

MINUTES
of the Regular Meeting of the Board of Directors
of the ENUMCLAW SCHOOL DISTRICT #216
6:30 p.m., District Office
January 18, 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 6:30 p.m. in the boardroom of the district office.

B. Pledge of Allegiance:

April Chan led the pledge of allegiance to the flag.

C. Roll Call:

All board members were present with the exception of Will Holland who had a basketball game.

D. Minutes:

Mrs. Merrill moved and Mr. Cassell seconded a motion to approve the minutes of the regular and special board meetings of December 20, 2010, and the special board meetings of January 3 and January 6, 2011 as printed. Motion carried.

II — BOARD OF DIRECTORS COMMUNICATIONS

A. Welcome – Appointed Board Member

After Mrs. Knapp Hancock took the oath of office, Mr. VanHoof shared that there were three applicants for the position and the candidates went through a rigorous process. He thanked the candidates for the time and energy they put into the process. Mr. VanHoof congratulated and welcomed Mrs. Knapp Hancock to the board. Mrs. Knapp Hancock stated that she is the mother of Emma and Luke who attended school in our district through 8th grade. She is a lawyer and an engineer who was the City Administrator for Buckley for several years.

Mrs. Merrill stated that it was an honor to meet and get to know the three incredible candidates who applied for the position. The position is only filled until next November when Mrs. Knapp Hancock will have to run for the office. She thanked her for stepping up to fill the position.

B. Oath of Office

Tamarah Knapp Hancock, newly appointed District # 2 board member, took the oath of office from Superintendent Mike Nelson. She introduced her husband, Dave, and daughter, Emma.

C. Board Communications

Mr. Cassell reported that Enumclaw/Black Diamond Tutoring has begun again at the Enumclaw Youth Center, operated by their personnel. The hours are Monday-Thursday, 6-8 p.m. Mr. Cassell also reported that the Robotics Team finished 11th at the State Championship Competition on Sunday and won the Judge's Award. He said the kids were excited and had a great time. Enumclaw Patch put together a nice video of the competition which was viewed. One of the participants received a full scholarship to the University of Washington. Mrs. Merrill stated that the Robotics program is supported by foundations in other districts and she hopes the Enumclaw Schools Foundation will be in a position one day to consider supporting programs such as the Robotics Club.

Mrs. Merrill thanked everyone who participated in the Climate Survey. She expressed her appreciation to Mrs. Lockyer and her staff for compiling the report, stating that she has been reading the comments made. For the benefit of the high school students in the audience, Mr. Cassell stated that their comments are being read as well.

Mr. Nickson shared that he and Mrs. Merrill attended the hospital opening. He remarked that it is a great addition to our community.

Mr. VanHoof commented that three media outlets were present: Brenda Sexton from the Courier Herald; April Chan from Enumclaw Patch; and City TV. He expressed his appreciation to them for covering the meetings.

Mr. Nickson gave a legislative update regarding the cuts from the governor's budget which included K-4 Enhancement, Local Effort Assistance, Highly Capable Program, No Stipend for National Board Teacher, No Pay Increases for Experience or Education; No Cost of Living Increases; No Return of I728 Funds, and a change in the School Bus Depreciation Calculation. Additional changes were added today. Mr. VanHoof stated that as a board, they need to stay up to date on what's going on in Olympia and be in contact with our local representatives. He encouraged everybody at home to email people in Olympia regarding the impacts of their decisions on the district. Mr. Madden and Mr. Nelson will share more after the general fund report.

D. Superintendent Report

Mr. Nelson concurred with Mr. Nickson regarding the new hospital after taking a tour. He said it is a great and beautiful addition to the community and a beautiful place of healing. Mahlum Architects did a spectacular job with the plan, lighting and artwork. The community can get amazing services. The rooms are lovely and afford privacy to both patients and families. He believes the deli restaurant will be packed on Sunday afternoons with its outdoor seating and view of Mt. Rainier. Mr. Nelson shared that his grandparents were fundraisers for the original hospital. The district enjoys its partnership with the hospital.

