



MINUTES
of the Regular Meeting of the Board of Directors
of the ENUMCLAW SCHOOL DISTRICT #216
6:30 p.m., District Office
September 17, 2018

I — PRELIMINARY

A. Call to Order:

The regular meeting of the Board of Directors was called to order by Mr. Bryan Stanwood, Board President, 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 Tyson Gamblin and student representative, Foster Barnhart, who were both excused. Mrs. McGann arrived at 6:46 p.m.

D. Minutes:

Mrs. Watterson moved and Mrs. Merrill seconded a motion to approve the minutes of the regular board meeting of August 20, 2018, and the board work study of September 4, 2018.

Motion carried.

II — BOARD OF DIRECTORS COMMUNICATIONS

A. Good News of the District:

Mrs. Merrill began by thanking the community members who were able to attend the community breakfast with speaker Pedro Noguera on August 28th. She added that she hoped to repeat a like event next year, as it was exciting to involve the community in the district's mission and see such a great turnout!

Mrs. Merrill was also able to join others in the Enumclaw Rotary in handing out pencils to students on the first day of school. This was a tradition started a few years ago and is a great way to connect Rotary with the district and students. The Enumclaw Rotary also holds weekly luncheons, and at a recent luncheon Enumclaw Police Chief Bob Huebler mentioned the great relationship our first responders have with the district now, and what a fantastic job our district is doing. Mrs. Merrill was happy to report that other agencies in town see the work the district is doing and want to reinforce and support it!

The district's parent leader groups came together for a fall luncheon at the district office on September 12th. Mrs. Merrill thanked those organizations for supporting students and working well together and with the district. She encouraged more parents to join for the good information and involvements with activities.

Mrs. Watterson added that beginning this new school year has been interesting for her family. She has three students in the district and has enjoyed watching the different transitions from elementary school to middle school, and from summer work and activities to the balancing act of high school, extra-curricular activities, and holding a job. She also thanked the district for increased parent communication so far this year, learning about the new Securly feature and receiving other school updates has been awesome as a parent.

Mr. Stanwood agreed that it has been a great start to the school year as he has a senior at EHS this year. He then thanked all principals for the amazing introductions they did for our new teachers at the New Teacher's Breakfast in August. He expressed that it is truly an exceptional way to connect new teachers, and returning teachers, to the community and the family of the Enumclaw School District.

Student Representative Emma Murphy updated the board with the news that the EHS Girls Golf team is currently undefeated!

B. Superintendent Report:

Mr. Nelson began by sharing that the district's leadership team came together for their first Tuesday meeting on September 11th. It was the 17th anniversary of the 9/11 attacks and the team spent time reflecting on the events of that day. Mr. Nelson shared a poem written by a fourth grade student reflecting on those first moments. This poem is just one in a book of poems published by Superintendent Shelley Harwayne, of a charter school in New York, at the time of the event. Superintendent Harwayne chose to use literacy to help students cope with the tragedy.

On September 12th the district hosted the fall parent leader's luncheon. This is one of three luncheons the district holds throughout the year. The meetings serve to connect all school parent groups to the work the board, cabinet, and leadership team is doing in reference to the district's strategic plan and theory of action.

During the board work study this month, Mr. Beals shared an update for Securly that would allow parents to work side-by-side with their students around browser history. Since the update has been pushed out to families, it has been well received and there have been minimal questions.

Mr. Nelson moved on to share that enrollment came in seven students above the projected number. While the number is not what was expected with new construction in many areas, it is hoped that those numbers will continue to grow. It is important to monitor these trends closely moving forward.

The Dedication and Open House of EHS will be held on October 8th and is open to all in the community. The event will begin in the gym and the district is expecting a packed house! Self-guided tours will occur and many student groups, including cheerleaders, the band, orchestra and leadership members, will be involved in celebrating the new building. Cookies made by our food services department will be served as well and all attendees will leave with an EHS dedication pen as a keepsake. Later in the week, students will have a half day on October 11th and there will be no school held on October 12th to start the moving process into the new classrooms. October 15th is set to be the first day for students to attend classes in the new building! The high school administrative team is working hard to make this first day an unforgettable experience for all students and staff!

