



## RECORD OF PROCEEDINGS

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**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
August 9, 2021 (Business Session)**

A Business Session Board Meeting of the Elizabeth School District was held on August 9, 2021 in the Board Room, District Office.

### **1.0 CALL TO ORDER**

President Carol Hinds called the Business Session BOE Meeting to order at 6:00 p.m.

### **2.0 ROLL CALL:**

The following BOE Directors were present:

Director Paul Benkendorf  
Director Kim Frumveller  
Director John Guttenberg  
Director Carol Hinds  
Director Cary Karcher

Also present: Superintendent Douglas Bissonette, Chief Finance Director Ron Patera, HR Director Kin Shuman, Technology Director Marty Silva, Executive Assistant Kristen Harris, and Reporter from Elbert County Newspaper Beth Shelly, and Community Member Dan Hudick who had public comment.

### **3.0 PLEDGE OF ALLEGIANCE**

President Carol Hinds 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 Guttenberg

Motion seconded by Director Karcher

#### **ROLL CALL:**

Director Paul Benkendorf - aye  
Director Kim Frumveller - aye  
Director John Guttenberg - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 5-0

### **6.0 APPROVAL OF MINUTES**

6.1 A motion was made to approve the minutes from the June 21, 2021, Elizabeth Schools Board of Education meeting.

Motion moved by Director Frumveller

Motion seconded by Director Benkendorf

#### **ROLL CALL:**



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Director Paul Benkendorf - aye  
Director Kim Frumveller - aye  
Director John Guttenberg - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 5-0

6.2 A motion was made to approve the minutes from the June 28, 2021, Elizabeth Schools Board of Education meeting.  
Motion moved by Director Karcher  
Motion seconded by Director Guttenberg

### ROLL CALL:

Director Paul Benkendorf - aye  
Director Kim Frumveller - aye  
Director John Guttenberg - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 5-0

## 7.0 COMMUNICATIONS

### 7.1 HR Update

HR Director Kin Shuman shared an update on the hiring process over the summer, which was the smallest hiring process he has seen in the district to date. At new staff orientation, there were only twelve (12) new teachers; which allowed for a more personal orientation. Technology was a large part of orientation, allowing for questions and familiarity with the new devices. In addition, Kin has been planning the 21-22 Pinning Ceremony and Luncheon. It is an opportunity for staff to be recognized for their years of service, in addition to new staff being introduced to the district. Prior to lunch, staff will attend a workshop/training with Dr. Nicoletti on Dealing with Disruptive Individuals.

### 7.2 Technology Update

Technology Director Marty Silva shared an update on the new teacher orientation from a technology perspective. The technology team was able to supply new teachers and existing teachers with over fourteen (14) hours of technology training which was much appreciated across the board. Marty was able to sit down and train Jason Hackett, new Director of Marketing and Communications before his start date to get a more one on one approach. Through the RISE Grant two (2) computer labs at the high school were able to be upgraded. The district launched a new work order system over the summer to better streamline the management of devices in the district and their repairs.

### 7.3 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000 which includes the usual utility payments, insurance payments; there were payments for numerous technology purchases, SPED related contract services, renewal for substitute management services, concrete work, new hot water, bus tires, carpeting, stairway tread, snow plows, HVAC units, curriculum and a software license. Financial statements reflect activity through the end of June, which is 100% through the fiscal year. General fund Revenues collected are at 104.06% through the end of June, while General fund Expenses are at 96.72% spent however, these statements are prepared on the cash basis of accounting. Therefore probably at least another \$200,000 more in expenses, including salaries and benefits which will be reflected in the audited statements. Additionally, salaries that are paid in July and August for certified staff, whose contracts began last calendar year will be accounted for in fy20-21.

The revenues that are not listed but will be considered accounts receivable such as property and specific ownership taxes.



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Only fund that we have a concern for is the self-insurance fund. Expenses are higher than we anticipated, more than likely due to elective surgeries postponed until this past fiscal year.

