

**MINUTES**  
**of the Regular Meeting of the Board of Directors**  
**of the ENUMCLAW SCHOOL DISTRICT #216**  
**6:30 p.m., District Office**  
**August 16, 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 6:31 p.m. in the boardroom of the district office.

**B. Pledge of Allegiance:**

Kristin Poe led the pledge of allegiance to the flag.

**C. Roll Call:**

All board members were present except Lauren Cary, student representative, who was excused.

**D. Minutes:**

Mr. VanHoof moved and Mr. Nickson seconded a motion to approve the minutes of the regular board meeting of July 19, 2010 as printed. Motion carried.

**II — BOARD OF DIRECTORS/COMMUNICATIONS**

**A. Board Communications:**

Mrs. Merrill shared that a special resolution was on the agenda later in the evening to honor Thomas Poe, Sr. Mr. Nelson invited Tom Poe, Jr., to come to the front of the boardroom. He shared that it was a great evening for the Enumclaw School District to have a resolution that would name the Southwood Soccer fields in honor of Thomas Poe, Sr. Mr. Nelson said that Mr. Poe was the superintendent when he was a student in this district and he was excited to be honoring him. Mr. Poe had a dream and a vision that he saw come to fruition when the soccer fields were created. Hundreds of kids are playing soccer on the fields. Mr. Nelson then read Resolution #955. Framed resolutions were presented to Mr. Poe. Mr. Nelson stated that later in the fall, the field would be dedicated and a sign erected. A weatherproof box will also be mounted on the soccer building with a picture of Mr. Poe, Sr. and his history in the district. Mrs. Merrill invited Mr. Poe's family to come forward. Mr. Poe introduced his family and stated that it was a great honor to have the field named for his father and thanked the board for their consideration. He added that the memorial Mr. Nelson sent out to staff was very meaningful. Mr. Poe shared that it was ironic because his dad wasn't a soccer guy, but he loved to see the kids using the field and playing. He said that it is meaningful to see the fruition of his father's thoughts and dreams. Mr. Nelson added that the true meaning of leadership is overcoming adversity which Mr. Poe had regarding the fields. Mr. Poe, Jr., said it was one of his father's crowning accomplishments as he always wanted what was best for kids.

Mr. VanHoof commented that he enjoyed hearing stories from teachers at the Retirement Tea regarding Mr. Poe's interviewing process when they were hired. Mrs. Dahlquist shared that her daughter is very excited to finally get to play soccer on the Poe Soccer Field as a freshman! Mr. Cassell stated that everyone who met Mr. Poe has a story and he has quite a legacy.

Mr. Cassell reported that the Robotics Team has been established at the high school. They will be fundraising soon and have a meeting scheduled the first week of school. Ten students have signed up and coaches will be Jim LovellFord and Kent Basting with Mr. Cassell assisting.

Mr. Nickson said he attended Home Grown at the Enumclaw Fair Grounds. His cousin's band was playing during the fair. Mrs. Dahlquist added that a lot of 4-H kids and students participated in the fair. It was a different fair with animal exhibits and bands. She stated that a lot of learning goes on outside of school. This event qualifies competitors for the state fair. Mrs. Dahlquist would like the city and county to continue to support the fair.

Mrs. Dahlquist reminded everyone to vote during the primary election on Tuesday.

## **B. Superintendent Report:**

Mr. Nelson thanked the board for attending the Diversity Training and Muckleshoot meeting portions of the Leadership Retreat which was a two-day event. The administrators majored on building capacity for the three goals for the coming year. The new goals have been posted on the website.

The opportunities for summer learning are concluding. These included summer school and credit retrieval classes.

The New Teacher Breakfast will be held on Wednesday. Approximately 16 new staff have been hired with one more hire to complete.

Enumclaw Youth and Family Services will donate 300 backpacks to students in our district who need supplies. Rotary assists with this project.

