



**MINUTES**  
**of the Regular Meeting of the Board of Directors**  
**of the ENUMCLAW SCHOOL DISTRICT #216**  
**6:30 p.m., District Office**  
**December 21, 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 Mrs. Merrill who was excused and the student representatives who were on winter break.

**4. Minutes:**

Mr. Cassell moved and Mrs. Schroeder seconded a motion to approve the minutes of the regular board meeting of November 16, 2015 and the board work study of December 7, 2015 as presented.

Motion carried.

**II — BOARD OF DIRECTORS COMMUNICATIONS**

**1. Recognition and Appreciation – Board President:**

Mr. Nelson recognized Mrs. McGann for her service as board president the past year. He stated that she is a pleasure to work with her and thanked her for all she has done. Mrs. McGann was presented with the traditional engraved gavel.

**2. Welcome – Re-elected Directors:**

Mr. Nelson officially welcomed the newly re-elected officials, all of whom ran unopposed for their positions: Mrs. Merrill, Mrs. McGann and Mr. Cassell.

**3. Oaths of Office:**

Mrs. McGann and Mr. Cassell were sworn in to office by Mr. Nelson. Mr. Nelson expressed his appreciation for the service the board members provide and for their sacrifice of time. He recognizes that it takes them away from their families and he is very appreciative.

Note: Mrs. Merrill will be sworn in at the next public meeting of the Board of Directors, January 4<sup>th</sup>, 2016.

#### **4. Reorganization of the Board:**

Mrs. McGann explained that the board annually reorganizes. She opened nominations for board president. Mrs. Schroeder nominated Mrs. McGann and Mr. Cassell seconded the nomination. Mr. Cassell explained that the president position normally rotates annually but there have been occasions when a board member has served as president for two consecutive years. Mrs. McGann agreed to serve a second term. Motion carried.

Mrs. McGann opened nominations for vice president. Mr. Cassell nominated Mrs. Schroeder. Mr. Stanwood seconded. Motion carried.

Mrs. McGann opened nominations for legislative representative. Mr. Cassell nominated Mrs. Merrill. Mr. Stanwood seconded. Mrs. McGann commented that Mrs. Merrill does an amazing job in the legislative representative position. Motion carried.

#### **5. Good News of the District:**

Mr. Cassell shared that the WSSDA Conference was a good opportunity to charge batteries and network with other board members. His favorite session was Flipping Classroom where Teachers record videos of their lessons. Students can then review a video tape of the lesson which allows the teacher to do more in the classroom. Though this is more common at the secondary level, in this case it was at elementary. Mr. Cassell also shared that he attended the CTE Advisory for Robotics. A number of board members participate in that. They discussed how to get more professionals involved in the classroom environment and re-approved the framework for the Robotics Class. Mr. Cassell stated that our Robotics teams are doing well placing at 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup>. The teams will make it to regional competition.

Mrs. Schroeder said she is staying very busy as volunteer head coach of the equestrian team

Mr. Stanwood attended the choir concert, stating the choirs were amazing. He also expressed his appreciation for the manner in which teachers interact with families at conferences. Mr. Stanwood said it was very well done and appreciated by families.

Mrs. McGann attended the all-day class for Board Professional Development. She said teachers and others have staff development and she thought it would be great for our board to do the same. She distributed the book, "Improving School Board Effectiveness", to the board members for a book study. Mrs. McGann also attended the Community Thanksgiving Dinner at Black Diamond. It was a great event with 120 meals served. She also had the opportunity to serve the senior citizens at a holiday meal this week.

#### **6. Superintendent Report:**

Mr. Nelson shared that a syllabus for the book study was created by Mrs. McGann and him. There will be parts of the book to read and then discussion at the 2016 work studies. He stated that the book has many writers, each taking a different part of boardsmanship. Mr. Nelson said the flow isn't always smooth because of number of writers. He appreciates the recommendation of the book and looks forward to the discussions.

