

**MINUTES
of the Regular Meeting of the Board of Directors
of the ENUMCLAW SCHOOL DISTRICT #216
6:30 p.m., District Office
June 17, 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:

Addison Garton led the pledge of allegiance to the flag.

C. Roll Call:

All board members were present, except Mrs. Schroeder and Katja Barnhart who were excused.

D. Minutes:

Mr. VanHoof moved and Mrs. McGann seconded a motion to approve the minutes of the regular board meeting of May 20, 2013 and the special board meetings of May 20, 2013; June 3, 2013; and June 5, 2013 as printed.

Motion carried.

II — BOARD OF DIRECTORS COMMUNICATIONS

A. Good News of the District:

Mrs. McGann remarked that it has been busy with a lot of end of school events including field day and a barbeque at Black Diamond Elementary, the Retirement Tea, graduation, Senior Awards, and the Boots and Badges game at the high school. Mrs. McGann reported the legislature has begun their second special session. The delay is effecting budget planning for districts.

Mr. VanHoof commented that the Retirement Tea was a great event, honoring staff with 500 years of combined service. It was well attended and it is always fun to have retirees return. He expressed his appreciation for all the retirees have done for our students and added Mr. Nelson did a nice job honoring each one. Graduation went well and we have sent a great class out into the world. Mr. VanHoof wished them the best. He felt it was a good, strong end to the year and hoped everyone has a safe summer.

Reilly Desmul reported that the annual film festival was a great event. She enjoyed seeing the work students have produced. Reilly said she also enjoyed participating in graduation as an honor guard. Summer sports are beginning to prepare for next fall.

Mr. Cassell said graduation was perfect, including the weather. The class was so well behaved they had to be encouraged to leave after the ceremony! It was a lot of fun. Mr. Cassell added that he appreciates the time the board put into special work studies lately. He feels they were very worthwhile and productive.

B. Superintendent Report:

Mr. Nelson congratulated Mr. and Mrs. Cassell on their graduate!

When we honored this year's athletic champions at City Hall, we had a little glitch gathering names, which is not Mr. Nelson's style as we want to honor everyone. This evening, two of the Judo individual champions were present to be honored. Addison Garton and Aiden Hanrahan are members of the Judo Club. Letters were sent inviting them to attend the board meeting to be recognized. He asked the young men to share about the program. Addison shared that the club isn't well known. He graduated this year and this is his second year in the club. He learned about Judo from a friend who was a 4-year state champion. Addison said the club has become like a second family to him. Aiden shared that he learned about the club from his older brother and began to participate himself. He likes that there are fewer kids in the program so he gets a lot of individualized attention and more training. Students meet in the mat room. Addison said they do calisthenics and then have free practice for 2 hours. Mr. Nelson asked if a board member could come and watch. Addison remarked that the club isn't well known locally as it is in the Kent School District, where students have a huge following. He said it is nice to look into the crowd and see familiar faces. Mr. Nelson commented that things happen for a reason and this was a great marketing opportunity for the Judo Club though he was sorry the students missed the event downtown. He was glad they were getting special attention at this meeting. Mr. Cassell said he hoped Judo would become as regular as any other sport at the high school so there was no differentiation. He asked when the state competition occurred. It was May 11th. He congratulated the students. Mr. VanHoof asked if they will continue with their sport. Addison said he is looking into starting a Judo program at UPS where he will attend college next year. Mr. Nelson thanked the students for coming and presented them with treats and a certificate of achievement.

Mr. Nelson shared that in his 28 year career in education, school districts have never experienced the situation we have without a budget. Mr. Madden and his department are doing all they can proactively to have a budget for the board in July. Normally the budget would go to the ESD July 10th. That date has been pushed to the 17th. These will be interesting days ahead.

Concurring with the board, Mr. Nelson said graduation was fantastic and it was a beautiful evening for families to celebrate their graduates. There was a lot of mingling and picture taking after the ceremony.

Cabinet continues with work on grants, professional development, and a CEL training for leadership on Thursday in preparation for TPEP. The hiring process continues and hopefully we are nearly finished with negotiations. It is a very busy and productive time.

Mr. Nelson will be handed the reins of the WASA presidency this weekend. It will be a fun and exciting year. Mr. Cassell offered congratulations to Mr. Nelson for this honor! Britt will be attending with Mr. Nelson.

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

No one present wished to address the board.

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; Food Services of America; City of Enumclaw; Associated Petroleum; Puget Sound ESD 121; Simplex Grinnell; American Academy; Fairfax Hospital; and KCDA.

Mr. Madden shared a list of the local businesses with which the district did \$21,859 of business in the month of May. 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 Mr. VanHoof seconded to approve general fund vouchers in the amount of \$616,877.87; capital projects in the amount of \$153,956.70; and associated student body fund in the amount of \$52,079.14; and ratification of the general fund payroll warrant for May in the amount of \$2,745,259.73.

