



# RECORD OF PROCEEDINGS

---

**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
December 3, 2018 (Business Session Meeting)**

A Business Session Board Meeting of the Elizabeth School District was held on Monday, December 3, 2018, in the Board Room, District Office.

## **1.0 CALL TO ORDER**

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

## **2.0 ROLL CALL:**

The following BOE Directors were present:

Director Paul Benkendorf

Director Carol Hinds

Director Cary Karcher

Director Dee Lindsey (by video connection)

Director Richard Smith

Also present: Superintendent Douglas Bissonette, Director of Finance Ron Patera, HR Director Kin Shuman, Technology Director Marty Silva, Secretary to Board Jaimee Glazebrook, and Elizabeth High School Teacher Manser Kierstead

## **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 AMENDED AGENDA/ADDITIONS/DELETIONS/BLANKET MOTION**

A motion was made to approve the amended 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 Dee Lindsey - aye

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 November 5, 2018, Elizabeth Schools Board of Education meeting.

Motion moved by Director Karcher

Motion seconded by Director Benkendorf



## RECORD OF PROCEEDINGS

---

### ROLL CALL:

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

The motion carried 4-0

### 7.0 COMMUNICATIONS

#### 7.1 Elizabeth High School Summer 2019 Trip to Europe

Elizabeth High School Teacher Manser Kierstead presented seeking approval for a spring 2020 student trip to Europe. Cost for students is \$3359.00 for a 10 day trip to England and France with two days included for travel. Originally the trip was scheduled for summer 2019, but was changed to spring 2020 which allowed time for more planning and a lower cost for students. This trip is intended to be a cultural historical trip to help educate the students and allow them to see how others live. A parent meeting will be scheduled once approval from the Board is given.

#### 7.2 HR Update

HR Director Kin Shuman shared an update on our current fingerprinting process. CBI has allowed us to continue using our local police department until they have a better procedure for our district to use. Shuman had recently asked a new employee if they were willing to try and use the process CBI has been trying to put in place. The result was a quick turn around on fingerprints but the the closest place is still 23 miles away.

Earlier this year the district had a safety audit done by Pinnacle. The audit came back with only one recommendation, driver training. This was recommended for those individuals driving some of our vehicles who are not bus drivers. Currently we are setting up an online training with a company called J.J. Keller.

#### 7.3 Technology Update

Technology Director Marty Silva gave an update on his department's technology plans. Three years ago technology plans were written to help get the district going in the right direction with an expiration date set for June 2019. The plan consists of six tenets that are being looked at and revised along with the mission statement. The new mission statement reads "The Elizabeth School District empowers students and staff with the necessary technology skills to be successful in an ever-evolving global environment." The six tenets include, staff technology skills and professional learning, student technology skills, digital citizenship and student safety, access and equity, meaningful curriculum and content and technology infrastructure and support.

Silva also shared the positive survey results that are used to judge how the technology staff is faring.

#### 7.4 Financial Update

Director of Finance Ron Patera reviewed checks over \$5,000 which includes normal expenditures such as utility bills, food supplies, Legacy flow thru, insurance and fuel costs. There were payments for the Wastewater Treatment System, custodial supplies and books to sell at the various book fairs.

Financial statements represent activity through the end of October and are at 33.33% through the fiscal year. Revenues collected are 28.75% as a percentage of the general fund budget, while expenditures are at 33.05%. On the expenditure side of the general fund, most of the cost centers are close to the 33.3% benchmark.

Patera also shared on the Mill Levy. Based on the information received from the Assessor's office and the CDE's calculations using the school finance formula, the mill for the general fund will be 26.743 mills, while





## RECORD OF PROCEEDINGS

---

the rate for the MLO will be 7.490 mills, for a combined rate of 34.233 mills. The total millage is lower by 0.149 year over year.

This year's net total assessed valuation of property within school district boundaries increased by \$3,101,133.60. The change in actual valuation was an increase of \$44,047,660. As a reminder that residential is now taxed on 7.2% of actual value while commercial is taxed at 29%. An explanation was given on how the bond will be paid off by collecting the MLO in the General Fund and then transferring the amount needed to service the debt to UMB who will then pay the debtholder.

