

**MINUTES  
of the Regular Meeting of the Board of Directors  
of the ENUMCLAW SCHOOL DISTRICT #216  
6:30 p.m., District Office  
November 16, 2015**

**I — PRELIMINARY**

**1. 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.

**2. Pledge of Allegiance:**

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

**3. Roll Call:**

All board members were present except Gia Landis who was excused.

**4. Minutes:**

Mrs. Schroeder moved and Mr. Cassell seconded a motion to approve the minutes of the regular board meeting of October 19, 2015 and the board work study of November 2, 2015 as presented.

Motion carried.

**II — BOARD OF DIRECTORS COMMUNICATIONS**

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

Mr. Cassell shared that the Robotics League Competition is this Saturday. Check the Washington First Robotics website for locations and times. This is the first of three league competitions. Mr. Cassell said having parent participation and a booster club has made a big difference to the program this year.

Mrs. McGann reminded that the Board's annual WSSDA Conference is this week.

Mrs. Merrill shared the Enumclaw Middle School Leadership students did a nice presentation in honor of veterans at High Point Village. She enjoys students getting out in the community to share.

Brooke Humphreys shared that a school-wide anti-bullying program was beginning at the high school the next day. She is very excited about it and appreciated Mrs. Burnes leadership in facilitating.

## 2. **Superintendent Report:**

The WSSDA Conference begins on Thursday with Mr. Nelson and several board members attending early bird workshops. The rest of the conference runs Friday through Sunday. Mr. Nelson expressed his appreciation to the board for giving up their personal time to attend the conference. He and the board always learn a lot. The conference is on the west side of the state in Bellevue this year and alternates annually. Next year it will be held in Spokane.

This week, conferences begin in the buildings. Mr. Nelson wrote his Sunday Evening News about conferences. He was reminiscing about his conference days with parents discussing student progress. The staff looks forward to their conferences.

We are between sports seasons. Winter turn-out began today except for gymnastics which started last week. The administrators have a breather until winter sports begin then there will be a lot of night events.

*Cleopatra* will be presented at the high school this weekend.

Mr. Nelson concluded his report stating there are several great presentations on the agenda this evening.

## 3. **Owners Representative Update:**

Mr. Nelson introduced Liz LeRoy who had an update for the board. He stated that she is doing a great job for us.

Ms. LeRoy stated she was excited to bring a brief update to the board. She said the process is coming along on schedule. In a PowerPoint presentation, she shared the following information:

**Black Diamond Elementary:** Design, budget and schedule are being worked on. She met with the design committee and discussed adjustments for floor and site plans. She will be going back to the design committee this week. Roof forms are being discussed. She has been meeting with the City of Black Diamond every two weeks to keep them updated. Value engineering is when an outside company comes in to review plans from a different perspective and efficiency. It only takes a week for them to come back with ideas. The schedule is being fine-tuned. Bids will go out for the abatement and demo of the building. Bidding opens to contractors in May. The demolition will occur July-August with construction on a 12-month timeline.

**High school:** Ms. LeRoy shared that the board would be hearing from Matt and Phillip with colors and design for the high school. She stated that the district had a good meeting with the City of Enumclaw. They will be conducting a traffic study. Ms. LeRoy will meet with the staff/design committee. Regarding budget, the value engineering process will occur in December for the high school. They will be reviewing efficiency and cost estimates.

The board will receive an update at the December 7<sup>th</sup> work study regarding the value engineering and the high school schedule review.

The district will advertise publicly for a month to get bids on Black Diamond Elementary.

Mr. Nelson added that it is important to be building partnerships with the cities before we begin and he appreciates that Liz is doing that. The budget scrutiny and timelines with the projects are critical and are being reviewed by Liz. He also appreciates her expertise in the timing of going out to bid on the projects to get optimal bids.

**4. Architect Update:**

Matt Rumbaugh, NAC Architect, reported that he has been meeting with high school administration and district leaders to get feedback on building options and color schemes. He asked for board feedback this evening.

Mr. Rumbaugh shared plans for the buildings and then showed samples of color and texture to be used on the building. The board discussed the color schemes and most were happy with either color scheme. Mr. Nelson stated that the two most popular color schemes were brought forward and one of the filters was whether the color would date the building over time. The red and neutral colors do not. The textures make a difference too. Mr. Rumbaugh said he would come back to a board work study with a truer red color and would also show the texture on the renderings.

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

No one present wished to address the board.

### IV — ADMINISTRATION/BUSINESS

**1. Payroll and Vouchers:**

Mr. Madden presented the list of top ten expenditures in the district as follows: Bryson Sales; Puget Sound Energy; Overlake Hospital; Quality Business Systems; K & L Gates; Geo Engineers; Food Services of America; Reynolds General Contracting; Holmwig, Dewitt, Gallion & Associates; and WSIPC.

Mr. Madden shared a list of the local businesses with which the district did \$62,679.00 of business in the month of October. 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. Merrill moved and Mr. Stanwood seconded to approve general fund vouchers in the amount of \$709,265.58; capital projects fund in the amount of \$167,337.30; associated student body fund in the amount of \$51,345.41; transportation fund in the amount of \$70,074.36 and ratification of the general fund payroll warrant for October in the amount of \$3,139,027.78.

