



## RECORD OF PROCEEDINGS

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**BOARD OF EDUCATION  
BOARD ROOM, DISTRICT OFFICE  
MINUTES OF MEETING  
December 13, 2021 (Business Session)**

A Business Session Board Meeting of the Elizabeth School District was held on December 13, 2021 in the Board Room, District Office.

### **1.0 CALL TO ORDER**

President Cary Karcher called the Business Session BOE Meeting to order at 6:00 p.m.

### **2.0 ROLL CALL:**

The following BOE Directors were present:

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

Also present: Superintendent Douglas Bissonette, Chief Finance Director Ron Patera, HR Director Kin Shuman, Technology Director Marty Silva, District Nurse Lori Clark, Director of Safety Mike Newton, Communications Director Jason Hackett 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/RECOGNITIONS**

*No education showcase/recognitions*

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

A motion was made to approve the agenda/additions/deletions/blanket motion.

Motion moved by Director Frumveller

Motion seconded by Director Booth

### **ROLL CALL:**

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

The motion carried 5-0

### **6.0 APPROVAL OF MINUTES**

6.1 A motion was made to approve the minutes from the November 15, 2021, Elizabeth Schools Board of Education meeting.

Motion moved by Director Frumveller

Motion seconded by Director Olsen



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ROLL CALL:

Director Craig Blackham - no  
Director Heather Booth - no  
Director Kim Frumveller - aye  
Director Cary Karcher - aye  
Director Rhonda Olsen - aye

The motion carried 3-0

6.2 A motion was made to approve the minutes from the special November 29, 2021, Elizabeth Schools Board of Education meeting.

Motion moved by Director Blackham

Motion seconded by Director Booth

ROLL CALL:

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

The motion carried 5-0

6.3 A motion was made to approve the minutes from the special December 3, 2021, Elizabeth Schools Board of Education meeting.

Motion moved by Director Frumveller

Motion seconded by Director Booth

ROLL CALL:

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

The motion carried 5-0

6.4 A motion was made to approve the minutes from the special December 2-4, 2021, Elizabeth Schools Board of Education meeting – CASB Conference.

Motion moved by Director Olsen

Motion seconded by Director Frumveller

ROLL CALL:

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



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The motion carried 5-0

### 7.0 COMMUNICATIONS

#### 7.1 HR Update

Director of HR Kin Shuman provided an update on what his role is in the district for the new board members. Kin serves as the HR contact for the district, he works closely with Tammy Myers from Payroll, however, is a team of one. Recruitment, hiring and training of employees are the main focus, the busiest time for him is summer when we are working to fill all classified and certified open positions. Onboarding of new employees is very personal, since we are a small district; Kin is able to meet with each employee one on one to review health benefits, etc. As a district we do our best to make commitments to our employees for the next school year, before they leave for the summer to ensure they know they have jobs for the next year. Each new employee receives a district pin when they start, in addition to employees who have hit milestones at the annual luncheon and pinning ceremony in August every year. Kin is also the title 9 coordinator, workers compensation coordinator, HIPPA Confidentiality Officer and Health Benefits Coordinator for the district.

#### 7.2 Technology Update

Technology Director Marty Silva provided an update on what his role is in the district for the new board members. Marty started with a show and tell of all the equipment the district uses, starting with the WiFi axis point which provides WiFi to the different buildings in the district. The technology department supports all the hardware and software issues with the axis points. They also work with our network provider, Zale, who laid cable down 86 from Parker into Elizabeth. Marty serves as both educational technology and information technology director. Last year, the district started a technology program for students to help increase knowledge in the technology arena.

#### 7.3 District Nurse Update

District Nurse Lori Clark provided an update on health in the district and schools. Lori is responsible for the health and wellness of all the students in the district. Each school has health aides that work under Lori, the health aides work Lori's license. In addition, Lori is the district 504 coordinator and early childhood evaluation nurse. Responsible for medical training (medication training/CPR) and immunization rate coordinator for the district. The last year and a half has been busy with COVID, but having the cooperation of staff, students and parents – to stay home when sick and use self-tests to identify positive cases has been very important. A large focus was on air quality and it has been working. Numbers through November 30<sup>th</sup>, the district has 1,920 students/staff and only 183 have tested positive for COVID, 139 of that were students.

#### 7.4 Safety Update

The new Director of Safety Mike Newton provided an update on safety in the district. Unified consistency across each of the schools is a major priority for focus of Safety and Emergency Management. One of the big focuses this year will be updating video surveillance and security systems that will be communicating together 24/7 – 365. Increasing communication will also be an important factor in implementing the new safety and emergency management systems. Coordinating and building partnerships with first responders to ensure everyone is updated and involved at all levels. Working with the school resource officer to make sure all concerns are addressed and schools are safe / secure. Majority of his time is spent in the schools, interacting with staff and students to ensure communication and needs are addressed at those levels.

