

# ELIZABETH SCHOOL DISTRICT - RECORD OF PROCEEDINGS

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**ELIZABETH SCHOOL DISTRICT**  
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## **BOARD OF EDUCATION BOARD ROOM, DISTRICT OFFICE MINUTES OF MEETING November 14, 2016 (Work Session Meeting)**

A Work Session Board Meeting of the Elizabeth School District was held on Monday, November 14, 2016 in the Board Room, District Office.

### **1.0 CALL TO ORDER**

President Deb Spenceley called the Work Session BOE Meeting to order at 6:01 p.m.

#### **ROLL CALL:**

The following BOE Directors were present:

Director Chris Richardson

Director Richard Smith

Director Deb Spenceley

Also present: Superintendent Douglas Bissonette  
Chief Finance Director Ron Patera  
Communications Director Melissa Hoelting

### **3.0 PLEDGE OF ALLEGIANCE**

President Deb Spenceley led the audience in the Pledge of Allegiance.

### **4.0 EDUCATION SHOWCASE**

No Education Showcase

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

A motion was made to approve the agenda.

Motion moved by Director Richardson

Motion seconded by Director Smith

#### **ROLL CALL:**

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 3-0

### **6.0 APPROVAL OF MINUTES**

6.1 A motion was made to approve the minutes from meeting October 24, 2016.

Motion Moved by Director Smith

Motion Seconded by Director Richardson

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### ROLL CALL:

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 3-0

### 7.0 COMMUNICATIONS

#### 7.1 Auditor Presentation

Wendy Swanhorst from Swanhorst & Company LLC presented a draft of the Auditor's Report for the fiscal year ending June 2016. Elizabeth Schools' financial statements and major funds were audited. The audit went very well and the financial reports were found to be fairly stated. The district has good internal controls, clean books and is in good financial condition. Accounting records are in good shape and everything looks good. Legacy Academy looks a lot better financially.

Swanhorst recommends that the district look into an information technology disaster recovery plan. Swanhorst also recommended setting the bond mill levy repayment so what is collected is exactly what is needed to cover principal and interest.

Financially nothing sticks out from last year. However, the district's PERA pension liability of \$34.5 million causes the net position to go to negative number. PERA is a large system that Elizabeth Schools, and other school districts, are a part of PERA is not the district's liability but it's on the district's books.

#### 7.2 Chief Finance Director Update

Chief Financial Officer Ron Patera reviewed checks over \$5,000 and financial statements. Expenditures remain within normal parameters with a few one-time payments related to a new fuel dispenser for transportation, uniforms, SPED services and technology.

Patera also provided an update on upcoming audits for transportation, food services, the pupil count and district preschool programs.

Transportation has a staggered four-year audit cycle so every two years either maintenance or operations are audited. Preparation for each audit takes about 40 hours and the Colorado Department of Education (CDE) spends a full day reviewing either maintenance or operations, depending on the audit cycle. Through the course of the audits, maintenance records are reviewed, buses are inspected, driver files are reviewed, and more.

Food services is audited by the CDE every three years. It takes about 120 hours or three weeks for one staff member to prepare for the audit, which covers food safety, menus, Free & Reduced and civil rights. The audit also includes two onsite school visits where paperwork and food preparation are reviewed. A new food services procurement audit will be required soon and the district is currently gathering information on what it will involve.

Every three years, but soon moving to every two years, the pupil count is reviewed. The CDE reviews the district's documentation for Free & Reduced and the October Count data. About 150 to 200 hours are required for all district staff involved in the audit.

Each year the preschool programs at Running Creek and Singing Hills Elementary are reviewed as part of the Colorado Department of Human Services (CDHS) audit. CDHS evaluates playgrounds, classrooms and bathrooms. A new CDHS audit – Colorado Shines – gives preschools a quality rating based on factors such as appropriate seating and tables, the diversity of dolls and variety of cuisine in classrooms.

#### 7.3 Superintendent Report

A proposed district calendar for the 2017-2018 school year was reviewed. The proposed calendar is similar to the 2012-13 school year calendar, when Christmas fell on Tuesday. Similar to the current calendar, based on

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recommendations from Teacher Advisory Council, new teachers arrive four days earlier than returning teachers for additional orientation and training, and returning teachers have one additional day to prepare before school begins.

The calendar development process this year makes it hard to weigh the comments that have come in when making a final decision. The proposed calendar will be run by principals to make sure they're comfortable before the draft calendar is shared with parents.

### **7.5 Board of Education Update**

CASB Conference Dec. 8 - 11.

Director Smith and Director Richardson presented in about eight classes at Elizabeth High School throughout the day on Veterans Day, along with other veterans. The district purchased flags from all five branches of armed services for all schools to display.

### **8.0 Public Participation**

Parent Jen Goodhue shared her appreciation to the Running Creek Elementary staff for helping her family feel safe, loved and encouraged so her children can excel academically.

### **9.0 CONSENT AGENDA**

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

Motion Moved by Director Richardson

Motion Seconded by Director Smith

#### **ROLL CALL:**

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 3-0

#### **9.1 Resignations/Terminations/Non-Renewals**

Denise Boyles, Teacher FHS

Becky Duppmann, Child Care Floater, SHE

William Ladd, Custodian, EHS

#### **9.2 New Hires**

Lori Chinnici, Cook, RCE

Mary Swedhin, Sped Para Att, Districtwide

#### **9.3 Extra Duty Assignments**

Summer Katzoff, Student Council Sponsor, EHS

Carmen Jenkins, Assistant Basketball Coach, EMS

#### **9.4 Substitutes**

Diane Marston, Substitute Teacher

Jacquelyn Cugliat, Substitute Paraprofessional

Sandy Ybarra, Substitute Bus Driver

Catherine Wheeler-Mushlin, Substitute Teacher

Lori Biggs, Substitute Teacher

### **10.0 Action Items**

No Action Items

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### 11.0 DISCUSSION ITEMS

No Discussion Items

### 12.0 BOARD PLANNING

The next regular board meeting will be December 12, 2016.

### 13.0 EXECUTIVE SESSION

A motion was made to move into Executive Session under C.R.S. 24-6-402 (5) (e) Determination of positions relative to matters that may be subject to negotiations and instruction of negotiators.

Motion Moved by Director Richardson

Motion Seconded by Director Smith

#### ROLL CALL:

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

### 14.0 ADJOURNMENT

The regular board meeting adjourned at 7:05 p.m.

#### EXECUTIVE SESSION

The board entered Executive Session and the following were present:

Director Chris Richardson

Director Richard Smith

Director Deb Spenceley

Superintendent Douglas Bissonette

Communications Director Melissa Hoelting

Respectfully Submitted,



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Deb Spenceley, President

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Carol Hinds, Vice President



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Chris Richardson, Secretary

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Dee Lindsey, Treasurer



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Richard Smith, Assistant Secretary/Treasurer

Recorded by: Melissa Hoelting, Communications Director