



## RECORD OF PROCEEDINGS

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**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
October 11, 2021 (Business Session)**

A Business Session Board Meeting of the Elizabeth School District was held on October 11, 2021, 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.

**2.0 ROLL CALL:**

The following BOE Directors were present:

Director Paul Benkendorf  
Director Kim Frumveller  
Director Carol Hinds  
Director Cary Karcher

Also present: Superintendent Douglas Bissonette, Chief Finance Director Ron Patera, HR Director Kin Shuman, and Executive Assistant Kristen Harris.

**3.0 PLEDGE OF ALLEGIANCE**

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

**4.0 EDUCATION SHOWCASE/RECOGNITIONS**

*No education showcase/Recognitions*

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

A motion was made to approve the amended agenda, with the removal of section 7.2 Technology Update from Marty Silva.

Motion moved by Director Benkendorf  
Motion seconded by Director Frumveller

**ROLL CALL:**

Director Paul Benkendorf - aye  
Director Kim Frumveller - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 4-0

**6.0 APPROVAL OF MINUTES**

6.1 A motion was made to approve the minutes from the September 27, 2021, Elizabeth Schools Board of Education meeting.

Motion moved by Director Karcher  
Motion seconded by Director Benkendorf

**ROLL CALL:**

Director Paul Benkendorf - aye



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Director Kim Frumveller - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 4-0

6.2 A motion was made to approve the minutes from the October 1, 2021, Elizabeth Schools Board of Education special meeting.

Motion moved by Director Frumveller

Motion seconded by Director Karcher

ROLL CALL:

Director Paul Benkendorf - aye

Director Kim Frumveller - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

The motion carried 4-0

6.3 A motion was made to approve the minutes from the October 4, 2021, Elizabeth Schools Board of Education special meeting.

Motion moved by Director Benkendorf

Motion seconded by Director Frumveller

ROLL CALL:

Director Paul Benkendorf - aye

Director Kim Frumveller - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

The motion carried 4-0

### 7.0 COMMUNICATIONS

#### 7.1 HR Update

HR Director Kin Shuman provided an update on the hiring of Michael Newton for the Director of Safety position. Mr. Newton is coming to Elizabeth School District from being the Director of Safety with the Littleton School District. He has prior military experience and will be a great asset to our district.

#### 7.2 Technology Update

*No Technology Update*

#### 7.3 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000 which included typical monthly expenses such as utility bills, charter school flow thru and insurance premiums. There were also payments for: Athletic trainer services, tech hardware and licenses, SPED facility costs, CASB dues, bus payment, SPED contractors, curriculum, SRO payment, alarm inspections, painting and contractor services for RISE grant. Financial statements represent activity through the end of August or 16.67% through the new fiscal year. General fund revisions are at 11.84 collected year to date, while expenditures are 15.93% spent when compared to the budget. Even though there are some cost centers over the 16.67% benchmark and overall, some of these are due to large one time expenditures, expenses that are payables that will be reflected in last year's financial statements or beginning of the year classroom startup expenses. Plus, some estimates are based on the prior year and last year was an



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outlier due to the pandemic. So there are going to be some line items that might seem way off, most of these will be salary and benefit accounts. Looking at the overall spending within the general fund there is nothing in here that I am too concerned about now.

Enrollment is currently budgeted up 48 students from last school year. The unofficial number puts us up an additional 76 students from our projection, this excludes Legacy; for a total increase of 124 students. My best estimate is an increase in funding of around \$150,000K. The increase is not higher due to 5 year averaging, but it is still to our advantage because we are being funded at a higher number than our actual enrollment. With the mid-year increase in extracurricular pay we will probably have to increase the transfer at mid-year. Due to the feds subsidizing lunch program we had a larger than anticipated increase in our revenues last year that will probably allow us to zero out the general funds transfer to food service at the mid-year revision. Due to ESSER II application approval we were able to account for most of the ESSER II revenues in last year's financials, which along with the approval of the SPED high cost app significantly increased our fund balance for last year over staff's estimate for the June budget.

### 7.4 Superintendent Update

Superintendent Bissonette shared an update on what has been happening in the schools this year. This year he has spent around 60-70% of his time in the school buildings, having a presence has helped students and staff feel supported. With the important request for staff to stay home if they are sick, the rapid binax tests that we have been giving to staff and students are helping staff tremendously. Homecoming was last week; there was a large participation from all the schools in the district. With there not being a homecoming last year, this year, students really enjoyed the events. Lastly, there has been a slowdown in covid cases in the district, however, we have continued to provide the at home rapid tests to staff and students.

### 8.0 PUBLIC COMMENT

Community member Andrea Richardson and daughter Avery Couch spoke to the board regarding the districts handling of the pandemic and the benefit for not mandating masks in schools. Both Andrea and Avery thanked the board for not mandating masks, it has helped students to learn and be more social which is impactful to the students lives.

### 9.0 CONSENT AGENDA

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

Motion moved by Director Frumveller

Motion seconded by Director Karcher

#### ROLL CALL:

Director Paul Benkendorf - aye

Director Kim Frumveller - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

The motion carried 4-0

#### 9.1 New Hires/Re-Hires

Kristina McMahan, Special Ed Paraprofessional, RCE

Michelle Ruskauff, Special Ed Paraprofessional, SHE

Michael Corcoran, Custodian Floater, District Wide

Michael Newton, Director of School Safety & Emergency Planning, District Wide

#### 9.2 Transfers/Changes

Susan Hix, Cook, EHS





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### 9.3 Employment Separations

Kevion Dorn, Custodian, EHS  
Trenton Davis, Mechanic, Transportation  
William Caldwell, Bus Driver, Transpiration

