



# RECORD OF PROCEEDINGS

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**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
January 14, 2019 (Business Session Meeting)**

A Business Session Board Meeting of the Elizabeth School District was held on January 14, 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 Dee Lindsey was not present at roll call

Director Richard Smith (by video conference)

Also present: Superintendent Douglas Bissonette, Chief Finance Director Ron Patera, HR Director Kin Shuman, Technology Director Marty Silva, Director of Safety and Emergency Planning Shane Pynes, 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**

No Education Showcase

## **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 Carol Hinds - aye

Director Cary Karcher - aye

Director Dee Lindsey - absent

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 December 3, 2018, Elizabeth Schools Board of Education meeting.

Motion moved by Director Karcher

Motion seconded by Director Benkendorf



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### ROLL CALL:

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

The motion carried 4-0

### 7.0 COMMUNICATIONS

#### 7.1 HR Update

Director Kin Shuman gave an update on jobs in the district. Assistant Principal, Dan Carter at the Elizabeth High School is retiring, his job has been posted and the district has started receiving applications. The district is also in the process of hiring a couple key positions that were lost over the holidays. A new teacher has been hired for the Family and Consumer Science teaching position at Elizabeth High School and Shane Pynes, Director of Safety and Emergency Planning has also started his new position here in the district. The district is also now fully staffed for custodians and bus drivers.

Shuman presented updated salary schedules as a result of the mill levy override to the Board. The final salary schedules will go to the Board for approval at the end of January.

\*\*\* Director Lindsey joined the meeting by video conferencing at 6:09 pm. \*\*\*

#### 7.2 Technology Update

Technology Director Marty Silva shared the proposed spending budget created for the technology portion of the mill levy override (MLO). The intent is to make a computer available to every student in our district over the next two years. Grades 4-7 will have a chrome cart made available to every class and grades 8-12 will have a Chromebook assigned to each student to be able to take home. Ninety percent of the MLO funds will be used towards the purchase of Chromebooks in school years 2019-2020 and 2020-2021. The remaining 10% will be used for other technology needs such as STEM support. In school year 2021-2022 and beyond, the district will move to a yearly lease model to refresh 25% of the Chromebooks annually. This will provide flexibility in our spending and will make that year's MLO funding available for use to support other future initiatives. Professional development will also be given to our teaching staff to ensure they are properly trained with the Chromebooks.

#### 7.3 Safety Update

Director of Safety and Emergency Planning, Shane Pynes, gave an introduction of himself to the Board. Pynes has been getting acquainted with the community and schools in order to be better informed going forward.

Information was given by Pynes on a grant he has recently applied for called the SFY 2019 School Security Disbursement Program. Pynes will be working with the grant committee to help ensure our schools are more secure. One focus has been cameras and looking at different options to make sure the product meets the needs of our campus. Overall the district requested just over \$100,000 in funds with matching funds of approximately \$51,000.

Director Lindsey asked how hard the cameras will be to install in the buses or if the cabling was already present to support the camera systems. Pynes thought they would be able to work with the vendor to provide the wiring to place the camera wherever the district needs them on the buses.





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### 7.4 Financial Update

Chief Financial Director Ron Patera gave some background information on the easements with the town regarding The Town of Elizabeth Trail Project. The town has received a grant to put a trail in from Casey Jones Park to Running Creek Elementary and has asked the Elizabeth School District for some temporary and permanent easements. The Elizabeth School District has agreed to the easements and will donate the property needed to build the trail.

Patera reviewed checks over \$5,000, which included typical expenditures, plus payments for SPED services, a payment to Elbert County for the election and for legal services associated with the bus purchases.

Financial statements are through November 30, 2018, which is 41.67% through the fiscal year. General fund revenues collected at the end of the month stand at 35.4% and the district has expended 41.41%. A few of the cost centers that are over the benchmark are mostly due to larger one time expenditures, such as a new curriculum, insurance payments and capital projects.

Patera shared 2018-2019 midyear budget revisions along with the 2019-2020 budget discussion. There are some large capital items that are going to need attention such as backflow devices that are state mandated, HVAC units that will need replaced, better insulation, safety and security issues, possible ADA issues, and plumbing and electrical problems. The subsidy to the operating fund for extra-curricular activities will probably also keep rising due to increased costs for referees and other incidental costs (league fees, playoff fees, uniforms, etc.).

An overview was given on our current purchasing policy. The district is currently looking at joining a purchasing cooperative to help lower costs on some of the items we purchase. The Colorado Association of School Boards (CASB) now has a purchasing cooperative they are using and there is no cost to join. This cooperative looks like it would possibly be a good option for us.

### 7.5 Superintendent Update

Superintendent Bissonette gave an update on the districts' goal to have the allocation for the mill levy override done by the end of January; the district probably won't be able to meet that goal. This is partially due to the fact that Legacy is still working on their part and also due to the late start of the District Accountability Committee (DAC). The DAC will be having their first meeting this Wednesday, January 16, 2019. Last year there was not a committee due to a lack of interest from parents. The district wants to be very clear on what we are using the money for and that it is consistent with what was stated in the ballot language. There needs to be an understanding that we are supplementing what we are already spending not supplanting. The district will go ahead and move forward with approval of salary schedules, technology plans, and safety and security plans as necessary.

