



## RECORD OF PROCEEDINGS

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**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING DRAFT  
January 22, 2018 (Work Session Meeting)**

A Work Session Board Meeting of the Elizabeth School District was held on Monday, January 22, 2018, in the Board Room, District Office.

### **1.0 CALL TO ORDER**

President Carol Hinds called the Work 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 Dee Lindsey  
Director Richard Smith

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

### **3.0 PLEDGE OF ALLEGIANCE**

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

### **4.0 EDUCATION SHOWCASE**

4.1 Leanne Cook, an EHS teacher, spoke about the Elizabeth High School College Fair that will be held on March 3, 2018. Forty-eight colleges and institutions will be represented, including Oregon State, University of Alabama, Air Force Academy, PIMA Medical Institute, EcoTech, Lincoln Tech, Denver School of Massage Therapy, and many more. The College Board is also attending and will hold workshops. In addition, all of the high schools in the southeast side of Colorado have been invited. ESD 8<sup>th</sup> grade students were encouraged to attend.

Director Lindsey inquired about the possibility of inviting 7<sup>th</sup> grade students to the Fair as well. He expressed the importance of addressing financial planning, including FAFSA. He suggested that a dialogue with parents about financial planning be considered.

4.2 Singing Hills Elementary Showcase  
No Singing Hills Elementary Showcase



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

A motion was made to approve the agenda.

Motion moved by Director Lindsey

Motion seconded by Director Benkendorf

#### **ROLL CALL:**

Director Paul Benkendorf – aye

Director Carol Hinds – aye

Director Cary Karcher – aye

Director Dee Lindsey – yes

Director Richard Smith – aye

The motion carried 5-0

### **6.0 APPROVAL OF MINUTES**

6.1 A motion was made to approve the minutes from the January 8, 2018, Elizabeth Schools Board of Education meeting.

Motion Moved by Director Karcher

Motion Seconded by Director Smith

#### **ROLL CALL:**

Director Paul Benkendorf – aye

Director Carol Hinds – aye

Director Cary Karcher – aye

Director Dee Lindsey – abstain

Director Richard Smith – aye

The motion carried 4-0

### **7.0 COMMUNICATION**

#### **7.1 Facilities Master Plan Update**

Scott Newell with Cooperative Strategies and Aimee LaLone of Wold provided background information on their respective companies and their roles in the process of developing a Master Plan.

A PowerPoint presentation was reviewed outlining the two community meetings. The community meetings are essentially a fact-finding exercise to get a pulse on what the community wants to see as far as facilities and operations. A Community Dialogue Master Plan questionnaire will be given to community members at the meetings. An online version will also be available for those unable to attend the meeting in person.

Large group discussions covering communication, facility wants/needs and operation wants/needs will be another component of the community meetings. The information gathered is a tool that will enable ESD to make informed decisions that are created by the community and school district.

Scott shared the questionnaire with the board, going through each question and again explaining that it was designed to determine what is important to individuals.

Superintendent Bissonette explained that while the questionnaire relates primarily to a facilities master plan some other questions have been inserted (i.e. competitive salaries for teachers, new buses) to see how people will weigh in on those issues.



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### ROLL CALL:

Director Paul Benkendorf – aye  
Director Carol Hinds – aye  
Director Cary Karcher – aye  
Director Dee Lindsey – yes  
Director Richard Smith – aye

The motion carried 5-0

9.2 A motion was made to approve the Frontier High School 2018-2019 Calendar

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 Dee Lindsey – yes  
Director Richard Smith – aye

The motion carried 5-0

9.3 A motion was made to approve the 2017-2018 Budget Revisions

Motion Moved by Director Benkendorf  
Motion Seconded by Director Lindsey

Patera indicated that the state has \$110 million in additional funding to put back into the system due to changes to what was originally estimated by the state. Specifically, the number of students enrolled was under estimated and property tax revenues were overestimated.

Patera refers board members to his memorandum that outlines the Fiscal year 2017-2018 budget revisions.

