

# RECORD OF PROCEEDINGS

## PEYTON SCHOOL DISTRICT 23-JT Board of Education Minutes May 19, 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 7:06pm.

### II. ROLL CALL

Members present: Mr. Eckelberry is present at home on phone. He is alone. Mr. Hanks is present via zoom from home and is alone. Mr. Harfert is present on phone and is home also alone. Mrs. Harms is present via zoom at home also alone. Mrs. Mannering is present at home alone on zoom.

**III. APPROVAL OF AGENDA-**Mr. Hanks would like to Table Action Items E and G for further discussion in an Executive Session later this week. Mr. Eckelberry requested the reasoning for the Executive Session. The items that would comply with Statue C.R.S. 24-6-402(4)f-personnel. Mr. Harfert made the motion to approve agenda as revised. Mrs. Harms seconded the motion. All Board Members present voted "aye". The motion passed.

**IV. APPROVAL OF MINUTES-**Mr. Harfert made the motion to approve the April Board Minutes. Mr. Hanks seconded the motion. All Board Members present voted "aye". The motion passed.

**V. APPROVAL OF FINANCIAL ITEMS-**Mr. Eckelberry had a couple of questions. First, he has concerns over the CASB Alerts on the State Revenue Budget Forecast 25% budget decrease. He stated this is an extreme disaster waiting to happen. Peyton, other districts, and the state that will be impacted by the downfalls. We need to start looking at can we do things cheaper which includes talking about The MiLL expenses. He wants to make sure everyone understands this. Mr. Hanks stated that zoom is a hard platform to discuss some of these items and asked if he reached out to the Administration Office to have questions answered prior to the meeting. Next, Mr. Eckelberry state looking at the Check Journal the district wrote checks for Perkins funds. The money was taken in as Revenue, then charged against expense. Mr. Eckelberry states that it should hit the Accounts Payable. Mrs. Kirchner tried to reply; however, her computer microphone was cutting out. Mr. Eckelberry stated looking at the Expense Budget report the Superintendent Salary expense line item shows a different amount than his contract. He also had questions on the PERA on Behalf payments. He has never seen nor heard of this before and it is unusual. Mr. Harfert made the motion to approve the financial items. Mrs. Harms seconded the motion. Mr. Eckelberry voted "nay". Mr. Hanks voted "nay" because he wants answers to the questions. Mr. Hanks urges the Board to contact the Administration Office for questions prior to the meeting, so answers can be covered during the meeting. Mr. Harfert voted "nay". Mr. Harms "nay". Mrs. Mannering voted "nay". The motion to approve the Financial Items failed due to questions that were asked at the meeting that needed answers. Ms. Kirchner will send the answers to the questions to the Board. Mr. Kistler asked if we can pay the bills? Mr. Hanks made the motion to pay the bills. Mr. Harfert seconded the motion. All Board Members present voted "aye". The motion to pay the bills passed.

### VI. COMMUNITY INPUT-none

#### SUPERINTENDENT'S REPORT-

I continue to meet with staff and administration about what is happening this year and what we need to be doing for the upcoming year.

A How to finalize the year with student turning in work and picking up personal items

B Brian/Derek/Janette and I will be looking at different local schools to compare land area and school size with what we may dealing with in a couple of years because of a development is coming our way

C Looking at different scenarios of how school might look next year? Will we be open full time? Part time? Not at all?

D What do we do with each scenario and how classes might look. Hybrid? All online? What do we do with parents that refuse to send their students? What will the assembly numbers be? 100? 250? Will sports be allowed to play/practice?

E Funding and what the state might do. There are so many projections out there, we can't place a number of where we'll be. Legislatures won't meet until next week, so we won't know where the budget is until mid-June.

F The admin team has met to look at different ways of adjusting the budget and where we might be able to cut/adjust, but until we hear numbers, it's all a shell game.

G We're trying to order medical equipment PPDs, touchless thermometers, etc to prepare for next year.

H School is going to look so different, no matter what we do, we're trying to think of everything we can. Will bus drivers have to take temps of students before they get on the bus? Do we have someone stand at the student drop off to take temps of students as the exit cars? What about students who drive themselves. How many students can we put on a bus?

