

**MINUTES  
of the Regular Meeting of the Board of Directors  
of the ENUMCLAW SCHOOL DISTRICT #216  
6:30 p.m., District Office  
July 16, 2018**

**I — PRELIMINARY**

**A. Call to Order:**

The regular meeting of the Board of Directors was called to order by Bryan Stanwood, President of the Board of Directors, at 6:30 p.m. in the boardroom of the district office.

**B. Pledge of Allegiance:**

Mr. Stanwood led the pledge of allegiance to the flag.

**C. Roll Call:**

All board members were present, except Mr. Gamblin who was excused.

**D. Minutes:**

Mrs. Watterson moved and Mrs. Merrill seconded a motion to approve the minutes of the regular board meeting of June 19, 2018.

Motion carried.

**II — BOARD OF DIRECTORS COMMUNICATIONS**

**A. Good News of the District**

Mrs. McGann began by mentioning the “Shaking Hands with the Future” event held at the high school in the spring. The high school special education department personally invited parents of special education students transitioning from junior high to high school, to attend an evening at the high school to meet the administration team, individual advisors, and get familiar with the school’s layout, among other things. The event is used to ease the transition for students and provide familiar faces to students for when they begin classes at a new school and may need assistance. Mrs. McGann stated she was blown away by the event and gave kudos to the staff, adding that this event is extremely valuable for those students and their parents!

Mrs. Watterson mentioned that it has been fun to watch the progress of the painting on the exterior of the high school. Mr. Stanwood added that it has been great to see updated pictures of the progress of the project on Facebook! Student Representative Foster Barnhart was also excited to see the paint changes while he used the school building to work on a 48 hour film fest.

**B. Superintendent Report:**

Mr. Nelson began his report by congratulating everyone on another successful end to the school year, stating it is always great to get word that the final bus is back in the bus barn! Almost immediately after the high school students left for the summer, the demolition of the temporary wall in the commons began.

Mr. Nelson added that photos of the event were taken and he has a piece of the temporary wall framed in his office! The commons floor is also being changed and painting is occurring to ensure that everything will flow into the brand new wings of the high school.

Next, Mr. Nelson shared that our transportation department has, once again, received exceptional scores on their Washington State Patrol check. Mr. Hatzenbeler, Everett Cunningham, the office staff, the mechanical team, and the bus drivers continue to do an outstanding job to ensure our students travel safely to and from our schools!

Over 100 invites have been mailed for our upcoming community breakfast with Pedro Noguera on August 28<sup>th</sup> at 7:30 am in the EMS library. The event is open to all, but personal invites were sent to key members of the community. Later in the day, Mr. Noguera will be speaking to all staff at the annual District Day event. Mr. Noguera will focus on education now and in the future. He has previously presented at the School Director's Conference.

Mr. Nelson and members of the cabinet are currently planning for the leadership team retreat occurring at the district office in a few weeks! These summer months are full of end of year reports as well as planning for the next year and completing new grant applications to set the district up for another successful year.

Speaking of success, Mr. Nelson added that EHS drama teacher Darrell Miller, who was sitting in the audience, successfully summited Mt. Rainier this summer!

### C. **Construction Update**

Ms. LeRoy updated the board on current construction projects. Progress photos of the high school building construction were shared showcasing the new exterior paint, interior progress, and the removal of the temporary wall in the commons!

#### **Enumclaw High School**

Budget: \$41,864,000 Contingency \$ 2,200,000

#### **Deliveries:**

- Light Pole Standards
- Remainder of Metal Siding for North Area 2 & 3
- Phase 1B Casework
- Remainder of Phase 1 MDF Wall Panels
- MDF for Phase 1B Corridor 920A
- Remainder of Metal Siding for North Area 2 & 3
- Doors with Hardware for Areas 2, 3 and 4
- SS railings and ships ladders

#### **Area 1 (work began June 25)**

- Selective Demo/Pre-Demo of Storage Room and Restroom 178 is complete.
- GWB Hang/Tape/Finish of all areas has begun and is ongoing.

#### **Area 2**

- Storefront glazing is complete.
- Installation of toilet partitions and accessories has begun and is ongoing.
- Handrail installation has been delayed by delivery, now scheduled to be installed week of July 16<sup>th</sup>.
- HVAC Mechanical Start-Up balancing is ongoing.

#### **Area 3**

- Temporary Wall has been removed!
- Acoustical Ceiling Tile/Linear Wood Installation at Level 2 is ongoing.
- Installation of Doors and Hardware is now complete.

- Painting of South Wall & Soffit in Existing Commons is ongoing.
- Installation of SS Handrails at staircases continues to be delayed by supplier.

