



RECORD OF PROCEEDINGS

**BOARD OF EDUCATION
BOARD ROOM, DISTRICT OFFICE
MINUTES OF MEETING
January 8, 2018 (Business Session Meeting)**

A Business Session Board Meeting of the Elizabeth School District was held on Monday, January 8, 2018, in the Board Room, District Office.

1.0 CALL TO ORDER

President Carol Hinds called the Business Session BOE Meeting to order at 6:00 p.m.

ROLL CALL:

The following BOE Directors were present:

Director Paul Benkendorf
Director Carol Hinds
Director Cary Karcher
Director Richard Smith

Also present: Superintendent Douglas Bissonette
Chief Financial Director Ron Patera
Communications Director Melissa Hoelting

Director Dee Lindsey was absent.

3.0 PLEDGE OF ALLEGIANCE

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

4.0 EDUCATION SHOWCASE

No Education Showcase.

5.0 APPROVAL OF AGENDA/ADDITIONS/DELETIONS/BLANKET MOTION

A motion was made to approve the agenda.

Motion moved by Director Smith

Motion seconded by Director Benkendorf

ROLL CALL:

Director Paul Benkendorf – aye
Director Carol Hinds – aye
Director Cary Karcher – aye
Director Richard Smith – aye

The motion carried 4-0



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6.0 APPROVAL OF MINUTES

6.1 A motion was made to approve the minutes from the December 11, 2017, Elizabeth Schools Board of Education meeting.

Motion Moved by Director Benkendorf

Motion Seconded by Director Smith

ROLL CALL:

Director Paul Benkendorf – aye

Director Carol Hinds – aye

Director Cary Karcher – aye

Director Richard Smith – aye

The motion carried 4-0

7.0 COMMUNICATION

7.1 Master Plan Update

Job Gutierrez from Wold Architects and Engineers gave an update on developing a Master Plan. There are two other firms that are involved in the process; one of which is Cooperative Strategies – led in Colorado by Scott Newell. JHL Constructors, the third firm in the process, is assessing facility conditions, which is a key component of understanding the present conditions and what the district may need to do going forward. ESD's contract is with Cooperative Strategies. Wold is researching educational adequacy and building capacity. One of the ways they are doing this is by meeting with the school's principals to assess if everything is working correctly. Data gathering is underway and the planning effort is expected to be completed by April. Building score cards will be provided by Wold that are easy to read and understand. Once the hard data is presented to a core planning committee, that's to be assembled in the coming months, an action plan with what to do with the information will be mapped out. Wold will assist the district in executing the action plan.

Bissonette commented that it is important to know that Cooperative Strategies was not hired to give a strict pathway, but to help understand some of the challenges that may be faced down the road and what direction to go. There should not be a presumption that there would be a big building project to come immediately out of the work; rather, it is to help understand the projections for growth within the district. For example, where the growth is expected within certain areas of the district and where the greatest needs for new facilities may be down the road.

Director Benkendorf inquired if Wold is looking into other facilities such as sports facilities or transportation. Job Gutierrez responded that at this point just instructional space has been looked at, however other facility needs can be considered.

Bissonette stated that one of the decisions for the board to consider in the creation of a planning committee is whether the group would only look at the facilities component or take into consideration all the other components as well, such as new buses, technology, staff salaries, etc.

Bissonette stated that Wold, et al have been in touch with developers to get a better understanding of what is going on within the district boundaries. Contact information for the county has been provided to Cooperative Strategies so an understanding of the County Master Plan is also considered. It has been requested that a listening approach be taken without presumption or agenda. Data will be gathered and then priorities of the community will be solicited through a series of meetings.

7.2 Technology Update

Technology Director Marty Silva was not present



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7.3 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000 and financial statements through the end of November. There were typical expenditures, plus payments for the repair of the water tower, SPED services purchased from the BOCES, a payment to Elbert County for the election and custodial services.

As of November 30, 2017, the district is 41.67% through the fiscal year. In the general fund, revenues collected through the end of the month stand at 35.84% and the district has expended 41.42%. Some payments, such as workers compensation or health insurance are paid upfront at the beginning of the fiscal year instead of incrementally throughout the year. EHS is over the 41.67% benchmark due to the roof replacement; however, this was a large capital expense that is now paid for.

Beginning with the January payroll, the required district match to employees for PERA has increased from 19.65% to 20.15%. As a result, employee benefits will start to inch higher as a percentage of the expended budget beginning with the January statement. There will be a lot of discussion around how best to address PERA's unfunded liabilities throughout the current legislative session. All of the various fixes being discussed will have an impact on Colorado school district finances.

Patera said the district may have to take out a State Treasurer's Interest-Free Loan. The bulk of the revenue the district receives from local taxes, including property taxes, isn't received until March, April, May or June. The district has spent down reserves to address serious capital concerns so the district may need to take advantage of this loan. Many school districts routinely use the program. The district may choose to use the loan to borrow money in February or March due to the timing of receiving local revenue.

17-18 Budget revisions— Patera provided a draft spreadsheet of budget revisions. Revenues will change and some expense numbers will change now that there is a better understanding of where we are at.

2018-19 Budget discussion – Patera provided a draft budget calendar and budget goals, requesting that the board take into consideration the ending fund balance or percentage for the General Fund and how conservative /under budget does the board want Patera to be in building the budget. Patera will be focusing on ongoing expenses, keeping in mind that in order to enter into a contract for capital improvement services the full amount needs to be budgeted.

