



## RECORD OF PROCEEDINGS

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

A Business Session Board Meeting of the Elizabeth School District was held on November 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 6:01 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

### **3.0 PLEDGE OF ALLEGIANCE**

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

Director Hinds gave a special thank you to all of the veterans who work in our district, volunteer in our district, live in our community and have served our country.

### **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 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

### **6.0 APPROVAL OF MINUTES**

6.1 A motion was made to approve the minutes from the October 28, 2019, Elizabeth Schools Board of Education meeting.

Motion moved by Director Benkendorf

Motion seconded by Director Smith

### **ROLL CALL:**

Director Paul Benkendorf – aye



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Director Carol Hinds - aye  
Director Cary Karcher - aye  
Director Richard Smith - aye

The motion carried 4-0

### 7.0 COMMUNICATIONS

#### 7.1 Auditor Presentation Fiscal Year 2018-2019

Hinkle and Company, PC presented a draft of the annual Auditor's Report for the fiscal year ending June 30, 2019. It was a clean audit. PERA changed its assumption for the investment rate of return substantially, which lowered the unfunded liability a great amount. The state's contribution helped in that direction as well. Included in the draft are financial statements and footnotes for all district funds. Budgetary comparison schedules are also included.

#### 7.2 HR Update

HR Director Kin Shuman shared that all but one teaching position for this school year has been filled. The last one to be filled is a special education teacher at Elizabeth High School. The district has been trying to fill a school psychologist position for some time. An offer has finally been put out to someone who is highly qualified and the district is hoping to hear back soon.

The approach of the district in the past has been to be consistent with employee health care plans. The competitiveness of health care plans has been noticeable and after the first of the year the district intends to take a broader look at different plans. The goal is to find the best plan based on design and cost for district employees.

#### 7.3 Technology Update

A Get Tech Initiative update was provided by Technology Director Marty Silva. Training of the first 31 teachers in the best practices for Chrome Book use in the classroom has been successful. 3 of the 4 scheduled training days have taken place with the last training planned for February. Training for the next cadre of 30 teachers will start up in April. The next step will be deciding if the high school wants to do 1 to 1 Chrome Books per student without all of their staff having been fully trained.

The Girls Who Code club has been approved to start at Running Creek and Singing Hills Elementary. It is still unsure as to whether one will be developed at the Middle School. Running Creek (RCE) and Singing Hills (SHE) had their 1<sup>st</sup> Lego League tournament where RCE placed 24<sup>th</sup> and SHE placed 14<sup>th</sup>.

#### 7.4 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000 which includes typical monthly expenses such as food supplies, fuel, utilities, workers' compensation and charter flow thru. Additional expenses included custodial supplies, wrestling mats, athletic uniforms, and annual tech maintenance costs. Financial statements reflect activity through the end of September or 25% through the fiscal year. General fund revenues are at 20% and expenditures are at 24.5%. There are several cost centers over the 25% benchmark due to large one-time expenditures such as insurance premiums or expenses that are payables to be reflected in last year's financial statements and some are due to capital projects that were completed early in the fiscal year.

The district's water tower has space on it that is rented out by cell companies; one of those companies will not be renewing their lease for next year. That is approximately \$30,000 of local revenue that will not be available next year. The settlement for the districts' health and dental self-insurance fund will be approximately \$300,000 due to higher claims, but there is still over \$1 million in the reserves after the payment.

Patera shared that there will be some midyear budget revisions based on enrollment and one time capital expenses. Capital expenditures will consist of concrete repairs at Elizabeth High School, the football scoreboard at the high



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school and some irrigation pipes that also need to be replaced.

New salaries from the Mill Levy Override started in September. October offered a health and dental premium holiday for employees and November will bring retention stipends for returning teachers and staff.

The district's food service audit received a list of commendations which included; organization, good planning, food safety, healthy meals, and welcoming environments.

### **7.5 Superintendent Update**

Elizabeth High Schools' gymnastic team won the Class 4A state championship on November 8 scoring 179.700 points. The high school team has won 5 out of the last 10 state titles. The entire school welcomed the team back with a celebration at the high school Monday morning.

Superintendent Bissonette shared that Legacy Academy has hired JHL Constructors to add 18,700 square feet to the school which will be their new middle school wing and will also contain art, music, STEM and technology/business classrooms. The groundbreaking ceremony took place on November 1.

Bissonette and the Board thanked all the candidates who ran for the school board.

### **8.0 PUBLIC PARTICIPATION**

No public participation

### **9.0 CONSENT AGENDA**

A motion was made to approve the consent agenda 9.1.

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

### **9.1 Monthly Financial Report**

### **10.0 ACTION ITEMS**

10.1 A motion was made to ratify the 10/30/2019 inclement weather closure.

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

10.2 A motion was made to approve the 1<sup>st</sup> reading of new policy EHC - Safeguarding Personal Identifying Information.





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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 1<sup>st</sup> reading of revised policy JF-E - Admission and Denial of Admission-Exhibit.

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 Richard Smith - aye

The motion carried 4-0

10.4 A motion was made to approve the 1<sup>st</sup> reading of revised policy JFABE - Students in Foster Care.

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

10.5 A motion was made to approve the 1<sup>st</sup> reading of revised policy JFABE-R - Students in Foster Care-Regulation.

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

No discussion items



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### 12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for December 9, 2019, at 6 p.m.

\*\*\*A special meeting will be scheduled once the district has official notice of the election for the swearing-in of new board members and the organizational meeting\*\*\*

### 13.0 EXECUTIVE SESSION

No Executive Session

### 14.0 ADJOURNMENT

The regular board meeting adjourned at 7:04 p.m.

Respectfully Submitted,

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Carol Hinds, President

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Dee Lindsey, Vice President

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Paul Benkendorf, Secretary

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Cary Karcher, Treasurer

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Richard Smith, Assistant Secretary/Treasurer

Recorded by: Jaimee Glazebrook