

**MINUTES**  
**of the Regular Meeting of the Board of Directors**  
**of the ENUMCLAW SCHOOL DISTRICT #216**  
**6:30 p.m., District Office**  
**November 15, 2010**

**I — PRELIMINARY**

**A. Call to Order:**

The regular meeting of the Board of Directors was called to order by Nancy Merrill, President of the Board of Directors, at 6:30 p.m. in the boardroom of the district office.

**B. Pledge of Allegiance:**

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

**C. Roll Call:**

All board members were present except Will Holland who was at basketball practice.

**D. Minutes:**

Mr. VanHoof moved and Mr. Nickson seconded a motion to approve the minutes of the regular board meeting of October 18, 2010, and the special board meeting of November 1, 2010 as printed. Motion carried.

**II — BOARD OF DIRECTORS/COMMUNICATIONS**

**A. Board Communications:**

Mrs. Merrill congratulated Mrs. Dahlquist on a great win in the election for her state representative position. Mrs. Merrill added that it will be great to have her in Olympia representing us and our district. A picture of the board was taken when a cake was presented in honor of Mrs. Dahlquist, decorated with her campaign theme.

Mrs. Dahlquist stated that she had thought she would try to fill both her position on the school board and the state representative position. She has realized that it would not be possible to do both. Mrs. Dahlquist read her letter of resignation, effective December 31, 2010. In her letter, she said it was her honor to have served on the board since 2005. She shared her appreciation of the board members by personally recognizing attributes she admired about them, and concluded by stating her most important and effective vote was hiring Mr. Nelson. She is proud of our district, Mr. Nelson's leadership, and the leadership team. Mr. VanHoof stated that Mrs. Dahlquist is the kind of leader we need in Olympia and he believes our community and students will be well served. He appreciates Mrs. Dahlquist taking on the challenge. Mrs. Merrill said we know we can get an appointment with Representative Dahlquist! Mr. Cassell commented that either way the election went, Enumclaw would win, whether Mrs. Dahlquist remained on the board or went to the legislature. He is glad she triumphed after the ups and downs of the campaign. Mrs.

Dahlquist responded that she doesn't like to lose! Mr. Nickson added that he hopes Mrs. Dahlquist gets the committees she's aiming for. Mrs. Dahlquist said she would be working within the caucus for appointments to the committees and making alliances. She followed Mrs. Merrill's advice in not making campaign promises, so doesn't owe anyone anything. Mrs. Merrill stated that it was quite a challenge and she did a fantastic job.

Mrs. Merrill offered congratulations to ECTV videographer, Jon Funfar, who received a national honorable mention in government programming recently. She thanked him for being here for us and said we wanted to honor and thank him.

Dr. Jim Barchek was introduced as the former Enumclaw School District superintendent and the president-elect for the Enumclaw Schools Foundation. Dr. Barchek pointed out the donations on the consent agenda in the amount of \$16,000 that were gifts from the foundation. He distributed cards to each of the board members with information regarding the Foundation website. On the website is a link to Amazon.com. When you click on that, it takes you directly to the Amazon website and any purchases made result in a percentage to the foundation. He encouraged everyone to use this link when purchasing through Amazon. Dr. Barchek explained that it doesn't cost more to use this link. He also shared that United Way pledges could be made to the foundation and he hoped everyone would support them. Mr. Cassell said that he would be designating his United Way pledge to the foundation and appealed to other Boeing employees to do the same. It is a great way to support the community. Mrs. Merrill commented that the website will be functional very soon and thanked Dr. Barchek for sharing.

Mr. Cassell reported that the Robotics Club applied for and received a \$2,000 grant. The first competition is December 5<sup>th</sup> at Tahoma High School. Mrs. Merrill stated that the Robotics Club in Issaquah School District is funded by the Issaquah Foundation. Mr. Cassell said the foundation would be hearing from the local Robotics Club!

## **B. Superintendent Report:**

Mr. Nelson addressed Mrs. Dahlquist, and shared the word he would use to describe her is "courageous". She not only talks about what needs to be done but steps out to do it. In running for office, she has been a great role model for her family and children. It is an incredible feat for her family and a courageous step on her part. "Stamina" is the other word he would use to define her. It took great stamina to go through the election process and now the work begins! Mr. Nelson said Mrs. Dahlquist is off and running and offered his congratulations. He looks forward to lots of stories in the future.

