



## RECORD OF PROCEEDINGS

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**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
November 13, 2017 (Business Session Meeting)**

A Business Session Board Meeting of the Elizabeth School District was held on Monday, November 13, 2017 in the Board Room, District Office.

### **1.0 CALL TO ORDER**

Vice President Carol Hinds called the Business Session BOE Meeting to order at 6:00 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 was absent from the meeting.

Also present: Superintendent Douglas Bissonette  
Chief Financial Director Ron Patera  
HR Director Kin Shuman  
Technology Director Marty Silva  
Communications Director Melissa Hoelting

### **3.0 PLEDGE OF ALLEGIANCE**

Vice President Carol Hinds led the audience in the Pledge of Allegiance.

### **4.0 EDUCATION SHOWCASE**

No Education Showcase

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

A motion was made to approve the **amended** agenda.

Motion moved by Director Lindsey

Motion seconded by Director Richardson

#### **ROLL CALL:**

Director Carol Hinds – aye  
Director Dee Lindsey – aye  
Director Chris Richardson – aye  
Director Richard Smith – aye  
The motion carried 4-0



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### 6.0 APPROVAL OF MINUTES

6.1 A motion was made to approve the minutes from the October 23 Elizabeth Schools Board of Education 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

The motion carried 4-0

### 7.0 COMMUNICATION

#### 7.1 Auditor Presentation Fiscal Year 2016-17

Wendy Swanhorst from Swanhorst & Company LLC presented a draft of the Auditor's Report for the fiscal year ending June 2017. Elizabeth Schools' financial statements and major funds were audited. The audit went well and the district was found to be in very good shape. The district has effective internal controls, clean books and is in sound financial condition. Budget summaries, quarterly financials, audit reports and more are available on the Finance page on the district's website.

A few recommendations were made, and a few are familiar but aren't things that you can correct overnight. The district's IT disaster recovery should be tested and ramped up. In terms of the bond redemption fund, Swanhorst suggested making sure the district doesn't overbill because it's almost done paying. Swanhorst also noted that the PERA liability doubled from last year and noted that starting next year there will be a similar liability for healthcare.

Director Lindsey asked how the PERA liability affects the district. Swanhorst said that while PERA isn't a liability that the district has to pay, there's increased desire to bring attention to the liability and highlight the burden that's out there. PERA liability doesn't have an impact in comparison to other Colorado school districts, but it does when compared to other states because they don't have the same burden as Colorado districts. Noting the PERA liability puts pressure on PERA to try to figure things out.

Chief Financial director Ron Patera mentioned the district has started a planned spend down of the General Fund balance. The district took out reserves because we couldn't pass a bond to use for the BEST grant application. This was a one-time spend down the fund balance. The district will spend down again with the new EHS roof and the new septic system at SHE. Director Lindsey said it's a good use of the money because it's efficient and we were able to get the BEST grant. Swanhorst mentioned these are reasonable one-time costs and the district spent a lot of years building up reserves. Swanhorst reiterated the audit process was a "clean process; accounting records are in really good shape."

Director Lindsey asked the auditor about Legacy. Swanhorst said Legacy hired a consultant to do accounting and that's really helped them and they look pretty good.

#### 7.2 HR Update

HR Director Kin Shuman shared that transportation recently hired an additional bus driver and a new substitute bus driver who is qualified to help with Commercial Driver's License (CDL) training for new drivers. A new science teacher has been hired at Elizabeth High School and Elizabeth Middle School is in the process of hiring a science teacher to replace a current teacher who has decided to leave the district in December.



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Recently, Shuman and superintendent Bissonette were able to recognize a 30-year veteran from Elizabeth Middle School, 7<sup>th</sup>-grade math teacher Diane Scheuber. Mrs. Scheuber received a special gift for her service to the district.

### 7.3 Technology Update

Technology Director Marty Silva shared that Jerico Thomas, a technology support specialist, took a job in the private sector. Silva has started the recruiting process and applications are coming in.

Silva continues to take steps to move the district closer to having a technology disaster recovery plan. The biggest challenges to creating and implementing a recovery plan are the monetary commitments coupled with the availability of few offsite buildings where redundant equipment can be housed.

A fact sheet that contains technology investments that were made across the district in the 2016-17 school year is now available on the technology page of the district website.

Silva mentioned technology has started its yearly audit of IC users to determine what users have left the district and need to be removed from the system. Each campus and district site is ultimately responsible for updating IC when employees leave the district.

### 7.4 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000 and financial statements through the end of September. Recurring expenditures remain within normal parameters. There are several cost centers over the 25% benchmarks, some are due to large one-time expenditures such as insurance premiums or expenses that are payables and will be reflected in last year's financial statements and others are due to capital projects that were completed early in the fiscal year.

