



**MINUTES**  
**of the Regular Meeting of the Board of Directors**  
**of the ENUMCLAW SCHOOL DISTRICT #216**  
**6:30 p.m., District Office**  
**July 20, 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. Schroeder and Mr. Stanwood who were excused.

**4. Minutes:**

Mrs. Merrill moved and Mr. Cassell seconded a motion to approve the minutes of the regular board meeting of June 22, 2015 as presented.

Motion carried.

**II — BOARD OF DIRECTORS COMMUNICATIONS**

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

Mr. Cassell commented that he and his family have been busy with summer activities.

Mrs. Merrill saw her granddaughter perform in an auditorium in Bellevue and was pleased and grateful to our community for supporting the bond so we can also have a wonderful performing arts venue.

Mrs. McGann attended Black Diamond Miner’s Days and heard a lot of excitement from the community regarding the future of the district.

Gia Landis said it’s a good summer and introduced Brooke Humphreys at her first meeting! She said \$300 was raised at their carwash which was in competition with the cross country team! Mr. Cassell said he needs a schedule of car wash events so he can find them when he needs one.

## 2. Superintendent Report:

Mr. Nelson traveled into Seattle July 1<sup>st</sup> to work with DA Davidson for the bond sale. All bonds were sold. July 22<sup>nd</sup> the money will be in our account. The bond attorneys state that we can be thankful for the timing as a later bond would have been a much different climate. Interest rates are expected to go up. We chose to sell all the bonds at one time. The district is required to use 80% of bond funds within 3 years.

Summer time means a lot of work on grants, both federal and state. These are entitlement grants which means they are based on different criteria that we are required to meet. There is a lot of work tied to the grants. This is the period of time when applications are due as well as the year-end reports.

Custodians and facilities crews are doing deep cleaning in all of our buildings to ensure longevity. Our desire is to be good stewards of all buildings for the taxpayers. The cedar siding on the Southwood gym was deteriorating so the district is working with a local company to change it to metal siding which will have an extended life. A complete paint job is occurring also.

As a result of the bond passing, work has begun at JJ. It has been painted which changed the appearance. JJ has been maintained all along. Black Diamond Elementary will move in a year from now. Electrical work is being done. New roofing has been installed and the gym floor is being repaired where there was some flooding. Both the interior and exterior are receiving an update.

July is the month that Mr. Nelson and the Cabinet take time off though there is always staff in the building. Leadership Advance plans are being finalized. Jeff Utecht will present at the advance. The book "Wooden on Leadership" is being studied by leadership prior to the advance. Striped journals have been created, like referees, to go along with the basketball theme. The team is preparing for a conversation on leadership. There have been many external initiatives, e.g. TPEP, Smarter Balance, and those are being implemented. Now leadership will have the opportunity to look at ways to become the best leader. Mr. Nelson wanted to choose a book that wasn't just on education but can be looked at through the lens of an educational leader.

Mr. Nelson encouraged the board to drive by Pete's Pool to see the grandstands that have been installed for visitors. Mr. Madden worked with Issaquah School District, the city of Enumclaw, and Bill Wheeler. A nice walkway was also created to the field house. The grandstands have handicapped access and will provide seating for 500. It sits off the ground so all seats have good visibility. It looks beautiful. Mrs. McGann commented that it looks complete. Kudos to Mr. Madden for the partnerships he created to accomplish this.

## 3. 2015-16 Budget Information:

Mr. Madden explained the board had before them the F195 budget summary. The legislature took a lot of time to approve the budget this year. The document is available for the public to review. The budget will come to the board for adoption at the August meeting. It has been a monumental task for Bonnie, who returned to help with the process, Kim and payroll working together to prepare the budget. Timelines have been tight. There is some increased revenue this year. New funding has been provided for all but one elementary school to fund full-day

kindergarten. There is also an increase in teacher salaries. On the expenditure side, the district is increasing some critical staffing with elementary counselors in each of the elementary schools as well as continuing instructional programs. Some fund balance will be used for these items. The district is being conservative. Mr. Madden said he is available to answer questions and encouraged the board to read the budget prior to the August meeting. Mr. Nelson commented that he is very pleased all staff will receive a COLA this year. It is well deserved and was important that it took place this session.

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: Puget Sound Energy, Food Service of America, College Board, Associated Petroleum, Royal Argosy, City of Enumclaw, MVP, Inc., NW ESD 189, Skip and CTC, and Imagine Learning.

Mr. Cassell noted that the district is not in the habit of sending students on cruises. Mr. Madden clarified that the trip was student supported by ASB for Senior Prom.

Mr. Madden shared a list of the local businesses with which the district did \$31,388.00 of business in the month of June. 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, Mr. Cassell moved and Mrs. Merrill seconded to approve general fund vouchers in the amount of \$480,460.04; associated student body fund in the amount of \$20,559.51; capital projects fund in the amount of \$77,241.74; and ratification of the general fund payroll warrant for June in the amount of \$3,206,261.96.

