



## RECORD OF PROCEEDINGS

---

### BOARD OF EDUCATION BOARD ROOM, DISTRICT OFFICE MINUTES OF MEETING January 11, 2020 (Business Session)

A Business Session Board Meeting of the Elizabeth School District was held on January 11, 2021 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 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, and Technology Director Marty Silva, Executive Assistant to Superintendent and BOE Kristen Harris, and Principal Elizabeth High School Bret McClendon.

#### **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 amended agenda with the additions of 9.3 Educator Effectiveness Assurances Application and 9.4 Approve District Unified Improvement Plan Submission for 2020 - 2021

Motion moved by Director Frumveller  
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 December 7, 2020, Elizabeth Schools Board of Education meeting.

Motion moved by Director Benkendorf  
Motion seconded by Director Karcher

#### **ROLL CALL:**

Director Paul Benkendorf - aye  
Director Kim Frumveller - aye



## RECORD OF PROCEEDINGS

---

Director John Guttenberg - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 5-0

5.2 A motion was made to approve the minutes from the December 17, 2020, Elizabeth Schools Board of Education meeting.

Motion moved by Director Guttenberg  
Motion seconded by Director Benkendorf

### ROLL CALL:

Director Paul Benkendorf - aye  
Director Kim Frumveller - abstain  
Director John Guttenberg - aye  
Director Carol Hinds - aye  
Director Cary Karcher - aye

The motion carried 4-0

## 6.0 COMMUNICATIONS

### 6.1 BOE School Visit Update

After joining Superintendent Bissonette on a walk through of the schools in the district to see first-hand the great work that is being done, Director Frumveller and Director Benkendorf shared their experiences and feedback. Director Frumveller spent a full day touring each of the schools in the district, she was amazed at how open and willing the students and staff were to share what they were working on in their classrooms.

Director Benkendorf visited Elizabeth Middle School, Elizabeth High School and Running Creek Elementary with Superintendent Bissonette and BOE Administrative Assistant Kristen Harris. The morning started at the middle school, where students were observed before first bell gathering in the gymnasium, even saw two students reading the same book and talking about the book before class. Director Benkendorf was amazed at the creative set-up of the classrooms due to social distancing, all the students and teachers working together to help ensure social distancing protocols stay in place and masks are worn so school can stay in-person. Almost every room at the middle school had a box fan with a filter placed on the outside of it to help clean the air – a simple yet very effective idea created by Superintendent Bissonette.

At the high school Director Benkendorf saw first-hand the new quieter floor cleaner purchased with the funds from a grant the BOE approved. Seeing students working together in their classrooms, was encouraging, everyone is stepping up to fill vacancies where needed. For example in the music room a teacher was out, the athletic trainer was supervising the class and students were teaching each other. Over at Running Creek Elementary students were excited to meet Director Benkendorf and share the exciting projects they were working on, it was great to see the students work proudly displayed throughout the school building.

### 6.2 High School Course Update

Principal at Elizabeth High School Bret McClendon provided an update on the test schedule they currently have in place. Students seem to be enjoying the stacked class schedule; teachers on the other hand are exhausted from back to back classes. Overall, students and staff are looking forward to the second test schedule and being able to provide feedback on both to determine the most effective schedule for the high school. New course suggestions were shared with the BOE as a preliminary look at what courses teachers have come up with to support the HTI pathways / academies.



## RECORD OF PROCEEDINGS

---

### 6.3 HR Update

Director of Human Resources, Kin Shuman provided an update on the requested revisions for the 2nd Reading of New Policy GBI\*, Criminal History Report Information (CHRI) Security Policies and Procedures. The Colorado Bureau of Investigation (CBI) agreed to remove specific names from the policy and make it more generic for positions in the CBI and district. Kin also shared there has been an alarming increase in fraudulent unemployment claims submitted to the district. When an unemployment claim is submitted to the district, Kin researches if the employee is in fact still an employee, if they are he submits a fraudulent claim to the department of unemployment. The employee is also alerted to the fraud and told to follow-up with the credit agencies to ensure all departments are aware of their stolen identity.

### 6.4 Technology Update

Director of Technology Marty Silva shared an update on the chrome books for K-3<sup>rd</sup>; they have arrived and the IT team is working to get them distributed. However, the district is still waiting on the chrome book charging stations. Bluetooth speakers are now being distributed to all the middle school teachers as well as the ones already received by the high school teachers. Professional development has been reevaluated; to ensure the training isn't being rushed, appointment based training will be offered to middle and high school staff. The elementary school will still hold a partial day of development training in March.

### 6.5 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000 which includes typical expenditures, plus payments for SPED services purchased from the BOCES, SPED services purchased from a couple of other outside vendors, legal services, hot spots, canopies, concurrent enrollment, cleaning equipment, out of district tuition, wireless microphones, bottle fill stations, and for SRO services. Financial statements reflect activity through the end of November, currently 41.67% through the fiscal year. In the general fund, revenues collected through the end of the month stand at 29.45% and the district has expended 41.41%. This is only .26% under budget, which is a little tight for this time of year, especially since the district is increasing salaries and had a relatively small capital budget for the year.

