



## RECORD OF PROCEEDINGS

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**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
August 14, 2017 (Business Session Meeting)**

A Business Session Board Meeting of the Elizabeth School District was held on Monday, August 14, 2017 in the Board Room, District Office.

### **1.0 CALL TO ORDER**

President Deb Spenceley called the Business Session BOE Meeting to order at 6:05 p.m.

### **ROLL CALL:**

The following BOE Directors were present:

Director Carol Hinds  
Director Dee Lindsey  
Director Chris Richardson  
Director Richard Smith  
Director Deb Spenceley

Also present: Superintendent Douglas Bissonette  
Chief Financial Director Ron Patera  
Human Resources Director Kin Shuman  
Technology Director Marty Silva  
Communications Director Melissa Hoelting

### **3.0 PLEDGE OF ALLEGIANCE**

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

### **4.0 EDUCATION SHOWCASE**

HR Director Kin Shuman and Communications Director Melissa Hoelting gave an update on plans for the District Luncheon and Pinning Ceremony on Tuesday, Aug. 15. This year, employees with 20, 25 and 30 years of service will be recognized on stage. Previously, all new employees and employees with 5, 10 and 15 years of service were also recognized on stage, which created a very lengthy program. All new employees and employees with 5 to 30 years of service will be recognized in a handout program and on a PowerPoint presentation that will loop throughout the luncheon. The luncheon will also include some new elements that should be fun and engaging for employees.

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

A motion was made to approve the amended agenda.

Motion moved by Director Richardson

Motion seconded by Director Hinds

### **ROLL CALL:**

Director Carol Hinds – aye  
Director Dee Lindsey – aye  
Director Chris Richardson – aye  
Director Richard Smith – aye  
Director Deb Spenceley – aye

The motion carried 5-0



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### 6.0 APPROVAL OF MINUTES

6.1 A motion was made to approve the minutes from the June 26, 2017 Elizabeth Schools Board of Education meeting.

Motion Moved by Director Smith

Motion Seconded by Director Lindsey

#### ROLL CALL:

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 5-0

### 7.0 COMMUNICATION

#### 7.1 Financial Update

Chief Financial Director Ron Patera reported as of the end of June – the end of Elizabeth Schools' fiscal year – 97.46 percent of the budgeted general fund revenues were collected and 91.46 percent of the budgeted general fund expenses were expended. Remaining revenue that was not received by June 30 and bills not paid by June 30 will be included final FY 2016-2017 statements.

Mr. Patera reviewed checks over \$5,000 and financial statements. In addition to the normal monthly expenditures, such as utilities, there were one-time payments for Advanced Placement testing, a football camp, property and liability insurance, the substitute finder software, cheer uniforms, magnetic door holders for Elizabeth Middle School, contractual services for special needs students and consulting services for the Singing Hills Elementary wastewater project.

#### 7.2 HR Update

HR Director Kin Shuman shared that the district lost 28 teachers, which represents a 22 percent turnover. As of now, all but one half-time special education teacher has been replaced.

New teachers reported on Tuesday, Aug. 8, and had four days to receive training and prepare for classes before returning teachers reported on Monday, Aug. 14.

At the end of the fiscal year, 14 custodial positions were eliminated. The district has received three unemployment claims. Three former custodians were hired back at the district in different positions. So far, we haven't heard of any employees going to the contractor company – maybe one.

The district is in the best possible position to start the school year in terms of transportation staffing. With additional bus drivers hired, the goal is to have transportation office staff available in the office to answer phones, provide support to route drivers and manage other aspects of transportation services, rather than driving bus routes.

#### 7.3 Technology Update

Over the summer months, Technology Director Marty Silva and his team had a big push of projects in order to get computers and equipment ready for the new school year. In addition to the typical projects, this summer the technology department held a number of training sessions on the new district and school websites and facilitated the transition to a new internet service provider, which will increase throughput significantly.





