

**MINUTES**  
**of the Regular Meeting of the Board of Directors**  
**of the ENUMCLAW SCHOOL DISTRICT #216**  
**6:30 p.m., District Office**  
**July 25, 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:**

Tina McGann led the pledge of allegiance to the flag.

**C. Roll Call:**

All board members were present except for student representative Lauren Cary.

**D. Minutes:**

Mr. Nickson moved and Mrs. Schroeder seconded a motion to approve the minutes of the regular board meeting of June 20, 2011 as printed. Motion carried.

**II — BOARD OF DIRECTORS COMMUNICATIONS**

**A. Board Communications**

Mrs. Schroeder shared that she attended a workshop last week for board candidates. She stated that it was very helpful in getting a better understanding of a school board director's role. She also networked with other board director candidates and the idea that "we are all one team" regarding a board was promoted. Mrs. Merrill added that she was pleased to see all the candidates who are running for board positions in our district attending the same workshop. She said the materials distributed are good and hopes we can add a WSSDA link to the Board menu on the district website.

Mr. Nickson commented that it was great to see the new recording technology in use at the meetings!

Mr. VanHoof reported that he and Mrs. Merrill attended one of the City of Black Diamond appeal meetings. At the meeting, Mr. VanHoof read a statement from the three board members who voted on the agreement. The statement included information on the Yarrow Bay links on the website where historical data can be found. Mr. VanHoof thought 70 or more people were in attendance and the meeting went quickly. He said it has been a long process for the city and the hearing examiner. He appreciated the time they were given to present. Mr. Nickson added that he attended the last hearing.

Mr. VanHoof congratulated Mr. Nelson on the WASA Student Achievement Leadership Award he received at the state conference in Spokane. Explaining to the audience that WASA is Mr. Nelson's peer group, he said it is very nice to have his leadership recognized and be acknowledged. Mr. VanHoof stated that the board was very proud of him and his well-deserved award!

Conner Wells shared that he attended a planning meeting two weeks ago for Rachel's Challenge. He said those in attendance divided into teams and brain-stormed ideas on how to promote the upcoming events and get people involved. The committee decided to create "chain links" that people will use to document acts of kindness. The goal is to have enough links to create a chain two miles long! The links can be left at popular locations around town, including the library and churches and will be color coded so they can be tracked by location. Posters are also being created. Conner stated it was good to get together. He looks forward to the next meeting on Tuesday. Mrs. Merrill added that 50,000 + acts of kindness will be needed to create a two mile chain. Stickers will be given to show how many acts are being collected and will go on the posters. Acts of kindness can be reported for others and yourself. Mrs. Merrill appreciates having the students involved in the planning.

## **B. Superintendent Report**

Mr. Nelson welcomed Joanne Seng, Enumclaw School District's representative on the Puget Sound ESD Board. Ms. Seng reported that next year will see co-superintendents at the ESD. New superintendent John Welsh will work alongside the current superintendent, Monte Bridges. They will share an equitable role while Mr. Welsh gets a vision for what the ESD does and will choose his deputy superintendent the following year as Janice Watson has retired. She looks forward to an exciting year. Mr. Bridges has been superintendent for 11 years and shared that he is planning a trip to Poland where he will immerse himself in the language. Mr. Nelson stated that there have been many changes under Monte's leadership and he will miss him. He added that Mr. Welsh is an incredible man. He was a Broad Fellow which is a unique program for those who choose a more non-traditional approach entering education from the business world. Mr. Nelson thanked Ms. Seng for being present.

Mr. Nelson shared the sad news that he, Mr. Madden and others had attended a memorial service for Chad Albright who was a special education paraeducator at the high school. Chad, an amazing young man, was killed in a car accident. Chad would have filled a sack with his acts of kindness. Mr. Nelson's favorite story was about Chad's elementary school years at White River. He noticed the mess left behind when leaving the lunchroom and that the custodian, Mr. Bonnel, had to clean it up. Chad began to stay in from recess to help with the clean-up. Soon friends stayed to help too and the group named themselves Bonnel's Brigade. There continues to be a Bonnel's Brigade today. Mr. Nelson stated we were lucky to have Chad in our system. He was the son of Allison and Kevin Smith. Mr. Madden added that Chad had a diverse group of friends and would have been involved with Rachel's Challenge spreading kindness and compassion.

