

MINUTES
of the Regular Meeting of the Board of Directors
of the ENUMCLAW SCHOOL DISTRICT #216
6:30 p.m., District Office
October 17, 2011

I — PRELIMINARY

A. Call to Order:

The regular meeting of the Board of Directors was called to order by Chris VanHoof, President of the Board of Directors, at 6:32 p.m. in the boardroom of the district office.

B. Pledge of Allegiance:

Mariah Spicer led the pledge of allegiance to the flag.

C. Roll Call:

All board members were present.

D. Minutes:

Mr. Cassell moved and Mr. Nickson seconded a motion to approve the minutes of the regular board meeting of September 19, 2011 and the special board meeting of October 4, 2011 as printed. Motion carried.

II — BOARD OF DIRECTORS COMMUNICATIONS

A. Board Communications:

Mrs. Schroeder shared that she had attended the informative legislative assembly in the Tri-Cities. She also toured the high school with Jill Burnes and was on campus during Core/Choice time which was great. Mrs. Schroeder attended the last Rachel's Challenge meeting, visited Springboard classes at both middle schools, and Ms. Taylor's science class where the class tarantula was on the loose! She enjoyed the practical application lesson taught in the 8th grade math class and also found the WSSDA regional meeting insightful. Mrs. Schroeder attended the board director and council candidate debates and will be attending the PEAK training which promotes environmental awareness.

Mr. Nickson stated that he also attended the legislative conference where the top four priorities were determined: 1. protect LEA funding; 2. eliminate unfunded mandates; 3. fully fund basic education; and 4. don't consolidate school districts without a vote of the people. He also attended the EHS Open House where he heard comments from parents that they enjoyed being greeted by smiling staff, many of whom had business cards to disburse. Mr. Nickson attended the Kibler Open House where he saw a SMART classroom, and ELL and LAP parents were addressed regarding services for their children. He shared that SMART technology was also demonstrated at the EMS board workshop. Mr. Rabb updated the board on academic

achievement improvements as well. Mr. Nickson participated in the Homecoming Parade, attended the choir concert, and the Black Diamond council debates. He announced the next PTSO meeting at EHS is scheduled for next Tuesday at the library and encouraged high school students to attend!

Mr. VanHoof attended the West Central District WIAA meeting in Fife. He said the discussion there was about leagues and counts. He explained the league numbers are good for four years, but the counts are reviewed every two years. Mr. VanHoof said a superintendent representative discussed the upcoming special session and possible budget cuts which could impact programs. Mr. VanHoof commented that there were a lot of students in attendance at the board meeting this evening and determined that they were from Mr. Engebretsen's and Mr. Milat's classes. He appreciated having the students at the meeting.

Mr. Cassell commented that he appreciates the regional WSSDA meeting that he attended and the opportunity to network with other boards. He gave an update on the Robotics team, noting that several of the members were in attendance at the board meeting. Mr. Cassell stated the team needs a couple of 6# bowling balls as well as racquet balls. The first Robotics competition is the same weekend as the WSSDA Conference, followed by two more competitions in December. They have three teams this year. If students are interested, there are lots of different jobs available, and they can contact Mr. LovellFord or Mr. Basting. The kits have been ordered and the group will meet Monday, Wednesday and Thursday of next week.

Mrs. Merrill shared that she attended the legislative conference and said it was an eye opener as there are many different challenges in districts. Lots of things are happening with Rachel's Challenge. She asked that people thank business owners who have Rachel's Challenge posters in their windows and ask about their chains. Be sure to write out a link and give it to the business owner to get one started or to add to their chain.

Lauren Cary said she was a counselor for 6th grade camp and had a great time with the kids. She learned a lot about estuaries and reptiles too.

Conner Wells shared that he went to the recent Rachel's Challenge meeting where they heard positive feedback from teachers. The committee is shifting its focus to the businesses who haven't yet begun their chains and need a jumpstart. The high school FOR Club will be assisting. DECA will also be incorporating Rachel's Challenge into its community service project.

B. Superintendent Report:

Mr. Nelson stated that Mr. Parker has been doing a round of grade level meetings with our elementaries, spending a full day with each grade level, refocusing on literacy. This requires a time investment by Mr. Parker but everyone leaves happy after a day of hard thinking and they appreciate the time.

The Cabinet has been making their fall building visits. The purpose is to talk to leadership, set goals and work through situations they may have.

Mr. Nelson said his shadowing experiences with students are almost complete. For his Sunday Evening News this week, he posted a Steve Jobs speech that was very impactful. He will be back to posting student shadows next week. Mr. Nelson will have experienced a variety of six student backgrounds when he concludes the student shadows.