The 2020 – 2021 budget revisions will be due to better information, such as the change in revenues due to the October count. The general fund salary and benefit budget will be revised using formula driven changes, which include extra SPED staff, salary increase price tag of \$225,000, and an increase in transfer budget for pupil activity fund by \$60,000 to pay for coaches without gate and reduced participation fees. Other revisions include SPED excess costs of \$48,000, another \$12,600 at Running Creek Elementary for 4th grade reading workbooks. The proposed capital items include the repair of concrete in front of the high school in addition to preparing for HVAC obsolescence at the high school. There are 29 total HVAC units, which provide AC and ventilation in the classrooms. Each unit runs about \$25,000 each with a 15 to 20 year life span. Funding from various grants include RISE grant at \$128,250, SSRG grant at \$53,196, At-risk grant at \$21,941.69, ESSER v.1 at \$119,554 (Legacy - \$22,278.38 / ESD - \$97,275.62), and ESSER v.2 at \$486,879 (Legacy will receive about \$86,000).

### 6.6 Superintendent Report

Superintendent Bissonette provided an update on the state's effort to provide rapid at home COVID testing called Binax, which provide test results within 15 minutes. The tests would be sent directly to interested participant homes, a telehealth visit would be scheduled to witness the nose swab and verify if the results are positive or negative. Having access to this quick testing will provide the earlier diagnosis, potentially before symptoms occurred. The district is working to have the Binax tests available in school nursing offices to help identify students who visit the nurse's office with COVID specific symptoms (with parent permission).

The state is prioritizing saving lives in the distribution of vaccines for COVID, which focuses the vaccine distribution on the most vulnerable who are 70 or over which has contributed to 50% of COVID deaths. School districts have been showing the low transmission of the virus in the schools, showing schools are safe – schools are no longer high risk for transmission. Vaccine will be voluntary for teachers/school staff and will hopefully be available beginning of March.



## RECORD OF PROCEEDINGS

---

CHSAA released an update, Season B of sports will be able to begin practice January 18<sup>th</sup> and competitions can begin January 25<sup>th</sup>. Elizabeth School District decided at the beginning of the year to continue to pay coaches with the understanding the coaches will continue to provide students an opportunity to be active outside of CHSAA's decision on moving forward with Season B.

The annual Educator Effectiveness Assurances are used for guidance on what a good evaluation system would look like for licensed staff that meets or exceeds states requirements. Elizabeth School District (ESD) has to post the evaluation system on the district website and provide the link for state review. ESD developed an excel based tool for evaluation to help with efficiency and reporting. Overall the district provides the teachers rating and overall standards to the state.

Submission of the district Unified Improvement Plan are rules (laws) for districts to keep improving. Districts that are doing well on state accountability measures can submit every other year – which is what ESD qualifies as. On the CDE website under school view, any school districts UIP is available for view. ESD takes the school plans and the district plan is a summary of the highest level changes from the school plan.

### **7.0 PUBLIC COMMENT**

No public participation

### **8.0 CONSENT AGENDA**

A motion was made to approve the consent agenda 8.1 - 8.8.

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

#### **8.1 New Hires/Re-Hires**

Stephanie Shilling, Sped Para, RCE

Maribeth Lohman, Sped Para, RCE

#### **8.2 Transfers/Changes**

Laurie Burke, Registrar, EHS

#### **8.3 Employment Separations**

Amy Land, Assistant Preschool, SHE

Marnie Borgerding, Bus Driver, Transportation

Cheryl Smith, Special Ed Para, Opportunity Program

#### **8.4 Extra Duty Assignments**

Brooke Newton, Assistant Spirit Coach, EHS

John Everhart, Additional Duties, EHS

Alana Wolner, FCCLA Assistant, EHS

#### **8.5 Monthly Financial Report**



## RECORD OF PROCEEDINGS

---

8.6 2020 – 2021 Classified Pay Memo / Classified Pay Schedule

8.7 2020 – 2021 Certified Pay Memo

8.8 2020 – 2021 Administrative Pay Memo

### **9.0 ACTION ITEMS**

9.1 A motion was made to approve the ESSER Grant Application

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

9.2 A motion was made to approve the ELAT Grant Application

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

9.3 A motion was made to approve the Educator Effectiveness Assurances Application.

Motion moved by Director Guttenberg

Motion seconded by Director Frumveller

#### 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

9.4 A motion was made to approve the District Unified Improvement Plan Submission for 2020 - 2021



## RECORD OF PROCEEDINGS

---

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

9.5 A motion was made to approve the 2nd and Final Reading of New Policy GBI\*, Criminal History Report Information (CHRI) Security Policies and Procedures.

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

**10.0 DISCUSSION ITEMS**

No discussion items

**11.0 BOE PLANNING**

The next regular Board of Education meeting is scheduled for January 25, 2021, at 6 p.m.  
Superintendent Evaluation will be put onto next BOE agenda for January 25, 2021.

**12.0 EXECUTIVE SESSION**

No executive session

**13.0 ADJOURNMENT**

The regular board meeting adjourned at 8:08 p.m.



## RECORD OF PROCEEDINGS

---

Respectfully Submitted,

---

Carol Hinds, President

---

Cary Karcher, Vice President

---

Paul Benkendorf, Secretary

---

Kim Frumveller, Treasurer

---

John Guttenberg, Assistant Secretary/Treasurer

Recorded by: Kristen Harris