Our email system has transitioned to Outlook. 550 staff will be changing to this system. Board members were invited to stay for a few minutes after the meeting and Chad would assist in helping them change over. Outlook has the same kinds of features as FirstClass. The two major reasons for the change are the ability to import and export data using the Microsoft platform and it has become more difficult to get support for FirstClass. The new system is much easier to use for integrating phones and calendars. It will be more efficient and can be archived. It's never a perfect time to make a change but doing it before school seemed the best way to stage it. Mr. Cassell and Mrs. Dahlquist both felt positive about the change in email systems.

## **C. 2009-12 Budget Hearing:**

Mrs. Merrill announced the public hearing portion of the budget process. As Mr. Madden began his presentation, he shared that he was one of hundreds of people hired by Mr. Poe and that it was a memorable experience.

Mr. Madden stated that this is the public portion of the hearing. The 2009-10 budget has been closed and the district is going into the 2010-11 budget year. The ending fund balance is projected to be above \$3.7 million.

Mr. Madden used a PowerPoint presentation to share information regarding:

- Reported on the 2009-10 Budget
- 2010-11 Enrollment and Staffing
- State Impact on School District Budget (Mr. Madden stated that the governor said there will be a reduction levy equalization that would impact small districts. We need to be aware that this could result in budget reductions during the school year.)
- The Five Funds that comprise the 2010-11 Budget
- General Fund anticipated deficit for the year (\$1.9 million)

The entire presentation is posted on the website with the minutes for specific information. At the conclusion of the presentation, Mr. Madden invited questions from the board. Mr. VanHoof stated that losing LEA would hurt us. Wealthier schools will remain stable but it would impact small districts. Mr. Madden said that purchased services in the district are running a couple of million higher though everything else is in line with reductions. The district will be budgeting for stadium improvements also. Mrs. Dahlquist asked whether the energy grant is a contingency and are we building capacity to receive those funds. Mr. Madden confirmed that we are. She asked what would happen if we didn't receive the funds. Mr. Nelson responded that a budget revision would come to the board.

Mrs. Merrill then announced three times, according to policy, that this was the official public hearing and asked for comments or questions. No one wished to make a statement or ask a question. The public hearing then closed. Mrs. Merrill stated that the budget item was on the agenda later as an action item.

#### **D. Technology Report:**

Mr. Nelson stated that he was thrilled to honor the work of Mrs. Lockyer, who oversees technology, and Mr. Marlow, Technology Coordinator. He said the board would glean wonderful information from Mr. Marlow's presentation which he is anxious to share.

Mr. Marlow distributed a feedback form for the board to complete and encouraged them to contact him through email with questions. He then presented his PowerPoint presentation.

Key points from Mr. Marlow's presentation:

- Shared history of technology in the district
- Younger children are using technology intuitively
- Mrs. Lockyer suggested using an iceberg to represent technology:
  - Top of the iceberg represents the equipment
  - Next layer: the process
  - Last layer: technology infrastructure
- Criteria for Tech Plan Rollout:
  - High school, then middle school, elementaries
  - Prerequisite: basic electrical and network service
  - Model technology classrooms and training
  - Audio for Title 1 and special programs classrooms
  - Printer plan to be determined

- Universities are offering degrees in integrated media. We need to prepare students for those degrees. Smartboards are being used in the workforce (e.g. weather reports).
- Target is to have every classroom brought up to district standard and meet intelligent classroom levels
- No penalties for schools who have upgraded from alternative funding sources (i.e. PTAs)
- Shared a comprehensive graph showing schools by need. Analysis was done of each school and balanced with criteria.
- Will communicate at open houses and Mr. Nelson will have a technology theme at the State of Ed Address. Demonstrations will be conducted in schools.