Mr. Nelson was disappointed Mrs. Merrill wasn't present at the meeting. She has served as a board member for 25 years and the items on the board table were to commemorate this anniversary. Mr. Nelson and Mrs. McGann discussed how Mrs. Merrill could be honored this year. Each school will do something to celebrate Mrs. Merrill at work study. We want to make it special as serving on a board for 25 years is such an accomplishment!

Mr. Nelson shared a construction update. The Value Analysis for Black Diamond is on the agenda for approval. Ms. LeRoy was present to answer questions. The high school Value Analysis is in completion stages. The district is wrestling with project costs at the high school. Construction costs are escalating as building picks up in King County. Mr. Nelson met with the Mercer Island business manager who is completing a couple of building projects. He shared that they can't always get contractors in to do their work as they are busy with major construction projects in Seattle. There are some major changes to the project to accommodate the budget we have. The Black Diamond Elementary plan is in place with "add alternates". It is hoped a plan will be together for the high school for the January 4<sup>th</sup> work study and have an important conversation.

January 14<sup>th</sup> is the annual State of Ed Address. This year, the theme is a play on Life Magazine's year in photos. A dozen photos will be in a Powerpoint with speakers who will share information about the photo. Mr. Nelson will open and close the event. Jeff Utecht will be the key-note speaker. Mr. Nelson encouraged the community to attend to hear about the importance of using technology for teaching and learning. It will be fun for the community to capture the vision. Mr. Beals has worked diligently with his timeline for roll-outs of technology. Student accounts will be created soon. This is an important event.

Mr. Nelson stated that Mrs. Merrill is a great choice for legislative representative. He shared a key piece of information with the board. The state is in its second year of a 2-year biennium. There is usually not a lot of change in legislation however the state needs to address the "levy cliff". A few years ago, districts could ask for 4% more for levies. Our district also receives local effort assistance dollars. The sun sets on this law in 2018 and administrators are concerned about losing these funds. It would mean \$2,000,000 less revenue for Enumclaw. With 80% of our funding going to staffing, this would be impactful. The legislature needs to act during this legislative session. Mr. Nelson encouraged the board and community to spread the word and ask legislators to address this in the short session. He shared a WASA document which supports legislative action.

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: KCDA; Food Services of America; Quality Business Systems; Beresford Company; Overlake Hospital Medical Center; Puget Sound Energy; Moody's Investor's; City of Enumclaw; OSPI; and Simplex Grinnel.

Mr. Madden shared a list of the local businesses with which the district did \$21,744.00 of business in the month of November. 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. Stanwood seconded to approve general fund vouchers in the amount of \$550,896.35; capital projects fund in the amount of \$163,313.64; associated student body fund in the amount of \$23,007.87; private purpose trust fund in the amount of \$1,000.00 and ratification of the general fund payroll warrant for November in the amount of \$3,186,051.74.

Motion carried.

### 2. Consent Agenda:

1. **Donations from Black Diamond PTA to Black Diamond Elementary in the amounts of \$759.82 to purchase Raz-Kids for reading education; \$904.92 to replace pencil sharpeners; and \$5,000.00 to fund the Tillicum Village field trip**
2. **Donations from Kibler PTA to Kibler Elementary in the amounts of \$350.00 to purchase 2nd grade Just Right books; \$200.00 to be used for Lap/Title students to purchase books; and \$450.00 for a 4th grade on-site Gold Rush field trip**
3. **Donation of \$500.00 from Youth Service America awarded to Gabrielle DeMarco at Enumclaw Middle School for her continued work implementing positive change in our community**
4. **Donation of \$1,300.00 from Thunder Mt. Middle School PTSO awarded to Amy Ihde for the Houston Kraft school assembly and workshop at Thunder Mt.**
5. **Mitigation Agreement**
6. **Part-time, Temporary and Substitute Personnel Salary Schedule**
7. **NAC Contract**
8. **STEM Grant Board Letter**
9. **McKinney-Vento Questionnaire**
10. **Personnel Report**

The consent agenda was presented by Mrs. McGann. Mr. Cassell moved and Mr. Stanwood seconded to approve the consent agenda. Mr. Nelson asked to highlight a couple of consent agenda items. He shared that the mitigation agreement was individually negotiated with

developers in the city. Both cities are struggling with not wanting to develop impact fees. That is quickly changing. We are beginning to gain traction with the cities to set impact fees. Each time the capital facilities plan is produced, the district presents a letter to the cities regarding impact fees. Things are perking in Black Diamond for building also. Projected student numbers will become more real to the cities. Mr. Madden worked hard to get these mitigation agreements with developers.

