



RECORD OF PROCEEDINGS

BOARD OF EDUCATION BOARD ROOM, DISTRICT OFFICE MINUTES OF MEETING

March 12, 2018 (Business Session Meeting)

A Business Session Board Meeting of the Elizabeth School District was held on Monday, March 12, 2018, in the Board Room, District Office.

1.0 CALL TO ORDER

President Carol Hinds called the Business Session BOE Meeting to order at 5:02 p.m.

2.0 ROLL CALL:

The following BOE Directors were present:

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

3.0 EXECUTIVE SESSION – SUPERINTENDENT EVALUATION

A motion was made to convene into executive session to discuss personnel matters – discussion of matters specific to particular employees, not general personnel policies. C.R.S. 24-6-402 (4)(f).

Motion moved by Director Smith

Motion seconded by Director Benkendorf

ROLL CALL:

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

The motion carried 4-0

Director Karcher joined the regular business meeting shortly before 6 pm. The March 12 business meeting reconvened at 6:02 p.m. following the executive session.

Also present: Superintendent Douglas Bissonette
Chief Financial Director Ron Patera
HR Director Kin Shuman
Technology Director Marty Silva
Communications Director Melissa Hoelting
Elizabeth Middle School Principal Pam Eschief

4.0 PLEDGE OF ALLEGIANCE

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

5.0 EDUCATION SHOWCASE

Pam Eschief, Principal of Elizabeth Middle School (EMS) began her presentation by thanking the EMS Color Guard for their performance during the Pledge of Allegiance.



RECORD OF PROCEEDINGS

There are four students in the Color Guard: Reid Davis, Dalyn Alvarado, Ryan Lipman and Jacob Stevenson. They have performed for EMS band and choir concerts. Their sponsor is Rebecca Soland who served 22 years in the United States Air Force and is the current 8th-grade math teacher.

One of the programs that EMS has been working hard on is the Gifted and Talented (GT) program. Level Up Global Village, which began on February 26, 2018, and concludes on April 26, 2018, is where 18 EMS students get to work with a class in Ukraine via web-based communications with translation. They have been exchanging videos and continue to collaborate on a video game design challenge.

Wings over the Rockies Air and Space Museum was visited by the GT students. This was an opportunity to explore aeronautical space engineering and rocketry. Students were given time prior to visiting the museum to collaborate with each other on these topics.

EMS entered two teams, consisting of 7 students total, into the Tri-County Knowledge Bowl. They competed against 12 different teams and placed first. Lori Williams Martin is the sponsor. Team members are: Natalie Yates, Adam Rasmussen, Bryson Kolz, Caden Fowler, Cory Alexander, Ian McMullen and Ian Christiansen.

9 students participated in the Geography Bee; Ian Christiansen, Reiley Callighan, Marley Mifflin, Adam Rasmussen, Brigid Griffin, Jaylee Varaeram, Alexander Kely, Caleb Dunn, and Brett Davis, who was the winner. Lori Williams Martin is the sponsor.

Lynne Watts works in the EMS Health and Physical Education Department and serves as a member of the District Wellness committee. The committee received a grant to purchase current information on Tobacco, which includes vaping, e-cigarettes and other education information for EMS counselors and the school nurse. Vaping is one of the fastest growing trends among youth.

Elbert County coroner Mike Graeff has presented to the EMS 7th grade health classes for a number of years and he was again provided this service this year. His presentation covers drugs and alcohol and the effects specific to Elbert County.

CO2 Cars – students design, build, test, modify and race against fellow classmates their version of a CO2 car. Mr. Whittaker engaged students to use their creativity with regard to size, shape, and the aerodynamics of their cars.

8th graders created RAFT (role, audience, format, topic) projects in history. Each student researched an important historical figure from the American Revolutionary Period and reported in a creative format about the person's significance and impact on the American Revolution. The report was written from the perspective of the historical figure. Examples of the written product included diaries, books, letters, newspapers, etc.

