



## RECORD OF PROCEEDINGS

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**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
October 9, 2017 (Business Session Meeting)**

A Business Session Board Meeting of the Elizabeth School District was held on Monday, October 9, 2017 in the Board Room, District Office.

### **1.0 CALL TO ORDER**

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

#### **ROLL CALL:**

The following BOE Directors were present:

Director Carol Hinds  
Director Chris Richardson  
Director Richard Smith  
Director Deb Spenceley

Director Dee Lindsey was absent from the meeting.

Also present: Superintendent Douglas Bissonette  
Chief Financial Director Ron Patera  
HR Director Kin Shuman  
Technology Director Marty Silva  
Communications Director Melissa Hoelting

### **3.0 PLEDGE OF ALLEGIANCE**

President Deb Spenceley 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 **amended** agenda.

Motion moved by Director Hinds

Motion seconded by Director Richardson

#### **ROLL CALL:**

Director Carol Hinds – aye  
Director Chris Richardson – aye  
Director Richard Smith – aye  
Director Deb Spenceley – 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 September 25, 2017 Elizabeth Schools Board of Education meeting.

Motion Moved by Director Smith

Motion Seconded by Director Hinds

#### ROLL CALL:

Director Carol Hinds – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 4-0

### 7.0 COMMUNICATION

#### 7.1 HR Update

HR Director Kin Shuman gave an update on hiring. The district is currently recruiting for a part-time administrative specialist for the superintendent's office and a science teacher at Elizabeth High School.

The district had a great start the school year in terms of few employee injuries or workers comp claims.

Shuman share that the district is trying something new. All employees get along very well, but we have one issue right now and bringing in a mediator. The process will take one day bring in the principal and each employee separately and then both together to help them.

#### 7.2 Technology Update

Technology Director Marty Silva shared an update on the two-day Internet outage the district recently experienced due to a fiber optic line that was cut by construction workers off of Stroh and Parker Roads. Over the past several years, the district has added 500 computers in classrooms and there's become a greater reliance on the Internet. Silva is initiating conversations within the district about the possibility of having two Internet providers, similar to many larger districts. However, because Elizabeth Schools is in a rural area, there aren't many options for backup providers that have fiber optic lines that the district can be tied into. Right now the district is paying about \$2,000 monthly for gig connection. It would probably be an additional \$1,000 to \$1,500 per month for a back-up provider, if it is feasible.

#### 7.3 Financial Update

In addition to typical monthly expenditures, Chief Financial Director Ron Patera shared that in August there were payments for chimney and brick repair at Frontier High School, the Elizabeth High School roof project, HVAC repairs, the new district and school websites, fire alarm testing, installation of magnetic door holders, rodeo stock contractor services and instructional materials.

Some cost centers are over the 16.67 percent benchmark as of August month-end, mostly due to large, one-time expenditures or expenses that are payable and will be reflected in last year's financial statements. There were some unexpected expenses due to more students in need of specialized services, which will increase the general fund budget by at least \$50 thousand to \$60 thousand.

On Wednesday, Oct. 4, a state inspector from the Colorado Department of Public Safety was on site to perform the final inspection of the Elizabeth High School roof. After a thorough inspection, the district





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received a Certificate of Completion. The inspector made a couple of recommendations, which the roofer has addressed, but they also noted that it was a “well-installed roof assembly.”

While the district was awarded \$1.15 million in BEST grant funding for this project, due to the diligent oversight of staff and the district’s consultant, the district will not need to access all of those funds. The EHS roof project came in at least \$100 thousand under budget. The Singing Hills Elementary roof project also came in 18.23 percent under budget.

Both the EHS and SHE roofs are top-of-the-line, 30-year roofs. The district went from 10-year roofs with a 45 mil thickness to 30-year roofs with a 330 mil thickness. These two roofs are now more than seven times thicker than the roofs they replaced. This is a demonstration of the commitment of the district’s governing body and staff to safeguard the students, staff and the capital assets these roofs protect.

A contractor for the Singing Hills Elementary wastewater system has already been selected and the district is preparing a contract for the board to approve at the November 14 meeting.

