



RECORD OF PROCEEDINGS

**BOARD OF EDUCATION
BOARD ROOM, DISTRICT OFFICE
MINUTES OF MEETING
February 14, 2022 (Business Session)**

A Business Session Board Meeting of the Elizabeth School District was held on February 14, 2022 in the Board Room, District Office.

1.0 CALL TO ORDER

President Cary Karcher called the Business Session BOE Meeting to order at 6:03 p.m.

2.0 ROLL CALL:

The following BOE Directors were present:

Director Craig Blackham - aye
Director Kim Frumveller – aye (remotely via Zoom)
Director Cary Karcher - aye
Director Rhonda Olsen - aye

Also present: Superintendent Douglas Bissonette, Chief Finance Director Ron Patera, HR Director Kin Shuman, and Executive Assistant Kristen Harris.

3.0 PLEDGE OF ALLEGIANCE

President Cary Karcher 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 agenda.

Motion moved by Director Olsen
Motion seconded by Director Blackham

ROLL CALL:

Director Craig Blackham - aye
Director Kim Frumveller - aye
Director Cary Karcher - aye
Director Rhonda Olsen - aye

The motion carried 4-0

6.0 APPROVAL OF MINUTES

6.1 A motion was made to approve the minutes from the January 24, 2022, Elizabeth Schools Board of Education meeting.

Motion moved by Director Frumveller
Motion seconded by Director Olsen

ROLL CALL:

Director Craig Blackham - aye



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Director Kim Frumveller - aye
Director Cary Karcher - aye
Director Rhonda Olsen - aye

The motion carried 4-0

6.2 A motion was made to approve the minutes from the special January 31, 2022, Elizabeth Schools Board of Education meeting.

Motion moved by Director Blackham

Motion seconded by Director Olsen

ROLL CALL:

Director Craig Blackham - aye

Director Kim Frumveller - no

Director Cary Karcher - aye

Director Rhonda Olsen - aye

The motion carried 3-0

7.0 COMMUNICATIONS

7.1 HR Update

Director of HR, Kin Shuman provided an update on substitutes, acknowledging it is trending more positively with fewer employees out sick and new substitutes hired along with substitutes coming back due to the trend down in Covid. Next was a request on the agenda for the approval to increase the amount of the hard to fill position stipend, which is currently at \$3,000; the approval would bring it to \$4,000. This would help the district to stay competitive with surrounding districts in terms of quality employee candidates. Lastly, on the agenda is the request to vote on retirement of transition years, which is an opportunity for staff to retire under para, however still have the opportunities to work another additional year under retirement.

7.2 EHS Proposed New Courses for 2022-23

Elizabeth High School Principal Bret McClendon shared with the board 20+ new courses proposed for the 22-23 school year. These courses were brought by the teachers at EHS who have an interest in teaching the subject matters. Courses vary, however, the automotive course has been a huge interest for students; there are over 20 students who have expressed interest in taking the course next school year. Courses are submitted now, as the course description guide will be provided to students in mid-February, with course registration beginning around March 1, 2022. Registration will take place with the possibility of hiring new staff capable of teaching some of the new courses after spring break.

7.3 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000, most expenses are typical monthly expenditures and are self-explanatory, plus there are payments for SPED contractual services, air filters, the audit, CNA modular, CNA supplies, and out of district services for SPED students. Since these financials are for December they do not reflect the budget that was just approved by the board at the last meeting. The new budget nos. will be reflected in next mos. financials. This report reflects activity through the end of December or 50% of the way through the fiscal year. General fund revenues after allocations are 33.77 and expenditures and transfers stand at 48.67% expended. While there some cost centers over the 50% benchmark, the total GF is still under the 50% mark. As for the rest of the funds, they are about where we expected them to be at this time of year under the circumstances. Since these statements are through December they do not reflect the mid-year changes made at the last board meeting. Next, a signature will be needed from the Secretary or Treasurer for positive pay which is a check from software. This is because a thief used our account number and had stolen a check from AXA by erasing amounts in both places and changed the payee.



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Lastly, the new Director of Operations position, along with the current directors, will be responsible for the oversight of the day to day operations of transportation and operations. They will work closely with both current directors to support their departments; such as ensuring they have enough resources, including both human and financial. They will help improve performance and efficiency and ensuring their focus is on internal and external customer support. Providing direction and guidance manage and provides oversight of district projects. They will need a proven ability to effectively manage staff, not micromanage staff. Previous experience with fleet management would be a preferred ability, to help me make sure all projects get the attention needed.

