



## RECORD OF PROCEEDINGS

---

**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
May 9, 2022 (Business Session)**

A Business Session Board Meeting of the Elizabeth School District was held on May 9, 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  
Director Kim Frumveller - aye  
Director Cary Karcher - aye  
Director Rhonda Olsen - aye

Also present: Superintendent Douglas Bissonette, Chief Finance Director Ron Patera, HR Director Kin Shuman, Technology Director Marty Silva, Executive Assistant Kristen Harris, Director of Safety Mike Newton and Assistant Superintendent Bill Dallas.

**3.0 PLEDGE OF ALLEGIANCE**

President Cary Karcher led the audience in the Pledge of Allegiance.

**4.0 EDUCATION SHOWCASE/RECOGNITIONS**

*No Education Showcase or Recognitions*

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

A motion was made to approve the agenda.

Motion moved by Director Olsen

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

**6.0 APPROVAL OF MINUTES**

6.1 A motion was made to approve the minutes from the April 25, 2022, Elizabeth Schools Board of Education meeting.

Motion moved by Director Booth

Motion seconded by Director Frumveller



## RECORD OF PROCEEDINGS

---

### 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 Safety Update

Director of Safety Mike Newton provided a safety update in regards to the impact and implementation from MLO funding priorities which went toward a School Resource Officer (SRO) and a Behavior Specialist Position. The district has a SRO which is shared between Elizabeth Middle School and Elizabeth High School. The individuals are full-time employees of the Elizabeth Police Department and works within the district on a part-time basis. Their presence in the schools, including elementary schools at times is felt by parents, staff and students; building a strong working relationship between the district and Elizabeth Police Department. Additionally, funds went toward hiring a Behavior Specialist who is in the schools and works with the students that are having behavioral issues at all grade levels. Sometimes the support is one time interaction, other times it is ongoing, either way having this position filled allows the district to address students' needs before they become unmanageable or escalate.

#### 7.2 HR Update

Director of HR Kin Shuman provided an update on the 22-23 salary schedules being presented to the board for a vote. Overall, there were increases in pay for both classified and certified employees. Certified employees received a 6.97% raise and classified employees received a 7.83% raise. This year, the district also adjusted their classified salary schedules to include more flexibility for non-traditional occupations to be able to compete with surrounding districts. For example, there are now separate classified schedules for transportation, early childhood, facility and field maintenance, food service, IT, school and district office, and paraprofessional staff. In addition, Kin submitted a list of contracts and notice of assignments for the employees the district would like to bring back for the next school year. New and/or open positions are still being posted and candidates are being interviewed, with the goal of having a majority of the open positions filled before end of summer.

#### 7.3 Technology Update

Director of Technology Marty Silva provided an update on what the tech department works on during the summer which is their busiest time of year. They use the time when staff and students are out of the buildings to update the technology used during the school year. For example, updating programs on servers, improving internet quality, and purchasing new software that would be used in the next school year. Additionally, summer is when his team begins to inventory all of the district technology equipment, recycle the equipment that is no longer functional and provide any necessary maintenance on the equipment that is continuing to be used. This is also the time of year they send out a survey to all district staff to get feedback on what they can improve upon for the following school year, allowing them to implement improvements or make adjustments to their current workflow before everyone returns.

#### 7.4 Chief Financial Officer

Chief Financial Director Ron Patera reviewed checks over \$5,000 which includes typical monthly expenses including utilities, fuel and food. Some of the other expenditures include payments for SPED services, concurrent enrollment, uniforms, preK curriculum, a golf cart, tech customer support and out of district tuition. The financial statements reflect activity through the end of March, or 75% of the way through the year. There has been 68.17 percent of the general fund budget expended year to date and we have collected 60.76% of budgeted revenues. A few of the cost centers are over the 75% benchmark, but



## RECORD OF PROCEEDINGS

---

overall more than 6% under budget. Of the remaining funds the two that need to be closely monitored the balance of the year is the Food Service and Pupil Activity Fund. The legislature is scheduled to conclude this session Wednesday. The capital needs worksheet has been modified to reflect prioritizing from staff, along with the estimated expense of the project/purchase. As you can see in the assumptions worksheet we are anticipating a slight increase in the number of students attending the district next year. We do anticipate increases in worker's compensation and property and liability insurance and there is an increase in the employer portion of PERA. Lastly, I met with all office managers, principals and both athletic directors to discuss next year's budget.