Mrs. Merrill requested an update on the work being done at JJ. Mr. Madden reported that the gym floor is being re-done and asbestos abatement is occurring. The bid came in for the electrical upgrades for the classrooms and renters are being transitioned out of the building. Most importantly, a lot of thought is going into the paint and flooring selections so it will be a beautiful building. The HVAC system is also being upgraded. The goal is to have the building ready by May 1<sup>st</sup>. Mrs. McGann asked if move in day would be the day school is out. Mr. Nelson said the move would be contingent upon when the bid goes out.

Motion carried.

## **2. Consent Agenda:**

- 1. Boeing Company Gift Match of \$500.00 for Corey Cassell to the EHS Robotics Club**
- 2. Donation of \$71,000.00 from the Muckleshoot Tribe for program enhancements**
- 3. Personnel Report**

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

Mr. Cassell explained that Boeing employees can volunteer hours and Boeing matches those hours. He has been able to help fund the Robotics Club with his volunteer hours. Boeing is happy to offer that program. Mr. Cassell was thanked for the difference this makes.

Mr. Nelson also wanted to highlight the generous gift from the Muckleshoot Tribe and expressed his appreciation for their constant support.

1. Boeing Company Gift Match of \$500.00 for Corey Cassell to the EHS Robotics Club
2. Donation of \$71,000.00 from the Muckleshoot Tribe for program enhancements
3. Personnel Report

### **Classified:**

- A. New Hire:
  1. Shelly Undlin, custodian Pete's Pool (weekends), district office, effective 10.31.2015
  2. Kevin Zyanya, custodian Pete's Pool (weekdays), district office, effective 10.26.2015
  3. Jerrinne Haas, special ed para, TMMS, effective 11.2.2015
  4. Elizabeth Anderson, kitchen assistant, Sunrise, effective 11.9.2015
  5. Carrie West, kitchen assistant, Black Diamond, effective 11.9.2015
- B. Leave of Absence:
  1. Andrea Mattioda, special ed para, TMMS, effective 2.1.2016
  2. Kelsey Tice, assistant secretary, EMS, extended to 1.4.2016
- C. Retirement:
  1. Thomas Lukson, assistant groundskeeper, district office, 1.29.2016
- D. Resignation:
  1. Sindi Hamlin, driver, transportation, effective 10.29.2015

- E. Change of Assignment:
  1. Hailey Dundas-Valentine, from TSL to Client Systems Specialist, district office, effective 11.2.2015
  2. Jamie Franz, from executive secretary/helpdesk to Student Information System Specialist, district office, effective 11.2.2015
  3. Tricia Williams, from TSL/SQL tech to Data Integration Specialist, district office, effective 11.2.2015
  4. Angela Machin, from kitchen assistant to lead, Westwood, effective 10.19.2015
  5. Kristin Young, from special ed para to ELL para, Kibler, effective 10.28.2015
  6. Susan VanHorn, from Title/general para to general para, Kibler, effective 11.2.2015
  7. Sally Bruhn, from special ed para to Title/LAP para, Kibler, effective 11.2.2015
  8. Sharon Luthi, from kitchen assistant to Free/Reduced Lead and kitchen assistant, EHS, effective 11.2.2015
  9. Andrea Evans, from kitchen lead to special ed para, Westwood, effective 10.19.2015
- F. Additional Hours:
  1. Jana Doleshel, paraeducator, EMS, effective 9.3.2015
  2. Linda Binns, kitchen assistant, Sunrise, effective 10.19.2015
  3. Stephanie Osborne Raymond, paraeducator, Sunrise, effective 9.1.2015

**Supplemental:**

- A. New Hire:
  1. Robert Garcia, assistant wrestling coach, TMMS, effective 10.26.2015
  2. Timothy Whitehead, assistant wrestling coach, EMS, effective 11.4.2015
- B. Additional Hours:
  1. Alice Lampkin, assistant girls basketball coach, EMS, effective 10.26.2015

Motion carried.

**3. School Improvement Plans 2015-16:**

Mr. Nelson introduced Terry Parker, Director of Curriculum and Instruction, to present the SIPs. He thanked Mr. Parker and the principals for their work.

Mr. Parker stated that he was pleased to be standing before the board on behalf of the principals and their staffs. He said he appreciated the principals being present. Preparing the SIPs is a lot of work. The board will note the coherence and strategic thinking that has gone into the plans. He also noted that the board would see a real anchoring around reading and writing in the SIPS as well as other learning improvement plans.

The K-8 schools use the same format as the board has requested. This year was a bit challenging transitioning to Google Docs. The high school documents look different because of the focus on graduation requirements. Mr. Parker invited the board to focus on the two left hand columns: improvement goals and improvement activities. This information will show the different focus in each building.

Mr. Parker thanked the principals for their work, investment, and thinking on the plans, remarking that it takes a lot of time and effort. Mr. Parker invited either general or specific questions from the board.