### VII. BOARD REQUESTS AND REPORTS

#### A. Building Reports-



Grade	May 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	Mar. 2020	April 2020	May 2020
Pre K	25	14	15	16	16	16	15	15	16	16	16
Kinder	25	34	32	32	33	33	33	33	33	33	32
1 <sup>st</sup>	22	34	34	34	34	35	36	36	37	37	36
2 <sup>nd</sup>	30	29	29	29	29	29	26	26	26	26	26
3 <sup>rd</sup>	28	29	30	30	30	31	31	31	32	32	32
4 <sup>th</sup>	42	34	35	35	35	35	32	32	32	32	32
5 <sup>th</sup>	43	44	44	43	43	43	41	42	42	42	42
6 <sup>th</sup>	42	49	49	50	50	50	49	49	49	49	48
TOTAL	257	267	268	269	270	272	263	264	267	267	264

- Distance Learning is going well overall. Teachers have commented how much they have learned in such a short amount of time. Everyone continues to share new things they have learned or resources they have found that may help other staff members. All staff members have been incredibly resilient and willing to learn new things. Students and parents have also been very resilient.

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- Optional Google Suite trainings will be offered over the summer to all staff. If we have to move to Distance Learning at all next year, we want to ensure teachers can teach and not just provide materials. Google Suite has teacher You Tube channels where teachers can record and share lessons with students.
- We have a PES planning committee for next school year that will be meeting over the summer. We are looking at different plans for next year to ensure we have thought through various scenarios and are ready to go with schedules, expectations etc. for the 2020-2021 school year.
- We celebrated Teacher Appreciation Week May 4<sup>th</sup> through May 7<sup>th</sup>. All staff received \$10.00 Walmart gift cards from Peyton Elementary Parents. They also received personalized bags of popcorn and we had multiple drawings for gift cards, as well as other prizes.
- The last couple weeks, we have added lost and found, bagged desk/locker items, as well as Pre-K – Sixth grade In and Out of District Registration packets to traditional (paper & pencil) pick up on Tuesday’s from 10:00-12:00. Parents can also drop off items at this time.
- Transportation has continued to deliver traditional (paper & pencil) work that is not picked up on Tuesday from 10:00-12:00 to ensure all students receive their work.
- Report Cards go home on May 19<sup>th</sup> at traditional (paper & pencil) pick up. Teachers are also providing summer options for continued learning. For example, PES has a Moby Max subscription that will go through the summer that students can access. Moby Max is an online platform that differentiates learning for students.
- On Thursday, May 14<sup>th</sup> at 2:30, we had a parade driving by student homes to honor our three President’s Award for Educational Excellence winners. These students had a 4.0 GPA from third through sixth grade and also exemplified initiative, high motivation, integrity, and strong leadership qualities. Trent Gregg, Luke Sweat, and Samantha Nickell received a pin, signed certificate from Donald Trump, and a yard sign to commemorate this event.
- We were able to place orders for ALL reading materials for kindergarten through second grade for the 2020-2021 school year from 2019-2020 Early Literacy Grant (ELG) funds.

### High School-



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

	7th	8th	Jr. High Total	9th	10th	11th	12th	HS Total	School Total
March. Student Count	47	46	93	55	61	58	61	235	328
April Student Count	46	46	92	54	61	58	61	234	326
May Student Count	46	45	91	54	61	58	61	234	325

Due to the transition from in-person learning to e-learning, students will not be given final exams at the end of the 4th quarter.

We have implemented the following deadlines in regard to the completion of student work-

Seniors- New instruction ceased on Wednesday May 6, all work is due on Wednesday May 13 by 10:00 pm. Grades will be posted on Monday May 18 by 4:00 pm.

7-11 grades- New instruction will cease on Tuesday May 12, all work is due on Tuesday May 19 by 10:00 pm. Grades will be posted on Friday May 22 by 4:00 pm.