Mr. Nelson also shared the NAC contract is on the agenda. The fee for the architect is a prescribed percentage set by the state. The district worked closely with our attorney and Ms. LeRoy. Attorney Chris Hirst also reviewed the contract as it is his specialty.

The STEM Grant letter from the board which is on the consent agenda is a requirement for the state grant process. When Mrs. McGann and Mr. Nelson went to Olympia, they learned about some grants. One was the K-3 class size that Mr. Madden submitted. The other is a STEM grant. Mr. Smith has taken the lead on the grant which is due in January. AJAC is supporting our effort.

Mr. Nelson stated that he appreciates the questions from the board and the opportunity to clarify.

1. Donations from Black Diamond PTA to Black Diamond Elementary in the amounts of \$759.82 to purchase Raz-Kids for reading education; \$904.92 to replace pencil sharpeners; and \$5,000.00 to fund the Tillicum Village field trip
2. Donations from Kibler PTA to Kibler Elementary in the amounts of \$350.00 to purchase 2nd grade Just Right books; \$200.00 to be used for Lap/Title students to purchase books; and \$450.00 for a 4th grade on-site Gold Rush field trip
3. Donation of \$500.00 from Youth Service America awarded to Gabrielle DeMarco at Enumclaw Middle School for her continued work implementing positive change in our community
4. Donation of \$1,300.00 from Thunder Mt. Middle School PTSO awarded to Amy Ihde for the Houston Kraft school assembly and workshop at Thunder Mt.
5. Mitigation Agreement
6. Part-time, Temporary and Substitute Personnel Salary Schedule
7. NAC Contract
8. STEM Grant Board Letter
9. McKinney-Vento Questionnaire
10. Personnel Report

**Certificated:**

- A. Additional Assignment:
  1. Haley Christiansen, LAP teacher added to Title position, Sunrise, effective 1.4.2016
- B. Resignation:
  1. Tim Madden, Director of Business & Operations, district office, effective 6.30.2016

**Classified:**

- A. New Hire:
  1. Corey Egbert, client systems specialist, district office, effective 12.7.2015
  2. Kapiolani Laronal, cultural program manager, district office, effective 11.25.2015

3. Sharon Hanson, special ed paraeducator, district office, effective 12.1.2015
  4. Jan Davis, kitchen assistant, Southwood, effective 11.23.2015
  5. Natalie Wyatt, driver, transportation, effective 9.1.2015
- B. Resignation:
1. James Bynon, driver, transportation, effective 11.16.2015
  2. Sarah Benedict, special ed paraeducator, Sunrise, effective 11.30.2015
- C. Change of Assignment:
1. Curt Blanscet, from custodian to head custodian, Southwood, effective 12.21.2015
  2. Annette Vranizan, from secretary to executive secretary, district office, effective 11.30.2015
  3. Rebecca Barboza, from custodian at EHS to night custodian at Southwood, effective 12.21.2015
  4. Debra Tyler, 15 minutes of general para to special ed para position, Sunrise, effective 1.4.2016
- D. Additional Hours:
1. Debra Tyler, special ed paraeducator, Westwood, effective 11.9.2015
- E. Retirement:
1. Jeanette Williams, paraeducator, Kibler, effective 1.4.2016

**Supplemental:**

- A. Additional Hours:
1. Ed Gutierrez, head girls soccer coach, EMS, effective 1.19.2016

Motion carried.

