



RECORD OF PROCEEDINGS

**BOARD OF EDUCATION
BOARD ROOM, DISTRICT OFFICE
MINUTES OF MEETING
September 11, 2017 (Business Session Meeting)**

A Business Session Board Meeting of the Elizabeth School District was held on Monday, September 11, 2017 in the Board Room, District Office.

1.0 CALL TO ORDER

President Deb Spenceley called the Business Session BOE Meeting to order at 6:02 p.m.

ROLL CALL:

The following BOE Directors were present:

Director Carol Hinds
Director Dee Lindsey
Director Richard Smith
Director Deb Spenceley

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

President Deb Spenceley 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 Hinds

Motion seconded by Director Smith

ROLL CALL:

Director Carol Hinds – aye
Director Dee Lindsey – aye
Director Richard Smith – aye
Director Deb Spenceley – 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 August 28, 2017 Elizabeth Schools Board of Education meeting.

Motion Moved by Director Hinds

Motion Seconded by Director Smith

ROLL CALL:

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 4-0

7.0 COMMUNICATION

7.1 HR Update

HR Director Kin Shuman provided information about an updated state law that gives more flexibility for teachers to either sign or take an oath to uphold the U.S. and state constitutions. The oath is only required to be taken once during an employee's term of employment. The oath will most likely be included in Elizabeth Schools' teacher contracts going forward.

7.2 Technology Update

Technology Director Marty Silva shared results from his annual tech survey. A three year-over-year comparison shows proficiency using technology, availability of technology, adequacy of technology provided and the amount and quality of service received from the technology staff has improved. The technology department has a five-year refresh cycle so no employee has a computer that's more than five years old. The majority of respondents said the technology used by students to receive instruction and conduct school business are adequate, but they'd like to see more devices available for student use.

7.3 Financial Update

Chief Finance Director Ron Patera said most expenditures are typical monthly expenses; however, there were additional payments for the expansion of the exit lanes at Elizabeth Middle School, repair of a rolling door in the Elizabeth High School cafeteria, lighting replacement in the EHS gym, several hardware purchases throughout the district, application of wall sealant to the exterior of Singing Hills Elementary and EHS, custodial services, the EHS athletic trainer, legal services and a few other payments.

Patera reviewed the financial statements that reflect activity through the end of July – only one month into the new fiscal year (on a percentage basis that is 8.33% through the year. General Fund Revenues after charter allocations are at 5.62% and expenditures are at 8.09%. Since the financial statement reflects revenues and expenses for the month of July there is not a lot of activity in other funds. The statements are on a cash basis, which means there are some revenues and expenses reported in the statements that will be ultimately accounted in the prior year after final journal entries are made.

Patera also reviewed work that was accomplished across the district over the summer.

- Gym floors refinished at all five schools
- Three A/C units at Elizabeth High School were repaired with new compressors
- Moved the Transition Program and the Opportunity Program into the Frontier High School building
- Installed hold-open magnet system on Elizabeth Middle School classroom doors
- Expanded the exit lane at EMS
- Fluorescent lighting in the EHS gym replaced with highly efficient LED lighting
- Masonry repairs at FHS
- Upgraded Singing Hills Elementary's gym sound system

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- Wall sealant was applied to the EHS and SHE exterior walls to prevent moisture penetration
- A number of inspections were completed, including fire panel and sprinkler inspections; domestic, irrigation and fire sprinkler backflow inspections; EFD inspections; fire hydrant inspections; exhaust hood inspections; elevator inspections; BDA inspections, gym bleacher inspection, SHE fire pump inspection
- Software that controls Running Creek Elementary's HVAC units were replaced
- EHS's roof was substantially completed
- Issued district Master Plan RFP

Additionally, the final paperwork required for the Singing Hills Elementary roof BEST Grant was just completed and the final numbers show the district came in \$135,994 under budget. This is a very important savings considering the fiscal challenges the district faces with aging infrastructure, declining enrollment and years of making incredibly difficult financial decisions.

