



## RECORD OF PROCEEDINGS

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### BOARD OF EDUCATION BOARD ROOM, DISTRICT OFFICE MINUTES OF MEETING April 5, 2021 (Business Session)

A Business Session Board Meeting of the Elizabeth School District was held on April 5, 2021 in the Board Room, District Office and Director Guttenberg joined remotely via Zoom.

#### **1.0 CALL TO ORDER**

President Carol Hinds called the Business Session BOE Meeting to order at 6:02 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, Executive Assistant to Superintendent and BOE Kristen Harris, Chief Finance Director Ron Patera, HR Director Kin Shuman, and Technology Director Marty Silva.

#### **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 Karcher

Motion seconded by Director Benkendorf

#### **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 March 8, 2021, Elizabeth Schools Board of Education meeting.

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



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The motion carried 5-0

### 6.0 COMMUNICATIONS

#### 6.1 HR Update

Director of HR, Kin Shuman, provided an update on the interviews for the EMS principal interviews happening, there will be four candidates who will participate in a leadership panel interview, role playing interview and then a final one on one interview with Kin Shuman and Douglas Bissonette.

Insurances were discussed last week with the district health insurance broker. Vision insurance will be identical to 2020-2021, no premium increase with a two year rate guarantee and life insurance will also be identical to 2020-2021, no change in premium. The dental plan will be same as 2020-2021 with a modest 2.5% increase for next year and health plans will be the same as 2020-2021 with a modest 4.94% increase.

Proposed pay schedules for 2021-2022 are currently being worked on and will be brought for the boards viewing at the next meeting on 4/19/2, however, there will not be a request for approval though. Just as an opportunity for first viewing of the proposed schedules.

#### 6.2 Technology Update

Director of Technology, Marty Silva, provided an update on CMAS Testing which is continuing at all the schools. There have been no issues on the technology side of CMAS Testing. The department is starting to plan for summer projects, working on replacing older computers in the district with newer computers already purchased. Lastly, the tech survey is being issued to staff/employees for feedback on the department.

#### 6.3 Financial Update

Chief Finance Director, Ron Patera, provided an update on checks over \$5,000 which included the typical monthly payments, plus out of district tuition for SPED, SPED contractual services, cafeteria tables, cleaning equipment, cleaning supplies, software support, a bus payment, and an annual customer support disbursement.

February financial statements reflect activity through the end of February or 66.67% of the way through the fiscal year. General fund revenues after allocations are 40.90%, while expenditures and transfers stand at 61.78% expended. As for the revenues, the first of the large property tax payments is not reflected in this statement since it was not received until March; however next month's statement will show that property tax collections are at about 50% collected. As for the balance of the funds we are closely monitoring the food service and athletic funds mostly due to the unusual nature of this school year.

As for budget assumptions, at this time, there are increased revenues from the state of approximately \$1.5M and the legislature could run into July. We do not know when the long bill introducing the budget will occur, however, we anticipate an increase in enrollment from October 1st count of 28 students. Contingent on how many online students come back to in-person learning and how many new homes are occupied with families who have school age children. There will be an additional cost of full year salary increase of \$70,000. We are also meeting with the broker for property and liability in two weeks, so we will know more after the meeting. The ESSER funds at bottom of assumptions. Spending related to ESSER funds will match revenues so there is not a reason to add expenses to assumptions if they are related to ESSER.

Lastly, a utility update, lower overall costs at the 4 buildings in comparison to previous years. Increased air flow in all buildings, newer units at EMS, thicker air filters which make units work harder, units are more efficient due to new control unit. Copper cube which helps troubleshoot inefficiencies in equipment either due to units that need repair or scheduling issues. An example is a unit running 24/7 when it should shut down at 7PM.

#### 6.3 Superintendent Update

Superintendent, Douglas Bissonette, provided an update on the Homegrown Talent Initiative. Recently, the HTI team had a virtual site visit with the HTI team and showcased some of the work being done on HTI. The feedback from





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teachers, who are teaching concurrent enrollment and certificate courses, were incredibly insightful and helped the team to form new ideas moving forward. Listening to the student interns' share their experiences and engagement in the program was enlightening, the students spoke so eloquently and truly impressed everyone. The high school has decided on a new static schedule which will help students doing internships and concurrent enrollment courses. Lastly, the high school will be receiving a large brick wrap graphic of the graduate profile on the outside of the building. There will be an unveiling event of the brick wrap with students and staff.

