



RECORD OF PROCEEDINGS

**BOARD OF EDUCATION
BOARD ROOM, DISTRICT OFFICE
MINUTES OF MEETING
June 11, 2018 (Business Session Meeting)**

A Business Session Board Meeting of the Elizabeth School District was held on Monday, June 11, 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 6:02 p.m.

2.0 ROLL CALL:

The following BOE Directors were present:

Director Paul Benkendorf

Director Dee Lindsey

Director Richard Smith

Director Cary Karcher joined the meeting at 6:18 p.m.

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

3.0 PLEDGE OF ALLEGIANCE

Vice President Dee Lindsey 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 Dee Lindsey – aye

Director Richard Smith – aye

The motion carried 3-0

6.0 APPROVAL OF MINUTES

6.1 A motion was made to approve the minutes from the May 21, 2018, Elizabeth Schools Board of Education meeting.

Motion Moved by Director Benkendorf

Motion Seconded by Director Smith

ROLL CALL:

Director Paul Benkendorf – aye

Director Dee Lindsey – aye

Director Richard Smith – aye

The motion carried 3-0



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7.0 PUBLIC PARTICIPATION

No public participation

8.0 COMMUNICATIONS

8.1 EHS Washington DC Trip

8.2 HR Update

HR Director Kin Shuman said the turnover has been very stable this year. The district is at 20% turnover, which is low for Elizabeth Schools and at about state average. There are 14 teaching positions the district had to fill and there are just 6 more left to fill. Elizabeth High School lost two counselors and one has been replaced so far. The assistant principal/athletic director has been replaced at EHS. SPED director Kim Morrison has already replaced all of the SPED positions.

A new revised/updated employee handbook is now available on the district website and will be given to new employees. The handbook contains really good information about employees' employment at the district.

8.3 Technology Update

Technology Director Marty Silva provided information regarding the disposition of assets for technology. Every year, the technology team tries to take obsolete technology from sites and then surplus the items. Silva's team tries to get a company to take the items for free or sometimes they'll give the district a little money. It's hard to get rid of old items, especially anything with screens. In past, the district has tried to sell outdated technology to the public in an auction format; however, the return isn't worth the time and effort.

Silva gave an update on grants that have been secured for computer science education. In the recent tech survey, teachers were asked if they were interested in computer science training and 82 said they're interested in additional training.

The district is transitioning to a new mass notification system with Blackboard Mass Notifications. The current contract runs out July 1 and the district should be up and ready to go with Blackboard by July 1. Training for the new platform will take place within the next couple of weeks. The Blackboard system has additional functionality and features and it costs less than the current vendor.

Director Karcher joined the meeting at 6:18 p.m.

8.4 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000, of which include payments for contractual services for special needs students, final payment for the roof and EHS, payments for the master plan, AP exams and a football camp.

The end of April is 83.33% through the fiscal year. The district has collected 72.26% of its budgeted general fund revenues and has expended 78.62% of the budgeted general fund's expenditures. There are a couple cost centers over the benchmark, but nothing is a cause for concern. As for the balance of funds, the self-insurance fund has experienced very high claims this year and could experience at least at \$100K spend down once Anthem reconciles all of the claims with Individual stop-loss payments.

The Singing Hills Elementary wastewater treatment system is expected to be operational/functional at the end of July. The district should be able to get the system ready by the time students arrive back in August. The septic system contractor is behind on billing so that's not been reflected yet and will most likely be reflected next fiscal year.

Five proposals were reviewed for the lease-purchase financing for new buses. To be compliant with TABOR laws, the company that finances the buses has to take beneficial title of the buses and the district makes lease payments to



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them. The district insures the buses and maintains them.

A capital item has been added to the 2018-19 budget to cover a carpeting replacement in four schools. The carpet needs to be replaced for cosmetic and safety purposes. The anticipated budget assumptions have gone up to \$2.9M due to collecting about \$200K more in specific ownership taxes than what CDE anticipated. This will equal out next fiscal year when the CDE collects the specific ownership taxes the district received in excess of the CDE's assumption.

The budget also looks inflated due to savings because we haven't been fully staffed with custodians. Para professionals were also budgeted for but positions weren't filled or were filled late in the year, which resulted in a savings of \$200K for not having all positions filled. Part of the reason they weren't filled is that the salary was too low and the salaries have been adjusted up which will also impact the 2018-19 budget.

8.5 Communications Update

Communications Director Melissa Hoelting gave an update on the Elizabeth High School and Frontier High School graduating classes, the district luncheon and pinning ceremony on August 14 and gave a reminder about the first day of school for the 2018-2019 school year.