Mr. Nelson shared that close to 150 people attended the football groundbreaking event. It is a huge tribute to the city of Enumclaw, YEAS and the school district that they have been able to partner in this project. When talking to the Astroturf Company, they said they had never been to a groundbreaking! Carl Sanders, project manager, will be over-seeing the project for 6-8 weeks. He and his crew have been working 7 days a week. Mr. VanHoof worked at the stadium over the weekend. Mr. Nelson thought it appropriate that Carl made the first dig with his heavy equipment. His willingness to put his company on the line makes him a true community hero. Mr. Nelson encouraged people to go up and look if they haven't seen the field yet. Carl has gone

beyond what was even asked of him. Mr. VanHoof added that the new 10 x 20 foot scoreboard has been installed. RK Graphics made a beautiful sign to go under the scoreboard. He concurred that Carl has really been amazing. Carl's brothers and the community have also volunteered. They are trying to make the new field as maintenance free as possible.

It was a great weekend in Enumclaw, Mr. Nelson said. The city hosted the Creation Festival and the Street Fair. The Festival brought a lot of people to the area. All of the volunteers working these events gave the city a positive flavor and hopefully gets people thinking about buying a home here!

Updating the board, Mr. Nelson shared that Mr. Parker had his surgery and will be on crutches for three months. A full recovery is anticipated.

The district has hired some amazing people and Mr. Nelson can't wait for the board to meet them. According to the HR department, the applicant pools were huge and we are getting the best of the best!

### **C. Public Hearing: Proposed Boundary Changes**

Mr. Nelson explained the boundary change process. Each of the board members resides within a director district within the school district boundary. The suggested changes are proposed as a result of population changes. The board's policy #1105 has specific parameters regarding boundaries. Item 1 in the process is the receipt of the federal decennial census data which is then turned over to Sammamish Data Systems for review. Since we had no real growth, Mr. Nelson thought we wouldn't have to do too much. The first criterion in the 1105 procedure requires "equal distribution". We do not have at-large school board directors as some big cities do. Our directors can only run when they reside within their director district. The total population on the census was at 25,000 so each district would have 5035. There was a differential of 400 between district 3 and district 4. Sammamish made the boundary changes to equalize the populations in those districts and drew up the boundaries accordingly. This is the public hearing portion of the process and the vote will take place at the next meeting. There were some questions regarding the Black Diamond MPDs and future growth there. State law is clear that we can't redistrict based on future growth. Sammamish Data strongly suggested using the boundary shifts proposed with representatives in the cities of Enumclaw and Black Diamond as well as representatives in unincorporated King County.

Mrs. Merrill cited item 4 in the procedure regarding the use of natural boundaries and asked about taking more out of her area rather than dipping down into the incorporated area out of Black Diamond. Mr. Nelson responded that we have asked Sammamish Data about that before but can ask again. Mr. Nickson stated that it appears the majority of the change is in a 16 x 8 block area in district 4 that moved to Corey's area with other boundaries staying much as they currently are. Mr. VanHoof commented that the changes resulting from the annexation in Enumclaw and the developments in Black Diamond could make things very different ten years from now. He feels comfortable with the work Sammamish has done and if we were to go back with changes, their answer would be the same. Mr. VanHoof believes we have done enough research. Mrs. Merrill felt the change could have been made a little differently. Mr. VanHoof asked for any other comments from the board and reminded the proposal would be on the agenda next month as an action item.

Mr. VanHoof called for public comment on the proposed changes three times as required and then closed the public hearing.

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 presented the list of top ten expenditures in the district as follows: Puget Sound Energy; Muckleshoot Indian Tribe; City of Enumclaw; Associated Petroleum Products; Fairfax Hospital; Food Services of America; Speech Connections; Tres West; Overlake Hospital Medical Center; and College Board. Mr. VanHoof commented that it was nice to see AP testing in the top ten list!

Mr. Madden shared a list of the local businesses with which the district did \$60,428 of business in the month of June. 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 \$558,049.77; capital projects fund in the amount of \$20,968.68 associated student body fund in the amount of \$71,742.90; and ratification of the general fund payroll warrant for June in the amount of \$2,878,728.51.

Motion carried.

