

MINUTES
of the Regular Meeting of the Board of Directors
of the ENUMCLAW SCHOOL DISTRICT #216
6:30 p.m., District Office
April 15, 2013

I — PRELIMINARY

A. Call to Order:

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

B. Pledge of Allegiance:

Austin Cole led the pledge of allegiance to the flag.

C. Roll Call:

All board members were present.

D. Minutes:

Mrs. Schroeder moved and Mr. VanHoof seconded a motion to approve the minutes of the regular board meeting of March 18, 2013 and the special board meeting of April 12, 2013 as printed.

Motion carried.

II — BOARD OF DIRECTORS COMMUNICATIONS

A. Good News of the District:

Mrs. Merrill shared that the Enumclaw Schools Foundation hosted their annual full day kindergarten fundraiser on April 13th. They are fairly confident \$50,000 was raised for 20 scholarships. The *Les Miserables* theme was a lot of fun and Mr. Miller and the drama students did a great job keeping things flowing during the evening.

Mrs. McGann concurred that Saturday was a great time. It was nice to see the community come out and support the full day kindergarten cause. Mr. Cassell commented that there was a strong showing by Black Diamond. Mrs. McGann shared that Black Diamond Elementary presented their play to a full EHS grandstand. The kids did a great job and had a wonderful time. She ordered a DVD if anyone missed it and would like to view it. Mrs. McGann was very proud of the kids, staff, Mr. Miller and his crew. There were two weeks of rehearsals prior to the performance and it was an amazing night. Mr. Cassell said it was a great way to work together through the system. Mrs. McGann agreed and said that many of these families had not been to the Enumclaw campus before. It was nice to have them come and be a part of a great community event.

Mr. VanHoof reported that the board and cabinet had their annual retreat the previous Friday at district office from 8:00 – 4:00. He thanked Mr. Nelson and the cabinet for their work and added that it is the best day of the year getting to hear reports about daily operations in the district. Budget wise, he believes we'll be stable. There is a lot going on with curriculum and state mandates. It was nice to have an experienced board and continuity at this year's retreat. He thanked all who participated and prepared for the event.

Mr. VanHoof stated that the district 5 board position is open this year as he is not running again. May 13-17 is the window to sign up to run in November. Anyone who is interested can go to the election website (<http://www.kingcounty.gov/elections/candidatefiling.aspx>) for information. The district has offered to take calls if anyone has questions or a prospective candidate can call any board member for advice or insights. The WSSDA website has useful information as well (<http://www.wssda.org/Resources.aspx>). Mr. VanHoof said he will try to notify the papers and ask them to run information.

Mrs. Schroeder enjoyed the board retreat as well and agreed it is the best day of the year. A week ago, she spent a few hours at food services, arriving at 6:30 a.m. Mrs. Schroeder commented that it was a fun time and she had no idea how much home cooking our kitchen does with fresh fruit, vegetables and meat. She assisted with baking cookies and wouldn't have known about all the work our kitchen staff does had she not spent time with them. Mrs. Schroeder also stated that she will be running again for her board position. (Note: the open positions for this election are District 5 currently held by Chris VanHoof and District 2 currently held by April Schroeder.)

Conner Wells stated that the board retreat was awesome. It was a lot of fun and informative. He felt he was able to contribute good ideas. Conner saw the Black Diamond Elementary "Little Mermaid" production Friday evening and said it was very fun working with these dedicated students. He added it was awesome seeing the students having a good time. Conner shared that the EHS spring play, "Antigone", was playing this coming weekend in the round.

Reilly Desmul also loved the retreat and found it interesting to see all that goes on behind the scenes. EHS is involved with a "Battle at the Bridge" food drive with White River High School. Spring break is next week and kids are excited for it and their vacations.

Mr. Cassell echoed that the retreat was a great and fun day. He enjoyed having the students participate in the retreat this year. Mr. Cassell commented that it is the most interaction the board has had with the student representatives and it adds more depth to the mix. The students are getting used to the interaction and sharing opinions.

