
RECORD OF PROCEEDINGS

ELBERT SCHOOL DISTRICT #200 MINUTES OF REGULAR MEETING

February 27, 2024

- I. **CALL MEETING TO ORDER/ROLL CALL**
President Olkjer called the regular meeting of the Board of Education to order at 6:30 pm. **ROLL CALL:** Tracy Ardrey, present, Janet Maloney, present, Bev McGuire, Present, Del Olkjer, present 6:35, and Wendy Walp, present. Also present were Mrs. Thompson, Superintendent, Shawn Graves, Principal, and Emily Cornell , Board Secretary.
- II. **PLEDGE OF ALLEGIANCE –**
- III. **ADDITIONS TO AGENDA –** Action item 8-Para resignation, Action item 9-bus transport for funeral
- IV. **APPROVAL OF AGENDA –** Tracy Ardrey moved to approve the agenda for February 27, 2024. Seconded by Janet Maloney and unanimously approved by a roll call vote.
- V. **APPROVAL OF MINUTES (CONSENT A)**
 1. **Regular Meeting January 23, 2023.**
- VI. **APPROVAL OF PAYROLL/EXPENDITURES (CONSENT A)**
 1. **Approval of Transfer from General to Lunch –** Transfer \$_5,000_ from General Fund to Lunch Fund. Done early to make payroll.
- VII. **APPROVAL OF FINANCIAL STATUS (CONSENT A)** Beverley McGuire moved to approve all the Consent A items, February account payables and payroll. Regular Board Meeting minutes from January 23, 2023. Seconded by Wendy Walp and unanimously approved by a roll call vote.
- VIII. **SPECIAL RECOGNITIONS** We would like to recognize Mr. Larson and the Matchwits team for qualifying for State Knowledge Bowl!!!
- IX. **AUDIENCE TO VISITORS –**
Jose has invited David Yaden with LONG to come speak about the HVAC progress and additional steps needed to finalize the system.
- X. **REPORTS -**
 1. **Teacher/Staff Report – None at this time**
 2. **Accountability – Feb Minutes will be emailed**
The Student, Staff and Parent survey will be sent out.
 3. **Transportation –** See written report attached.
 4. **Building/Maintenance – Jose Rocha –Building Maintenance – Packet Attached**

Building Maintenance:
 - Schindler sent an apology letter for the elevator issue.

RECORD OF PROCEEDINGS

- Boiler Pump One has subpar parts due to demand.
- Matt completed the camera upgrade.
- Steam table was replaced on warranty.

- **Grounds Maintenance:** No update at this time

- **Special Projects:** No update at this time

5. Booster Club – Minutes will be emailed.

No flower sale this year. They will offer merchandise at the BFL track meet instead. A Father's Day corn hole event is being planned. Details will be worked out.

6. BOCES –

- SAC Meeting 2/9/2024
- Board Meeting- 4/18/2024

7. Park and Recreation –

- Flyers for basketball and cheer camps. The flyers will need to go to parents to submit.
- Land transfer proposal

Park and Rec has land that they would like to give to the school district. The records state that if anything should happen to Parks and Rec that the 1.9-acre plot of land will go to the school. With the recent transition of Parks and Rec it has been recommended to donate the land to the school. The shed that is built around the electrical is Park and Rec and would need to come down or be fixed. The preference is to fix it. The Board agrees to take the land.

8. Athletic Director – Principal/Athletic Director Graves reported:

- Regional Basketball

The boys play Friday in Denver at Denver Christian at 8:00 pm.

- State Knowledge Bowl

The Matchwits team will compete at the Knowledge Bowl at Aims Community College on March 11th and March 12th. They will leave Monday morning at 6:00 am with Jedidiah driving the bus. They will require three hotel rooms and be there all day, spend the night, compete all day and then leave. They are third overall 1A in the region and top twelve in 1A schools in the state of Colorado.

- Dual Participation

Track and baseball will be sharing athletes. Baseball has eleven on the roster. They need twelve games to be eligible for post season. Five of the eleven are track priority. A schedule revision will be up as soon as possible.

- Baseball/Track Teams-see above

RECORD OF PROCEEDINGS

9. Administration –

- **Parent/Teacher Conferences-** Monday, March 4th.
- **Staff In Service-** Monday, March 4th with Parent/Teacher conferences to follow.
- **School Climate Survey-**will be released next week.

- **Ascent Program Participation**
The fifth year Senior Ascent program has two students. While they will not technically graduate in May, they will not be required to come to campus for continuing education.

- **FOX 21 Proposal**
FOX 21 is promoting Eastern Colorado with advertising. The Board is not interested.