#### B. Consent Agenda:

1. Donation of \$2,000 from the Enumclaw Schools Foundation to EHS Leadership for the Jostens Conference
2. Donation of \$2,500 from the Enumclaw Schools Foundation to Rachel's Challenge
3. Donation of \$2,763.30 from Black Diamond PTA to Black Diamond Elementary for 6 laptops
4. Donation of \$4,081 from Sunrise PTA to the Sunrise Bookroom
5. Donation of \$952.28 from the Westwood PTA to Westwood Elementary for student agendas and folders
6. Award Bid for EHS Yearbook
7. Field trip: Cross Country team to Western Oregon University for the Festival of Champions – September 17, 2011
8. Field trip: Cross Country team to Seaside, Oregon for the Three Course Challenge – Sept 23-24, 2011
9. Personnel Report

The consent agenda was presented by Mr. VanHoof and he thanked everyone, including the PTAs and Foundation, for their generosity. Mr. Nickson moved and Mrs. Schroeder seconded to approve the consent agenda.

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9. Personnel Report

**Certificated:**

- A. New Hire:
  1. Mark Howard, teacher, EMS, effective 2011.12
  2. RaeAnn Webb, teacher, EHS, effective 2011.12
  3. Deborah Ogburn, teacher, EHS, effective 2011.12
  4. Caspar VanHaalen, assistant principal, EHS, effective 2011.12
- B. Additional Contract:
  1. Desiree Gibb, .15 teacher, Sunrise, effective 2011.12
- C. Change of Assignment:
  1. Kim Hatzenbeler, from teacher to English Language Development, district, effective 2011.12
- D. Leave of Absences Hires:
  1. Karl Karkainen, teacher, EMS, effective 2011.12
  2. Jeannie Hellwich, .6 teacher, Southwood, effective 2011.12
  3. Pamela Shinsato, teacher, Southwood, effective 2011.1
- E. Resignation:
  1. William (Ed) Hatzenbeler, assistant principal, EHS, effective 6.30.11

**Classified:**

- A. Resignation:
  1. Catherine Porter, tech support, EHS, effective 6.10.2011
  2. Jeffrey Grendahl, maintenance, district, effective 7.11.2011

**Supplemental:**

- A. Rehire:
  1. Jodi Maras, assistant volleyball coach, EHS, effective 8.22.2011

## **Ratify Contracts:**

### A. Personnel Contracts

Motion carried.

### **C. 2011-12 Budget:**

Mr. Madden said the board members received the draft budget in their packets and will be asked to approve it at next month's meeting. This document is to peruse and ask any questions. This has been an interesting year and Mr. Madden wanted to highlight revenue for the upcoming year. Enrollment generates revenue. The decrease in enrollment created a \$400,000 reduction in the budget. The district has been conservative in its approach to finances and it has served us well. The reduction in K-4 staffing funds created another \$400,000 reduction. He said this budget was a great team effort by Bonnie Walkup and the Human Resources and Payroll Departments who had less time to put the budget together this year. Mr. Madden said they did a great job aligning expenditures with revenues. All reductions, including the loss of AARA dollars, totaled \$1.3 million which is significant. On the expenditure side, we have been fortunate to have a fund balance but we can't use it all. Mr. Madden noted that district budget reductions include building budgets, department reductions, and eliminating some positions. 82% of the district budget is in people. Fixed costs also continue to rise. The work done at EMS has significantly reduced operating costs there. More work has been done this year at Kibler with some funds that came in and increased efficiency is anticipated. Mr. VanHoof pointed out an error in the decrease in staffing. Mr. Nelson stated the number should have been 4 instead of 40. Mr. Nickson asked about any changes at the state level in the funding for employee benefits. Mr. Madden responded that the allocation is the same per FTE and that the amount usually increases annually but did not this year though premiums are going up. Employees pay out of pocket for the increases that are unfunded and it doesn't impact any of the agreements.

Mr. VanHoof noted the significant increase in gifts and donations, from \$122,000 in 2009-10 to nearly \$570,000 last year. Mr. Madden said he is projecting \$2,000,000 in revenues that hadn't been anticipated. He also stated that we could never have anticipated the state taking money back mid-year. Mr. Madden feels good about our projections and noted that kindergarten numbers have already been met. Mr. VanHoof expressed his thanks for the district's conservative approach. Mr. Madden said contingencies have been built in to the budget. Mr. Nickson was happy neither the curve of achievement nor the trend for student learning was impacted by budget issues. Mr. Madden responded the reductions were difficult but the filter was to not impact the classrooms which isn't always easy. Mr. VanHoof reiterated that he would rather be on the conservative side and reminded the board the budget is informational and will be an action item next month.