B. Superintendent Report:

Mr. Nelson reported that the full day kindergarten auction was a great event. There was a little competition between the Black Diamond and Enumclaw basket auction items. A bonus item was included when Mr. Nelson went on stage to invite those who had winning bids on those baskets to attend a brunch at the district office. This will occur on May 21st from 9:30 to 10:15 at the district office. Kerry Hildebrand and Kim Barnett were the high bidders on the baskets. Mr. Nelson commented that we are two cities, one district! The auction was a fun time.

Mr. Nelson said he appreciated the work of the cabinet and the board that made the board retreat a success. He expressed his appreciation for those who were very busy preparing for other events and chose to be fully present for the retreat in spite of that.

In regard to Mrs. Schroeder's comments about the great work being done in our central kitchen, Mr. Nelson said they make homemade soup every Tuesday in the kitchen! Mr. Madden and Mr. Nelson enjoy the soup frequently on that day.

Instead of a Day of Outreach, this year the district will be sponsoring a *Week of WOW!* From May 16-24, different arts events will be showcased: the play "Fools" will be presented as well as an art show, choir and band concerts, and a Cabaret. RuthAnn has created beautiful posters that will be posted around Enumclaw and Black Diamond. The district will have informational handouts at each of these events to use as a marketing tool. Mr. Nelson wanted the board to know about the events when they see the colorful posters around and commented we had WOW before Macy's!

A large group of long time employees will be honored at the Retirement Tea on June 5th at 4:00 pm in the library. He hopes there will be a crowd of people to honor those who have devoted themselves to our students for so many years.

Baccalaureate will be held on June 9th at Sacred Heart this year. Graduation will be June 10th at 7:00 pm at the Amphitheatre. The last day of school for all students is June 12th which is the earliest we have been out of school in a long time. It gives us more time to plan for next year!

C. Certificated Staff Proclamation:

Mr. Nelson shared that Mr. Sando had been invited to attend the meeting this evening. Mr. Sando had spent the day in Olympia so may have been delayed. The board traditionally honors the certificated staff at the meeting prior to Certificated Staff Appreciation Week which is May 6-10. Mr. Sando arrived and Mr. Nelson invited him to come forward to receive the board proclamation. Mr. Nelson shared how much the certificated staff is appreciated for all they do for our 4,200 students. He presented cookies for their next executive board meeting along with a card of appreciation from the board and the official proclamation. Mr. Nelson said many of the buildings and parent groups would be honoring staff and the Cabinet would be delivering cinnamon rolls to the buildings, fresh from the oven, during Certificated Staff Appreciation Week. Mr. Sando accepted the acknowledgements and said that he is often times humbled and inspired by the teachers in the district. He said it is a joy to represent certificated staff.

D. Risk Management Award:

Mr. Madden explained that the district is a member of the Risk Management Pool along with 82 other districts. They provide a great fee-based service to us. One of the things we as a district do is a risk assessment survey. Risk Management chooses an area and encourages districts to implement policies around a given topic to assure good risk management practices. Brenda Austin, Loss Control Specialist, was at the meeting with an award to present. Ms. Austin said it was her pleasure to be here to award the plaque. The topic this year was employment liability. Under the careful guidance of our Human Resources Department and Director Stephanie Berryhill, we received 100% on the survey. In return, the district receives an approximately 5.75% discount which amounted to \$18,000 in discounts. The plaque was presented to Mr. Nelson and Ms. Berryhill.

Mr. Cassell 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. He explained we want to properly record and recognize those who present during the meeting. Mr. Cassell reminded the audience there is a three minute time limit.

