

MINUTES
of the Regular Meeting of the Board of Directors
of the ENUMCLAW SCHOOL DISTRICT #216
6:30 p.m., District Office
August 19, 2013

I — PRELIMINARY

A. Call to Order:

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

B. Pledge of Allegiance:

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

C. Roll Call:

All board members were present except for Mr. Cassell and Reilly Desmul who were excused.

D. Minutes:

Mr. VanHoof moved and Mrs. McGann seconded a motion to approve the minutes of the regular board meeting of July 15, 2013 and the special board meeting of August 5, 2013 as printed.

Motion carried.

II — BOARD OF DIRECTORS COMMUNICATIONS

A. Good News of the District:

Mrs. Merrill stopped by the full-day kindergarten training that day and said it was so exciting to see all of the staff in the room. She is grateful for the reinstatement of the full-day kindergarten program. It was fun to say hello to the staff and wish them well.

Mrs. McGann shared that the legislative assembly is September 21st. She will not be able to attend and asked if anyone else would like to attend. There are a lot of proposals which board members have been asked to rate. Mrs. McGann will scan the proposals and email them to the board members. Mrs. Merrill suggested it might be on the WSSDA website.

Mrs. McGann also shared her boys play on the Junior Hornets football team. They will be playing in the “Battle of the Bridge” Saturday at Pete’s Pool. Games begin at 9:00 a.m.

B. Superintendent Report:

Mr. Nelson shared that the Leadership Team Advance was held a couple of weeks ago and was a successful time. Mr. Engebretsen is the only new administrator this year. There are two interns in

the district, Andy Means at Enumclaw Middle School and Amy Cantrell at the high school. The focus of the advance was building a strong sense of team and collaboration for the purpose of Common Core and TPEP. There was discussion and learning around what it means to be a leader, leading these initiatives and how we connect with each other. In an afternoon activity, teams of four entered a dark room. One person had a headlamp and the rest had to follow. The teams constructed bicycles in the dark. Leaders changed and curve balls were thrown. There were missing parts and not everything necessary was provided. That morning, four pictures of various aged students in our system were displayed. After the bikes were assembled, the teams met in the library where a picture was placed next to each bicycle. At that point, parents and four children came in to the library as the recipients of the bikes. It was a nice start for administrators with a reminder that kids are our focus.

Mr. Nelson saw news that the plug has possibly been pulled on the online news resource "Patch" in Washington state. No date has been given. This has been a nice resource for getting information out to the community and comes as sad news for us.

The Washington State Leadership Academy is being piloted. The program provides a coach who comes alongside to nudge leadership teams in how to lead. The coach would be in the district for 15 days and Enumclaw was selected as one of the pilot districts. Mr. Nelson was contacted by Puget Sound ESD Superintendent John Welch and encouraged to apply. We will be working in conjunction with the ESD to find the right coach. That person's perspective will be useful and is likely to be a retired superintendent. This would look like an audit process with the coach visiting classrooms and buildings as well as meeting with leaders, looking at our practices and providing constant learning. An outside person can provide new insights. If we get the coach we hope to, it will be amazing. There will be interaction with the board as well. The pilot program has been extended by the state and Mr. Nelson feels fortunate to be a participant.

WSSDA requested Mr. Nelson to be the closing speaker for the School Foundations Conference in September and he is excited for that opportunity.

The district has received correspondence regarding testing. The state is looking for districts who might want to move to the Smarter Balance system this year. Mr. Parker and Mr. Nelson are asking questions of other districts and principals. If we will be required to move to that in a year, why not go ahead with it now. We need to determine whether we have the technology in place to implement it. A "pro-con" list is being developed and a decision will be made prior to the next board meeting. This would be a shift in our community and Cabinet will determine the best move to make.

Mr. Nelson shared a calendar update. Originally, two days of planning and training had been scheduled for the kindergarten teachers. Darla Wood Walters had a tragic death in her family and was very disappointed she could not be here as this was going to be the highlight of her summer. Mr. Nelson, Mr. Parker and the elementary principals worked for four hours to put together a one-day training with the four teachers who originally trained with Darla as presenters. As sorry as we were not to have Darla here, it was nice to have our own voices as presenters. It will only get better when Darla is able to come and lead a training. Our thoughts and prayers are with Darla and her family. Mr. Nelson had wanted the board to meet Darla this evening.

Every day, a different event is scheduled in the district. The New Teacher Breakfast is this Friday at 7:30 a.m. if any board members are able to attend. There are 38 new certificated employees. Many of these are moving to the Enumclaw/Black Diamond area so Mr. Nelson sent a note to Rotary. A greeting from the business community to the new staff is a good way to

connect. Gift bags from the Chamber which include business cards are distributed. You never know when a new staff member may need a service in the community and we want to keep business local.

Next week, we launch the return of staff on District Day, Tuesday, August 27th. All staff will be in buildings for three days with one other flexible day. The community breakfast begins at 7:30 a.m. in the Commons and then staff will move to the Auditorium at 8:45 for an extraordinary featured speaker who will teach staff how to take the Promethean Board to the next level. All staff are using this technology which was purchased from the tech levy. It is not always being used to the capacity it could be, however. This will ignite staff to go to the next level. Mr. Parker has been working with Mr. Voss and Mr. Kilmer on this training.