Mr. Nelson commented there have been articles from WSSDA regarding budget shortfalls and the impact on culture in the school systems as people begin to question purchases and programs. As a Cabinet, when new programs are implemented, an open and transparent process is used. The K-12 math curriculum adoption was a very deliberate process. Rachel's Challenge funding has been donated and donations have come in for out-of-state travel as well. The AP Springboard Curriculum which will be built into 7<sup>th</sup> and 8<sup>th</sup> grade English classes will prepare students to take AP courses. Enumclaw Schools Foundation will pay one-third of the cost. Our partnerships are critical and it is important for people to know where the funding comes from. We can be creative, make things visible, and jump start conversations. Mr. VanHoof thanked Mr. Madden for his presentation.

**D. First Reading:**

**Policy 2030: Service Animals in Schools**

**Policy 2162: Education of Students with Disabilities Under Section 504**

**Policy 2170: Career and Technical Education**

**Policy 6882: Sale of Real Property**

Mr. Nelson presented four policies, saying they were simple, non-controversial updates. Policy 2030 is being updated in accordance with RCW and WAC changes. Mrs. Merrill asked if these were service animals in training. Mr. Nelson said that was a different policy.

Policy 2162: This change tightened up the policy to a half page and moved the language to the procedures. Mr. Stanton studied the change and said this makes more sense.

Policy 2170: This update adds the discrimination clause that wasn't in the policy before.

Policy 6882: This is a simple change to the process. Mr. Nickson asked about section C regarding general circulation and whether the name of the paper is listed somewhere. Mr. Madden said we use the Journal of Commerce in Kent and the local paper can be used.

These are simple changes that will be on the agenda for action at the next meeting.

**E. 2011-12 Fee Schedule:**

Mr. Madden noted the changes and increases to the fee schedule and said the district is trying to keep fees at levels that all kids can participate in athletics. Tracy Holyan, food services coordinator, did comparables with neighboring districts and found we are well within the range for lunch fees. Lunch fees are increasing this year which reflects the cost of food. Mr. Nickson noted the food services expenditures have decreased. Mr. Nelson said the fees for sports and athletics have remained almost the same. Mr. VanHoof commented that he didn't know what the fees are used for though knew the football helmets had to be reconditioned. Mr. Madden said the biggest cost in athletics is for transportation and work is being done to consolidate trips. Mrs. Merrill commented that the swimming fees have increased. Mr. Madden said the district is charged \$55/hour for pool time which resulted in over \$19,000 in expenses. After a short discussion regarding the pool, Mr. VanHoof called for questions and then a motion.

Mr. Cassell moved and Mrs. Merrill seconded to approve the 2011-12 Fee Schedule as presented. Motion carried.

**F. Resolution # 966: Interagency Agreement for Students with Disabilities:**

Mr. Nelson explained this is an annual interagency agreement for students with disabilities. The Special Services Department partners with agencies when we are not able to completely serve a student in district. The list is comprehensive and has been reviewed and updated by Mr. Stanton who is on vacation.

Mrs. Merrill moved and Mr. Nickson seconded to approve Resolution # 966: Interagency Agreement for Students with Disabilities. Motion carried.

