



RECORD OF PROCEEDINGS

**BOARD OF EDUCATION
BOARD ROOM, DISTRICT OFFICE
MINUTES OF MEETING
December 9, 2019 (Business Session Meeting)**

A Business Session Board Meeting of the Elizabeth School District was held on December 9, 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 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 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 Elizabeth High School Teacher Melanie Darter and Elizabeth High School's Family, Career, and Community Leaders of America (FCCLA) chapter presented a fundraising check to the Goin Family. On November 7th a Dodge for Life tournament was held to raise money for Elizabeth High School student Gavin Goin to get his service dog trained. A check for \$6,934.58 was presented to Gavin and his family to help make this need happen.

4.2 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. Some of the highlights included:

Back to School Night /Literacy Night
Homecoming Week
September 11, Patriot Day
Monster Mash
Watchdog Dads
Food Drive
Sprit Days
Holiday Program
Math Night
Assemblies
Muffins with Mom
Veterans Day Assembly
Kindness at Singing Hills
Clubs – Art Club, Coyote Choir, Book Club, Ambassadors, Art Club, Lego League, Dance Club, Taekwondo, Girl Scouts, Girls Who Code



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At Singing Hills Elementary staff and student ambassadors give tours to interested parents and new students. The Student Advisory Council meets monthly to provide ideas and to talk about needs in the school. Kindness at Singing Hills has been a theme this year and was started by hanging quotes and pictures throughout the school and has expanded to include many other acts of kindness.

Staff professional development and trainings have included; New York Life Grief Sensitive Schools Initiative, Flexible Group Training, Botvin Life Skills, Mandatory Reporting and Stop the Bleed.

The new electronic sign board outside of Singing Hills was purchased by the PTCO and efforts are currently under way to raise funds for new playground equipment.

5.0 APPROVAL OF AMENDED AGENDA/ADDITIONS/DELETIONS/BLANKET MOTION

A motion was made to approve the amended agenda.

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

6.0 APPROVAL OF MINUTES

6.1 A motion was made to approve the minutes from the November 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 Kim Frumveller - abstain

Director John Guttenberg - abstain

Director Carol Hinds - aye

Director Cary Karcher - aye

The motion carried 3-0

6.2 A motion was made to approve the minutes from the December 3, 2019, Elizabeth Schools Board of Education special meeting.

Motion moved by Director Benkendorf

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



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7.0 COMMUNICATIONS

7.1 HR Update

HR Director Kin Shuman updated the board members on what he presents to the Board each month.

The district hired roughly 20 licensed personnel this past summer. Newly hired licensed staff members are considered inductees and go through a program where mentors are assigned to them and mentor them throughout the school year. Induction meetings occur twice each year and the first one occurred last week and included a guest speaker who talked about some of the challenges that new licensed staff can have in their first year. The next meeting will occur in April and at the end of the year, all inductees will receive a certificate. Staff will use these certificates to either get their professional license or renew it.

Special Education Director Kim Morrison will be leaving the district at the end of the school year. Morrison will be splitting her time starting in February between Elizabeth and her new position through the remainder of the school year. Morrison's position has been posted.

Shuman explained to the Board that extra duty assignments are often coaches but can also be staff that holds duties that are above and beyond their regular responsibilities.

7.2 Technology Update

Technology Director Kin Shuman shared a new program that he is interested in bringing to the district called Colorado Empowered Learning Program (CEL). It is an implementation assisted program for blended learning. CEL is a state-funded, state-supported program that was enacted through a state statute in 2016. iLearn Collaborative is the non-profit organization that has been selected as the state-subsidized provider of the program. iLearn Collaborative provides the following three services; consulting, professional development and online digital library. Consulting is free for school districts and the district is currently on the waitlist for this service. Professional development is another service they offer and could be an additional resource for the technology department. The digital content will be looked into to see if that is something the district could use or not.

Girls Who Code are a nonprofit organization that promotes females in the field of computer science. Clubs are planned to start at Running Creek Elementary, Singing Hills Elementary, and Elizabeth Middle School this school year. Elizabeth High School does have a computer science AP course but no females have enrolled.

7.3 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000 which includes typical monthly expenses such as cafeteria expenses, utilities, insurance, and fuel costs. Other expenses included a SRO payment, VOTEC tuition, SPED services, a scoreboard, contractual psych services, the audit, alarm monitoring, and inspection services. Financial statements reflect activity through the end of October or 33.33% through the fiscal year. General fund revenues are at 26.02% and expenditures are at 31.76%. On the expenditure side of the general fund, most cost centers are close to the 33.3% benchmark. Overall general fund expenditures are under budget by 1.57%.

