



**MINUTES**  
**of the Regular Meeting of the Board of Directors**  
**of the ENUMCLAW SCHOOL DISTRICT #216**  
**6:30 p.m., District Office**  
**December 18, 2017**

**I — PRELIMINARY**

**A. Call to Order:**

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

**B. Pledge of Allegiance:**

Mrs. Schroeder led the pledge of allegiance to the flag.

**C. Roll Call:**

All board members were present.

**D. Minutes:**

Mr. Stanwood moved and Mr. Gamblin seconded a motion to approve the minutes of the regular board meeting of November 20, 2017 and the board work study of December 4, 2017 as presented.

Motion carried.

**II — BOARD OF DIRECTORS COMMUNICATIONS**

**A. Recognition and Appreciation – Board President and Departing Board Member:**

Mr. Stanwood began the meeting by recognizing and honoring Mrs. Schroeder for her year of service as board president, as well as her total six years of service as a board member. He thanked her for serving the community and the school district, stating she was a joy to be around. Mrs. Merrill added that it was an honor to work alongside Mrs. Schroeder for the last six years, adding that she appreciated the emphasis and interest in early childhood education that she brought to the school board and the community. Mr. Gamblin agreed it had been a pleasure working with Mrs. Schroeder. Mrs. McGann added that had been great to grow and connect with Mrs. Schroeder, mentioning the trip to New Orleans for a National School Board convention. Mrs. Schroeder will be missed.

Mrs. Schroeder took a moment to thank the board for the opportunity to serve the school and community, stating that she has enjoyed the experience and the constant learning. Moving forward, she is excited to “just be a mom” but plans to stay involved in the community. Mrs. Schroeder added she has gotten to know many great people, with a passion for kids, through her membership with the board, and she is very proud to be a parent in the Enumclaw School District.

Mr. Nelson described the many ways that Mrs. Schroeder has impacted the community and school district. Mrs. Schroeder has been involved with the Sunrise Elementary PTA and leadership and aided in the creation of the outdoor learning place at the school. She helped kids go to 6<sup>th</sup> grade camp during the recession when the district could not provide funding. Not only has she been a school board member, but

she was also a member of the Enumclaw School's Foundation, a Rotarian, and a co-Chair for the City of Enumclaw Centennial event. Early learning is dear to Mrs. Schroeder's heart, and she has spent time volunteering to teach parents of the district to ready their young children for public schools and she, along with the rest of the board members, assisted in bringing the Birth to Five Center from a vision and a dream, to what it is today. Mr. Nelson stated that even just one of those commitments is a major accomplishment, and he hopes that Mrs. Schroeder knows the positive impact that she has had on the district. He thanked Mrs. Schroeder's family for sharing their wife and mother with the district for many years. Mrs. Schroeder was then presented with the traditional engraved gavel and plaque.

**B. Welcome – Re-elected Directors:**

Mr. Stanwood welcomed newly elected officials Mr. Tyson Gamblin and Mrs. Jennifer Watterson. Tyson was previously appointed in September of 2016, and is now officially elected to carry out the remainder of Corey Cassell's term. Mr. Stanwood was re-elected to serve another four-year term.

**C. Oaths of Office:**

Mr. Stanwood, Mr. Gamblin and Mrs. Watterson were sworn in to office by Mr. Nelson. Mr. Nelson expressed his appreciation for the service the board members provide and for their sacrifice of time. He recognizes that it takes them away from their families and he is very appreciative.

**D. Reorganization of the Board:**

Mr. Stanwood explained that the board annually reorganizes. He opened nominations for board president. Mrs. McGann nominated Mr. Stanwood and Mrs. Merrill seconded the nomination. Mr. Stanwood accepted the position. Motion carried.

Mr. Stanwood opened nominations for vice president. Mrs. McGann nominated Mrs. Merrill. Mr. Stanwood seconded. Motion carried.

Mr. Stanwood opened nominations for legislative representative. Mr. Stanwood nominated Mrs. Merrill. Mr. Gamblin seconded. Motion carried.