Mr. Marlow asked for questions or comments. Mrs. Dahlquist asked what an intelligent classroom would look like and stated her concern that technology is outdated almost before we buy it. Are we already outdated? Mr. Marlow responded that we would be replacing with better equipment. Items such as the Smartboard can be continually updated with software. This will be part of the training. Mr. Nickson asked if installing wireless would be less costly. Using a model technology classroom will reduce the cost for training staff. In the classroom, using the Smartboard, students can record what is written using a Droid phone and taken home. Mr. Cassell remarked that some of the schools and staff are already feeling an inequity. If a classroom is at standard, will we pile technology on top and what about those that aren't at standard? He could see potential problems. Mr. Marlow responded that the criteria will drive the decision making process. Mr. Nelson added that part of the marketing for the levy was that we would honor the work of the PTAs. Mrs. Lockyer agreed that we said we would not penalize a school for doing good fundraising and bringing technology into a classroom. We will have schools that don't need as many document cameras or projectors but would like classrooms to have audio instead. It is a step-up and keeps the school from being penalized. Also, some of the equipment is outdated. It is not a long wait when roll-out begins to get from the high school to the elementaries. She added that every teacher will get a laptop computer. Mr. Cassell responded that he has seen that benefit a neighboring district. Mrs. Lockyer stated that teachers will be able to take work home and prepare lessons for their Smartboards. Mr. Cassell agreed that making jobs easier and more efficient is a good thing.

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**

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: White River School District, Dell Marking LP, Muckleshoot Indian Tribe; NW Textbook Depository; Alden Associates; Brooks Powers Group, Puget Sound Energy, City of Enumclaw; Toshiba; and Northwest ESD 189.

After reviewing all vouchers, Mr. Cassell moved and Mr. Nickson seconded to approve payroll and general fund vouchers in the amount of \$818,201.06; capital projects fund in the amount of \$94,839.64; associated student body fund in the amount of \$30,724.02; private trust fund in the amount of \$4,000.00; and ratification of the general fund payroll warrant issue for July in the amount of \$2,825,572.84.

Motion carried.

**B. Consent Agenda:**

1. Donation of \$2,964 from Kibler PTA to Kibler for classroom enhancements and document camera
2. Donation of \$2,500 from Kibler PTA to Kibler for All Day Kindergarten
3. Donation of \$668 from Sunrise PTA to Sunrise for grade level enhancements
4. Donation of \$3,000 from the Muckleshoot Tribe for 6<sup>th</sup> Grade Camp
5. Donation of \$1,000 from Maria Altmann to Southwood for Magic Strings
6. Donation of \$1,500 from the Muckleshoot Tribe to Thunder Mt. to be used for multi-cultural books for sustained silent reading
7. Donation of \$1,500 from the Muckleshoot Tribe to Kibler to be used for document camera and projector
8. USTA/Pacific NW Section Grant for \$2,500 to EHS for tennis court improvement
9. Waiver of Senior Citizen Fees
10. Approval of Part-time, Temporary and Substitute Salary Schedule
11. Personnel Report

The consent agenda was presented by Mrs. Merrill.

Mr. VanHoof moved and Mrs. Dahlquist seconded a motion to approve the following items on the consent agenda. Mrs. Merrill commented that these are very generous donations.

1. Donation of \$2,964 from Kibler PTA to Kibler for classroom enhancements and document camera
2. Donation of \$2,500 from Kibler PTA to Kibler for All Day Kindergarten
3. Donation of \$668 from Sunrise PTA to Sunrise for grade level enhancements
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11. Personnel Report

**Certificated:**

- A. New Hire:
  1. Douglas Burnham, dean of students, EMS, effective 8.30.2010
- B. Leave of Absence:
  1. Lindsey Ryan, teacher, EHS, effective 8.30.2010 (returns in November)

- C. Change of Assignment:
  1. Carlee Watson, teacher, from .5 Black Diamond to 1.0 Kibler, effective 8.30.2010
- D. Retirement:
  1. Julie Beck, teacher, Westwood, effective 8.3.2010
- E. Resignation:
  1. Matt Hicks, teacher, Westwood, effective 8.10.2010
- F. Rehire – LOA:
  1. Jill Forza, teacher, Black Diamond, effective 8.30.2010

**Classified:**

- A. Resignation:
  1. Shelley Pritchard, assistant secretary, EMS, effective 9.30.2010
  2. Jana Redman, secretary, EHS, effective 8.30.2010
- B. Change of Status:
  1. Shawn Scott, from secretary to office manager, TMMS, effective 8.9.2010
- C. New Hires:
  1. Willie Uhde, .5 custodian, TMMS, effective 7.26.2010
  2. Maeve Kelly, LPN, Westwood, effective 8.30.2010
- D. Additional Hours:
  1. Trudi Schipper, assistant secretary (from 4 to 7 hrs), TMMS, effective 8.23.2010

**Supplemental Contracts:**

- A. New Hires:
  1. Ted Carlson, head boys basketball coach, EHS, effective 11.15.2010
  2. Michael Shepard, assistant football coach, EHS effective 8.18.2010
  3. Charles Basteyn, assistant football coach, EHS, effective 8.18.2010
  4. Joseph Rush, assistant football coach, EHS, effective 8.18.2010

Motion carried.

