

**MINUTES
of the Regular Meeting of the Board of Directors
of the ENUMCLAW SCHOOL DISTRICT #216
6:30 p.m., District Office
November 21, 2016**

I — PRELIMINARY

A. Call to Order:

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

B. Pledge of Allegiance:

Mrs. McGann led the pledge of allegiance to the flag.

C. Roll Call:

All board members were present except Brooke Humphreys and Peyton Brueher who were excused.

D. Minutes:

Mrs. Schroeder moved and Mrs. Merrill seconded a motion to approve the minutes of the regular board meeting of October 17, 2016, the special board meeting of October 26, 2016, and the work study of November 7, 2016 as presented.

Motion carried.

II — BOARD OF DIRECTORS COMMUNICATIONS

A. Good News of the District:

Mrs. Merrill said it was a very exciting bid opening and to know we are ready to begin the next phases at the high school. Mrs. Merrill attended the 20th anniversary celebration of the Enumclaw campus of Green River Community College. It is a great to have the extended campus here. Mrs. Merrill expressed her gratitude for the Enumclaw Schools Foundation donation that paid for all 10th graders to take the PSAT.

Mr. Gamblin shared that he had the opportunity to hear Jeff Utecht present twice recently; once at the STEM Luncheon and then again at the WSSDA Conference. He is also enjoying the #Boundless posts and seeing what is happening in the classrooms.

Mr. Stanwood commented that he is assisting his daughter with homework and learning along with her. His next assignment is biology and he has the textbook to begin. He congratulated the

technology department, principals and teaching staff for their use of Google tools including shared documents. He said it was a lot of work that made that happen and thanked everyone for the work they are doing.

Mrs. Schroeder attended the Powder Puff football game. The students raised \$780.00 and loved participating. There was a good turn-out of parents and it was a fun event.

Mrs. McGann drove to Spokane to attend a Project Lead the Way event with her twins. Ten other classmates attended also and were treated to a hands-on experience with the da Vinci Surgical Robot. It was amazing to watch the kids operate the robots. The kids did an awesome job and picked it up quickly. It was a wonderful opportunity for kids. Mrs. McGann also shared that the WSSDA Conference in Spokane was one of the best she had attended. She learned a lot about legislation and construction. It was very informative. The PTA/Kiwanis Community Thanksgiving dinner was held at the Community Center in Black Diamond this year. It was a packed event and a lot of fun.

Mr. Gamblin heard through high school leadership that the Thanksgiving food drive doubled their goal in collecting food. Great job!

B. Superintendent Report:

Mr. Nelson thanked the board for taking time away from family and work to attend the WSSDA Conference in Spokane. He, Mrs. Merrill, and Mr. Gamblin attended the New Board Member Bootcamp so were at the conference Wednesday through Saturday. They had two and a half days of classes. Mr. Nelson wanted the community to be aware of their commitment of time and energy. The student board representatives also attended and did a great job. Mr. Nelson received calls from two superintendents who were impressed with our students and wanted to know our process for including students on the board. We began including students in the fall of 2010. Some of those representatives are now college grads who are interested in public service. One of the highlights of the conference was a presentation by Jeff Utecht who has worked with our staff for over two years. He was the keynote speaker and also did a breakout session with 200 people attending. He gave a shout-out to Enumclaw School District and showed the district's video on one-on-one device implementation and how students are learning differently. It was fun to hear about the good things happening in Enumclaw through someone else's eyes.

Mr. Nelson has scheduled reading time with each of the kindergarten classes. He is reading *Mortimer* and has already visited Westwood. He shared cute cards he received from the students there which are frameables! The students were very perceptive and detailed. Mr. Nelson said it is a joy being with the kindergartners.

The Leadership Team took a bus trip downtown to visit POM where they met with Britt Nelson, Rene Popke, and Cheryl Hanson from the Black Diamond Community Center. Each made presentations to our leadership sharing ways we can partner with community organizations. They also visited the youth and senior centers as well as Valley Services. Many grandparents are raising grandchildren and the senior center has ways to support them. Another bus trip is scheduled for November 29th for all K-12 counselors, ECEAP and cultural support staff. Agencies have reported that more people are using their services since the leadership visit. More efficient connection to community services ultimately increases learning for children when they have food in their tummies and other needs are met. It is a good thing for kids and the community.

Schools are in the middle of parent conferences that will conclude this week. Winter sport season is up and going. Events begin in a week or so.