- **Website ADA Compliance**
Legislation passed and all websites must be ADA compliant. Elbert School District website along with their links to other websites must be ADA compliant by July 1.

- **House Rental Agreement Changes**
Mountain View Electric has raised their rates. We will look at increasing rent to accommodate for the price increase and family size increase.

- **MOU Boy Scout/JCC Evac**
We will revisit the MOU regarding evacuation and financial (fuel, driver, etc) and costs if food and water are needed.

- **Radio Grant-CCNC License**
Approved 800 channel and we will be notified by March 2nd.

Enrollment Estimate: 274 current-20 have contacted us for next year already

XI. New Business

ACTION – Consent B

1. **Approve Superintendent’s Evaluation/Contract-**No need for renewal due to date of contract.

2. **Approve Out-of-district Students-**I recommend we approve the Maxcy and Valdez families-7 students total

RECORD OF PROCEEDINGS

3. **Approve 2024-2025 Calendar-See Attached**
4. **Approve Personnel-** I recommend we approve Delaney Hegger as secondary AG/FFA. Kristen Welch will stay on next year as a mentor. During the budget process, we will determine how we will pay Kristen to do the required CTE reporting for us while she trains Delaney. Penny Hish as a substitute.
5. **Approve overnight for Matchwits** -Mr. Larson will be at the meeting to detail plans for Matchwits to attend the State.
6. **Approve Proposal to Transition Park and Rec Land to School-**Mrs. Ardrey will present a proposal from Park and Rec for the School Board to consider accepting the park piece of land behind the football and baseball field. Jose and Emily will also have additional information regarding insurance and possible land needs.
7. **Approve Alternate March Meeting Date and work session-**Due to Spring Break I recommend we move our meeting up one week to March 19th. Work session at 6:00 and Board Meeting at 6:30.
8. **Approve resignation of para at Spring Break.**
9. **Approve request for transportation/buses to transport for funeral at the cemetery.**

Tracy Ardrey moved to approve Action Items 1 through 7, as presented. Seconded by Janet Maloney and unanimously approved by a roll call vote.

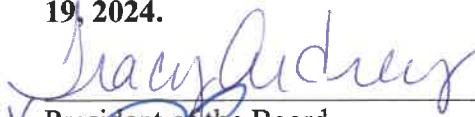
DISCUSSION


1. District Newsletter – See Attached

XII. Adjournment

1. **Next Regular Meeting March TBD at 6:30 pm.**
2. **Adjournment at 8:00 pm.**

Minutes for the February 27, 2024 meeting are approved as of March 19, 2024.


✓ President of the Board


Secretary to the Board

TRANSPORTATION REPORT- December 2023

Insp Due Date	7/1/23	12/1/23	Ending Miles	Monthly Miles Traveled Fiscal Yr	USE	Routes	Activity	CTE	SPEED	Admin Maint	Actual Miles on Vehicle	Miles Traveled in Current Month	Upcoming Maintenance Required	Date Purchased	DESCRIPTION	VIN	PLATE
1	01/20/24	13602	15030	0	1428	Activity					15030	0	Inspection due		2017 Chevy Activity Bus 14P	1HAE6UGB62HN004701	CYW-536
2	12/20/24	42223	42308	0	83	Activity					42308	0			2020 Cadillac		
4	05/20/24	164798	104973	460	3184	Route	460				104973	460		03/05/2004	2004 Thomas Safely-Liner TSP	1T8BAC3441130370	E33-EFY
5	04/20/24	111931	119724	379	313	Activity	379				119724	379	Wash-holes Painting Brake Being Inspected	09/26/2000	2005 Bluebird FE TSP	1BABH8KAL3F327174	E37-EFY
6	03/20/24	154516	119322	0	102	Route					119322	0		11/14/2014	2007 Thomas TSP	HJZABR0JX9C2Y1699	E34-EFY
10	01/20/24	131431	137634	0	384	Route Back-up					137634	0		07/14/2010	2009 International TSP	1HVBBAAN64K289453	E15-EFY
11	05/20/24	167092	67070	200	269	Route	200			1	67070	200	Emissions 2008	02/01/2011	2016 Bluebird FE TSP	7B5ANCPA41F123342	
12	02/20/24	143712	67265	578	2770	Activity	578				67265	578		02/01/2021	2017 Bluebird FE TSP	1BABLCPA9HF3100118	
				1823	12112												
Red Van	1/20/23	88680	88680	0	17	Parked					88680	0			2005 Mini Van	ID4EPZ4R15B223884	
Blue Van	9/20/24	137092	138289	0	296	Multi Use					138289	0			2005 Dodge Grand Caravan	ID4G9Z4R85B322429	
Drivers Ed	8/20/24	118132	123640	1038	9328	Drivers Ed	1038				123640	1038			2013 Chevrolet Impala LTZ		
Yukon	11/20/24	39288	39575	214	207	Multi Use	107	106		1	39575	214			2020 GMC Yukon XL SLT		
				1252	5341												