- General Fund
  - Increase of \$110,699 to the beginning fund balance because staff now has actual audited numbers for the fiscal year that ended in June 2017
  - There was an increase in revenues after allocations of \$150,945. This was due in part to more anticipated revenues and a reduction of the flow-through to the charter school.
  - An increase in expected expenditures of \$368,633
- Reduction of the projected ending fund balance of \$106,989
- In addition to changes in revenues and expenses, there are changes in the budgeting of expenses shifting from a central cost center to building budgets. This change will provide a better reflection of costs associated with the operation each school.
- Changes in the Food Service Fund and Grant Fund due to better information on both revenues and expenditures
- The Student Activity and Self-Insurance Funds were changed to reflect the true beginning fund balance.
- The Bond Redemption Fund was slightly modified by a small increase in revenues and a reduction in expenses.





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Ideally, the questionnaire would go out to, not only the district, but the community at large; churches, HOAs and other community groups, achieving as much community participation as possible so that meaningful data is compiled.

The goal for the first two community meetings is to create a roadmap. Once the initial community meetings have concluded, a third meeting to present the findings will be held.

### **8.0 CONSENT AGENDA**

A motion was made to approve the consent agenda 8.1-8.5.

Motion Moved by Director Benkendorf

Motion Seconded by Director Karcher

#### **ROLL CALL:**

Director Paul Benkendorf – aye

Director Carol Hinds – aye

Director Cary Karcher – aye

Director Dee Lindsey – yes

Director Richard Smith – yes

The motion carried 5-0

#### 8.1 New Hires/Re-Hires

Lucia Gieseke, Cook, EHS

#### 8.2 Transfers/Changes

Jonlon Bankert, Child Care Floater, RCE/PS

#### 8.3 Terminations/Resignations

Hallie Pippin, Program Leader, Kids Club and Lunch/Recess Para, SHE

#### 8.4 Extra Duty Assignments

Aaron Vick, Girls Basketball Assistant, EHS

#### 8.5 Substitutes

Dell Blair, Para Professional

### **9.0 ACTION ITEMS**

9.1 A motion was made to approve the District 2018-2019 Calendar

Motion Moved by Director Smith

Motion Seconded by Director Benkendorf

Bissonette stated that the calendar committee of twelve district staff met and created a calendar that reflected the values of the district and the community. They built off of what has worked in the past, then looked at improvements and addressed problems. Staff and parents were invited to provide comments throughout process. The calendar has the same number of teacher contract days and student classroom days as the current calendar.



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With the current budget as presented, it's anticipated that the district will end the current fiscal year with a General Fund balance of \$1,898,182. As a percentage of expenditures and transfers, the projected fund balance is 9.95%

### ROLL CALL:

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

The motion carried 5-0

9.4 A motion was made to approve the Fund Balance Resolution

Motion Moved by Director Lindsey

Motion Seconded by Director Benkendorf

Patera explained that the Fund Balance Resolution is a State requirement to ensure that the BOE is aware of the possibility that a portion of the beginning fund balance may be used to balance the budget. This legislation was passed in early 2000.

### ROLL CALL:

Director Paul Benkendorf – aye  
Director Carol Hinds – aye  
Director Cary Karcher – aye  
Director Dee Lindsey – yes  
Director Richard Smith – yes

The motion carried 5-0

## 10.0 DISCUSSION ITEMS

### 10.1 2018-19 Budget Timeline and Goals

Bissonette explained that the goals and the timeline that are outlined are very similar to what has been done in the past. Time is allowed for board members to reflect adequately and there is an opportunity for discussion. Melissa pointed out two minor changes to some dates in May.

## 11.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for Monday, Feb. 12, at 6 p.m.

Bissonette stated that as an opportunity for principals to talk about their school's programs, accomplishments, successes and future plans they will be presenting to the board at the majority of the remaining BOE meetings.

Director Lindsey stated that he would be calling in for the next BOE meeting.

## 13.0 EXECUTIVE SESSION

No Executive Session



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### 14.0 ADJOURNMENT

The board meeting adjourned at 7:29 p.m.

Respectfully Submitted,

Carol Hinds, President

Dee Lindsey, Vice President

Paul Benkendorf, Secretary

Cary Karcher, Treasurer

Richard Smith, Assistant Secretary/Treasurer

Recorded by: Ione Blakeley