Patera also provided an update on custodial services. The decision earlier this year to outsource custodial services was very difficult. The goal was to change the delivery system for custodial services while maintaining high expectations. The savings from outsourcing custodial services is intended to help the district balance its budget. Since the transition there have been issues with custodial work not getting done. Multiple meetings with the custodial company have taken place and the company is working to ensure they have adequate people on staff and provide ample training to their staff. The company is hiring additional staff, increasing wages, providing transportation to Elizabeth Schools and taking other steps in an effort to attract additional employees and get more stability in the workforce.

7.4 Superintendent Update

Superintendent Bissonette shared that Elizabeth Schools has kicked off work on a Facilities Master Plan with a report expected in late April 2018. An important component of the plan is community engagement and feedback. The objective of the planning is to develop a reliable phased plan that may include priority improvement items and facility needs for the future. There is no expectation to build something new in the near term.

When the State Accountability Measures were shared with the board at the August 28 meeting the data hadn't been released to the public. Elizabeth Schools received 63.9% of points possible – an improvement of almost 9 percentage points. Areas for improvement are overall academic achievement and growth at the elementary level. When looking at the percentage of points earned, the middle school level was better than elementary and the percentage of points earned continues to get better at the high school level. The strongest area was post-secondary and workforce readiness. The district participation rate for English language arts was 75%, which was the same for math - both up from the previous year. Science participation was 57%. When students opted out of assessments around 99% were excused by parents.

ACT and PSAT scores declined year over year. A major contributor to decline at Elizabeth High School was math, which is an area we knew would be challenging due to turnover in the department. Elizabeth High School is working hard to stabilize the math team at the school.

Bissonette said it's too early to know for sure, but overall enrollment in the district schools will continue a pattern of decline. Singing Hills Preschool and Elementary has seen a strong level of enrollment; however, enrollment appears to be flat or declining, at the other schools. It's anticipated that enrollment will trend up as more people move into the area. The district is preparing for growth and has capacity for additional students at all schools.



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7.5 Board of Education Update

No Board of Education Update

8.0 PUBLIC PARTICIPATION

No Public Participation

9.0 CONSENT AGENDA

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

Motion Moved by Director Smith

Motion Seconded by Director Hinds

ROLL CALL:

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 4-0

9.1 New Hires

Patrick Kilkenny, Playground Para, RCE

Sherri Keithline, Sped Para Att, EHS

Tiffany Roberts, Sped Para Att, SHE

Jaimee Glazebrook, Library Para, EHS

Angela Thomas, Cafeteria Para, SHE

9.2 Substitutes

Shelley Owens, Substitute Teacher/Para

Tiffany Khoury, Substitute Pre School

Shannon Maynard, Substitute Special Ed Para

9.3 Transfers/Changes

Hallie Pippin, Playground Para, SHE

Gayle Chavez, Lead Teacher, SHE/PS

Debra Vieweg, Playground Para, EMS

Fred Noe, Bus Driver, Transportation

Kristi Fowler, Assistant Teacher, SHE/PS

9.4 Extra Duty Assignments

Curtis Kaumeyer, Basketball/Wrestling, EMS

Casandra Cook, Social Worker, Districtwide

Amber Graham, PK Team Lead, Districtwide

Amber Graham, ECSE, Districtwide

Amber Graham, Childfind Coordinator, Districtwide

Lauren Teeters, SLPA, Districtwide

Kelley Patin, ELL Liaison, EMS

Anna Haschke, ELL Liaison, EHS

Adam Payton, Additional Duties, FHS

Connie Hines, Psychologist, SHE

Melanie Kaumeyer, Cross Country/Track, EMS

Catherine Wheeler-Mushlin, Additional Duties, FHS



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Magen Culver, Psych Team Lead, Districtwide
Magen Culver, Psychologist, Districtwide
Stephen Montrose, Football Assistant, EMS
Shannon Stone, Volleyball/Basketball, EMS
Frank Messenger, Football/Basketball, EMS
Kimberly Carlsen, Additional Duties, FHS
Veronica McCarty, Volleyball Assistant, EMS
Madysen Schmida, Team Lead, Opportunity Program
Lori Williams-Martin, Volleyball Assistant, EMS
Lynne Watts, Volleyball/Basketball, EMS