Area 4-A

- Roofing/Low Roof detail work and Siding System Installation is ongoing.
- Installation of Whiteboards/Tackboards/CGs/Etc. is complete.
- Elevator installation is complete; Pre-Inspection Punch List completion is ongoing.

Area 4-B

- Toilet partitions and Accessory installation is ongoing.
- Painting at Levels 1 and 2 is ongoing.

Current Building Perimeter and Commons Plaza

- Irrigation Sleeving is complete.
- Concrete Hardscape at Courtyard is ongoing.
- Landscaping has begun
- Rock placement

Current Setup/Demo

- Phase 1 MDF/IDF: Owners continue their work.
- Handrail Installation is ongoing.
- Roofing work continues; Framing, Siding installation at Wrestling Room and Women’s Locker room is ongoing.
- Flooring installation and curing in Auxiliary Gym is complete; Auxiliary Gym is now open to foot traffic.

Open for September 2018

Commons	Construction Wall removed, new flooring and chairs delivery August 10th
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Owner Consultants and City Coordination

Utilities coordination for final survey with City  
Existing Roofing of the Aux Gym review

Furniture and Move In:

September 21– October 5 <sup>th</sup>	Furniture Delivery
October 9-11	Library
October 12 – 14	Classroom
October 15 <sup>th</sup>	OPEN FOR TEACHING!

Next Phases October 15th:

Portables:	Salvage and Placement
400 and Library:	Demolition

**D. Public Hearing: 2018-19 Budget**

Mr. Hatzenbeler presented the draft of the 2018-19 budget. The business office is currently waiting for the ESD to provide feedback, which will then be incorporated in the final draft coming to the board in August. Mr. Hatzenbeler highlighted areas of the general fund, capital projects fund, debt services fund, associated student body fund, and the transportation vehicle fund. He informed the board of projected starting balances, expected revenues and expenditures, and projected ending balances for each fund. He also shared revenue and expenditure comparisons from the 2017-18 school year and the expectation for the 2018-19 school year. Mr. Hatzenbeler added that it is important to note, that the current budget analysis will encompass predictions for the next four years and as each year passes, continued edits will be made to ensure its accuracy.

Mr. Stanwood opened the floor for public comment on the 2018-19 budget. There were no community members present wishing to comment on the presented budget.

Mr. Stanwood shared the process for the hearing budget. The district is required by law to hold a budget hearing and call for public comments three times for anyone wishing to address the board regarding the budget. Seeing no one, the hearing was closed after the three invitations to address the board. Mr. Stanwood thanked Mr. Hatzenbeler for his presentation.

### **III — HEARING OF PERSONS DESIRING TO ADDRESS THE BOARD AS A WHOLE**

No one present wished to address the board.

### **IV — ADMINISTRATION/BUSINESS**

#### **1. Payroll and Vouchers:**

Mr. Hatzenbeler presented the list of top ten expenditures in the district as follows: Forma Construction Co., Heritage Bank and Forma Construction, Alliance Construction Management, Food Services of America, Taylor Publishing Company, Associated Petroleum Products, Graduation Alliance, Puget Sound Energy, Children’s Therapy Center, and City of Enumclaw.

Mr. Hatzenbeler shared a list of the local businesses with which the district did \$53,756.65 of business in the month of June. The district is pleased to support local businesses and purchase their products.

Mr. Hatzenbeler reminded the audience that the board receives their packets a week ahead to review and ask any questions regarding the vouchers.

After reviewing all vouchers, Mrs. Merrill moved and Mrs. McGann seconded to approve general fund vouchers in the amount of \$362,186.35; capital projects fund in the amount of \$335,125.05; and associated student body fund in the amount of \$116,906.26;

Motion carried.

#### **2. Consent Agenda:**

**1. Donation of \$576.54 from Discover Your Northwest for mileage reimbursement for a Black Diamond Elementary 4<sup>th</sup> grade field trip.**

**2. Donation of \$3,200 from Westwood PTO toward the purchases of new soccer goal equipment and installation, new playground equipment, and scheduling of a science or learning assembly for Westwood students during the 2018-19 school year.**

**3. Personnel Report**

#### **Certificated:**

##### **A. New Hire:**

1. Janet Hammond, certificated SLP, district office, effective 09.04.2018
2. Joslyn Taylor, .5 FTE Teacher, Kibler, Effective 09.04.2018
3. Karen Hanson, Teacher, J.J. Smith, Effective 09.04.2018