Mr. Nelson acknowledged the payroll and human resource departments for all of their hard work and extra hours in preparing September's payroll. There are a lot of details that go into the process. The departments did a nice job and he expressed his appreciation.

Two pipes burst in the 200 and 300 buildings at the high school over the weekend. Mr. Nelson was appreciative of the custodial and maintenance staff who responded as Mr. Madden and Mr. Nelson were out of town. One room was ready for class today and the other will be ready soon. Mr. Madden shared that the pipes were part of the old univent heaters in the classrooms. The pipe is a 2 inch rubber hose that runs through the heating system. It is believed when the boilers were fired up, the pressure caused the breaks. Every hose is being inspected to make sure they are in good working order. Last year, the burst pipe was weather related. These were just old. The 400 wing was checked and is fine. Mr. Nelson added that these pipes in the 200-300 buildings are originals from 1960. In order to maintain facilities, we have to run bonds. This won't be immediate, but needs to be among the things we will want to do as we think about growth.

Mr. Nelson reminded the board of the PTA Luncheon on October 26th. State legislators have been officially invited to the Focus on Education event on November 15th. An invitation will also be posted on the website.

C. Five Dimensions of Teaching and Learning:

Mr. Nelson stated that there was some discussion regarding CEL and 5D work at the Enumclaw Middle School board work study. He wanted the board to have a strong foundation on what these are. There has been a lot of research regarding learning walks or walk throughs and getting administrators into the classrooms, not just for teacher evaluations. It is less on what the students are doing and more about what the teacher is doing. The program was developed at the University of Washington. Mr. Nelson presented a PowerPoint presentation on what the 5 Dimensions of CEL (Center for Education Leadership) are.

The presentation explained:

- 5 Dimensions of Teaching and Learning Framework and Lesson Analysis Rubric
- The 5 Dimensions of Teaching and Learning
- The Instructional Framework
- Habits of Thinking for Instructional Leadership
- List of Training Dates

Mr. Nelson walked through the CEL chart on training administrators, explaining when UW comes to the buildings, they help us to understand what the dimensions mean by going into classrooms and taking us through the process. At the conclusion of the presentation, Mr. Nelson asked Mr. Parker if he had anything to add. Mr. Parker remarked that what is unique is that we are united and committed to the 5D framework across the district. There are other research frameworks and we believe CEL is the best. Our work is to communicate and familiarize the teachers in all eight of our buildings with the five strands of the framework. The principals are asked to participate in three principles: have conversations with staff; familiarize teachers with the 5 dimensions; and implement 5D best instructional practices. The key thing is uniting behind a single instructional framework. Mr. VanHoof commented that it really aligns our district. Mr. Nelson added that this work dovetails with the PLCs and is great to connect with Mr. Parker's pacing charts. It sets a global standard but works with individual teachers. It is the art of teaching in a scientific based structure. Mr. Nelson feels strongly that this is powerful and ties together with collaborative teacher evaluations. He hopes this gives the board a foundation on the work

that is happening. Mrs. Merrill expressed her appreciation for the expanded understanding. Mr. Nelson responded to a comment regarding teacher evaluations. Our district has chosen a three tier system that is one of the frameworks. There are currently eight pilots in the state with four tier teacher evaluations. There may be a legislative mandate coming at the completion of the pilots. Mr. Nelson stated that we like our evaluation and the collaboration with our teachers. Mrs. Lockyer added that the teachers, through the association, worked hand in hand with district administration to create documents that are meaningful. Mr. Nelson concurred that the 5D training folds beautifully into our evaluation system but an outside force may impact what we are doing. Mr. Nickson commended the leadership for their work with the UW, stating that a common language helps everyone to understand. He encouraged the risk taking of bringing buildings together to share best practices. Mr. VanHoof said he looks forward to hearing more at the board workshops.

Mr. VanHoof 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. He invited the students in the audience to share their educational experience.

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

The following students in the audience addressed the board.

MacGyver Smith asked if math ever gets applied to life. Mr. Cassell responded affirmatively, citing engineering programs and the use of math. He asked MacGyver if he knew how the name signs were made and then explained the scientific process that includes math. Mr. Nickson used an example in the business world regarding finances that requires math.

John Schmidt requested an agenda to turn in to his social studies teacher.

Rebecca Copeland asked a question related to state graduation requirements and Mrs. Merrill encouraged her to go to the state board of education website (<http://www.sbe.wa.gov>) and submit input on graduation requirements as the local board of directors does not have much control over these.

Sierra Myers asked about the process of evaluating teachers. The response was that the board doesn't evaluate teachers, it sets policies.