Discussion followed with the principals joining in the responses. The board thanked Mr. Parker and the principals for all of their work and said it was a great job!

**4. Second Reading:**

- Policy 2107: Comprehensive Early Literacy Plan**
- Policy 2410: High School Graduation Requirements**
- Policy 2421: Promotion/Retention**
- Policy 3141: Nonresident Students**
- Policy 5202: Federal Motor Carrier Safety ..**
- Policy 5251: Conflicts of Interest**
- Policy 5252: Staff Participation in Political Activities**
- Policy 5253: Maintaining Professional Staff/Student Boundaries**
- Policy 5270: Resolution of Staff Complaints**
- Policy 5271: Reporting Improper Governmental Action**
- Policy 6101: Federal Cash and Financial Management**
- Policy 6220: Purchasing: Bid Requirements**

Mr. Nelson presented twelve policies for second reading. Having heard no concerns from the board, he requested approval of the policies.

Mr. Cassell moved and Mrs. Schroeder seconded to approve policies 2107, 2410, 2421, 3141, 5202, 5251, 5252, 5253, 5270, 5271, 6101, and policy 6220 as presented.

Motion carried.

**5. First Reading:**

- Policy 2029: Animals as Part of the Instructional Program**
- Policy 2171: School to Work**
- Policy 3220: Freedom of Expression**
- Policy 6890: State Environmental Policy Act Compliance**

Mr. Nelson presented four policies for first reading and information.

Policy 2029: Mr. Nelson has worked with Mrs. Burnes on this policy. The district has had a long-standing practice of allowing guide dogs in training on campus. This has not been a large number of dogs. A club has been developed through FFA and the program will be expanding. Mr. Nelson and Mrs. Burnes wanted to make sure we had a policy and procedure in place prior to the expansion. He worked with the superintendent and principal at Vashon Island School District who have had as many as 15 guide dogs on campus. They report only positive benefits in kindness and compassion with classroom management and civility improving. Mr. Nelson asked Jana Decker, a long-time proponent of the guide dog program, to share if she'd like. Ms. Decker shared that the citizens of Enumclaw have raised over 232 guide dogs and a couple of students have raised 15 dogs. She appreciates the district allowing the dogs on campus and said we may have an extra 3 or 4 dogs at the high school with the new club. She was also pleased to share that Enumclaw High School will be the first district to have a guide dog club through FFA. Ms. Decker assured the board no dog would be allowed in school that would create a problem. She also shared that her children received scholarships for doing this as a community service.

Policy 2171: Obsolete policy; being deleted.

Policy 3220: Updating language, small changes.

Policy 6890: District has always had a SEPA policy. Attorney Denise Stiffarm reviewed our current policy and added language to the appeal process. We would like to take action on this policy at the December work study to have it in place in time.

**6. Resolution #1034: Trust Account (Jean L. Waye-Henry Memorial Scholarship Fund):**

Mr. Madden shared that Jean Waye-Henry graduated in 1945. When she passed away, she donated much of her estate, \$620,000, to the district she loved for scholarships. Mr. Cassell was pleased to see her stipulation that the scholarship go to a strong STEM student.

Mr. Cassell moved and Mrs. Merrill seconded to approve Resolution #1034: Trust Account (Jean L. Waye-Henry Memorial Scholarship Fund). Mrs. McGann expressed her gratitude for the gift and said it was an honor to receive that.

Motion carried.

**7. General Fund Report:**

Mr. Madden presented the general fund report for the last month of the fiscal year. 14.84% of the 2015-16 budget has been expended with 22.02% of revenues received.

The beginning of the year fund balance was \$7,296,674.66. Total resources available: \$17,458,705.01. Expenditures to date: \$7,430,922.51. Reserved grant carry-over: \$200,000.00; reserved inventory – commodities carried over: \$28,092.00; turf replacement: \$350,452.00; commitment to economic stabilization: \$2,368,571.00; and Capital Projects: \$2,000,000.00. Unreserved ending fund balance: \$5,168,667.50.

Capital Projects beginning fund balance was \$68,826,596.77 with an ending balance of \$68,980,684.30.

The Debt Service Fund beginning fund balance was \$7,175,151.79 with an ending balance of \$8,888,106.61.

ASB Fund beginning fund balance was \$365,941.61 with an ending balance of \$564,322.54.

Transportation Fund beginning fund balance was \$656,861.33 with an ending balance of \$657,391.24.

Mrs. McGann asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that he would need a 30-minute executive session for the purpose of discussing possible litigation with legal counsel. No action would be taken. Mrs. McGann announced the board would take an 8-minute break before moving to executive session at 8:10 p.m. and would reconvene at 8:40 p.m.

**V — EXECUTIVE SESSION**

The board came out of executive session at 8:40 p.m. and extended the session until 9:20 p.m. The board came back to public session at 9:20 p.m. No action was taken.

**VI — BOARD PROCESS DEBRIEF**

The board debriefed the meeting.

**VII — ADJOURNMENT**

This meeting adjourned at 9:30 p.m.

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President, Board of Directors

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Secretary, Board of Directors