

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

Lauren Cary 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 and the special board meeting of April 18, 2011, and the special board meetings of May 9, 2011, as printed. Motion carried.

II — BOARD OF DIRECTORS COMMUNICATIONS

A. Board Communications

Mr. Nickson shared that he attended another EHS parent/student exploratory meeting. The by-laws for the group have been developed and they will proceed with becoming official in time for Hornet Days. The premise of the organization is to have people volunteer at the high school for one hour per year.

Mrs. Hancock stated that the enrollment in AP courses at the high school has increased by 123%. This is excellent news.

Mr. VanHoof reported that registration for board director elections are open the first week of June. He suggested anyone who is interested go to the King County Election website (<http://www.kingcounty.gov/elections/referenceresources/candidatefiling.aspx>) for information. Four seats are up for election due to rotations and appointments. Mr. VanHoof said he was blessed not to be running this year! The district also has information posted on the website including maps for the director districts. Mr. Nickson announced that he would not be seeking re-election in district #4 as his job has expanded and become more demanding. Mr. VanHoof said this district is north of 400th. Mrs. Merrill stated that she has not decided whether to run or not. She asked that people contact her who are interested in running as she would love to discuss

the possibility. It is a much bigger job now than when she first became a board member. Mr. Nickson said it is a great opportunity to volunteer and work with wonderful people who make a difference.

Saying that it was a privilege to acknowledge a special young man, Mr. VanHoof presented Will Holland with an award. As one of the first student representatives to the board, Will is graduating this year and heading to University of Washington. Mr. VanHoof presented Will with a card and an engraved medal. He stated that Will has provided great insight to the high school and it has been a pleasure to have him on the board. Mr. Nelson added that it has been approved for Will to wear the medal at graduation. Mr. VanHoof thanked both of the students for their service this year. Will introduced his mom, Mary, who was present.

B. Superintendent Report

Mr. Nelson shared that it was a two year process deciding to include student representatives on the board. A policy was then adopted by the board. Lauren and Will have been the “pioneer” student representatives and were the only applicants last year. This year, the board has six amazing applicants who will be interviewed on June 6th. He said it is a huge tribute to our current student representatives and the communications they have taken back to the high school that this is something others want to do. Mr. Nelson stated that there were some difficult moments and times we didn’t ask the right questions, but Will did a great job and he looks forward to Lauren returning next year and mentoring the junior representative. The student voice is important in meeting the needs of all students, which is our mission. He believes future student representatives will excel just as the current two have. Mr. Nelson wished Will the best.

MSP testing is finishing up in the district and buildings are in the process of doing make-up tests. Some of the elementaries were selected as first schools to return their materials to be assessed. Karen Kilmer has been busy preparing the test materials for distribution and then inventorying the materials for return. EOC assessments for math are also being completed. The test window shifted from May to June.

Mr. Nelson encouraged the public to view the website and to read this month’s *Connection* for information on dates and activities. The website is being updated daily and is ever changing. There are lots of activities every night. The last month of school is a lot of fun – from the Retirement Tea to Senior Awards on June 8th, there are lots of important dates. Last week was the high school transition luncheon. Our special needs students and their employers were celebrated. It is a tribute to the community to have so many people who partner with the transition team to provide employment opportunities for our students. It takes a massive amount of coordinating. The event was catered by the Culinary Arts students. All of the students did a beautiful job. The last play of the year, *The Tempest*, is being performed this week and there are lots of sports team play-offs. The plant sale last week was very successful. We have students excelling in so many different facets in the district.

Mr. Nelson introduced Mr. Madden to share some good news. Mr. Madden stated that the Enumclaw School District along with a number of other districts belongs to the Risk Management Pool which is our insurance carrier. Risk Management likes districts to reduce risks and do risk assessments in certain areas of operations. Last year, they assessed *Boundary Invasion*, which included relationships between students and staff. They look at a number of items including policies and procedures, as well as training for staff and administration so they understand boundaries. Largely due to the great work in our Human Resources department, the district received a perfect score on the assessment. This gives us credit toward our premiums. Mr. Madden was pleased to announce the award. Next year is a general risk assessment. Mrs.

Merrill asked if this was a new program. Mr. Madden said it was not new and that we usually score high, but not 100%. Mrs. Merrill congratulated the cabinet and principals for their work.

C. Technology Update

Technology Coordinator Chad Marlow provided an update to the board on the progress being made with the technology levy plan. The district has contracted with Construction Services from ESD 112. Before plans can be approved, the buildings have to be metered to see what the current electrical usage is. Kibler, Black Diamond and EHS will be metered. Once that process has been completed, decisions will be made on what the buildings need for upgrades. Trey West Engineering, who has previously done work in our buildings, will be contracted to do the plans. It is a benefit that they have knowledge and expertise in our buildings. Once the engineering plans are drawn up and approved, contractors will come in to do the work.