Several students, including Adrienne Schlager, expressed concerns regarding the changes to bus routes and the buses making fewer stops. Mr. VanHoof stated that our transportation department covers a large area as we are one of the largest districts in the state. Transportation has tried to consolidate routes to cut expenses. He suggested the students contact the transportation coordinator with questions and concerns. The department spends a lot of time and energy on routing. MacGyver Smith suggested creating additional parking for seniors to cut down on bus riders.

Rebecca Hansen asked why students get charged for parking passes which is not a board controlled issue.

Mr. VanHoof thanked the students for participating and stated the board appreciated hearing what they have to say.

IV — ADMINISTRATION/BUSINESS

A. Payroll and Vouchers:

Mr. Madden presented the list of top eleven expenditures in the district as follows: DW Close Company; Toshiba; Sound Energy; Puget Sound Energy; Food Services of America; College Board; City of Enumclaw; Tres West; NW ESD 189; Associated Petroleum; and Tayler Publishing.

Mr. Madden shared a list of the local businesses with which the district did \$14,962 of business in the month of September. The district is pleased to support local businesses and purchase their products.

Mr. VanHoof 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. Cassell seconded to approve general fund vouchers in the amount of \$504,082.87; capital projects fund in the amount of \$158,415.99; associated student body fund in the amount of \$63,995.67; Private Purpose Trust Fund in the amount of \$500.00; and ratification of the general fund payroll warrant for September in the amount of \$2,634,803.07.

Motion carried.

B. Consent Agenda:

1. Donation of \$6,000 from Firewall Capital Management to the special education program (5K Run for Down Syndrome)
2. Donation of \$520 from the Catholic Health Initiative to Rachel's Challenge for the Health Summit
3. Donation of \$5,000 from Helac to 6th Grade Camp
4. Donation of a Gantry Hoist (valued at \$3,000) from KenMar Farms to the EHS Ag Science Dept.
5. Field Trip: EHS Boys Water Polo to Portland, OR for a tournament
6. Personnel

The consent agenda was presented by Mr. VanHoof. Mrs. Merrill moved and Mrs. Schroeder seconded to approve the consent agenda. Mr. Cassell expressed his thanks to the donors and shared that he ran in the Firewall run and was amazed at its growth.

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Classified:

- A. Resignation:
 - 1. Kelly Lanphere, paraeducator, TMMS, effective 9.21.2011
 - 2. Carla Merrill, driver, transportation, effective 10.28.2011
 - 3. Debora Kern, secretary, district office, effective 10.21.2011
- B. Leave Request:
 - 1. Anne Parrick, custodian, EHS, effective 9.21.2011
 - 2. Jerry Clasby, driver, transportation, effective 9.1 through 12.31.2011
- C. Additional Assignment:
 - 1. Kristin Young, paraeducator, TMMS, effective 9.29.2011
- D. Rehire:
 - 1. Kathy Corella, assistant secretary, Southwood, effective 8.29.2011
- E. Change of Assignment:
 - 1. Jan James, from health room at EMS to paraeducator at EMS, effective 9.6.2011
- F. New Hire:
 - 1. Carol Holtz, paradeducator, EMS, effective 9.19.2011
- G. Retirement:
 - 1. Grant Rehor, driver, transportation, effective 4.20.2012

Supplemental:

- A. New Hire:
 - 1. Ryan Picinich, assistant boys' basketball coach, EHS, effective 10.31.2011

Motion carried. Mr. VanHoof called for a 10-minute recess at 7:35 p.m. to sign paperwork for the students so they could check out of the meeting.

Mr. VanHoof reconvened the meeting at 7:43 p.m., stating he appreciated everyone's cooperation.

- C. **First Reading:**
 - Policy 1110: Election**
 - Policy 3120: Enrollment**
 - Policy 3413: Student Immunization and Life Threatening Health Conditions**
 - Policy 5001: Personnel**

Mr. Nelson presented four policies for first reading and information. Mr. Cassell reminded everyone that the board policies are all on the website for anyone who wishes not to continue updating a manual.

Mr. Nelson explained the changes to the four policies which are all WSSDA recommendations. Mrs. Merrill caught an error in the first paragraph of Policy 3413. Mrs. Aaby will change the word "evident" to "evidence". These policies will be on the agenda as an action item next month.

D. Fee Schedule for the Stadium:

Mr. Madden presented the fee schedule for the Stadium. Comparisons were done with area schools as required by the RCO Grant. Mr. Madden explained the difference in groups A, B, C, and D and the fees tied to each group. School groups are in group A and will not be charged. The business office is getting phone calls and they are learning what it means to manage this facility. Part of that is developing a fee structure. There is great interest in field use and Mr. Madden requested board approval of the fee schedule.

After board discussion, Mr. Nickson moved and Mrs. Schroeder seconded to approve the fee schedule for the stadium.