8.6 Superintendent Update

Superintendent Douglas Bissonette shared that HR Director Kin Shuman will take over the mentor induction program with support from Regina Montera and Laurie Schlekeway, especially at the high school. The Colorado Department of Education has required us to provide different assurances than what we have previously given them. The end result will be new hires will get more support from the district their first year.

A modest change is being made to how the district supports Kids Club and preschool. For the next school year, a move will be made from a district-level program to a school-level program. The programs will operate at Running Creek Elementary and Singing Hills Elementary, not at Frontier High School. In order to do that, the district will have Kids Club and Preschool campus coordinators. Preschool and childcare certification is required for coordinators at each location. Before and after care and options during breaks and over the summer will be driven by the needs at each particular school.

9.0 CONSENT AGENDA

A motion was made to approve the consent agenda 9.1 – 9.10.

Motion Moved by Director Smith

Motion Seconded by Director Karcher

ROLL CALL:

Director Paul Benkendorf – aye

Director Cary Karcher – aye

Director Dee Lindsey – aye

Director Richard Smith – aye

The motion carried 4-0

9.1 New Hires

Carl Dutton, Custodian, EHS

Lucia Gieseke, Bus Para, Transportation

Zane Smith, Speech Language Pathologist, Districtwide

Reaghan Quintana, Teacher, EMS

Johnathan Doerr, Teacher, EHS

Susan Jones, Teacher, EMS

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9.2 Terminations/Resignations/Non-Renewals

Roxanne Aviles, Teacher, SHE
Jacqueline Love, Teacher, SHE
Rebecca Rasbeck, Teacher, RCE
Nicole Seng, Counselor, EHS

9.3 Transfers/Changes

Kimberly McKay, Lead Custodian, EMS
Kaia Monson, Teacher, EHS
Desiree Allen, Library Media Specialist

9.4 Extra Duty Assignments

Drenda Herrick, Assistant Preschool Teacher, SHE
Robert Chavez, Assistant Track Coach, EHS
Kaia Monson, Assistant Track Coach, EHS
Lori Clark, District Nurse, Districtwide
Ryan Robinson, Assistant Baseball Coach, EHS

9.5 Monthly Financial Report

9.6 Approval of 2018-2019 Property and Liability Insurance

9.7 Approval of 2019-2019 Worker's Compensation Insurance

9.8 Approval of Colorado Department of Education IDEA Funding Eligibility Certification

9.9 Disposition of District Property

9.10 Legal Reference Changes to Policies

IKA, Grading/Assessment Systems
JQ, Student Fees, Fines and Changes

10.0 ACTION ITEMS

10.1-10.17 A motion was made to approve the first reading of 10.1-10.15 and approve 10.16 and 10.17.

- 10.1 JFABE – Students in Foster Care
- 10.2 KLMA – Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers
- 10.3 EEA – Student Transportation
- 10.4 GCA – Professional Staff Positions
- 10.5 JF – Admission and Denial of Admission
- 10.6 JF-E – Admission and Denial of Admission – Exhibit
- 10.7 JFABD – Homeless Students
- 10.8 JFABD-R – Homeless Students – Regulation
- 10.9 JFABE-R – Students in Foster Care – Regulation
- 10.10 JH – Student Absences and Excuses
- 10.11 JLC – Student Health Services and Records
- 10.12 JLCB-R – Immunization of Students – Regulation
- 10.13 JRA/JRC – Student Records/Release of Information on Students
- 10.14 JRA/JRC-E-2 – Opt-Out Form for Disclosure of Information to Military Recruiters
- 10.15 KF – Community Use of School Facilities
- 10.16 Authorize Board Signature of ESSA: Demonstration of Compliance
- 10.17 Approve Awarding of Bus Lease/Purchase Financing Agreement



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Motion Moved by Director Smith
Motion Seconded by Director Karcher

ROLL CALL:

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

The motion carried 4-0

11.0 DISCUSSION ITEMS

11.1 School Safety and Emergency Planning Job Description

A draft job description for the new school safety and emergency planning position was discussed by the board.
The position will be posted by the end of June.

11.2 Official District Name – “Elizabeth School District”

The board was in consensus to change the district name to Elizabeth School District, thereby removing “C-1”.
The board will take action on approving Elizabeth School District at the official name at the June 25 board meeting.

12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for Monday, June 25, 2018, at 6 p.m.

13.0 EXECUTIVE SESSION

No Executive Session

14.0 ADJOURNMENT

The regular board meeting adjourned at 7:11 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