**E. Good News of the District:**

Mr. Stanwood began by calling on Enumclaw High School CTE teacher, Bob Kilmer, for recognition of Mr. Kilmer's winning of the Harbor Freight Tools for Schools and Teaching contest. Mr. Kilmer was presented with a certificate and a gift. Mr. Stanwood stated that it was an honor to have and amazing person and teacher like Mr. Kilmer in the district.

Mr. Kilmer thanked the board and stated "you are only as good as those you surround yourself with." He then thanked his wife and students for joining him. Mr. Kilmer then invited the students to share, with the board, the work they are doing in constructing a tiny house!

Mr. Kilmer's students shared a slideshow of their planning stages for developing the design of tiny house, as well as where they are currently in the construction process. A small, 3D model of the tiny house was shown and a brief video tour of the design was shared. The students are teaming with students in the advanced welding class, taught by Mr. Berryhill. The welding class has constructed the trailer that will be used as the base of the tiny house. The materials used are being donated by Forma Construction and Mr. Kilmer shared a full list of the other partnerships that are making this project possible. The list included Interlake High School and Community Impact club Plateau Outreach Ministries, Sherwin Williams, Harbor Freight, Relic Trailers, and the EHS welding/manufacturing class. In the future, the EHS marketing classes will be involved as well. Mrs. McGann was also involved with the project, as her

family donated an old trailer which will provide materials for the interior design of the house. Mr. Kilmer added that more partnerships were sure to come, stating that one of the goals in this project is community partnership!

Mr. Kilmer then presented the board with gifts. Each member of the board was given a butcher block that was made from the old locker room benches. The remaining wood would be used to create countertops in the tiny house. He reminded the board of the importance of these CTE classes for the students, stating there will be a shortage of skilled trade workers in the future, and he challenged the board to continue to “think with their hands.”

Mrs. McGann asked when the tiny house was expected to be completed and Mrs. Merrill inquired on the size of the tiny house. Mr. Kilmer stated that the entire shell would be completed by the time of the STEM Expo, and the interior would be finished by the end of the school year. The house will be just under 200 square feet when finished. Mrs. McGann added that there is no better way to learn, than learning hands-on and she is proud of Mr. Kilmer, the students, and the district.

Mr. Nelson thanked Mr. Kilmer for the work he is doing with his students and the partnerships he is creating with Forma construction and the community. Mr. Nelson stated that Mr. Kilmer is an amazing teacher and the district has been blessed with his instruction for 30+ years. He stated that Mr. Kilmer is a gift to the Enumclaw Schools system and there is no doubt that this Harbor Freight award will open many doors of opportunity for the future.

Adding to good news of the district, Mrs. McGann explained that she attended a luncheon at the district office with the newly elected officials for Black Diamond and Enumclaw. She stated that it was a great turnout with nearly 100% participation. She hopes that creating this sense of partnership between the school system and the cities will create great things in the future for all involved.

Mrs. McGann mentioned that she had the opportunity to attend the WIAA Executive Directors meeting to learn of her responsibilities. She was also able to attend the School of Distinction Ceremony for Westwood Elementary School. Lastly, Mrs. McGann stated she toured the new Enumclaw High School construction zone and was amazed at the progress and looking forward to the future.

Mrs. Merrill also attended the district office luncheon with the newly elected officials. She was happy to begin the general conversation of shared goals and issues. She also attended a conference with the Enumclaw Schools Foundation (ESF) on school foundations and their impacts on school districts. She added that she hoped a board member would be able to attend future ESF meetings to better align the two groups. Mrs. Merrill attended the tour of the new high school as well, stating she was blown away to see so much happening! She ended her good news of the district by stating that the Winter choir concert was outstanding as always!

Mr. Stanwood agreed that the choir did an excellent job. He also made mention of the profound impact that the most recent board study had on him, stating that the honoring of the Muckleshoot Indian Tribe and the partnership shared with the district will pay wonderful long-term dividends as both groups move forward.