### **7.5 Superintendent Report**

Superintendent Bissonette began by thanking the board for putting together appreciation/thank you gifts for all staff in the district. It was much appreciated! Elizabeth High School graduation is on Saturday, May 14 at 10AM, board members were asked to arrive between 9-9:30AM. Board members will be on stage with the Superintendent and have an opportunity to shake each graduates hand. Lastly, the Superintendent provided an update on the impact and implementation from MLO funding priorities which included three categories: safety, compensation and technology. The update was shared to demonstrate the funds are still being used as they were originally intended.

### **8.0 PUBLIC COMMENT**

*No Public Participation*

### **9.0 CONSENT AGENDA**

A motion was made to approve the consent agenda 9.1-9.4.

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

#### 9.1 New Hires/Re-Hires

Riley Nelson, Special Ed Paraprofessional, SHE/PS

Riley Nelson, Kids Club Program Leader, SHE/KC

#### 9.2 Employment Separations

Faith Roberts, Social Worker, District Wide

Salvador Hurd, Custodian, EHS

Michael Zoesch, Field Maintenance, District Wide

Lilyann Lambert, Teacher, EHS

Alise Wisniewski, Teacher, EHS

Kaia Monson, Teacher, EHS

Katerina Casas, Counselor, EHS

#### 9.3 Proposed Salary Schedules 22-23

#### 9.4 Monthly Financial Report





## RECORD OF PROCEEDINGS

---

### 10.0 ACTION ITEMS

10.1 A motion was made to approve the Assistant Superintendent Contract.

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

10.2 A motion was made to approve the Staffing Recommendations for Certified Staff 22-23 School Year.

Motion moved by Director Blackham  
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

10.3 A motion was made to approve the Staffing Recommendations for Classified Staff 22-23 School Year.

Motion moved by Director Olsen  
Motion seconded by Director Frumveller

#### 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

10.4 A motion was made to approve the Recommendations for Director and Administrator Contracts.

Motion moved by Director Frumveller  
Motion seconded by Director Olsen

#### ROLL CALL:

Director Craig Blackham - aye



## RECORD OF PROCEEDINGS

---

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

The motion carried 5-0

10.5 A motion was made to approve the BOE Meeting Schedule 2022-2023.

Motion moved by Director Booth  
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

10.6 A motion was made to approve the 3<sup>rd</sup> and Final Reading of Revised Policies: GDQD – Discipline, Suspension and Dismissal of Support Staff, GCQF-R – Discipline, Suspension and Dismissal of Professional Staff (Mandatory Reporting Requirements), GDQB – Resignation of Support Staff, GCQC/GCQD-R – Resignation of Instructional Staff/Administrative Staff (Mandatory Reporting Requirements) – Regulation, GBEB – Staff Conduct (And Responsibilities).

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

### 11.0 DISCUSSION ITEMS

*No Discussion Items*

### 12.0 BOE PLANNING

Elizabeth High School Graduation is scheduled for May 14, 2022, at 10 a.m.  
The next regular Board of Education meeting is scheduled for May 23, 2022, at 6 p.m.  
Board of Education Retreat is scheduled for May 24, 2022, at 9 a.m.

### 13.0 EXECUTIVE SESSION

*No Executive Session*



## RECORD OF PROCEEDINGS

---

### 14.0 ADJOURNMENT

The regular board meeting adjourned at 7:31 p.m.

Respectfully Submitted,

Cary Karcher, President

Kim Frumveller, Vice President

Craig Blackham, Secretary

Rhonda Olsen, Treasurer

Heather Booth, Assistant Secretary/Treasurer

Recorded by: Kristen Harris