### 9.4 Extra Duty Assignments

Summer Katzoff, Assistant Softball Coach, EHS  
Summer Katzoff, Head Girls Soccer Coach, EHS  
Savannah Cook, ELL Liaison, EMS  
Michelle Jones, Assistant Volleyball Coach, EMS  
Craig Kemper, Head Boys Basketball Coach 7A, EMS  
Jeff Sparrow, Head Wrestling Coach, EMS  
Christine Miller, Head Volleyball Coach 7A, EMS  
Najia Grenz, Head Volleyball Coach – 6<sup>th</sup> Grade, EMS  
Chris Hammer, Head Football Coach, EMS  
Mike Hamner, Assistant Softball Coach, EMS  
Brandon Whittaker, Assistant Track Coach, EMS  
Kim Hicks, Head Cross Country Coach, EMS  
Israel Angerman, Assistant Football Coach, EMS  
Shawn Novak, Assistant Boys Basketball Coach, EMS  
Susan Jones, Assistant Cross Country Coach, EMS  
Todd Eyler, Assistant Football Coach, EMS  
Lincoln Jones, Head Softball Coach B, EMS  
Rebecca Miller, Head Softball Coach A, EMS  
Rebecca Miller, Head Girls Basketball Coach 7A, EMS  
Joe Ptaszynski, Head Boys Basketball Coach, EMS  
Joe Ptaszynski, Head Girls Basketball Coach – 6<sup>th</sup> Grade, EMS  
Joe Ptaszynski, Assistant Football Coach, EMS  
Savannah Cook, Assistant Track Coach, EMS  
Craig Kemper, Assistant Track Coach, EMS  
Steve Barnett, Assistant Girls Basketball Coach, EHS  
Kelsey Ubben, Head Girls Basketball Coach, EHS  
Aaron Hedman, Head Boys Basketball Coach, EHS  
Dave Eddy, Head Boys Soccer Coach, EHS  
Rob Leonard, Head Wrestling Coach, EHS  
Dan Carter, Assistant Football Coach, EHS  
Chris Ford, Assistant Girls Golf Coach, EHS  
Kevin Mazingo, Assistant Boys and Girls Track Coach, EHS  
Kevin Mazingo, Assistant Football Coach, EHS  
Sarah Mosher, SWAAAC Coordinator, District Wide  
Lincoln Jones, Assistant Softball Coach, EHS  
Lincoln Jones, Assistant Baseball Coach, EHS  
Amber Davis, ECSH Hard to Fill Stipend, District Wide  
Ty Barrett, Assistant Football Coach, EHS  
Brandon Taff, Assistant Football Coach, EHS  
Becky Camahan, Head Volleyball Coach 8A, EHS  
Laurie Burton, ELL Liaison, SHE  
Laurie Burton, ELL Coordinator, District Wide  
Amber Rusk, Head Spirit Coach Fall and Winter, EHS



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Brooke Newton, Assistant Spirit Coach Fall and Winter, EHS  
Manser Kierstead, Assistant Cross Country Coach, EHS  
Manser Kierstead, Assistant Boys and Girls Track Coach, EHS  
Chaz Howell, Head Cross Country Boys and Girls, EHS  
Chaz Howell, Head Boys and Girls Track Coach, EHS  
Andrew Melton, Head Baseball Coach, EHS  
Andrew Melton, Head Softball Coach, EHS  
Kristen Foster, OT Team Lead, District Wide  
Kristen Foster, Hard to Fill Stipend, District Wide  
Kaia Monson, Assistant Boys and Girls Track Coach, EHS  
Cheryl Martin, Out of District Students 3, Opportunity  
Cheryl Martin, Supervision for LPC-9 Staff, District Wide  
Eric Crow, CPI Trainer, Opportunity  
Anne Ebbert, Out of District Students 3, Opportunity  
Eric Crow, Out of District Students 3, Opportunity  
Kelly Tarr, Counselor and School Leadership, RCE  
Brian Martinez, Assistant Football Coach, EHS  
Alise Wisniewski, Assistant Boys Soccer Coach, EHS  
Alise Wisniewski, Assistant Girls Basketball Coach, EHS  
Mike Zoesch, Head Football Coach, EHS  
Amber Davis, PK Team Lead, District Wide  
Amanda Dorris, ELL Liaison, RCE  
Cory Robinson, Assistant Boys Soccer Coach, EHS  
Tammy Moore, ELL Liaison, EHS  
Mike Newton, Hard to Fill Stipend, District Wide  
Adam Keele, Head Boys Basketball Coach 8A, EMS  
Curtis Kaumeyer, Assistant Girls Basketball Coach – 6<sup>th</sup> Grade, EMS  
Carson Barnhart, Band/Orchestra Sponsor, EHS  
Kaia Monson, Choir Sponsor, EHS  
Jennifer Barclay, Drama Sponsor, EHS

### 9.5 Substitute Recommendations

### 9.6 Proposed Pay Revision for Mechanic Position

### 9.7 Monthly Financial Report

## **10.0 ACTION ITEMS**

10.1 A motion was made to appoint candidate Rhonda Olsen to Fill Vacant BOE Seat.  
Motion moved by Director Karcher  
Motion seconded by Director Frumveller

### ROLL CALL:

Director Paul Benkendorf - no  
Director Kim Frumveller - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 3-0



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### 11.0 DISCUSSION ITEMS

*No discussion items*

### 12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for October 25, 2021, at 6 p.m.

### 13.0 EXECUTIVE SESSION

*No additional executive session*

### 14.0 ADJOURNMENT

The regular board meeting adjourned at 6:50 p.m.

Respectfully Submitted,

Carol Hinds, President

Cary Karcher, Vice President

Paul Benkendorf, Secretary

Kim Frumveller, Treasurer

Recorded by: Kristen Harris