

ELIZABETH SCHOOL DISTRICT C-1 - RECORD OF PROCEEDINGS



ELIZABETH SCHOOL DISTRICT C-1
 634 S. Elbert St., P.O. Box 610
 Elizabeth, Colorado 80107
 Tel (303) 646-1836, Fax (303) 646-0337
www.elizabeth.k12.co.us

**BOARD OF EDUCATION
 BOARD ROOM, DISTRICT OFFICE
 MINUTES OF MEETING APPROVED
 October 8, 2012 (BUSINESS SESSION)**

A Business Session Board meeting of the Elizabeth School District held on Monday, October 8, 2012, at the Board Room, District Office.

1.0 CALL TO ORDER

President Williams called a Work Session of the BOE Meeting to order at 6:09 pm.

2.0 ROLL CALL

The following BOE directors were present:

Director Cindy Miller
 Director Deb Spenceley
 Director Chip Swan
 Director Chuck Williams

Also present: Superintendent, Douglas Bissonette
 Executive Administrative Assistant/Communication Specialist, Michele McCarron
 Director of Finance, Ron Patera

Director Dee Lindsey joined the meeting at 7:09 pm.

Budget Work Session

Director of Finance, Ron Patera lead a budget workshop. Ron explained specific requirements by the C.R.S. including budget submittals, notice of publication, and the use of accounting codes. Every school district has to use a system that follows financial policy and procedures, and that records financial transactions. The budget is built on assumptions, based on historical data, using prior year's numbers as a guide. The school principals and other department heads are in constant contact with Ron regarding the budget. The district has a tracking system and processes for ongoing checks and balances. The ongoing reduction of funds for our district is challenging. In the general fund budget, there was a 1.5 million dollar reduction going into 2011-2012, and an \$800-900K reduction going into 2012-2013. We have learned to stretch a dollar but the task is becoming more and more difficult. Everyone across the district is making conscientious decisions when it comes to spending.

The Budget Work Session adjourned at 6:54 pm.

President Williams called the regular BOE meeting to order at 7:05 pm

3.0 PLEDGE OF ALLEGIANCE

President Williams led the audience in the Pledge of Allegiance.

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4.0 EDUCATION SHOWCASE

There was no education showcase.

5.0 APPROVAL OF AGENDA/ADDITIONS/DELETIONS/BLANKET MOTION

A motion to approve the agenda with item 8.5 Contract with Children's hospital being removed and rescheduled for a future meeting.

Motion moved by Director Chip Swan

Motion seconded by Director Cindy Miller

ROLL CALL:

Director Miller - aye

Director Spenceley – aye

Director Swan - aye

Director Williams - aye

The motion carried 4-0

6.0 APPROVAL OF MINUTES

6.1 Motion to approve the minutes from September 24, 2012 as written.

Motion Moved by Director Spenceley

Motion Seconded by Director Miller

ROLL CALL:

Director Miller – aye

Director Spenceley – aye

Director Swan - aye

Director Williams - aye

The motion carried 4-0

7.0 COMMUNICATIONS

7.1 Elizabeth Education Foundation (EEF)

Mary Smith, from EEF, gave an update on the foundation and the new fundraiser. The Elizabeth Education Foundation has been in existence since 1998. Years ago, the foundation was gifted with money and they were able to put money back into the schools through grants. With the monies so tight, the foundation has been looking for something that will help bring the grant program back. EEF has launched the "Reloadable Safeway Gift Card" Fundraiser. When people use their Reloadable Safeway Gift Card, the EEF receives 3-5% of the purchases. This includes groceries, fuel, and pharmacy. EEF is averaging \$500 every four weeks, with the goal of \$2000 a month. EEF will be selling the Safeway gift cards at the Elizabeth Harvest Festival, on Oct. 27. Mary Smith also mentioned that grants would be awarded up to a maximum value of \$500. Applications will be reviewed and grant awards made by December 14, 2012.