This is all in preparation for implementing the intelligent classroom with document cameras, Smartboards and laptops. Work will proceed in creating model classrooms; one each at the elementaries and two each at the middle schools and high school. The instructor in these classrooms will receive training and become “Smart Certified”. They will then train other staff. The “Smart Certification” training will take place before school begins in the fall.

Mr. Nelson commented that Mr. Marlow was giving a quick explanation of what we are trying to implement with the Technology Levy Plan and the work to get the infra-structure in place. The key pieces will be in place as well as the training involved for staff. Mr. Marlow has also personally implemented a new communication model. He has been meeting with principals in their buildings, building relationships with them, disseminating information, and listening to the needs they have in their buildings. Mr. Nelson stated because of Mr. Marlow’s leadership style, the launch will go quickly. Mr. VanHoof asked if the work would go right to the beginning of school. Mr. Marlow responded that the deadline is the school start date. He wants to give the model classroom teachers time to get into their classrooms before school begins.

Mr. Marlow shared how he has managed communication so far. He has developed a series of targeted changes, talked to teachers directly at each building so they can be gearing up for the changes and won’t be surprised in the fall. He has shared documentation packets, sent emails and will use School Messenger to make calls throughout the summer. The staff will be ready for the changes and he hopes for a smooth transition. Mr. Nelson remarked there may be a few hiccups but the technology department is working hard to minimize those. Mr. Nickson asked if Mr. Marlow would continue to meet with the building principals. Mr. Marlow said he would be. He added the building principals enjoy and anticipate the meetings. The direct access to him has been critical. Mr. Nickson said it was a great model and applauded him for his effort. He added that some buildings are having issues with the building websites which are updated by students. Mr. Nickson asked if technology could work with PTA and PTSO groups to oversee the websites.

Mr. Cassell asked which building is the most challenging. Mr. Marlow responded that Kibler is the most challenging because of its age and the brick walls. Black Diamond is next. He added that when the natural gas heaters were installed at EMS it significantly lowered electricity use in the building so they may not have to add additional circuits. Mrs. Merrill commented that it was great to hear about training the teachers. When asked if time would be set aside for the trainers to train staff, Mr. Marlow said ideas are being discussed. One thought is to take one day before school starts and train everyone. That training is a year out. Every classroom will be equipped a year from now. Mr. VanHoof asked if the plan is still on the road map. Mr. Marlow responded that it is. Mrs. Hancock asked if questions and documentation could be assembled from issues

that might arise with the implementation of the nine model classrooms in preparation for all of the classrooms coming on board. Mr. Marlow agreed that would be a good plan.

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: City of Enumclaw, Puget Sound Energy, Associated Petroleum Products, Food Services of America, Muckleshoot Indian Tribe, Control Contractors, Houghton Mifflin, Speech Connections, Overlake Hospital Medical Center, and Simplex Grinnell.

The Houghton Mifflin expense will cover the new software purchased to manage assessment data in the district. Mr. Marlow and Mr. Parker spent months reviewing different programs. Mr. Nelson added that this will be used for the data dashboards the board would like to see implemented. The selection was made thoughtfully. Wenatchee School District is using this program and are having good success with it according to both their IT and curriculum people.

Mr. Madden shared a list of the local businesses with which the district did \$40,903 of business this month. 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. Nickson seconded to approve general fund vouchers in the amount of \$572,814.57; capital projects fund in the amount of \$49,108.27; associated student body fund in the amount of \$44,022.85; transportation fund in the amount of \$515.14; and ratification of the general fund payroll warrant for April in the amount of \$2,764,256.20.

Motion carried.

B. Consent Agenda:

1. Donation of \$800.00 from the EMS Band Booster Club to the EMS Band program
2. Donation of \$1,200.00 from the Puyallup Tribe to Sunrise to be used for a 5th grade program called "Dancing Classrooms"
3. Donation of \$691.50 from Kibler PTA to Kibler to be used for books, a magazine subscription, and markers
4. Award Bid for Dairy Products
5. Personnel Report

The consent agenda was presented by Mr. VanHoof. Mr. Cassell moved and Mrs. Hancock seconded to approve the following items on the consent agenda. Mr. Nelson expressed his appreciation to PSE and the coaches for approving contracts through 2013. He appreciates the coaches and classified staff for working with the district.