Mr. Nelson then moved to a difficult topic by sharing a slide with the National Suicide Prevention Hotline. The community has been shaken by two teenage suicides in our bigger community area. Mr. Nelson shared that he had the privilege to attend the service for one of the teens. He shared that the eloquent way in which the teen's father, siblings, friends and coach had shared message of love for this young man, while sharing a message of addressing the word *suicide* was incredible. The message of honoring the teen by continuing to live was threaded through each of the speakers. Mr. Nelson stated the service was beautifully done.

The Enumclaw School District is partnering with the Rainier Foothills Wellness Foundation (RWF) in sponsoring a community event surrounding the issue of suicide, featuring speaker Deborah Binion of the Jordan Binion Project. While this topic was decided prior to recent tragedies, it is even more important now. Mr. Nelson shared that the district has a moral obligation to be one of the lead agents in helping remove the taboo of the word *suicide*. Adding that it is OK to talk about it and we should talk about it. We need to learn to understand suicide as well as we learn to understand cancer or diabetes. Mr. Nelson sent a letter to all district families to join in the conversation. He also outreached to Tahoma School District to partner in the event and show that they are not alone in navigating these difficult times. The first event will be held on November 14th at 6:00 pm in the EHS commons.

Mr. Nelson ended by sharing a quote from Mr. Rogers: “The greatest thing we can do is to help somebody know they are loved and capable of loving.”

Mr. Stanwood thanked Mr. Nelson for the thoughtfulness that went into creating the letter for all families and for attending the memorial and representing the Enumclaw School District.

C. Attendance Awareness Proclamation:

Mr. Nelson presented the board with the district’s Attendance Awareness Proclamation. He informed the board that this proclamation was for information purposes only, and outlines the ill effects that frequent absences have on education. Mr. Nelson described the district’s efforts in creating more of a cultural value on attendance and the importance of student presence when it comes to increasing learning and achievement.

Mrs. Merrill moved and Mrs. McGann seconded to approve the Attendance Awareness Proclamation.

Motion carries.

D. WIAA Presentation:

Each spring, the board approves to renew the WIAA membership for the Enumclaw School District. Mr. Phil Engebretsen, Athletic Director and Assistant Principal at Enumclaw High school, was asked to present more information around WIAA and student extra-curricular activities. Mr. Engebretsen shared a presentation detailing the levels to athletics and activities in the state of Washington. Embedded into the presentation are links to provide more information on WIAA and the positive impact that activities have in overall student success, should the board choose to reference for additional information later on.

Mr. Engebretsen expressed that being a part of the WIAA, the first level to athletics and activities, and providing extra-curricular activities for students, is about working together to enrich the lives of our students. He added that last year, participation in activities increased at the state and national level. At Enumclaw High School, 79% of students were involved in an extra-curricular activity. Mr. Engebretsen shared a WIAA link to show how involvement in an extra-curricular activity positively impacts students. The link lists better grades, higher test scores, increased attendance, improved health and wellness, and increased odds at attending and graduating college as a few of the positive impacts stemming from extra-curricular participation.

The next level Mr. Engebretsen discussed was the district level. The district level deals with eligibility, brackets, playoffs and awards, and reimbursements. Enumclaw is a part of the West Central District, which is the largest district of 4A schools in the state. That makes winning a district championship, like the Enumclaw High School Basketball team did last winter, that much sweeter! Mr. Engebretsen shared a photo of the championship team to the board.

The third level of athletics and activities under the WIAA is the league. The league level determines schedules, and assists with rosters and sportsmanship. Enumclaw High School is a part of the NPSL

league which is split between the Olympic and Mountain divisions. There are 16 teams total in the NPSL, with 8 in each of the two divisions.

