longer periods of time. The district has been in school for (11) weeks and there has not been a spread of the virus in the schools.

### 8.0 PUBLIC COMMENT

The board received two public comments about mask mandates at the elementary schools.

### 9.0 CONSENT AGENDA

A motion was made to approve the consent agenda 9.1- 9.4.

Motion moved by Director Paul Benkendorf

Motion seconded by Director John Guttenberg

### ROLL CALL:

Director Paul Benkendorf - aye

Director Kim Frumveller - aye

Director John Guttenberg - aye

Director Carol Hinds - aye





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Director Cary Karcher - aye

The motion carried 5-0

### 9.1 Monthly Financial Report

### 9.2 New Hires/Re-Hires

Kristen Harris, HTI Project Manager / Executive Assistant to the Superintendent and Board of Education, Superintendent Office

### 9.3 Extra Duty Assignments

Tracey Devney, Special Ed Team Lead, RCE  
John Loutzenhiser, Teaching Extra Class, EHS  
Dan Carter, Assistant Football Coach, EHS  
Ty Barrett, Assistant Football Coach, EHS  
Kevin Mazingo, Assistant Football Coach, EHS  
Trish Ackerman, Kids Club/Preschool, SHE

### 9.4 Employment Separations

Kati Arnold, Bus Driver, Transportation

## **10.0 ACTION ITEMS**

10.1 A motion was made to ratify inclement weather closure on October 26, 2020.

Motion moved by Director John Guttenberg

Motion seconded by Director Kim Frumveller

### **ROLL CALL:**

Director Paul Benkendorf - aye

Director Kim Frumveller - aye

Director John Guttenberg - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

The motion carried 5-0

10.2 A motion was made to approve the October Count

Motion moved by Director Cary Karcher

Motion seconded by Director Paul Benkendorf

### **ROLL CALL:**

Director Paul Benkendorf - aye

Director Kim Frumveller - aye

Director John Guttenberg - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

The motion carried 5-0

10.3 A motion was made to approve the 3<sup>rd</sup> reading of revised policy EEAEAA\*-R (Drug and Alcohol Testing for Bus Drivers-Regulation).

Motion moved by Director Paul Benkendorf

Motion seconded by Director Cary Karcher



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### ROLL CALL:

Director Paul Benkendorf - aye  
Director Kim Frumveller - aye  
Director John Guttenberg - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 5-0

### 11.0 DISCUSSION ITEMS

No discussion items

### 12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for December 7, 2020, at 6 p.m. The approval of the 2021 Mill Levy certification will be on the agenda.

### 13.0 EXECUTIVE SESSION

A motion was made to convene into executive session to discuss personnel matters – discussion of matters specific to particular employees, not general personnel policies. C.R.S. 24-6-402 (4)(f).

Motion moved by Director John Guttenberg  
Motion seconded by Director Paul Benkendorf

### ROLL CALL:

Director Paul Benkendorf - aye  
Director Kim Frumveller - aye  
Director John Guttenberg - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 5-0

The Board moved into executive session at 7:57 p.m. after a short break.

The November 9 business session reconvened at 8:53 p.m. following the executive session.

### 14.0 ADJOURNMENT

The regular board meeting adjourned at 8:53 p.m.



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Respectfully Submitted,

Carol Hinds, President

Cary Karcher, Vice President

Paul Benkendorf, Secretary

Kim Frumveller, Treasurer

John Guttenberg, Assistant Secretary/Treasurer

Recorded by: Kristen Harris