Mr. Gamblin attended the elected officials luncheon and is looking forward to great things in a partnership moving forward. He also attended the Christmas parade and got to watch his daughter participate as a Jr. Cheerleader at one of the high school basketball games.

Peyton Brueher and Foster Barnhart both attended the EHS Winter Wishes assembly and stated the event went very well giving kudos to the EHS leadership team. Foster mentioned that the new sound system made a world of difference for the assembly. Foster also mentioned that he just auditioned for the “one acts” with the drama club and he is hoping to land a part! (He received the part!)

## **F. Superintendent Report:**

Mr. Nelson began his report by giving kudos to teachers Ben Barker and Nicole Laborte for directing this year's first holiday concert, stating the concert was amazing! He mentioned that both instructors have an excellent rapport with students and he expects that much excitement will be generated for the band programs.

The Robotics Club is doing great!

Mr. Nelson attended a Poetry Slam at The Local last Thursday. This was a brand new event put on by EMS with students from JB Blair's classroom. The Local was packed and Mr. Nelson said his expectations were far surpassed by the amazing and over-the-top, great event!

Mr. Nelson thanked ESF and the Enumclaw Rotary Club for ensuring that all students in the district made it to a showing of the EHS production of Pinocchio.

The State of Ed address will be held on January 18, 2018 in the high school auditorium at 6:30 p.m. The theme will be "The Tonight Show" and is expected to be both funny and informative. Mr. Nelson asked for the board to warm up the crowd before the event begins.

## **G. Construction Update**

Ms. LeRoy updated the board on current construction projects. Progress photos of the high school building construction were shared.

### **Black Diamond Elementary**

Construction budget:

- Construction Contract           \$15,168,000
- Potential Changes               \$860,000
- Cost closeout: Finalize change order cost
- Department of Health: Complete

Furniture

- Punchlist – January delivery!
- Staff Requests – ongoing/limited requests

Permit

- Easement for Waterline: Coordinating with the city
- Planting: Complete
- Public Works: Comments provided Friday

Remaining Construction Items

- Concrete Ramp – to be determined
- Access Control – ongoing
- Punchlist – ongoing

Mechanical/Tech

- Commissioning: complete
- Intrusion: Complete
- Access Control: Ongoing

### **Enumclaw High School**

Budget:

- Forma \$41,864,000
- Contingency \$1,900,000

#### **Phase 1A/Gymnasium**

Main Gym- Interior

- Architectural punch/back punch completed for main gym interior, men's locker room, staff restroom and North locker room, gym lobby addition, and athletic offices

Main Gym – Exterior E/W & N Walls

- Horizontal furring and rigid insulation and metal panel siding installation is ongoing
- Rough-in of added exterior lights

**Phase 1/New Construction:**

Deliveries: Duct for Area 4A/4B East Side, Remainder of HM Door/Relite Frames for Areas 2 and 3. Type W15 Windows for Areas 2, 3 and 4

Area 2

- Fire sprinkler riser room buildout is ongoing
- Batt insulation of level 2 is complete
- Mechanical mezzanine buildout-duct/piping/electrical is ongoing
- GWB Hang/Tape of level 2, storefront, flashing, metal siding system and CFB siding is ongoing

Area 3

- Roofing is ongoing. Skylight installation is complete. Batt insulation of level 2 has begun and is ongoing
- HVAC rough-in and electrical at level 2 is complete. Electrical wire/term and panel work is ongoing. Stage/ramp demolition, form and pour has begun and is ongoing. Coiling fire shutter framing is complete.

Area 4-A

- Roof framing/sheathing of low roof is complete. Roofing and spray insulation of level 2 pre-rock ongoing.
- HVAC rough-in of level 1 ongoing

Area 4-B

- 2nd Floor Framing/Sheathing and Wall Plating is complete. Pre-rock ongoing.
- Building and window opening wrap is ongoing. Spray insulation of level 3 has begun and is ongoing.
- Plumbing rough-in of level 1 is complete. Roughing dry-in is complete/roof anchors. Roofing started. HVAC rough-in and electrical of level 1 has begun and is ongoing.