December Summary

- Bus 2 is back from inspection and service and ready for use, total cost of repairs and inspection was right at \$4,000 (brake pads, rotors, calipers, alignment, district lettering, oil change and inspection).
- Bus 11 is currently down with an emissions code that put the bus into derate mode, Mountain States Auto & Diesel in Elizabeth is willing to work on buses for us, just unable to do inspections, coming to diagnose on 1/19.
- Buses were used on 1/9 to evacuate students and staff to the reunification point, and remained as barriers and to provide transport back to the school for staff and student drivers when given the ok by ECSO
- Seeking authorization and grant funding for 800mhz radios for transportation(Kelli, Jose have more details as this is part of a school wide grant application)
- Since 12/7 we have had 3 incidents with vehicles running the flashing reds and stop arm on the West route, 2 were at the same stop and were near misses with vehicle descriptions.
- Update: Bus 4 received only minor cosmetic damage (small bends in sheet metal around storage compartment) after sliding into the ditch on 12/19.
- Bus 10 currently in Ellicott for annual inspection and preventative maintenance.

Submitted by John Mattoon

2024 Maintenance Board Report - February

Current Maintenance Major Projects/Repairs

- Elevator Safety Inspection and Shutdown – Warranty Repair completed – Fully Operational
- Snow Removal Operations – Ongoing
- Boiler Pump 1 – Warranty Repair completed
- HVAC Controls Analytics Development Phase – Long Building Technologies – Completed

February

Projects / Maintenance / Seasonal Priorities / Repairs, etc.	Status / Target Completion
Woodshop Dust Collection system repair – Voltage issues and failing fuses	Complete
Bids for 2024-25 Projects – Tree Trimming, Field House P-lot & Bus barn road base/rock refresh	50% Complete
Clay refresh Baseball infield / Clay Delivered / donated work/re-level coming from Mark Wilder	Weather dependent
Camera upgrade/replacement of high trafficked areas around facility	Ongoing
Bus Barn Clean & Reorganization/Consolidation	Ongoing
Tool, Equipment & Vehicle Inventory	Ongoing
Equipment Maintenance & Repairs: Kubota snow blower & Tractor tires	50% Complete
Spring Fertilization	Weather Dependent
Steam Table Replacement – Warranty Claim	Completed
County Health Inspections – Main Facility and Science Classrooms (Self-certification discontinued)	Correction Plan to deficiencies attached
Spring Fertilization	Seasonal
Electrical bid for Shed believed to belong to Parks and Rec	Pending
Track and Field Seasonal Preparation List	Ongoing
Electrical Upgrades to Woodshop for enhanced dust collection system – Health and Fire issue	Complete / CTE Co-action funds
Fire pump leak issue, Fire pump batteries & New Science Fire extinguisher requirement – Meridian and Maintenance team	Ongoing
Roof Leak Season: East fire exit stairway, more to come...	Warranty Claim Process

Spring Season Preparation Maintenance Team

Jose Rocha <jrocha@elbertschool.org>

Thu, Feb 22, 2024 at 11:52 AM

Draft To: Kelli Thompson <kthompson@elbertschool.org>, Shawn Graves <sgraves@elbertschool.org>, Matthew Honstein <mhonstein@elbertschool.org>, Richard Riggerbach <rriggerbach@elbertschool.org>, Ryan Figueroa <rfigueroa@elbertschool.org>, Luis Goodman <lgoodman@elbertschool.org>

All,

This is just a snapshot of the season that is now upon us. Pay close attention to fluid baseball and track schedules as they come.

