

# RECORD OF PROCEEDINGS

## PEYTON SCHOOL DISTRICT 23-JT Board of Education Minutes April 21, 2020 7:00pm Meeting via Zoom (due to COVID 19)

### I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board President Hanks called the meeting to order at 7:12pm.

### II. ROLL CALL

Members present: Mr. Eckelberry present at home on phone. He is alone. Mr. Hanks is present via zoom from home and is alone. Mr. Harfert is present via zoom and is home also alone. Mrs. Harms is present via zoom at home also alone. Mrs. Mannering had difficulties trying to access the Zoom meeting via computer and phone.

**III. APPROVAL OF AGENDA-**Mr. Kistler made the request to add Discussion Item E regarding Closing in Person School for the remainder of the school year. Mr. Eckelberry requested Discussion Items F and G be added. Item F to discuss adding a Work Session for the Superintendent's Contract. Item G to discuss the PERA Audit in a Work Session also. Mr. Harfert made the motion to approve the Agenda as amended. Mr. Eckelberry seconded the motion. All Board Members present voted "aye". The motion passed.

**IV. APPROVAL OF MINUTES-**Mr. Harfert made the motion to approve the February Board Minutes. Mr. Hanks seconded the motion. Mr. Eckelberry abstained from the vote since he was not present at the February Meeting. Mr. Hanks, Mr. Harfert, and Mrs. Harms approved the minutes. The motion passed.

**V. APPROVAL OF FINANCIAL ITEMS-**Mr. Eckelberry stated his concern over paying Mr. Mayberry for his PERA Audit services and thought that approval of payment should have gone through the Board of Education. The amount of the invoice was \$1,500. Mr. Harfert made the motion to approve the financial items. Mrs. Harms seconded the motion. Mr. Eckelberry voted "nay". Mr., Hanks, Mr. Harfert, and Mrs. Harms voted "aye". The motion passed.

**VI. COMMUNITY INPUT-**Mr. Hanks asked if all of the Board Members had received the letter from Mrs. Miller regarding her daughter walking with Peyton High School at graduation instead of the Peyton Online Academy. Administration did write Mrs. Miller a letter stating their position on the graduation of the schools. Since Graduations have been postponed due to COVID-19, Mrs. Miller can discuss her side at the next Board Meeting. Mrs. Harms stated that we need to ensure that we have something in our handbook that parents and students sign that they understand their graduation is based on the school they attend (Peyton High School or Peyton Online Academy) since each is recorded as its own school with the Department of Education.

### VII. SUPERINTENDENT'S REPORT-

Quarterly Transportation Report was sent the Board. Mr. Kistler has been updating the Board of Education by emails throughout the pandemic.

### VIII. BOARD REQUESTS AND REPORTS

#### A. Building Reports

#### Elementary School Report- Peyton Elementary Board Report April 2020



Grade	May 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	Mar. 2020	April 2020
Pre-K	25	14	15	16	16	16	15	15	16	16
Kinder	25	34	32	32	33	33	33	33	33	33
1 <sup>st</sup>	22	34	34	34	34	35	36	36	37	37
2 <sup>nd</sup>	30	29	29	29	29	29	26	26	26	26
3 <sup>rd</sup>	28	29	30	30	30	31	31	31	32	32
4 <sup>th</sup>	42	34	35	35	35	35	32	32	32	32
5 <sup>th</sup>	43	44	44	43	43	43	41	42	42	42
6 <sup>th</sup>	42	49	49	50	50	50	49	49	49	49
<b>TOTAL</b>	<b>257</b>	<b>267</b>	<b>268</b>	<b>269</b>	<b>270</b>	<b>272</b>	<b>263</b>	<b>264</b>	<b>267</b>	<b>267</b>

- For Distance Learning, Peyton Elementary is offering E-Learning, traditional (paper & pencil), or a combination of both based on the individual needs of students and requests of families.

