

**MINUTES
of the Regular Meeting of the Board of Directors
of the ENUMCLAW SCHOOL DISTRICT #216
6:30 p.m., District Office
July 18, 2016**

I — PRELIMINARY

A. Call to Order:

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

B. Pledge of Allegiance:

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

C. Roll Call:

All board members were present except Mr. Cassell and Mrs. Schroeder who were excused.

D. Minutes:

Mr. Stanwood moved and Mrs. Merrill seconded a motion to approve the minutes of the regular board meeting of June 20, 2016 and the special board meetings of June 20 and June 30, 2016 as presented.

Motion carried.

II — BOARD OF DIRECTORS COMMUNICATIONS

A. Good News of the District:

Mrs. McGann stated on June 21st, a letter of resignation was received from District 3 Director, Corey Cassell. Mr. Cassell shared his desire to spend more time with his family. Mr. Nelson explained the process for filling the director position. Though the resignation letter was received in June, board policy states the opening is announced at the next official business meeting. The vacancy announcement will go on the website, Facebook, and to the Courier Herald. Applications will be received until August 8th for the District 3 Director position. Attached to the posting will be a document that explains the qualifications of a board member. On August 9th, a board orientation will be held to answer any questions. The board will meet on August 15th to evaluate applicants. Selected applicants will be interviewed August 18th and the new member sworn in at the September work study. Mr. Nelson asked the board to notify him if the timeline needed adjusting. Board notes on file from the last vacancy process requested the board have a common theme of attributes it is looking for in a candidate. Mrs. Merrill added that the director will fill Mr. Cassell's unexpired term until the next election (November 2017). The position will

then be open and an individual will be elected to serve the remaining two years of Mr. Cassell's term.

Mrs. Merrill stated that it is fantastic when district leadership assume leadership roles in the community. Mr. Nelson has been elected president of Rotary which is a big job and a perfect position to answer questions about the district and construction. Mr. Parker has assumed the Chamber presidency. The district now has two key leaders who are also key leaders in the community. She thanked them for their willingness to serve, adding that this speaks well of the district.

Mrs. Merrill attended the King County Human Services meeting to learn about services offered to our community. Fifteen representatives from Human Services broke out into groups sharing information. She was very glad to have been there to learn about services and how they can help in our community.

Mr. Stanwood shared that he drove to Bellevue, saw Black Diamond Elementary intact and when he returned it was half gone. Deconstruction happens quickly! He also attended the King County Fair and enjoyed watching our students with their exhibits. Mrs. McGann concurred that it was great to see our kids there.

Mrs. McGann said it was extraordinary to see how quickly Black Diamond Elementary came down. Throughout the day, people were lined up at the fence to photograph. The community cared about the school. The high school has a lot going on too. It is an exciting time.

Brooke Humphreys shared that even though it is summer students are getting ready to attend the Jostens Leadership Conference, are planning a retreat to decorate the school as well as Hornet Days, and will be selecting the Homecoming theme.

B. Superintendent Report:

Regarding Black Diamond Elementary, Mr. Nelson agreed with Mrs. McGann that the demolition brought the community together. Mrs. Garton, Mr. Nelson and Mrs. McGann were present during that time to answer questions and share how parts of the building will be repurposed. There is a lot of pride in the community and it was an emotional time. Mrs. Garton spent several hours there each day talking to the crowd which also included City of Black Diamond representatives.

Mr. Nelson said the move from Black Diamond Elementary to JJ Smith was miraculous. In a couple of days, the moving company had the entire contents of the school relocated. The office is already decorated and open. It was a phenomenal job which required great planning by Mrs. Garton and her staff. BASK is also up and running at JJ. The reader board at JJ was purchased jointly by Kibler and JJ PTAs. A welcome to Black Diamond Elementary went up on the board and out on Facebook. Neighbors were notified that there will be children and buses back in the neighborhood.

Camp Invention, a STEM camp held at Southwood Elementary, was an incredible experience for our students. The kids were happily exhausted and both parents and students were very excited about the camp experience.

District leadership is gearing up for the coming year with the Boundless Learning Retreat.