Motion carried.

#### **2. Consent Agenda:**

- 1. Waiver of Senior Citizen Fees**
- 2. Award for Dairy Bid**
- 3. Personnel Report**

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

1. Waiver of Senior Citizen Fees
2. Award for Dairy Bid
3. Personnel Report

**Certificated:**

- A. Leave Replacement:
  1. Merilee Stone, teacher, Westwood, effective 9.1.2015
- B. Change of Assignment:
  1. Kathleen Green, from para at EHS to teacher at EHS, effective 9.1.2015
  2. Kathleen Smith, from teacher at Westwood to program specialist at district office, effective 9.1.2015
- C. New Hire:
  1. Elise Rodriques, teacher, EHS, effective 9.1.2015
  2. Tina Hickcox, counselor, Kibler, effective 9.1.2015
  3. Jessica Dotson-Kelly, counselor, Westwood, effective 9.1.2015
  4. Connie Richards Aigner, teacher, EHS, effective 9.1.2015
  5. Jeanie Christensen, teacher, EHS, effective 9.1.2015
  6. Benjamin Gosnell, teacher, TMMS, effective 9.1.2015
  7. Rebecca Underwood, teacher, Westwood, effective 9.1.2015
- D. Resignation:
  1. Jill Patrick, teacher, EHS, effective 6.19.2015
  2. Doug Wolff, teacher, EHS, effective 6.19.2015
- E. Change of Status:
  1. Monica Goucher, from long-term sub to teacher at EHS, effective 9.1.2015
  2. Gunner Argo, from LOA contract, teacher at EHS, effective 9.1.2015

**Classified:**

- A. Resignation:
  1. Sarra Guck, transportation specialist, transportation, effective 6.30.2015
- B. Retirement:
  1. Jill Eide, paraeducator, Black Diamond, effective 8.31.2015
- C. Change of Assignment:
  1. Jennifer Ahina, ECEAP lead teacher from teacher, Southwood, effective 9.1.2015
- D. Extra Hours:
  1. Karen Barlowe, lead summer painter, district office, effective 6.29.2015
  2. Linda Binns, summer painter, district office, effective 6.29.2015
  3. Anna Marie Forza, summer painter, district office, effective 6.29.2015
  4. Anna Newman, summer painter, district office, effective 6.29.2015
  5. Scott Newman, summer painter, district office, effective 6.29.2015

6. Cherie Raymond, summer painter, district office, effective 6.29.2015
7. Sharon Ritchie, summer painter, district office, effective 6.29.2015
8. Tisha Riccardo, summer painter, district office, effective 6.29.2015
9. Chase Vranizan, summer painter, district office, effective 6.29.2015
10. Valerie Schumacher, summer painter, district office, effective 6.29.2015
11. Karen Schram, summer feeding program, district office, effective 6.22.2015
12. Karen Barlowe, summer feeding program, district office, effective 6.22.2015
13. Sharie Signani, summer feeding program, district office, effective 6.22.2015
14. Andrea Evans, summer feeding program, district office, effective 6.22.2015
15. Patricia Monstad Rios, summer ELL para, Kibler, effective 7.9.2015
16. Annette Quezada Garcia, summer ELL para, Southwood, effective 7.9.2015
17. Monica Pihel Bainter, summer ELL para, Black Diamond, effective 7.9.2015

**Supplemental:**

A. Change of Status:

1. Rebecca Pratt, from assistant to head swim coach, EHS, effective 8.24.2015

Motion carried.

**3. Second Reading:  
Policy 2410: High School Graduation Requirements**

Mr. Nelson presented one policy for second reading and action. It is an important policy that Mr. Parker reviewed last month. He worked with Mrs. Burnes and the high school administration to finalize. The policy is ready for board approval. Mr. Nelson heard no need for changes from the board and requested approval.

Mrs. Merrill moved and Mr. Cassell seconded to approve policy 2410 as presented.

Motion carried.

**4. First Reading:  
Policy 3122: Excused and Unexcused Absences  
Policy 3421: Child Abuse, Neglect ..  
Policy 3422: Student Sports  
Policy 6114: Gifts  
Policy 6220: Purchasing: Bid Requirements  
Policy 6512: Infection Control Program**

Mr. Nelson presented six policies for first reading.

Policy 3122: The updated policy includes language regarding having conversations with families and to provide homework/make-up work for students, particularly at secondary schools.

Policy 3421: Defines a child as anyone under the age of 18 or in the district, including homeschool students. It also explains what abuse looks like with no focus on mental status. The policy more clearly defines our responsibilities.

Policy 3422: The district is ahead of its time on this one. We hosted Nick of Time to build capacity around sudden cardiac arrest and having the AEDs in our district. This is now a board

policy requirement. The policy was sent to Mr. Engebretsen for review so he knows the new requirements.