**G. Resolution #967: Adoption of the City of Enumclaw / City of Black Diamond / King County Capital Facilities Plan**

Mr. Madden remarked that there were two things noteworthy. First, Yarrow Bay anticipates beginning to build in 2013 so they have moved the date out a couple of years. The second is that it is a good time to build a school as costs are down. There was a development planned in the city of Enumclaw that was moving quite slowly but the developers pulled out. Mr. VanHoof asked Mr. Madden to explain the population forecast. Mr. Madden said that our population forecast is generated from data we receive from surrounding districts. The example he used was .341 elementary students per household in a single family dwelling. The number is different for multi-family dwellings. For the Yarrow Bay site, they are planning on building 500 single family dwellings so you multiply the .341 by 500 to get the forecast. Over time, you see how that impacts enrollment throughout the district and look at buildings and capacity. When building takes place, buildings can exceed capacity. We will see what happens in the next couple of years. Mr. Nelson commented that it is an important strategic document to have. During Dr. Jarvis' superintendency, the document was only updated a couple of times. When Mr. Nelson began, things began to percolate and in order to be prepared, the Capital/Facilities Plan had to be in place. It was an incredibly important document to have when negotiating with Yarrow Bay. Developers have to pay when they initiate growth in a district. The district negotiated a 20% discount. Some have said that number is small, but a 20% discount is unheard of and gave us a lot of bargaining power when we were in mitigation. He explained that mitigation is all inclusive. We have an impact fee, but have also secured 7 school sites through mitigation and this document is the safety net for the district for 20 years. We are at a crucial year in establishing the impact fee ordinances. No impact fees have been established in either city for building developments. The city of Black Diamond is in conversation about what that fee will be. The district can recommend an impact fee but the city council sets the amount. Mr. Nelson believes before the 2012 Capital/Facilities Plan is presented next year, we will have impact fee ordinances in both cities. We want it to be as much as possible to help build schools. Mr. Nickson commented that many districts give a 50% discount and Enumclaw School District said 20%. That is contingent on the city approving that amount. Mr. Nelson reiterated that the impact fees and mitigation are two different things. People get confused by the numbers and don't understand what they represent. The city of Black Diamond can adopt the impact fees and our job is to help people understand the process.

Mrs. Schroeder moved and Mr. Cassell seconded to approve Resolution #967: Adoption of the City of Enumclaw / City of Black Diamond / King County Capital Facilities Plan. Mr. Nickson asked about portable capacity at our buildings. Mr. Madden said we don't know whether we will need portables until students arrive. He calls them "permanents" because they never seem to go away. Mr. Nelson commented that summers can be interesting, watching enrollment and the portables moving in, hopefully in place and on time. During times of growth, a lot of juggling occurs. Mrs. Merrill said Pasco Schools is near to having year-round schools and we were very close to that at one time. Several years ago, she attended a conference thinking we would have to go to year-round schools if we couldn't pass a bond. Mr. Madden added that the bubble went through the high school when the portables were moved there from the middle school. Motion carried.

## **H. General Fund Report:**

Mr. Madden presented the general fund report. 76.44 % of the 2010-11 budget has been expended with 82.16 % of revenues received.

Mr. Madden shared graphs to show the revenue and expenditure comparisons. Mr. Nickson asked if the new accounting program is working smoothly. Mr. Madden responded it is as smooth as it will get.

The beginning of the year fund balance was \$5,149,683.97. Total resources available: \$40,075,602.63. Expenditures to date: \$33,847,726.50. Transfer amount to debt service for energy payment: \$42,689.84; grant carry-over: \$200,000.00; debt service energy bond: \$42,800.00; inventory: \$30,000.00; and reserve of 5% per board policy: \$2,216,844.00. Unreserved ending fund balance: \$3,545,542.29.

Capital Projects beginning fund balance was \$795,724.49 with an ending balance of \$1,633,602.63.

The Debt Service Fund beginning fund balance was \$3,087,873.87 with an ending balance of \$3,257,829.43.

ASB Fund beginning fund balance was \$235,602.06 with an ending balance of \$339,978.75.

Transportation Fund beginning fund balance was \$628,516.46 with an ending balance of \$407,747.23.

Mr. VanHoof asked Mr. Nelson if an executive session was necessary. Mr. Nelson said no executive session was necessary.

#### **V — EXECUTIVE SESSION**

No executive session was needed.

#### **VI — BOARD PROCESS DEBRIEF**

The board debriefed the meeting. Mr. VanHoof apologized to Conner for not including him more often in the conversations and encouraged him to share during the discussions. Mrs. Merrill commented that she misses having the city videographing the meetings to broadcast. Mr. Cassell asked about Skyping the meeting as it would be live. Mrs. Merrill wondered what the capacity would be. She added that the Black Diamond meetings were Skyped. Mr. Nelson asked Ms. Seng if the ESD meetings were televised. She said they were not. Mrs. Merrill wondered if students could do the videos. Mr. Nickson commented that they could be made available to people and the videos would take up a lot of bandwidth in the system. Mr. Nelson said you could stream the meetings. Mr. Nickson complimented Mr. Nelson on his use of the SmartBoard and pulling up the policy on the district boundaries during the meeting.

#### **VII — ADJOURNMENT**

This meeting adjourned at 8:06 p.m.

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President, Board of Directors

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Secretary, Board of Directors