Mr. Nelson reminded everyone that the State of Enumclaw School District Address is scheduled for next Thursday, January 27th, 7:00 pm, in the EHS Auditorium. He encouraged the community and staff to attend. As an enticement, Mr. Nelson will be sharing not only what has transpired over the past year and where we are going, he will be showcasing technology throughout his talk and how it will enhance the learning process and education.

Prior to the Address, the former board members have been invited to attend a dinner which will be prepared by the Culinary Arts students. Mr. Nelson taught in the Culinary Arts classes last

week, sharing his grandmother's recipes with students. He stated it was a treat to be in the classroom. Before Christmas, Mr. Nelson was in each of the kindergarten classes and spent last weekend with 25 junior and senior students at a retreat. He stated that it is good to reflect on what our work is about. We can't hide in our offices. We need to do extraordinary things and share those stories. The message to all staff is to continue to do amazing work in these times of uncertainty.

E. School Board Recognition

Mr. Nelson presented certificates of appreciation to our Board of Directors as January is School Board Appreciation Month. He remarked that our board members serve in unpaid positions, attending at least two meetings a month plus other community and school events. They represent our community incredibly well. The board works at being good stewards and listeners to make our district what the community desires and helping students to achieve at high levels. Mr. Nelson thanked them for all they do. Mr. VanHoof said it was nice to be appreciated.

F. Climate Survey

Mr. Nelson said this is the third year Mrs. Lockyer and her staff has implemented the Climate Survey. Some trends will be seen as well as places where we've made improvements. The survey is a systematic way for staff, students and the community to express their opinions. He thanked Mrs. Lockyer and her staff saying they have done a remarkable job.

Kathleen Lockyer, Human Resources Director, presented this year's Climate Survey results to the board of directors. She expressed her appreciation and thanked the community, students and staff for participating and sharing valuable information. A summary of the Survey was provided ahead of time to the board. The date for the survey was changed this year. Unfortunately, three snow days fell in the middle of the survey dates and impacted the number of people, particularly students, who took the survey this year. Mrs. Lockyer shared the Climate Survey summary which includes what we do well and areas of improvement. The summary can be found on the district website.

Mr. Nelson stated that the district is partnering with the University of Washington's Center for Exceptional Leadership. He worked with them last year as a superintendent and is bringing the program to Enumclaw to work with leadership. A clear level of standards will be set bringing consistency across the district and strong collaboration. This will begin this spring and continue through next year. Mrs. Lockyer added that this will raise the bar for our students. Mr. Parker has been very busy meeting with teachers by content area.

A complete copy of the survey is available at the district office for review if anyone is interested. Mrs. Lockyer asked if there were any questions or comments. Mr. Nickson appreciated the good responses from staff saying they liked the building in which they work. He also commented that the SWIFT sites are helpful. These will benefit parents and students the more staff use them. Mr. VanHoof agreed and Mr. Cassell suggested that teachers need to understand the site will help them too. He has known resistant teachers in another district that began using the site and now say it saves them so much time. Mrs. Lockyer remarked that it is a paradigm shift to see how technology can assist them. Mr. Nelson said the building principals will be having conversations with their staff regarding the surveys also.

Mr. VanHoof asked if the board could be updated soon on facilities and infrastructure.

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

Jody Horn, President of the Enumclaw High School Band and Orchestra Boosters, shared that over \$1,300 worth of apparel was donated recently. Michael Ballard was present to model his tuxedo. Mrs. Horn displayed the dress that will be worn by the girls in the women's ensemble and orchestra. Mr. VanHoof asked about upcoming performances. Mrs. Horn said there will be a spring concert that will be on the district-wide calendar.

IV — ADMINISTRATION/BUSINESS

A. Payroll and Vouchers:

Mr. Madden presented the list of top ten expenditures in the district as follows: McKinstry Company LLC; Muckleshoot Indian Tribe; Puget Sound Energy; City of Enumclaw; Food Services of America; Associated Petroleum Products; Overlake Hospital; Superintendent of Public Instruction; NW ESD 189; and Speech Connections, Inc.

