

RECORD OF PROCEEDINGS

PEYTON SCHOOL DISTRICT 23-JT

Board of Education Minutes

August 16, 2022

7:00pm

Community Room at CTEF

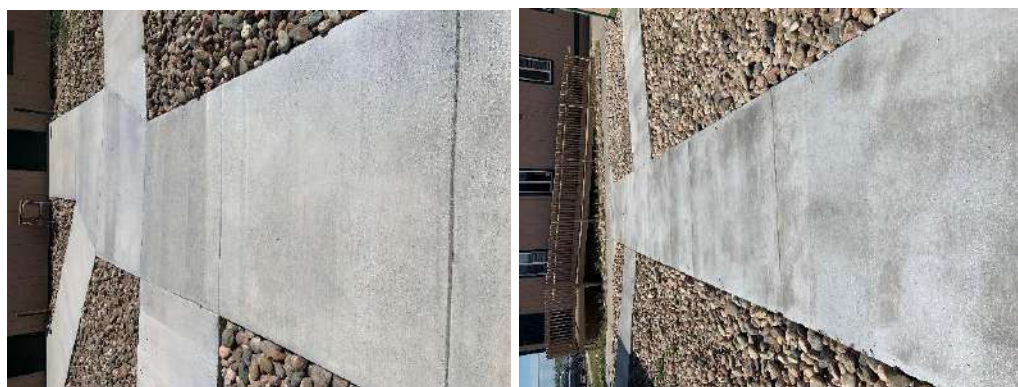
- I. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
Board President Harms called the meeting to order at 7:00pm. Before beginning the meeting, Mrs. Harms thanked the Peery Family. Deputy Peery was a hero for our county and country. She stated that the Peyton Board of Education and schools are here to support his family. Ms. Compton added that Deputy Peery attended the Dr. Seuss Day to read to the elementary students. He brought other SWAT Officers with him. They stayed all day. The kids loved it!
- II. **ROLL CALL**
Members present: Mrs. Harms, Mr. Kaiser, Mrs. Mannering and Mrs. Markus. Mrs. Cavanagh entered at 7:06pm.
- III. **APPROVAL OF AGENDA**
Mrs. Harms added Peyton Booster Club and Peyton Youth Sports under Community Input. Mrs. Harms made the motion to approve agenda. Mr. Kaiser seconded the motion. All Board Members present voted "aye". The motion passed.
- IV. **APPROVAL OF MINUTES**
Mrs. Harms made the motion to approve the July 13, 2022 Board Special Meeting Minutes. Mr. Kaiser seconded the motion. All Board Members present voted "aye". The motion passed. Mrs. Harms made the motion to approve the July 19, 2022 Board Meeting Minutes. Mr. Kaiser seconded the motion. All Board Members present voted "aye". The motion passed.
- V. **APPROVAL OF FINANCIAL ITEMS**
 - A. Mrs. Cavanagh made the motion to approve the Financial Items. Mrs. Harms seconded the motion. All Board Members present voted "aye". The motion passed.
 - B. Mrs. Cavanagh made the motion to approve the August Payroll Accrued Salaries-\$339,123.64 and August Payroll Fiscal Year 2022-2023 for the amount of \$111,173.49. Total August Salaries are \$450,296.33. Mrs. Harms seconded the motion. All Board Members present voted "aye". The motion passed.
 - C. Mrs. Cavanagh made the motion to approve the remaining July 2022 Accounts Payable Listing for the amount of \$8,883.94. Mrs. Harms seconded the motion. All Board Members present voted "aye". The motion passed.
 - D. Mrs. Cavanagh made the motion to approve the August 2022 Accounts Payable Check Listing for the amount of \$109,914.48. Mrs. Harms seconded the motion. All Board Members present voted "aye". The motion passed.
- VI. **RECOGNITION AND COMMENDATION-Peyton School District Food Service-Missy Beltz and Cora Compton**
Mr. Burnside added Staff Recognition and Commendation to the Board Meetings. Mrs. Harms loves that this has been added to the agenda. This month Missy Beltz, High School Food Service Manager and Cora Compton, Elementary School Food Service Manager attended the meeting. Mrs. Beltz and Mrs. Compton shared that post COVID they have brought back the salad bar for students. For the Board to sample some of their menu items, they brought in boxes for each Board Member, Superintendent Burnside, and Ms. Kirchner. The box included several chicken wrap options including a Chicken Caesar Wrap and a gluten free option, Mr. Kaiser stated that the food was very good! His kids like the options provided. Mrs. Beltz and Mrs. Compton go above and beyond by learning each students dietary needs and preparing a separate item for them if there is an allergy to a food. They also stated that there is a turkey shortage due to the bird flu, so Thanksgiving may look different this year. The Board offered some suggestions as how to offset the shortage. Mr. Kaiser stated they are doing a phenomenal job not only providing quality food, but also meeting all state and Health Department regulations.
- VII. **COMMUNITY INPUT-**
Peyton Booster Club and Peyton Youth Sports Updates-Betina Hamill presented updates on both.
Peyton Booster Club-Mrs. Hamill reported that they saw a lot of new faces at the Elementary Open House. They were able to sell about \$3,000 at the Elementary and High School Open Houses. She wanted to thank Mrs. Harms, The Tuttlles, and Mrs. Balsick for their help with the field. They are looking at another car smash for Homecoming. They will hold their meetings the second Wednesday of every month at 6:30pm if anyone would like to attend.
Peyton Youth Sports-They have 26 kids participating in cheer. They will not offer the Midgets Football Team this year since it interferes with Junior High Football. They will look at possibly engaging younger players next year.
- VIII. **SUPERINTENDENT'S REPORT-**



