



# RECORD OF PROCEEDINGS

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## BOARD OF EDUCATION BOARD ROOM, DISTRICT OFFICE\* MINUTES OF MEETING May 18, 2020 (Working Session)

A Work Session Board Meeting of the Elizabeth School District was held on Monday, May 18, 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 Work Session BOE Meeting to order at 6:01 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, Special Services Director Kim Morrison (by video conference), Food Services Director Teri Maher (by video conference), Director of Safety and Emergency Planning Shane Pynes, 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 APPROVAL OF AGENDA/ADDITIONS/DELETIONS/BLANKET MOTION

A motion was made to approve the 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

### 5.0 APPROVAL OF MINUTES

5.1 A motion was made to approve the minutes from the May 4, 2020, Elizabeth Schools Board of Education meeting.

Motion Moved by Director Karcher

Motion Seconded by Director Benkendorf



## RECORD OF PROCEEDINGS

---

### 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 EDUCATION SHOWCASE

**6.1** Special Services Director Kim Morrison presented highlights from the 2019-2020 school year to the Board of Education. The Colorado Department of Education (CDE) notified the district that it continues to meet all requirements and the maintenance of effort.

The Opportunity Program underwent a complete staff turnover and Morrison was able to replace staff with those from a day treatment program. The staff has excelled and the students are thriving. The ASPIRE program consists of students ages 18-21 with multiple disabilities and they also are continuing to do well. The behavior program at Singing Hills Elementary is going into its 3<sup>rd</sup> year and the staff continues to support those students so that they are successful.

Special Services Office Coordinator Janel Chisholm has developed and applied for the High-Cost Application again and is awaiting the results. Last year \$580,000 was submitted and the district received \$95,000, this year the total submitted was \$607,584. Tammy Krueger, Principal of Running Creek Elementary was hired to take over Morrison's position next school year. The two have been working closely to prepare Krueger for that transition.

The district was able to partner with Summit Psychology this year to help fill our district psychologist position. Summit Psychology did a great job working with our staff and ensuring things were done in a timely manner. The position has been filled for next year with an intern who can perform all duties required.

The transition to remote learning for Special Services was accomplished by staff working as a team and reaching out to families to ensure they had the materials and resources that their students needed. Some students struggled in this transition and the staff did a drive-by honk and wave to help ease student's mental health. Special Services is prepared to provide remote services for an extended school year as well. This will consist of 3 weeks in June and 3 weeks in July.

**6.2** Food Services Director Teri Maher shared that in 2018-2019 120,996 school lunches were served along with 20,213 breakfasts. In 2019-2020 86,873 lunches were served and 14,650 breakfasts. Since COVID-19 food service staff has been serving breakfast and lunches in one bag every day. The food is distributed to anyone 18 and under and is available for pickup at Elizabeth Middle School and Singing Hills Elementary. The staff has rotated each day to distribute the work. In March 530 meals were served in approximately 7 days, in April 1683 were served, and 746 so far in May. The last day for lunches will be this coming Thursday. The staff has also been participating in weekly training so that they will be up to date next school year.

Every two years the state performs an audit on the district and it takes the food service department about 3 months to get all the paperwork done prior to the audit. The district was audited this year and received several accommodations for meeting all standards and safety regulations.

Discussion was had about the process in which Elizabeth School District provides lunches to Legacy Academy. In the past, this was done through Frontier High School and it will transition to being done out of Elizabeth Middle School for the next school year.

### 7.0 COMMUNICATIONS

#### 7.1 Financial Update





## RECORD OF PROCEEDINGS

---

Chief Finance Director Ron Patera introduced the proposed budget as required. A notice of the school budget approval date at the June 22<sup>nd</sup> meeting will be published in an Elbert County newspaper.

Staffing levels are remaining the same despite enrollment projections being lower for the upcoming year. All programs have been left in place along with all school supply and purchased service budgets. There are some enhanced safety and security resources within the budget in the form of a \$25,000 match for a grant.

State expenditure budget cuts are expected to be about 25% this current year. The education system will be affected by this but by what amount is still unknown. The legislature will reconvene next week and a budget is expected to be introduced. Patera's best estimate for the reduced funding to districts will be approximately 12.5%.

The district's allocation from the CARES Act is \$119,554. This is to be used to address issues related to COVID-19. Some examples of this are coordination with public health, purchasing education technology, planning for long term closures, training and supplies for sanitation, and mental health support.

Discussion was had about the future sale of Frontier High School. A plan of the sale will be brought to the Board at a future time.

Patera mentioned that the interest-free loan program was used last year and will be needed again next school year.

### **7.2 Superintendent Update**

Superintendent Bissonette shared that an updated proposal was submitted to Elbert County Public Health for Elizabeth High School, Elizabeth Middle School, and Frontier High School graduation/continuation ceremonies. The Elizabeth School District has received preliminary news that the proposed EHS Graduation ceremony will be approved and officially recorded by the Board of Health in Elbert County this Wednesday at noon. The district has been given the okay to move forward with planning for an event on June 6th at the EHS stadium/field. The Frontier graduation proposal, which is different from the proposed EHS ceremony, is also being approved and planning is moving forward for an event on May 29 on the field on the Frontier property. A message will be sent to parents once the official approval is given.

### **Planning for Summer 2020**

The district is working to provide childcare for the summer (Kids Club). It is currently looking at how many families would be interested and what staffing might look like. There are some challenges to being able to provide this service to the community, including sanitation and group sizing. Special Services summer program will continue as remote learning for families who wish to participate. The district is also looking at what might be possible for summer athletics.

### **Planning for Fall 2020**

There is an organization called the District Management Group that provides consulting to school districts. They are offering 3 months of work to develop plans for districts for what returning to school could look like. The District Management Group is working with several school districts in Colorado to provide this service. Community expectations and uncertainty, along with what other reference points are doing, are all being considered in the district's plans. Bissonette has been a part of multiple calls with Denver metro area schools that are all using different reference points to try and make decisions about the future. The balance between education and safety is difficult and the approach the Elizabeth School District is taking is to not make decisions before July 4th. There are currently too many unknowns about public health guidelines. What the district will be doing over the next 6 weeks is preparing us for several options. Bissonette believes we will be planning for a modified in-person instruction and that the need to be flexible will be important with the possibility of transitions being necessary.



## RECORD OF PROCEEDINGS

---

### **8.0 CONSENT AGENDA**

A motion was made to approve Consent Agenda items 8.1-8.2.

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

#### **8.1 Employment Separations**

Kimberly Carlsen, FHS, Teacher

Catherine Wheeler-Mushlin, FHS, Teacher

Laura Blome, EHS, Teacher

#### **8.2 Teacher Displacement**

### **9.0 ACTION ITEMS**

No action items

### **10.0 DISCUSSION ITEMS**

Director of Safety and Emergency Planning Shane Pynes shared more information with the Board about the possible purchase of some additional security cameras discussed as a capital expenditure at a past meeting.

### **11.0 BOE PLANNING**

The next regular Board of Education meeting is scheduled for Monday, June 8, 2020 at 6 p.m.

### **12.0 EXECUTIVE SESSION**

No executive session

### **13.0 ADJOURNMENT**

The regular board meeting adjourned at 8:03 p.m.



## RECORD OF PROCEEDINGS

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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