7.4 Superintendent Update

Superintendent Bissonette shared an update to Covid protocols; a communication will be going out to parents later this week. One of the main protocols being relaxed is if someone in the home has Covid and others in the home test every other day with no symptoms and a negative test, they can continue to come to school. In addition, there is now a link on the district website that showcases the air quality and ventilation focus from the district perspective. Next, HTI (Homegrown Talent Initiative) will be hosting site visits, Elizabeth's will be on April 7th and we will have an opportunity to showcase all the work we have done over the course of the three year grant. To add to Kin Shuman's update on the stipends for the hard to fill positions, salary schedules have been updated over the years to account for new hard to fill positions and when candidates have additional experience, we have moved them up the scale to account for the experience.

8.0 PUBLIC COMMENT

No public participation

9.0 CONSENT AGENDA

A motion was made to approve the consent agenda 9.1-9.5.

Motion moved by Director Blackham

Motion seconded by Director Olsen

ROLL CALL:

Director Craig Blackham - aye

Director Kim Frumveller - aye

Director Cary Karcher - aye

Director Rhonda Olsen - aye

The motion carried 4-0

9.1 Transfers/Changes

Mark Zoller, Trip Driver, Transportation

9.2 Employment Separations

Scott Christenson, Bus Driver, Transportation

Sienna Mohs, Special Ed Paraprofessional, RCE

Kristina McMahan, Special Ed Paraprofessional, RCE

9.3 Extra Duty Assignments

Alise Wisniewski, Assistant Soccer Coach, EHS

9.4 Hard to Fill Position Increase

9.5 Monthly Financial Report



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10.0 ACTION ITEMS

10.1 A motion was made to Ratify Inclement Weather Closure on February 3, 2022.

Motion moved by Director Blackham

Motion seconded by Director Olsen

ROLL CALL:

Director Craig Blackham - aye

Director Kim Frumveller - aye

Director Cary Karcher - aye

Director Rhonda Olsen - aye

The motion carried 4-0

10.2 A motion was made to approve the Disposition of District Property

Motion moved by Director Olsen

Motion seconded by Director Blackham

ROLL CALL:

Director Craig Blackham - aye

Director Kim Frumveller - aye

Director Cary Karcher - aye

Director Rhonda Olsen - aye

The motion carried 4-0

10.3 A motion was made to approve EHS New Courses for 22-23.

Motion moved by Director Blackham

Motion seconded by Director Olsen

ROLL CALL:

Director Craig Blackham - aye

Director Kim Frumveller - aye

Director Cary Karcher - aye

Director Rhonda Olsen - aye

The motion carried 4-0

10.4 A motion was made to approve the Requests for Retirement Transitions Years.

Motion moved by Director Olsen

Motion seconded by Director Frumveller

ROLL CALL:

Director Craig Blackham - aye

Director Kim Frumveller - aye

Director Cary Karcher - aye

Director Rhonda Olsen - aye

The motion carried 4-0



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10.5 A motion was made to approve the Amended HVAC Replacement Project.

Motion moved by Director Blackham

Motion seconded by Director Olsen

ROLL CALL:

Director Craig Blackham - aye

Director Kim Frumveller - aye

Director Cary Karcher - aye

Director Rhonda Olsen - aye

The motion carried 4-0

10.6 A motion was made to approve the 1st and Final Reading of Revised Policies GBGG-R-2 – Staff Paid Leave (Classified) and GDD – Vacations and Holidays.

Motion moved by Director Frumveller

Motion seconded by Director Blackham

ROLL CALL:

Director Craig Blackham - aye

Director Kim Frumveller - aye

Director Cary Karcher - aye

Director Rhonda Olsen - aye

The motion carried 4-0

10.7 A motion was made to approve the 1st reading of new policy GBGL – Staff Victim Leave.

Motion moved by Director Frumveller

Motion seconded by Director Blackham

ROLL CALL:

Director Craig Blackham - aye

Director Kim Frumveller - aye

Director Cary Karcher - aye

Director Rhonda Olsen - aye

The motion carried 4-0

10.8 A motion was made to approve the 1st reading of revised policy BID/BIE – School Board Member Compensation/Expenses/Insurance/Liability and GBGG – Staff Paid Leave.

Motion moved by Director Blackham

Motion seconded by Director Frumveller

ROLL CALL:

Director Craig Blackham - aye

Director Kim Frumveller - aye

Director Cary Karcher - aye

Director Rhonda Olsen - aye

The motion carried 4-0



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11.0 DISCUSSION ITEMS

No discussion items

12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for February 28, 2022, at 6 p.m.

13.0 EXECUTIVE SESSION

No executive session

14.0 ADJOURNMENT

The regular board meeting adjourned at 7:26 p.m.

Respectfully Submitted,

Cary Karcher, President

Kim Frumveller, Vice President

Craig Blackham, Secretary

Rhonda Olsen, Treasurer

Heather Booth, Assistant Secretary/Treasurer

Recorded by: Kristen Harris