Peyton School District 23 August 2022 Superintendent Report

- First and foremost, I want to thank all the staff who worked tirelessly during the summer to get our facilities, equipment, and programs ready for the school year. No matter their role, everything they do revolves around student safety, access, and well-being. They take pride in their role, and they are a valuable, to be more specific, unmeasurable part of the educational process. Thank you to our custodial, maintenance, IT, food service, and transportation employees for their continued dedication to our students, staff, and community. I would also like to thank the district office staff. Melissa, Kathy, Heather, and Kelley have been unbelievably supportive, and patient, with the new superintendent. They have worked long hours and have a great passion for our students, staff, and community. Currently we are working to figure out effective systems and processes and have had a lot of discussions about what our dynamic will look like. Currently, we are in survival mode, but each day, we gain more ground, and will continue to get better as a team. We will get from reactive, to proactive here soon.

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New ADA Compliant Sidewalk at the JH/HS

- On Sunday, 8/7 the Peyton Community lost one of its own. Deputy Andrew Peery was killed in the Line of Duty, while serving his community. This is an absolutely heartbreaking event. His wife Meghan has worked in our schools. His son and daughter, Matthew and Amy attend Peyton High School. There has already been a lot of communication between the district and Mrs. Peery, we are also providing support for the kids, and will continue to as time moves on. Below is the letter we recently sent out to our families-

Dear Peyton School District Families,

As many of you have already heard, we lost one of our parents and community members on Sunday, 8/7. El Paso County Deputy, Andrew Peery, was killed in the line of duty while serving his community. Deputy Peery was a highly dedicated and decorated SWAT operator, and a member of the El Paso County Sheriff's Department since 2016.

His wife Meghan has worked in our schools, and his children, Matthew and Amy attend Peyton Jr.-Sr. High School. We are asking for our community to come together and help support the family during these difficult times. Thanks to members of our community a meal train program has been set up to provide support.

Additionally, monetary donations can be made to the family of Fallen Deputy Andrew Peery through Chase Bank under the "Hugh Martin Fallen Officers Fund" with Andrew Peery on memo line.

*Hugh Martin & Fallen Officer Foundation
Attn: Robert Johnson, CPA Bradshaw & Associates PLLC
1980 Dominion Way, Suite 100
Colorado Springs, CO 80918*

As time moves on, the Peyton School District and community will pull together other means to support the family. Please keep Meghan, Matthew, and Amy in your thoughts and prayers. Thank you for your support. Below is the link for the Meal Train program. You will also find a link with information on the Funeral and Procession for Deputy Peery on Monday, 8/15 at 11:00 am at New Life Church. Thank you.