- C. **First Reading:**  
**Policy 2004: Accountability Goals**  
**Policy 2410: High School Graduation Requirements**  
**Policy 3245: Students & Telecommunications Devices**  
**Policy 6530: Management Support - Insurance**

Mr. Nelson stated that policies 2004 and 2410 update the WASL language to “state assessment”.

Policy 3245 pertains to students and telecommunications devices. The high school administration reviewed this policy and agreed that it is good language that will help them do their job as it parallels with their handbook. It is an important policy to update.

Policy 6530 updates the Risk Management language regarding worker's compensation. Mrs. Lockyer reviewed this policy.

Mr. Nelson asked if there were any questions or corrections. Mrs. Merrill asked how we would communicate the changes to the telecommunications policy to parents. Mr. Nelson stated that the language will be in the handbook and the administration supports the change. Mr. Nickson commented that we need to have a policy in place, set the standard, and determine how to communicate it to students. Mr. Cassell said he was encouraged to see this well spelled out and hopes it is not too much of a burden for staff to police. Mr. Nelson said he would convey those concerns to the high school administration team. Mrs. Dahlquist agreed it would be difficult to police. Mr. Nelson responded that the policy can be changed and updated as necessary.

**D. Resolution #955: Naming of the Southwood Soccer Fields in Honor of Thomas J. Poe, Sr:**

Mr. Nelson said that this resolution officially changes the name of the Southwood Soccer Fields to "Thomas J. Poe, Sr. Soccer Fields".

Mr. Nickson moved and Mr. Cassell seconded a motion to approve Resolution 955: Naming of the Southwood Soccer Fields in Honor of Thomas J. Poe, Sr. Mr. Nelson was asked when the sign would be ready. He responded that the district is working with RK Graphics to create the sign. Motion carried.

**E. Resolution #956: Agreement Between Enumclaw School District and the Enumclaw Schools Foundation:**

Mr. Nelson stated that this agreement is between the two entities. The draft of the agreement was shared with the board earlier. The Foundation has attained 501(c)3 status and is moving forward with the district to support students and staff. After the board approves the agreement, the foundation will also sign the agreement. Mrs. Merrill stated that she has been in an awkward position serving as both board and foundation president and recused herself from voting.

Mr. VanHoof moved and Mr. Cassell seconded a motion to approve Resolution #956: Agreement Between Enumclaw School District and the Enumclaw Schools Foundation. Mr. Cassell commented that this is a landmark and our district can look at the Issaquah School District to see how a foundation has been used successfully. Mr. Nickson agreed, stating that this will help benefit our students as it meets needs the state is unwilling to fund. Motion carried.

**F. Resolution #957: 2010 Energy Operational Cost Saving Improvement Grant:**

Mr. Nelson reported that this resolution is required by the state in order for the district to receive the \$227,000 grant monies.

Mrs. Dahlquist moved and Mr. VanHoof seconded a motion to approve Resolution #957: 2010 Energy Operational Cost Saving Improvement Grant. Mr. Nelson stated that this grant was applied for by Mr. French and Mr. Stocker and comes from OSPI. Our district was one of the few to be awarded. He commended staff on doing a great job. Motion carried.

**G. Resolution #958: 2010-11 Budget:**

Mr. Nelson remarked that approving the 2010-11 budget is the culminating piece of a lot of hard work by many individuals. Work is beginning on next year's budget already. It has been a

horrendous two years and Mr. Nelson acknowledged the incredible staff in the business and human resource offices who put the budget together while wrestling with the complexities of decreasing enrollment and declining funds. We are learning how to acquire grant money and come through this economic time being better in the end. We have never had money cut from a budget mid-year which adds a new complexity. Mr. Nelson thanked staff for their hard work. Mr. Nickson acknowledged the staff who took no salary increases because of the budget crisis.

