

# ELIZABETH SCHOOL DISTRICT - RECORD OF PROCEEDINGS

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**ELIZABETH SCHOOL DISTRICT**  
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## **BOARD OF EDUCATION BOARD ROOM, DISTRICT OFFICE MINUTES OF MEETING May 8, 2017 (Business Meeting)**

A Business Board Meeting of the Elizabeth School District was held on Monday, May 8, 2017 in the Board Room, District Office.

### **1.0 CALL TO ORDER**

President Deb Spenceley called the Business Session BOE Meeting to order at 5:08 p.m.

#### **ROLL CALL:**

The following BOE Directors were present:

Director Carol Hinds

Director Dee Lindsey

Director Chris Richardson

Director Richard Smith

Director Deb Spenceley

Also present: Superintendent Douglas Bissonette  
Chief Finance Director Ron Patera  
Human Resources Director Kin Shuman  
Technology Director Marty Silva  
Special Education Director Kim Morrison  
Singing Hills Elementary Principal Regina Montera  
Communications Director Melissa Hoelting

### **3.0 EXECUTIVE SESSION**

A motion was made to convene into executive session to determine positions relative to matters that are or will be subject to contract negotiations, other than collective bargaining contracts, developing strategy, and instructing negotiators, pursuant to C.R.S. 24-6-402 (4)(e).

Motion moved by Director Richardson

Motion seconded by Director Smith

#### **ROLL CALL:**

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 5-0

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The May 8 Business Meeting reconvened at 6:07 p.m. following executive session.

## **4.0 PLEDGE OF ALLEGIANCE**

President Deb Spenceley led the audience in the Pledge of Allegiance.

## **5.0 EDUCATION SHOWCASE**

Principal Regina Montera shared that it's the school's 20<sup>th</sup> anniversary. The school currently has 401 students in kindergarten through fifth grade and 67 preschool students.

Academically, students at Singing Hills are on track to meet or exceed the median growth targets established for reading and writing. Students are also on track to exceed the math growth targets based on NWEA assessments using the Comparative Conditional Growth Percentile measure.

For the past year Singing Hills Preschool has participated in a quality rating and improvement system called Colorado Shines. The primary function of the system is to help participating schools and professionals improve quality through outside assessment, training and tools. Colorado Shines reviewed and rated the school on factors including the quality of the workforce, family partnerships, classroom observations and management of the school. The preschool program received a rating of Level 4 out of five levels.

Singing Hills organizes and hosts a wide variety of activities each school year. Here are just a few:

- After-school clubs/activities: Good News Club, Art Club and Coyote Choir
- Harry Potter and the Sorcerer's Stone themed Book Club sleepover at school
- Veteran's Day recognition celebration sponsored by the PTCO
- Run 4 Funds fundraiser organized by PE Teacher TJ Schmitt. Money raised helped purchase equipment for the PE department, along with Chromebooks and carts for grade levels.
- Students engage in interactive, hands-on activities in the school's STEM lab. Students use Chromebooks, build on the Lego wall, study habitats and program Sphero robots.
- Special programs: 1st grade Patriotic program, 3rd grade Stone Soup, 5th grade Oh the Places You'll Go, Family Fun Dance Night and more

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

A motion was made to approve the agenda.

Motion moved by Director Richardson

Motion seconded by Director Hinds

### **ROLL CALL:**

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 5-0

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## **7.0 APPROVAL OF MINUTES**

7.1 A motion was made to approve the minutes from the April 24, 2017 meeting.

Motion Moved by Director Smith

Motion Seconded by Director Richardson

ROLL CALL:

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – abstain

The motion carried 4-0

## **8.0 COMMUNICATIONS**

### **8.1 HR Update**

HR Director Kin Shuman reported that 90% of contracts and notices of assignment are signed and turned in. There's a 13% teacher turnover as of now, but that is expected to increase a little over the next few weeks. So far, the district has hired six new teachers for the 2017-18 school year.

Shuman will attend the Mountain States Employers Council's 2017 Annual Employment Law Update Conference on May 18 in Colorado Springs.

### **8.2 Technology Update**

Technology Director Marty Silva was ill so he did not provide an update.

### **8.3 Chief Finance Director Update**

Chief Financial Director Ron Patera reviewed checks over \$5,000 and financial statements. In addition to the normal monthly expenditures, there were purchases for payment for SPED services, tuition for the Pickens Votec program, tech hardware, preliminary roof work for Elizabeth High School over spring break and engineering work for the Singing Hills wastewater system.

A few cost centers are over the 75% benchmark, but overall the General Fund budget is significantly under the benchmark because large capital projects are just starting to incur expenses. Right now, the district is 8% under budget. The Pupil Activity Fund is the only fund that could go over due to unforeseen expenses that cannot always be reasonably predicted. The Self-Insurance Fund concerns have subsided due to reasonable expenses over the last few months and might break even. This means the district would not have to come with additional funds to pay for claims that exceed the district premiums.

Patera presented to the District Accountability Committee (DAC) last month and gave an overview of all of the funds and their functions. He also shared where marijuana tax collections and property tax money goes.

A preliminary budget for the 2017-18 Fiscal Year will be presented at the May 22 board meeting and the final budget will be presented on June 22.

### **8.4 Special Education Update**

Special Education (SPED) Director Kim Morrison reported that Elizabeth Schools' Special Education Administrative Unit (AU) scored 100% on the Colorado Department of Education (CDE) compliance indicators and meets all state requirements. English language arts achievement levels for Elizabeth Schools' SPED students are above half of the state, and math achievement is even higher. Post-secondary workforce readiness skills for SPED students are above 90% and the graduation rate is the fourth highest in the state.