Meal Train Link- Please copy and paste into your browser-

<https://www.mealtrain.com/trains/vlkenz?fbclid=IwAR0iOZDqnmgy27NB0GteXXIW8ofoprsdl0cLK16r3kIV-KzGX-1kjDbsID8>

Deputy Peery Funeral and Procession Link- Please copy and paste into your browser-

<https://bit.ly/3zPAmot>

- On Thursday, 8/4, new employees attended our new staff orientation. From 8:00-12:00 staff trained in their respective buildings, lunch was provided for all staff. From 1:00 to 3:00, both Peyton Elementary and Peyton Jr.-Sr. High School staff combined for the district training portion of the day Melissa covered insurance, and aspects of payroll. I supported new staff as they registered for the LifeSpot app. We will continue the new staff orientation from year to year this event allows new staff members to get a head start going into the school year. It also allows them to ask any questions they may have and feel more comfortable with the building and districts processes as they move into the school year.



New Staff Orientation- Break for lunch!

- All staff reported on Monday, 8/8 at 8:00 am for the Peyton School District Kick Off Breakfast. The Peyton School Board of Directors met with staff in the JH/HS library at 7:30, it was good to see so many staff members come in to meet with the board. The breakfast was excellent, and at 8:30, I held the initial full district meeting. Felt like there was a good positive energy among the staff. Thank you to Missy, Cora, and their crew for cooking breakfast.
- Due to Mr. Lessig's and Mr. Lang's hard work in the Transportation Department, we were able to run all routes, and not have to cut one. We have two new employees that will be going through training and will be working to get their CDL's in the next couple of months.
- On Wednesday, 8/10- from 1:00-2:00 pm we held a District wide safety meeting for all staff, certified and classified to go over some of the initial expectations and protocol for the 22-23 school year. We reviewed the Standardized Response Protocol, walked through a couple of possible scenarios, and also discussed some areas or need unique to our district. This initial meeting was to make sure expectations are set as a staff, we will continue to build a robust safety plan utilizing staff feedback, from there the District Safety Committee will continue to develop and facilitate a flexible and fluid safety plan. I sent you a copy of the SRP for your review.

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- The Annual Back to School Night Open House for Peyton Elementary, Peyton Jr.-Sr. High School, and Peyton Online Academy was a great success! The best turnout I have seen in my time at Peyton, I had multiple employees comment on how great the turnout was, some veterans saying it was the best they have ever seen. The Peyton Panthers Booster Club provided dinner for the JH/HS staff, and then sold meals to families. A great way to start the school year.



First Days!! Go Panthers!!!

IX. BOARD REQUESTS AND REPORTS
A. Building Reports-
1. Elementary School-

Peyton Elementary Board Report
August 2022



| Grade | May 2022 | August 2022 |
|--------------|------------|-------------|
| Pre K | 26 | 22 |
| Kinder | 34 | 48 |
| 1st | 25 | 37 |
| 2nd | 47 | 28 |
| 3rd | 36 | 48 |
| 4th | 28 | 34 |
| 5th | 36 | 34 |
| 6th | 40 | 39 |
| TOTAL | 272 | 290 |

Peyton Elementary School had a few position changes. We also welcomed new instructional members to the Peyton Elementary Team.

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Current Staff Position Changes

- **Shelby Blanchard**- Moved from Intervention to 1st Grade
- **Melissa Kelly**- Moved from 3rd Grade to 2nd Grade
- **Amy Brouillette** -Moved from Paraprofessional to 3rd Grade
- **Ruth Perez**- Moved from 1st Grade to 4th Grade
- **Claudette Lenart**- Moved from Paraprofessional to 4th Grade
- **Rocky Gee**- Moved from Paraprofessional to the District DAC

New Special Education Paraprofessionals

- **Sara Horan**
- **Judy Darbyshire**
- **Kendra McCameron**

Student Teachers from UCCS

- **Gabriela Caban**-3rd Grade with Kelly Nickell
- **Kathryn King**-Kindergarten with Megan Blanas
- **Melanie Bustillos**-2nd Grade with Melissa Kelly

New Teachers

- **Emma Romine**-3rd Grade
- **Anna Borden**-6th Grade

New Office Staff

- **Missy Wilkinson**- School Secretary
- **Sherese Taylor**- Elementary Dean of Students
- **Jill Gifford**- District RN