The final level is the school level: The Enumclaw High School Hornets. The foundation to EHS sports and activities is encompassed in three words: character, community and compete. The focuses for the 2018-2019 school year are positive significance, relationships and participation. This was a part of the coaches training for the year. Mr. Engebretsen commended the students for being positive participants in so many programs. He gave kudos to the new ASB president, Kennedy VanHoof for being an incredible student leader. He thanked Darrell Miller for his role in involving so many students in drama productions. Finally, he thanked board member, Tina McGann, for being a powerful example of service in her participation as both a team mom and the board WIAA representative. Mrs. McGann added that it is a team effort with help from many community members and parents!

Mr. Engebretsen ended his presentation with what lies ahead as there are new amendments, reclassifications and adjusted league alignments. He looks forward to continue working with new students each year and appreciates the school board's support of student athletes!

E. Construction Update:

Liz LeRoy updated the board on construction with photos of completed indoor signage, handrailings, linear wood ceiling, courtyard handscape and landscape and more.

Budget: \$41,864,000 Contingency \$ 2,500,000

Deliveries:

- Remainder of Linear Wood Ceiling Panels
- Correct Aux Gym Wall Pads and Volley Sleeves
- Window Treatments – Roller Shades and Metal Blinds
- HM Frames, Doors w/Hardware: Areas 1, 4A, 4B, 9 (Phase 1B)
- Displacement Grilles
- Pavers
- Phase 1 and 1B Signage
- Site Guardrails/Handrails
- Roof Ladders
- Additional White Boards

Final Inspection for Occupancy – Dept. of Health – will occur on Friday, September 21st.

Area 1 (work began June 25)

- ADA Stage – Stage/Ramp/Step/Flooring installation complete; Guardrails and SS Handrails installed and painted.
- Acoustical Wall Panel Installation is complete. New & Existing CMU at East & South Face is sealed.
- Final Clean, Pre-Punch and Complete Punch complete; NAC Punch is ongoing.

Area 2

- Installation of toilet partitions and accessories is complete.
- Floor Coverings – RFT & Carpet Installation at Level 1 Common areas is complete.
- Exterior Window Caulking is complete.
- Completion of Electrical and HVAC Trim at Linear Ceilings is ongoing.
- Fire Alarm Device Installation and Programming is complete.
- Window Treatments installed.
- Final Clean, Pre-Punch complete; NAC Architectural, Electrical and Complete punch are ongoing.

Area 3

- Painting of MDF at Stairwells is complete. Window Treatments installed.
- Completion of Electrical and HVAC Trim at Linear Ceilings; Re-Installation of Acoustical Ceiling Tiles is complete.
- AV Install is complete.
- Fire Alarm Device Installation and programming is complete.

Area 4-A & 4-B

- Toilet partitions and Accessory installation is complete. Painting at Levels 1 and 2 is complete.
- Roofing/Low Roof detail work and Siding System Installation is ongoing.
- Installation and Painting of MDF at Stairwells and commons is ongoing.
- Installation of Acoustical Linear Wood at Levels 1 and 2 is complete.
- Elevator Inspection occurred on Friday, August 24th. Elevator is Approved and Operational!
- Fire Alarm Programming is complete. Exterior Window Caulking is complete. Electrical Trim Installation is complete.
- Final Clean of Rooms is complete.
- RFT & Carpet installation at Levels 1 and 2 is complete. Window Treatments installed.

Current Building Exterior and Commons Plaza

- Irrigation and Landscaping are ongoing. Concrete Hardscape at Courtyard is ongoing.
- Topsoil/Hydroseed at N. Courtyard is complete. Rock Swale placement is complete
- Concrete Hardscape at Courtyard is ongoing; Grading for Remainder of Hardscape has been delayed by Operators Strike.
- Phase 1 MDF/IDF: Technology Department continues.
- Stainless Steel Handrails and guardrails – Installation complete in all areas.
- Roofing work continues; Framing, Siding installation at Wrestling Room and Women’s Locker room is complete.

