

**MINUTES  
of the Regular Meeting of the Board of Directors  
of the ENUMCLAW SCHOOL DISTRICT #216  
6:30 p.m., District Office  
September 19, 2016**

**I — PRELIMINARY**

**A. Call to Order:**

The regular meeting of the Board of Directors was called to order by April Schroeder, Vice-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 Mrs. McGann who arrived later in the meeting.

**D. Minutes:**

Mr. Stanwood moved and Mrs. Merrill seconded a motion to approve the minutes of the special and regular board meetings of August 15, 2016 and the board work study of September 6, 2016 as presented.

Motion carried.

**II — BOARD OF DIRECTORS COMMUNICATIONS**

**A. Good News of the District:**

Brooke Humphreys reported that school is going well with Leadership focused on Homecoming planning. Peyton Brueher shared that the voting process was changed this year making it easier for students.

Mrs. Merrill stated the work study in September was great and full of good information. She attended the Muckleshoot Luncheon in honor of new teaching staff. It was fun to be in their facility and honor the new teachers. She appreciates the annual Muckleshoot invitation. Mrs. Merrill also shared that board president, Tina McGann, was chosen Citizen of the Year for the City of Black Diamond which was a nice honor. Mrs. Merrill visited Westwood on the first day of school and commented that it was fun and rewarding to find Rotary members distributing pencils to all students on their first day. She thanked Rotary for being at our schools, Mr. Nelson for his leadership in Rotary, and for his focus on bringing more joy into the organization this year. Mrs. Merrill added that District Day was a great day.

Mr. Stanwood said he is enjoying fall high school sports, and in particular the football team.

Mr. Gamblin attended the PTSO luncheon and got to use the Chromebooks. Confessing to being a tech junkie, he enjoyed seeing people writing in real time. He said the luncheon was great and a lot of fun. Mr. Nelson added the PTSO luncheons are held three times per year for the PTSO leadership. The next luncheon will be in January and the final luncheon in May.

## **B. Superintendent Report:**

Mr. Nelson began his report sharing a short video from District Day created by Beau Chevassus. He did a nice job of capturing the high points.

As a result of the board retreat, Mr. Nelson distributed a notetaking form for the board to use to document items for his evaluation.

Mr. Nelson expressed his appreciation to the community partners who were involved in creating a great beginning to the year. To the Enumclaw Chamber for the New Teacher Breakfast, Enumclaw Rotary for distributing pencils, the Muckleshoot Tribe for the luncheon, our PTSOs who had great events planned at our buildings, and the Enumclaw Schools Foundation for many things, he is grateful for these great partnerships.

The Labor Day event at Black Diamond was a good opportunity to share construction plans. It was fun to see people using the 3D glasses Matt Rumbaugh provided to look at plans. When it comes to technology, Jeff Utecht mentioned that the 35 and over group is much different than those under 35. This was true when patrons were using the glasses!

Mr. Nelson invited the Boundless Learning Committee to come forward to be honored for the significant difference their contributions made in the success of the Boundless Learning Institute in August. The district has not done anything of this magnitude since the literacy institutes. The committee hoped to have 100 people attend. Statistics show there were 71 topic sessions representing 89 hours, 183 participants, and 1241 professional development hours earned in the two days of the institute. Staff tapped into this learning opportunity. The team made scheduling very flexible so staff could sign up for the entire two days or for portions. Mr. Nelson asked the committee for comments. Lynn Lofstrom stated that it was an honor to be a part of this committee. They were happy to extend the opportunity to all staff and everyone was welcome to attend. The institute was very fluid and most people stayed. The evaluations were very positive and staff felt they were attending a professional conference. The goal was achieved and the committee is already planning and recruiting for next year. Ms. Lofstrom appreciated the great support from leadership and was happy to be a part of this new tradition. Tracy Brown loved the comments she heard from subs who don't often get to attend professional development opportunities. The sub was very thankful to be able to see how students are using technology in the classroom. Mrs. Marquand stated that she loved seeing the number of classified staff who attended and had the opportunity to learn alongside certificated staff as we are all in this together. The committee introduced themselves: Tracy Brown, Lynn Lofstrom, Courtney Bowie, Barb Puhl, Rossi Ensign, Keri Marquand, Chris Beals, and Terry Parker (not present were Bob Kilmer and Kim Hatzenbeler). Mr. Nelson asked the board if they had any questions or comments. Mr. Stanwood asked if they received feedback from staff to get ideas for next year. Ms. Lofstrom said that will go out next week. This year, staff was asked what they would like at the institute. Ms. Bowie commented that the schedule was a living thing that continued to be molded until August. Staff drove the process. Mr. Nelson added that the staff responses are in a