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A few other technology-related projects that were completed over the past months include:

- New server for the security system at Elizabeth High School
- Two carts of Chromebooks for student use at EHS
- Speakers installed at Frontier High School that are tied into the phone system for announcements and emergency notifications
- Additional security cameras added at FHS
- New projectors added at Running Creek Elementary and the district board room
- 35 Chromebooks added at FHS, making it a one-to-one school
- New Chromebooks for the Elizabeth Middle School science lab.
- A cart of Chromebooks for students added at RCE and Singing Hills Elementary
- 27 computers across the district were replaced through the technology department's five-year computer refresh process

### 7.4 Superintendent Update

Superintendent Bissonette said new staff is coming in with a lot of good training/experience and principals are very optimistic about new staff. There's a lot of energy and talent. Throughout the new teacher orientation there was continual remarks about how welcoming our staff was during the interview process. Bissonette expressed his appreciation to the board for their support in spending a little more money for the new teacher orientation – it really makes a difference.

Enrollment for the new school year looks good and appears to be tracking at or above projections.

### 7.5 Board of Education Update

Director Spenceley shared information about the CASB Delegate Assembly that's coming up in October. Spenceley asked the board if there are any resolutions that should be presented at the assembly and mentioned a resolution on teacher shortage might be something to consider.

Director Richardson shared that people really like the new websites and online registration.

Director Lindsey share that his daughter gave a presentation to Elizabeth High School Principal Bret McClendon about starting a debate club. Principal McClendon approved the new club and also offered to help and participate.

### 7.6 Call for BOE Director Nominations

Wednesday, Aug. 9, was the first day to call for nominations of candidates for school directors to be placed on the ballot for the regular biennial school elections to be held on Tuesday, Nov. 7, 2017. Nomination petitions may be obtained from Melissa Hoelting, designated election official, at the Elizabeth School District superintendent's office between 9 a.m. and 4 p.m. Completed petitions are due no later than noon on Friday, Sept. 1, 2017. Information on candidate qualifications and the process is available on the district website and public notices will run the week of August 14 in the Elbert County News and the Ranchland News. Information also will be included in the BOE Recap for the August 14 board meeting.

### 8.0 PUBLIC PARTICIPATION

No public participation



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### **9.0 CONSENT AGENDA**

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

Motion Moved by Director Lindsey

Motion Seconded by Director Smith

#### ROLL CALL:

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 5-0

#### 9.1 New Hires

Raul Algarin Villalba, Teacher, EHS

David Goldscheid, Teacher, EMS

Kimberly Carlsen, Teacher, FHS

Ashlee Forney, Teacher, SHE

Casandra Cook, Social Worker, Districtwide

Chris Kanapackis, Teacher, SHE

Andrew Melton, Teacher, EHS

Leanna Arroyo, Teacher, EHS

Roxanne Aviles, Teacher, SHE

Alexander Gonzalez, Teacher, EHS

Linda Deleshaw, Sped Para Att, EHS

Megan Wolff, Sped Para Att, EHS

Pamela Dees, Bus Driver, Transportation

Amanda Janssen, Sped Para Att, EMS

#### 9.2 Substitutes

Cindy Zimmermann

Ginger Zander

Jennifer Olmstead

Wendy Randazzo

Nicole Beckford

Natasha Day

Joseph DeBenedittis

#### 9.3 Transfers/Changes

Susan Laessig, Sped Para, EMS

Erin Rhoades, Playground Para, RCE

#### 9.4 Terminations/Resignations

Elizabeth Schneider, Speech Language Pathologist, Districtwide

Victoria Coleman, Sped Para, SHE

Najla Grenz, Lunch Para, EMS

Michelle Hall, Playground Para, SHE

Janine Martin, Library Para, EHS

#### 9.5 Disposition of District Property



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9.6 Coordinated Election Intergovernmental Agreement

9.7 Monthly Financial Statement

**10.0 ACTION ITEMS**

No action items

**11.0 DISCUSSION ITEMS**

No discussion items

**12.0 BOARD PLANNING**

The next regular board meeting will be August 28, 2017.

**13.0 EXECUTIVE SESSION**

No Executive Session

**14.0 ADJOURNMENT**

The board meeting adjourned at 7:07 p.m.

Respectfully Submitted,



Deb Spenceley, President



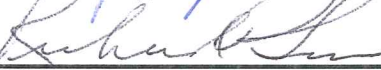
Carol Hinds, Vice President



Chris Richardson, Secretary



Dee Lindsey, Treasurer



Richard Smith, Assistant Secretary/Treasurer

Recorded by: Melissa Hoelting