## RECORD OF PROCEEDINGS

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- ❑ Thanks to Jenni Esser and Brian Rea for facilitating District check out of a laptop or Chromebook for families in need that wanted their child to be able to participate in E-Learning, but did not have access at home.
- ❑ All paras at PES have been assigned a grade level to assist with traditional work preparation, parent calls, grading, and ongoing student support.
- ❑ PE, Music, our counselor are all providing weekly ongoing ideas for all parents and students at home.
- ❑ Staff is on a staggered schedule on Monday and Tuesday to prepare traditional (paper & pencil) work following all CDC guidelines. On Monday, Pre-K through Second Grade, Intervention, Pe, and Music are in the building from 8:00-10:00. On Tuesday, Third through Sixth Grade, and SPED are in the building from 8:00-10:00.
- ❑ Parent pick up for traditional student work is on Tuesdays from 10:00-12:00. Traditional student work is organized in black crates by grade level in alphabetical order. Parents can also drop off student work in grade level crates. In-District student work that is not picked up is delivered by transportation.
- ❑ Pre-K through Second Grade teachers are communicating with families through Class Dojo. Teachers can assign work, create videos, or read books etc. Students can also submit completed assignments under the student portfolio section. Class Dojo sends a weekly report and stats for Peyton Elementary Pre-K through Second Grade last week are below.



- ❑ Third through Sixth grade teachers are using Google Classroom for E-Learning. Students can ask questions, give feedback, check-in, get assignments, and turn in assignments.
- ❑ All teachers are offering optional Virtual Class Meet Ups through Zoom two times per week to check in with students. During this time, teachers have read books, made play dough, answered questions, measured items, and had show and tell etc. Several families have let me know this is something their child really looks forward to.
- ❑ Teachers are taking a participation grade for each subject every week.
- ❑ Several PES staff members took part in a special video for our students letting them know how much we miss them. A special thank you to Cera Creel for compiling the video for us. The link for the video is: [https://youtu.be/So7UFyE\\_tRY](https://youtu.be/So7UFyE_tRY).
- ❑ I also wanted to let you know how resilient staff, parents, and students have been moving to Distance Learning. It has been amazing to watch the teamwork and everyone coming together.

### High School Report-



#### *PJHS Student Enrollment- Three Month Trend April 2020 Secondary Board Report*

	7th	8th	Jr. High Total	9th	10th	11th	12th	HS Total	School Total
Feb. Student Count	48	46	94	55	62	58	61	236	330
March. Student Count	47	46	93	55	61	58	61	235	328
April Student Count	46	46	92	54	61	58	61	234	326

## RECORD OF PROCEEDINGS

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The Peyton Jr.-Sr. High School staff has worked extremely hard to transition from in person learning to the e-learning process. Our goal is to consistently communicate with all stakeholders and take this fluid process step by step. We want to continue to provide pertinent instruction, content, skills, and opportunities for learning. Currently the two primary platforms being used are Schoology and Google Classroom. Many teachers are also performing Zoom meetings with students, as well as recording instructional videos and sending those to students.

Currently the staff has been split in to two groups, one group coming in every Monday from 8:00-10:00 am, while the other group comes in from 8:00-10:00 am on Tuesdays. There is a sign in station where staff sanitizes hands and take their temperature. Additionally, we are following CDC and state guidelines in regard to workplace safety and social distancing. This is voluntary, and it ranges on how many teachers comes in week to week. Currently we have identified 21 students that need hard copies of work. Form 10:00 am- 12:00 pm that work is taped to the front window for students and parents to pick up.

Weekly on Wednesday's teachers, counselors, and myself are holding a Zoom meeting to discuss the process, and problem solve any issues that may arise.

IEP meetings are still taking place virtually, Mrs. Martin and our SPED PARA'S are doing almost daily checks in with SPED students and working to communicate any modifications and accommodations to general education teachers.