Mr. Nelson reported the third annual Climate Survey is on the website for families. It has been advertised on the website, in the *Connection*, and at parent/student conferences. The survey will be open beginning Thursday. We are seeking feedback and are striving to be open and responsive to the survey responses. Though we can't please everyone, when there are strong themes, we will do our best to shift our thinking. We can also share with staff the positive themes. Mrs. Lockyer and the HR Dept are taking care of the survey which is open through November 19<sup>th</sup>. The district would love to hear from the community, also. (Go to the district website at [enumclaw.wednet.edu](http://enumclaw.wednet.edu) and click on the survey link.)

Mr. Nelson will be at the WSSDA state conference this week along with six of the school board members. There will be great sessions for our students and it will be fun to have student representatives, Lauren and Will, attend.

All winter sports started this week.

There are many families in need in our system who will be receiving Thanksgiving baskets through district donations. Rotary has also stepped in to help with a monetary donation and Gary Wollford has donated 65 turkeys. Around 150 baskets will be prepared. Outside agencies will be working on the Christmas baskets. Mrs. Lockyer has been instrumental in organizing the systems so work wasn't overlapping. We are working to take care of our families.

In regard to the football field, Mr. Nelson stated that conversations are moving forward. The governor's budget will make the difference in what happens next as the city has applied for a \$300,000 RCO Grant. The city is in the number one spot out of 64 for the grant but the state budget is looking bleak. If the grant is not awarded by the state, we will need to regroup. The budget should be out before the next board meeting. Mr. VanHoof reported that YEAS will meet Thursday night. They are ready to go to Olympia to lobby for the grant. Mr. Wise moved the YEAS fundraising "thermometer" to the reader board at JJ to show the funds that have been raised so far.

Mrs. Merrill asked about a process for filling the open board position. Mr. Nelson responded that he will put together a timeline. It will need to be advertised in the paper, letters will go out to District #2 families, and the process will be on the website during the month of December. The interviews will take place the first week of January and we hope to have a new board member sworn in at the January board meeting. The person will be up for election next November.

Mrs. Merrill 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. She 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**

Mr. Ted DeVol introduced himself and encouraged Mrs. Dahlquist not to become a "politician". He then stated that he has a child who is a senior and a 7-year-old who are students in the district. Mr. DeVol expressed his concern regarding the amount of time students are missing because of the PLC early release time. He shared a document with his figures and then used a part he manufactures as a demonstration. Mr. DeVol concluded by stating that he wants his kids fully educated. Mrs. Merrill thanked Mr. DeVol and said the board would review his information.

### **IV — ADMINISTRATION/BUSINESS**

#### **A. Payroll and Vouchers:**

Mr. Madden presented the list of top ten expenditures in the district as follows: Muckleshoot Indian Tribe; Food Services of America; Puget Sound Energy; Associated Petroleum Products; City of Enumclaw; Overlake Hospital; Speech Connections, Inc; NW Computer Support; K & L Gates; and Enumclaw Travel & Cruise. Mr. VanHoof said he likes seeing the reduction in the PSE bills. Some of the buildings are still being retrofitted using the grant money received. Mr. Madden shared a list of the local businesses with whom the district did business this month in the amount of \$61,950.

After reviewing all vouchers, Mrs. Dahlquist moved and Mr. VanHoof seconded to approve general fund vouchers in the amount of \$577,629.11; capital projects fund in the amount of

\$2,009.10; associated student body fund in the amount of \$59,151.86; and ratification of the general fund payroll warrant for October in the amount of \$2,785,987.33.

Motion carried.

**B. Consent Agenda:**

1. Donation of \$4,500 from Kibler PTA to Kibler to be used for classroom enhancements
2. Donation of \$1,200 from Kibler PTA to Kibler for a building grant
3. Donation of \$1,000 from Kibler PTA to Kibler to be used for the 2<sup>nd</sup> grade swim program
4. Donation of \$4,000 from Firewall Capital Mgt (5 K Run for Down Syndrome) for special ed programs
5. Donation of \$913.27 from Southwood PTA to Southwood to be used for National Geographic Magazines
6. Donation of \$12,900 from Enumclaw Schools Foundation for full-day kindergarten scholarships
7. Donation of \$3,771 from Enumclaw Schools Foundation for 5 teacher grants at Westwood, Black Diamond, EHS, Sunrise and Southwood
8. Field trip: EHS GAPP to Germany June 20 – July 21, 2011
9. Personnel Report

The consent agenda was presented by Mrs. Merrill.