Patera expressed concerns regarding funding for next year. From the governor's projection, the district would receive \$700,000 more, of which about 20% goes to Legacy. If the district does not receive the rural school money that it did this last year it will have an impact. Likely we will not find out if the district will receive these funds until the end of the legislative session in May.

Salary and benefits make up about 80% of our budget and those contracts are targeted to be given in April. This is prior to the budget being approved and before we know what funding is available through the legislative session.

The subsidy to the operating fund for extra-curricular activities will probably keep rising due to the increased costs for referees and other incidental costs (i.e. league fees, playoff fees, uniforms, etc.). There are continuing concerns about subsidies to the pupil activity funds. Costs associated with SPED keep going up and the minimum wage increased \$.90 per hour to \$11.10.



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7.4 Communications Update

Communications Director Melissa Hoelting gave an update on some events and happenings taking place across the district.

- EMS Students in Ms. Smalley's art classes decorating paper bags with cheerful images for Project Angel Hart just before Winter break.
- Mrs. Story's class at EMS sent letters of encouragement to first responders in Houston during the Hurricane Harvey flooding. The letters were very well received and a few were recently published in *Badge and Gun*, a publication for Houston-area first responders. One of the Houston fire chiefs also sent badges, pens, pencils, bracelets and pins to Mrs. Story's students.
- Open Houses for new and prospective students will be held on January 17th, January 30th and February 24th. The Open Houses are an opportunity for families to see Elizabeth schools in action, meet the principals and participate in student-led tours.
- The District spelling bee is Friday, January 19, at 4 pm.
- The EHS Cardinal Club is organizing an all-sport mattress fundraiser on Saturday, January 27 to raise money to provide scholarships to EHS student-athletes.

7.5 Superintendent Update

Superintendent Douglas Bissonette shared that the middle school athletic league is in transition. Some members of the Tri-County League decided to reorganize and Elizabeth will no longer be in the league, beginning next year. A new league is being formed that would pick up some of the schools who have been left out of the Tri-County League. It's hard to say if the new league will be as good as or better as the Tri-County League for our students. Both Elizabeth Middle School Principal Pam Eschief and Assistant Principal Ray Hirman have been involved in the process of forming the new league and they're working diligently to ensure as smooth of a transition as possible.

Bissonette asked the board if they support holding off endorsement of an updated school district funding formula being promoted by a group of Colorado superintendents. Last March Bissonette communicated to the group promoting the formula that the board and administrators had various concerns with the formula. The current proposal still contains some of the same problems the district believes must be addressed, including an additional \$1.4 billion in funding that's used in the model without a clear plan on where the new money will come from. They also believe that some of the current funding equities for rural districts are not adequately addressed in the proposed formula, like large variations in the local tax base and related mill levy capacity and challenges connected to location, not just size.

8.0 PUBLIC PARTICIPATION

No Public Participation

9.0 CONSENT AGENDA

A motion was made to approve the consent agenda 9.1-9.7.

Motion Moved by Director Smith

Motion Seconded by Director Karcher

ROLL CALL:

Director Paul Benkendorf – aye

Director Carol Hinds – aye

Director Cary Karcher – aye

Director Richard Smith – aye

The motion carried 4-0



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9.1 New Hires/Re-Hires

Jenell Brooks, Counseling Secretary, EHS
Katharina Dietsche, Bus Driver and Trip Driver, Transportation
Graham Petersen, Tech Support Specialist I, IT

9.2 Terminations, Resignations, Non-Renewals

Debra Brown, Cook, EHS

9.3 Transfers/Changes

Cayer Mills, SPED Para Attendant, RCE/Preschool
Sharla Benkendorf, SPED Para Attendant, EHS

9.4 Extra Duty Assignments

Lori Williams Martin, Geography Bee and Knowledge Bowl Sponsor, EMS
Lori Horton, NJHS Sponsor, EMS
Kelley Patin, NJHS Sponsor and Tech Committee Sponsor, EMS
Rebecca Carnahan, Student Council Sponsor, EMS
Brandon Whittaker, Track Assistant, EMS
Melanie Kaumeyer, Drama and Choir Sponsor, EMS
Meghan Jacks, Volleyball/Boys, Basketball/Girls, Basketball Assistant, EMS
Lance Smith, Girls Basketball Assistant, EMS
Linda Deleshaw, Junior #3 Sponsor, EHS

9.5 Monthly Financial Report

9.6 December 13 Certified Sick Bank Request

9.7 December 19 Certified Sick Bank Request

10.0 ACTION ITEMS

No action items

11.0 DISCUSSION ITEMS

No discussion items

12.0 BOE PLANNING

Superintendent Bissonette inquired whether the board would be interested in a board retreat. This would be a public retreat to explore strategic issues rather than working off an agenda. Board directors will provide dates (Saturdays in February and March) to Director Hinds.

The next regular Board of Education meeting is scheduled for Monday, Jan. 22, at 6 p.m.

13.0 EXECUTIVE SESSION

No Executive Session

14.0 ADJOURNMENT

The board meeting adjourned at 7:48 p.m.



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Respectfully Submitted,

Carol Hinds, President

Dee Lindsey, Vice President

Paul Benkendorf, Secretary

Cary Karcher, Treasurer

Richard Smith, Assistant Secretary/Treasurer

Recorded by: Melissa Hoelting