

**MINUTES
of the Regular Meeting of the Board of Directors
of the ENUMCLAW SCHOOL DISTRICT #216
6:30 p.m., District Office
April 16, 2012**

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 6:31 p.m. in the boardroom of the district office.

B. Pledge of Allegiance:

Mr. VanHoof led the pledge of allegiance to the flag.

C. Roll Call:

All board members were present.

D. Minutes:

Mrs. Schroeder moved and Mrs. Merrill seconded a motion to approve the minutes of the regular board meeting of March 19, 2012 and the special board meeting of April 13, 2012 as printed. Motion carried.

II — BOARD OF DIRECTORS COMMUNICATIONS

A. Good News of the District:

Mr. VanHoof asked the board if they had anything they would like to share under the new “Good News of the District” title which replaces board communications.

Mrs. Schroeder thanked Mr. Nelson, the Cabinet and Mrs. Aaby for the work that went into the Board Retreat. She said as a new board member, it was a great help to her in understanding what we are doing in the district. Mrs. McGann agreed and expressed her appreciation as well. Mr. Cassell appreciates the in-depth discussions that occur when the board and cabinet gather for that day. He said it is definitely very informative. Mr. VanHoof added that there is a lot that goes on that the board doesn’t see. He expressed his appreciation as well for the time and effort that goes into seeing that our kids get the best education they can.

Lauren Cary shared that the Chalet Theatre is being released from ownership and a non-profit group, which includes some local families, called CAST (Chalet Arts Showcase Theatre) is doing a fund-raiser this Saturday. CAST plans to support the arts with local theatre, rock shows and movies. She thinks it will be a fun event with local bands playing.

Mr. VanHoof shared that Black Diamond Elementary will have their reading night this Thursday evening and he is signed up to read. He invited the community to come by. He will be reading from his favorite picture books!

B. Superintendent Report:

Mr. Nelson shared that he too is reading at Black Diamond Elementary at 5:30 pm on Thursday!

Some good ideas were shared when the board and Mr. Nelson attended the last WSSDA Regional Workshop. One of those ideas was being able to share “good news” on the website with an immediate link. Now, instead of board communications, we will call that “Good News in the District”.

Mr. Nelson agreed that the retreat was great. He and the cabinet appreciated the time together with the board.

Later in the meeting, the board will hear a report on instructional technology from Mr. Parker. The technology is being deployed this spring in the classrooms and is the reason the new sound system and Promethean Board are being used in the board room.

Every year, the regional WASA organization highlights a group or community member as volunteer of the year. This year, Enumclaw School District will honor the YEAS group. The committee will be invited to the WASA luncheon on May 18th at 12:00 pm at the ESD. Mr. Nelson is president of this organization and has invited the EHS Men’s Choir to perform and is hoping to also get a strings quartet. The board was invited to attend the event also.

The legislature closed its special session. Mr. Nelson reported that, as a school system, this is very different from the past five years as there are no huge impacts. Not having to plan meetings at the buildings and in the community to explain budget cuts will be wonderful. Mrs. Berryhill and Mr. Madden are working on staffing. The kindergarten counts came in higher than anticipated last year. This year we are up 5-10 students with a projection of 260-265.

After Mr. Nelson concluded his report, Mr. VanHoof encouraged the board to send thank you notes to our local legislators for their work on the budget.

It was reported that former board member, Leo Hardersen, passed away. It’s always sad when we lose a community leader. Mr. Nelson and Mr. VanHoof sent thoughts and prayers to the family. Mr. VanHoof added that Mr. Hardersen attended the former board member dinner and State of Ed Address two years ago. He appreciates the strong foundation Mr. Hardersen contributed to building the district.

