



RECORD OF PROCEEDINGS

BOARD OF EDUCATION BOARD ROOM, DISTRICT OFFICE MINUTES OF MEETING November 5, 2018 (Business Session Meeting)

A Business Session Board Meeting of the Elizabeth School District was held on Monday, November 5, 2018, in the Board Room, District Office.

1.0 CALL TO ORDER

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

2.0 ROLL CALL:

The following BOE Directors were present:

Director Paul Benkendorf

Director Carol Hinds

Director Cary Karcher (by video connection)

Director Dee Lindsey

Director Richard Smith was absent.

Also present: Superintendent Douglas Bissonette, Director of Finance Ron Patera, HR Director Kin Shuman, Technology Director Marty Silva, Secretary to Board Jaimee Glazebrook, EHS Teacher Raul Algarin, District Nurse Lori Clark

3.0 PLEDGE OF ALLEGIANCE

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

4.0 EDUCATION SHOWCASE

The Elizabeth Schools Board of Education recognized Mary Smith for the contributions she has made to our students, staff and schools through the Elizabeth Education Foundation.

5.0 APPROVAL OF AGENDA/ADDITIONS/DELETIONS/BLANKET MOTION

A motion was made to approve the agenda.

Motion moved by Director Lindsey

Motion seconded by Director Benkendorf

ROLL CALL:

Director Paul Benkendorf - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

Director Dee Lindsey - aye

The motion carried 4-0

6.0 APPROVAL OF MINUTES

6.1 A motion was made to approve the minutes from the October 8, 2018, Elizabeth Schools Board of Education meeting.

Motion moved by Director Benkendorf

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

The motion carried 4-0

7.0 COMMUNICATIONS

7.1 Auditor Presentation Fiscal Year 2017-2018

Ken LeCrone and Jim Hinkle of Hinkle and Company, PC presented a draft of the Auditor's Report for the fiscal year ending June 30, 2018. Elizabeth Schools' financial statements and major funds were audited. The audit went well and the district was found to be in very good shape. The auditors are still waiting on the numbers from Legacy Academy and will be included in the final draft. The large liability numbers within the Statement of Net Position are associated with Pera Retirement Benefits. Included in the draft are all of the financial statements and footnotes for all district funds. Budgetary comparison schedules are also included. None of the funds were over budget, which is standard for the district. It was mentioned that the Bond Redemption fund will be paid off in 2019. An update was given on IT that included a recommendation for a more formalized plan for security of the Infinite Campus program.

7.2 Elizabeth High School Spanish Class Trip to Costa Rica in March 2020

Elizabeth High School Teacher Raul Algarin presented seeking approval for a March 2020 student trip to Costa Rica. Mr. Algarin is seeking early approval to allow time for families to get ready financially. This trip would provide the opportunity for students to experience another country and give them cultural awareness of how others live. This Costa Rica trip would be an immersion trip which means there would not only be a teacher but also a tour guide who provides mini lessons each day to help teach the language and improve vocabulary. The guided trip would be a total of 8 days with travel and the cost would be \$3,300 per student. A minimum of six students is required to form a trip. Students will also be able to earn high school and or college credit by completing extra assignments prior to and after the trip.

7.3 HR Update

HR Director Kin Shuman shared about the hiring of new custodians. It has been a struggle recently to hire and retain custodians, but, in the last two weeks we have hired six new custodians and six part-time high school students as custodians. The district decided to open up the position to students and it has been a success. All high school students work 4-8 pm and their grades are monitored to make sure it won't be a hardship on them. Along with the high school students and the addition of the six regular custodians we are almost where we need to be. Additional approval was given by Chief Financial Director Ron Patera to over-hire in order to gain some flexibility for the staff.

Mr. Shuman gave an update on the districts' fingerprinting process. In the past, the process was fairly simple and applicants would go to the Elizabeth Police Department to get their fingerprints done. It was a good system and after about a week we had results. In 2017 the legislature passed a bill called the CABS Program which was intended to help take the burden off of police departments and improve processing time and efficiency; it also gave the CBI approval to hire third parties to do fingerprints. The problem we are facing now is that applicants can only use certain companies in order to get their fingerprints done. The closest facility for our applicants is Greenwich Village and they are required to make their own appointment in order to get them. Mr. Shuman is working on getting a closer location for us but it could take time.