August Events

- The new elementary teachers and paraprofessionals completed an orientation training with the building principal and the district superintendent on August 4th.
- August 8th through 10th were teacher work days with a staff meeting, team meetings, and parent meetings.
- On August 9th the kindergarten through 6th grade staff received professional development training through Wonders, our new school reading curriculum.
- On August 9th, we held an open house from 4:00pm to 6:00pm. It was a fantastic turnout with a constant flow of families through the door. Parents visited the classrooms, the cafeteria handed out ice cream and popsicles, and youth groups set up displays in the gymnasium.
- The staff received a formal ClassDojo Zoom training and a District Safety Training on August 10th.
- On August 11th, we held a welcome back assembly in the gymnasium with station rotations to teach building behavior expectations.
- Acadience Reading beginning of the year testing and NWEA beginning of the year assessment testing started on August 15th.
- Elementary teachers will receive CDE RANDA training on August 22nd. Peyton School District uses the CDE approved RANDA evaluation program to evaluate all teachers, counselors, and administrators.
- The first day of preschool will be on August 22nd.
- At this time there are no students signed up for the elementary Peyton Online Academy.

2. Junior High/Senior High Report- a. Junior High/Senior High Report

Peyton High School Board Report August 2022



| Grade | May 2022 | August 2022 |
|------------|----------|-------------|
| 7th Grade | 45 | 43 |
| 8th Grade | 54 | 50 |
| 9th Grade | 61 | 55 |
| 10th Grade | 48 | 60 |
| 11th Grade | 54 | 54 |

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| | | |
|---------------|----|----|
| 12th Grade | 59 | 55 |
|---------------|----|----|

Peyton Jr-Sr High had a lot of new staff and staff switching roles for the upcoming 2022-2023 school year:

- **Jaime Justice** - Counseling
- **Tiffany Compton**- Kitchen Assistant
- **Jessica Polistina**- High School Resource/Special Education
- **Katie Malinowski**- Science/Biology/7th grade Science (New to the district)
- **Brylie Miller**-Math/ Pre-Algebra (New to the district)
- **Julie Hall**-English (New to the district)
- **Tina Lilek**-PPCC Calculus/College Algebra (New to the district)
- **Emily Holmes**- Jr High Resource/Special Education (New to the district)
- **Lee Cathy Highfield**- Band and Choir (New to the district)
- **Cody Schroeder**-Paraprofessional/ Boys Basketball Coach (New to the district)
- **Carol Higdon**- Business/Computers
- **Val Mullenax**-Cyber and Coding
- **Lindsay Shoemaker**- College and Career/Admin Support

August Events:

*August 4th- New Staff Orientation Day

8:00-8:30 Breakfast
8:30-12:00 Introductions (Room 116)
Marla's Presentation to new staff- What You Need to Know
Mr. Trice- Discipline/ Eligibility
10:30 Jenni Esser and Infinite Campus Set up
New Staff Checklists:
 Rooms
 Tech/ logins/email
 keys/building access
 Classroom Materials/Needs
 Infinite campus/ gradebook set up
 Induction/Mentors
 Questions?

12:00-1:00 Lunch Provided

1:00 - Ranchland Pictures for New Staff

1:00-4:00 All district new staff training (cafeteria at the Jr-Sr High)
(District Presentation over important updates, policies, health care, and other Important items)

August 8th

Start date for all Fall Sports. (Football, Volleyball, and Cross Country)

*August 8th through 10th were teacher work days

The schedule for these days were as follows:

Monday, August 8, 2022 (Casual Dress for Work Days)

We had a School Board Meet and Greet- (Media Center). JH/HS Breakfast was served and Mr. Burnside addressed the staff at the Jr-Sr High. Mr. Kelley/Mr. Trice then held a staff meeting to introduce and welcome the Secondary Staff. Items that we covered included:
(EducationalPhilosophy/Expectations/Discipline/Eligibility/RANDA/Calendar/ Evaluations/Assessments, etc)**Attendees- JH/HS Food Service, JH/HS Custodial, JH/HS and CTEF Paraprofessionals, JH/HS and CTEF Instructional Staff**
Lunch was provided and teachers were allowed to work in their rooms. In the afternoon we had training on Infinite Campus. Jenni Esser provided us with new updates to Infinite Campus.