Motion carried.

E. Resolution #969: Football Stadium Lease Agreement:

Mr. Nelson expressed his appreciation to the City of Enumclaw and YEAS for the magnificent football field. It is an incredible accomplishment during tough economic times. He thanked YEAS for keeping it as a talking point for many years. The RCO and NFL grants were a huge help. Mr. Madden, Ms. Stiffarm and Mr. Nelson and the City of Enumclaw discussed and developed the concept of a 25-year lease agreement. The district is the primary user of the stadium. It is important to be able to control the scheduling of the facility rather than try to coordinate the schedules every year, including both games and practices which are important pieces.

The key concepts, besides controlling the scheduling, are creating and receiving user fees. One of the city's major events is Creation which has a 10-year contract. We want the city to be successful. They will have use of the stadium for 9 days each year for this event. The city can also schedule and pay fees if they have a use for the stadium. If they have an event during a time that we are not scheduled to use the stadium, we will schedule it and build on a partnership with the city. As part of the lease, we also take over the maintenance of the field and the utilities. Once we sign the agreement, it is ours as the mayor has already signed it. We will work in conjunction with the city on shared use of parking. Mr. Nelson said he was very pleased to bring this lease agreement to the board for approval as it will benefit kids in Enumclaw and Black Diamond for a long time to come.

Mr. Cassell moved and Mr. Nickson seconded to approve Resolution # 969: Football Stadium Lease Agreement. During board discussion, Mr. VanHoof shared that he and Mr. Nelson attended the city council meeting where the lease agreement was unanimously adopted and they appreciated that. Both he and Mr. Nelson thanked the council for their work. Over the weekend, Mr. VanHoof observed three different events taking place: a wedding at the field house, Oktoberfest at the Expo Center, and junior football on the field. It was an eye opener to see all of these activities happening simultaneously. Mrs. Merrill asked how the revenues would show up on the financial reports. Mr. Madden responded that they would create a general fund reserve account. Mr. Nelson reminded the board that we can get out of the lease before the fifth year if we were ever able to build our own stadium. The city would still have years to generate revenue to replace the turf. Mr. VanHoof stated that the district walking away from the stadium at year nine was a concern of the city. He added that the YEAS group is committed to continue to fundraise for Phase 2. They already have the drawings and want to see it through. Mr. Madden said the business office will spend the year learning how to manage the facility. There is garbage, cleaning restrooms, and maintaining the fields to consider in this new dimension. Mr. VanHoof

thanked everyone for their hard work. Mr. Cassell expressed his appreciation for the efforts of YEAS and concluded that we live in a great community.

Motion carried.

F. General Fund Report:

Mr. Madden commented that in this dismal economic environment, Enumclaw School District is in a good place. We will be able to weather whatever happens this year.

Mr. Madden presented the general fund report. 7.15% of the 2011-12 budget has been expended with 6.92% of revenues received.

Mr. Madden shared a list of the salary related expenditures for the district which totaled \$2,634,803.07 for September.

The beginning of the year fund balance was \$5,953,348.76. Total resources available: \$8,786,119.95. Expenditures to date: \$3,021,154.65. Reserved grant carry-over: \$200,000.00; reserved debt service for energy bond: \$128,400.00; reserved inventory – commodities carried over: \$30,000.00; reserve assigned: \$200,000; and reserve of 5% per board policy: \$2,111,889.00. Unreserved ending fund balance: \$3,094,676.30.

Capital Projects beginning fund balance was \$1,472,445.59 with an ending balance of \$1,225,011.30.

The Debt Service Fund beginning fund balance was \$3,299,806.53 with an ending balance of \$3,365,476.13.

ASB Fund beginning fund balance was \$301,180.43 with an ending balance of \$472,401.15.

Transportation Fund beginning fund balance was \$407,121.67 with an ending balance of \$814,039.73.

Mr. VanHoof asked Mr. Nelson if an executive session was necessary. There was no need for an executive session.

V — EXECUTIVE SESSION

No executive session was necessary.

VI — BOARD PROCESS DEBRIEF

The board debriefed the meeting. Mr. VanHoof enjoyed having the students in the meeting. He thought it interesting that transportation was a subject of interest for the students. The district covers a large area. Mr. Nickson also appreciated the students sharing at the meeting. He said at the regional meeting, he heard that another district allows the senior board student representative to run the May board meeting. Mr. Nickson also expressed his appreciation for the board members attending a lot of events.

Mr. VanHoof announced the next board work study is at Thunder Mt. Middle School at 6:30 p.m. in the library on November 7th.

VII — ADJOURNMENT

This meeting adjourned at 8:19 p.m.

President, Board of Directors

Secretary, Board of Directors