C. Certificated Staff Appreciation:

Mr. Nelson introduced Denise Kellogg who attended the meeting representing the Enumclaw Education Association for Mike Sando who was ill. Mrs. Kellogg is the Community Relations Officer for EEA and has planned the Christmas event the past four years. Mr. Nelson said Certificated Staff Appreciation Week is May 7-11 this year. He shared how much he appreciates the good working relationship and partnership with EEA and all they do for our students and staff. Mr. Sando and Mrs. Hammons meet monthly with Mrs. Lockyer and Mr. Nelson to discuss ideas and concerns. This doesn’t happen in every district. The district looks forward to honoring certificated staff. Mr. Nelson presented Mrs. Kellogg with flowers and Schoolhouse Cookies. Mrs. Kellogg shared that EEA appreciates the support of the board and administration. On a

more personal note, Mrs. Kellogg said she has always enjoyed working here in Enumclaw and knows many others feel the same.

D. Professional Development Plan for Instructional Technology:

Mr. VanHoof introduced Terry Parker, Director of Curriculum, Instruction and Assessment. Mr. Parker stated that he was very pleased to report on the preparation that is occurring for the use of the instructional technology the district is implementing. This is a result of the generous technology levy the community passed three years ago. Every teacher in the district will receive a laptop, an interactive board, projector and document camera. Each school will receive a number of laptop carts. He is thrilled that this is becoming a reality. Chad Marlow and Kathy Lockyer are leading the infrastructure side of the technology implementation. For the instructional support model, the district hired EHS teacher, Bob Kilmer, to be the District Technology Facilitator. In this role, he will help develop the training support plans. At the building level, instructional facilitators will be trained to support staff. All teachers are currently receiving their laptops and are very excited. In addition to the laptops, five of the buildings in the district in the next month will receive all of their technology. Southwood, Westwood and the high school will have to have electrical infrastructure work done this summer before the technology can be installed. The ambitious part of the training of every teacher is not just in how to utilize the equipment, but how to integrate it into instruction. It is both exciting and unique to have the technology in the classroom to use every day. Each staff person will receive 10.5 hours of staff training to make up for the waived snow days (a total of 14 hours have to be made up by the end of the school year). Mr. Parker went on to explain the training sessions that are planned. Everything is proceeding on schedule.

Mr. Parker asked for questions or comments from the board. Mr. Cassell commented that it is exciting that the deployment of technology is finally here! He said it must be nice for teachers to be catching up with their colleagues who have had the technology in their district for a while. Mr. Parker said in the original model, all of the technology was to be installed during the summer and the trainings would occur in the fall. For staff to receive both the technology and the training prior to the end of the school year with time to work with it over the summer is a better infusion.

Mr. Nelson commented that we are working hard to communicate our gratitude to the community. Replacing the roof at Enumclaw Middle School was the first work completed with levy funds. After that, we were able to use the money to update the electrical infrastructure and equipment. Mr. Nelson's letter in the Connection this month talks about technology. That letter, along with pictures of the laptop deployment, will be on our website. Open Houses will focus on technology in the fall and we will be sure the staff demonstrates and uses it. For the community that may not have students in the district, we will offer another bus tour and invite them into our schools. We are looking for the best ways to communicate. Mr. Nelson shared that Mr. Parker would be glad to meet with April Chan, Enumclaw Patch. This is the first time our district was able to pass a tech levy. Mr. VanHoof added that the board is very excited. The new roof was great but the technology will be great for kids!

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.

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 said it was nice Mr. Nelson mentioned the state budget. The district is still working at aligning staff with enrollment for next year.

Mr. Madden presented the list of top ten expenditures in the district as follows: White River School District; Muckleshoot Indian Tribe; Food Services of America; Puget Sound Energy; City of Enumclaw; Associated Petroleum; NW ESD 189; Puget Sound ESD; Overlake Medical Center; and Speech Connections.

Mr. Madden shared a list of the local businesses with which the district did \$47,667 of business in the month of February. 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, Mr. Cassell moved and Mrs. McGann seconded to approve general fund vouchers in the amount of \$637,174.16; capital projects fund in the amount of \$8,634.41; associated student body fund in the amount of \$68,982.59; and ratification of the general fund payroll warrant for March in the amount of \$2,728,992.65.