Class of 2020 Checkout- Thursday 5/14 from 10:00 am to 3:00 pm-Seniors will be able to pay outstanding lunch dues, return textbooks, or any other materials checked out by teachers and the library. If a student has personal belongings in the locker room or classrooms, they will be able to retrieve their belongings during this time. Some seniors have expressed interest in getting their cap and gowns for photos and family celebrations. Caps and gowns can also be picked up from 10:00 am-3:00 pm, if families so choose. We will follow CDC and El Paso County Public Health protocol for this process.

JH Student Checkout-Wednesday 5/20 from 10:00 am to 3:00 pm- JH students will be able to pay outstanding lunch dues, return textbooks, or any other materials checked out by teachers and the library. 7th grade students will complete the checkout process from 10:00am-12:30pm, 8th grade students from 12:30pm-3:00pm. If a student has personal belongings in the locker room or classrooms, they will be able to retrieve their belongings during this time. We will follow CDC and El Paso County Public Health protocol for this process.

HS Student Checkout-Thursday 5/21 from 10:00 am to 4:00 pm- 9-11 grade students will be able to pay outstanding lunch dues, return textbooks, or any other materials checked out by teachers and the library. Juniors will complete the checkout process from 10:00am-12:00pm, Sophomores from 12:00pm-2:00pm, and Freshmen from 2:00pm-4:00pm. If a student has personal belongings in the locker

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room or classrooms, they will be able to retrieve their belongings during this time. We will follow CDC and El Paso County Public Health protocol for this process.

Teacher checkout will be Monday the 18 and Tuesday the 19<sup>th</sup>. Both days will be from 9:00-2:00. Teachers will finish final inventory of rooms and professional supplies before leaving for the summer.

Final teacher evaluations are being completed through RANDA as well speak. These should be finished by the end of week of the 18<sup>th</sup>.

Attached you will find the plan for the In-Person Graduation Variance as set by El Paso County Public Health and the El Paso County Commissioners. A plan has been developed following the protocol and procedures set forth by EPCPH. This plan was submitted on 5/12, we should see approval within the next two weeks. The hope is restrictions could loosen for families to be able to enter the facility. We will continue to communicate with families as we get closer to the date of the ceremony, June 27 at 10:00 am. I know there is a lot of information in the plan. If you have any questions, please let me know. (attachment sent to Board)

Mr. Burnside also wanted to thank the Senior Sponsors, Mrs. Rice and Mrs. Mullenax for delivering the Senior Signs to the students houses. He also thanked Mrs. Mockerman and Mr. Trice for their help with ordering and delivering Teacher Appreciation Gifts. Popcorn and chocolates which were delivered to the staff's homes.

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

- Projected 2020-2021 Enrollment - Total = 11
  - 7th = 1
  - 8th = 0
  - 9th = 1
  - 10th = 1
  - 11th = 4
  - 12th = 4

We will cap at 25 again this year. We anticipate more inquiries this summer.

- 2020 Graduation - the students elected to not have a ceremony; Jenni is putting together a presentation to honor them.
- The transition to no-in-person learning went smoothly for us. Teachers have been able to assist students remotely. The few students who have been unable to complete their courses will be participating in summer school; this was anticipated prior to the transition.

### **Elementary**

POA Elementary is finishing up the school year well. One student will need to continue their program into the summer based on a lack of home support and technology access during the time the school was closed to students. We are in the process of developing a plan so this student can complete the required course work.

Overall, students had an excellent year and all but one student will remain in Peyton School District. The student leaving is moving out of state, otherwise they stated they would have continued utilizing the online program in Peyton.

**B. District Maintenance Report**-Peyton is #42 on the list for the BEST Grant Awards. It will be July or later before the recipients are notified. The freezer at the high school has been repaired. The well pump will need to be repaired. The Grandview Subdivision is looking 2 years before the first build. The estimate is 1.1 to 1.2 students per rooftop. The HVAC system at the elementary is having issues, so he is looking into software upgrades through Longs.

