



## RECORD OF PROCEEDINGS

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**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
May 21, 2018 (Work Session Meeting)**

A Work Session Board Meeting of the Elizabeth School District was held on Monday, May 21, 2018, in the Board Room, District Office.

### **1.0 CALL TO ORDER**

President Carol Hinds called the Work Session BOE Meeting to order at 6:01 p.m.

### **2.0 ROLL CALL**

#### **ROLL CALL:**

The following BOE Directors were present:

Director Paul Benkendorf  
Director Carol Hinds  
Director Cary Karcher  
Director Dee Lindsey  
Director Richard Smith

Also present: Superintendent Douglas Bissonette  
Chief Financial Director Ron Patera  
Communications Director Melissa Hoelting  
Special Services Director Kim Morrison  
Gifted & Talented Coordinator Karen Kendig

### **3.0 PLEDGE OF ALLEGIANCE**

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.

Motion moved by Director Smith

Motion seconded by Director Lindsey

#### **ROLL CALL:**

Director Paul Benkendorf – aye  
Director Carol Hinds – aye  
Director Cary Karcher – aye  
Director Dee Lindsey – aye  
Director Richard Smith – aye

The motion carried 5-0

### **5.0 APPROVAL OF MINUTES**

A motion was made to approve the minutes from the May 10, 2018, Elizabeth Schools Board of Education special meeting.

Motion Moved by Director Lindsey

Motion Seconded by Director Smith



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### ROLL CALL:

Director Paul Benkendorf – abstain  
Director Carol Hinds – aye  
Director Cary Karcher – abstain  
Director Dee Lindsey – aye  
Director Richard Smith – aye

The motion carried 3-0

### 6.0 EDUCATION SHOWCASE

#### 6.1 Student Advisory Council

The Elizabeth Schools Student Advisory Council (SAC) is comprised of about 35 students from each school in 4<sup>th</sup> through 12<sup>th</sup> grades, including Legacy Academy. The mission of the SAC is to elevate student voice with the district and community.

Elizabeth High School senior Reilly Blakeslee chaired SAC the past two years and provided an overview of the group's work. She shared that students like being challenged by their schoolwork; discussing topics that are applicable to real life; teachers who are engaged in the subject matter; hands-on activities; and they like when teachers have a disciplined, controlled classroom. SAC students suggested they'd like to see more teaching for life, not just memorization; less busy work and completion grades; grass on the Singing Hills Elementary field; more connection between different grade levels. Elementary students would like to have more connection with the middle school beyond just one day of orientation.

Reilly said SAC gives students the opportunity to share their opinions in a safe environment and helps them gain confidence in their ideas and public speaking. Getting students to attend SAC meetings (which are held after school) has been the biggest challenge, especially at the high school level.

#### 6.2 Special Services Showcase

Elizabeth Schools is its own Administrative Unit (AU) charged with administering special education services, which give the district autonomy to best support students who have special needs.

The Colorado Department of Education Continuous Improvement Process evaluation of Elizabeth Schools' Unit (AU) was recently completed and the district's AU determination for 2018 is "Meets", which is the highest compliance category. Elizabeth Schools was not close to needing assistance/intervention in any of the categories evaluated and the overall AU rating is 93.1%. The Achievement points earned were 26 out of 30, which is very good for an AU. In addition, the district received 100 out of 100 for compliance.

Elizabeth Schools is outperforming 75% of AUs in the state for students with Individual Education Plans (IEPs) who met or exceeded expectations for English Language Arts. For medial growth in math, the district is fourth in the state.

### 7.0 COMMUNICATION

#### 7.1 EHS Washington DC Trip

#### 7.2 Facilities Master Plan Recommendations

The facilities master plan team, which includes Cooperative Strategies, Wold and JHL Constructors, presented recommendations to the board. The team said that because the district will have capacity for more students for the foreseeable future, it made sense to look at the other things such as a package vs. building new. Through outreach to the community, the team found items under operations were the highest priorities. Recommendations include:





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- Operations – improve salaries for teachers and staff; enhance school support services (mental health support/resources); enhance school safety/security; improve bus fleet
- Education – enhance program offerings; enhance athletic spaces; add career and technical education programs; improve technology infrastructure
- Facilities – build a career and technical education addition to Elizabeth High School; build a new middle school or perform a major renovation; major renovation at Running Creek Elementary; deferred maintenance at all schools; add classroom at EHS and close the building Frontier High School building currently occupies; remodel schools for secured front entries

### 7.3 Gifted & Talented Review Update

The district's gifted and talented program was reviewed by the Colorado Department of Education in March. The last review was in 2015 when the district was found to be in compliance with seven out of 13 evaluation elements. This year, the program achieved compliance in all but two elements. The significant improvements were achieved in part by:

- hiring a gifted and talented coordinator
- conducting a program evaluation with students, teachers and parents
- adding processes for gifted and talented identification
- making Advanced Learning Plans (ALP) more meaningful for students
- adopting Depth and Complexity framework to build capacity in best practices for gifted education
- implementing math acceleration options in classrooms
- sponsoring special programs for GT students, such as a STEAM camp for elementary and middle school students, Level Up Village in middle school where kids work on a coding project with students in other countries, etc.
- creating a high school GT class so gifted kids have the opportunity to get together and think together

### 7.4 Preliminary Budget for 2018-2019 School Year

Chief Financial Director Ron Patera presented the 2018-2019 proposed budget to the board. The final budget will be presented to the board for approval on June 25.