Motion carried.

B. Consent Agenda:

1. **Donation of \$956.17 from Southwood PTA to Southwood to purchase the National Geographic Magazine**
2. **Donation of \$2,500 from Catholic Health Initiatives to the district for Rachel's Challenge**
3. **Correction: Donation of \$1,000 from Farwest Fabrication to the EHS Crites Scholarship instead of the Special Education Firewall Grant (March 19th agenda)**
4. **Personnel**

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

Mr. Nelson explained that the grant from the Catholic Health Initiatives is designated for the Link Crew training that Christy Weinbrecht and Raeann Webb attended as the next step with the Rachel's Challenge initiative. Mr. Nelson heard from Christy that it is the best thing in the world and will make a difference to kids!

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4. Personnel

Classified:

- A. Resignation:
 - 1. Amy Fairburn, paraeducator, Westwood, effective 3.22.2012
- B. Change of Status:
 - 1. Stephanie Berryhill, from HR Coordinator to Director of Human Relations and Support Systems, effective 7.1.2012
- C. Additional Assignment:
 - 1. Cheriann Driessen, ELL paraeducator, Black Diamond, effective 4.9.2012
 - 2. Sandra Wells, paraeducator, Westwood, effective 4.9.2012
- D. New Hire:
 - 1. Megan Ritchie, paraeducator, Westwood, effective 4.9.2012
- E. Long-term Substitute:
 - 1. Leon Charboneau, custodian, EHS, effective 3.1.2012

Motion carried.

- C. **Second Reading:**
 - Policy 5201: Drug-Free Schools, Community and Workplace**
 - Policy 5252: Staff Participation in Political Activities**
 - Policy 6800: Operation and Maintenance of District Facilities**

Mr. Nelson presented three policies for second reading and recommended approval. He is continuing to bring updated policies to the board as we receive them from WSSDA.

Mrs. McGann moved and Mrs. Merrill seconded to approve the changes to policies 5201, 5252, and 6800 as presented.

Motion carried.

- D. **First Reading:**
 - Policy 1810: Annual Goals and Objectives**
 - Policy 1820: Board Self-Assessment**
 - Policy 3122: Excused and Unexcused Absences**

Mr. Nelson discussed the changes on each policy presented for first reading. Two of the policies, 1810 and 1820 are in the board policy section. These are similar to the changes that were approved by the WSSDA board in 2009. Board member, Gerd Weyer studied these policies with a laser focus on the board being the bridge to the community, and providing guidance for student achievement and learning. This language is clearer and will tie in beautifully as the board evaluates their work. With new board members, it is a good time to do a review. Mr. VanHoof stated that the board hasn't done that annually and suggested doing it at the end of the school year. The new board members can bring their ideas and the board can determine what they want to accomplish as a team. Mr. Nelson added that this policy shifts criteria. He suggested the board do their evaluation in the fall since the superintendent evaluation is done in the spring. They could have a mini-retreat in September or October and get on a six month cycle. Mr. VanHoof stated that the board has had a turn-over of directors so a review would be in order.

Mr. Nelson presented the changes to Policy 3122 which adds explicit attendance language. Assistant principal, Paul Iacobazzi, oversees attendance at the high school and feels this policy can be implemented. Mr. Iacobazzi was in attendance to answer any questions from the board. Mrs. Merrill appreciated Mr. Iacobazzi attending the meeting and was pleased the policy had gone to high school staff first. She felt the policy change would impact the length of the handbook.

