



RECORD OF PROCEEDINGS

BOARD OF EDUCATION BOARD ROOM, DISTRICT OFFICE* MINUTES OF MEETING April 6, 2020 (Business Session)

A Business Session Board Meeting of the Elizabeth School District was held on April 6, 2020 in the Board Room, District Office.

*The business session was closed to physical attendance of the public in accordance with executive order 20-23 issued by Governor Jared Polis and Centers for Disease Control and Prevention and Colorado Department of Public Health and Environment guidance, prohibiting gatherings of 10 people or more. To ensure transparency of the Board's proceedings a live audio link was provided and a recording of the proceedings was posted on the district website within 24 hours of the meeting.

1.0 CALL TO ORDER

President Carol Hinds called the Business Session BOE Meeting to order at 5.59 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 (by video conference), Technology Director Marty Silva, EMS Teacher Robin Neelley, and Secretary to the Board Jaimee Glazebrook

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 **amended** 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 March 9, 2020, Elizabeth Schools Board of Education meeting.



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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

6.2 A motion was made to approve the minutes from the March 23, 2020, Elizabeth Schools Board of Education special meeting.

Motion moved by Director Frumveller
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

7.0 COMMUNICATIONS

7.1 EMS Teacher Robin Neelley - Proposal of new fee for additional instructional materials

Elizabeth Middle School Teacher, Robin Neelley, presented and answered questions about the proposal of a new fee for additional instructional materials. The materials are a book titled *7 Habits of Highly Effective Teens*. Neelley believes the book will help students develop excellent habits along with meeting many of the Colorado Standards. Students would keep the book at the end of the year.

7.2 Director of Safety and Emergency Planning

Director of Safety and Emergency Planning, Shane Pynes, presented COPS School Violence Prevention Program (SVPP) grant application MOU. This grant application was released in February and brought to Director Pynes attention. The School Security Disbursement Plan has been put on pause, in lieu of that Pynes decided to apply for the SVPP grant. This grant is based on school security best practices. The grant is intended to be used for the collaboration between emergency responders and school districts, striving towards open communication and ongoing collaboration. This is very consistent with what is already being done within our district and aligned with current efforts to improve school safety. The grant permits as much as \$500,000. The district is looking at applying for approximately \$150,000 which would make our matching cost about \$50,000 over the course of three years. Priorities for spending would include; surveillance, meaning cameras in need of replacement and blind spots that need covered, visitor management system, and card access. Many of the school doors do not have card access that responders would benefit from. Threat assessment training could also be included in the spending.

Discussion was had about how much we would be able to receive dependent on how much we can afford to contribute. The possibility of vestibules being built with these funds was also discussed.



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7.3 HR Update

HR Director Kin Shuman updated the Board on the Running Creek Elementary principal position. The district has received 13 applicants so far and many look promising. The hiring of teachers for next year is in progress with some of the harder to fill positions having already been filled.

The district's insurance committee has settled on a recommendation for next year's healthcare plan. It will be presented to the Superintendent in the near future. The recommended plan will include a 9% decrease over our current premium, in addition to improved benefits.

Discussion was had about how the district is taking care of staff during Covid19. The district is continuing to pay all current staff with the expectation that everyone work, to the greatest extent possible.

7.4 Technology Update

This week started the third week of remote learning for our district. Several trainings have taken place concentrating on how to better communicate with students. Many of our teachers felt ready to begin remote learning, part of that is due to the training some have already received. Additional training took place today to discuss security issues, specifically with the use of Zoom. Last week the technology department held the distribution of Chromebooks (approximately 160) and hotspots (approximately 25) to anyone in the district that needed the technology for remote learning. District parents have been very patient and supportive.

Discussion was had about how online classrooms are doing and how students and parents are handling the transition.

7.5 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000 which include typical monthly expenses as well as payments for rent for the south metro tower linking our network to Singing Hills Elementary, out of district tuition for SPED, sped contractual services, security upgrades, a bus payment, and an annual customer support disbursement. Financial statements reflect activity through the end of February or 66.67% through the fiscal year. General fund revenues after allocations are at 44.85% collected and expenditures and transfers are at 61.82%.

As of the end of March the district has expended \$1.4 million dollars more than last year in salaries and benefits (due to the additional revenue from the Mill Levy Override passed in 2018). A large payment was received in March for property taxes.

Communication between the county and the school district is occurring about the county potentially postponing the deadlines for some property tax payments. Patera does not anticipate a cash flow problem if the property taxes are extended.