An update on COVID, we continue to have small amounts of students whom we have to send to remote due to possible exposure outside of school. The district is following the shortest protocol possible, seven days symptom free and a negative test on day seven. Students and parents are following the district guidelines and some circumstances are unavoidable. The district is continuing to provide the rapid COVID tests to students/staff who are interested.

### **7.0 PUBLIC COMMENT**

No public participation

### **8.0 CONSENT AGENDA**

A motion was made to approve the consent agenda 8.1-8.7.

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

#### 8.1 New Hires/Re-Hires

Heather Hickman, Bus Paraprofessional, Transportation

Brandon Barros, Custodian, District Wide

#### 8.2 Transfers/Changes

Jerranda Van Eaton, Lead Teacher, RCE/PS

Shannon Vatoles, Assistant Teacher, RCE/PS

#### 8.3 Employment Separations

Justin Churillo, Teacher, EHS

Kristy Arellano, Library Teacher Assistant, EHS

Allison Moncrief, Teacher, RCE

Kelly McIntire Baugher, Teacher, RCE

#### 8.4 Extra Duty Assignments

Brooke Newton, Assistant Spirit Coach, EHS

Erin Rhoads, RCE Kids Club Billing, RCE

Kassy Muniz, Assistant Volleyball Coach, EHS

Inez Christoffersen, RCE Kids Club Scheduling, RCE

#### 8.5 Second 2020-2021 Certified and Classified Pay Memo

#### 8.6 Second 2020-2021 Administrative Pay Memo



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### 8.7 Monthly Financial Report

#### **9.0 ACTION ITEMS**

9.1 A motion was made to ratify inclement weather closure 3/15/21

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

9.2 A motion was made to approve the 1st Reading of Revised Policy GBGL - Staff Victim Leave

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

9.3 A motion was made to approve the 1st Reading of Revised Policy GBGJ - Staff Bereavement Leave

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

9.4 A motion was made to approve the 1st Reading of Revised Policy KF - Community Use of School Facilities

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



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Director Cary Karcher - aye

The motion carried 5-0

9.5 A motion was made to approve the 1st Reading of Revised Policy KF-R-1 - Community Use of School Facilities - Regulation

Motion moved by Director Benkendorf

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

9.6 A motion was made to approve the 1st Reading of Revised Policy KF-R-2 - Community Use of School Facility (Category for Assessing Fees) - Regulation

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

9.7 A motion was made to approve the 1st Reading of Revised Policy KF-R-3 - Community Use of School Facility (Custodial & Facility Use Fees) - Regulation

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

9.8 A motion was made to approve the 1st Reading of Revised Policy DKC - Expense Authorization/Reimbursement (Mileage and Travel)

Motion moved by Director Frumveller

Motion seconded by Director Benkendorf

ROLL CALL:



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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

9.9 A motion was made to approve the 1st Reading of Revised Policy DKC-R - Expense Authorization Reimbursements  
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

9.10 A motion was made to approve the 1st and Final Reading of Revised Policy IKF (2021) – Graduation Requirements  
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

9.11 A motion was made to approve the USQP Grant (Universal Screener and Qualified Personnel)  
Motion moved by Director Karcher  
Motion seconded by Director Benkendorf

### 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





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### 11.0 BOE PLANNING

The BOE 2021 Retreat will be held at the Elizabeth High School Library on April 24, 2021.  
The next regular Board of Education meeting is scheduled for April 19, 2021, at 6 p.m.

### 12.0 EXECUTIVE SESSION

No executive session

### 13.0 ADJOURNMENT

The regular board meeting adjourned at 7:34 p.m.

Respectfully Submitted,

Carol Hinds, President

Cary Karcher, Vice President

Paul Benkendorf, Secretary

Kim Frumveller, Treasurer

John Guttenberg, Assistant Secretary/Treasurer

Recorded by: Kristen Harris