



RECORD OF PROCEEDINGS

BOARD OF EDUCATION BOARD ROOM, DISTRICT OFFICE MINUTES OF MEETING April 9, 2018 (Business Session Meeting)

A Business Session Board Meeting of the Elizabeth School District was held on Monday, April 9, 2018, in the Board Room, District Office.

1.0 CALL TO ORDER

Vice President Dee Lindsey called the Business Session BOE Meeting to order at 6:04 p.m.

2.0 ROLL CALL:

The following BOE Directors were present:

Director Paul Benkendorf
Director Cary Karcher
Director Dee Lindsey
Director Richard Smith

Also present: Superintendent Douglas Bissonette, Chief Finance Director Ron Patera, HR Director Kin Shuman, Technology Director Marty Silva, Communications Director Melissa Hoelting, Running Creek Principal Tammy Krueger

3.0 PLEDGE OF ALLEGIANCE

Vice President Dee Lindsey led the audience in the Pledge of Allegiance.

4.0 EDUCATION SHOWCASE

Running Creek Principal (RCE) Tammy Kruger shared school highlights with the Board of Education.

RCE and Singing Hills Elementary are working toward reading alignment between the schools and a lot of success is happening. Both schools began using Core Knowledge Language Arts curriculum (CKLA) this year. The curriculum includes a great listening comprehension component. Students and staff are excited about the content.

RCE's Early Literacy Assessment Tool (ELAT) project gives RCE professional development opportunities and access to an early literacy assessment tool that teachers can use to obtain real-time information on the reading skill levels of students in kindergarten through third grade.

Through the State Identified Measurable Result (SiMR) project, kindergarten through third-grade teachers, along with special education and Title teachers, receive training for a 30-minute phonics routine that is explicit and systematic. SiMR has helped students transition to the next grade level more prepared than in the past.

RCE continues to experience success with the Response to Intervention (RtI) process. RtI is a process that provides targeted teaching – called interventions – to help struggling students catch up. RtI has been used primarily for reading interventions, but RCE is now exploring using the process for math interventions too.

One class at each grade level is participating in the Sanford Harmony Social Emotional Learning (SEL) pilot. It's a relationship-building learning program to help kids feel safe, happy and accepted in school. The program is flexible and teachers get to choose an activity for the day that's the best fit for them based on their lesson plan or the day.



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A number of fun activities take place at RCE throughout the year, including Morning Active Jags where students begin each day in the gym and exercise together, listen to announcements, recognize volunteers for the day, celebrate birthdays and recite the Pledge of Allegiance. The school also participates in a community carnival, bike/walk to school, Veteran's Day assembly, spelling bee, cocoa and caroling, PTCO Bingo Night, Dr. Seuss Week and Literacy Night, the district art show, and so much more.

RCE staff took a vote and decided they will become a Leader in Me school. The program has a large price tag so the school will start fundraising and look for appropriate grants. With Leader and Me, you will walk in the school and see students are running the show. Students are taught to set goals and work toward attaining. Students take charge of their own learning, and their will and ideas become the way of the school. Teachers become guides on the side.

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 Karcher

ROLL CALL:

Director Paul Benkendorf – aye

Director Cary Karcher – aye

Director Dee Lindsey – yes

Director Richard Smith – aye

The motion carried 4-0

6.0 APPROVAL OF MINUTES

6.1 A motion was made to approve the minutes from the March 12, 2018, Elizabeth Schools Board of Education meeting.

Motion Moved by Director Benkendorf

Motion Seconded by Director Smith

ROLL CALL:

Director Paul Benkendorf – aye

Director Cary Karcher – yes

Director Dee Lindsey – yes

Director Richard Smith – yes

The motion carried 4-0

7.0 COMMUNICATIONS

7.1 HR Update

Running Creek Elementary, Singing Hills Elementary and Frontier High School have filled all custodial positions. Elizabeth Middle School and Elizabeth High School each have two custodial positions they're in the process of filling. The custodial contracting company's last day with the district is April 12.

So far, five teachers have indicated they will be leaving the district after the school year. Four out of five of those teachers are retiring. It's too early to tell what the turnover rate will be this year. Generally, the district experiences a 20-30% staff turnover each year.



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Two staff at RCE are coming back on a 110 schedule and 1 at EHS. School districts in Colorado can allow teachers to declare they're going to retire but continue on for one year, but they're not allowed to work more than 110 days in a calendar year by PERA. This allows them to work for a full year and collect a pension at the same time they collect a salary. Elizabeth Schools has a policy the 110 schedule has to be requested and approved. Staff also have to sign an agreement that they will meet expectations of their supervisor, give full effort for a year and they are at-will employees.

7.2 Technology Update

Technology Director Marty Silva said the IT department ran into the same issues they have every year during assessments.

Silva mentioned that the district is reviewing options for mass notification system vendors and is seriously considering Blackboard – the company the district currently use for website hosting. The mass notification system integrates information from Infinite Campus. The biggest consideration for transitioning vendors is retraining staff on a new product.

