



## RECORD OF PROCEEDINGS

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**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
September 12, 2022 (Business Session)**

A Business Session Board Meeting of the Elizabeth School District was held on September 12, 2022 in the Board Room, District Office.

### **1.0 CALL TO ORDER**

Vice President Kim Frumveller called the Business Session BOE Meeting to order at 6:02 p.m.

### **2.0 ROLL CALL:**

The following BOE Directors were present:

Director Craig Blackham - aye  
Director Heather Booth - aye  
Director Kim Frumveller - aye  
Director Cary Karcher - no  
Director Rhonda Olsen - aye

Also present: Interim Superintendent Bill Dallas, Chief Finance Director Ron Patera, HR Director Kin Shuman, Technology Director Marty Silva, Executive Assistant Kristen Harris, EMS Student Kennedy Contreras, EHS Teacher Derek Spohn, EMS Student Devon Johnson and SHE Teachers Susan McMullen, Jessica Schmidt, Ashlee Johnson and EMS Teacher Brandon Whittaker.

### **3.0 PLEDGE OF ALLEGIANCE**

EMS Student Devon Johnson led the audience in the Pledge of Allegiance.

### **4.0 EDUCATION SHOWCASE/RECOGNITIONS**

4.1 The board presented Kennedy Contreras, Elizabeth Middle School student, with a certificate of achievement in recognition of the exceptional dedication and hard work you have invested in earning the title of 2023 Elbert County Fair Princess. As an outstanding student at Elizabeth middle School, a youth representative for Elbert County, and an ambassador for agriculture and the western way of life, you and your accomplishments are sources of pride for your school and community.

4.2 The board presented Susan McMullen, Jessica Schmidt, Ashlee Johnson, Singing Hills Elementary Teachers and Brandon Whittaker, Elizabeth Middle School Teacher, with a certificate of achievement for being an exceptional member of the Elizabeth School District faculty for helping to organize and staff the annual STEAM Camp for students in grades 3-8 at Singing Hills Elementary School during summer break. For your above-and-beyond efforts to provide supplemental educational experiences for dozens of gifted students each year and give them opportunities to advance their knowledge of Science, Technology, Engineering, Art and Math, the Elizabeth School District Board of Directors commends you for embodying the district's motto: Students truly are at the heart of everything you do!

4.3 Elizabeth High School Automotive Teacher, Derek Spohn, provided an update to the board on the new automotive classes being taught over at the high school. He shared how he currently has 140+ students taking his course; the students truly enjoy learning the new skills. To kick off the program in style, Spohn is organizing the first-ever EHS Auto Shop Car Show from 11 a.m.-3 p.m. on Saturday, Sept. 17. The event will welcome car and truck enthusiasts to show off their rides, attendees will be able to grab lunch from food trucks, and representatives from several technical schools will be there to talk with students about a range of unique options that can have them earning a good living soon after graduation.

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Spohn said the list currently includes:

- Spartan College of Aeronautics and Technology in Broomfield.
- Lincoln Tech in Denver.
- WyoTech in Laramie, Wyoming.
- Universal Technical Institute in Phoenix, Arizona.
- Western Tech in El Paso, Texas.

In his first couple of days teaching EHS students, Spohn has asked students about their post-secondary plans, and he said more than half of them want to go to a trade school. The auto shop program is truly being built from the ground up: It is housed in a portable classroom building that was installed this summer on the north edge of the EHS campus, right next to the new Certified Nursing Assistant building, which was added last year. Both are part of the district's efforts to provide students with marketable, in-demand skills and industry certification that will help them land jobs right out of high school.

Along with providing the building, which is half classroom, half tool shop, the district used grant funds to purchase an initial array of auto shop tools. But to build the program to match his vision, Spohn will need more help, so he's reaching out to industry for partnerships and making the Car Show a fundraiser through a raffle and silent auction. He said two immediate needs are for vehicles to work on and more tools.

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

A motion was made to approve the amended agenda to add Action Item 10.5 1<sup>st</sup> Reading of New Policy DEA-Funds from Local Tax Sources.