Google form which tabulates the data. Mrs. Schroeder stated she liked that all staff were able to participate. Ms. Bowie said a lot of school teams attended together. Mr. Nelson distributed certificates of appreciation and the student representatives served cupcakes.

### **C. Construction Update:**

Liz LeRoy said it is always so inspiring to hear the good news of the district and then updated the board on construction.

Black Diamond Elementary Construction:

- A lot of lumber has been delivered
- The filing process for the D Form will begin
- Neighborhood outreach continues with communications to immediate neighbors
- The furniture vendor selection process is almost complete
- The project is on budget and on schedule
- It will be exciting to see the concrete slab going in

Enumclaw High School Construction:

- Grease interceptor is going in
- The portables will be placed near the tennis courts this month
- Dry wall framing is going up in the Culinary Arts/1000 building
- Structural upgrades are occurring in the mezzanine – structural upgrades
- Construction workers have ID badges for security purposes

The focus for the past few weeks has been preparation for the high school bid process.

- A walk-through is scheduled for September 27
- Bids will be opened October 20<sup>th</sup>
- A special board meeting will be held October 25 to approve the bid
- The deadline to submit to OSPI is October 29

Ms. LeRoy was thanked for her update.

### **D. Leading Our Leadership Team Update:**

Mr. Nelson stated that cabinet was restructured a year ago with Mr. Parker, Mr. Beals and Ms. Marquand leading the instruction component. They will share their launch with leadership this year.

Mrs. Marquand shared the work with leadership began when they read *Coherence*. They began to think about a learning event in the summer which became an amazing institute that far surpassed what was originally thought. The workshops at Boundless Learning were practical application that supported instruction. She said it is exciting to have the departments collaborating.

Mr. Beals stated as Cabinet planned day two of the Leadership Advance, they went back to the Board Retreat conversations and how to bring goals to life for leadership. The book said we should be able to articulate goals in a couple of statements. Mr. Beals shared a document entitled Focusing Direction that included the district's mission, vision (Head, Heart, Hands, Habits), values (Learning, Results, Decision-making, Communication, Collaboration, Contributions), core goals (Improve achievement in literacy, numeracy and graduation; reduce

the learning gap) and core strategies (Reaffirm the PLC Framework to promote student and staff ownership of learning; cultivate equity).

Mr. Parker stated that cabinet discussed how to better plan the bi-monthly leadership team meetings and began to see this learning time as a long-term trajectory of meetings focused on district goals and how to close the learning gap. PLC and the TPEP inquiry cycle are tools for our administrators as well as examination of student performance data. The process will be monitored to evaluate results. The entire leadership team is immersed and united around the work in learning and leading.

Mrs. Marquand shared that the Leadership Team Game Plan is to make this priceless time:

- Practical (use take-away strategies)
- Leadership (listen to all Cabinet voices)
- Connected (link one leadership team meeting to the next)
- Timely (what they need, when they need it)
- Differentiated (meet the needs of all)

The result is a PLC Touch Down!

Mr. Nelson thought it was good for the board to see what leadership is doing.

Mrs. McGann asked how to get the Focusing Direction document out to the public as it really says what the district is about. Mr. Nelson said they will think through how to get the infographic out to the public. Rossi Ensign added that it can be made into a website headline and pushed out on Facebook. Mr. Stanwood said having links from this document to the work in the district would be powerful.