7.2 School Principals – Discipline Philosophy

Principals and Assistant Principals representing the five district schools attended the BOE meeting and gave a brief overview of the discipline philosophy at each school. There were four consistent themes for every school:

- Behavior expectations are communicated to the students and positive behaviors are reinforced through acknowledgement,
- Each situation is treated as a learning opportunity for the student,
- Building relationships with students and establishing trust is always a priority,
- A coherent, yet individual approach is used, recognizing that students are unique and learn in different ways.

APPROVED

BOE Meeting, Monday, October 8, 2012 - The Minutes

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7.3 Chief Financial Officer Report

7.3A Budgeted Disbursements Exceeding \$5000

Director Ron Patera reported cash on hand at \$5,158,663.88. Typical monthly expenses such as utility bills, charter school flow thru and insurance premiums. There were also payments for textbooks, painting, floor refinishing and special needs services.

7.3B Financial Statements for August

Director Ron Patera reported the statements represent activity through the end of August or 16.66% through the new fiscal year. General fund revenues are at 11.33% collected year to date, while expenditures are 16.38% spent when compared to the budget. Even though there are some cost centers over the 16% benchmark, these are due to large one-time expenditures that would be reflected in last year's financial statement.

7.4 Superintendent Update

Superintendent, Douglas Bissonette, gave a hiring update. We hired a teacher's aide, with teaching experience at Running Creek Elementary for the kindergarten class. The district has also added some para professionals. The Director of HR position has now been posted for about 30 days. We have received approximately 25 applications and there are some promising candidates in the pool. We should be in a position to start the interviewing process within the next couple of weeks. The transportation department just hired one new bus driver and we have two more targeted to start in mid-November.

Douglas Bissonette continued to report on enrollment. October 1 is when we officially count enrollment. The numbers are still preliminary but enrollment is up by 52 students over last year, with EHS showing the biggest increase. This count includes our preschoolers and Legacy Schools. This is very encouraging and reflects our continuous improvement in areas such as quality teachers, student learning, and providing environments where all learners are safe and respected.

Colorado Department of Education (CDE) selected the Elizabeth School District to be in a mini- study for the new teacher evaluation rubric. In addition, the district has a committee in place to support a pilot program for this school year, using the new rubric. The pilot provides the opportunity for our teachers and principals to learn about the new evaluation rubric and process prior to implementation next school year.

The district calendar committee is working on the calendar for the school year 2013-2014. There is a preliminary draft and the committee is soliciting feedback from staff and parents. The plan is to have the draft calendar ready for approval at the November 12 Board Meeting.

7.5 BOE Update

Director Deb Spenceley attended the band competition at the EHS and EMS. Director Chip Swan attended the Cardinal Club meeting and mentioned that the Barn Dance at EHS is looking for silent auction items. Chip Swan visited EMS and complimented the middle school on the Monarch Butterfly Back to School Project. Also mentioned was the upcoming Cardinal Week with the bonfire, tailgate, and parade and homecoming game. Director Dee Lindsey assisted at EMS career day by demonstrating to students the equipment used by firefighters and emergency medical technicians. There has been a change to the school ambassadors; Director Chip Swan is the school ambassador for EMS. Director Spenceley is the school ambassador for RCE.

Board members and the superintendent will be attending the Colorado Association of School Boards (CASB) region meeting. They will attend workshops on how to become active in state education policy and how to engage elected officials in discussions about the needs of Elizabeth public schools in Colorado. Director Cindy Miller will be representing Elizabeth Schools at the upcoming CASB Fall Conference and Delegate Assembly.

President Chuck Williams announced the Board of Education would have a booth at the upcoming community event - The Harvest Festival and Trick or Treat Street.