Groove DRIVE for Education grant awarded \$3,500 dollars to EMS. This money will be used for stand-to-learn desks for classrooms. Many students like standing as they work and these desks will give them seating options.

WEB (Welcome Everybody) program collected 1380 cans of food or non-perishables that were donated to the Elizabeth Food Bank.

Angela Anderson, an EMS counselor, took 160 EMS 8th grade students to the Douglas County Career Connect Expo where they participated with 5,200 Douglas County students. The goal of this expo was to provide career and college awareness opportunities; to engage the business community to "grow their own pipeline" of highly qualified employees; and to assist students with a better understanding of career



RECORD OF PROCEEDINGS

opportunities and how their education can prepare them for future jobs. A video presentation of the participating students was played.

6.0 APPROVAL OF AGENDA/ADDITIONS/DELETIONS/BLANKET MOTION

A motion was made to approve the agenda.

Motion moved by Director Lindsey

Motion seconded by Director Karcher

ROLL CALL:

Director Paul Benkendorf – aye

Director Carol Hinds – aye

Director Cary Karcher – aye

Director Dee Lindsey – yes

Director Richard Smith – aye

The motion carried 5-0

7.0 APPROVAL OF MINUTES

7.1 A motion was made to approve the minutes from the February 24, 2018, BOE Retreat.

Motion Moved by Director Karcher

Motion Seconded by Director Benkendorf

ROLL CALL:

Director Paul Benkendorf – aye

Director Carol Hinds – yes

Director Cary Karcher – yes

Director Dee Lindsey – yes

Director Richard Smith – yes

The motion carried 5-0

7.2 A motion was made to approve the minutes from the February 26, 2018, Elizabeth Schools Board of Education meeting.

Motion Moved by Director Benkendorf

Motion Seconded by Director Lindsey

ROLL CALL:

Director Paul Benkendorf – yes

Director Carol Hinds – aye

Director Cary Karcher – aye

Director Dee Lindsey – yes

Director Richard Smith – aye

The motion carried 5-0

8.0 PUBLIC PARTICIPATION

Quinn Cunningham addressed the board to request the board consider arming staff if they go through training and pass background checks, including psychological evaluations.

Josiah Matthews addressed the board to request that the board consider providing firearms training to willing and qualified staff.



RECORD OF PROCEEDINGS

Karl Brown addressed the board on behalf of a group of Elizabeth High School Boys basketball families who were in the audience. Mr. Brown relayed the group's issues related to the basketball program and presented a packet of information for the Board to review.

9.0 COMMUNICATIONS

9.1 HR Update

Human Resource Director Kin Shuman provided his update on two issues; one of which was the District hiring their own custodians. To date, 6 custodians have been hired. The District is looking to hire a total of 14. The HR Department has received a really good response from advertising, including SignBoard. There have been a total of 54 applicants to date. We have hired 3 employees who are working with SSI, which is the current custodial contractor. Frontier High School, Running Creek Elementary and Elizabeth Middle School will now have their own custodians. The transition of the SSI custodians to Elizabeth School District employees has gone well thanks to Ron Patera and his good relationship with SSI. All 6 of the new custodial employees are local, from Elbert County, Parker and Castle Rock respectively.

The District has a staff of speech-language pathologists, as part of the special services group, and periodically one of these employees leaves the District. It is a struggle to find people to fill those positions. An employee resigned about a month ago and the District has hired someone who will start the next school year. This person is relocating from another state and coming to Elizabeth to start his career.

9.2 Technology Update

Technology Director Marty Silva began his report by talking about the recent new hire, Sam Holmquist, who came to the District from the healthcare industry. He is working out well and the Technology Department is happy to have him.

Marty Silva, along with Melissa Hoelting, is researching a new parent mass notification system. We are looking at all available products. Blackboard does the web hosting currently and their mass notification product will be considered. The process of researching new vendors will take a couple of weeks to a month. Communication is essential in an emergency and the District continues to work on its ability to communicate effectively with staff, parents and law enforcement.