#### **E. Attendance Awareness Update:**

Mr. Nelson introduced Rossi Ensign who has been doing a lot of presentations to promote the initiative that attendance matters. Rossi shared that Attendance Works is being used by OSPI and districts around the nation to bring awareness. There are a lot of statistics regarding the rather low number of absences it takes to impact student learning. With older students who are chronically absent, graduation rates are lower. Family strategies were shared. The community is being asked to participate in a support network. Mrs. Merrill asked if students are being asked the cause of their absenteeism and wondered how we could give these students a voice as well as the confidence to reach out for help. Rossi responded that the teacher is the first advocate. How we can help with the challenges will be included in our messaging. Mrs. Schroeder is happy the community is hearing the message.

Mr. Nelson said Rossi's role in creating press releases, information for newsletters, presentations to the community and leadership are critically important. We want absenteeism to be a systemized approach, not punitive, in sharing the direct impact. What is the core reason that learning is not happening? Enumclaw is at the state average for absences at 16.04%. Rossi said secretaries and principals are thrilled to have this information to communicate with their families. Mrs. Merrill felt it important to share the impact with kindergarten families so they understand from the beginning of the child's education how absences impact learning.

#### **F. Birth to Five Update:**

Mrs. Arbury wasn't feeling well so Mr. Nelson presented the Birth to Five Update. Mrs. Arbury is coordinating the Birth to Five Center and will present an update every other month. She is currently housed here at district office.

- Vision and Purpose: Connect with parents and parents-to-be with resources and support of the early childhood years because 90% of brain growth occurs between birth and age 5.
- Goals of the Center: Partner with local agencies so our students become early achievers. Share strong standards for pre-schools.
- Existing and Planned School District Activities: For all preschools, Ready for K, investigating preschool expansion, sharing child development information with parents.
- Identify Potential Center Partners and Services: Support groups, library, St. Elizabeth Hospital, grants, Children's Therapy, Rainier Foothills Wellness Foundation, WIC
- Funding Sources: Exploring all funding sources (federal, state, local and private). Attending the Best Starts for Kids meetings. Mr. Nelson will be meeting with Reagan Dunn to share the district's initiative for our students. King County is releasing a new set of grants which may be start-up grants.
- Timeline for Development: The timeline for the next year was reviewed. All preschools will be located at JJ in fall 2017. There should be a grant to provide the resource room implementation.

Mrs. Arbury will present to the board in November. Mrs. Schroeder, whose passion is early childhood education, shared that she met with Mrs. Arbury. They discussed the importance of having information in one document to share with families in assisting them in understanding the district wants to partner with them. We also want to bring providers together to plan using the Early Achievers program. They also discussed how to set up different age-appropriate rooms. Mrs. Schroeder likes the plan of partnering with community pre-schools and parents to bring it all together. Mrs. McGann asked if a parent has a concern about their child's development, will there be resources for them. Mr. Nelson responded that Child Find is in place for that.

Mrs. Schroeder asked if anyone present wished to address the board as a whole to please step forward and state their name and complete an information card for the board secretary. She explained we want to properly record and recognize those who present during the meeting. Anyone wishing to address the board has two minutes to speak.

### **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 presented the list of top ten expenditures in the district as follows: BNCC; NAC; Green River Community College; Neely Construction; Zones Inc; City of Black Diamond; KCDA; Alliance Construction Management; City of Enumclaw; and Overlake Hospital Medical Center. Mrs. McGann requested that we add City of Black Diamond to the list next month to show expenditures district-wide. Mr. Hatzenbeler said he would do that.

Mr. Hatzenbeler shared a list of the local businesses with which the district did \$48,745.51 of business in the month of August. The district is pleased to support local businesses and purchase their products.

