



# RECORD OF PROCEEDINGS

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**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
May 6, 2019 (Business Session Meeting)**

A Business Session Board Meeting of the Elizabeth School District was held on May 6, 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 Dee Lindsey

Director Richard Smith

Also present: Superintendent Douglas Bissonette, HR Director Kin Shuman, Elizabeth High School Principal Bret McClendon, 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 Education Showcase**

Elizabeth High School Principal Bret McClendon shared an update with the Board on the 2018-2019 school year.

Big Help Day was a success again this year. Students did volunteer work in Elizabeth, Parker and Castle Rock. McClendon received positive feedback from the establishments where students volunteered. The feedback highlighted the students' hard work and professionalism. High school students also volunteered at the Running Creek Field Day and, again, received high praise.

An Elizabeth High School student participated in the October PSAT test and scored high enough to become either a commended scholar or a national merit semifinalist. The testing participation rates increased over last year for grades 9 and 10 on the PSAT and for the 11th grade on SAT.

Elizabeth High School is still looking to fill a few positions for next school year, including Physical Science, Foreign Language, and a 3<sup>rd</sup> Counselor. There was discussion about how the hiring process is working and what type of applicants the school is receiving.

Teacher Leanne Cook returned to the school this year in a part-time position to provide additional opportunities for students. Cook has focused her time on career exploration for 9<sup>th</sup> and 10<sup>th</sup> graders next year and to providing additional internships for students.

Graduation is scheduled for May 25 at 10 a.m.

## **5.0 APPROVAL OF AGENDA/ADDITIONS/DELETIONS/BLANKET MOTION**

A motion was made to approve the agenda.

Motion moved by Director Lindsey

Motion seconded by Director Smith



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### ROLL CALL:

Director Paul Benkendorf - aye  
Director Carol Hinds - aye  
Director Dee Lindsey - 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 April 22, 2019, Elizabeth Schools Board of Education meeting.

Motion moved by Director Smith  
Motion seconded by Director Hinds

### ROLL CALL:

Director Paul Benkendorf - abstain  
Director Carol Hinds - aye  
Director Dee Lindsey - aye  
Director Richard Smith - aye

The motion carried 3-0

### 7.0 COMMUNICATIONS

#### 7.1 HR Update

HR Director Kin Shuman provided an update on teacher retention. Currently, 8 teachers have indicated they will not be returning next year and two of those are retirements. The district has already filled 5 of the 8 positions and the schools appear to be receiving quality candidates. Beginning this week, the district will be posting its open licensed positions in Education Week, a national publication. Shuman is looking at another source called the American Association for Education and Employment. The cost for Education Week is \$1,800 annually and \$200 annually for the American Association for Education and Employment. For the past few years, teacher turnover for the district was around 22%. At this point, turnover is around 7%.

Benefits for employees this year include health, vision, dental and life insurance. The plans for vision and life insurance will remain the same, at no additional cost. Dental insurance will also be at no additional cost but will include enhancements. Health insurance premiums for our district were impacted this year by several large claims. The district's insurance broker, Bill Cook, is currently negotiating with Anthem in order to maintain consistency for our employees with Anthem as a carrier. If the district were to offer the current health plans options for next year, there would be a 16% increase in premiums. In order to keep premiums at a lower increase level of around 10%, the district plans to offer moderately altered plans.

Tammy Meyers, Payroll and Benefits Specialist, shared with the Board specifics on the employee benefits being recommended for next year, and highlighting changes from this year to next. The individual stop loss for health insurance in the district is currently \$115,000. In order to help keep costs down, one of the changes that the district's insurance committee reviewed and recommended changing was to increase the stop loss to \$120,000. Other changes will be reflected in the health care plans. The Base plan for the 2019-2020 year will have a \$4,000 deductible, 70/30 coinsurance, and the maximum out of pocket will be \$5,500. The second plan has a deductible of \$3,000 with an 80/20 coinsurance, and a maximum out of pocket of \$5,000. The third option for employees will be a BC Plan with a copay and a maximum out of pocket of \$5,000. The goal of the insurance committee is to keep premiums low for the district and employees while making as few changes as possible. Discussion was had about the district's current insurance and what other options have been investigated.