Mr. Cassell moved and Mr. Nickson seconded a motion to approve the following items on the consent agenda. Mr. VanHoof thanked everyone for their donations. Mr. Cassell stated that he is grateful to the PTAs. Mr. Nelson has invited all PTA presidents and boards to join him for lunch in early December to connect.

1. Donation of \$4,500 from Kibler PTA to Kibler to be used for classroom enhancements
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9. Personnel Report

**Classified:**

**A. Additional Hours:**

1. Elyse Juarez, paraeducator (2.5 hrs), Sunrise, effective 9.13.2010
2. Monica Pihel-Bainter, ELL paraeducator (9 hrs/wk), Kibler, effective 9.27.2010
3. Monica Pihel-Bainter, ELL paraeducator (5 hrs/wk), EMS, effective 9.13.2010

**B. New Hires:**

1. Ligaya Carrillo, paraeducator, Kibler, effective 10.18.2010
2. Patricia Monstad-Rios, ECEAP paraeducator, Southwood, effective 10.18.2010

3. Becky Stewart, paraeducator, Westwood, effective 9.1.2010
4. Heather Brehm-Hunter, ECEAP paraeducator, Black Diamond, effective 11.1.2010

**Supplemental Contracts:**

- A. New Hire:
  1. Scott Myers, assistant girls basketball coach, EHS, effective 11.15.2010
- B. Rehire:
  1. Lee Reichert, head wrestling coach, EHS, effective 11.1.2010
- C. Resignation:
  1. Chris Bettencourt, assistant boys swim coach, EHS, effective 11.5.2010

Motion carried.

**C. School Improvement Plans:**

Mr. Nelson introduced Mr. Parker to present the SIPs which, he said, are more targeted and purposeful around student achievement and progress. Mr. Parker stated that he was pleased to submit the SIPs from each of the buildings. A process is in place to promote coherence and consistency. This process begins with the school board developing the annual focus areas. The Cabinet works through the summer to prepare a plan. The buildings then prepare an individual School Improvement Plan that reflects the district improvement plan and the board focus. That is the manner in which the strategic planning is done. The reports are in two pieces: the narrative section and the improvement template. Mr. Parker said the most critical column is the column with the improvement activities. Each of the school's unique, specific improvement work is there. Both sections, as a whole, fulfill all the state requirements we are required to meet for SIPs. Mr. Parker was pleased to submit these reports to the board for approval. They will be published on the school website. Mrs. Merrill stated that the reports are very thorough. Mr. Cassell acknowledged all the work that has gone into the reports and asked if the test score reporting could be standardized. Mr. Parker responded that he would note that for next time. Mr. Cassell stated that it was hard to complain as they are so much more standardized than they have been. Mr. Nickson said he liked the comparisons of test scores to the state averages and congratulated Sunrise for exceeding state averages. Discussion continued. Mrs. Merrill stated that reports in previous years didn't really reflect the focus areas and how they would be achieved and monitored. They were just the fulfillment of a mandatory report. It is no longer that; it is fluid, growing and shows what we are doing.

Mr. VanHoof moved and Mr. Nickson seconded a motion to approve the School Improvement Plans as presented. Motion carried.

**D: Amendment No. 2: Muckleshoot Agreement:**

As Mr. Madden explained in his memo, this amendment to the Muckleshoot agreement opens up the opportunity for vocational funding. Mr. Parker stated that the Tribal School is attempting to put together a series of CTE Programs. This will bring in extra funds and a CTE focus of their own. Staff would need to be CTE certified and program frameworks developed. We would assist them with that. The addendum is needed for the agreement. Discussion followed. Mr. Nickson moved and Mrs. Dahlquist seconded to approve Amendment No. 2 Muckleshoot Agreement.

Mrs. Dahlquist commented that she hopes there is a possibility to collaborate to create programs we don't currently offer. Motion carried.