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7.6 Public Participation

No public participation

8.0 CONSENT AGENDA

8.1 New Hires

8.1A Elizabeth Churik, Playground/Cafeteria Para, RCE

8.1B Neil Kuiken, SPED Para, RCE

8.1C Deanna Turner, SPED Attendant, RCE

8.1D Christine Woodman, Kindergarten TA, RCE

8.1F Harold McIntyre, Custodian, EHS

8.1G Kim Rietsch, Registrar/Secretary, FHS

8.2 Terminations/Resignations

8.2A Amber Bridges, Class Para, FCC

8.3 Transfers/Changes

8.3A Melanie Darter, FACS Teacher, EHS

8.3B Joy Kostreva, Math Teacher, EHS

8.3C Andrew Willson, Science Teacher, EHS

8.3D Pam Eschief, PE Teacher, EMS

8.3E Kara Viburg, 2nd Grade Teacher, SHE

8.3F Jamie Glazebrook, Playground/Café Para, RCE

8.3G Michelle Schulthies, Lead Teacher, FCC

8.3H Amber Bridges, Class Asst, FCC

8.4 New Substitutes

Amy Boss, Early Childhood Programs

Tashena Montoya, Early Childhood Programs

Tiffany Curry, Kids Club, was to be placed on NOA, but has since resigned her position.

A motion to approve the consent agenda, 8.0-8.4 as presented

Motion Moved by Director Lindsey

Motion Seconded by Director Miller

ROLL CALL:

Director Lindsey – aye

Director Miller - aye

Director Spenceley – aye

Director Swan - aye

Director Williams - aye

The motion carried 5-0

9.0 ACTION ITEMS

No Action Items

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10.0 DISCUSSION ITEMS

10.1 Behavioral/Opportunity Program

Director of Special Education Services, Kim Morrison, and Middle School Principal, Steve Thiessen gave an update on the outsourcing of services for eight Elizabeth School students, primarily due to behavioral issues. The district currently pays about \$150,000 in per pupil funding the eight students. Kim Morrison and Steve Thiessen shared information on the opportunity of bringing these students back into the district through special classroom instruction before re-integration into the classroom. They believe the students could be better and more efficiently served locally. The proposal would have a net zero effect on the district budget. The first step is to post an advertisement for a teaching position. The individual would have to be uniquely qualified to teach different grade levels of similar subject areas at the same time. A behavioral therapist would work with the students alongside the teacher. The opportunity is still in the preliminary stages.

12.0 EXECUTIVE SESSION

A request was made by President, Chuck Williams, to go into Executive Session under C.R.S. 24-6-402-(4)(b) for legal counsel.

Motion moved by Director Spenceley

Motion seconded by Director Swan

ROLL CALL:

Director Lindsey – aye

Director Miller - aye

Director Spenceley – aye

Director Swan - aye

Director Williams - aye

The motion carried 5-0

The board entered Executive Session at 9:07 pm.

The Executive Session adjourned at 10:02 pm

Back in general session at 10:04 pm

10.0 DISCUSSION ITEMS CONTINUED

10.2 IAC

The Infrastructure Assessment Committee will have their launch meeting on October 15 to begin work on the project. The meeting will be 6:30 – 8:30 pm at the Board Room, District Office.

10.3 BOE Vision and Core Values

All BOE members received copies of the BOE Vision and Core Values from the BOE Retreat. Still work in process.

11.0 BOARD PLANNING

The BOE members reviewed the planning worksheet and the follow up status sheet.

Planning meetings are scheduled with county clerk and school principals regarding upcoming election and voting at EHS and SHE.

Next agenda add discussion items:

BOE Vision and Core Values

Discussion with Legislatures

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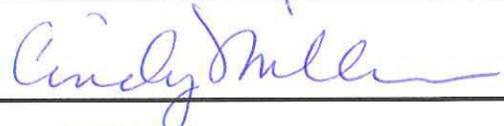
13.0 ADJOURNMENT

The board meeting adjourned at 10:32 pm.

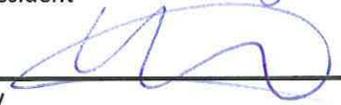
Respectfully Submitted,



Charles Williams, President



Cindy Miller, Vice President



Chip Swan, Secretary



Dee Lindsey, Treasurer



Deb Spenceley, Assistant Secretary/Treasurer

Recorded by: Michele McCarron