Motion carried.

B. Consent Agenda:

- 1. Donation of \$582.07 from Sunrise PTA to Sunrise Elementary**
- 2. Donation of \$5,000.00 grant from LifeWise Health Plan of WA to EHS (RaeAnn Webb's Program)**
- 3. Donation of \$1,000.00 from an anonymous donor to Black Diamond Elementary for the Dancing Classrooms Program 2013-14**
- 4. Personnel Report**

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

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4. Personnel Report

Certificated:

A. New Hire:

1. Joan Coffee, .5 teacher, Southwood, effective 9.3.2013
2. Karen Schwartz, teacher, Sunrise, effective 9.3.2013
3. Jordan Barnett, teacher, Sunrise, effective 9.3.2013
4. Michelle Blanchard, teacher, Southwood, effective 9.3.2013
5. Jaymi Fox, teacher, Westwood, effective 9.3.2013
6. Marilyn Firnkoess, teacher, Sunrise, effective 9.3.2013
7. Brianne Gregory, .5 counselor, Southwood, effective 9.3.2013
8. John Bennington Blair, teacher, EMS, effective 9.3.2013

B. Leave of Absence Hire:

1. Elizabeth Luke, teacher, Southwood, effective 9.3.2013
2. Ian Bugbee, teacher, TMMS, effective 9.3.2013
3. Jennifer Larimore, teacher, Westwood, effective 9.3.2013
4. Tia Thomasson, teacher, Sunrise, effective 9.3.2013
5. Kristin Haney, teacher, Southwood, effective 9.3.2013
6. Victoria Timko, .6 teacher, EMS, effective 9.3.2013
7. Megan Ritchie, teacher, Black Diamond & Westwood, effective 9.3.2013

C. Retirement:

1. Ann Rhodes-Miya, teacher, EMS, effective 6.12.2013

D. Resignation:

1. Jill Thornton, .8 SLP, Southwood, effective 6.12.2013
2. Skip Ashley, teacher, EHS, effective 6.12.2013

E. Leave of Absence:

1. Diahn Boline, teacher, Southwood, requesting a second year leave
2. Nicole Cline, .2 teacher, Westwood, effective 9.3.2013
3. Elizabeth Carlson, .5 teacher, Sunrise, effective 9.3.2013
4. Shelly Henshaw, .5 teacher, Sunrise, effective 9.3.2013
5. Heather Landry, .5 teacher, Southwood, effective 9.3.2013
6. Amy Ihde, .6 teacher, TMMS, effective 9.3.2013
7. Rebekah Cheney, .4 teacher, EMS, effective, 9.3.2013
8. Tiffany Miller, .6 teacher, EHS, effective 9.3.2013
9. Bea Murrell, 1.0 teacher, EMS, effective 9.3.2013
10. Corelle Roberts, .6 teacher, EMS, effective 9.3.2013
11. Michael Sando, .2 teacher, EHS, effective 9.3.2013
12. Andrea Unger, .2 SLP, Westwood, effective 9.3.2013

Classified:

A. New Hire:

1. Becky Paschich, kitchen assistant, Westwood, effective 6.3.2013

B. Resignation:

1. Debbie Craig, paraeducator, Kibler, effective 6.12.2013
2. Angela Wentz, family support ECEAP, Southwood, effective 6.12.2013

3. Denise Saylor, health room, Westwood, effective 6.12.2013
- C. Change of Assignment:
1. Lissa DeGroot, health room, EMS from para, EMS, effective 9.3.2013
- D. Temporary Assignment:
1. Kenneth Went, technology, District Office, effective 4.1.2013, ends 6.30.2013

Supplemental:

- A. Rehire:
1. Adam Eilers, head wrestling, EHS, effective 11.18.2013
 2. Jason Patterson, assistant football, EHS, effective 6.12.2013

Ratification of Contracts:

- A. Personnel Contracts
B. Principals Contract

Motion carried.

**C. First Reading:
Policy 3515: Student Incentives
Policy 5240: Evaluation of Staff**

Mr. Nelson presented two policies to the board for information and first reading. The first is a policy for student incentives. Questions have arisen regarding what is appropriate for student incentive prizes. Mr. Madden researched other systems and believes this is a new policy we would like to have in place. He is also working on procedures around the value and types of appropriate incentives. The procedures will also define a nominal amount (de minimus).

The second policy, 5240, is the new teacher evaluation policy. Mrs. Berryhill has been working on the verbiage for this one. The policy stayed pretty much in tact as we received it from WSSDA and follows the state law. Mrs. Berryhill commented that the procedures have grown significantly with the new policy. Mr. Nelson told the board he would be happy to include the procedure in his Friday Update if they would like to see it. The new policy must be in place by September 1st, 2013.