Similar to last year there might be a need to take advantage of the State Treasurer's Interest Free Loan Program. Patera is seeking approval for this resolution should the need arise to utilize this resource.

Next month a revised budget proposal for fiscal year 2018-2019 will be presented for Board approval. Many of the changes from the original budget approved in June will be due to better information because many of the expenses and revenues are based on reasonable assumptions. A few specifics will be an adjustment for legal expenses and sub pay in DW SPED budget. Due to the actual enrollment being lower than projected we anticipate a reduction in state funding by about \$235K, if it wasn't for 5 year averaging then the loss in funding would have been closer to \$325K.

### **7.5 Superintendent Update**

Superintendent Bissonette shared the proposed district calendars for 2019-2020. The calendars are created and reviewed by a committee and then sent to all staff to get feedback. They then go to the Board for review and then parents for feedback. After receiving feedback from parents the calendars are then presented to the Board for final approval in January. Two things are different this year with these calendars. The first is school ending on a Friday at noon instead of Thursday at noon and second is the graduation date is TBD based on the state track meet that so many students participate in.

2018/2019 October Count Data is done. The district expected our enrollment to drop a little but it was more than projected. The reason is not clear yet, but enrollment has been dropping a little every year since 2007.

Bissonette shared the Certificate of the Votes Cast with the Board. This was not only a win, but a strong win for our schools and community. This vote showed a stronger level of support than 33 other district ballot questions from around the state. This is evidence that our community supports our students and education. Bissonette thanked the Board for their help in making this happen. Danny Wilcox will be recognized in January for his tremendous leadership and hard work as the campaign manager for Ballot Issue 4A initiative. Elizabeth School district is working hard on translating the win into a plan and trying to be consistent with what the district said would happen if the Mill Levy Override passed. There is a target date for the end of January to have the plan presented and approved or supported by the Board. The district would like to plainly show where the money is and what is being done with it, and, with a level of detail that anyone could say the money is being used as it is supposed to be used. The intent is that the District Accountability Committee will be up and running for a meeting in mid-January, this committee is meant to ensure the money is being allocated as it was intended.

### **7.6 Proposed Salary Schedules from MLO Revenue**

HR Director Kin Shuman is looking forward to being able to share these salary schedules in the future with the Board and with everyone. He feels they are so much more competitive and hopes to retain more staff because of them. There was a couple guiding principles, first, wanting to be more competitive in the labor market, second, looking forward and not looking backward.

Shuman acknowledged that there are a couple of adjustments that need to be made to the proposed pay schedules prior to Board approval in January.



## RECORD OF PROCEEDINGS

---

Chief Finance Director Ron Patera spoke about the minimum wage impact and what happens when the Mill Levy Override passed. The minimum wage increase is not going to be paid for with MLO funds. Once all the increases in minimum wage take effect, which will be by January 2020, the new minimum wage will be \$12 per hour. A portion of the total increase for classified staff is due to minimum wage and there are approximately fifty employees that are impacted by the minimum wage increase. This means that a portion of the increases that classified staff will realize are due to the minimum wage.

Superintendent Bissonette stated he feels one of the positions that will definitely be benefitting from the salary schedules will be coaches, there will be an increase of 20% for all coaches. The hope is that these pay increases will help gain quality candidates and individuals who are more willing to stay.

### 8.0 PUBLIC PARTICIPATION

No public participation

### 9.0 CONSENT AGENDA

A motion was made to approve the consent agenda 9.1 - 9.8.