Mrs. Berryhill and the HR staff were instrumental in providing Thanksgiving baskets to almost 100 families in the district. Surplus food went to food banks in Enumclaw and Black Diamond.

Construction is going well. It is fun to see Black Diamond Elementary progressing.

C. Construction Update:

Liz LeRoy updated the board on construction. She commented that it has been a great last eight months. We are ahead of schedule by two weeks and on budget at Black Diamond Elementary. It is a great crew and they are pushing hard.

Black Diamond Elementary Update:

Construction Budget:

- Contract: \$15,168,000
- Potential changes: \$420,000 (Fire lane access; fire sprinkler, lighting, etc)

Permitting OSPI:

- D Form submitted for reimbursement

Construction Progress:

- Water line complete
- Interior framing ongoing
- Rough in ongoing
- Trusses complete in December
- Sheathing scheduled December

Owner Coordinated Items:

- Furniture vendor/moving (Will give details in December)

Mr. Nelson asked Mrs. McGann if she had heard patron comments in Black Diamond. She responded that there is a lot of buzz as patrons watch the construction progress.

Enumclaw High School Update:

Phase 0 & Main Construction Progress:

- Utility backbone/trenching/vault
- Transformers delivered
- School power shut down scheduled for weekend

Culinary Arts/1000:

- Hollow metal frames and windows installed
- Mechanical and plumbing wall rough in
- Insulation complete
- Gyp board almost complete

Mobilization of Forma Construction:

- Walk through
- Team introduction meeting
- Team sub-contractor meeting scheduled
- Paperwork is ongoing
- Fencing and access diagrams in progress

Budget:

- Summary of construction budget

Permit:

- Resubmittal back to the city; comments in December; permit expected end of December

Schedule for moving and contractor mobilization:

- Have had meetings
- Labels and boxes out to staff
- Administration has been very supportive of both contractors and staff
- Movers will come December 19th and finish the 23rd
- Appreciate technology's flexibility in working with construction
- Forma on campus December 21st
- Contractor mobilizes January 9

Mr. Nelson commented that Ms. LeRoy did a beautiful job of outlining the process. The logistical side of making this happen is miraculous. The end result will be phenomenal. Monitoring the cultural piece is important. Students using the portables will use the upgraded restrooms in the Ag department. This was a thoughtful process that created a long-term asset. Staff in the portables will use district office restrooms. Mrs. McGann asked if there will be communication with families to let them know where to park when coming to events, etc. Mrs. Schroeder commented that Mr. Engebretsen did a great job explaining how people might be impacted at the parent night meeting. Mrs. McGann asked if there was a sign up in front of EHS yet.

D. Birth to 5 Center Update:

Mr. Nelson introduced Mrs. Arbury, Birth to 5 Coordinator, and said she will present again in January. After that, there may be monthly updates. Enumclaw School District was recognized at the WSSDA Conference for their vision of the Birth to 5 Center. Mrs. Arbury has taken steps to plan how to support this initiative in a thoughtful manner.

Mrs. Arbury thanked the board for the opportunity to share and thanked Mr. Nelson for presenting last time. The goal is to create a center where children are nurtured. 90% of children's brain development occurs from birth to 5. Along with preschools, we want a place for families to come for support. The Best Starts first release of funding will focus on homelessness so Mrs. Arbury will keep an eye on the next grant releases. She also contacted the grant manager at Puget Sound ESD who shared grant resources.

The budget for the center is being explored and a needs assessment and staffing plan is being developed. The ECEAP and developmental preschools will be housed there.

Sharing information and creating relationships is a goal. Mrs. Schroeder and Mrs. Arbury invited community preschool and childcare providers to a meeting that was well attended. Another meeting is planned for January. Mrs. Schroeder commented that it was a good meeting with new providers in attendance and is a bridge to a partnership.

Marketing strategies were discussed using the web and a Facebook page for informational updates. Mrs. Arbury shared the layout of the building and how the space would be utilized. She has been visiting sites to see how others are organized.

She is working closely with PSESD to learn how to best support the social/emotional needs of students and best practices for 3-4 year olds. Regular site meetings will be scheduled to provide information and conduct professional development.

Mrs. McGann asked if Mrs. Arbury had considered forming a community group to ask for input. It hasn't been set up yet. Mrs. McGann stated that this is a unique situation and she sees this as the center of the community. Outside input would be a great idea. Mrs. Merrill added that it would be good to keep Green River Community College in the loop also. Mr. Nelson shared that a Birth to 5 Advisory Committee will be established.