Motion moved by Director Blackham

Motion seconded by Director Booth

#### **ROLL CALL:**

Director Craig Blackham - aye

Director Heather Booth - aye

Director Kim Frumveller - aye

Director Rhonda Olsen - aye

The motion carried 4-0

### **6.0 APPROVAL OF MINUTES**

6.1 A motion was made to approve the minutes from the August 22, 2022, Elizabeth Schools Board of Education meeting.

Motion moved by Director Booth

Motion seconded by Director Blackham

#### **ROLL CALL:**

Director Craig Blackham - aye

Director Heather Booth - aye

Director Kim Frumveller - aye

Director Rhonda Olsen - aye

The motion carried 4-0



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### 7.0 COMMUNICATIONS

#### 7.1 HR Update

Director of HR Kin Shuman provided an update to the board about the busy summer filling positions; since summer, the focus has been on onboarding and background checks. Currently the district is looking to hire a mechanic for the transportation department. The district is always looking for Special Education Paraprofessionals and Substitutes. The district has hired four bus drivers since the beginning of the school year, we still need to hire four more, but moving in the right direction.

#### 7.2 Technology Update

Technology Director Marty Silva shared results from the IT survey sent to all staff at the end of last school year. This survey helps the technology department to fine tune their work and focus in on areas of improvement. The survey has been going out to all staff in the district for over five years so it allows for trends to be identified. Using this information the department adjusts its trainings, support and equipment to better align with the needs of the staff in the district. Links to each schools feedback was provided to the board members to deep dive into the data.

#### 7.3 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000 which includes typical monthly expenses, additionally there were payments for curriculum purchases, sports uniforms, gym floor refinish, athletic equipment, field paint, EHS parking lot repair, safety vehicle, athletic trainer services, conference registration, assessment and instructional software, transportation parts, HVAC repair services at EMS and EHS, electronic maps and renewal of tech license. Financial statements – these statements are for activity through the end of July, therefore that is only one month into the new fiscal year. On a percentage basis that is 8.33% through the year. General Fund Revenues after charter allocations are at 7.53% and expenditures are at 8.03%. Since the financial statement reflects revenues and expenses for the month of July there is not very much activity in the other funds, but they are attached for your review. A word of caution, though these statements are on a cash basis, which means there is some revenues and expenses reported in these statements that will be ultimately accounted for in the prior year as soon as we close the books for the 21-22 fiscal year.

#### 7.4 Superintendent Report

Interim Superintendent Bill Dallas provided an update to the board on the after action report from RCE secure from the previous week. The principal was out of the building at the time of the secure, however, the office staff worked together seamlessly to effectively put the school into secure mode. As a district we learned some areas we can improve upon, including communication, getting those new radios will help significantly. To help the district accommodate the new growing enrollment numbers, we will begin discussions around a facilities master plan, including a 5, 10 and 15 year plan for growth in the district. There are a lot of moving parts that will go into this master plan; however, we will begin by looking at the growing enrollment numbers at the next meeting in further detail.

### 8.0 PUBLIC COMMENT

No public participation

### 9.0 CONSENT AGENDA

A motion was made to approve the consent agenda 9.1-9.6.

Motion moved by Director Olsen

Motion seconded by Director Booth

#### ROLL CALL:

Director Craig Blackham - aye

Director Heather Booth - aye

Director Kim Frumveller - aye

Director Rhonda Olsen - aye



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The motion carried 4-0

### 9.1 New Hires/Re-Hires

Mary Glaser, Cook, EMS  
Kristy Hayes, Special Ed Paraprofessional, EMS  
Kayla Gelroth, Special Ed Paraprofessional, SHE  
Erica Madera, Special Ed Paraprofessional, SHE  
Jacqueline Flach, Cook, EHS  
Joan Madajski, Assistant Preschool Teacher, SHE/PS  
Jennifer Kennedy, Kitchen Manager, EMS  
Chantel Schindler, Lead Cook, EMS  
Mandlyn Barton, Bus Driver, Transportation  
Pamela Dees, Bus Driver, Transportation  
Michael Zoesch, Teacher Assistant – Ground School, EHS  
Michele Paradise, Cook, LA  
Drenda Herrick, Assistant Preschool Teacher, SHE/PS  
Diane Kitzman, Bus Paraprofessional, Transportation  
Jeffrey Cannella, Bus Driver, Transportation  
Emily Roseland, Special Ed Paraprofessional, EMS  
Adrianna Perrault, Teacher, EHS  
Donna Forsythe, Teacher, SHE  
Bradley Hester, Teacher, EHS

