



RECORD OF PROCEEDINGS

BOARD OF EDUCATION BOARD ROOM, DISTRICT OFFICE MINUTES OF MEETING April 8, 2019 (Business Session Meeting)

A Business Session Board Meeting of the Elizabeth School District was held on April 8, 2019, in the Board Room, District Office.

1.0 CALL TO ORDER

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

2.0 ROLL CALL:

The following BOE Directors were present:

Director Paul Benkendorf

Director Carol Hinds

Director Cary Karcher

Director Richard Smith

Also present: Superintendent Douglas Bissonette, Chief Finance Director Ron Patera, HR Director Kin Shuman, Technology Director Marty Silva, Director of Communications Melissa Hoelting, Frontier High School Principal Rob McMullen, Elizabeth Middle School Teacher Reagan Quintana, 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 Thank You and Recognition from Elizabeth Fire

Department Chief T.J. Steck and Fire Marshall Kara Gerczynski from Elizabeth Fire Department were in attendance to thank and recognize certain individuals. During the last major storm, countywide there were over 450 rescues and over 111 calls in a 36-hour period. A shelter was activated at Frontier High School to help with stranded citizens and travelers. Chief Steck stated that the shelter ran very smoothly due to Principal Rob McMullen and in particular four women who managed the shelter. Alana Wolner, Gaylene Uyemura, Shauna Agee, and Amy Lunt all worked tirelessly for over 34 hours straight to help 175 people at the shelter. A thank you was also given to Transportation Director Terry Wilson for driving the school bus to the shelter and Walmart so the stranded travelers could purchase items of need. The Board was also thanked for allowing Frontier High School to be available for this use. A photograph of the shelter managers in action was presented to the Board in appreciation and recognition of the individuals and the district for making this shelter possible.

4.2 Frontier High School Education Showcase

Frontier High School (FHS) Principal Rob McMullen shared that FHS will be moving forward with the four-day week. FHS has had 66 students active this year, October count was 47, and the graduating class this year is expected to be 12 students. The completion rate at FHS exceeds state expectations. PSATs for the school met expectations in all areas and the SATs from the school exceeded expectations in reading and writing. To be qualified as an alternative education campus (AEC) in Colorado 90% of students need to be placed as highly at risk for not graduating. Frontier High School is ranked 6th among AEC's in the state. Frontier focuses on relationships in order to help their students be successful in school. Three things are asked of the teachers at Frontier; know the kids, love your subject and be curious. McMullen meets with every student prior to enrollment at Frontier, he believes this helps build a strong foundation. Experimental Education Trips for the 2019-2020 school year will include; New Mexico- Los Alamos, Albuquerque Balloon Festival and Carlsbad Caverns, Arizona- Grand Canyon, South Dakota- Mount Rushmore and the Badlands, ski trips and the 14ers Club could possibly do an overnight trip.



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5.0 APPROVAL OF AGENDA/ADDITIONS/DELETIONS/BLANKET MOTION

A motion was made to approve the agenda.

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 Richard Smith – aye

The motion carried 4-0

6.0 APPROVAL OF MINUTES

6.1 A motion was made to approve the minutes from the March 11, 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 Richard Smith – aye

The motion carried 4-0

7.0 COMMUNICATIONS

7.1 Communications Update

Melissa Hoelting, Director of Communications, gave a final update before leaving the district. During her time with Elizabeth School District, Hoelting helped rebrand the district, update websites, create new visuals for recruitment fairs, double the Facebook following and increase engagement. Hoelting also used Facebook posts to get information out to the community, increase marketing for the district and played a large role in supporting the Mill Levy Override initiative.

The Board and Superintendent Bissonette expressed their appreciation for all that Hoelting has done for the district.

7.2 Elizabeth Middle School Summer 2020 Trip to London

Elizabeth Middle School Teacher Reagan Quintana presented seeking approval for a summer 2020 trip to London. The name of the tour is Hello London, designed specifically for middle school aged children. Hello London would be for current 6th and 7th graders and some of the places that the students would be able to visit are Westminster, St. Paul's Cathedral, Buckingham Palace, Big Ben, the London Eye, and Stonehenge. Payment options are available but the cost in full would be \$3,620. The travel window is May 29, 2020, through June 12, 2020; the exact dates would be decided once it is closer to that time. Quintana showed highlights from a past trip she had taken with middle school students.

7.3 HR Update

HR Director Kin Shuman shared that the district has had two requests from long term employees planning to retire this year to be accepted for 110-day transition employment next year. Both requests have been approved by their principals.



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Shuman proposed a revised Counselor Salary Schedule for Board approval. Two changes are proposed. First, extending the schedule from 12 experience steps to 25 experience steps. Second, increasing the maximum number of years of experience on the schedule for new hires to 15, up from 5. The revised schedule contributes to the district's effort to retain staff and be more competitive.

Shuman gave an update on potential teacher turnover for the district. Currently, 5 teachers have indicated that they will not be coming back next year.

7.4 Technology Update

Technology Director Marty Silva gave an update on state CMAS testing that is in its third week.

Silva shared that the district will be creating a new intern position for the first time. A past Student Tech Professional at the high school from 2016-2017, Axel Wahlstrom, reached out looking for a possible internship. The district will hire him as a paid intern for 6 weeks this summer. He is currently a computer science major at Colorado State University and will be helping out the technology department.

7.5 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000, which includes typical expenditures, along with two payments for specialized SPED services, the bus payment, and an annual customer support disbursement.