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5. Personnel Report

Certificated:

- A. Re-Hire:
 1. Mark Berryhill, .8 CTE Teacher, EHS, 2011-12 school year
- B. Leave of Absences:
 1. Heather Landry, .5 teacher, Southwood, 2011-12 school year
 2. Linda Madsen, .5 teacher, Southwood, 2011-12 school year
 3. Amy Ihde, .4 teacher, TMMS, 2011-12 school year (.6 LOA)
- C. Resignation:
 1. Leonardo Altamiranda, teacher, EMS, effective 6.17.2011

Classified:

- A. New Hire:
 1. Tonia Tucker, executive secretary, district office, effective 5.9.2011

Supplemental Contracts:

- A. Change of Assignment:
 1. Kellen Hall, from assistant to head coach boys basketball, EHS, effective 11.14.2011

Ratification of Contracts:

- A. Coaches Contract
- B. PSE Contract
- C. Superintendent Contract

Motion carried.

C. Resolution #963: Sale of Surplus Property

Mr. Nelson explained this is the resolution for the annual surplus sale. The long list of items will go to the sale the end of June. There will be an ad in the paper to announce the sale. District staff has first choice to purchase and then the sale is open to the public. Mr. VanHoof asked if we advertise on the JJ reader board. Mr. Madden said we would do that. Mr. Nickson noted there were multiple monitors on the surplus list.

Mr. Nickson moved and Mr. Cassell seconded to approve Resolution #963: Sale of Surplus Property. Motion carried.

D. Resolution #964: WIAA Agreement

Mr. Nelson stated that this is an annual resolution to continue the district's association with WIAA for our secondary schools. Mr. VanHoof added that districts have to vote to remain members. Enumclaw is part of the West Central District and all sports, forensics, and other activities go through WIAA. WIAA does the official contracts and we pay a fee, based on enrollment. Some of the middle schools have bowed out because of financial constraints. It is nice to be a part of a league. Mrs. Merrill remarked that WIAA sets the rules and requirements for all of the activities. It is coordinated and regulated so schools can compete from school to school. Mr. Madden added that there isn't a public school in the state that doesn't belong to WIAA. Any state competitions go through WIAA.

Mr. Nickson moved and Mrs. Merrill seconded to approve Resolution #964: WIAA Agreement. Mr. Cassell said one of the things WIAA does is regulate coaches. Motion carried.

E. Second Reading:

Policy 3115: Homeless Students: Enrollment Rights and Services

This policy was discussed at the last board meeting and is a simple language update. Mr. Nelson requested board approval of the change.

Mrs. Merrill moved and Mr. Cassell seconded to approve Policy 3115: Homeless Students: Enrollment Rights and Services. Motion carried.

F. General Fund Report:

Mr. Madden presented the general fund report. 61.01% of the 2010-11 budget has been expended with 70.03% of revenues received. Mr. Madden stated that we are thankful for the taxpayers and influx of revenues. Employees are more thoughtful about purchases and spending has been reduced in the district.

Mrs. Merrill wanted to note that the board approved Mr. Nelson's contract which was extended by a year. There were no changes to his compensation because of the budget constraints. She said the board appreciates that very much and they look forward to three years out.

Mr. Madden reported the state has asked to extend their legislative session. Never before has the district received a budget this late. He added that it is a time consuming process to put the budget together and it can't be done in a couple of weeks. Mr. VanHoof asked what the word is among the business directors. Mr. Madden responded that the word is the legislature is leaning towards the house budget, which is a good thing. After the legislature makes their decisions, then OSPI gives us the information. The delay has nothing to do with education but with L & I and insurance issues. Mr. Madden explained the process OSPI goes through after they receive the budget.

Mr. Madden shared graphs to show the revenue and expenditure comparisons. Mr. Nelson remarked that this is the month that shows whether our reductions for this year were accurate.

The beginning of the year fund balance was \$5,149,683.97. Total resources available: \$34,912,386.20. Expenditures to date: \$27,049,658.67. Transfer amount to debt service for energy payment: \$21,344.92; 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: \$5,351,738.61.

Capital Projects beginning fund balance was \$795,724.49 with an ending balance of \$2,287,072.25.

The Debt Service Fund beginning fund balance was \$3,087,873.87 with an ending balance of \$3,463,112.29.

ASB Fund beginning fund balance was \$235,602.06 with an ending balance of \$377,395.04.

Transportation Fund beginning fund balance was \$628,516.46 with an ending balance of \$407,371.07.

Mr. VanHoof asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that he would need a 10-minute executive session for the purpose of discussing selection of a site or acquisition of real estate. No action would be taken. Mr. VanHoof announced the board would take an 8-minute break before moving to executive session at 7:35 p.m. and would reconvene at 7:45 p.m.

V — EXECUTIVE SESSION

The board came out of executive session at 7:50 p.m. and stated they would need an additional 10 minutes in executive session. The board returned to open session at 8:02 p.m. No action was taken.

VI — BOARD PROCESS DEBRIEF

No debriefing was necessary.

VII — ADJOURNMENT

This meeting adjourned at 8:07 p.m.

President, Board of Directors

Secretary, Board of Directors