### 9.2 Transfers/Changes

David Kitzman, Bus Driver, Transportation  
Mark Oeser, Maintenance Supervisor, District Wide

### 9.3 Employment Separations

Greg Watkins, Bus Driver, Transportation  
Lori Spang, Cafeteria/Recess Paraprofessional, RCE  
Stephanie Thomas, Teacher, RCE  
Stephanie Koplan, Special Ed Paraprofessional, RCE

### 9.4 Extra Duty Assignments

Rick Gallegos, Head Wrestling Coach, EHS  
Olivia Whitworth, Head Girls Basketball Coach, EHS  
Brian Martinez, Assistant Football Coach, EHS

### 9.5 Substitutes

Robert Martin, Substitute Teacher, District Wide  
Madeline Birody, Substitute Teacher, District Wide  
Merrill Adams, Substitute Teacher, District Wide

### 9.6 Monthly Financial Report

## **10.0 ACTION ITEMS**

10.1 A motion was made to approve the 1<sup>st</sup> and Final Reading of Revised Policy, ACE-E-1 – Nondiscrimination/Equal Opportunity – Exhibit.

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Motion moved by Director Olsen  
Motion seconded by Director Booth

ROLL CALL:

Director Craig Blackham - aye  
Director Heather Booth - aye  
Director Kim Frumveller - aye  
Director Rhonda Olsen - aye

The motion carried 4-0

10.2 A motion was made to approve the 1<sup>st</sup> reading of revised policies JLCB, Immunization of Students, JLCB-R-Immunization of Students – Regulation, GDE/GDF-R – Support Staff Recruiting/Hiring – Regulation.

Motion moved by Director Booth  
Motion seconded by Director Olsen

ROLL CALL:

Director Craig Blackham - aye  
Director Heather Booth - aye  
Director Kim Frumveller - aye  
Director Rhonda Olsen - aye

The motion carried 4-0

10.3 A motion was made to approve the 2<sup>nd</sup> Reading of Revised Policies ECAF, use of video and audio monitoring and ECAF-R – use of video and audio monitoring - regulation.

Motion moved by Director Olsen  
Motion seconded by Director Booth

ROLL CALL:

Director Craig Blackham - aye  
Director Heather Booth - aye  
Director Kim Frumveller - aye  
Director Rhonda Olsen - aye

The motion carried 4-0

10.4 A motion was made to approve the disposition of district property.

Motion moved by Director Booth  
Motion seconded by Director Olsen

ROLL CALL:

Director Craig Blackham - aye  
Director Heather Booth - aye  
Director Kim Frumveller - aye  
Director Rhonda Olsen - aye





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The motion carried 4-0

10.5 A motion was made to approve the 1st reading of new policy DEA, funds from local tax sources.

Motion moved by Director Booth  
Motion seconded by Director Olsen

**ROLL CALL:**

Director Craig Blackham - aye  
Director Heather Booth - aye  
Director Kim Frumveller - aye  
Director Rhonda Olsen - aye

The motion carried 4-0

**11.0 DISCUSSION ITEMS**

No discussion items

**12.0 BOE PLANNING**

The next regular Board of Education meeting is scheduled for September 26, 2022, at 5 p.m.

**13.0 EXECUTIVE SESSION**

No executive session

**14.0 ADJOURNMENT**

The regular board meeting adjourned at 8:11 p.m.

Respectfully Submitted,

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Cary Karcher, President

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Kim Frumveller, Vice President

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Craig Blackham, Secretary

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Rhonda Olsen, Treasurer

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Heather Booth, Assistant Secretary/Treasurer



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Recorded by: Kristen Harris