Mrs. Schroeder 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 Mr. Stanwood seconded to approve general fund vouchers in the amount of \$845,256.02; capital projects fund in the amount of \$2,900,851.43; associated student body fund in the amount of \$7,218.76; private trust fund in the amount of \$15,625.00; and ratification of the general fund payroll warrant for August in the amount of \$3,148,047.34.

Motion carried.

**B. Consent Agenda:**

**1. Grants:**

- Carl D. Perkins	\$23,024.00
- Federal Funds for Special Education Preschool	\$28,718.00
- Federal Funds for Special Education - IDEA B	\$807,190.00
- Title I Program	\$470,724.00
- Title III - Limited English Proficiency	\$34,686.00
- Title X - Education for Homeless Children	\$15,000.00
<b>2016-17 Grant Allocations to date:</b>	<b>\$1,379,342.00</b>

**2. Personnel Report**

The consent agenda was presented by Mrs. Schroeder. Mrs. McGann moved and Mr. Stanwood seconded to approve the consent agenda. Mr. Nelson commented that these are entitlement grants that require a great deal of staff time. Mrs. Schroeder thanked staff for their work on the grants.

**1. Grants:**

- Carl D. Perkins	\$23,024.00
- Federal Funds for Special Education Preschool	\$28,718.00
- Federal Funds for Special Education - IDEA B	\$807,190.00
- Title I Program	\$470,724.00
- Title III - Limited English Proficiency	\$34,686.00
- Title X - Education for Homeless Children	\$15,000.00
<b>2016-17 Grant Allocations to date:</b>	<b>\$1,379,342.00</b>

**2. Personnel Report**

**Certificated:**

**A. New Hire:**

1. Terrance Johnson, teacher, EHS, effective 8.29.2016
2. Kristin McSwan, teacher, Sunrise, effective 8.29.2016

**B. Rehire:**

1. Cheryl Thomson, teacher, Southwood, effective 8.30.2016

**Classified:**

- A. New Hire:
  - 1. Adrienne White, accounts receivable, district office, effective 8.22.2016
  - 2. Janette Layton, family support specialist, Southwood, effective 9.6.2016
  - 3. Karen Hanson, para educator, Westwood, effective 9.6.2016
  - 4. Kaycee Gallagher, para educator, Westwood, effective 9.6.2016
  
- B. Resignation:
  - 1. Karin Haager, ECEAP Support Specialist, Southwood, effective 8.11.2016
  
- C. Additional Assignment:
  - 1. Tisha Riccardo, nutrition services, Southwood, effective 8.30.2016
  - 2. Jerri Sharick, nutrition services, TMMS, effective 9.6.2016
  
- D. Retirement:
  - 1. Diane King, nutrition services, TMMS, effective 8.31.2016
  - 2. Colleen Gregg, driver, transportation, effective 9.30.2016
  
- E. Change of Assignment:
  - 1. Caren Wiltse, nutrition services, to TMMS from EHS, effective 9.6.2016
  - 2. Marie Reynolds, night custodian, from EHS to TMMS, effective 8.22.2016
  - 3. Marie Reynolds, night custodian, from TMMS to EHS, effective 8.26.2016
  - 4. Patricia Love, nutrition services, from Black Diamond to EHS, effective 9.6.2016
  - 5. Jessica Gambill, para educator, Westwood, effective 9.6.2016
  - 6. Scott Nickels, night custodian, from grounds to TMMS, effective 9.12.2016

**Supplemental:**

- A. Rehire:
  - 1. Jeremy Curtin, assistant baseball coach, TMMS, effective 9.6.2016
  
- B. New Hire:
  - 1. Eric Ranft, Robotics Advisor, EHS, effective 9.6.2016
  - 2. Matthew Paulson, assistant track coach, TMMS, effective 9.6.2016

Motion carried.