Mrs. Arbury shared that she is working the Regional Wellness Foundation to provide parenting classes. Mr. Nelson said superintendents in other districts are trying to figure out how to build a structure for an ECE program. We are fortunate to have a building. This could be one of our greatest endeavors, considering the birth to 5 brain development research.

Mrs. McGann 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

Owen Gabrielson addressed the board and distributed packets of information. He commented that he had wonderful parent conferences that day with consummate professionals. He went on to share concepts from the "Good to Great" book. Mr. Gabrielson also shared information presented on comparisons regarding the Highly Capable program. He stated Aberdeen which was offered as a comparator school district at the board work study indeed clusters in the regular classroom setting as evidenced by its website where it states it clusters K-8. He also stated Enumclaw does not cluster in the regular classroom as evidenced by FP 217 (Cedars Code 32-regular classroom), reported to OSPI where our district specifically reported it does cluster in the regular classroom. These statements are contrary to what was reported to the Board.

Megan Farr addressed board stating that Mr. Gabrielson had sent the board a lot of information. She wanted to share background information with the board, adding that they love Ms. Drake. They have learned a lot and don't want other families to struggle. She likes the Whole Child Initiative and believes Highly Capable could be a part of that. She prefers to call children "intense learners" rather than "highly capable" or "gifted". Ms. Farr said intense learners have unique needs and shared that information. She intends to participate in the stakeholders group and added that the needs are not just academic but social and emotional also. She thanked the board for listening.

IV — ADMINISTRATION/BUSINESS

A. Payroll and Vouchers:

Mr. Hatzenbeler presented the list of top ten expenditures in the district as follows: BNCC, Inc.; NAC Architecture; Neeley Construction; Washington Schools Risk Management; Alliance Construction Management; Food Services, GEO Engineers; Sazan; Puget Sound Energy; and Overlake.

Mr. Hatzenbeler shared a list of local businesses with whom the district conducted business. The district did \$39,676.06 of business in the month of October in Enumclaw and Black Diamond. The district is pleased to support local businesses and purchase their products.

Mrs. McGann 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. Schroeder moved and Mr. Gamblin seconded to approve general fund vouchers in the amount of \$716,232.89; capital projects fund in the amount of \$2,125,255.64; associated student body fund in the amount of \$23,463.85; and ratification of the general fund payroll warrant for October in the amount of \$3,442,271.94.

Motion carried.

B. Consent Agenda:

1. **Donation of 29 gently used chairs from Mutual of Enumclaw to Enumclaw High School (20) and District Office (9) valued at \$1,400.00**
2. **Donation of \$2,000 from Southwood PTSO to Southwood Elementary to be used to purchase library books**
3. **Anonymous donation of \$2,500 to Southwood Elementary to support Magic Strings**
4. **Donation of \$5,000 from HELAC to Thunder Mt. Middle School to be used for the Robotics program**
5. **Donation of \$1,000 from HELAC to Enumclaw Middle School to be used to purchase VEX parts**
6. **Anonymous donation of \$1,000.00 to the ILC program to be used for field trips and outings**
7. **Donation of \$596.57 from TMMS PTSO to TMMS to be used for 8th grade history (\$300) and Asian art (\$296.57)**
8. **Donation of \$6,000 from Enumclaw Schools Foundation to be used for the Birth to 5 program**
9. **Entitlement Grants:**

- Title II - Teacher/Principal Training and Recruiting	\$126,586
- Highly Capable Students Program	41,167
- Learning Assistance Program	640,206
- State Transitional Bilingual Program	238,378
Total:	\$1,046,337
10. **Approval of General Contractor (Forma) - Enumclaw High School Construction**
11. **Out-of-State travel for EHS Spanish and Culinary Clubs to visit Spain, France and Italy - April 15-25, 2017**
12. **Personnel Report**

The consent agenda was presented by Mrs. McGann. With much gratitude, Mrs. Merrill moved and Mr. Stanwood seconded to approve the consent agenda. Mr. Gamblin asked about publicly thanking organizations like HELAC for their donations. Mr. Nelson explained that donations over \$500 come to the board and thank you letters are sent. We could recognize donors on the website. Mrs. McGann suggested a small section in the Connection. Mr. Gamblin wants to highlight the good things happening as often as we can. These are phenomenal donations and we should highlight those and extend gratitude. Mr. Nelson said he loved that idea and would ask Rossi to take a next step on publicizing. It is a great strategy. Mrs. Merrill commented that this isn't the only way these organizations contribute.