On Wednesday 4/8 at 1:00 pm we held a Zoom meeting for seniors to discuss graduation options, as well as field questions. We will hold another Zoom meeting for seniors and parents this next Wednesday, 4/22, at 1:00 pm. We have postponed the Graduation Ceremony to June 28<sup>th</sup> at 2:00, with a backup date of July 26<sup>th</sup>. Please see the student and parent letter below-

*Dear Class of 2020 and Parents,*

*I know that we are facing uncertain times and that so much is in flux for everyone. Today the decision was made to officially postpone the May 17<sup>th</sup> Graduation ceremony. This decision was not taken lightly and was made based on the current guidelines set by both the State and Federal government. We want families to have the opportunity to adjust travel plans as well as communicate the change with family.*

*We have no way of knowing when our state will "reopen." There has been no timeline for when we will be able to hold gatherings of more than ten people or even what stipulations may be set in place when we can hold larger gatherings again. In order to try and allow for the unknown and what the future may look like, we have scheduled a June date for the Graduation Ceremony, as well as a backup date in July. The rescheduled date is Sunday June 28 at 2:00 pm. The backup date for June will be Sunday July 26 at 2:00 pm.*

*Class of 2020, I know this is not ideal, and I am very proud of how you are pushing forward and handling this unprecedented situation. Parents, I appreciate your continued support and understanding as we work through these trying times. There are many districts throughout the state and country that are looking to go to a virtual platform for graduation. Class of 2020, we are committed to providing you the opportunity to walk across that stage front of your loved ones, staff, and community. Keep pushing forward. Be well. GO PANTHERS!!!*

*Yours in Partnership,*

*Derek Burnside*

*Principal*

*Peyton Jr.-Sr. High School*

A parent survey and student survey were sent out on Thursday 4/16, we will use the feedback from these surveys to make changes where needed to the e-learning process. Please see below for the links for the surveys-

Parent Survey-

[https://docs.google.com/forms/d/1dmV9ziJBGj\\_eiK3gn\\_LYXd5M7JD7IzmpP0VYlpCXK04/edit#responses](https://docs.google.com/forms/d/1dmV9ziJBGj_eiK3gn_LYXd5M7JD7IzmpP0VYlpCXK04/edit#responses)

Student Survey-

<https://docs.google.com/forms/d/17Q3feNxYtI3xuelb3Bn27PPabbg781vstz2KTBWduHs/edit#responses>

In regard to grading, students will have ample time to complete work and turn it in to be graded. Deadlines are being set by teachers, but they are accepting late work, and communicating with students that may be missing work or behind. We understand that there are a variety of circumstances at this time that could make it difficult for students to complete work, our key word has been flexibility.

I would like to commend the staff, no matter their position, for their hard work and dedication. They are truly working to do what is best for Peyton students. The e-learning process is not perfect, but we are continually working to provide a great e-learning experience for our students. Thank you for your continued support.

### **Peyton Online Academy Report- Secondary**

- Enrollment - Total = 23.5 (no change)
  - 7th = 1
  - 8th = 2
  - 9th = 1
  - 10th = 4
  - 11th = 4.5
  - 12th = 11
  
- Most students continue to work despite the school buildings being closed. We have 8 students who have finished 8 courses each since the closure. Parent involvement has increased, which has made a difference.

# RECORD OF PROCEEDINGS

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## Elementary

Current Enrollment: 1 - 5th; 4 - 6th Grade

POA Elementary is doing well overall as students are adjusting to their support looking different than being in the online lab each day. Most students are on track and working hard. We have transitioned a big focus to helping students to do their best and not rush when they have less daily supervision.

Students are completing daily email check ins and respond with their daily goals for work completion as well as how they are doing at home and what else they might need help with. Additionally, students have access to Mrs. Gatti's cell phone number should anything come up when the internet being difficult. We are conducting weekly virtual meet ups so we can check in on students visually. Staff and students really enjoy being able to see each other. All but one student has been able to attend those meetings. The student who hasn't been able to attend those meetings has been given extra contact and support through email to both the student and the parent.