**C. CTE Program Review:**

Kevin Smith, CTE Director and Assistant Principal at Enumclaw High School, stated that this is his 11<sup>th</sup> year as CTE Director. The board has the 5-year plan and the Carl Perkins Grant for approval. Mr. Smith, Ms. Sales and Mrs. Schneider redesigned the Career and College Readiness Center website this summer. He shared that Mr. Miller, who was in the audience, is a CTE teacher with his stage technician class. Mr. Smith and Ms. Sales recorded a castify. Ms. Sales is working 4 days a week with extended hours in the Career and College Readiness Center this year.

The castify was recorded as a tool to get information out to parents. This will be pushed out through social media. The castify was well done and very informative, showing how easily navigated and organized the new site is with everything from academic to scholarships to career

research. Peyton Brueher commented that she likes having everything she needs on one site. It is very helpful.

Mr. Stanwood moved and Mr. Gamblin seconded approval of 2016 CTE Program Review as presented.

Motion carried.

**D. Second Reading:**

**Policy 1450: Absence of a Board Member**

**Policy 2145: Suicide Prevention**

**Policy 3115: Homeless Students: Enrollment Rights and Services**

**Policy 3122: Excused and Unexcused Absences**

**Policy 3240: Student Conduct Expectations and Reasonable Sanctions**

**Policy 3241: Classroom Management, Discipline and Corrective Actions**

**Policy 3410: Student Health**

**Policy 4210: Regulation of Dangerous Weapons on School Premises**

Having heard no concerns from the board, Mr. Nelson presented eight policies for second reading and board approval.

Mrs. Merrill moved and Mrs. McGann seconded a motion to approve the policies 1450, 2145, 3115, 3122, 3240, 3241, 3410, and 4210 as presented.

Motion carried.

**E. First Reading:**

**Policy 4215: Use of Tobacco and Nicotine Products and Delivery Devices**

**Policy 5001: Hiring of Retired School Employees**

**Policy 6882: Sale of Real Property**

Mr. Nelson presented three policies for information and first reading. Mr. Nelson explained that we receive updates for policies from WSSDA and the changes are brought forward to the board. These policy changes are a result of new legislation:

4215: Added vapor devices to the policy and no use of vapor products within 500 feet of our schools

5001: Regarding the hiring of retired school employees. This allows retirees to return to the teacher force because of the shortage of teachers.

6882: Sale of property – charter schools have first right of refusal on school properties

These three policies will be on the October agenda for approval. Mrs. Schroeder asked the board to contact Mr. Nelson or Mrs. Aaby if they have any questions.

**F. General Fund Report:**

Mr. Hatzenbeler presented the general fund report. 92.88% of the 2015-16 budget has been expended with 99.73% of revenues received.

The beginning of the year fund balance was \$7,289,775.01. Total resources available: \$53,701,337.91. Expenditures to date: \$46,522,204.57. Interfund Transfer: \$2,000,032.49;

reserved grant carry-over: \$200,000.00; reserved inventory – commodities carried over: \$28,092.00; turf replacement: \$400,452.00; and commitment to economic stabilization: \$2,500,000.00. Unreserved ending fund balance: \$2,050,556.85.

Capital Projects beginning fund balance was \$68,826,426.83 with an ending balance of \$64,473,919.18.

The Debt Service Fund beginning fund balance was \$7,175,151.79 with an ending balance of \$4,721,444.25.

ASB Fund beginning fund balance was \$360,166.15 with an ending balance of \$483,426.19.

Transportation Fund beginning fund balance was \$656,057.35 with an ending balance of \$851,800.87.

Mrs. Schroeder asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that he would need a 10-minute executive session to discuss the qualifications of a public employee. No action would be taken. Mrs. Schroeder announced the board would take a 5 -minute break before moving to executive session at 8:20 p.m. and would reconvene at 8:30 p.m.

#### **V — EXECUTIVE SESSION**

The board came out of executive session at 8:30 p.m. No action was taken.

#### **VI — BOARD PROCESS DEBRIEF**

The board debriefed the meeting.

#### **VII — ADJOURNMENT**

This meeting adjourned at 8:35 p.m.

---

President, Board of Directors

---

Secretary, Board of Directors