Next steps- phase 1B starting 1<sup>st</sup> of February.

**H. K-2 Literacy**

Mrs. Jill Burnes, Director of Teaching and Learning, and Mr. Chris Beals, Deputy Superintendent, shared their recent work in the district with K-2 Literacy.

Mrs. Burnes and Mr. Beals explained that the district office housed all-day trainings for both 1<sup>st</sup> and 2<sup>nd</sup> grade teachers last week. The kindergarten teacher training will occur in January. Literacy has always been a focus for the district and studies show that the quality of the instructor working with students plays a significant role in literacy development. To help support the success of all students in the area of literacy, the district has designed trainings for professional development of our instructors, as well as invested in designated book rooms in each of the five elementary schools. These book rooms are organized by reading level to meet the “just right” reading capability of each student. This allows for each instructor to ensure that all students are matched with the appropriate books to promote literacy progression. Mrs. Burnes shared that the average higher-achieving students read three times as much as their lower achieving classmates. This statistic does not include out of school reading! Another study, based on 4<sup>th</sup> grade students, showed that more proficient readers were spending 2.5 hours reading each day, compared to the 30 minutes of reading done by the less proficient readers. Those students with lower proficiency are shown to be spending more time on word identification, letter sounding activities, and penmanship. Mrs. Burnes stated this is why “just right” books are so essential. The more time spend reading in a day, the better and more successful the students become. Less effective classrooms are shown to spend more time preparing to read, or on after reading activities, than on the act of reading. The district is working with its teachers to promote lessons with more time in an actual book, and using research for professional development to create goals.

Mr. Beals added that there are five main elements of balanced literacy instruction. They include: teacher expertise, time spent reading, readers’ workshop environment and leveled resources (“just right” books).

During the all-day trainings, the teachers are given tips on how to support a range of learners in the classroom using stages of reading development. Moving forward, teachers will continue on-going collaborations during PLC time. Coaching cycles will also be beginning in January, and Lynn Lofstrom will be providing more personalized instruction for teachers. January will also bring lab classroom visits, where some teachers will become studio classrooms for other teachers to visit, observe and learn. Mr. Nelson and Mr. Beals will also be conducting a K-5 reading assessment training on February 1<sup>st</sup>.

### **III — HEARING OF PERSONS DESIRING TO ADDRESS THE BOARD AS A WHOLE**

No one present wished to address the board.

### **IV — ADMINISTRATION/BUSINESS**

#### **1. Payroll and Vouchers:**

Mr. Hatzenbeler presented the list of top ten expenditures in the district as follows: Forma Construction Co., Washington Schools Risk Management Pool, Zones Inc., Heritage Bank and Forma Construction, KCDA, NAC/architecture, Food Services of America, Puget Sound Energy, Alliance Construction Management, and City of Enumclaw.

Mr. Hatzenbeler shared a list of the local businesses with which the district did \$52,113.24 of business in the month of November. The district is pleased to support local businesses and purchase their products.

Mr. Hatzenbeler 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. Gamblin seconded to approve general fund vouchers in the amount of \$729,063.60; capital projects fund in the amount of \$2,633,102.03; associated student body fund in the amount of \$27,502.16 and ratification of the general fund payroll warrant for November in the amount of \$3,670,996.17.

Motion carried.

#### **2. Consent Agenda:**

- 1. Donation of \$1,000 from the Helac Corporation for the Enumclaw Middle School Robotics program**
- 2. Donation of chemistry equipment, valued at \$1,322.66, from Sandy Kahne for Enumclaw High School**
- 3. Donation of \$2,500 from the Enumclaw Schools Foundation for the J.J. Smith Birth to Five Center**
- 4. Donation of \$1,000 from Circle K Stores for the Enumclaw School District**
- 5. Donation of \$2,000 from the Sunrise Elementary PTA for Sunrise Elementary School**
- 6. Donation of \$600 from TMMS PTSO. \$300 for a "Living Civil War History" presentation, and \$300 for Robotics and Dance T-Shirts.**
- 7. Personnel Report**