Furniture and Move In:

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| ▪ September 21– October 5th | Furniture Delivery |
| ▪ October 8th | Open House |
| ▪ October 9-11 | Library move |
| ▪ October 11 – 14th | Classroom move |
| ▪ October 13th | Teachers/Staff access to new Classrooms! |
| ▪ October 15th | OPEN FOR TEACHING! |

Next Phases after October 15th for 400 , Portables and Library:

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| ▪ Portable Permit: | Ongoing |
| ▪ District move out/Salvage: | October 15 – 19th |
| ▪ Portables : | Move/Salvage and Placement after October 22nd |
| ▪ 400 and Library: | Demolition end of October/November |

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

No one present wished to address the board.

IV — ADMINISTRATION/BUSINESS

A. Payroll and Vouchers:

Mr. Hatzenbeler then presented the list of top ten expenditures in the district as follows: Forma Construction Co., Washington Schools Risk Management, KCDA, Heritage Bank & Forma Construction, Fugate Ford-Mercury-Mazda, Alliance Construction Management, NAC/Architecture, Food Services of America, ESD 121 Puget Sound Educational Service District, and American Time.

Mr. Hatzenbeler shared a list of local businesses with which the district conducted business. The grand total of moneys spent within the Black Diamond, Enumclaw and Ravensdale communities added up to \$112,531.70 for the month.

After reviewing all vouchers, Mrs. McGann moved and Mrs. Merrill seconded to approve general fund vouchers in the amount of \$958,431.62; capital projects fund in the amount of \$2,225,030.32; associated student body fund in the amount of \$6,880.37; private purpose trust fund in the amount of \$45,950.00; and ratification of the general fund payroll warrant for August in the amount of \$3,666,372.95.

Motion carried.

B. Consent Agenda:

- 1. Grant of \$5,000 from AGC of Washington Education Foundation for funding equipment/materials for the CTE Construction Program headed by Bob Kilmer.**
- 2. Grant of \$500 from WSECU for Karl Karkainen's classroom as a prize for being chosen as a winner in the WSECU Teacher of the Week Program.**
- 3. Donations totaling \$12,357.01 from the Enumclaw Schools Foundation for miscellaneous grants for all school buildings**
- 4. Donation of walnut counter tops valued at \$1,448 from John Boos & Co. for Bob Kilmer and the EHS CTE Program**
- 5. Donation of \$4,600 from Kibler PTA for classroom allocations (\$10 a student) at Byron Kibler Elementary**
- 6. Personnel Report**

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

Personnel Report

Certificated:

- A. New Hire/Leave Replacement:
 1. Matthew Gerhardt, teacher, EHS, effective 9.4.2018
- B. Out of Endorsement:
 1. Crystene Self, teacher, Westwood, effective 9.4.2018 through 12.31.2018
- C. Leave Request:
 1. Doug Best, teacher, EHS, effective 7.17.2018

Classified:

- A. New Hire:
 1. Laura Thompson, paraeducator, Black Diamond, effective 9.4.2018
 2. William Anderson, paraeducator, J.J. Smith, effective 9.4.2018
 3. Sheree Knutsen, paraeducator, J.J. Smith, effective 9.4.2018
 4. Jessica Grant, paraeducator, TMMS, effective 9.4.2018
 5. Samantha Bellah, paraeducator, Sunrise, effective 9.10.2018
- B. Resignation:
 1. Randi Blackburn, bus driver, transportation, effective 8.31.2018
- C. Rehire:
 1. Kim Hahn, paraeducator, EMS, effective 9.4.2018
- D. Change of Assignment:
 1. Kaycee Gallagher, paraeducator, Westwood, effective 9.4.2018
 2. Linda Phillips, paraeducator, Black Diamond, effective 9.4.2018

3. Kari Fryberger, paraeducator, Black Diamond, effective 9.4.2018
4. Bettina Wolthuis, paraeducator, EHS, effective 9.4.2018
5. Stephanie Sanders, paraeducator, Southwood & Westwood, effective 9.4.2018
6. Lisa Riche, kitchen assistant, TMMS, effective 9.4.2018
7. Jody Meneghini, paraeducator, Westwood, effective 9.4.2018
8. Becky Brennan, paraeducator, Kibler, effective 9.4.2018
9. Carrie West, paraeducator, Black Diamond, effective 9.4.2018
10. Andrea Mattioda, paraeducator, TMMS, effective 9.4.2018
11. Caren Noehl, HRP, Sunrise, effective 9.4.2018
12. Sharon Hanson, paraeducator/ISS, EHS, effective 9.13.2018
13. Jennifer Watts, paraeducator, Kibler, effective 9.18.2018