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7.2 Technology Update— Not present at meeting

### 7.3 Superintendent Update

Superintendent Bissonette shared the Class Size Report and spoke about the district summary and how it does not state what the district's average class size is. The schools in the district have very desirable class sizes and that information should be conveyed. There is a difficulty in controlling class sizes especially at the elementary level unless enrollment is managed. Next year the district will be keeping the staffing level where it is now to help avoid higher class sizes.

The budgeted disbursements and financial statements were shared and the Board was given time to review and ask questions. Board discussion topics including the senior luncheon and the hiring of an engineer to examine the foundation at Singing Hills Elementary.

Bissonette presented the preliminary budget assumptions along with the draft Capital Expenditure needs. The budget assumptions consisted of the General Fund balance review, funding assumptions, expected annual revenue increases and expected annual expense increases. The Capital Expenditure needs is a prioritized draft of district needs based on necessity, safety, impact, and improvement. Discussion was had about the priority levels and the capital expenditure needs.

### 8.0 PUBLIC PARTICIPATION

No public participation

### 9.0 CONSENT AGENDA

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

Motion moved by Director Benkendorf

Motion seconded by Director Smith

#### ROLL CALL:

Director Paul Benkendorf - aye

Director Carol Hinds - aye

Director Dee Lindsey - aye

Director Richard Smith - aye

The motion carried 4-0

#### 9.1 Transfers/Changes

Tony Schenck, Bus Driver, Transportation

#### 9.2 Employment Separations

Erin Lewis, Bus Driver, Transportation

Wendy Neely, Custodian, EMS

Angela Anderson, Counselor, EMS

Rebecca Soland, Teacher, EMS

#### 9.3 Substitutes

Jim Davis, Substitute Teacher

Dawson Roberts, Substitute Kids Club Program Leader

Jenny Andresen, Substitute Teacher

Summer Holmquist, Substitute Teacher

#### 9.4 Extra Duty Assignments

Susan Jones, Assistant Track Coach, EMS



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Madysen Schmida, Out of District Student, Opportunity Program  
Craig Retallack, Out of District Student, Opportunity Program  
Margaret McKee, Out of District Student, Opportunity Program

### 9.5 Monthly Financial Report

#### **10.0 ACTION ITEMS**

10.1 A motion was made to approve the first and final reading of new policy GBGN - Hard-to-fill/Difficult-to-Retain Incentive. Discussion was had about language in the policy.

Motion moved by Director Smith

Motion seconded by Director Benkendorf

#### ROLL CALL:

Director Paul Benkendorf - aye

Director Carol Hinds - aye

Director Dee Lindsey - aye

Director Richard Smith - aye

The motion carried 4 -0

10.2 A motion was made to approve the first and final reading of new policy KDBA\* - Parent Notification of Employee Criminal Charges.

Motion moved by Director Smith

Motion seconded by Director Lindsey

#### ROLL CALL:

Director Paul Benkendorf - aye

Director Carol Hinds - aye

Director Dee Lindsey - aye

Director Richard Smith - aye

The motion carried 4-0

10.3 A motion was made to approve staffing recommendations for certified staff 2019-2020 school year.

Motion moved by Director Benkendorf

Motion seconded by Director Smith

#### ROLL CALL:

Director Paul Benkendorf - aye

Director Carol Hinds - aye

Director Dee Lindsey - aye

Director Richard Smith - aye

The motion carried 4-0

10.4 A motion was made to approve staffing recommendations for classified staff 2019-2020 school year.

Motion moved by Director Smith

Motion seconded by Director Lindsey

#### ROLL CALL:

Director Paul Benkendorf - aye

Director Carol Hinds - aye



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Director Dee Lindsey - aye  
Director Richard Smith - aye

The motion carried 4-0

### 11.0 DISCUSSION ITEMS

#### 11.1 Charter School Contract Renewal

The Charter School Contract renewal was discussed at length. A few items that were examined were budget calendar language, independent authority, Mill Levy and bond oversight, and basic expectations around governance.

### 12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for May 20, 2019, at 6 p.m.

\*\*\*Director Hinds will be absent for the May 20 BOE meeting and Director Lindsey will be available via video conferencing\*\*\*

### 13.0 EXECUTIVE SESSION

No Executive Session

### 14.0 ADJOURNMENT

The regular board meeting adjourned at 8:37p.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