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7.4 Technology Update

Technology Director Marty Silva gave an update on the CDE CSED Grant he has applied for again this year. Silva requested about \$12,000, of which \$8,000 will go for professional learning and the other \$4,000 is for equipment at the High School and Middle School. CDE actually has more funding this year specifically for K-5 but the application has not come out yet, once it does he will apply.

Professional learning has been scheduled for four days this year; the first occurred a couple weeks ago and was held for the elementary schools. Nineteen individuals came and learned about robotics and physical computing. The turnout was good and teachers reported that it was definitely worth their time. Three more days are scheduled throughout the rest of the school year.

New hire, Seth Ardrey, has been here two weeks and seems to fit in really well.

Mr. Silva shared that part of the technology survey he gives out has to do with technology conditions. Feedback for the technology conditions are done daily when an automatic email goes out after every few work orders are closed. Most cases have been positive and the technology department feels like they are solving most of the technology issues reported.

With regards to the security of Infinite Campus mentioned in the audit presentation, ours is stored outside of our district with a cloud based product. The district is actually dependent on them for our security and backup measures which Mr. Silva feels is better for us.

7.5 Financial Update

Director of Finance Ron Patera reviewed checks over \$5,000 which includes normal expenditures such as food supplies, fuel, utilities, workers compensation and charter flow thru. Additionally, a payment for custodial supplies, hardware for exterior doors, tires and the annual website maintenance costs.

Financial statements represent activity through the end of September or 25% through the fiscal year. Revenues collected are 21.48% as a percentage of the general fund budget, while expenditures are at 25.53%.

There are several cost centers over the 25% benchmark, some are due to large one time expenditures such as insurance premiums or expenses that are payables that will be reflected in last year's financial statements and, some are due to capital projects that were completed early in the fiscal year.

7.6 District Nurse

District Nurse Lori Clark shared information regarding medical marijuana policies in schools. Jack's Law in 2016 was the first law in Colorado passed to allow medical marijuana to be administered in schools by a parent. However, a 2nd law passed this summer that states school personnel can now administer medical marijuana. Some stipulations for this law require a written plan and recommendation along with a written statement releasing the school from liability. Clark shared concerns regarding medical marijuana in schools and believes it may be time to adopt a policy. Some schools in our area have adopted policies and are allowing parents to administer it to their child on school property. Clark's thoughts are it is federally illegal and it is also not regulated by the FDA; because it is not regulated by the FDA there is really no way of knowing the contents or quantities of which is being given. Questions were asked about medical marijuana and what form it would have to be in to be administered. Currently it would need to be an oil or edible and would not be allowed to be housed at school. Clark will continue to acquire more information from other nurses and districts and follow-up with the Board.



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7.7 Superintendent Update

Superintendent Bissonette shared the draft of Elizabeth School District's class size report. The report is produced for the board two times a year and provides insight on where we are meeting the guidelines and where we are exceeding the guidelines. Over the years with finances tight the school district has worked really hard to maintain class sizes. This report gives everyone a chance to see the classes with higher numbers including the 2nd grade at Running Creek Elementary where we have not added a teacher due to financial reasons. Some class sizes might seem extremely small at the Elizabeth High School with only 2 students when in all actuality two or more small courses are combined to make one class.

Bissonette was pleased to share that the hiring of Director of School Safety and Emergency planning is complete. The job was originally posted in the summer and 26 applications were received which possessed a wide range of experience and qualifications. Twenty people participated in the selection process including board members, district leadership, local law enforcement and emergency responders. Candidates also made site visits to all of the schools. Shane Pynes accepted the position and will begin full-time in January. Mr. Pynes currently works in Emergency Management and holds a master's degree in Health Care Emergency Management, a masters of education in Counseling Psychology, and a bachelor's degree. We are excited for Mr. Pynes to join our district.