A new wastewater treatment system is necessary due to the age of the current system and the state’s increased standards for nitrates. The level of nitrates coming onto the Singing Hills property from surrounding properties was already above the state’s more stringent requirements. For a good year the district dealt with the question of why is it the district’s responsibility to treat nitrates that originate offsite and are coming onsite. Ultimately, the district requested a waiver from the state for treating the nitrates. The waiver was granted this summer and the accommodation that was arrived at is that the state will test water as it comes out of the system. Work on the wastewater treatment system project will begin in late spring of 2018.

Once all of the projects are complete, the district will have two top-of-the-line roofs and a state-of-the-art wastewater treatment system. The total budgeted cost of the projects is \$3,148,978, of which \$1,747,303.80 – or 55 percent of the cost of these projects – was funded from BEST monies that were awarded to the district due to hard work of staff in preparing the grant applications. Put another way, the district will not have to spend down another \$1.7 million out of its savings.

Another positive outcome of the BEST grant funding is that since the district will spend down less of its fund balance, more than likely the district will maintain the Aa3 credit rating it earned from Moody’s for sound financial performance.

### **7.4 Superintendent Update**

Superintendent Bissonette gave an update on the Teacher Advisory Committee (TAC). The first meeting of the year is October 19. The committee chair from last year took a job in another district, so the committee is looking for a new chair. TAC is the mechanism for teacher and administrators to be in regular dialogue. The group is very important because, since this district doesn’t have a union, it’s a mechanism for open and regular collaboration. Things have come out of TAC that have made a big difference to the district, such as extended orientation for new teachers and time on their own to plan. Through the committee, alterations were made to the leave policy so that other than sick and personal there is now discretionary leave time which provides more flexibility for staff. The TAC has worked really well and supported staff very well. The committee also provides administration the opportunity to help teaching staff understand the district’s perspective. The ability for the group to continue to be a strong force in the district is a priority.

### **7.5 Board of Education Update**

No Board of Education Update



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### 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 Richardson

