



RECORD OF PROCEEDINGS

**BOARD OF EDUCATION
BOARD ROOM, DISTRICT OFFICE
MINUTES OF MEETING
March 11, 2019 (Business Session Meeting)**

A Business Session Board Meeting of the Elizabeth School District was held on March 11, 2019, in the Board Room, District Office.

1.0 CALL TO ORDER

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

2.0 ROLL CALL:

The following BOE Directors were present:

Director Paul Benkendorf - not present at roll call

Director Carol Hinds

Director Cary Karcher

Director Dee Lindsey

Director Richard Smith

Also present: Superintendent Douglas Bissonette, Chief Finance Director Ron Patera, HR Director Kin Shuman, Technology Director Marty Silva, Singing Hills Elementary Principal Regina Montera, Frontier High School Principal Rob McMullen, Maintenance Coordinator Lloyd Nelson and Secretary to Board Jaimee Glazebrook

3.0 PLEDGE OF ALLEGIANCE

President Carol Hinds led the audience in the Pledge of Allegiance.

4.0 EDUCATION SHOWCASE

4.1 Singing Hills Elementary Principal Regina Montera presented highlights from her school to the Board of Education. Montera had a slide show of events that highlighted the school, district, and community coming together as a family. Some of the highlights included:

- Back to School Night
- Homecoming Parade
- Spirit Days
- Muffins with Mom
- Watchdog Dads
- Helping Hands
- Preschool
- Monster Mash
- Veterans Day
- Santa Visit
- Holiday Program
- 100th Day of School
- Clubs - Art Club, Coyote Choir, Book Club, Robotics Club
- Dr. Seuss Day

Director Benkendorf joined the BOE meeting at 6:12 pm

5.0 APPROVAL OF AGENDA/ADDITIONS/DELETIONS/BLANKET MOTION

A motion was made to approve the agenda.



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Motion moved by Director Smith
Motion seconded by Director Karcher

ROLL CALL:

Director Paul Benkendorf - aye
Director Carol Hinds - aye
Director Cary Karcher - aye
Director Dee Lindsey - aye
Director Richard Smith – aye

The motion carried 5-0

6.0 APPROVAL OF MINUTES

6.1 A motion was made to approve the minutes from the February 25, 2019, Elizabeth Schools Board of Education meeting.

Motion moved by Director Karcher
Motion seconded by Director Benkendorf

ROLL CALL:

Director Paul Benkendorf - aye
Director Carol Hinds - aye
Director Cary Karcher - aye
Director Dee Lindsey - aye
Director Richard Smith – aye

The motion carried 5-0

6.2 A motion was made to approve the minutes from the March 2, 2019, Elizabeth Schools Board of Education Retreat.

Motion moved by Director Lindsey
Motion seconded by Director Smith

ROLL CALL:

Director Paul Benkendorf - aye
Director Carol Hinds - aye
Director Cary Karcher - aye
Director Dee Lindsey - aye
Director Richard Smith – aye

The motion carried 5-0

7.0 COMMUNICATIONS

7.1 Frontier High School 2019-2020 Calendar

Frontier High School (FHS) Principal Rob McMullen proposed the 2019/2020 FHS Calendar. Frontier High School is classified by the Department of Education as an Alternative Education Campus and is structured to meet the unique needs of students who are at risk of educational failure. FHS believes the proposed change to the schedule will provide greater flexibility and a structure that better addresses the students' unique social-emotional and academic needs. The most visible change being proposed is a move to a modified four-day per week schedule. School will be in session Tuesday through Friday and the school day will be slightly extended. One Monday a month would be designated as "Mission Monday." On Mission Monday students will focus on post-secondary plans. Another part of the proposed change centers on how students spend the first hour and 20 minutes each school day. This would become block time or a dedicated period for independent study or

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credit recovery. All teachers will be available during this time to support students as they work on credit recovery or projects. Frontier teachers will be offering teacher supported HSET (GED) preparatory courses that would also be available as part of the block time. If the proposed calendar is approved by the Board the next step would be to get a waiver from the state for having less than 160 school days. Discussion was had about the proposed calendar.

7.2 HR Update

Director Kin Shuman gave an update on the fingerprinting process. Colorado Association of School Executives (CASE) and the Colorado Rural Alliance are actively working through the legislature on a bill, HB 1086, to help the process of fingerprinting in rural districts. It has already passed the House Education Committee and has bipartisan support in the legislature. This would allow rural districts like Elizabeth that have more than a 20-minute drive to get fingerprinting done to be able to use the local police department for this process.