**3. Second Reading:**  
**Policy 2029: Animals as Part of the Instructional Program**  
**Policy 2171: School to Work**  
**Policy 3220: Freedom of Expression**

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

Mr. Stanwood moved and Mr. Cassell seconded to approve the changes to policies 2029, 2171, and 3220 as presented.

Motion carried.

**4. First Reading:**  
**Policy 2022: Electronic Resources and Internet Safety**  
**Policy 4260: Use of School Facilities**  
**Policy 5222: Job-Sharing Staff Members**  
**Policy 5260: Personnel Records**

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

Policy 2022: Mr. Beals oversaw the updating on this policy which relates to technology.

Policy 4260: Based on conversations the board has had on facilities fees, the policy was reviewed and it was determined the policy didn't match practice. The policy was revised to match district practice. Community groups use our facilities and we charge for custodians, but when they are doing great things that support our district, we allow use.

Policies 5222 and 5260: These are personnel policy changes that have been reviewed by Mrs. Berryhill.

**5. Resolution #1035: Approval of Value Analysis Proposal for Black Diamond Elementary:**

Mr. Nelson stated that this it is important to communicate this process. The district takes the funds entrusted to us and we do our due diligence to make sure we are getting the best building for the funds. This Value Analysis is in addition to the reviews of our architect and Ms. LeRoy. This group looks at the design, how it flows and looks for ways to save money. These professionals generate a list and the process called Value Analysis. This proposal is for Black Diamond Elementary. The board received the final analysis. This is part of the state process. Ms. LeRoy added that the district gets reimbursed by the state for this process. Mr. Cassell stated that the board had a good opportunity to discuss this at the Kibler meeting.

Mrs. Schroeder moved and Mr. Cassell seconded to approve Resolution #1035: Approval of Value Analysis Proposal for Black Diamond Elementary.

Motion carried.

**6. 2016-17 and 2017-18 Calendars:**

Mrs. Berryhill, Director of Human Relations, and Tara Meyer, EEA president, have worked on the calendars for the next two school years. Mrs. Berryhill explained the collaboration that happens to build and then select a calendar. These are the calendars selected by the EEA. Mrs. Berryhill requested board approval of the calendars.

Mr. Cassell moved and Mr. Stanwood seconded to approve the 2016-17 and 2017-18 Calendars as presented. Mr. Nelson stated that he appreciated the work Ms. Berryhill and Ms. Meyer did to get the two calendars approved. It is very nice to be back to a two-year approval of the calendars. He stated our parents will appreciate having this information early.

Motion carried.

**7. General Fund Report:**

Mr. Madden presented the general fund report for the last month of the fiscal year. 22.30% of the 2015-16 budget has been expended with 27.45% of revenues received.

The beginning of the year fund balance was \$7,289,775.01. Total resources available: \$20,063,706.53. Expenditures to date: \$11,167,759.90. Reserved grant carry-over: \$200,000.00; reserved inventory – commodities carried over: \$28,092.00; turf replacement: \$400,425.00; commitment to economic stabilization: \$2,504,401.00; and Capital Projects: \$2,000,000.00. Unreserved ending fund balance: \$3,763,001.63.

Capital Projects beginning fund balance was \$68,826,426.83 with an ending balance of \$68,882,821.62.

The Debt Service Fund beginning fund balance was \$7,175,151.79 with an ending balance of \$9,070,499.16.

ASB Fund beginning fund balance was \$360,166.15 with an ending balance of \$575,453.68.

Transportation Fund beginning fund balance was \$656,057.35 with an ending balance of \$656,936.99.

Mrs. McGann asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that he would need a 15-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 a 5-minute break before moving to executive session at 7:30 p.m. and would reconvene at 7:45 p.m.

#### **V — EXECUTIVE SESSION**

The board came out of executive session at 7:45 p.m. No action was taken.

#### **VI — BOARD PROCESS DEBRIEF**

The board debriefed the meeting.

#### **VII — ADJOURNMENT**

This meeting adjourned at 7:50 p.m.

---

President, Board of Directors

---

Secretary, Board of Directors