



## RECORD OF PROCEEDINGS

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**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
January 10, 2022 (Business Session)**

A Business Session Board Meeting of the Elizabeth School District was held on January 10, 2022 in the Board Room, District Office.

### **1.0 CALL TO ORDER**

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

### **2.0 ROLL CALL:**

The following BOE Directors were present:

Director Craig Blackham - aye  
Director Heather Booth – aye – remote via Zoom  
Director Kim Frumveller - aye  
Director Cary Karcher - aye  
Director Rhonda Olsen - aye

Also present: Superintendent Douglas Bissonette, HR Director Kin Shuman, Technology Director Marty Silva, Communications Director Jason Hackett and Executive Assistant Kristen Harris.

### **3.0 PLEDGE OF ALLEGIANCE**

President Cary Karcher 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 to remove the Chief Financial Officer update.

Motion moved by Director Frumveller

Motion seconded by Director Blackham

### **ROLL CALL:**

Director Craig Blackham - aye  
Director Heather Booth - aye  
Director Kim Frumveller - aye  
Director Cary Karcher - aye  
Director Rhonda Olsen - aye

The motion carried 5-0

### **6.0 APPROVAL OF MINUTES**

6.1 A motion was made to approve the minutes from the December 13, 2021, Elizabeth Schools Board of Education meeting.

Motion moved by Director Blackham

Motion seconded by Director Frumveller



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### ROLL CALL:

Director Craig Blackham - aye  
Director Heather Booth - aye  
Director Kim Frumveller - aye  
Director Cary Karcher - aye  
Director Rhonda Olsen - aye

The motion carried 5-0

### 7.0 COMMUNICATIONS

#### 7.1 HR Update

Director of HR Kin Shuman provided an update to the board on what the HR work load is going to look like over the next couple of months. Typically beginning in February is when the district will begin to see resignations, which could be a combination of staff moving out of state, retiring, moving on to new opportunities. As the resignations begin, Kin works to fill those now open positions. Another focus over the next couple of months will be meeting with the health insurance benefit committee, which will help review benefit options and make a recommendation to the board for which benefit package should be offered to employees next school year. Once we get into summer months, HR beings to plan the orientation for new employees that includes training over the course of a week. In addition to making any new changes to the employee handbook and getting it distributed to all employees. Working on updating pay schedules is a large focus during the month of April, once they are developed, presented and approved by the board; Kin will get contracts/NOA drawn up for employees to ensure before employees leave for summer they have a contract/NOA in hand.

#### 7.2 Technology Update

Technology Director Marty Silva elaborated on the new staff technology training that happens during the summer including distributing laptops, assigning accounts, and training on tools they will be using. The district is currently out to bid for our internet provider; we were on a five year contract which will be up this summer. We will continue to go forward with our current internet provider and renew our contract with 5GIGS to increase broadband.

#### 7.4 Superintendent Update

Superintendent Bissonette provided an update on COVID numbers as they relate to Elizabeth School District. The district continues to focus on air quality and provide at home test kits to students, staff and families. The 22-23 district calendar will come to the board at the next meeting for approval. Some of the updates on the calendar are keeping the Friday before winter break off for students and staff – no longer a half day. Overall everyone seemed to appreciate having that Friday off; it also aligns with Legacy who has always had that Friday off to help parents with kids at both schools. The second revision to the calendar from last year would be to have an extra day for fall break (13<sup>th</sup> & 14<sup>th</sup>) off for students and staff. This change allows two days for parent / teacher conferences on Tuesday and Wednesday, then allowing staff to not have to report on the 13<sup>th</sup> and have a longer weekend.

### 8.0 PUBLIC COMMENT

*No public participation*

### 9.0 CONSENT AGENDA

A motion was made to approve the consent agenda 9.1-9.6.

Motion moved by Director Frumveller

Motion seconded by Director Blackham

### ROLL CALL:

Director Craig Blackham - aye



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Director Heather Booth - aye  
Director Kim Frumveller - aye  
Director Cary Karcher - aye  
Director Rhonda Olsen - aye

The motion carried 5-0

### 9.1 New Hires/Re-Hires

Pauline Kemper, Special Education Paraprofessional, EMS

### 9.2 Transfers/Changes

Christine Long, Lead Cook, RCE  
William Caldwell, Bus Driver, Transportation

### 9.3 Employment Separations

Hannah Fell, Preschool Floater, RCE

### 9.4 Extra Duty Assignments

Casey Waters, After Prom Coordinator, EHS  
Christine Mayorga, ELL Liaison (Half Year), EMS  
John Brunelli, EZTV Sponsor, EHS  
Bill Wiedenbacher, Assistant Coach – Baseball, EHS

### 9.5 Substitutes

Peter Johnson, Substitute Paraprofessional

### 9.6 Monthly Financial Report

## **10.0 ACTION ITEMS**

10.1 A motion was made to approve the HVAC Replacement Project.  
Motion moved by Director Frumveller  
Motion seconded by Director Booth

### ROLL CALL:

Director Craig Blackham - aye  
Director Heather Booth - aye  
Director Kim Frumveller - aye  
Director Cary Karcher - aye  
Director Rhonda Olsen - aye

The motion carried 5-0

10.2 A motion was made to approve the Purchase of School Buses.  
Motion moved by Director Olsen  
Motion seconded by Director Blackham

### ROLL CALL:

Director Craig Blackham - aye  
Director Heather Booth - aye



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Director Kim Frumveller - aye  
Director Cary Karcher - aye  
Director Rhonda Olsen - aye

The motion carried 5-0

10.3 A motion was made to approve the 1<sup>st</sup> and Final Reading of Revised Policies: AD – School District Mission, GBK – Staff Grievances, and GBA – Open Hiring / Equal Employment Opportunities.

Motion moved by Director Frumveller

Motion seconded by Director Olsen

### ROLL CALL:

Director Craig Blackham - aye  
Director Heather Booth - aye  
Director Kim Frumveller - aye  
Director Cary Karcher - aye  
Director Rhonda Olsen - aye

The motion carried 5-0

### 11.0 DISCUSSION ITEMS

*No discussion items*

### 12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for January 24, 2022, at 6 p.m.

### 13.0 EXECUTIVE SESSION

*No executive session*

### 14.0 ADJOURNMENT

The regular board meeting adjourned at 8:13 p.m.






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Respectfully Submitted,

  
Cary Karcher, President

  
Kim Frumveller, Vice President

  
Craig Blackham, Secretary

  
Rhonda Olsen, Treasurer

  
Heather Booth, Assistant Secretary/Treasurer

Recorded by: Kristen Harris