III — HEARING OF PERSONS DESIRING TO ADDRESS THE BOARD AS A WHOLE

Jane Krohn introduced herself and said she has been in the district for 10 years. As a teacher in the district, she would like surveillance cameras installed at the high school. The first year she was here, trucks tore out landscaping at the high school and every year she thought cameras would be installed. Students are pulled out of class and interviewed about events which take a lot of administrative time and questions never get answered. Ms. Krohn said she doesn't want to live in fear but it would add a sense of security for her, staff and especially for students. She doesn't believe video cameras are an end all, but does feel it is a small request to have them present in the school district. After a few discussions with students, staff and parents, she just wanted to express this out loud. She thanked the board for the opportunity to express her concern.

IV — ADMINISTRATION/BUSINESS

A. Payroll and Vouchers:

Mr. Madden presented the list of top ten expenditures in the district as follows: Muckleshoot Indian Tribe, Puget Sound Energy, Associated Petroleum, City of Enumclaw, Food Services of America, American Academy, Flowhawks, Hewlett Packard, Puyallup School District, and Fairfax Hospital.

Mr. Cassell said he didn't recall seeing Flowhawks on a voucher list before and wondered if it was a new vendor. Mr. Madden said it is. Mr. VanHoof added that we must have changed something in the water system. He said there is a device that protects city water from water in the district's fire suppression system. Mr. Madden agreed that this is what it was.

Mrs. Schroeder commented that she asked Ms. Holyan if it was more cost effective to cook with fresh foods. Ms. Holyan responded that it is. She is trying to obtain more natural foods rather than using processed foods. Mr. Cassell commented that they must be doing something right because the major student complaint on the Climate Survey was about all the vegetables served! Mr. Madden responded, if you serve it, they will eat it!

Mr. Madden shared a list of the local businesses with which the district did \$16,999 of business in the month of March. The district is pleased to support local businesses and purchase their products.

Mr. Cassell 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. McGann moved and Mrs. Schroeder seconded to approve general fund vouchers in the amount of \$716,958.96; capital projects in the amount of \$227,828.78; associated student body fund in the amount of \$52,507.56; transportation vehicle fund in the amount of \$433,684.75; and ratification of the general fund payroll warrant for March in the amount of \$2,731,851.28.

Motion carried.

B. Consent Agenda:

1. **Donation of \$1,850 from Catholic Health Initiatives/Franciscan Health System to Thunder Mt. Middle School to be used for ACEs (Adverse Childhood Experiences) training for staff for youth violence prevention**
2. **Donation of \$1,500 in materials from iDESIGN Solutions to the middle school Robotics Programs**
3. **Personnel Report**

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

1. Donation of \$1,850 from Catholic Health Initiatives/Franciscan Health System to Thunder Mt. Middle School to be used for ACEs (Adverse Childhood Experiences) training for staff for youth violence prevention
2. Donation of \$1,500 in materials from iDESIGN Solutions to the middle school Robotics Programs
3. Personnel Report

Certificated:

- A. Retirement:
1. Jane Besch, teacher, Westwood, effective 6.12.2013
 2. Diane Long, teacher, Westwood, effective 6.12.2013

Classified:

- A. New Hire:
1. David Buckmaster, mechanic, transportation, effective 3.12.2013
 2. Tara Twiggs, paraeducator, Westwood, effective 4.1.2013
 3. James Fagnan, driver, transportation, effective 4.8.2013
- B. Resignation:
1. Mara Irwin, driver, transportation, effective 3.15.2013
 2. Richard Steinmetz, custodian, Westwood, effective 4.10.2013
 3. Chris Becker, paraeducator, EHS, effective 3.29.2013
 4. Shandra Hembree, LPN, TMMS, effective 5.3.2013
 5. Lisa Hagen, kitchen assistant, Westwood, effective 4.19.2013
- C. Retirement:
1. Constance Knutson, paraeducator, Sunrise, effective 9.1.2013

Supplemental:

- A. Resignation:
1. Mathew Lee Reichert, head wrestling coach, EHS, effective 3.13.2013
 2. Guy Hanson, assistant wrestling coach, EHS, effective 3.20.2013
- B. New Hire:
1. Jeff Jacobson, assistant track coach, EHS, effective 3.26.2013
 2. Ted Carlson, assistant football coach, EMS, effective 4.1.2013

Motion carried.