8.0 PUBLIC PARTICIPATION

No public participation

9.0 CONSENT AGENDA

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

Motion moved by Director Lindsey

Motion seconded by Director Benkendorf

ROLL CALL:

Director Paul Benkendorf - aye

Director Carol Hinds - aye

Director Cary Karcher - aye

Director Dee Lindsey - aye

The motion carried 4-0

9.1 New Hires/Re-Hires

Seth Ardrey, Technology Support Specialist, Technology

Shane Pynes, Director of School Safety and Emergency Planning, Admin

9.2 Resignations

Maggie Hines, Kids Club Program Leader, RCE

Courtney Homberg, Custodian

Lisa Webster, Sped Para, EMS

Chante Blackmon, Custodian

Danielle Lee, Custodian

9.3 Extra Duty Assignments

Shawn Novak, Head Girls Golf, Head Volleyball, Asst. Boys Basketball, EHS

Kaitlyn Johnson, Asst. Volleyball, EHS

Johnathan Doerr, Sponsor Musical Orchestration, Sponsor Band, Sponser Band (Pep), Sponsor Band (Marching), EHS

Jon Taylor, Sponsor Robotics, EHS

Jeanette Wygant, Depth/Complexity Trainer, GT Shadow Liaison, SHE

Charla Culver, Difficult to Fill Position, SLP Team Lead, District Wide



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Robin Biery, Sponsor Graduation Coordinator, EHS
Chaz Howell, Asst. Football, Asst. Track, EHS
Johnathan Loutzenhiser, Sponsor FBLA Head, EHS
Melanie Darter, Sponsor FCCLA Head, EHS
Lori Horton, GT Shadow Liaison, EHS
Laurie Schlekeway, Sponsor NHS, EHS
Rebecca Carnahan, Asst. Volleyball, EMS
Joe Ptaszynski, Asst. Football, Asst. Boys Basketball, EMS
Laurie Burton, ELL Liaison, SHE
Amber Rusk, Head Cheer, EHS
Colin Lyons, Head Track, Asst. Cross Country, EHS
Kerry Jiblets, ELL Liaison, RCE
Stacey Folmar, Head Gymnastics, EHS
Val Koppinger, Asst. Gymnastics, EHS
Melanie Kaumeyer, Sponsor Choir, EMS
Andrew Melton, Head Baseball, EHS
Kelley Patin, ELL Liaison, EMS
Madyson Schmida, Sped Team Lead, OPP
Robert McMullen, Safety, Summer School, District Assess Coordinator, FHS
Craig Retallack, Out of District Students, District Wide
Margaret McKee, Out of District Students, District Wide
Madyson Schmida, Out of District Students, District Wide
Jeff Sparrow, Asst. Football, EMS
Jennifer Mobley, Sponsor TSA, EMS
Janel Chisholm, High Cost Application, District Wide
Lissa Hoza, Sped Team Lead, SHE
Laurie Burton, ELL Coordinator, District Wide
Ty Barrett, Asst. Football, EHS
Heather Witten, Sponsor Flight Head, EHS
Robert Chavez, Asst. Track, Head Wrestling, EHS
Ellaurah Ashby, Color Guard, EHS
Kaitlyn Murray, Sponsor Junior Class, EHS
Anna Johnson, Sponsor Sophomore Class, Sponsor Yearbook, EHS
Trish Martin, Asst. Volleyball, EMS
Lilyann Lambert, Sponsor Freshman Class, EHS
Candice Tauger, Sponsor National Arts Honor Society, Sponsor Art Club #1, GT Talent ID Lead, EHS
Kaia Monson, Sponsor Choir, Sponsor Musical Choir Dir., Sponsor Tri-M, Asst. Track, EHS
Colleen Wells, Sponsor Junior Class, EHS
Kristin Newell, Asst. Volleyball, EMS
Lori Williams-Martin, Depth/Complexity Trainer, EMS
Curtis Kaumeyer, Asst. Girls Basketball, Head Wrestling, EMS
Melanie Kaumeyer, Head Cross Country, Sponsor Drama, EMS
Shannon Stone, Head Volleyball, Head Boys Basketball, Head Girls Basketball, EMS
Trudi Little, Sped Team Lead, EMS
Brandon Whitaker, Asst. Cross Country, Asst. Track, EMS
Candice Tauger, Teacher-Extra Class Full Year, EHS
Rebecca Miller, Head Softball, EMS
Adam Keele, Asst. Boys Basketball, Asst. Girls Basketball, EMS
Traci Monroe, Asst. Boys Basketball, EMS
Sarah Mosher, Sponsor Junior Class, Sped Team Lead, EHS,
Sarah Mosher, SWAAC Coordinator, District Wide
Monty Bernard, Asst. Volleyball, EHS
Jim Wilson, Asst. Boys Basketball, Asst. Girls Basketball, EMS