Athletics & Spring Season

Track & field

- Assemble new hurdles and high jump standards once delivered
- Continue separating any newly broken hurdles to outside of hurdle shed
- Check sand level at long jump, order more if reserve pile depleted
- Check power at track outlet
- Re-dig up pole sleeve for overhead cord at finish line
- Move push snow blower down to field house for snow removal
- Move blower to field house for track clearing
- Discus safety boundaries roped off
- Re-measure re-check Discus and shot-put boundaries with new 2024 NFHS dimensions

Baseball

- Batting cage up in Aux gym no later than March 4
- Test baseball lights
- Re-leveling/re-spreading of newly delivered infield clay (Mark Wilder will spread new clay with his special equipment)
- Order more baseball chalk for infield (running low)
- Periodic baseball game prep and infield care
- Hang baseball banners on outer left field facing road as they arrive

Other Athletics Maintenance & Cleaning

- Crow's nest cleanup as needed, and intercom check
- Ice machine, exterior water fountain and concessions stand back on once temps allow (turn back off and winterize as needed due to weather)
- Exhaust fans back on, one more exhaust fan needs replaced in concessions
- Demo old park & rec shed once final approval given (Electrical piece in consideration)
- Weed spraying the moment they pop up, especially long jump and track areas
- Aerate and fertilize w/ pre-emergent on baseball field
- Continue dead tree and branch removal where able, going out to bid for major tree removal this summer
- Sprinklers back on late April/Early May
- Address roof leaks and water entry as they come
- Clean gutters at field house and superintendent house
- Finish constructing Gazebo for Elementary Student Council

Jose Rocha
Maintenance Director
Elbert School District #200
303-648-3030 ext. 204

Maintenance Work Order Request:

AJC Electric
 268 Hillside Dr
 Castle Rock, CO 80104 US
 +1 7202293607
 ajcelectric1@gmail.com

Estimate

AJC ELECTRIC



Dedicated to Quality Workmanship

ADDRESS
 Matt Honstein
 Elbert School
 24489 Main St.
 Elbert, CO 80106

SHIP TO
 Matt Honstein
 Elbert School
 24489 Main St.
 Elbert, CO 80106

ESTIMATE #	DATE	EXPIRATION DATE
1280	02/20/2024	03/05/2024

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	16 Electrical & Lighting This estimate is for the electrical work requested at Elbert schools baseball field old shed/building with electrical in it to be demoed. This power is ran directly from a pole Transformer and meter that will need to be coordinated with power company and local inspectors for work to be complete.	1	0.00	0.00
	Labor Cost This cost is for the labor from Master Electrician (Adam) and Apprentice (Stuart) with the material to The energize demo existing electrical in shed. We will remove all indoor rated existing panels and safe off for building to be removed. We will install new Unistrut rack outdoor In existing location where circuits are fed. We will install a new Siemens 3R outdoor rated 125 amp main breaker disconnect panel and refeed existing circuits to pole lights and sprinkler pump. We will refeed and install all circuits necessary for field in sprinkler pumps with new circuit breakers. we will install new ground rod to bring panel up to NEC code. We will also install a quad GFCI protected Outlets within use cover below panel for convenience use.	1	5,825.00	5,825.00
	01 Plans and Permits There is no cost for a permit in this estimate if one is needed we will	1	0.00	0.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	provide pricing on a separate work order.			
32 Damage/Repair-Business	AJC Electric is not responsible for any repairs that may be necessary to the finish of the business.	1	0.00	0.00
33 Warranty	AJC Electric provides a 1 year warranty on all electrical work done on the completion date. Any additional work needed will be done as a time (\$125 an hour) and cost of material; which will be provided on a separate work order.	1	0.00	0.00
	TOTAL			\$5,825.00

Accepted By

Accepted Date

12B. Instructional Safety Data Sheets (Critical) 6.12.1 (C) - Safety Data Sheets

Observation: 6.12.1 (C) - Safety Data Sheets Observation: 6.12.1 (C) Current safety data sheets (SDS) for laboratory, industrial, art and vocational classes are not available for review and/or provided in an organized and easily searchable format. Safety data sheets (SDS) for science chemicals were not updated and organized in an easily searchable format. SDS for chemical products used in the art room and wood shop were not available. Please have data sheets available for each chemical. Submit corrective documentation by 3/12/2024. Correct by 03/12/2024 (Follow Up)

CORRECTIVE ACTION:

Art room: Corrected. Safety Data sheets updated, including copies at front office cabinet.

Woodshop: Safety Data sheet collection in progress.

Science Room: **Requesting new correction date of July 1, 2024.**

12C. Chemical Management (Critical) 6.12.3 (B) - Chemicals Labeled.

12C. Chemical Management (Critical) 6.12.3 (B) - Chemicals Labeled 6.12.3 (G) - Flammable Compound Refrigerators 6.12.1 (D) - Chemical Handling

Observation: 6.12.1.D Flammable cabinets are required in the wood shop

CORRECTIVE ACTION: Cabinets ordered, shipped, arriving any day. Specs: 45 gallon cabinet (43in x 18in x 65in, yellow)

6.12.3 (G) Food products intended for experimentation or other use in the science prep room and art room were not labeled appropriately with "do not eat" or equivalent language. Please label food products accordingly. Submit corrective documentation by 3/12/2024.