Shuman shared a draft of the Student Behavior Support Specialist job description. This is a new position for the district that goes along with the efforts to increase the health and safety of students. The job description was put together based on input from principals and research done on similar job descriptions being used elsewhere. Discussion was had about this future position and the strong need for it in the district.

A draft policy for hard to fill jobs was presented to the Board. This policy would provide the opportunity to do one-time incentives or ongoing year to year incentives. The district is not in a position currently to describe specific jobs in the policy. The district's intent right now is for the first year to only provide one-time hiring incentives to attract people for specific positions. After the first year, the district would consider moving to ongoing incentives if a position warranted that.

7.3 Technology Update

Director Marty Silva updated the Board on the CMAS process, testing is scheduled to begin after Spring Break. Elizabeth High School has decided to test all 11th graders in the gymnasium this year which will make it easier for the technology department as a group to set up all the Chromebooks.

Silva is going through a third-party company to do an audit of Google in preparation for the one to one laptop/Chromebook per student. Amplified IT is the company the district is using for the audit. They will look through all settings that are currently being used to come up with a comprehensive report geared toward education and best practices.

This time of year, Silva applies for E-Rate which gives the district a discount on telecommunications. This is based on the districts free and reduced numbers, which isn't necessarily high, but it is approximately a 50% discount on some of the things the district uses. The goal this year is to use it to upgrade Wi-Fi at all the schools except for the high school since they recently upgraded.

A Get Tech Initiative update was given to the Board, the district is still working on the cadre of 30 teachers. April 19th will be the first professional development day and those days will continue throughout the year.

7.4 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000, which included typical expenditures, along with payments for cable installation, athletic uniforms, and payment for services to the Rocky Mountain Deaf School.

Financial statements are through the end of January, which is 58.33% through the fiscal year. General Fund revenues after allocations are at 43.13% and the district expenditures and transfers stand at 51.89%. This reflects the budget revision but the \$1.1 million transfer to the bond redemption fund is not yet complete, which means it is \$1.1 million short from what it is going to be at the end of the year. The district will also be



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making the first payment for our buses next month which will be \$150,000. Once these two things are done it will be closer to the benchmark.

Patera shared that he has started scheduling meetings with principals and office managers over the next few weeks to discuss the 2019/2020 budget preparations.

The projected per-pupil revenue number will be going up about \$344.00 per student, based on early numbers our per-pupil number is about \$8,400.00 for next year. This district is also projecting 73 fewer students next year.

Patera will be meeting with the broker of medical and dental insurance over the next few weeks and so far, it looks as if vision, life insurance, and dental premiums will remain the same.

7.5 Maintenance Update

Maintenance Coordinator, Lloyd Nelson shared information on the HVAC automation system being looked at by the district. Currently, the district uses a software program that was discontinued in 2011. Between the three schools, Elizabeth High School, Running Creek Elementary, and Singing Hills Elementary there are 42 rooftop units, 9 boilers, 4 hot water heater tanks, 6 recirculation pumps, 4 mixing valves, and 37 exhaust fans that we currently control. Our goal in upgrading to this system is to provide comfort to students and to have the ability to control costs. The three schools currently spend approximately \$237,000 a year in electricity, which about \$170,000 of that goes to heating and cooling. New software could potentially claim an 18% cost savings. The district is currently having to be reactive and ends up with emergency calls, which is costly. The new automation system gives remote access and the ability to fix things quicker and cheaper. The capability to add to it makes it more appealing also. Discussion was had about the benefits to the new system and the Board agreed that this is something that the district should move forward with.

7.6 Superintendent Update

In Fiscal Year (FY) 2018/19 the Elizabeth School District will receive \$1.59M in mill levy override revenue. Approximately \$1.1M of these funds will be transferred to the Bond Redemption Fund this fiscal year to be used in the upcoming fiscal year, in December of 2019, to make the final payment on the Elizabeth High School bond. The remainder of the 2018/19 MLO revenue, approximately \$490,000, will be allocated proportionally between the district and Legacy Academy. The district will allocate its portion of the MLO revenue collected during the 2018/19 FY in the same percentages promised during the MLO campaign – 86% towards increased compensation for teachers and support staff; 8 to 9% for safety and security measures; and 5 to 6% to provide students with additional access to technology.