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12. Personnel Report

Classified:

- A. New Hire:
 1. Edith Newsham, driver, transportation, effective 10.1.2016
 2. Jaclyn Bjornson, paraeducator, Southwood, effective 10.27.2016
 3. Jody Meneghini, paraeducator, Southwood, effective 11.9.2016
- B. Resignation:
 1. Jennifer Stroh, LPN, EHS, effective 11.9.2016
 2. Kevin Zyanya, Pete's Pool custodian, district office, effective 10.31.2016
 3. Connie Poleski, assessment secretary, EHS, effective 12.12.2016
- C. Rehire:
 1. Sara Daniel, special ed paraeducator, Westwood, effective 10.18.2016

D. Change of Assignment:

1. Julie Schnyders, nutrition services/kitchen manager, EMS, effective 9.6.2016
2. Carol Holtz, paraeducator, Sunrise, effective 10.19.2016
3. Julie Jordison, paraeducator, from Kibler to Sunrise, effective 10.27.2016
4. Heather Holm, kitchen assistant, from Southwood to EMS, effective 11.7.2016
5. Kevin Zyanya, from custodian (Pete's) to paraeducator, EMS, effective 10.10.2016

E. Leave of Absence:

1. Karen Barlowe, nutrition services/head cook, EHS, effective from 10.10.16 to 1.2.2017 (leave without pay)
2. Heather Holm, driver, transportation, effective 11.4.2016 to September 2017
3. Natalie Dagley, driver, transportation, effective 11.14.2016 to February 14, 2017

Supplemental:

A. New Hire:

1. Richelle Carel, assistant girls basketball coach, EMS, effective 10.26.2016

Motion carried.

C. School Improvement Plans 2016-17:

Mr. Nelson introduced Terry Parker to present the SIPs. The SIP process begins at the board retreat when the board and cabinet think through what we want to accomplish in the coming year. Then principals formulate their incredible plans. Mr. Parker said he was pleased to present and welcomed the building principals.

Structural changes were made to build coherence into the plans. SIPs represent a blueprint of the important work and initiatives that are being facilitated in the buildings. The district goals: literacy, numeracy and high school graduation rates are addressed as well as the achievement learning gap for all students.

The Core Strategies are:

- Reaffirm PLC framework
- Promote widespread ownership of learning for students and staff
- Cultivate an environment that is inclusive and sensitive to underrepresented populations
- Provide opportunities for student voice in matters of learning

Mr. Parker asked the board to share comments or ask questions of principals if interested in discussing any issues. Mr. Nelson stated that the board attends a work study at each building during the year and has an opportunity to see what is happening in each building. Mrs. McGann said the plans get better and better every year and appreciates the focus on the whole child. She also liked that Mrs. Burnes added student voice to her plan and enjoyed seeing all the principals in one room. She expressed her appreciation for all the hard work that goes into the plans.

Mrs. Schroeder asked for a highlight from buildings this year that reveals how they are working on the right path. Mr. Means shared that it was great to inherit a wonderful building from former principal, Susan Arbury. The work is continuing. He is excited to be part of the collective learning with the Southwood staff. He has increased shared leadership in the building and has

three different teams: math, literacy and climate culture. They are developing a collective foundation and it is interesting hearing voices for all sides.

Mr. Rabb shared that his staff is involved in student-driven parent conferences right now. He remarked that teachers are leaning in to the learning of all kids. They have a lot of expertise in their school and at PLC they are drawing from each other. He said he marvels at the love, care and affection that goes into every student. Mr. Rabb is very proud of what is happening at EMS.

Mrs. Merrill asked how we could communicate these plans to parents and asked if parents are aware of the plans. The plans are more detailed and refined each year and the document is alive. Mr. Parker agreed that these documents are more reflective and alive than a decade ago. The SIPs are available for distribution at the schools and will be posted on the website. Mrs. Burnes commented that PTSO is included in their plan development. Parents have a say in this. Their accreditation review requires both parent and student input.

Mr. Stanwood agreed these plans are exceptional. They are written in a way that parents can look at these and see what students are doing in their schools. He thanked the administrators and Terry for their hard work, remarking that the plans only get better.

Mr. Parker concluded that these plans meet and fulfill state requirements. He expressed his appreciation for the work principals put into the plans and is very proud of the plans.

Mrs. Schroeder moved and Mr. Stanwood seconded approval of the School Improvement Plans 2016-17 as presented. Mr. Parker and the principals were thanked. Mr. Nelson released the principals as they have an early meeting on Tuesday.

Motion carried.