Mrs. Knapp Hancock asked what commodities were purchased from OSPI. Mr. Madden responded that they are food commodities.

Mr. Madden shared a list of the local businesses with which the district did business this month in the amount of \$26,052. The district is pleased to support local businesses and purchase their products.

After reviewing all vouchers, Mr. Nickson moved and Mrs. Merrill seconded to approve general fund vouchers in the amount of \$641,912.63; capital projects fund in the amount of \$38,911.38; associated student body fund in the amount of \$53,415.16; and ratification of the general fund payroll warrant for December in the amount of \$2,742,159.25.

Motion carried.

B. Consent Agenda:

1. Personnel Report

The consent agenda was presented by Mr. VanHoof. Ms. Knapp Hancock moved and Mr. Nickson seconded to approve the following item on the consent agenda. Mrs. Merrill commented that we have some long-time employees who are retiring. Mr. Nelson stated they will be celebrated at the Retirement Tea in June. He appreciates staff making their plans known.

1. Personnel Report

Certificated:

A. New Hire (LOA):

1. Mark Berryhill, .8 teacher, EHS, effective 1.14.2011

- B. Retirements:
 1. Roberta Morrison, teacher, Westwood, effective 6.17.2011
 2. Susan Stedham, teacher, EHS, effective 8.1.2011
 3. Martha Blodgett, librarian, EHS, effective 6.17.2011
 4. Laurie Perkins, teacher, Black Diamond, effective 6.17.2011
- C. Rehire:
 1. Tim Madden, director of business & operations, effective 7.1.2011
- D. Leave Request:
 1. Tara Kaelin, teacher, EMS, requesting .5 leave effective 1.3.2011

Classified:

- A. New Hire:
 1. Catherine Porter, 4 hr. tech support leader, EHS, effective 1.3.2011
- B. Retire:
 1. Marilyn Collins, paraeducator, Kibler, effective 2.28.2011

Motion carried.

C. Second Reading:

Policy 3245: Students and Telecommunications Devices

Policy 4040: Public Access to District Records

Mr. Nelson stated that this is the second reading for one policy and more than the second reading for the other. He had heard from a board member some possible changes to the policies. The board would need to decide whether they are comfortable voting or need additional time to think over the proposed changes.

Discussion began regarding the language in policy 3245 and whether students were to turn their phones off during the school day. Mr. Nelson stated that we would get resistance from parents who need to get information to their students if we required phones to be turned off. Mrs. Knapp Hancock said the goal is for phones not to be disruptive but parents could still get messages to their children. After discussion and some concern expressed over the significant change this represents and how the policy will be implemented, Mr. Nelson remarked that this policy will evolve quickly and could be back to the board for review in a few months.

Mrs. Knapp Hancock moved to approve Policy 3245: Students and Telecommunications Devices with an amendment to (A.) replacing "... shall be turned on and operated only" with "...may be on but not operated except". Mr. Nickson seconded and the motion carried.

Mrs. Knapp Hancock proposed a change to Policy 4040 deleting the last paragraph on page 2 in its entirety. Mr. Nelson stated that the language does give the opportunity for questions to be asked when we receive public records requests and then we can discover what records are really wanted. The district hasn't had a lot of public record requests until someone ran for a public office. The district has a form to be completed by the requester though they aren't required to complete it. After discussion, Mr. Nickson moved to adopt Policy 4040: Public Access to District Records with an amendment to delete the last paragraph on page 2. Mrs. Knapp Hancock seconded. Mr. VanHoof stated that we receive the policy updates from WSSDA with the proposed changes. Mrs. Knapp Hancock wasn't on the board for the first reading. Mr.

Nelson added that WSSDA has a legal department that creates and updates the policies. Motion carried.

D. First Reading:

Policy 4215: Use of Tobacco on School Property

Mr. Nelson stated that this policy is before the board again with new verbiage regarding the use of nicotine replacement therapy and a broader title. The policy now allows for nicotine replacement therapy if prescribed. The “no tobacco on site” piece is monitored in the Comprehensive Program Review. The policy is for information only this evening. Mr. Nickson asked about smoking items being props in plays. Mr. Nelson responded those would be managed the same way as weapons used in a play. Mrs. Knapp Hancock asked whether policy changes are distributed to the public for input. Mr. Nelson stated they do not go out to the public. If the board wishes to have broader input, that can be done.