We are excited for school to start on September 3rd!

C. Measures of Academic Success Update:

Mr. Parker shared that he presented Measures of Academic Success at a work study earlier this month. As a result, he came up with some thoughts on how we want to revise the measures. He presented some proposed revisions, taking a look at where we are heading in 2013 or possibly later. There are no changes to the criteria at the elementary level. In the next year or to, there may possibly be significant changes. The proposed changes at the high school are not dependent on the testing system.

Changes to the high school MAS have been revised as follows:

- Add: Grad Rate (On Time/Extended – OSPI)
- Delete: Recording number of students failing one or more courses and failing grades. This negative data has some merit but is redundant to the number of students that are on track. If students pass all courses, they are on target.
- Add: AP - Number of students in AP classes and the percentage of students enrolled

Mr. Parker said he would be happy to entertain questions from the board. These proposals are based on the conversation earlier this month with the board. Mr. Nelson stated that he believes this is doable for staff and reflects the board conversation. Mr. VanHoof said he likes adding the graduation rate using OSPI information and sees the redundancy in the items that have been deleted. Mrs. Schroeder concurred that the changes look good and it is more positive. Her daughter enters high school this year and it can be overwhelming. Mrs. Schroeder is happy her daughter is taking an AP class. Mrs. Schroeder is excited to be on the high school campus to learn more. The board agreed Mr. Parker did a nice job on the changes.

Mrs. Schroeder 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. Mrs. Schroeder 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: Quality Business Systems (2); Muckleshoot Indian Tribe; NW Textbook Depository; Hewlett Packard; Puget Sound Energy; Puyallup School District; NW ESD 189; City of Enumclaw; and Overlake Hospital.

Mr. Madden shared a list of the local businesses with which the district did \$7,823.65 of business in the month of July. The district is pleased to support local businesses and purchase their products.

Mrs. Schroeder 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. VanHoof seconded to approve general fund vouchers in the amount of \$645,778.72; capital projects in the amount of \$23,638.90; associated student body fund in the amount of \$15,395.72; private trust in the amount of \$2,875,00; and ratification of the general fund payroll warrant for July in the amount of \$2,923,928.99.

Motion carried.

B. Consent Agenda:

1. **Donation of \$30,000 from the Enumclaw Schools Foundation to the district to be used for a FDK transition grant**
2. **Donation of \$6,280 from the Enumclaw Schools Foundation to the district for 2012-13 scholarship pledges**
3. **Donation of \$1,000 from Boeing (matching gift for Corey Cassell's volunteer time) to the EHS Robotics Club**
4. **Grants:**
 - **Carl D. Perkins \$20,146**
 - **Project Lead the Way - Professional Development \$2,500**
 - **Educational Leadership Intern Program \$5,000**
 - **Federal Funds for Special Education Preschool \$28,830**
 - **Federal Funds for Special Education IDEA-B \$823,330**
 - **Highly Capable Students Program \$41,060**
 - **Learning Assistance Program \$624,670**
 - **State Transitional Bilingual Program \$41,060**
 - **Title I Program \$320,038**
 - **Title II - Teacher/Principal Training and Recruiting \$126,422**
 - **Title III - Limited English Proficiency \$31,579**
 - Total Grants for 2013-14: \$2,183,633**
5. **Copier expenditure at EHS - \$43,309.52**
6. **Copier expenditure at EHS - \$53,329.12**
7. **2013-14 Part-time, Temporary, and Substitute Salary Schedule**
8. **Waiver of Senior Citizen Fees**
9. **Personnel Report**

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

Mr. VanHoof asked about the grants on the consent agenda. Mr. Madden said all of the Cabinet members in the room had applied for one or more of these grants. He also clarified the copier purchases explaining the district will save \$10,000 annually with these purchases. Mr. Nelson commented on the \$30,000 grant from the schools foundation. These funds were raised at the full-day kindergarten auction. The foundation gave the donators the option of having their donations returned and were told to keep them for the transition grant. This is a huge gift to our district and he thanked the foundation and the donors for the thoughtful process they used. Mr. Nelson also shared that the internship grant the district received is for Andy Means and Amy Cantrell who went through the interview process and were awarded grants. The LAP grant is a substantial increase this year. Mrs. Portmann will be leading Title 1 and LAP in the district this year as the guidelines have changed so significantly that it wouldn't be fair for Mr. Beals to do both roles. There are strong legislative changes and Mrs. Portmann will need to do a lot of trainings. The session ended so late this year, we weren't able to implement the changes and will have get on board for 2014-15.