Motion Seconded by Director Hinds

#### ROLL CALL:

Director Carol Hinds – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 4-0

#### 9.1 New Hires

Misty O'Neal, SPED Para, RCE

#### 9.2 Terminations

Joan Baird, SPED Para, SHE

Amanda Janssen, SPED Para, EMS

Janetta Blair, SPED Para, EHS

Joyce Brink, Bus Driver, Transportation

Brandy Allison, Health Tech, EHS

#### 9.3 Transfers/Changes

Amber Graham, Teacher, Districtwide

#### 9.4 Extra Duty Assignments

Candice Tauger, Sponsor, Art Club #1

Candice Tauger, Sponsor, National Honor Society

Robert Chavez, Head Wrestling Coach, EHS

Kaitlyn Vite, Girls Soccer Assistant, EHS

Brandon Taff, Track/Football Assistant Coach, EHS

Alex Hutchins, Boys Basketball Head Coach, EHS

Gentry Nixon, Additional Duties, EHS

Jamie Schmalz, Girls Basketball Head Coach, EHS

Geri Cline, Sponsor, FCCLA Assistant

Anna Haschke, Sponsor, Senior #1

Robyn Poirier, Sponsor, Student Council #2

Manser Kierstead, Boys Golf Assistant Coach, EHS

Kaitlyn Vite, Sponsor, Freshman #1

Colleen Wells, Sponsor, Freshman #2

Andrew Melton, Head Baseball Coach, EHS

Chaz Howell, Assistant Track/Football Coach, EHS

Mary Peavler, Assistant Cheer Coach, EHS

Lori McCoin, Sponsor, FBLA Assistant

Andrew Melton, Sponsor, Junior #3

Dan Carter, Additional Duties, EHS

Steve Biller, Head Softball Coach, EHS





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Kane Ware, Assistant Softball Coach, EHS  
Brook Briddle, Assistant Softball Coach, EHS  
Leanna Arroyo, Sponsor, Art Club #2  
Lori McCain, Volleyball Head Coach, EHS  
Cori McCain, Volleyball Assistant Coach, EHS  
Spencer Smith, Heath Boys Golf Coach, EHS  
Aaron Hedman, Boys Basketball Assistant Coach, EHS  
Lance Smith, Boys Basketball Assistant Coach, EHS  
Lynne Watts, Head Girls Golf Coach, EHS  
McKensie Wetherbe, Extra Class, EHS  
Lori McCain, CTE Coordinator, EHS  
Cindi Moores, Head Cheer Coach, EHS  
Allison Wagstaff, Sponsor, Tri-M  
Allison Wagstaff, Sponsor, Choir/Direction  
Laurie Schlekeway, Sponsor, Junior1/Yearbook  
Laurie Schlekeway, Sponsor, NHS  
David Eddy, Boys Soccer Assistant Coach, EHS  
Aaron Vick, Girls Basketball Assistant Coach, EHS  
Lori McCain, Sponsor, Flight Crew Asst  
Lori McCain, Sponsor, Sophomore #2  
Kaitlyn Murray, Sponsor, Junior #1  
Sarah Mosher, Sponsor, Junior #4  
Heather Witten, Sponsor, Flight Crew Head  
Heather Witten, Sponsor, Senior #2  
Robin Biery, Sponsor, Grad Coordinator  
Amber Graham, Preschool Coordinator, RCE/SHE  
Laurie Schlekeway, Extra Class, EHS  
Jennifer Barclay, Sponsor, Thespians  
Jennifer Barclay, Sponsor, Drama/Booth/Production  
John Loutzenhiser, Sponsor, FBLA Head  
Jon Taylor, Sponsor, TSA  
Mike Zoesch, Head Football/Track Assistant Coach, EHS  
TJ Schmitt, Football Assistant Coach, EHS  
Cindy Parsons, Assistant Girls Golf Coach, EHS  
Ty Barrett, Football Assistant Coach, EHS

### 9.5 Monthly Financial Report

### 9.6 Disposition of District Property – FHS refrigeration unit

### 9.7 District & School Accreditation Ratings



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### 10.0 ACTION ITEMS

10.1-10.2 A motion was made to approve GBEB – Staff Conduct (And Responsibilities) and GBEB-R Staff Conduct (Professional Relations with Students) – Regulation as a second reading. The policy and policy regulation will have a third reading.

Motion Moved by Director Smith

Motion Seconded by Director Hinds

#### ROLL CALL:

Director Carol Hinds – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 4-0

10.3-10.7 A motion was made to approve policies EBBB (Accident Reports), ECA/ECAB (Security/Access to Buildings), IC/ICA (School Year/School Calendar/Instruction Time), JICJ (Student use of Cell Phones and Other Personal Technology) and JQ (Student Fees, Fines and Charges) as first and final reading.

Motion Moved by Director Hinds

Motion Seconded by Director Richardson

#### ROLL CALL:

Director Carol Hinds – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 4-0

10.8-10.9 A motion was made to approve the new policy and policy regulation ECAF (Use of Video and Audio Monitoring) and ECAF-R (Use of Video and Audio Monitoring-Regulation) as the first reading. Both policies will have a second reading.

Motion Moved by Director Hinds

Motion Seconded by Director Smith

#### ROLL CALL:

Director Carol Hinds – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 4-0

10.10-10.21 A motion was made to repeal policies EC, ECAC, EEAA, EEAC, EEAC-R, EEAEF, EEAEF-R, EEAEF-E, GBGAA, JLDDBA, JLDDBA-R, JLDDBH-R.

Motion Moved by Director Smith

Motion Seconded by Director Richardson

#### ROLL CALL:

Director Carol Hinds – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 4-0



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### 11.0 DISCUSSION ITEMS

#### 11.1 CASB Legislative Platform – Delegate Assembly

The board briefly discussed 2017 CASB Legislative Resolution that will be presented at the CASB Fall Delegate Assembly Conference October 13-14. Director Richardson will attend the conference as the district's voting delegate. Director Spenceley will also attend the conference. Director Richardson and Director Spenceley will provide an update from the conference at the October 23 BOE meeting.

### 12.0 BOE PLANNING

The next regular board meeting will be October 23, 2017.

### 13.0 EXECUTIVE SESSION

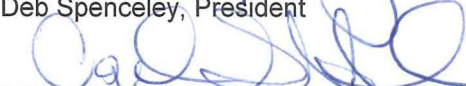
No Executive Session


### 14.0 ADJOURNMENT

The board meeting adjourned at 6:56 p.m.

Respectfully Submitted,

  
\_\_\_\_\_  
Deb Spenceley, President

  
\_\_\_\_\_  
Carol Hinds, Vice President

  
\_\_\_\_\_  
Chris Richardson, Secretary

*not present*  
\_\_\_\_\_  
Dee Lindsey, Treasurer

  
\_\_\_\_\_  
Richard Smith, Assistant Secretary/Treasurer

Recorded by: Melissa Hoelting