The 2018/19 uses are considered “one-time” since the allocations beginning in the 2019/20 FY are generally ongoing expenses. The proposed allocations for the 2018/19 MLO revenue are as follows:

Compensation

The following proposal is based on assumptions using current employment data.

Suggestion:

\$1,000 for full-time licensed staff
\$500 for part-time licensed staff
\$750 for full-time classified staff
\$375 for part-time classified staff

The proposal is for a one-time payment to be distributed to eligible staff in either October or November. Eligible employees will be in at least their second year of working for the district during FY 2019/20. By this time (FY 2019/20) leadership will know the numbers of each previously mentioned group that will be eligible for the payments and exactly how much is available for distribution. District administration will not receive these payments. Additionally, due



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to the fact that coaches are receiving on average a 20% increase in their pay next school year, these one-time payments would not include coaching staff. The district would be using the current definition of part time and full time. Employees who work on average 30 or more hours a week are full time, less than 30 hours is part-time.

Technology

Identified items at the elementary level include:
iPads to replace older ones that are becoming obsolete
Osmo learning devices for STEM (works as an iPad accessory)
Osmo coding software
Lego WeDo STEM sets
Dash and Dot robotics
MakeyMakey electronic invention STEM kits
Additional Virtual Reality kits would also be purchased.

Safety and Security

Elizabeth High School

Vape Detection Sensors-These devices would work with the previously discussed HVAC Delta system provided by Setpoint.

Singing Hills Elementary

Lockdown & fire containment system.

Magnetized door locks (mag locks) are inclusive in the proposed lockdown & fire containment system. Approved grant funds from the Colorado Division of Homeland Security will address new emergency notification buttons for each school, including Singing Hills. The emergency notification button can be programmed to work with the mag locks to create a lockdown & fire containment system consistent with Running Creek and soon the middle school. Elizabeth Middle currently has a mag lock system and the grant funding will add the notification system.

8.0 PUBLIC PARTICIPATION

No public participation

9.0 CONSENT AGENDA

A motion was made to approve the consent agenda 9.1-9.6.

Motion moved by Director Lindsey

Motion seconded by Director Smith

ROLL CALL:

Director Paul Benkendorf - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

Director Dee Lindsey - aye

Director Richard Smith – aye

The motion carried 5-0

9.1 New Hires/Re-Hires

Triston Phillips, Custodian, EMS

9.2 Transfers/Changes

Kevin Walsh, Teacher, RCE



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Benjamin Archibald, Head Custodian, EMS
Amber Darrow, Kids Club Program Director, RCE
Amy Land, Sped Para, SHE

9.3 Resignations

Johnathan Doerr, Teacher, EHS
Jennifer Gooderham, Lead Custodian, EMS

9.4 Extra Duty Assignments

Lynette Metherd, Depth and Complexity Trainer, RCE
Brandon Taff, Assistant Track Coach, EHS

9.5 Substitutes

Judy Davis, Substitute Teacher
Suzanne Rogers, Substitute Teacher
Amber Doura, Substitute Para Professional

9.6 Monthly Financial Report

10.0 ACTION ITEMS

10.1 A motion was made to approve the Frontier High School 2019-2020 Calendar.
Motion moved by Director Lindsey
Motion seconded by Director Karcher

ROLL CALL:

Director Paul Benkendorf - aye
Director Carol Hinds - aye
Director Cary Karcher - aye
Director Dee Lindsey - aye
Director Richard Smith - aye

The motion carried 5-0

10.2 A motion was made to approve the second and final reading of revised policy exhibit EEAG-E Student Transportation in Private Vehicles (Memorandum of Understanding).

Motion moved by Director Benkendorf
Motion seconded by Director Smith

ROLL CALL:

Director Paul Benkendorf - aye
Director Carol Hinds - aye
Director Cary Karcher - aye
Director Dee Lindsey - aye
Director Richard Smith - aye

The motion carried 5-0

11.0 DISCUSSION ITEMS

12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for April 8, 2019 at 6 p.m.



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Director Lindsey will not be present at the April 8, 2019, BOE meeting.

Discussion was had about the upcoming Stars Banquet.

13.0 EXECUTIVE SESSION

No Executive Session

14.0 ADJOURNMENT

The regular board meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Carol Hinds, President

Dee Lindsey, Vice President

Paul Benkendorf, Secretary

Cary Karcher, Treasurer

Richard Smith, Assistant Secretary/Treasurer

Recorded by: Jaimee Glazebrook