Motion moved by Director Karcher

Motion seconded by Director Benkendorf

#### 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

#### 9.1 New Hires

Thomas Banks, Custodian, District Wide  
Tara Lamoreaux, Lunch/Recess Para, SHE  
Cameron Norman, Custodian, SHE  
Gregory Yaklin, Custodian, EMS  
Benjamin Archibald, Custodian, EMS  
Wendy Neely, Custodian, EMS  
Michael Howell, Custodian, District Wide  
Daniel Burnel, Bus Driver, Transportation  
Amber Reavis, Special Ed Para, EMS

#### 9.2 Terminations/Resignations

Cameron Norman, Custodian, SHE  
Virginia Schneider, Paraprofessional, SHE

#### 9.3 Extra Duty Assignments

Jennifer Barclay, Musical Orchestration, EHS  
Jamie Schmalz, Head Girls Basketball, EHS  
Kaia Monson, Musical Orchestration, EHS  
Aaron Vick, Asst. Girls Basketball, EHS  
Tanner Glad, Difficult to Fill Position, District Wide  
Susan McMullen, GT-STEAM Camp, District Wide  
Connie Hines, Difficult to Fill Position, District Wide  
Andrea Smith, Asst. Girls Basketball, EHS  
Sharla Benkendorf, Senior Sponsor, EHS





## RECORD OF PROCEEDINGS

---

Ryan Robinson, Asst. Baseball, EHS  
Randa Kelton, Teacher Extra Class, EHS  
Stan Craley, Substitute Custodian-Custodial Trainer, District Wide  
John Loutzenhiser, Teacher Extra Class, EHS

### 9.4 Substitutes

Emily Mohlis, Substitute Teacher  
Christina Ore, Substitute Teacher  
Danielle Gavito, Substitute Paraprofessional  
Rachel Shalala, Substitute Paraprofessional

### 9.5 Monthly Financial Report

### 9.6 Certified Sick Bank Requests

### 9.7 Classified Sick Bank Requests

### 9.8 2018/2019 October Count Data

## **10.0 ACTION ITEMS**

10.1 A motion was made to approve the spring 2020 Elizabeth High School student trip to Europe with the condition of high expectations for education be placed on students planning to attend.

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 - aye

Director Richards Smith - aye

The motion carried 5-0

Discussion was had about ensuring there are high expectations for education on the Elizabeth High School spring 2020 trip to Europe. Cancellation policies and global protection plans were also discussed in case there was a need for the trip to be changed or cancelled.

10.2 A motion was made to approve the 2019 Mill Levy Certification. **(Note: See revision to this motion below)**

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 - aye

Director Richard Smith - aye

The motion carried 5-0



## RECORD OF PROCEEDINGS

---

10.3 A motion was made to approve the State Treasurer's Interest Free Loan Resolution.

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 - aye

Director Richard Smith - aye

The motion carried 5-0

10.4 A motion was made to approve the first and final reading of revised policy GBGE (Staff Maternity/Paternity/Parental Leave)

Motion moved by Director Karcher

Motion seconded by Director Benkendorf

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

10.5 A motion was made to approve the first and final reading of revised policy KDB-R (Public's Right to Know/Freedom of Information- Regulation)

Motion moved by Director Lindsey

Motion seconded by Director Smith

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

10.6 A motion was made to revise motion 10.2, 2019 Mill Levy Certification as stated.

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 - aye

Director Richard Smith - aye

The motion carried 5-0



## RECORD OF PROCEEDINGS

---

### 11.0 DISCUSSION ITEMS

11.1 The Board of Education selected director Richard Smith as a delegate to represent the school district at the Colorado Association of School Boards' (CASB) annual legislative assembly. Director Richard Smith shared a summary of the issues agreed upon by CASB members for the next legislative session.

11.2 2019/2020 Draft Calendars were discussed and an explanation was given on how the calendar committee creates and reviews the proposed calendars.

### 12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for January 14, 2019, at 6 p.m.

### 13.0 EXECUTIVE SESSION

No Executive Session

### 14.0 ADJOURNMENT

The regular board meeting adjourned at 7:45 p.m.

Respectfully Submitted,

---

Carol Hinds, President

---

Dee Lindsey, Vice President

---

Paul Benkendorf, Secretary

---

Cary Karcher, Treasurer

---

Richard Smith, Assistant Secretary/Treasurer

Recorded by: Jaimee Glazebrook