##### **B. Additional Assignment:**

1. Angela Moore, summer school teacher, Kibler, Effective 08.06.2018
2. Kimberly Patrick, summer school teacher, Kibler, Effective 08.06.2018
3. Mary Colby, summer school teacher, Southwood, Effective 08.06.2018
4. Rebecca Underwood, summer school teacher, Westwood, Effective 08.06.2018
5. Jeff Kurtz, summer school teacher, Black Diamond, Effective 08.06.2018
6. Hannah Kilcup, summer school teacher, Southwood, Effective 08.06.2018

- C. Resignation:
1. Lisa Horton, Teacher, TMMS, Effective 06.30.2018
- D. Leave Request:
1. Julie Sutter, 0.2 FTE leave request, teacher, EMS, Effective 2018-19 school year
  2. Jennifer Ahina, Teacher, J.J. Smith, Effective 2018-19 school year
  3. Molly Clark, 0.5 FTE leave request, teacher, Kibler, Effective 2018-19 school year

**Classified:**

- A. New Hire:
1. Deanne Johnson, Career Center Specialist, EHS, Effective 09.04.2018
  2. Jessica Christensen, Office Manager, Kibler, Effective 08.13.2018
  3. Lyris Graddon, Assistant Secretary, Southwood, Effective 08.27.2018
  4. Katri Hoban, kitchen assistant, Soutwood, Effective 09.04.2018
- B. Resignation:
1. Samantha Luce, paraeducator, J.J. Smith, Effective 06.30.2018
  2. Amber Newman, paraeducator, EMS, Effective 06.30.2018
  3. Lynnette Johnson, bus driver, transportation, Effective 06.20.2018
- C. Retirement:
1. Renee Barquest, secretary, EHS, Effective 06.30.2018
- D. Leave Request:
1. Penny Lilly, 0.5 FTE leave request, secretary, TMMS, Effective 2018-19 school year
- E. Change of Assignment:
1. Denise VanHoof, accounts receivable, district office, Effective 06.28.2018
  2. Marie Reynolds, night lead custodian, EHS, Effective 06.25.2018
- F. Coaching Assignment:
1. Matthew Paulson, Head Co-Ed Track, TMMS, Effective 09.04.2018
  2. Scott Osborne, Head Boys Water Polo, EHS, Effective 08.20.2018
  3. Mark Hanson, Assistant Co-Ed Track, TMMS, Effective 09.04.2018
  4. Robert (Bobby) Garcia, Assistant Football Coach, TMMS, Effective 03.21.2019

**Ratification of Contracts:**

A. Personnel Contracts

The consent agenda was presented by Mr. Stanwood. Mrs. McGann moved and Mrs. Watterson seconded to approve the consent agenda.

Motion carried.

**3. Second Reading:**

Mr. Nelson presented the board with eight policy revisions for second reading and action.

Policy Number	Policy Title	Overview of Changes
1105	Director Districts	<ul style="list-style-type: none"> <li>• Changes to reflect WVRA (Washington Voting Rights Act)</li> </ul>

3115	Homeless Students- Enrollment Rights and Services	<ul style="list-style-type: none"> <li>Changes to reflect ESHB 2610 and 2ESHB 1508 relating to student nutrition services</li> </ul>
3116	Students in Foster Care	<ul style="list-style-type: none"> <li>Revised to reflect ESHB 2684 – including revising the title of the policy and procedure</li> </ul>
3207	Prohibition of Discrimination, Harassment, Intimidation and Bullying	<ul style="list-style-type: none"> <li>Revised to add verbiage from 2015 update</li> </ul>
3220	Freedom of Expression	<ul style="list-style-type: none"> <li>Revised to reflect SSB 5064 relating to freedom of expression through school-sponsored media</li> </ul>
3520	Student Fees, Fines, or Charges	<ul style="list-style-type: none"> <li>Changes to reflect ESHB 2610 and 2ESHB 1508 relating to student nutrition services</li> </ul>
5010	Nondiscrimination and Affirmative Action	<ul style="list-style-type: none"> <li>Revised to update legal references and remove unrequired language regarding utilization analysis</li> </ul>
5406	Leave Sharing	<ul style="list-style-type: none"> <li>Changes to reflect ESHB 1434</li> </ul>

Mrs. McGann moved and Mrs. Merrill seconded to approve policies 1105, 3115, 3207, 3220, 3520, 5010, and 5406 as presented.

Motion carried.

#### 4. First Reading

Mr. Nelson presented the board with six policy revisions for first reading and information.