Mr. Iacobazzi distributed a study sheet that compares the current policy to the updated policy. He commented that the current policy does have some gaps. When asked, Lauren Cary and Conner Wells felt the new policy was reasonable. Mr. Iacobazzi asked the board to contact him if they had any questions. He added that the truancy language is replaced by “unexcused absences” and the high school will need to address habitual unexcused absences. Asked how much of the attendance tracking is electronic, Mr. Iacobazzi responded all of it is. Calls go out to families when students are absent one or more periods. Mr. Cassell confirmed that he had received such a call and was glad to know if his child was absent. Mr. Nelson agreed that parents appreciate the calls, even when they are in error. It helps to have conversations with parents when the attendance rules are written in policy. After further discussion, Mr. VanHoof reminded the board that this is first reading with no action at this meeting. Mr. Nelson also stated that time can be extended if the board needs more time to review the policy.

E. Resolution #976: Interagency Agreements for Students with Disabilities

Mr. Nelson stated that this annual resolution comes from Mr. Stanton. It is coming a few months earlier as a few of the agencies or districts needed the resolution in place to get their services in place.

Mr. Stanton presented Resolution #976: Interagency Agreements for Students with Disabilities. This resolution gives the district permission to contract with agencies to provide services that we aren't able to provide to special needs students. For example, we have students who attend the deaf program in Puyallup. Sometimes it is a behavioral program, occupational therapy, or speech and language that are needed. We can contract with providers to meet the IEP needs of our students. This list is a current list plus historical agencies that have been used. One change in the resolution allows the district to add services without bringing it back to the board for approval. Mr. VanHoof asked whether other districts contract with Enumclaw School District to provide services for their students. Mr. Stanton replied that they do not. We could start a program that would be marketable to other districts but it is a big process to do that.

Mrs. Merrill moved and Mrs. Schroeder seconded to approve Resolution #976: Interagency Agreements for Students with Disabilities.

Motion carried.

F. General Fund Report:

Mr. Madden stated that we are half way through the fiscal year and presented the general fund report. 52.82% of the 2011-12 budget has been expended with 56.44% of revenues received. Mr. Madden shared graphs to depict the revenue and expenditure history.

The beginning of the year fund balance was \$6,134,440.32. Total resources available: \$29,428,633.61. Expenditures to date: \$22,835,600.50. Debt service – energy loan: \$64,034.76; reserved grant carry-over: \$200,000.00; reserved inventory – commodities carried over: \$32,555.00; energy grant funds: \$200,000.00 (Mr. Madden explained that we didn't receive an

energy grant this time because the district received one last time. If additional grants become available, we will apply); reserve of 5% per board policy: \$2,161,819.00; and Capital Projects: \$25,000. Unreserved ending fund balance: \$3,909,624.35.

Capital Projects beginning fund balance was \$1,472,445.59 with an ending balance of \$1,631,676.13.

The Debt Service Fund beginning fund balance was \$3,299,806.53 with an ending balance of \$1,741,626.14.

ASB Fund beginning fund balance was \$301,180.43 with an ending balance of \$368,948.06.

Transportation Fund beginning fund balance was \$408,121.67 with an ending balance of \$548,403.75.

Mr. VanHoof 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. Mrs. Merrill commented on the difference in the Promethean board. Mr. Parker responded that we will have more training on using the board. He added that the teachers piloting use of the interactive boards rated the Promethean much higher than the SmartBoard. An added bonus with the Promethean board is that we receive the projector for just \$100 with a lifetime of bulbs for the projector, which cost around \$200 each. All of the current SmartBoards in the district will be replaced. A market is being researched to sell those.

Mr. Nelson reminded the board that we will begin advertising for our next student board representative in the next couple of weeks. He requested that Conner begin marketing! Mrs. Merrill added that one of the districts has the outgoing student board representative run the May meeting.

Mr. VanHoof stated again that he appreciated the time with the Cabinet on Friday. He said it was very well done and informational.

The next board meeting is on Tuesday, May 8th at Southwood Elementary.

VII — ADJOURNMENT

This meeting adjourned at 7:25 p.m.

President, Board of Directors

Secretary, Board of Directors