Tuesday, August 9, 2022

Breakfast was provided. We then held the JH SPED and HS SPED Meetings. Key points covered in these meetings were as follows:

Teacher/staff introduce (3 min)

Expectations for IEPs: (3 min)

- *feedback forms before IEP
- *rotate through teachers - expect to attend 1+ IEPs this year
- *confidentiality

Expectations for progress reports: (1 min)

- *feedback forms quarterly on student's classroom goals

Updated IEP (1 min)

- *we'll send 2 weeks after IEP occurs

Expectations for SEL (Social-Emotional Learning) students - Deb (3 min)

- *expectations for pull out support
- *consult monthly

Overview List of SPED students with grade/eligibility/case manager (5 min)

More in depth info (snapshot/write up of students) (20-30 min, 2 min per students on average)

Give Health Care plan - (5 min)

BIP (Behavior Intervention Plan)

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Give accommodations spreadsheet list (for teachers to use/complete if want)

Q&A (5 min)

We then held a Staff Meeting. Major points of emphasis of school policies for upcoming year, MTSS, Graduate Profile.
Wednesday, August 10, 2022

Teachers came in at 10 am. We held Department Meetings at 1030 to discuss the following:

Agenda: (Please document the main points from your meeting)

1. Start discussing or deciding lead department members. This can be one for the entire 7-12 or can have two one for high school and Junior High
2. Curriculum. What is the status of the curriculum in your content area? Is there a curriculum? Is getting a curriculum a need? Explain.
3. Textbooks. Status: Please let me know what textbooks you are planning to use, and their condition. Do they need to be updated? Scope and Sequence. Where are you with scope and sequence in each course you teach?
4. What are your current class/content/department needs?

Lunch was provided and then we all attended the District Safety Training

***Tuesday August 9th** This was our Open House Night. We had a very good turnout. The booster club had food and apparel set up outside. Parents got their student's schedules and all gathered in the gym for staff introductions. Parents then were released to go meet the teachers.

August 22nd-Senior parent meeting in the commons at 7 pm

August 31st- Senior Sunrise

August 31st- Jostens will be here to talk to seniors

3. Peyton Online Academy-

a. Peyton Elementary Online Academy- no students currently enrolled

b. POA Secondary Board Report-

Peyton Online Academy
Board Report
August 2022

Enrollment: 18

- 8th = 2
- 9th = 3
- 10th = 4
- 11th = 5
- 12th = 4

10 students returned from last school year. Of the 8 new students, one is a transfer from PHS.

17 students are fully enrolled (one applied and is in the process of being enrolled as of 08.12.22).

52 unique online courses are being taken by the 17 fully-enrolled students.

10 students attending brick-and-mortar classes at Peyton Jr-Sr High: Math(1), PE(1), Weights(2), Choir(1), 8th grade Rotation(1), Auto(2), Cabinet Manufacturing (2), American History (1), TA for Auto (1), TA for Cabinet Manufacturing(1)

2 POA students have stepped up to put up the flag in the morning and take it down in the afternoon.

Staff

- Pete Bates (Math) - 2 hours in the morning
- Scott Lee (English and Social Studies and Electives) - 3 hours throughout the day
- Anthony Martinez (Math and Electives) - 3 hours in the afternoon
- Esser - full-time
- Derek Burnside - Principal

School photos taken on Friday 08.12.22.

Hearing and Vision Screening for 9th graders and new students were done on 08.12.22.

NWEA testing is Monday-Thursday August 15-18.

POA hopes to have a float in the Homecoming Parade in September and either a full lock-in or a shortened one after the football game.

A POA business card ad will run through August in the New Falcon Herald as well as a Little Bits "ad" in the Ranchland News.

4. Peyton College Academy-

Start of the 2022-2023 update for Peyton College Academy

August 10, 2022

To the Peyton Board of Education;

As of now, we are looking at approximately 45 students. I do not know the exact numbers of fulltime and part-time students but I will have Dawn update the list before Tuesday. I have been meeting with students and their families on weekends and evenings to ensure they have the information they need.

Dawn is busy updating files, doing transcript work, and ensuring PCA has all necessary paperwork needed for CDE. Once the files are updated, she will store the information in a folder that is easily uploaded into synclicity and ready to send to CDE when the next audit rolls around.

I hope to attend the board meeting on August 16th, so I can be there to answer any questions the board may have.

Pat Bershinsky

B. District Maintenance Report- Board Update August 2022

As of 8/9/2022

• Approximately \$2000.00 in outdated fire extinguishers and an estimated \$3200.00 in backflow and kitchen hood repairs from the annual fire inspection.