Financial statements are through the end of February, which is 66.67% through the fiscal year. General Fund revenues after allocations are at 47.51% and the district expenditures and transfers stand at 58.86%. There is only one general fund cost center over the 66.67% benchmark which is good for this time of year. At the end of March, the general fund salaries and benefits were only 2.63% under budget. There will be numerous one-time stipends being paid out in May and June for such things as being on committees that reduce the under budget percentage. Two-thirds of the way through the fiscal year the general fund has spent \$76k more this year than at the same point in time last year. The first of the large property tax payments are not reflected in this statement since it was not received until March, however, next month's statement will show that property tax collection.

Patera shared the Intergovernmental Agreement for Potable and Wastewater Services that is with the town. Discussion was had about how the maintenance and operations of it will be handled.

Preliminary budget assumptions for 2019-2020 were discussed along with 2019-2020 capital expenditure needs. Assumptions are based on recent enrollment projections and the Governor's current budget submittal. Key factors that were discussed were enrollment projections, the possibility that rural funding could go away, the request for an additional counselor at the high school, the \$250,000 insurance increase, the \$200,000 budgetary increase due to mandatory minimum wage increases along with numerous capital project requests at the schools.

Transportation Director Terry Wilson will be here for the next Board meeting to discuss replacement of small vehicles for the district.

7.6 Superintendent Update

The superintendent invited questions from the board. There was interest in how the school year was progressing as we approach the final weeks. Superintendent Bissonette discussed how leaders throughout the district are working hard to keep communication open, address concerns and collaboratively solve problems. That team based, proactive approach has been working well to date.

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 Smith

Motion seconded by Director Karcher

ROLL CALL:

Director Paul Benkendorf - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

Director Richard Smith – aye

The motion carried 4-0

9.1 New Hires/Re-Hires

Edwin Mankinen, Custodian, EMS

Triston Phillips, Custodian, EMS

Pam Hershey, Math and Literacy Interventionist, RCE

Scott French, Bus Driver, Transportation

Kimberly Runyan, Assistant Principal, EHS

Stephanie Tallant, Teacher, EHS

9.2 Resignations

Stephen Salansky, Teacher, EHS

Veronica Brown, Counselor, EHS

Kelly Waggoner, Teacher, SHE

Melissa Hoelting, Director of Communications, SUPT

Sarah Patterson, Cook, EHS

Stephanie Skeans, Kids Club/Preschool, SHE

9.3 Extra Duty Assignments

Jeff Sparrow, Assistant Girls Golf Coach, EHS

9.4 Substitutes

Carli Marshall, Substitute Para

Abigail Massey, Substitute Teacher/Para

Pamela Kalish, Substitute Cook

9.5 Monthly Financial Report

9.6 Disposition of District Property

9.7 2018-2019 DAC Membership

10.0 ACTION ITEMS

10.1 A motion was made to approve the Elizabeth Middle School Summer 2020 Trip to London.

Motion moved by Director Smith

Motion seconded by Director Benkendorf

ROLL CALL:

Director Paul Benkendorf - aye

Director Carol Hinds – aye



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Director Cary Karcher - aye
Director Richard Smith – aye

The motion carried 4-0

10.2 A motion was made to ratify the inclement weather closure on 3/13/19.
Motion moved by Director Karcher
Motion seconded by Director Smith

ROLL CALL:

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

The motion carried 4-0

10.3 A motion was made to approve the revised Counselor Salary Schedule.
Motion moved by Director Benkendorf
Motion seconded by Director Karcher

ROLL CALL:

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

The motion carried 4-0

10.4 A **revised** motion was made to approve the Intergovernmental Agreement between the Elizabeth School District and the Town of Elizabeth and authorizing Town staff to provide Potable and Wastewater operational services.
Motion moved by Director Benkendorf
Motion seconded by Director Karcher

ROLL CALL:

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

The motion carried 4-0

10.5 A motion was made to approve the Fund Balance Resolution.
Motion moved by Director Smith
Motion seconded by Director Benkendorf

ROLL CALL:

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



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The motion carried 4-0

10.6 A motion was made to approve the Fiscal Year 2018-2019 General Fund budget.

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 Richard Smith – aye

The motion carried 4-0

10.7 – 10.10 A motion was made to approve the first and final reading of revised policies:

GCQEB/GDQEB (110-Day Transition Employment)

JFABB (Admission of Non-immigrant Foreign Exchange Students)

JFABB-R (Admission of Non-immigrant Foreign Exchange Students)-Regulation

KFA (Public Conduct on District Property).

Motion moved by Director Smith

Motion seconded by Director Benkendorf

ROLL CALL:

Director Paul Benkendorf - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

Director Richard Smith – aye

The motion carried 4-0

11.0 DISCUSSION ITEMS

11.1 2019-2020 BOE Meeting Calendar

Discussion was had regarding the 2019-2020 BOE meeting calendar and it will be brought back for discussion at the June 24, 2019, BOE meeting.

12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for April 22, 2019, at 6 p.m.

13.0 EXECUTIVE SESSION

No Executive Session

14.0 ADJOURNMENT

The regular board meeting adjourned at 7:48 p.m.



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Respectfully Submitted,

Carol Hinds, President

Dee Lindsey, Vice President

Paul Benkendorf, Secretary

Cary Karcher, Treasurer

Richard Smith, Assistant Secretary/Treasurer

Recorded by: Jaimee Glazebrook