D. 2013-14 Fee Schedule:

The fee schedule is brought to the board by Mr. Madden's department. The only change this year was to the high school yearbook fees which are no longer attached to an ASB card.

Mr. VanHoof moved and Mrs. McGann seconded to approve the 2013-14 Fee Schedule.

Motion carried.

E. 2013-14 Board Meeting Schedule:

Mr. Nelson noted that there are several Tuesday meetings on the schedule. He chose not to schedule a school visit in June to preserve that meeting for the student board representative interviews and developing board goals. Mr. Nelson also thought it would be doable to have

Southwood and Sunrise present in one evening at the January work study. The October board meeting is on a Tuesday to accommodate Mr. Nelson's annual WASA/WSASCD Conference. Other changes can be made during the year as necessary.

Mrs. Merrill moved and Mrs. McGann seconded to approve the 2013-14 Board Meeting Schedule.

Motion carried.

F. 2013-14 Fee Schedule for Use of Facilities:

This schedule relates to the board policy around different users and fees regarding facilities. The turf stadium fees are set aside in the budget for turf replacement. Mr. Nelson wanted the board to see the comprehensive list. Mrs. Chynoweth and Mr. Madden worked on this schedule. Mr. Madden said the schedule was developed two years ago and was discussed with the board but wasn't approved by the board. Mr. Nelson said a lot of our fee model comes from the Sumner School District. He thought it would be a good idea to bring the fee schedule to the board for review and approval.

Mrs. McGann moved and Mr. VanHoof seconded to approve the 2013-14 Fee Schedule for the Use of Facilities.

Motion carried.

G. Resolution #990: Interlocal Agreement Puget Sound Joint Purchasing Cooperative:

Mr. Nelson reminded the board that this is an annual resolution that comes to the board from the Food Services Department. It helps reduce expenses for food services and is renewed every year.

Mrs. McGann moved and Mr. VanHoof seconded to approve Resolution #990: Interlocal Agreement Puget Sound Joint Purchasing Cooperative.

Motion carried.

H. Implementation of TPEP Schedule:

Mr. Nelson said the board heard about TPEP at a recent meeting and the implementation schedule, which is a four year process, is before the board for approval. Mrs. Berryhill explained that we are required by law to implement the new evaluation with some staff this fall. Our plan is the four year implementation plan recommended by the state and will be done in quarters. Mrs. Berryhill has worked with EEA through the process. Volunteers were requested for the first quarter and have been nearly fulfilled. Mr. Nelson commented that there are many different plans among districts. Our district is trying to be very thoughtful and Mr. Nelson believes this can transform us if we do it well. Principals are calibrated across the system. Some districts are taking this opportunity to do more. We want to be thoughtful and steady. For one year, there will be a blend of both types of evaluations. Mr. Nelson said the cabinet is excited to bring this plan to the board as it is one of the last things in the process. Mr. Cassell remarked that he appreciates the phased approach as there would be a significant risk of overtaxing the system by attempting to implement all at once. He works for a company that uses that approach and it is taxing. This is a sound approach. Mr. Nelson said the external factor that could impact this plan would be if the legislature changes the timeline. Mrs. Berryhill explained that PGO is the current

evaluation system and stands for Professional Growth. All will be using the framework for 5D but some will be using the existing PGO forms next year.

Mrs. Merrill moved and Mrs. McGann seconded to approve the Implementation of TPEP Schedule.

Motion carried.

I. General Fund Report:

Mr. Madden stated we are nine months into fiscal year. He presented the general fund report. 68.98% of the 2012-13 budget has been expended with 78.68% 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: \$40,147,431.07. Expenditures to date: \$30,372,002.82. Reserved grant carry-over: \$200,000.00; reserved inventory – commodities carried over: \$18,065.00; transfer to Transportation Vehicle Fund: \$249,999.96; reserve of 5% per board policy: \$2,201,016.21; and Capital Projects: \$210,000.00. Unreserved ending fund balance: \$6,896,347.08.

Capital Projects beginning fund balance was \$341,819.99 with an ending balance of \$601,036.14.

The Debt Service Fund beginning fund balance was \$3,138,966.95 with an ending balance of \$3,520,060.04.

ASB Fund beginning fund balance was \$306,561.85 with an ending balance of \$413,961.12.

Transportation Fund beginning fund balance was \$199,100.05 with an ending balance of \$25,011.97.

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

The board debriefed the meeting.

VII — ADJOURNMENT

This meeting adjourned at 7:14 p.m.

President, Board of Directors

Secretary, Board of Directors