There was a new agreement with Harvest Bible Church created by our attorney based on an old one from about 15 years ago in regards to utilizing the church parking lot. The district designated Community Banks and COLOTRUST for our banking services years previously, but our bank updated their service agreement with Community Banks, so instead of just requesting the board treasurer sign the document, staff thought it would be a good idea to reaffirm these 2 entities to provide banking services and authorize the treasurer to sign agreement. Insurance renewal, there were some significant increases due to cybersecurity issues, aging of our underground fuel storage tank, wind and hail concerns with school buildings, large jury awards. Outside influences impacted our premium along with internal factors, aging buildings, and aging equipment. Modular contract will be for consulting services, the other amounts are going to be passing through payments for other services such as permits, electrical, etc.

### **7.4 Superintendent Update**

Superintendent Douglas Bissonette shared an update on the approved SRO program with the Town of Elizabeth. They have dedicated two police cars to the SRO program and added cardinal decals to one of the vehicles. There was an SRO present during registration this past week at both the high school and middle school. The district's Director of Safety resigned and is now working with Elbert County. The vacancy will be posted on the district website after an internal review of the job description to refine the districts needs moving forward.

Douglas publicly acknowledges the years of service from the following individuals and thanked them for their hard work and dedication. Celebrating 25 years with the district are Holly Bakke, Transportation Coordinator, Corey Gelroth, Head Mechanic, and Debra Wamsley, Literacy Teacher. Celebrating 20 years with the district are Todd Ackerman, Lead Custodian at EHS, Tamara Morgan, Kitchen Manager at SHE, Sarah Siekierski, Technology Teacher at RCE. Douglas also took the opportunity to recognize Chief Financial Officer Ron Patera for his 15 years of service and gifted Ron his 15 year pin.

Lastly, pictures were shared with the board of the graduate profile brick wrap graphics at Elizabeth Middle School, Singing Hills Elementary and Running Creek Elementary. These graphics help remind students, parents and community members the significance of the graduate profile competencies and their implementation in the schools.

### **8.0 PUBLIC COMMENT**

Community member, Dan Hudick attended the meeting with the intent to share appreciation for the districts dedication to keeping students safely in school last year and starting this school year safely with limited distraction for students. Mr. Hudick asked the board their stance on critical race theory being taught in schools, with no engagement. Lastly, Mr. Hudick purposed the idea of putting cameras in the classrooms to allow parents to see their students learning.

### **9.0 CONSENT AGENDA**

A motion was made to approve the consent agenda 9.1-9.11.

Motion moved by Director Benkendorf

Motion seconded by Director Karcher

### **ROLL CALL:**

Director Paul Benkendorf - aye

Director Kim Frumveller - aye

Director John Guttenberg - aye

Director Carol Hinds - aye

Director Cary Karcher - aye





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The motion carried 5-0

### 9.1 New Hires/Re-Hires

Cynthia Wald-Barry, Teacher, EHS  
Catherine Hillywa, Psychologist, District Wide  
John Brunelli, Teacher, EHS  
Tara McKendree, Teacher, RCE  
RaKell Adams, Teacher, SHE  
Chelsea Smith, Teacher, EMS  
Tonya Hackett, Teacher, RCE  
Stacy Pierce, Teacher, RCE  
Heather Killebrew, Teacher, SHE  
Jessica Sandford, Social Worker, District Wide  
Dawn Millard, Sped Para, RCE  
Trenton Davis, Mechanic, Transportation  
Kevin Dorn, Custodian, EHS  
Abigail Hunt, Sped Para, RCE  
Nicholas Scibelli, Custodian, EMS  
Kimberly Tate, Sped Para, EMS  
Selena Pallas, Teacher Assistant – Library, SHE  
Jaimee Glazebrook, Teacher Assistant – Library, EHS