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Wade Wedow, Asst. Baseball, EHS
Veronica McCarty, Asst. Volleyball, EMS
Stephen Salansky, Head Boys Soccer, Asst. Girls Soccer, Sponsor Freshman Class, EHS
David Eddy, Asst. Boys Soccer, EHS
Brandon Whitaker, Sponsor TSA, EMS
Aaron Hedman, Head Boys Basketball, EHS
Regina Montera, Preschool, Mentor/Induction, SHE
Ashley Pollard, Sponsor Robotics, EHS
Andrea Smith, Sponsor Senior Class, EHS
Raul Algarin Villalba, ELL Liaison, EHS
Anna Johnson, ELL Liaison, EHS
Robert Leonard, Asst. Wrestling, EHS
Tammy Krueger, Preschool, CPP/Title, RCE

9.4 Substitutes

Autumn Clark, Substitute Teacher
Hannah Madsen, Substitute Teacher
Krystal Bridges, Substitute Paraprofessional

9.5 Monthly Financial Report

9.6 Disposition of District Property

10.0 ACTION ITEMS

10.1 A motion was made to approve the March 2020 Elizabeth High School Student Spanish Trip to Costa Rica.

Motion moved by Director Lindsey
Motion seconded by Director Benkendorf

ROLL CALL:

Director Paul Benkendorf - aye
Director Carol Hinds - aye
Director Cary Karcher - aye
Director Dee Lindsey - aye

The motion carried 4-0

10.2 A motion was made to approve the first and final reading of revised policies GBGB (Staff Personal Security and Safety), GBK (Staff Concerns/Complaints/Grievances), GCE/GCF-R (Professional Staff Recruiting/Hiring)-Regulation, GCQC/GCQD-R (Resignation of Instructional Staff/Administrative Staff) (*Mandatory Reporting Requirements*)-Regulation, GCQF-R (Discipline, Suspension and Dismissal of Professional Staff) (*Mandatory Reporting Requirements*)-Regulation, GDE/GDF (Support Staff Recruiting/Hiring), GDE/GDF-R (Support Staff Recruiting/Hiring)-Regulation

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

The motion carried 4-0

11.0 DISCUSSION ITEMS

11.1 Policy Parameters for administering medications to students with regards to medical marijuana. The Board discussed the possible adoption of a policy with regards to medical marijuana and decided more information is needed before making any decisions. The Board would like to discuss the issue with other school boards to see how it is working in other districts and District Nurse Lori Clark will be in contact with other nurses and schools to help guide their decisions. This topic will be added to a future agenda to be discussed further.

12.0 BOE PLANNING

The next regular Board of Education meeting is scheduled for December 3, 2018, at 6 p.m.

13.0 EXECUTIVE SESSION

No Executive Session

14.0 ADJOURNMENT

The regular board meeting adjourned at 7:56 p.m.

Respectfully Submitted,

Carol Hinds, President

Dee Lindsey, Vice President

Paul Benkendorf, Secretary

Cary Karcher, Treasurer

Richard Smith, Assistant Secretary/Treasurer

Recorded by: Jaimee Glazebrook