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Through surveys, parents have said they don't receive enough information or training about their child's disability. Morrison sends out a letter to families each year with information and a handbook that she created. Next school year, Morrison plans to provide targeted training by disability in an effort to increase parent response and participation.

The CDE has said the district is doing well with compliance but they want to see more growth and achievement. To address, Morrison purchased Leveled Literacy Intervention materials for K-12 and different materials for significant needs students. She also brought in coaches to train teachers on the materials. Last year the district was asked to be a part of a pilot for the Colorado SiMR literacy project. The SiMR project has put coaches in Running Creek Elementary and Singing Hills Elementary who are training general education and special education teachers in K-1, and coaching will up to third grade soon.

The SPED department continuously monitors progress and looks ahead to what can be accomplished for the future. The department's plan for 2017-18 includes:

- Continue to implement Leveled Literacy Intervention.
- Train paraprofessional staff in Leveled Literacy Intervention to support consistency with materials.
- Continue to participate in SiMR and include first grade.
- Consider new math materials to support current curriculum for intervention purposes.
- Develop support through 'trauma informed care' training.
- Develop classrooms specifically designed to meet students' needs in all areas.
- Continue to develop effective teams of related service providers for consistent effective delivery of SPED services.

## **8.5 Superintendent Report**

Superintendent Bissonette testified in support of Senate Bill 267, Rural Sustainability, in the House Finance Committee on May 8 and several weeks ago in front of the Senate Finance Committee. The bill would allocate addition dollars to schools, roads and hospitals in rural area across Colorado. It's projected that Elizabeth Schools will receive approximately \$330K in one-time monies as a result of the successful passage of SB 267.

Bissonette shared that he learned district and schools have the option to submit Unified Improvement Plans (UIP) biannually as long as they're on Performance Plan. The district will not submit a UIP this year and will then submit the UIP next year. The schools have already submitted this year so they won't have to submit next year if they're on Performance Plan.

Thursday, May 4, was the first varsity track meet on the new Elizabeth High School track. The event was very successful and our students did great and Channel 7 aired a story on the new track.

## **8.6 Board of Education Update**

Graduation for Elizabeth High School is Saturday, May 13, at 9 a.m. and Frontier High School's graduation is Friday, May 26.

Director Smith and Hinds reported that they met with Legacy Academy board members Dallas Schroeder and Kathy Smith and plan to meet with them periodically going forward.

## **9.0 Public Participation**

No public participation

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## **10.0 CONSENT AGENDA**

A motion was made to approve the consent agenda 10.1-10.7.

Motion Moved by Director Richardson

Motion Seconded by Director Hinds

### **ROLL CALL:**

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 5-0

### **10.1 New Hires**

Manser Kierstead, Teacher, EHS

Michael Reynolds, Teacher EMS

Anne DeWeese, Teacher, EHS

### **10.2 Resignations/Terminations/Non-Renewals**

Sharon Ballard, Bus Driver, Transportation

Joliene Schneider, Sped Para, EHS

Katherine Aragon, Kids Club Program Leader, Kids Club

Megan O'Connor, Teacher, EHS

Elizabeth Briggs, Teacher, EMS

Abby Ersland, Teacher, EMS

### **10.3 Extra Duty Assignments**

Lori Clark, Additional licensure responsibilities, Special Services

### **10.4 Substitutes**

Veronica Zepeda, Substitute Bus Para

Mary Block, Substitute Child Care Worker

### **10.5 Monthly Financial Report**

### **10.6 Disposition of District Property**

### **10.7 Lunch Price Increase for 2017-18**

## **11.0 Action Items**

11.1 A motion was made to approve the Educator Evaluation System Assurances.

Motion Moved by Director Hinds

Motion Seconded by Director Smith

### **ROLL CALL:**

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 5-0

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11.2 A motion was made to approve the new policies DAC Federal Fiscal Compliance, DJCA Federal Procurement, and DJCA-R Federal Procurement Regulation as first and final reading.

Motion Moved by Director Smith

Motion Seconded by Director Richardson

ROLL CALL:

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 5-0

11.3 A motion was made to approve first reading of recommended minor changes to policy DJ/DJA Purchasing/Purchasing Authority as first and final reading.

Motion Moved by Director Richardson

Motion Seconded by Director Lindsey

ROLL CALL:

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 5-0

1.4 A motion was made to approve first and final reading of changes to note, cross reference or legal reference to policy DJE Bidding Procedures. The policy will be changed to read “director” instead of “manager” in No. 2.

Motion Moved by Director Smith

Motion Seconded by Director Lindsey

ROLL CALL:

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Chris Richardson – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 5-0

### **12.0 DISCUSSION ITEMS**

No discussion items

### **13.0 BOARD PLANNING**

The next regular board meeting will be May 22, 2017.

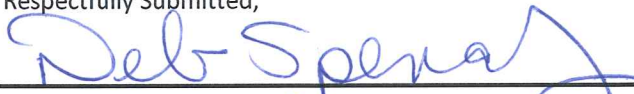
### **14.0 ADJOURNMENT**

The regular board meeting adjourned at 7:10 p.m.

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Respectfully Submitted,



Deb Spenceley, President



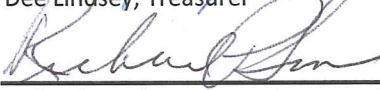
Carol Hinds, Vice President



Chris Richardson, Secretary



Dee Lindsey, Treasurer



Richard Smith, Assistant Secretary/Treasurer

Recorded by: Melissa Hoelting, Communications Director