Mr. VanHoof moved and Mrs. Dahlquist seconded a motion to approve Resolution #958: 2010-11 Budget. Mr. Cassell thanked staff for their hard work during this trying time; we came out better than many districts. Motion carried.

## **H. Career and Technical Education 5-year Plan:**

Kevin Smith, arrived from a parent meeting he presided over as athletic director, to share the 5-Year Career and Technical Education Plan.

Mr. Smith distributed hand-outs of his PowerPoint presentation as well as a chart which showed the course offerings in the Enumclaw School District in comparison to surrounding districts.

Major points from the PowerPoint presentation:

- Comparison of CTE enrollment from 2002 to the present
- CTE FTE in relation to general ed FTE for 2009-10
- Factors determining EHS CTE offerings (teacher certification, program certification, student input-choice, facility availability, industry, advisory committee input, community needs and federal/state focus)
- Perkins grant highlights 2010-11 (schools will be measured by 8 performance standards this year)
- Shared program highlights from EHS CTE courses

At the conclusion to his informative presentation, Mr. Nickson asked if robotics could become a course. Mr. Smith responded that other activities that began as clubs have become classes. He said it is a possibility and he would love to bring that to Enumclaw.

Mr. Smith explained that Perkins is federal grant money. Our district qualifies for \$20,000 +. There are many ways to use the funds. A support staff person is hired to work with special needs or high poverty students who may be struggling in the CTE classes.

Responding to questions, Mr. Smith said auto students can take state tests to become certified. Mr. Nickson asked whether we offer any distance learning through WWU in the auto design program. Our district has articulation agreements with Green River Community College and Renton Vocational Tech. Mr. Smith hopes to offer a nursing program in the future. Mr. VanHoof thanked the 80 advisory committee members who are involved with the CTE program. Mr. Smith explained the advisories meet in October as a group and then within the individual programs during the school year. Mr. Smith explained the course equivalency policies. With math as an intense focus, he hopes to have a CTE course that will meet math equivalency. This would require a teacher with both math and CTE certification which Mr. LovellFord has. Mr. Cassell commented that he would like to see the advisors listed for every course. Mr. Smith will look into that.

Mr. VanHoof moved and Mrs. Dahlquist seconded a motion to approve Career and Technical Education 5-year Plan. Motion carried.

## **I. General Fund Report:**

Mr. Madden presented the general fund report. 93.38% (89.89% of forecast) of the 2009-10 budget has been expended with 85.97% (86.7% of forecast) of revenues in.

The beginning of the year fund balance was \$3,715,729.03. Total resources available: \$42,683,605.51. Expenditures to date: \$37,403,486.06. Transfer amount to debt service for energy: \$42,689.83; grant carry-over: \$244,469.70; energy: \$42,689.82; inventory: \$32,120.87; unreserved designated: \$525,000.00; reserve of 5% per board policy: \$2,086,433.20; and unreserved contingency: \$350,000.00. Unreserved ending fund balance: \$1,956,716.03.

Capital Projects beginning fund balance was \$2,004,777.91 with an ending balance of \$806,131.16.

The Debt Service Fund beginning fund balance was \$2,889,218.95 with an ending balance of \$3,051,551.03.

ASB Fund beginning fund balance was \$271,726.09 with an ending balance of \$289,992.49.

Transportation Fund beginning fund balance was \$541,585.41 with an ending balance of \$628,010.04.

Mrs. Merrill asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that he would need a 5 -minute executive session for the purpose of discussing the performance of a public employee. No action will be taken. Mrs. Merrill announced the board would take a 5-minute break before moving to executive session at 8:35 p.m. and would reconvene at 8:40 p.m.

## **V — EXECUTIVE SESSION**

The board returned to open session at 8:40 p.m. No decisions or motions were made.

## **VI — BOARD PROCESS DEBRIEF**

The board debriefed the meeting.

## **VII — ADJOURNMENT**

This meeting adjourned at 9:02 p.m.

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President, Board of Directors

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Secretary, Board of Directors