Policy 6114: Anything over \$500 comes to the board for approval. The policy builds on making sure there is no disparity. A donation of a field that is for boys only would not be accepted. The policy puts in safeguards for receiving gifts. Mr. Cassell commented that boosters are quite aware of these rules.

Policy 6220: New verbiage addresses federal funds

Policy 6512: This policy had just been to the board and clarifies that immunizations are recommended not required.

Mr. Nelson reminded the board that we get these updates from WSSDA.

Mrs. Merrill pointed out language on Policy 3122 that she thought should be changed. Instead of “adults include”, it will read “adults may include”. Mr. Nelson thanked her for spotting that.

**5. 2015-16 Fee Schedule:**

Mr. Madden presented the 2015-16 Fee Schedule for board approval. The increased fees ranged from \$1-5. He offered to answer any questions and commented that it is expensive to have students. Pool fees are increasing. We are blessed to have a pool that a single high school uses. Auburn has three high schools sharing a pool.

Mr. Cassell moved and Mrs. Merrill seconded to approve the 2015-16 Fee Schedule as presented.

Motion carried.

**6. Resolution #1026: Adoption of the City of Enumclaw/City of Black Diamond/King County Capital Facilities Plan:**

Mr. Madden has worked with Mrs. Stiffarm on the Capital Facilities Plan. The plan projects growth in the two communities and involves communication between the two cities as well as information from Yarrow Bay. Last week, King County approved the plan. We are working with the cities on impact fees. The changes we are looking at are scheduled growth and student enrollment. Mr. Cassell commented that the plan looks pretty much the same. Mr. Madden said what has changed is that the Black Diamond development continues to be moved out and looks like it will be 2017 before homes will be built. Also in Enumclaw, mitigation agreements are in place with builders so those will not have to be developed.

Mr. Nelson concurred that Mr. Cassell’s comments were accurate and things have been stable. Mr. Cassell is happy the enrollment decline has leveled off.

Mrs. Merrill moved and Mr. Casell seconded to approve Resolution #1026: Adoption of the City of Enumclaw/City of Black Diamond/King County Capital Facilities Plan as presented.

Motion carried.

**7. Resolution #1027: Request for Capital Projects Budget Extension:**

Mr. Madden stated that on Wednesday, we will have money in our account from the bonds. There are issuance fees that need to be paid. Current capital projects budget doesn't have capacity to cover those fees and an extension is needed to increase the capacity for spending.

Mr. Nelson added the bonds sold on July 1. On July 22<sup>nd</sup> the funds will go the county treasurer and along with instructions on how it is to be invested as we plan for the capital projects. We will be able to collect interest on the bond funds. We sold all of the bonds at one time at great rates. Districts might split the bonds because rates could be lower in the future. We are excited for Wednesday. The happenings in Greece were being followed as that impacted us locally.

Mr. Cassell moved and Mrs. Merrill seconded to approve Resolution #1027: Request for Capital Projects Budget Extension as presented.

Motion carried.

**8. Resolution #1028: Survey of Space Availability in Contiguous Districts:**

Mr. Madden stated this is an annual resolution. Letters are sent to the surrounding districts on space availability for the state match program.

Mrs. Merrill moved and Mr. Cassell seconded to approve Resolution #1028: Survey of Space Availability in Contiguous Districts as presented.

Motion carried.

**9. General Fund Report:**

Mr. Madden first acknowledged that Liz Mirtallo found the bleachers for Pete's. He expressed his appreciation for Liz's part in the process.

Mr. Madden presented the general fund report. 74.70% of the 2014-15 budget has been expended with 83.25% of revenues received. Mr. Madden shared graphs depicting the revenue and expenditure history.

The beginning of the year fund balance was \$7,544,746.34. Total resources available: \$43,257,734.18. Expenditures to date: \$35,386,509.02. Reserved grant carry-over: \$200,000.00; reserved inventory – commodities carried over: \$28,092.00; reserve of 5% per board policy: \$2,368,571.00; and Capital Projects: \$350,452.00. Unreserved ending fund balance: \$5,625,014.16.

WR is installing new turf for \$500,000. It lasted 10 or 12 years.

Capital Projects beginning fund balance was \$361,657.30 with an ending balance of \$331,953.99.

The Debt Service Fund beginning fund balance was \$3,539,223.60 with an ending balance of \$2,941,710.52.

ASB Fund beginning fund balance was \$371,536.23 with an ending balance of \$471,533.74.

Transportation Fund beginning fund balance was \$557,902.13 with an ending balance of \$321,149.50.

Mrs. McGann asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that he would need a 10 - minute executive session for the purpose of having a discussion with legal counsel regarding possible litigation. No action would be taken. Mrs. McGann announced the board would take a 4 - minute break before moving to executive session at 7:25 p.m. and would reconvene at 7:35 p.m.

#### **V — EXECUTIVE SESSION**

Executive session began at 7:26 p.m. The board came out of executive session at 7:37 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.

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President, Board of Directors

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Secretary, Board of Directors