Technology Director Mary Silva updated the board on his progress of obtaining grants related to the adoption of the Code.org curriculum. The Colorado Department of Education has pre-approved a \$10,000 grant and mindSpark Learning has a matching grant that the district should be able to obtain. The grants will help with professional development/training for teachers and additional technology at each school.

The IT department conducts a tech survey each year to ask how teachers use technology. This year a question will be added to see who is interested in teaching computer science. With the Code.org curriculum, a free five-day training is available this summer to instruct educators on teaching the curriculum.

7.3 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000 for the month of March and financial statements through the end of February, or 66.67% of the way through the fiscal year. There are a few general fund cost centers over the 66.67% benchmark; however, it is mostly due to capital projects or other large, one-time payments.

As for revenues, about 50% of property tax collections have been received and will be reflected in next month's financial report.

The state budget has passed state house and the Senate. The projected net new revenue for Elizabeth Schools is \$833,903, which is higher than previous estimates. It's not yet clear what will happen with PERA or if there's going to be a bill passed this legislative session. As it stands now, the increased employer contribution to PERA has been carved out of legislation.

Patera asked if \$1.8 million is a comfortable ending fund balance for the board. This is just general fund – doesn't include food services fund, pupil activity fund, etc.

Transportation Director Terry Wilson did a very thorough analysis of the bus fleet and it was determined that there were 10 buses that had 1 or maximum 2 years of life expectancy left. The district plans to replace 10 buses – nine buses and 1 SPED bus. Looking to go forward with a different bus manufacturer than current buses. Littleton Public Schools had language in their RFP to utilize their contract negotiated price. Since Elizabeth Schools can use cooperative purchasing contracts the district can piggyback on Littleton's bid. Also looked at different financing options – 3 years, 5 years. Ron's recommendation is to go with 7-year financing. Elizabeth Schools has buses from 1988 in our fleet. Buses generally have about a 20-year life cycle.



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7.4 Communications Update

Communications Director Melissa Hoelting gave an update on the May 28 Facility Master Plan Community Meeting and events taking place across the district in April and May.

7.5 Superintendent Update

Superintendent Douglas Bissonette is finalizing the district Unified Improvement Plan (UIP). The district and each school submit a UIP to the Colorado Department of education every other year. UIPs are used for accountability and represent a defined set of performance indicators primarily based on standardized tests.

The district UIP and Running Creek Elementary's UIP are due this year. Because the district UIP is a reflection of the school UIPs, it will include some information from last year's school-level plans and this year's RCE plan. The district improved overall performance on state indicators by almost 9% from 2016 to 2017. Additionally, the district has been able to help new students improve their academic achievement, resulting in strong growth scores for students taking state tests for the first time in Elizabeth School District. A key academic performance improvement strategy for the district is the development of a well-aligned and rigorous language arts curriculum K-12, which is already in place in K-5 and the middle school is piloting and will adopt a new curriculum soon.

8.0 PUBLIC PARTICIPATION

No public participation

9.0 CONSENT AGENDA

A motion was made to approve the consent agenda 9.1 – 9.5.

Motion Moved by Director Benkendorf

Motion Seconded by Director Karcher

ROLL CALL:

Director Paul Benkendorf – yes

Director Cary Karcher – aye

Director Dee Lindsey – yes

Director Richard Smith – aye

The motion carried 4-0

9.1 New Hires/Re-Hires

Kenneth Collins, Custodian, FHS

Rosalva Pacheco, Custodian, EHS

Michael Daggett, Custodian, FHS

Courtney Hombert, Custodian, EMS

Josh Utsinger, Custodian, SHE

Kimberley McKay, Custodian, EMS

Kurtis Barlow, Custodian, SHE

Maggie Hines, Sped Para Attendant, EMS

9.2 Terminations, Resignations

Dan Marcus, Teacher, EHS

Katharina Dietsche, Bus Driver, Transportation

Heidi Simolenic, Counselor, EHS

Julie Reese, Teacher, EMS

Maureen Wharton, Custodian, ESD

Carin Carr, Teacher, EMS

Diane Scheuber, Teacher, EMS



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9.3 Transfers/Changes

Maggie Hines, Sped Para Attendant, EMS

9.4 Extra Duty Assignments

Raul Algarin Villaba, ELL Liaison, EHS

Margaret Ann McKee, Out of District Student, Opp Program

Madyson Schmida, Out of District Student, Opp Program

9.5 Monthly Financial Report

10.0 ACTION ITEMS

No action items

11.0 DISCUSSION ITEMS

No discussion items

12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for Monday, April 23, 2018, at 5 p.m.

14.0 ADJOURNMENT

The board meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Carol Hinds, President

Dee Lindsey, Vice President

Paul Benkendorf, Secretary

Cary Karcher, Treasurer

Richard Smith, Assistant Secretary/Treasurer

Recorded by: Melissa Hoelting