#### 7.5 Financial Update

Chief Financial Director Ron Patera reviewed checks over \$5,000 which includes typical monthly expenses such as utility bills, foodstuffs, insurance and fuel costs. There were payments for contractual SPED services, out of district tuition, Leader in Me supplies and membership fee, playground equipment, concurrent enrollment and a reimbursement for the RISE grant to Big Sandy. As of the end of October we are 33.33% of the way through the fiscal year. Revenues collected are 25.58% as a percentage of the general fund budget, while expenditures are at 32.85%. Overall however, general fund expenditures are under budget by 0.49%. Both the pupil activity and food service funds are being closely monitored the rest of the year. Based





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on the information received from the Assessor's office and CDE's calculations using the school finance formula, the mill for the general fund will be 27 mills, while the rate for the MLO will be 5.781 mills, an abatement of 0.016 for a combined rate of 32.797 mills. The total millage is lower by 0.359 mills year over year. There was a \$24.33m increase in assessed value. In 1996, de-bruced mills were 37.955.

RTU contract awarded using Elementary and Secondary School Emergency Relief (ESSER) funds. The district awarded the project for the replacement of 15 HVAC units to a local vendor. We are putting together the contract for the project and are just waiting on our attorney to put together DAVIS-Bacon language that needs to be inserted in this contract. The units are a little more expensive because they have to have stronger motors to accommodate MERV-13 filters. The district needs to purchase 4 new buses, 3 general education buses and 1 special needs bus. Transportation staff has identified the best manufacturer based on their in-depth review and needs. Plus this manufacturer has several repair facilities located in metro and Springs area where we could buses to be sent for warranty work or other necessary repairs. District staff is utilizing a request for proposal that Academy 20 in Colorado Springs issued earlier in the year for the purchase of new buses.

### 7.6 Superintendent Update

Superintendent Bissonette shared about the new C.N.A. class that will be starting in January when students return. The high school is working on getting the state certification, which they are hoping to have in place by next school year (if not sooner). In the meantime the C.N.A. course will be taught without the opportunity of certification. New classes are being pitched to Principal McClendon at the high school level. For the courses that there is great interest they will be shared with the board for approval before being printed in the course offering catalog. The district mission has been updated to incorporate the graduate profile competencies and the safety /environment in the district. The new policy will be brought to the board for approval at the next meeting.

### 8.0 PUBLIC COMMENT

*No public participation*

### 9.0 CONSENT AGENDA

A motion was made to approve the consent agenda 9.1-9.6.

Motion moved by Director Booth

Motion seconded by Director Frumveller

#### ROLL CALL:

Director Craig Blackham - aye

Director Heather Booth - aye

Director Kim Frumveller - aye

Director Cary Karcher - aye

Director Rhonda Olsen - aye

The motion carried 5-0

#### 9.1 New Hires/Re-Hires

Katrina Wright, Bus Driver, Transportation

#### 9.2 Transfers/Changes

Tiffany Roberts, Teacher Assistant – Library, SHE

Selena Pallas, Health Technician, SHE

Kenneth Perrier, Trip Driver, Transportation

Glen Schenck, Mechanic, Transportation

Erin Rhoades, Kids Club Coordinator, RCE/KC



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### 9.3 Employment Separations

Riley Nelson, Special Ed Paraprofessional, SHE  
Scarlett Brooks, Preschool Floater, RCE  
Kerry Jibblits, Teacher, RCE  
Jackie Schwasinger, Kids Club Coordinator, RCE  
Meghan Peery, Special Ed Paraprofessional, Opportunity Program

### 9.4 Substitutes

Nikolas Pavlich, Substitute Teacher

### 9.5 Extra Duty Assignments

Melanie Kaumeyer, Drama Sponsor, EMS  
Tracey Waters, Hard To Fill Position, EMS  
Lisa Mullins, Yearbook Sponsor, EMS  
Christine Miller, Head Coach 8-A Basketball, EMS  
Ashlyn Day, GT Shadow Liaison, EMS  
Rebecca Carnahan, GT Shadow Liaison, EMS  
Jennifer Mobley, GT Talent Identification Lead, EMS  
Susan McMullen, STEAM Coordinator, SHE  
Sharon Mohlis, District Kitchen Duties, RCE  
Trish Ackerman, Additional Preschool Duties, SHE  
Rylan Beilsen, Assistant Wrestling Coach, EHS

### 9.6 Monthly Financial Report

## **10.0 ACTION ITEMS**

10.1 A motion was made to approve the 2022 Mill Levy Certification.  
Motion moved by Director Booth  
Motion seconded by Director Blackham

### ROLL CALL:

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

The motion carried 5-0

## **11.0 DISCUSSION ITEMS**

11.1 CASB Convention was very insightful for the board and superintendent. It was a great opportunity to talk with two high school students and learn their perspective as well. The board had an opportunity for full day of training with the district lawyer allowing them to get more acquainted with their new roles.

## **12.0 BOE PLANNING**

The next regular Board of Education meeting is scheduled for January 10, 2022, at 6 p.m.

## **13.0 EXECUTIVE SESSION**

*No executive session*



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### 14.0 ADJOURNMENT

The regular board meeting adjourned at 8:17 p.m.

Respectfully Submitted,

*Cary A Karcher*

Cary Karcher, President

*Kim Frumveller*

Kim Frumveller, Vice President

*Craig M Blackham*

Craig Blackham, Secretary

*Rhonda Olsen*

Rhonda Olsen, Treasurer

*Heather Booth*

Heather Booth, Assistant Secretary/Treasurer

Recorded by: Kristen Harris