With the current preliminary budget as presented, it's anticipated that the district will end the 2018-2019 fiscal year with a fund balance, including the TABOR reserve, of \$1,615,275 in the General Fund. For Fiscal Year 2017-2018, it is anticipated that the year will end with a General Fund balance of \$2,334,802, which also includes the TABOR reserve. This is a reduction of \$719,527, but it still leaves the General Fund with an 8.49% ending fund balance as a percentage of expenditures.

### 7.5 Superintendent Update

Superintendent Bissonette said there's been a lot of attention on safety and security recently in the district and across the country. The district has done a lot to enhance security and has an exceptional partnership with the Elizabeth Police Department. EPD has been very responsive when there's an emergency and in relationship-building with schools/students. An upcoming meeting between parents and Elizabeth Middle and High School administrators is expected to help increase the partnership regarding safety.

The district had security improvement as a placeholder in the proposed budget for 2018-19. After conversations, the district will move forward with development of a school safety and emergency planning job description and begin recruiting for the position.

### 8.0 CONSENT AGENDA

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

Motion Moved by Director Lindsey

Motion Seconded by Director Karcher



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### ROLL CALL:

Director Paul Benkendorf – aye  
Director Carol Hinds – aye  
Director Cary Karcher – aye  
Director Dee Lindsey – aye  
Director Richard Smith – aye

The motion carried 5-0

### 8.1 Recommendation for 2018-2019 Director and Administrator Contracts

#### 8.2 New Hires

Jennifer Thoene, Teacher Assistant, SHE  
Dakota Coker, Custodian, EHS

#### 8.3 Terminations and Resignations

Colin Lyons, Teacher, EHS  
Gentry Nixon, Assistant Principal/Athletic Director, EHS  
Leanne Cook, Teacher, EHS  
Jackie Radley, Librarian, RCE  
Kevin Dickerson, Custodian, RCE  
Sumiko Mills, Assistant Teacher, RCE  
Kerry Jibblits, Teacher, RCE  
Kayla Kagan, Sped Para, SHE

#### 8.4 Extra Duty Assignment

Drake Biggins, Assistant Basketball Coach, EHS

#### 8.5 Certified Bank Request

### 8.6 Approval of Food Services Memorandum of Understanding with Legacy Academy

### 8.7 Legal Reference Changes to Policies

## **9.0 ACTION ITEMS**

9.1 A motion was made to approve the first and final reading of revised policy GCQEB/GDQEB, 110-Day Transition Employment  
Motion Moved by Director Benkendorf  
Motion Seconded by Director Smith

### ROLL CALL:

Director Paul Benkendorf – aye  
Director Carol Hinds – aye  
Director Cary Karcher – aye  
Director Dee Lindsey – aye  
Director Richard Smith – aye

The motion carried 5-0





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### 10.0 DISCUSSION ITEMS

#### 10.1 Master Plan Next Steps

After a discussion about next steps in relation to the Facilities Master Plan, the board agreed the greatest immediate need for the district is to increase teacher and classified pay in order to recruit and retain staff. The board also agreed to consider placing a mill levy override question on the November 2018 ballot.

The mill levy override would address a critical need of providing competitive salaries in order to attract and retain talented teachers and staff. Other components of an MLO question would likely be:

- technology and additional teachers to support career and technical education in the areas of engineering, robotics and computers
- safety and security upgrades, including additional resources for social and emotional support

A key factor in order for the board to move forward with placing a question on the November ballot is the level of volunteer commitment that's demonstrated by the community in the next few months.

In response to the Facilities Master Plan team's recommendations regarding the Frontier High School building, a committee appointed by the board will work between August and end of the calendar year to provide 3-4 options for the future of the FHS. Options could include closing the building and relocate into another building, create a program within Elizabeth High School, or close the building and school. Based on the committee feedback, the board and district would look at how to move forward in early 2019.

### 11.0 BOE PLANNING

A Board of Education retreat is scheduled on Tuesday, June 5. The next regular Board of Education meeting is scheduled for Monday, June 11, at 6 p.m.

### 12.0 EXECUTIVE SESSION

A motion was made to move into Executive Session under C.R.S. 24-6-402 (4)(f) to discuss a personnel matter involving the superintendent's contract.

Motion Moved by Director Karcher

Motion Seconded by Director Benkendorf

#### ROLL CALL:

Director Paul Benkendorf – aye

Director Carol Hinds – aye

Director Cary Karcher – aye

Director Dee Lindsey – aye

Director Richard Smith – aye

The motion carried 5-0

#### EXECUTIVE SESSION

The board entered Executive Session and the following were present:

Director Paul Benkendorf

Director Carol Hinds

Director Cary Karcher

Director Dee Lindsey

Director Richard Smith

Superintendent Douglas Bissonette



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### 13.0 ADJOURNMENT

The regular board meeting adjourned at 9:17 p.m.

Respectfully Submitted,

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Carol Hinds, President

  
Dee Lindsey, Vice President

  
Paul Benkendorf, Secretary

  
Cary Karcher, Treasurer

  
Richard Smith, Assistant Secretary/Treasurer

Recorded by: Melissa Hoelting