E. Additional Assignment:

1. Julie Pulley, paraeducator, Kibler, effective 9.4.2018
2. Lissa Strecker, prof. tech. health room, EMS, effective 8.30.2018
3. Scott Newman, paraeducator/bus assignment, Westwood, effective 9.10.2018
4. Tina Marshall, paraeducator/bus assignment, TMMS, effective 9.10.2018

F. Coaching Assignment:

1. Rachael Bylin, assistant girls soccer, TMMS, effective 1.22.2019
2. Tauno Latvala, assistant baseball, TMMS, effective 9.4.2018

Ratification of Contracts:

- A. Updated Principal Contracts

Motion carried.

C. School Improvement Plans

Mrs. Burnes began by showing the board the image of the strategic plan with the newly added Theory of Action. She said she was pleased to present to the board and welcomed the building principals. Mrs. Burnes noted that the new plans do meet all requirements set by legislature and OSPI.

While the strategic plans are typically presented to the board in November, Mrs. Burnes explained that cabinet began working on edits to the strategic plan and Theory of Action in February, which was then finalized by the board at the board retreat in May. Wanting to use the Theory of Action as the driving force of cohesiveness between all school improvement plans, it was decided to begin work on the plans sooner. Mrs. Burnes expressed her excitement to present the new and improved SIPs for the 2018-2019 school year and she hoped the board can recognize the connections and partnerships at all levels of the system.

Sharing highlights of the plans, Mrs. Burnes noted that the two main areas of focus for the elementary schools are literacy and math. Each school is taking a close look at establishing goals tied to both the literacy initiative and mathematics. For some time now, the elementary schools have been building a strong focus on literacy, Mrs. Burnes pointed out, and now the principals are beginning to parallel those strategies and focuses with math. Each SIP has detailed system goals and school specific goals as well as strategies to achieve those goals.

Mrs. Burnes shared that the middle school plans continue to focus on developing blended learning environments. The plans differ slightly, as each school is approaching the theory of action in a way that connects to their individual school context and instructional improvement goals. TMMS is moving this work forward through a differentiation lens and is questioning strategies and EMS is moving forward with a focus on assessment, feedback, and technology.

Enumclaw High school is focusing on goals tied to student culture and taking on the initiative of defining what it means to be a Hornet. They have invited the student body into the discussion to establish anchor pieces of the school's culture.

Mrs. Burnes reminded the board that each individual plan was sent in the board packet for further review, and she opened the floor for comments and questions.

The board thanked the principals for their cohesive and thoughtful work in developing their plans to align with the district's Theory of Action.

Mrs. Merrill moved and Mrs. Watterson seconded to approve the School Improvement Plans for the 2018-2019 school year as presented.

Motion carried.

D. Transfer of Equipment Approval

Mrs. Marquand explained to the board that the Enumclaw School District recently had two students move from Ashley House in Enumclaw to the Puyallup School District. Both students had specialized assistive technology equipment and student desks that are very specific to them and are not needed by any of our current students. In each case, the specialized equipment and student desks were purchased by Special Education and fully reimbursed through our federal and state safety net applications. Due to the expenses being recovered through our safety net applications, and due to the fact that the law limits the Puyallup School District from recovering any cost from the same equipment, Mrs. Marquand requested that the Enumclaw School District transfer the equipment used for those two students, to the Puyallup School District.

Mrs. Watterson moved and Mrs. Merrill seconded to approve the Transfer of Equipment as presented.

Motion carried.

E. Second Reading:

Policy Number	Policy Title	Overview of Changes
6700	Nutrition, Health, and Physical Fitness	<ul style="list-style-type: none"> Edited to reflect Engrossed Substitute House Bill (ESHB) 2610 and Second Engrossed Substitute House Bill (2ESHB) 1508 both relating to student nutrition services.