Mid-year budget revisions will be brought to the Board next month. These include the need for additional staff at Running Creek Elementary and Special Services, a transfer to the bond fund from the MLO funds, as well as revenue due to enrollment changes.

Based on information received from the assessor's office and CDE's calculations using the school finance formula, the mill for the general fund will be 26.788 mills, while the rate for the MLO will be 6.479 mills, for a combined rate of 34.233 mills. The total millage is lower by .966 mills year over year.

7.4 Superintendent Update

An update on the retention stipend that the staff received in November was shared with the Board. The staff was extremely grateful and expressed appreciation for the amounts and timing of the stipend. Along with the stipend, staff



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received a "premium holiday" for their health insurance in October and increased salaries in September. The stipend and increased salaries were funded by the Mill Levy Override.

Bissonette shared a flyer from the Ours School Our Community on advancing public education in Colorado and promoting the positive things happening in our schools.

The Colorado Rural Alliance presented Superintendent Bissonette with his second Rural Leadership Award at the CASB Convention this past week. Bissonette is the only Superintendent out of 146 school districts to receive this award the past two years.

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 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

9.1 New Hires/Re-Hires

Douglas Goldsmith, Custodian, EHS

William Caldwell, Bus Driver, Transportation

Brooks Eddy, Special Ed Paraprofessional, EHS

9.2 Transfers/Changes

Kelsie Layle, Special Ed Paraprofessional, RCE

Tina Farr, Lead Teacher, SHE/PS

9.3 Extra Duty Assignments

Monty Bernard, Asst Volleyball Coach, EHS

Cheryl Martin, SPED Team Lead, OPP Program

David Goldscheid, Sponsor Orchestra/Sponsor Band Concerts, EMS

Megan Malone, Out of District Students, OPP Program

Zane Smith, Translation Services, District Wide

Janel Chisholm, High Cost Application, Special Services

Alex Bauer, Asst Boys Basketball Coach, EHS

Lori Williams-Martin, Asst Track Coach, EMS

Shannon Stone, Head Track Coach, EMS

John Loutzenhiser, Extra Class, EHS

9.4 Monthly Financial Report

9.5 Disposition of District Property



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9.6 2019-2020 DAC Membership

10.0 ACTION ITEMS

10.1 A motion was made to ratify the inclement weather closure for November 26, 2019.

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

10.2 A motion was made to certify the 2020 mill levy for Elizabeth School District's General Fund in the amount of 26.788 mills for the Elizabeth SD General Fund and 6.479 mills for the Elizabeth SD 2018 Mill Levy Override for a total of 33.267 mills and authorize the Superintendent and Director of Finance to alter the mill levy if the assessed valuation changes.

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

10.3 A motion was made to approve the 2018-19 Assurances for Financial Accreditation.

Motion moved by Director Guttenberg

Motion seconded by Director Benkendorf

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

Jaimee Glazebrook gave a brief explanation on how the policy process works in the district.

10.4 A motion was made to approve the 2nd Reading of new policy EHC – Safeguarding Personal Identifying Information. Motion moved by Director Guttenberg

Motion seconded by Director Karcher

ROLL CALL:

Director Paul Benkendorf - aye



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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 2nd reading of revised policy JF-E - Admission and Denial of Admission -Exhibit.

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

10.6 A motion was made to approve the 2nd reading of revised policy JFABE – Students in Foster Care.
Motion moved by Director Benkendorf
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

10.7 A motion was made to approve the 2nd reading of revised policy JFABE-R - Students in Foster Care-Regulation.
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

11.0 DISCUSSION ITEMS

11.1CASB Convention Debrief and Followup

Discussion was had about the CASB Convention and possible plans for next year.



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11.2 2020/2021 Draft Calendar

Superintendent Bissonette shared two different draft calendars with the Board that will be given to staff along with a survey requesting more feedback. Feedback given from the 1st draft calendar was that two-day school weeks are not as productive for students. The Calendar Committee in response to the feedback created an additional calendar that eliminates two-day weeks. The Calendar Committee will meet again in January to review the survey results.

12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for January 13, 2020, at 6 p.m.

A Board Retreat was discussed and is in the planning process.

13.0 EXECUTIVE SESSION

No executive session

14.0 ADJOURNMENT

The regular board meeting adjourned at 8:24 p.m.

Respectfully Submitted,

Carol Hinds, President

Cary Karcher, Vice President

Paul Benkendorf, Secretary

Kim Frumveller, Treasurer

John Guttenberg, Assistant Secretary/Treasurer

Recorded by: Jaimee Glazebrook