Policy Number	Policy Title	Overview of Changes
2170	Career and Technical Education	<ul style="list-style-type: none"> <li>Revised to reflect the “work-integrated learning initiative” in ESSHB 1600</li> </ul>
2255	Alternative Learning Experiences Courses	<ul style="list-style-type: none"> <li>Edited to incorporate the new definitions for student learning plans and alternative learning experience courses in SB 6134.</li> <li>ESD does not currently have any ALE courses; however, we may in the future.</li> </ul>
2410	High School Graduation Requirements	<ul style="list-style-type: none"> <li>Changes to reflect provisions from SHB 2686 and SSB 1896.</li> </ul>
2413	Equivalence Credit for Career and Technical Education Courses	<ul style="list-style-type: none"> <li>Removes the requirement for the student to be concurrently enrolled in or have successfully completed algebra II for AP computer science to be counted as a career and technical equivalent to high school mathematics.</li> </ul>
6000	Program Planning, Budget Preparation, Adoption, and	<ul style="list-style-type: none"> <li>Changes to reflect the requirement in House Bill (HB) 2242 that</li> </ul>

	Implementation	districts develop or update four-year budgets as part of their annual budget development process
6100	Revenues From Local, State, and Federal Sources	<ul style="list-style-type: none"> <li>Revised to include language required by the Department of Education for districts affected by Indian Impact funds.</li> </ul>

**5. 2018-19 Dairy Bid**

Mr. Hatzenbeler presented the Dairy Bid for the 2018-19 school year. This would be a three-year contract; however, the contract will remain open for revisiting each year, as market conditions fluctuate. The bid includes rates that are comparable and competitive in comparison to others.

Mrs. Merrill moved and Mrs. Watterson seconded to approve the Dairy Bid for the 2018-19 school year.

Motion carried.

**6. Resolution 1076: Adoption of the City of Enumclaw/City of Black Diamond/King County Capital Facilities Plan**

Mr. Hatzenbeler presented Resolution 1076: Adoption of the City of Enumclaw/City of Black Diamond/King County Capital Facilities Plan. The plan includes several sections including enrollment predictions, standard of service, construction planning, capital facilities financing plan, and impact fees from year 2018 to 2023. The enrollment section detailed new home construction in Enumclaw and Black diamond and how many new students are predicted to come from those homes. The standard of service section included class sizes, state funding, student programs, use of physical space, size of school facilities and construction projects. The planning and construction portion referenced current projects and any future projects as directed by the board of directors, potential movement of portables, land available for use, and the need for impact fees. The capital facilities plan detailed where money would come from and how many students were specifically expected to come from new construction. At this time, it is expected that each new home would produce .61 students. The impact fees section included photos of the new Black Diamond Elementary School building and stated that the collection of impact fees accounted for payment of 1.7% of the project, or \$360,000! Without the collection of impact fees, Mr. Hatzenbeler informed the board, meeting budget would have been more difficult. He then shared that the new Enumclaw High School building is projected to use \$250,000 from impact fees in 2018-19. Mr. Hatzenbeler then presented board considerations for the future, including standards of service and size of schools, school boundaries and impact of growth, instructional programs, age and conditions of current facilities, and future tax rates and community support.

Mrs. Merrill moved and Mrs. McGann seconded to approve Resolution 1076: Adoption of the City of Enumclaw/City of Black Diamond/King County Capital Facilities Plan.

Motion carried.

**7. General Fund Report:**

Mr. Hatzenbeler presented the general fund report for the last month of the fiscal year. 80.69% of the 2017-18 budget has been expended with 83.89% of revenues received.

The beginning of the year fund balance was \$5,498,050.79. Total resources available: \$49,100,675.79. Expenditures to date: \$43,557,207.47. Revenues to date: \$43,602,625.00; Restricted for other items: \$200,000.00; restricted for carry over: \$3,684.07; Nonspendable FB-Inventory/Prepaid Items: \$138,150.00; Assigned to Capital Projects: \$550,000.00; and commitment to economic stabilization: \$2,700,000.00. Unassigned fund balance: \$1,951,634.25.

Capital Projects beginning fund balance was \$24,267,656.54 with an ending balance of \$9,640,269.52.

The Debt Service Fund beginning fund balance was \$1,687,140.93 with an ending balance of \$1,502,570.50.

ASB Fund beginning fund balance was \$511,835.86 with an ending balance of \$575,221.24.

Transportation Fund beginning fund balance was \$865,816.07 with an ending balance of \$212,684.80.

Mr. Stanwood asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that no executive session was necessary.

#### **V — EXECUTIVE SESSION**

No executive session was needed.

#### **VI — BOARD PROCESS DEBRIEF**

The board debriefed the meeting.

#### **VII — ADJOURNMENT**

This meeting adjourned at 7:43 p.m.

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President, Board of Directors

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Secretary, Board of Directors