9.5 Monthly Financial Report

10.0 ACTION ITEMS

10.1 A motion was made to approve agreement between Independence development and Elizabeth School District

The Board of Education approved a land dedication and financial contribution agreement between Elizabeth Schools and Craft Bandera Acquisition Co. The agreement provides for the dedication of 14.7 acres of land in the southwest corner of the Independence development, along with an additional 10 acres if a middle school is built. The agreement also provides for an improvement fee of \$2,247 for each dwelling unit on the development to be paid to the district in increments. As part of the agreement, Craft Bandera Acquisition Co. will also reimburse the district for up to \$200,000 for the district's master plan and architectural related services.

Director Hinds asked about a condition in the agreement that if the district builds a school before a plat is issued that the district has to go thru final platting rather than the developer. Director Lindsey asked if there were any estimates on what the final platting would cost. Superintendent Bissonette said he's been told that while it's more work and money, final platting is not a costly or time-consuming process.

Director Hinds asked if the district is limited to building a middle school on the property. Superintendent Bissonette said that the agreement doesn't limit the district to building a middle school and the developers worked with the district on providing flexibility on what could be built on the property because it's not known what will be needed several years from now. The agreement provides flexibility so that the district could have an additional 10 acres if it's determined that a larger school/middle school would be needed.

Director Lindsey asked if there's a projection as to at what point this development will stress our schools with capacity. Superintendent Bissonette said that's not known and it's one reason a Facilities Master Plan is needed. The district needs to evaluate the pace of housing construction, location, type of construction. For instance, ranch homes and higher-end homes generally don't translate as many students as other construction types. Other development projects throughout the district also need to be taken into account.

Motion Moved by Director Hinds
Motion Seconded by Director Smith

ROLL CALL:

Director Carol Hinds – aye
Director Dee Lindsey – aye
Director Richard Smith – aye
Director Deb Spenceley – aye
The motion carried 4-0



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10.2 A motion was made to approve assignment of the fiscal resources of the food service fund exclusively within in the food service program

Motion Moved by Director Hinds

Motion Seconded by Director Smith

ROLL CALL:

Director Carol Hinds – aye

Director Dee Lindsey – aye

Director Richard Smith – aye

Director Deb Spenceley – aye

The motion carried 4-0

11.0 DISCUSSION ITEMS

No discussion items

12.0 BOARD PLANNING

Board Candidate Meet and Greet

The Board of Education discussed organizing a public forum for the community to meet the candidates for the three school board positions open for election this year. The forum would likely take place in early to mid-October. The board agreed to work on a few candidate questions and then further discuss the candidate meet and greet at the September 25 board meeting.

The next regular board meeting will be September 25, 2017.

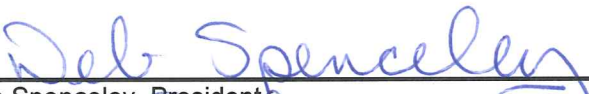
13.0 EXECUTIVE SESSION

No Executive Session

14.0 ADJOURNMENT

The board meeting adjourned at 7:35 p.m.

Respectfully Submitted,



Deb Spenceley, President



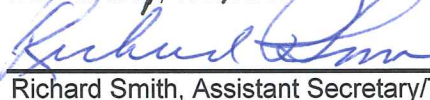
Carol Hinds, Vice President



Chris Richardson, Secretary



Dee Lindsey, Treasurer



Richard Smith, Assistant Secretary/Treasurer

Recorded by: Melissa Hoelting