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9. Personnel Report

Certificated:

- A. New Hire:
 1. Jennifer Post, .5 counselor, Southwood, effective 9.3.2013
 2. Hannah Kilcup, library media specialist, Sunrise, effective 9.3.2013
- B. Leave of Absence Hire:
 1. Jami Carnino, teacher, Southwood, effective 9.3.2013

- 2. Alysha Holmquist, teacher, EHS, effective 9.3.2013
- C. Rehire:
 - 1. Bob Kilmer, .4 instructional technology, district, effective 9.3.2013
- D. Change of Assignment:
 - 1. Mark Hanson, .9 library media specialist, Kibler & Black Diamond, from teacher at TMMS, effective 9.3.2013
- E. Leave of Absence:
 - 1. Bob Kilmer. .4 teacher, EHS, effective 9.3.2013
 - 2. Sarah Stout, teacher, EHS, effective 2013-14

Classified:

- A. New Hire:
 - 1. Sheila Woodley, executive secretary, district office, effective 8.19.2013
- B. Resignation:
 - 1. Tonia Tucker, secretary, district office, effective 8.8.2013
 - 2. Jennifer Rockwood, paraeducator, EHS, effective 7.11.2013
 - 3. Elizabeth Harkness, paraeducator, Westwood, effective 7.15.2013
 - 4. Robin Sneed, paraeducator, Southwood, effective 7.15.2013
 - 5. Ross-Anne Pearson, paraeducator, Southwood, effective 7.15.2013
 - 6. Anne Parrick, custodian, EHS, effective 8.31.2013
- C. Change of Assignment:
 - 1. Dana Brooks, athletic secretary from assessment secretary, EHS, effective 8.12.2013
- D. Transfer:
 - 1. Kristine Olsen, health room professional, TMMS from EMS, effective 9.3.2013
 - 2. Debbie Cleland, health room professional, Westwood from TMMS, effective 9.3.2013
- E. Additional Hours:
 - 1. Ken Went, client systems architect, TMMS, effective 7.1.2013
- F. Leave of Absence:
 - 1. Kris Rogers, secretary, EHS, effective 8.12.2013

Motion carried.

- C. **Second Reading:**
 - Policy 1400: Meeting Conduct, Order of Business and Quorum**
 - Policy 2151: Interscholastic Activities**
 - Policy 2414: Community Service**
 - Policy 3210: Nondiscrimination**
 - Policy 3231: Student Records**
 - Policy 3432: Emergencies**
 - Policy 4200: Safe and Orderly Learning Environment**
 - Policy 4260: Use of School Facilities**

Policy 4310: Relations with Law Enforcement, Child Protective Agencies

Policy 5201: Drug-Free Schools, Community and Workplace

Policy 5202: Federal Motor Carrier Safety Administration Mandated Drug and Alcohol Testing Program

Policy 5280: Termination of Employment

Policy 6220: Bid Requirements

Mr. Nelson presented 13 policies for second reading and action. He had no questions from the board since the policies were presented at the last meeting, Mr. Nelson requested board approval of these basic changes to the policies.

Mr. VanHoof moved and Mrs. McGann seconded to approve Policies 1400, 2151, 2414, 3210, 3231, 3432, 4200, 4260, 4310, 5201, 5202, 5280, and 6220 as presented.

Motion carried.

D. Resolution #994: 2013-14 Budget:

The budget was presented at the August work study. Mr. Nelson remarked, as the board is aware, this year the legislation made a down payment on education as a result of the McCleary decision. He is so grateful. The late receipt of the budget caused our staff to change summer plans in the business and human resources offices for the month of July. Mr. Madden did a nice job with the public hearing. These departments worked tirelessly to have the budget prepared for this evening. Our business and human resources departments did a fantastic job in a short amount of time.

Mr. Madden stated that the district followed the process of advertising the budget public hearing. Next year, the publicity for the hearing will be expanded. He said if the board had any questions, he would be happy to discuss them. Mr. Madden will be reinstituting the budget summary which is easier to read and understand. No changes to the budget were made after the hearing. The budget goes to the ESD for approval. Mr. Madden stated that it was a strong effort by his department and the Cabinet to get this ready. He requested board approval of Resolution 994 and added the district is beginning the year in a strong fiscal position.

Mrs. Merrill moved and Mrs. McGann seconded to approve Resolution #994: 2013-14 Budget.

Mrs. McGann stated that she appreciates the hard work that went into preparing the budget. She knows these weren't typical eight hour days and thanked the staff for changing summer plans to make this happen.

Motion carried.

H. General Fund Report:

Mr. Madden presented the general fund report. 85.31% of the 2012-13 budget has been expended with 90.72% 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: \$45,220,132.82. Expenditures to date: \$37,562,399.80. 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: \$212,522.00. Unreserved ending fund balance: \$4,776,129.85.

Capital Projects beginning fund balance was \$341,819.99 with an ending balance of \$578,893.97.

The Debt Service Fund beginning fund balance was \$3,138,966.95 with an ending balance of \$3,210,325.13.

ASB Fund beginning fund balance was \$306,561.85 with an ending balance of \$361,568.87.

Transportation Fund beginning fund balance was \$199,100.05 with an ending balance of \$25,033.14.

Mrs. Schroeder 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.

Mr. VanHoof complimented Mrs. Schroeder on doing a great job chairing her first board meeting.

Mrs. Schroeder asked about the date of the foundations conference. It is at the Puget Sound ESD on September 10th.

VII — ADJOURNMENT

This meeting adjourned at 7:18 p.m.

President, Board of Directors

Secretary, Board of Directors