#### **Certificated:**

- A. New Hire:
  1. Michelle Eilers, teacher, Westwood, effective 8.27.2018
- B. Retirement:
  1. Daniel Schwartz, teacher, EMS, effective 6.30.2017

#### **Classified:**

- A. New Hire:
  - 1. Andrea Snodgrass, paraeducator, Westwood, effective 11.27.2017
  - 2. Lindsay Dundas, paraeducator, Westwood, effective 10.12.2017
- B. Retirement:
  - 1. Sheldon Alderman, bus driver, Transportation, effective 11.30.2017
  - 2. Laura Olender, paraeducator, TMMS, effective 12.31.2017
- C. Additional Hours:
  - 1. Anita Fong, paraeducator, Sunrise, effective 11.27.2017
  - 2. Robin Burow, bus driver, transportation, effective 12.11.2017
- D. Change of Assignment:
  - 1. Jennifer Pilato, paraeducator, from JJ Smith to Westwood, effective 1.3.2018
  - 2. Robert Phillips, from unlicensed tech to unlicensed maintenance tech, effective 11.20.2017
- E. Coaching Authorization:
  - 1. Nathan Jones, assistant football coach, EHS, effective 9.5.2017
  - 2. Jasmine Anderson, assistant gymnastics coach, EHS, effective 12.4.2017
- F. Resignation:
  - 1. Ramona Olsen, bus driver, Transportation, effective 12.5.2017
  - 2. Dena Saunders, paraeducator, Black Diamond, effective 12.31.2017
- G. Leave Request:
  - 1. Karen Hanson, paraeducator, Westwood, effective 1.3.2018 to 4.6.2018
- H. Rehire:
  - 1. Michael Ann Hodder, bus driver, Transportation, effective 9.5.2017

The consent agenda was presented by Mr. Stanwood. Mrs. McGann moved and Mr. Gamblin seconded to approve the consent agenda.

Motion carried.

**3. Second Reading:**  
**Policy 2410: Graduation Requirements**  
**Policy 3115: Homeless Students - Enrollment Rights and Services**

Mr. Nelson presented two policies for second reading. Having heard no concerns from the board, he requested approval of the policies.

Mrs. McGann moved and Mrs. Merrill seconded to approve the changes to policies 2410 and 3115 as presented.

Motion carried.

**4. First Reading:**  
**Policy 2023: Digital Citizenship and Media Literacy**  
**Policy 5401: Sick Leave**

Mr. Nelson presented two policies for first reading and information:

Policy 2023: Mr. Beals oversaw the updating on this policy which relates to technology.

Policy 5401: This policy is related to personnel and the changes have been reviewed by Mrs. Berryhill.

**7. General Fund Report:**

Mr. Hatzenbeler presented the general fund report for the last month of the fiscal year. 23.72% of the 2015-16 budget has been expended with 27.43% of revenues received.

The beginning of the year fund balance was \$5,498,050.79. Total resources available: \$19,755,638.40. Expenditures to date: \$12,804,488.79. Reserved grant carry-over: \$200,000.00; restricted for carry over: \$3,684.07; Nonspendable FB-Inventory/Prepaid Items: \$131,150.00; turf replacement: \$550,000.00; and commitment to economic stabilization: \$2,700,000.00. Unreserved ending fund balance: \$3,362,999.61.

Capital Projects beginning fund balance was \$24,267,656.54 with an ending balance of \$22,866,842.83.

The Debt Service Fund beginning fund balance was \$1,687,140.93 with an ending balance of \$3,649,084.94.

ASB Fund beginning fund balance was \$511,835.86 with an ending balance of \$677,608.02.

Transportation Fund beginning fund balance was \$865,816.07 with an ending balance of \$867,924.18.

Mr. Stanwood asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that no executive session was necessary.

**V — EXECUTIVE SESSION**

No executive session was needed.

**VI — BOARD PROCESS DEBRIEF**

The board debriefed 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