**C. Second Reading:
Policy 2020: Curriculum Development and Adoption of Instructional Materials**

Mr. Nelson presented Policy 2020 for approval. There were some questions regarding items E and G on the policy previously. Mr. Nelson explained the difference between the two. Item E addresses a teacher presenting information from a historical perspective, as with World War II in Germany and Hitler. Different documents can be used to show events in history, not as a way of thinking, but from different perspectives. Item G assures that curriculum is unbiased in its presentations. Mr. Cassell thought “G” could have been worded differently, saying “provide a way to screen all textbooks”. He thinks it appears there is a conflict between E and G though he looked up the WAC and understands the intent of the policy. With no further comments or questions, Mr. Cassell called for a motion.

Mrs. Merrill moved and Mr. VanHoof seconded to accept the change to Policy 2020 as presented.

Motion carried.

**D. First Reading:
Policy 3122: Excused and Unexcused Absences**

Mr. Nelson reintroduced this policy after doing additional research. The only change is in the first paragraph which talks about keeping a call log. They will be implementing that procedure at the high school. Mr. Nelson pulled the policy the first time because of the unexcused section. All of these are items are in the RCWs and WACs. He reviewed these with Paul Iacobazzi and Jill Burnes. Absences at the high school are tracked by period rather than day. Ms. Burnes is pulling data at the end of the month to also track by days. There are some habitual truancy issues that will be caught with monthly monitoring. Mr. Iacobazzi will pull data for unexcused days and incorporate it in his discipline summit. We will have two ways of watching kids through this process. Mr. Cassell commented that he noticed a couple of things that didn’t fit and he and Mr. Nelson had discussed that. Mr. Nelson said he didn’t want to bring the policy for action until it had been discussed with the board so he did some extra work to clarify. He feels very comfortable with the processes at the high school and they will be effective.

E. Authorization of automated Employee Expense Reimbursements:

Mr. Nelson said this is a change in practice that requires board approval. Mr. Madden said this process will save time and money. Instead of individual checks, the reimbursements will be automated.

Mrs. Merrill moved and Mrs. Schroeder seconded to approve the authorization of automated employee expense reimbursements.

Motion carried.

F. Asset Preservation Program:

Mr. Madden wrote a thorough memo about the asset preservation of two schools. Mr. Madden was happy to do a quick summary. Since 1993-94, districts have been required by the state to report back how the buildings are being maintained if they received state funding for construction. This only impacts two of our buildings: Thunder Mt. and the EHS auto shop. We are required to do an annual inspection and report. Every six years, the district does a certified

building inspection. All systems are checked and the buildings rated. Based on the age and condition of our buildings, they were rated in the excellent category. Mrs. Merrill asked if this is a worthwhile use of time. Mr. Madden responded that it is the responsible thing to do. It requires time. Pete French and Mr. Madden were trained to access the website to input data. This will become important when we update the facilities study and survey, rating buildings and their condition. We will eventually do this for all of our buildings.

G. Professional Learning Communities 2013-14:

Mr. Nelson explained that this is the 75 minutes of early release time on Fridays for PLC. The board holds us tightly accountable as they should because it takes time away from students. Administration and staff works to prove to the board each year how staff uses this time to positively impact students in their school reports. The time is deeply appreciated and staff is grateful. We have proven over time how staff and PLCs are using the time to meet our mission to help all students achieve at high levels. Four years ago, the community felt Friday afternoon was a key time. An administrator from Federal Way met with Mr. Nelson and talked about PLC time. Parents have found unique things to do on Friday afternoons with their families and appreciate the time. The district would love for PLC time to continue.