### 9.2 Transfers/Changes

Shannon Vatoles, Assistant Preschool Teacher, RCE/PS  
Pam Slade, Teaching Assistant – Library, RCE/PS  
Sydney Gonzales, Special Ed Paraprofessional, RCE  
Julia Miller, Bus Paraprofessional, Transportation  
Julia Miller, Custodian, Transportation  
Sara Bong, Teacher, District Wide  
Stephanie Shilling, Teacher, RCE

### 9.3 Employment Separations

Kendra DiPaola, Teacher, SHE  
Shane Pynes, Director of Safety, District Wide  
Stacey Mecham, Health Technician, EHS  
Gretchyn Zander, Sped Para, RCE/PS  
Reaghan Quintana, Teacher, EMS  
Scott French, Bus Driver, Transportation

### 9.4 Extra Duty Assignments

Kin Shuman, Director of Human Resources, Business Office

### 9.5 Readjustment of Substitute Teacher Pay

### 9.6 Monthly Financial Report

### 9.7 Policy BB – School Board Legal Status

### 9.8 Policy BBA-R - Standards for the Performance of the Elizabeth School District Board of Education



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9.9 Policy BBBB-E-1 - Certificate of Appointment - Exhibit

9.10 Policy BBBB-E-2 - School District Oath of Office - Exhibit

9.11 Policy BDF - Advisory Committees

### **10.0 ACTION ITEMS**

10.1 A motion was made to approve the Consolidated Application for ESEA Program Funds.

Motion moved by Director Karcher

Motion seconded by Director Guttenberg

#### ROLL CALL:

Director Paul Benkendorf - aye

Director Kim Frumveller - aye

Director John Guttenberg - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

The motion carried 5-0

10.2 A motion was made to approve the IGA for Coordinated Election.

Motion moved by Director Benkendorf

Motion seconded by Director Frumveller

#### ROLL CALL:

Director Paul Benkendorf - aye

Director Kim Frumveller - aye

Director John Guttenberg - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

The motion carried 5-0

10.3 A motion was made to approve the EHS Music Department Field Trip.

Motion moved by Director Karcher

Motion seconded by Director Guttenberg

#### ROLL CALL:

Director Paul Benkendorf - aye

Director Kim Frumveller - aye

Director John Guttenberg - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

The motion carried 5-0

10.4 A motion was made to approve the Harvest Bible Church Parking Agreement.

Motion moved by Director Benkendorf

Motion seconded by Director Guttenberg



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### ROLL CALL:

Director Paul Benkendorf - aye  
Director Kim Frumveller - aye  
Director John Guttenberg - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 5-0

10.5 A motion was made to approve the 2021-22 Property and Liability Insurance, Workers Compensation Insurance.

Motion moved by Director Guttenberg

Motion seconded by Director Frumveller

### ROLL CALL:

Director Paul Benkendorf - aye  
Director Kim Frumveller - aye  
Director John Guttenberg - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 5-0

10.6 A motion was made to approve the Banking Services Agreement.

Motion moved by Director Benkendorf

Motion seconded by Director Karcher

### ROLL CALL:

Director Paul Benkendorf - aye  
Director Kim Frumveller - aye  
Director John Guttenberg - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 5-0

### 11.0 DISCUSSION ITEMS

No discussion items

### 12.0 BOE PLANNING

12.1 The next regular Board of Education meeting is scheduled for August 23, 2021, at 6 p.m.

12.2 Comprehensive HTI Implementation Update will be presented at the next board meeting on August 23, 2021.

### 13.0 EXECUTIVE SESSION

No executive session

### 14.0 ADJOURNMENT

Director Guttenberg requested to share an update; he shared his resignation with the board. He will be moving to Texas and this evening (8/9/21) will be his last board meeting. Notice of seat vacancy and timeline for applicants will be discussed at the next board meeting on August 23, 2021.



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The regular board meeting adjourned at 7:32 p.m.

Respectfully Submitted,

Carol Hinds, President

Cary Karcher, Vice President

Paul Benkendorf, Secretary

Kim Frumveller, Treasurer

John Guttenberg, Assistant Secretary/Treasurer

Recorded by: Kristen Harris