It is CMAS testing season for District staff. The Technology Department will be working with the two new staff members over spring break to make certain that they are trained and prepared.

9.3 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000 for the month of February and financial statements through the end of January. Recurring expenditures remain within normal parameters. In addition to the normal monthly expenditures, there are payments for outside special needs services; track uniforms and testing services.

January financial statements reflect activity through the end of January, or 58.33% of the way through the fiscal year. General fund revenues, after allocations, as a percentage of the budget, are 43.86%, while expenditures and transfers are at 55.5% expended.

The District just received its first large payment of funds from property taxes from the County and therefore the District does not need to take advantage of the State Treasurers Interest-Free Loan Program as had previously been thought. Cash flow has been well managed.



RECORD OF PROCEEDINGS

The Self-Insurance fund is being closely monitored due to the number of claims. The Pupil Activity Fund will also be closely monitored the remainder of the year.

Some work on the wastewater treatment facility work at Singing Hills Elementary is scheduled to occur over spring break. The company hired will begin excavation work and will then install the new tank. One subcontractor electrician will be utilized. JVA, out of Boulder, is providing the engineering specifications, as well as project management.

Ron Patera provided a handout outlining the preliminary budget assumptions. He stated that it is an internal working document. With this very preliminary view, there is an imbalance with projected revenues and expenditures. The assumptions are based on recent enrollment projections and current legislation that school districts must receive funding that does not increase the Budget Stabilization Factor. Ultimately, however, the budget will be balanced. Possible increases and other cost implications to consider include: medical and dental insurance, property and liability insurance premiums, in-house custodians, PERA increase, SPED increases after start of the new year, minimum wage increase (includes subs), improved security at the schools, wastewater treatment facility operator, purchase of new buses, Kids Club and Preschool coordination, structural imbalances, certified staff step increase, classified staff increase and administrative staff increase.

9.4 Communications Update

Communications Director Melissa Hoelting gave an update on the community meeting to be held on March 28 from 6 to 8 p.m. at Elizabeth High School. This will be an output meeting at which the facilities master plan team will share details on the condition of district facilities, enrollment projections and results from the facility and operations survey. Safeway has donated a gift card for food which will be served at the meeting. So far, 160 surveys have been completed. We are continuing to promote the community meeting.

Ms. Hoelting also provided information about the successful EHS College Fair that was held on March 3, 2018. Approximately 40 institutions were there. The turnout was great and a lot of students and families found the fair to be very valuable. Leanne Cook worked hard on the event and was successful at getting the word out to Elizabeth and surrounding communities.

The day before the College Fair, EHS held a spirit assembly and Principal McClendon presented EHS's Dani Varela with an Honorary Doctorate Degree in Community Service from Governor Hickenlooper. Governor Hickenlooper also proclaimed March 2, 2018, as Dani Varela Day. It was evident at the event that Dani has touched many lives within the community.

Brave the Shave and Hunter's Legacy Basketball Tournament took place on March 1st. More than 35 people shaved their heads, including students, two Elizabeth Police Officers, Dani and her 81-year-old mom. Both great events were coordinated by FCCLA (Family, Career and Community Leaders of America) and raised money to fight childhood cancer and support families who are or have battled cancer.

Elizabeth High School wrapped up the winter sports season. Wrestling finished strong with four boys qualifying for the state tournament. That is double the number that qualified last year. Girls Basketball saw a lot of improvement this season, especially in the non-varsity teams. Many of those girls were fairly new players and their level of improvement was awesome to watch! Boys Basketball showed marked improvement over last year. The C-Team improved from a 2-17 season last year to 9-10 this year; JV improved from 1-18 last year to 8-10, and varsity improved from 12-13 last year to 16-8. Overall, it was a successful season for EHS Athletics.