CORRECTIVE ACTION:

Art room: Corrected with proper labels.

Science Room: In progress.

6.12.3 (B) Secondary containers and prepared solutions are not labeled with disposal date in the primary chemistry prep room. Please label containers of prepared solutions with disposal date. Chemicals in the science prep room were not labeled with the date of entry and expiration date. Please label containers with dates of entry and expiration date. Submit documentation of corrective action by 3/12/2024.

CORRECTIVE ACTION: In progress.

12D. Chemical Hygiene Plan (Critical) 6.12.1 (E) - Chemical Hygiene Plan

CORRECTIVE ACTION: Requesting new correction date of July 1, 2024.

12F. Personal Protective Equipment (Critical) 6.12.2 (B) - Eye Protection Observation: 6.12.2 (B) Eye protection meeting specified standards is not sanitized between uses by different students.

CORRECTIVE ACTION: Corrected.



12G. Prohibited and Restricted Chemicals (Critical) 6.12.3 (C) - Prohibited Chemicals 6.12.3 (D) - Restricted Chemicals Observation: 6.12.3 (C) Prohibited chemicals are used and/or stored at the school such as magnesium powder. Please have them removed from the inventory and properly disposed. Submit corrective documentation by 3/12/2024

CORRECTIVE ACTION: Science Room: Requesting new correction date of July 1, 2024.

6.12.3 (D) Containers of restricted chemicals stored in the primary chemistry prep room are in quantities greater than what could be used in one school year including containers of

Hydrochloric Acid and Acetone. Please dispose restricted chemicals and/or apply for variance as appropriate. Submit corrective documentation by 3/12/2024.

CORRECTIVE ACTION: Science Room: Requesting new correction date of July 1, 2024.

12H. Safety Equipment (Critical) 6.12.2 (E) - Eye Wash Fountain 6.12.2 (G) - Master Gas Control Valve 6.12.2 (H) - First Aid Kits 6.12.2 (I) - Fire Extinguishers 6.12.2 (J) - Annual Testing
Observation: 6.12.2 (E) An eye wash fountain was not available in the art room where the use of spray paint and other materials are located and stored. Please have an eye wash fountain installed in the art room. Submit corrective documentation by 3/12/2024

CORRECTIVE ACTION: Eye wash part arrived, installed before 3/12/24. Added to eye wash station binder/checklist.

6.12.2 (J) Emergency and safety equipment is not tested annually or documentation of testing is not available for review. Please have documentation ready to provide that shows all emergency equipment is tested annually. Submit corrective documentation by 3/12/2024

CORRECTIVE ACTION: Item corrected. Binder for eye wash station testing updated.

Emergency Shutoffs: New binder created for all electrical emergency shut-off testing and added to annual test schedule.

6.12.2 (I) The science lab had combustible metals stored with no additional fire suppression system labeled or in place. Class D - combustible metals (Mg, Na, K) Other fire suppression materials can be used in place of Class D extinguisher, including graphite or sodium chloride. Please have an additional fire suppression material available and labeled for use. Submit corrective documentation by 3/12/2024

CORRECTIVE ACTION: Extinguisher ordered, installed before 3/12/24, added to monthly inspections.

6.12.2 (G) The emergency electrical shut-offs are not clearly labeled in the wood shop and art room. Please have each emergency electrical shut-off visibly marked with clearly defined signage. Submit corrective documentation by 3/12/2024

CORRECTIVE ACTION: New shut-off labels ordered, installed before 3/12/24.

Art Room: Warning label to kiln emergency shut off corrected.

6.12.2 (H) First aid kits are not fully stocked with updated non expired items in all in all laboratories, vocational education, industrial arts, set design, and art classrooms. Please go thru your inventory and dispose of any outdated and expired first aid stock, ie band aids, gauze ect. Submit corrective documentation by 3/12/2024 Correct by 03/12/2024 (Follow Up)

CORRECTIVE ACTION: In progress.

12I. Ventilation (Critical) 6.12.4 (A) - Ventilating Hazardous Materials Observation: 6.12.4 (A) Exposure to hazardous or toxic materials are not adequately and ventilated through mechanical means to be maintained at safe levels. The filtration system in the wood shop is not adequate for proper venting in the space. Please install additional filtration devices to allow for needed ventilation. Submit corrective documentation by 3/12/2024 Correct by 03/12/2024 (Follow Up)

CORRECTIVE ACTION:

Two ventilation industrial strength air filtration box fans ordered, necessary electrical addition needed for fan installation completed on 2/19/24. Final installation will occur prior to 3/12/24.