Patera shared information regarding the projected impact of changes the Public Employee Retirement Association's (PERA) is recommending. If changes are implemented as currently proposed, the impact to the district is expected to be more than \$285,000 per year in additional costs. These increases would be in addition to the minimum wage legislation that went into effect in January 2017, which is expected to add up to \$223,000 in additional expenses to the district over the next two years.

Patera mentioned that the water tower by transportation is being sandblasted in the interior and then undergoing epoxy repairs.

### 7.5 Communications Update

Communications Director Melissa Hoelting gave an update on some events and happenings taking place across the district, such as the EHS fall play, FHS annual Community Thanksgiving Meal, SHE raising \$900 in one day for a student's Make A Wish trip, etc.

### 7.6 Superintendent Update

Superintendent Bissonette shared that the October 2017 funded pupil count was 2,243.5 and on target with projections built into the 2017-18 budget. The October 2016 funded pupil count was 2,303.

Bissonette has spent significant time visiting classrooms at four district schools. The engagement and talent levels of students was impressive. He reported it was great to see their authentic eagerness to learn. The district has seen from surveys that the quality and character of Elizabeth students is a top reason they enjoy working in the district.

Bissonette shared a draft of the 2018-2019 district calendar. The district Calendar Committee reviewed the proposed calendar and it's expected that the calendar will be ready for BOE review and finalization in January. Will have time for staff and parents to review and weigh in.



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He also share that more coordination between the middle school and high school for transportation to events needs to take place and a meeting was held recently to discuss the challenges. Outsourcing custodial services continues to be a challenge. Conversations with the owner of the custodial outsourcing company are taking place and a rough outline of options is being made.

### **8.0 PUBLIC PARTICIPATION**

No Public Participation

### **9.0 CONSENT AGENDA**

A motion was made to approve the consent agenda 9.1-9.7.

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

The motion carried 4-0

#### **9.1 New Hires**

Coleman Onkle, Teacher, EHS

Najla Grenz, Sped Para Att, EMS

Drenda Herrik, Sped Para Att

Cynthia Houghton, Sped Para Att, Opportunity Program

#### **9.2 Terminations, Resignations, Non-Renewals**

Kevin Chase, Teacher, EMS

Jerico Thomas, Tech Support Specialist, Technology

#### **9.3 Extra Duty Assignments**

Summer Katzoff, Girls Soccer/Boy Soccer, EHS

Summer Katzoff, Student Council Sponsor, EHS

Stephen Salansky, Boys Soccer/Girls Soccer, EHS

Rob McMullen, Safety, District Assessment Coordinator, Summer School, FHS

Tammy Krueger, Preschool, CPP/Title Consolidated, RCE

Regina Montera, Preschool, Mentor/Induction, SHE

Melanie Darter, Head FCCLA, EHS

John Gaudreault, Heads Boys Basketball, EMS

Adam Keele, Boys Basketball Assistant, EMS

John Loutzenhiser, Extra Class, EHS

Laurie Burke, After Prom Coordinator, EHS

Andrea Smith, Sophomore Sponsor, EHS

Karl Zander, Extra Class, EHS

#### **9.4 Substitutes**

Kimberly Hicks, Substitute Para Professional

Janetta Blair, Substitute Teacher/Paraprofessional

Jenna Van Aernam, Substitute Paraprofessional



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9.5 Monthly Financial Report

9.6 Approve Sick Bank Request

9.7 2017-2018 October Count Data

### **10.0 ACTION ITEMS**

10.1 A motion was made to approve revisions to policy JIH (Student Interviews, Investigations, Searches and Arrests) as a first reading. The policy will have a second reading at the December board meeting.

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

The motion carried 4-0

### **11.0 DISCUSSION ITEMS**

No discussion items

### **12.0 BOE PLANNING**

The outgoing board members, Director Spenceley and Director Richardson, were thanked and their service and recognized by Superintendent Bissonette and the remaining board members.

A special board meeting will be held on Monday, Nov. 27, at 6 p.m. at the district office in the board room.

The next regular Board of Education meeting is scheduled for Monday, Dec. 11, at 6 p.m.

### **13.0 EXECUTIVE SESSION**

No Executive Session

### **14.0 ADJOURNMENT**

The board meeting adjourned at 7:40 p.m.



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Respectfully Submitted,

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Deb Spenceley, President

A handwritten signature in blue ink, appearing to read "Carol Hinds", is written over a horizontal line.

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Carol Hinds, Vice President

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Chris Richardson, Secretary

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Dee Lindsey, Treasurer

A handwritten signature in blue ink, appearing to read "Richard Smith", is written over a horizontal line.

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Richard Smith, Assistant Secretary/Treasurer

Recorded by: Melissa Hoelting