### **B. District Maintenance Report**

- BEST Grant application and documentation was delivered on time, thank you for the letter of support and signatures. CDE performed their survey / evaluation of the HS and ES for the grant; we are waiting on their completed report. Our presentation to the Board is estimated to be in mid-May.
- Recycling program has been started in the district. Diana Strobel has spearheaded the project and has recruited Angela Miller at the HS using NHS, and Cera Creel at the ES using student council and Jenni Esser at CTEF for significant help. Custodians are typically shorthanded so we are trying to do this without increasing their workload.
- On 3/11/2020 one of the two pumps in the septic lift station is not operating. Will continue to diagnose on 3/12/2020.
- Fertilizing and seeding grass and field areas has started. Mowing will start soon. Due to night time temperatures, we still cannot start the sprinkler systems yet.
- Electrified strike at elementary s/w exterior door will be replaced under warranty; Doorway Solutions is shipping the part to us.
- Spring break projects are usually restricted by weather and carry over to the summer. Some tentative projects include:
  - Steps / improved access to the track practice area.
  - Replacing damaged concrete and adding additional concrete as the last remaining piece of the high school fence project.
  - Remove / correct improper wiring above computer lab and stage in the HS.
  - Running wiring for new camera system from the transportation building to the maintenance building.
  - Exterior painting of out buildings.
- Intermittent HVAC problems at the high school and elementary school appear to have been resolved.
- Waste Water Treatment Plant continues to pass state tests.
- Waiting for State approval to move forward with replacing water tanks at CTEF pump house.

**C. District Advisory**-At their last meeting, they talked about potential growth. They will not meet in May. In September, they will be discussing goals.

**D. BOCES Report**-They are doing as much E-Learning as they can. Tuesdays and Thursdays, staff is on hand to assist students.

## **IX. ACTION ITEMS-entered at 8:17pm Action Items**

- A. **Third and Final Reading Policy AC**-. Mr. Harfert made the motion to approve Action Item A-Third and Final Reading of Policy AC. Mrs. Harms seconded the motion. All Board Members present voted "aye". The motion passed.
- B. **Review Policy JRA/JRC-Student Records/Release of Information on Students**-Mr. Rea stated district has a copy of this policy on file; however, it has not been reviewed for 23 years. Mr. Harfert made the motion to approve Action Item B-Policy JRA/JRC. Mrs. Harms seconded the motion. All Board Members present voted "aye". The motion passed.
- C. **Review Policy KBBA-Custodial and Noncustodial Parent Rights and Responsibilities**-This policy covers requests by custodial/noncustodial parental rights regarding students. The district has received requests from a noncustodial parent regarding their student, so this policy will cover those rights. Mr. Harfert made the motion to approve Action Item C-Review Policy KBBA. Mrs. Harms seconded the motion. All Board Members present voted "aye". The motion passed. Mrs. seconded the motion. All Board Members present voted "aye". The motion passed.
- D. **Assistant Superintendent Contract**-Mr. Kistler stated that Mr., Rea is currently the Assistant Superintendent of Schools. An appropriate notice was placed in the Ranchland News and on the district website that Mr. Rea was the sole candidate for this position. He will be transitioning to Co-Superintendent in the upcoming year with Mr. Kistler also being Co-Superintendent. Mr. Eckelberry stated his concern was the agenda item was listed as Assistant Superintendent rather than as Co-Superintendent causing a Transparency Issue referring to the June 11<sup>th</sup> meeting. Mr. Kistler stated that according to CASB, proper notice of a posting of a position is to notify the public. He added that CASB stated it does not need to be a statewide search. Mr. Harfert made the motion to table the item

## RECORD OF PROCEEDINGS

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for a Work Session. Mr. Hanks and Mr. Eckelberry agreed. Mr. Harfert made the motion to table the Assistant Superintendent's Contract. Mr. Eckelberry seconded the motion. All Board Members present voted "aye". The motion passed.