D. Facilities Fees Schedule:

Mr. Hatzenbeler presented the Facilities Fees Schedule. Mrs. Merrill had a question regarding insurance and whether that should be included on the form. Mr. Hatzenbeler appreciated that input and will realign insurance information on the form. Mr. Hatzenbeler also wanted to follow policies and procedures regarding the need for a permit in order to have concessions. All stakeholders have seen the document and approve. Mr. Hatzenbeler would like to get the form online soon. This will expedite the invoice process using an online, simpler process. Mr. Gamblin asked if the new form was well received. Mr. Hatzenbeler said it was.

Mrs. Merrill moved and Mr. Stanwood seconded approval of the Facilities Fees Schedule – form 4260A as amended in Mr. Hatzenbeler's report.

Motion carried. Mr. Hatzenbeler was thanked for all of his hard work. Mr. Gamblin will be interested to see if there is an increase in facilities usage with the new fee schedule. Mr. Hatzenbeler said he can easily get that data with the new program that is being implemented.

E. Highly Capable Plan 2016-17:

Keri Marquand stated that she shared the Highly Capable Plan at the November work study. She is always touched to hear individual stories of students and hopes to have diverse representation on the stakeholder committee as she will want to hear lots of voices. It is about the whole child.

The board received in their packet the Highly Capable narrative as well as the OSPI application. She asked for any questions or comments before approving the plan.

Mrs. Schroeder said the stakeholder group is important. Mrs. McGann is excited for the group to meet and share ideas as any time we can improve a program is a good thing. She expressed her appreciation for the work Mrs. Marquand has done. Mrs. Marquand commented that the questions are who are our students and what do they need. Mrs. McGann stated that the students are individuals and it will be good to see what our intense learners need. Mrs. Marquand commented that we need to hear from parents in all programs. She requested board approval of the plan.

Mrs. Schroeder moved and Mr. Gamblin seconded approval of the Highly Capable Plan 2016-17 as presented.

Motion carried. The first stakeholder meeting is December 13th. An announcement will be sent to the parent group.

**F. Second Reading:
Policy 4218: Language Access Plan
Policy 5610: Substitute Employment**

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

Mr. Stanwood moved and Mrs. Merrill seconded a motion to approve policies 4218 and 5610 as presented.

Motion carried.

**G. First Reading:
Policy 2162: Education of Students with Disabilities Under Section 504 ...
Policy 3115: Homeless Students: Enrollment Rights and Services
Policy 3116: Students in Foster Care**

Mr. Nelson shared information for first reading as follows:

2162: Change in policy regarding restraint.

3115: Updated policy that complies with McKinney Vento making education accessible for all kids no matter what situation they are in. If we want kids to learn, they have to be in school.

3116: Foster care is a new policy that puts language from other policies into one policy.

Mrs. Merrill corrected a formatting error on page 1 of policy 3115. She also expressed her concern regarding the 2-day turn around in sending records in policy 3116.

The three policies will be on the December agenda for second reading and approval.

H. General Fund Report:

Mr. Hatzenbeler presented the general fund report. He had the adjusted, closing fund balances for 2015-16 according to the F195 report as well as the current general fund report.

14.81% of the 2016-17 budget has been expended with 21.81% of revenues received.

The beginning of the year fund balance was \$5,354,534.84. Total resources available: \$15,684,941.70. Expenditures to date: \$7,636,758.06. Reserved grant carry-over: \$200,000.00; reserved inventory – commodities carried over: \$23,140.00; turf replacement: \$500,452.00; and commitment to economic stabilization: \$2,650,000.00. Unreserved ending fund balance: \$4,674,591.64.

Mr. Hatzenbeler has been analyzing budgets with Mr. Nelson. Mr. Nelson appreciates the work Mr. Hatzenbeler has done creating spreadsheets for the budgets. He expressed huge kudos to Mr. Hatzenbeler. In a short period of time, our small district has settled 3 contracts, and is overseeing two major construction projects.

Capital Projects beginning fund balance was \$64,730,486.63 with an ending balance of \$61,320,876.64.

The Debt Service Fund beginning fund balance was \$4,721,444.25 with an ending balance of \$6,380,818.47.

ASB Fund beginning fund balance was \$480,842.10 with an ending balance of \$631,968.78.

Transportation Fund beginning fund balance was \$859,300.877 with an ending balance of \$860,209.00.

V — EXECUTIVE SESSION

Mrs. McGann asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that he would need a 10-minute executive session to discuss possible litigation with legal counsel. No action would be taken. Mrs. McGann 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.

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