Of the safety and security component approximately half goes to supporting the School Resource Officer (SRO) position. The remainder of that component has been discussed by leadership and the consensus is the biggest need is for behavior issues. Additional staff would help with these types of issues in the schools and classrooms, but additional staff is not yet defined by the district. However, the district is looking to be more proactive and prevention oriented.

2019-2020 District Calendar is on the agenda for approval but we did receive some feedback about the calendar. The comment was similar to what we have received in the past; wanting a week at Thanksgiving instead of the two extra days at spring break. Bissonette has asked different leadership to look closely at this; this decision is really about what is good for our students, teachers and community.

The Charter contract is now at a draft point. Superintendent Bissonette would like to see some mill levy override language in the contract prior to the Board receiving it. Legacy is also looking at potentially making some expansions to their facility. They are considering a loan to help pay for that and possibly a BEST Grant.



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Student Advisory Council will be meeting on Thursday, January 24, 2019. The district has expanded their invitations this year in hopes to get more participation at the high school level.

\*\*\* Director Lindsey left the meeting at 7:08 p.m. \*\*\*

### **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 Karcher

Motion seconded by Director Benkendorf

#### **ROLL CALL:**

Director Paul Benkendorf - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

Director Dee Lindsey - absent

Director Richard Smith – aye

The motion carried 4-0

#### 9.1 New Hires/Re-Hires

Letha Plecker, Family and Consumer Sciences Teacher, EHS

Carl Dutton, Custodian, EHS

#### 9.2 Transfers/Changes

Tamara Morgan, Kitchen Manager, SHE

#### 9.3 Terminations/Resignations

Sandra Fink, Math Teacher, EHS

Anne DeWeese, SPED Teacher, EHS

Magen North, Psychologist, District Wide

Michael Howell, Custodian, District Wide

#### 9.4 Extra Duty Assignments

Katie Bell, Winter Color Guard, Color Guard, EHS

Jeff Sparrow, Asst. Wrestling Coach, EMS

Tracey Devney, SPED Team Lead, RCE

Seth Lisle, Band Percussion Fall, EHS

Jennifer Timm, SPED Team Lead, RCE

Shannon Stone, Asst. Track Coach, EMS

Kelley Patin, Sponsor NJHS, EMS

Rebecca Soland, Sponsor Color Guard, EMS

William Weidenbacher, Asst. Baseball Coach, EHS

Robyn Poirier, Sponsor Student Council, EHS

Lori Williams-Martin, Sponsor Knowledge Bowl, EMS

#### 9.5 Monthly Financial Report





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### 10.0 ACTION ITEMS

10.1 A motion was made to table the 2019-2020 District Calendar.

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 Dee Lindsey - absent

Director Richard Smith – aye

The motion carried 4-0

10.2 A motion was made to approve the Real Property Donation Agreement, the Memorandum of Agreement, the Recreational Trail Easement Agreement, and the Temporary Construction Easement Agreement and authorize Board President and Secretary to sign the agreements and any other documents that are necessary to conclude the transaction.

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 Dee Lindsey - absent

Director Richard Smith – aye

The motion carried 4-0

10.3 - 10.7 A motion was made to approve the first and final reading of revised policies:

AEE\* (Waiver of State Law and Regulation)

BEDA (Notification of School Board Meetings)

BEDH (Public Participation at School Board Meetings)

GBGA (Staff Health)

GBGA-R (Staff Health-Regulation).

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 Dee Lindsey - absent

Director Richard Smith – aye

The motion carried 4-0

10.8 A motion was made to approve the first reading of new policy JLCDB\* (Administration of Medical Marijuana to Qualified Students).

Motion moved by Director Karcher

Motion seconded by Director Benkendorf



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### ROLL CALL:

Director Paul Benkendorf - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

Director Dee Lindsey - absent

Director Richard Smith - aye

The motion carried 4-0

Discussion of the policy included privacy concerns and concerns about administration of medical marijuana on the school bus.

\*\*\* Director Lindsey rejoined the meeting by video conferencing at 7:40 p.m. \*\*\*

### 11.0 DISCUSSION ITEMS

#### 11.1 CASB Convention Debrief and Follow Up

Board members agreed the presentation that Superintendent Bissonette and Director Lindsey gave went very well. Bissonette has received some follow-up from the presentation and positive feedback. Discussion was had on the convention itself and plans for next year.

### 12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for January 28, 2019, at 6 p.m.

### 13.0 EXECUTIVE SESSION

No Executive Session

### 14.0 ADJOURNMENT

The regular board meeting adjourned at 7:59 p.m.

Respectfully Submitted,

Carol Hinds, President

Dee Lindsey, Vice President

  
Paul Benkendorf, Secretary  
Cary Karcher, Treasurer  
Richard Smith, Assistant Secretary/Treasurer

Recorded by: Jaimee Glazebrook