Mrs. McGann moved and Mrs. Merrill seconded to approve Professional Learning Communities for the 2013-14 school year.

Motion carried.

H. World History and AP World History Text Adoption:

Mr. Parker presented the new curriculum that is being reviewed for adoption. The adoption will be on the agenda next month or when appropriate. The two textbooks presented are for high school social studies: World History: World History and Geography – Modern Times; and AP World History: The Earth and Its Peoples – A Global History. All 10th grade students take one or the other of these courses and replace the 9th grade Pacific NW survey course. All the research occurred last spring. Seven or eight books were reviewed by the social studies staff for each course. These were the two textbooks selected. The texts ran as a pilot starting this school year. Mr. Parker and the staff were convinced these are the text books to adopt. In another step, the Secondary Instructional Council reviewed the texts. Both were approved by the SIC on April 10, 2013. The books are currently on display in the boardroom for a period of weeks and will be considered adopted contingent upon board approval.

The World History textbook is noteworthy because of its interactive features. Every child has a license with excellent tech resources. This is the most advanced technology resource we have in our curriculum. The AP World History book also has advanced resources. This book is most predominantly used in World History courses.

Mr. VanHoof asked what we are using now and how old it is. Mr. Parker responded that this is the first World History book since the shift in 9th grade social studies to 10th grade World History. He didn't remember what the old AP textbook was. Mr. Cassell asked where World History fell in the progression in high school before this. AP World History was optional as an elective previously. Now it is a requirement. Students now take World History or AP, U.S. History, and American Government with the 9th grade class eliminated. Mr. Nelson said this adoption went to pilot. When he and Chris Beals were in charge of curriculum, they rarely did a pilot to adopt though it is not uncommon to do that. Mr. Parker said a pilot is a research based, controlled practice. We didn't purchase a textbook for every student just in case. The pilot

adopt is more common on a smaller level. Mrs. Merrill said she is completely trusting because the right people were on the committee and Mr. Witzel wouldn't present a book that he didn't think was good. She wondered if we are just around the corner from a 2014 version as opposed to purchasing the 2011 version. Mr. Parker said they felt the stakes were too high to wait with national exams to consider. Mr. Cassell said it appears there is very little interactive content with the AP version. Mr. Parker responded that this text has more than most. The AP textbooks are content heavy. 70 copies were purchased for both AP courses. The AP students have to have a textbook. Mr. VanHoof asked what someone would do if they wanted to review the texts. Mr. Parker said the textbooks would be on display in the board room until the next meeting. Mr. Parker was thanked for his presentation.

I. General Fund Report:

Mr. Madden presented the general fund report. 53.37% of the 2012-13 budget has been expended with 55.77% of revenues received. Mr. Madden shared graphs depicting the revenue and expenditure history.

The beginning of the year fund balance was \$7,000,994.70. Total resources available: \$30,496,153.52. Expenditures to date: \$23,498,838.59. Reserved grant carry-over: \$200,000.00; reserved inventory – commodities carried over: \$18,065.00; reserve of 5% per board policy: \$2,201,621.00; and Capital Projects: \$87,703.00. Unreserved ending fund balance: \$4,489,925.93.

Capital Projects beginning fund balance was \$341,819.99 with an ending balance of \$453,152.88.

The Debt Service Fund beginning fund balance was \$3,138,966.95 with an ending balance of \$1,598,194.14.

ASB Fund beginning fund balance was \$306,561.85 with an ending balance of \$451,856.60.

Transportation Fund beginning fund balance was \$199,100.05 with an ending balance of \$23,229.45.

Mr. Cassell asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that no executive session was needed.

V — EXECUTIVE SESSION

No need for an executive session.

VI — BOARD PROCESS DEBRIEF

There were no debriefing comments.

VII — ADJOURNMENT

This meeting adjourned at 7:33 pm.

President, Board of Directors

Secretary, Board of Directors