**C. District Advisory**-no meeting

**D. BOCES Report**-Meeting is May 28<sup>th</sup> They did reopen the BOCES for high needs students.

## **VIII. ACTION ITEMS-entered at 7:58pm Action Items**

- A. **Second Reading Policy JRA/JRC-Student Records/Release of Information on Students**- Last updated in 1997, this allows the district to receive Medicaid information on students to help determine needs. 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.
- B. **Second Reading Policy KBBA-Custodial and Noncustodial Parent Rights and Responsibilities**- The district does not currently have a policy. This will give the principals guidance on noncustodial parental rights. Mrs. Mannering made the motion to approve the Second Reading of Policy KBBA. Mr. Harfert seconded the motion. All Board Members present voted "aye". The motion passed.
- C. **Certified New Hire**-Mr. Eckelberry questioned if we have the flexibility to dismiss the contract if The MiLL is shut down? Mr. Kistler replied yes, under Policy GCQA-Instructional Staff Reduction in Force. Mrs. Harms made the motion to approve the Certified New Hire. Mr. Harfert seconded the motion. All Board Members present voted "aye". The motion passed.
- D. **Administrative Contracts (Principals) for 2020-2021**-Mr. Eckelberry requested to table this item for the Work Session, so the contracts could be reviewed. Mr. Harfert made the motion to table the contracts for the Work Session. Mr. Hanks seconded the motion. All Board Members present voted "aye".
- E. **Co-Superintendent Contract-Tabled in Agenda**
- F. **Wood's Manufacturing Consulting Contract**-Mr. Eckelberry stated he thought this is a waste of district money due to the projected budget cuts and believes Mr. Kistler could work with our Partners in Education for the Woods's Program. Mr. Hanks stated he is an important piece, and the agreement has worked well. Mr. Eckelberry would like to see a projection of future expenditures. Mr. Kistler will put something together. Mr. Hanks made the motion to approve the Wood's Manufacturing Consulting Contract. Mr. Harfert seconded the motion. Roll Call: Mr. Eckelberry "nay". He wants to see the projected expenditures. Mr. Hanks "aye". Mr. Harfert "aye". Mrs. Harms "aye". Mrs. Mannering "nay". She too would like to see the projected expenditures. The motion passed
- G. **Sick Leave/Vacation Buyback of Days for Superintendent-Tabled in Agenda**
- H. **Preliminary Budget for 2020-2021**-Ms. Kirchner gave an update of the School Finance Act. It is not expected to be approved until late May or early June. After discussing the preliminary budget presentation with Mr. Kistler, the budget was presented flat since the Finance Act was not in place, and the district could only present what it knew at the time. Mr. Eckelberry objected and stated this is a waste. He stated that the State Revenue Forecast presented a 25% reduction and we should look at options such as shutting down The MiLL. Mr. Kistler's response was if we

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shut down the Wood Manufacturing Program at The Mill then the program in Peyton would follow due to our relationship with our Partners in Education. Ms. Kirchner reminded everyone per Statute a Preliminary Budget needed to be approved by May 31, and the Adopted Budget which would show changes once the Finance Act is in place is due by June 30. The Board Members agreed that this needs further discussion and want Community Input on the Budget. Mr. Hanks motioned to approve the Preliminary Budget, and seconded by Mrs. Harms seconded the motion. All Board Members voted "aye" with the understanding that Community Input will be sought. The motion passed.

**Action Items ended at 8:42 pm.**

**IX. DISCUSSION ITEMS**

- A. **Classified Notice of Assignments**-A spreadsheet of all classified staff was presented to the Board. Their salaries remain flat from last year just as other staff. These are "at-will" employees.
- B. **RFPs for Auditing Firm**-Mrs. Mayberry notified the district that Mayberry & Company, LLC will no longer be offering audit services to the district. A few of their staff have left the firm to return to their home states, so they no longer have the capacity to handle as many clients. The Board was provided a list of firms that currently audit school districts as well as a sample RFP from the CDE FPP manual.
- C. **Work Session**-The Board scheduled an Emergency Executive Session and Emergency Board Meeting for May 21<sup>st</sup> at 6pm and 7pm respectively to cover the items tabled during this meeting.

**X. EXECUTIVE SESSION-none**

- XI. 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 9:13pm.**

MINUTES APPROVED at the July 21, 2020 at Regular Board Meeting.

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President

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Secretary