**E. First Reading:**

Policy 3141: Nonresident Students

Policy 3143: District to be Notified of Juvenile Offenders

Policy 3245: Students & Telecommunication Devices

Policy 4215: Use of Tobacco on School Property

Policy 4315: Release of Information Concerning Sexual & Kidnapping Offenders

Policy 5005: Employment: Disclosures, Certification Requirements, Assurances & Approval

Policy 5050: Employment Contracts

Policy 5406: Leave Sharing

Mr. Nelson stated a lot of policy changes came through this month. This reading is for information only. If more time is required, the policy can remain at first reading for the next meeting.

Policy 3141: Policy regarding waiving in students and the exceptions to accepting students. This change was recommended in attorney conversations. (Action next month)

Policy 3143: This is a change that would keep an offender and victim out of the same building. It provides protection for the victim. (Action next month)

Policy 3245: Regarding student and telecommunication devices. This policy has seen a major revision. It came to us this summer and was pulled. The policy is reflective of the changing times. It offers protection of administrators in terms of discipline. Discussion followed. Mr. Nelson stated that there is a difference in cell phone usage between the high school and middle schools and that may need to be differentiated. Mrs. Merrill thought more time might be required to look at this policy. Mr. Cassell said he would like to see a consistent discipline plan from administrators. He feels our district is lenient with cell phone usage. Mrs. Merrill stated that a lot of communication would need to go out to students. Board members will talk to colleagues at the WSSDA Conference. Mrs. Aaby will pull the original language we received for this policy. Administrators have approved this language. Lauren Cary said the high school is more lenient with cell phones and that rules are stricter at the middle school. When asked if she knew of anyone who used a cell phone to cheat, Lauren replied that she did not. It was decided to check with surrounding districts to see what they are doing with this policy. After it is approved, hard copies would need to go home with students and the language communicated in newsletters. (Information next month)

Policy 4215: Use of tobacco. This policy is important for several reasons, one of which is that our district has been selected for a comprehensive program review which assures that all programs are in compliance. This is an important update that needs to be approved before the February review date. Mr. Nickson asked whether a nicotine patch was permissible. Mr. Nelson said we could craft language for that. (Action next month)

Policy 4315: Release of information concerning sexual and kidnapping offenders. We are required to use only the documents that are given to us by law enforcement agencies. (Action next month)

Policy 5005: This policy is related to employment. Mrs. Lockyer said they are doing most of this in HR already. It is not a change in the practice, only the wording of the policy. We have a stronger clearing house for volunteers. (Action next month)

Policy 5050: Refers to employment contracts and it is already our practice. The big change is the change to probation which goes from two years to three. Discussion followed. When asked about special testing requirements for employees who work in Title I programs, Mrs. Lockyer said the clearing house is the interview. Principals are very skilled in hiring. (Action next month)

Policy 5406: Leave sharing. This is a simple change to language regarding the determination of eligibility. Leaves can be shared between classifications. A doctor's note is required before a leave can be approved. The district has 4-6 leave requests per year. The donations of leave time are made anonymously. Discussion followed. (Action next month)

Only Policy 3245 will be held for information again next month while research continues at the WSSDA Conference and with other districts.

## **F. General Fund Report:**

Mr. Madden presented the final general fund report. 14.67% of the 2010-11 budget has been expended with 19.84% of revenues received.

The beginning of the year fund balance was \$5,149,683.00. Total resources available: \$13,583,515.00. Expenditures to date: \$6,504,898.00. 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: \$3,944,973.00.

Capital Projects beginning fund balance was \$795,724.49 with an ending balance of \$1,850,965.75.

The Debt Service Fund beginning fund balance was \$3,087,873.87 with an ending balance of \$4,385,518.48.

ASB Fund beginning fund balance was \$235,602.06 with an ending balance of \$435,062.88.

Transportation Fund beginning fund balance was \$628,516.46 with an ending balance of \$967,169.57.

Mrs. Merrill asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that he would need a 20-minute executive session for the purpose of discussing real estate acquisition and performance of an employee. No action would be taken. Mrs. Merrill announced the board would take an 8-minute break before moving to executive session at 8:15 p.m. and would reconvene at 8:35 p.m.

## **V — EXECUTIVE SESSION**

The board returned to open session at 8:37 p.m. No decisions or motions were made.

## **VI — BOARD PROCESS DEBRIEF**

The board debriefed the meeting.

**VII — ADJOURNMENT**

This meeting adjourned at 8:42 p.m.

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President, Board of Directors

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Secretary, Board of Directors