Mr. Nelson presented one policy for second reading and action.

Mrs. McGann moved and Mrs. Merrill seconded a motion to approve policy 6700: Nutrition, Health, and Physical Fitness.

Motion carried.

F. First Reading:

Policy Number	Policy Title	Overview of Changes
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1400	Meeting Conduct, Order of Business, and Quorum	<ul style="list-style-type: none"> Updated to provide districts with more clarity about the operation of their board meetings and include more language addressing constitutional considerations.
2190	Highly Capable Programs	<ul style="list-style-type: none"> Revised to comply with the legislation and reflect the fact that school district practices for identifying highly capable students must prioritize equitable identification of low-income students.
3122	Excused and Unexcused Absences	<ul style="list-style-type: none"> Edited to reflect the revisions to WAC 392-401-020 and for more explicit alignment with the RCW 28A.225.
3144	Release of Information Concerning Student Sexual and Kidnapping Offenders	<ul style="list-style-type: none"> Revised for clarity, safety, and to ensure full compliance with the law.
3413	Student Immunization	<ul style="list-style-type: none"> Updated to add clarity, specificity, and correctly use the specialized terms.
3416	Medication at School	<ul style="list-style-type: none"> Updated to add clarity, specificity, and correctly use the specialized terms.
3420	Anaphylaxis Prevention and Response	<ul style="list-style-type: none"> Updated to add clarity, specificity, and correctly use the specialized terms.
4313	Civility	<ul style="list-style-type: none"> A policy aimed to promote mutual respect, civility and orderly conduct among District employees, parents and the public
6210	Purchasing: Authorization and Control	<ul style="list-style-type: none"> Edited to reflect the requirement of board approval for purchase of capital outlay items when the aggregate total of a requisition exceeds \$5,000 for Title II only.
6220	Bid Requirements	<ul style="list-style-type: none"> Revised to be inclusive of both bid and proposal processes and reflect that the Office of Federal Financial Management has raised the threshold for micro-purchases and simplified acquisitions.

Mr. Nelson presented the board 10 policies for first reading and information. These policies will be readdressed during the regular board meeting in October for second reading and action.

G. General Fund Report:

Mr. Hatzenbeler presented the general fund report.

The beginning of the year fund balance was \$5,498,050.79. Revenues year to date: 52,219,832.25. Total resources available: \$57,717,883.04. Expenditures to date: \$52,805,817.92. Restricted for other items: \$200,000.00; Restricted for Carryover: \$3,684.07; Nonspendable FB – inventory/prepaid items: \$138,150.00; Assigned to capital projects: \$550,000.00; Commitment to economic stabilization: \$2,700,000.00; and Unassigned fund balance: \$1,320,231.05.

Capital Projects beginning fund balance was \$24,267,656.54 with an ending balance of \$5,219,499.66.

The Debt Service Fund beginning fund balance was \$1,687,140.93 with an ending balance of \$1,578,520.90.

ASB Fund beginning fund balance was \$511,835.86 with an ending balance of \$543,661.10.

Transportation Fund beginning fund balance was \$865,816.07 with an ending balance of \$667,578.07.

Mr. Stanwood asked Mr. Nelson if there was a need for an executive session.

Mr. Nelson stated that he would need a 15-minute executive session for the selection of a site or the acquisition of real estate if public knowledge of the matter might increase the price. No action would be taken. Mr. Stanwood announced the board would take a 5-minute break before moving to executive session at 8:05 p.m. and would reconvene at 8:20 p.m.

V — EXECUTIVE SESSION

The board came out of executive session at 8:20 p.m. and, needing 15 more minutes, went back into executive session until 8:35 p.m. No action was taken.

VI — BOARD PROCESS DEBRIEF

The board debriefed the meeting .

VII — ADJOURNMENT

This meeting adjourned at 8:38 p.m.

President, Board of Directors

Secretary, Board of Directors