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- The remediation in the boiler room at the high school has continued to provide challenges. The boiler is operational and we have hot water. Unfortunately the boiler appears to have been damaged during the move out / move in during the remediation which requires manually resetting the boiler to restore hot water. Boiler and remediation contractors are trying to locate parts or a new boiler. My argument is the unit was damaged during the process and the school should not be held responsible. It is a 2004 boiler, there may be some pushback. The other outstanding items are minor and can be addressed as we move forward.

- Master Plan optional site walk went well. We had 6 architect firms participate in the site walk.

- Master Plan Timeline:

- RFQ/P Available July 29, 2022
- Optional Site Walk August 9, 2022 at 9:00 AM
- RFQ/P Clarification Deadline August 12, 2022 at 5:00 PM
- RFQ/P Clarification Responses from the district August 16, 2022 at 5:00 PM
- RFQ/P Responses due by August 22, 2022 at 3:00 PM
- Interview Invitations sent to Short-Listed Candidates August 24, 2022
- Interviews (Tentative) August 26, 2022
- Candidates Notified of Selection August 30, 2022
- Master Plan Complete November 30, 2022
- BEST Grant application complete January 5, 2023

- Concrete projects at the elementary school and high school have been completed and look good.

- A broken sprinkler line at the football practice field caused the fire pump to run several times to maintain water pressure. At some point during the night, the fire pump failed to operate. Both starter solenoids had to be replaced.

- Power supply board in the fire panel at CTEF had to be replaced; probable cause was a nearby lightning strike, completed 7/26/2022.

- Several trouble and communication errors / alarms from the CTEF fire panel again starting on 8/6/2022, tech scheduled for 8/10/2022. These issues do not appear to be related to prior board replacement.

- High school freezer went down on 7/29/22. Missy Beltz and Cora Compton helped move the food to the CTEF freezer. HS freezer repaired that evening. Food moved back on 8/1/2022.

- CTEF cooler went down on 8/4/2022, moved food to elementary chiller. Tech repaired leak in coil then returned on 8/9/2022 to recharge with refrigerant. Unit appears to be working properly.

- We have been fighting some communication issues with Long's Building Controls and Emergency Network monitoring. We have not been receiving all of the alarm notifications. Richard Claycomb has been helping and working with the Long's tech to find a permanent solution.

- Press box windows have been replaced.

- No ETA on the door opener at the doors from the high school to the mods to meet the ADA requirements or the ADA upgrades to the main entrance.

- Some summer maintenance items remain but nothing that will prevent classes from starting as scheduled.

- Waste Water Treatment Plant is in compliance, no significant leaks and plant is functioning.

C. District Advisory-no report

D. BOCES Report- no report

X. ACTION ITEMS-entered at 9:04pm

A. **Certified New Hires**-Mrs. Harms made the motion to approve the Certified New Hires. Mr. Cavanagh seconded the motion. All Board Members present voted "aye". The motion passed.

Action Items ended at 9:07pm.

XI. DISCUSSION ITEMS

- A. **Classified New Hire**-Mr. Burnside updated the Board on new hires.
- B. **Monthly Work Sessions**-Looking to add Work Sessions the 1st Tuesday of each month. **The** September Meeting will be September 6th at 5pm.
- C. **Staff Salary Review**-Mr. Burnside is reviewing all staff files to determine amount of pay freezes for staff that have worked in Peyton for over 15 years.
- D. **CASB Communication and Training**-George Welsh, former Superintendent, works for Colorado Education Initiative will attend September 6th Meeting.
- E. **Substitute Pay**-Mr. Burnside is also reviewing our Substitute Pay to be competitive with other districts and thank those who choose to work for Peyton School District.
- F. **Board Docs System**-Mr. Burnside is considering using this as a shared file for the Board of Education and Administrative Staff. Currently, Google Share is working well; so the district will continue with Google and access if needed.

XII. EXECUTIVE SESSION-none

XIII. ADJOURN- A motion to adjourn was made by Mrs. Harms and seconded by Mrs. Markus. All Board Members present voted "Aye". The motion passed.

The meeting adjourned at 9:30pm.

MINUTES APPROVED at the September 20, 2022 at Regular Board Meeting.

President

Secretary