Regarding the budget for next year, the state legislature is not currently in session and there is no timeline yet for when they will reconvene. The Long Bill has not been introduced yet which makes it more difficult for us to come up with a budget for next year. Any capital expenditures that were not considered a high priority have been put on hold for now, the economic forecast showed a reduction of revenues for the next fiscal year.

The district is losing one of the tenants on the water tower, which results in a \$25,000 loss of revenue. The district will also most likely see a loss of fee revenue due to a slow down in the housing market.

The Elizabeth Middle School will be replacing some of the tile after the flooding as recommended by the insurance company. The school district will contract the work but the insurance company will be paying for the expense.

The trail project is under way and IREA will be undergrounding power lines near Running Creek Elementary, some roads near the school will be closed during this process.

Discussion was had about the budget for next year and the uncertainty of funding.



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7.6 Superintendent Update

Superintendent Bissonette recognized the teachers and the work they have done to begin remote learning. A thank you also went to the parents for their support of the district and teachers during this time. While there is opportunity in remote learning the social aspect is still important. Bissonette feels that the teachers in our district are all trying to maximize the level of engagement for the students.

The Board thanked the district administration during this difficult time. Discussion was had about how to highlight seniors during this time.

8.0 PUBLIC COMMENT

No public comment

9.0 CONSENT AGENDA

A motion was made to approve the consent agenda 9.1-9.5.

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

9.1 New Hires/Re-Hires

Alicia Williams, Playground Para, RCE

Brianne Burke, Sped Para, RCE

9.2 Employment Separations

Patrick Kilkenny, Playground Para, RCE

Natalie Meadows, Teacher, SHE

Paige Schonher, Teacher, EHS

Martha Williams, Teacher, EHS

Yacina Tamendjari, Teacher, EMS

Cory Harrison, Custodian, SHE

Raul Algarin, Teacher, EHS

Letha Hougland, Teacher, EHS

Jeremy Harrison, Custodian, EHS

9.3 Extra Duty Assignments

Wade Wedow, Asst. Baseball Coach, EHS

Amber Davis, Preschool Duties, RCE

Melanie Kaumeyer, Spring Performance, EMS

9.4 Substitutes

Kristen Riley, Kitchen Substitute

Elizabetha Cochran, Long Term Substitute Teacher

Jennifer Marken, Substitute Cook

9.5 Monthly Financial Report



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10.0 ACTION ITEMS

10.1 A motion was made to approve EMS Teacher Robin Neelley's proposal of new fee for additional instructional materials.

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

10.2 A motion was made to approve the 2nd and final reading of revised policy BEAA* (Electronic Participation in School Board Meetings).

Motion moved by Director Benkendorf

Motion seconded by Director Frumveller

Discussion was had about the changes desired in the revised policy.

A motion was made to amend policy BEAA* (Electronic Participation in School Board Meetings).

Motion moved by Director Karcher

Motion seconded by Director Benkendorf

Director Karcher was assisted by Director Hinds in the reading of the amendments to the policy.

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

A motion was made to approve the amended policy BEAA* (Electronic Participation in School Board Meetings).

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

10.3 A motion was made to approve the 1st reading of revised policy GBEB (Staff Conduct (and Responsibilities)).

Motion moved by Director Guttenberg

Motion seconded by Director Benkendorf



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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

10.4 A motion was made to approve the 1st reading of revised policy GCE/GCF (Professional Staff Recruiting and Hiring).

Motion moved by Director Karcher

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

10.5 A motion was made to approve the 1st reading of revised policy GCE/GCF-R (Professional Staff Recruiting and Hiring-Regulation).

Motion moved by Director Frumveller

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

10.6 A motion was made to approve the 1st reading of revised policy GDE/GDF-R (Support Staff Recruiting/Hiring-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



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10.7 A motion was made to approve the 1st reading of revised policy KFA (Public Conduct on District Property).

Motion moved by Director Karcher

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

10.8 A motion was made to approve the SVPP Grant Application MOU.

Motion moved by Director Benkendorf

Motion seconded by Director Frumveller

A friendly amendment to the motion was made authorizing the Superintendent and Security Director to amend as needed.

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

11.1 2020-2021 BOE Meeting Calendar

Discussion was had about the BOE Meeting Calendar for 2020-2021.

12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for April 20, 2020, at 6 p.m.

13.0 EXECUTIVE SESSION

No executive session

14.0 ADJOURNMENT

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



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Respectfully Submitted,

Carol Hinds, President

Cary Karcher, Vice President

Paul Benkendorf, Secretary

Kim Frumveller, Treasurer

John Guttenberg, Assistant Secretary/Treasurer

Recorded by: Jaimee Glazebrook