E. General Fund Report:

Mr. Madden presented the general fund report. 30.34% of the 2010-11 budget has been expended with 34.01% of revenues received. Mr. Madden shared a graph to show the revenues and how they are received through the year. He also shared a graph with the expenditure comparisons. The patterns are similar.

Mr. Nelson stated that he would spend a few minutes talking about the budget and how it is built. He shared a graphic that showed the pieces involved in the budget preparation. Another decline in enrollment is predicted for next year. Mr. Madden remarked that budgets are set for the year with revenues that can be counted on. This year, state level reductions will be happening mid-year with information coming in almost daily. It appears now that the entire K-4 staffing enhancement budget may have to be returned. Mr. Nelson said a district announced in today’s paper that they will be laying people off mid-year because of the budget cuts. These are unheard of times. Our district will not be cutting staff this year. Mrs. Knapp Hancock clarified that this is taking money back that has already come to the district. Mr. Madden said it is possible that that will happen. They are discussing taking back I-728 funds from last year. The state is also proposing to disburse the June apportionment July 1st which means districts will be in a position of not meeting payroll. Mr. Nelson said that legislators have the perception that districts have large fund balances but do not understand that the funds are already designated. This is putting districts in hardship. Legislators need to know the real situation. Mr. Madden stated that districts received federal allocations and then state apportionments were reduced by that amount and we have to account for it. Mr. Nelson added that staffing decisions have to be made and we don’t know what changes there might be to Title moneys. Mr. Madden said it is disheartening that the cuts continue and grow deeper. The good news is, we are in a stable position for the short term, then difficult decisions will be required. Mr. Nelson said this distracts us from the mission of getting kids to high achieving levels. He has designated Mr. Parker to continue to focus on learning and Mr. Stanton to work with kids with needs. Mr. Nelson, Mr. Madden and Mrs. Lockyer are doing the number crunching and working to stay on top of the latest information. Cabinet is working to be proactive and positive in their approach. They have already met with Mrs. Burnes to look at the master schedule for next year. Mrs. Merrill hopes the new hospital may attract families to the area and wondered what the impact was in Gig Harbor. Mr. Nelson agreed that we are primed for growth with the new sewage treatment plant, hospital and Black Diamond growth. Mr. Nelson said he would post the budget graphic on the website as it is easy to understand.

The beginning of the year fund balance was \$5,149,683.97. Total resources available: \$19,608,493.42. Expenditures to date: \$13,453,006.44. Transfer amount to debt service for energy: \$42,800.00; grant carry-over: \$200,000.00; inventory: \$30,000.00; unreserved designated: \$294,000.00; reserve of 5% per board policy: \$2,216,844.00; and unreserved contingency: \$350,000.00. Unreserved ending fund balance: \$3,000,498.06.

Capital Projects beginning fund balance was \$795,724.49 with an ending balance of \$1,106,034.76.

The Debt Service Fund beginning fund balance was \$3,087,873.87 with an ending balance of \$2,057,061.97.

ASB Fund beginning fund balance was \$235,602.06 with an ending balance of \$407,702.13.

Transportation Fund beginning fund balance was \$628,516.46 with an ending balance of \$968,267.29.

Mr. VanHoof asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that he would need a 15-minute executive session for the purpose of discussing real estate acquisition and performance of an employee. No action would be taken. Mr. VanHoof announced the board would take a 7-minute break before moving to executive session at 8:00 p.m. and would reconvene at 8:15 p.m. The board came out of executive session at 8:15 to report they would be extending the session for 10 minutes.

V — EXECUTIVE SESSION

The board returned to open session at 8:25 p.m. No action was taken.

VI — BOARD PROCESS DEBRIEF

The board debriefed the meeting.

VII — ADJOURNMENT

This meeting adjourned at 8:45 p.m.

President, Board of Directors

Secretary, Board of Directors