- E. **Certified Non-Renewals/Resignations**-Mr. Kistler updated the Board on a couple of resignations. Two teachers from The MiLL are resigning for family reasons. Mr. Kistler has already started on the job posting. Mr. Hanks made the motion to approve the Certified Non-Renewals and Resignations. Mr. Harfert seconded the motion. All Board Members present voted "aye".
- F. **Certified New Hire**-Mr. Harfert made the motion to approve the Certified New Hire. Mrs. Harms seconded the motion. All Board Members present voted "aye". The motion passed.
- G. **Certified Contracts for 2020-2021**-The resignations were received after the Board List was created. Those staff members will be removed. The contracts are presented in the same amounts as the staff received in 2019-2020. Mr. Harfert made the motion to approve the Certified Contracts for 2020-2021. Mrs. Harms seconded the motion. All Board Members present voted "aye". The motion passed.
- H. **Quarterly Financial Report**-Mrs. Kirchner presented the Quarterly Financial Report to the Board of Education. She noted in May she will present a Supplemental Budget due to new Grant Awards and Carryovers due to COVID-19. She also discussed the issues that School Finance is facing. Budget cuts from the State are pretty certain. More than likely, we will not see the budget presented to the Governor until the end of May. A couple of concerns are that property owners can defer property taxes to October which would lower a district's June receipts. We currently have about 1/2 or \$500,000 remaining in collected balances. Mrs. Kirchner does not believe this will impact Peyton too much, but wanted the Board to be aware of possible issues in Finance due to COVID-19. Mr. Harfert made the motion to approve the Quarterly Financial Report as stated. Mrs. Harms seconded the motion. All Board Members present voted "aye". The motion passed.

**Action Items ended at 8:51 pm.**

### X. DISCUSSION ITEMS

- A. **Policy AC-R-Nondiscrimination/Equal Opportunity**-Mr. Rea discussed with the Board that these are Regulations to the Policies that are/will be adopted. They define how the policy will be enforced. Board approval is not needed for Regulations.
- B. **Policy JLF-R-Reporting Child Abuse/Neglect**
- C. **Policy JRA/JRC-R-Student Records/Release of Information on Students**
- D. **Policy KBBA-R- Custodial and Noncustodial Parent Rights and Responsibilities**
- E. **Closing In-Person School**-Mr. Kistler told the Board that the El Paso County Superintendent's Group has been in discussions with Governor Polis regarding the reopening of schools for the 2019-2020 year for weeks. The Governor decided it is best for all schools to remain closed for the remainder of the year. The staff is coming into the building on reduced hours on Monday and Tuesdays at high school and elementary schools. Mr. Hanks noted that Mr. Kistler's updates on the situation have been helpful.
- F. **Work Session for Superintendent Evaluation**-Mr. Eckelberry requested a Work Session to discuss the Superintendent's Evaluation. Mr. Eckelberry requested an in-person meeting for the Work Session. The dates of May 4<sup>th</sup> and 11<sup>th</sup> were discussed; however, since we are still limited to ten people in an area per the Governor's orders, an in-person meeting may not be possible.
- G. **PERA Audit**-Mr. Eckelberry wanted this item to be discussed at the Work Session mentioned above. The Board is working on dates that comply with the Governor's orders and Safer-at-Home guidelines.

### XI. EXECUTIVE SESSION-none

- XII. **ADJOURN**- A motion to adjourn was made by Mr. Harfert and seconded by Mr. Hanks. All Board Members present voted "Aye". The motion passed.

**The meeting adjourned at 9:21pm.**

MINUTES APPROVED at the May 19, 2020 at Regular Board Meeting.

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President

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Secretary