A number of choir, orchestra and band concerts were held at Elizabeth Middle and High Schools within the last two weeks.



RECORD OF PROCEEDINGS

There are a number of events coming up, including the STARS banquet on Saturday, April 14, and the Big Help Day on April 25.

9.5 Superintendent Update

Superintendent Douglas Bissonette reported on three topics: development in the county, state level finance and safety.

Development in the county – over the past year Bissonette has been involved in public input on new development stating that growth is good for any business and it's good for the school district as well. He has participated in a focus group for a county master plan and they are working with the town of Elizabeth to try to get approval for a development agreement between the town and the developer prior to development beginning.

State level finance –the modernized funding formula does not seem to be getting any traction and most do not think it will go forward. Currently, the legislature is fighting over \$7 million available dollars. This money is a result of fewer students in Colorado. One argument is to put this money toward education or transportation and the other is to put it in the General Fund to address other issues.

The district's approach to safety is; prevention, response and recovery. Prevention includes threat assessment and the security at facilities. Communication is the key; school to school and also school to emergency responder, in terms of effective response to an incident. The district is continuing to invest in training, including threat assessment from kindergarten through 12th grade, as well external threats. Historically, the majority of threats are internal. Training includes education on how to deal with mental health issues, sharing of information, the standard response protocol and the ICS 100 protocol. It is expected that all staff is trained on both of these protocols. The district continues to foster partnerships with police, fire, the sheriff's office and neighboring school districts. Building safety systems are being improved, locking doors for instance at Elizabeth High School.

9.6 BOE Update

Director Richard Smith will email the CASB legislative session notes if any board members are interested.

10.0 CONSENT AGENDA

A motion was made to approve the consent agenda 10.1 – 10.6.

Motion Moved by Director Lindsey

Motion Seconded by Director Benkendorf

ROLL CALL:

Director Paul Benkendorf – yes

Director Carol Hinds – aye

Director Cary Karcher – aye

Director Dee Lindsey – yes

Director Richard Smith – aye

The motion carried 5-0

10.1 New Hires/Re-Hires

Sally Strates, Lead Teacher, RCE/PS

Kevin Dickerson, Custodian, RCE

10.2 Terminations, Resignations, Non-Renewals

Melissa Hunter, Lunch/Recess Supervisor, SHE



RECORD OF PROCEEDINGS

10.3 Transfers/Changes

Drenda Herrick, Assistant Teacher, SHE/PS
Teri Maher, Director of Food Services

10.4 Substitutes

Jessica Crofts, Substitute Para Professional
Andrea Smith, Substitute Teacher
Melissa Hunter, Substitute Para Professional

10.5 110 Day Transition Year Applications

Bernadette Dillavou, Teacher, RCE
Dan Carter, Assistant Principal, EHS
Nancy Mowers, Teacher, RCE

10.6 Monthly Financial Report

11.0 ACTION ITEMS

11.1 A motion was made to approve the first and final reading of revisions to policy GBA – Open Hiring/Equal Employment Opportunity.

Motion Moved by Director Karcher
Motion Seconded by Director Smith

ROLL CALL:

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

The motion carried 5-0

11.2 A motion was made to approve the first and final reading of revisions to policy GBK – Staff Grievances.

Motion Moved by Director Benkendorf
Motion Seconded by Director Lindsey

ROLL CALL:

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

The motion carried 5-0

12.0 DISCUSSION ITEMS

No discussion items

13.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for Monday, April 9, 2018, at 6 p.m.



RECORD OF PROCEEDINGS

14.0 ADJOURNMENT

The board meeting adjourned at 7:39 p.m.

Respectfully Submitted,

Carol Hinds, President

Dee Lindsey

Dee Lindsey, Vice President

Paul Benkendorf

Paul Benkendorf, Secretary

Cary Karcher

Cary Karcher, Treasurer

Richard Smith

Richard Smith, Assistant Secretary/Treasurer

Recorded by: Ione Blakeley