The Enumclaw Schools Foundation has just added two student representatives to their board, following this board's lead. This is a great leadership opportunity for students.

Mr. Nelson is spending a half day with each new administrator in the district. Paul Dumontet is Enumclaw Middle School's new associate administrator. Mr. Nelson met with Andy Means last week and pulled scrapbooks to share Southwood history. Mr. Means enjoyed learning the history. He met Tom Poe, Jr. whose father's pride and joy was Southwood Elementary during his superintendent years. The school was built with open concept classrooms which was very innovative in its day. Mr. Nelson will be spending time with Principal Steve Stoker on Tuesday.

Our transportation department received a letter of commendation from OSPI Superintendent Dorn for exceptional results and safety. Kudos to Everett Cunningham and his staff!

C. Owner's Representative Update:

Liz LeRoy, owner's representative, updated the board on the construction process. She began with a report on Black Diamond Elementary, stating that BNCC has hit the ground running and is doing a great job of meeting schedules. All of the existing beams will be repurposed and some made into benches. Ms. LeRoy shared budget updates and value engineering cost savings of \$75,000 on the project. Other updates: demolition and building permits are in place. The city has been very communicative. The final D10.1 paperwork has been submitted for reimbursement from the state. Neighbors have received mailings to watch the district website for updates and an introduction to the contractor meeting is scheduled for July 25th. It will take until July 22nd to clear the building site and begin grading. Then footings will be poured. Mrs. McGann commended the construction company for being very careful when children were present, observing safety procedures. Rossi Ensign shared the sign for the site has been printed and should be ready to erect at the site soon.

At the high school, Phase 0 has begun with a lot of demolition work. The framing of spaces will begin. This phase will include trenching, infrastructure, and portable placement. The Phase 1 and 2 design reviews have been completed and building permits submitted. In August, the board will review the high school budget. The D7 has been submitted to OSPI. The D8 allows bid opening in October with advertising in September. Brooke Humphreys asked about parking at the high school. Part of the lot will be blocked. She also asked about Core/Choice and was referred to Mrs. Burnes for that answer.

Mr. Nelson reminded the board that the high school portables came from Black Diamond resulting in savings to the district. Pete French did a great job coordinating the move. Ms. LeRoy said this is a great use of assets that are usually a loss. Mr. Nelson commended the board for this cost effective plan as the Black Diamond portables will be used at the high school. Ms. LeRoy added that the second use of JJ and the portables is above and beyond what is typical in construction. Ms. LeRoy is working with contractors and wants the job to be attractive to them. Mr. Nelson said it is a very competitive market right now with costs coming in high for other districts. High school bids will due on October 20th and a board meeting may be needed on October 25th to award. Mr. Nelson said he would be staying connected to Mrs. McGann to keep her informed of processes as this is a critical time. The board was appreciative of the updates. Mr. Nelson added we are working hard to be fiscally responsible with a tight budget.

D. Public Hearing: 2016-17 Budget:

Mr. Nelson opened the public hearing for the 2016-17 budget. He said Mr. Hatzenbeler and Kim Mayer have worked hard to finish the budget. Mr. Hatzenbeler presented the 2016-17 budget which has been available for public review and was advertised in the paper as the law requires. He used a PowerPoint presentation that explained the five funds that comprise the budget (General Fund, ASB, Capital Projects, Transportation Vehicle, and Debt Service); revenue sources and expenditure amounts. He highlighted some of the information on F195, sharing how capacity has been built into the budget. There are contingencies. He projects we'll end the year at about \$5,000,000 unreserved which is within the board parameters. The district will be working to pare down expenditures and to continue to be fiscally conservative. Mr. Hatzenbeler will be working with leadership to collaborate and communicate. At the end of his presentation, Mr. Hatzenbeler called for questions.

Mrs. McGann shared the process for the hearing budget. The district is required by law to hold a budget hearing and call for public comments three times for anyone wishing to address the board regarding the budget. Seeing no one, the hearing was closed after the three invitations to address the board. Mrs. McGann thanked Mr. Hatzenbeler for his presentation.

E. Drug and Alcohol Discussion:

Mr. Nelson said this item was on the June work study agenda and the board didn't get to it. It was discussed during the Strategic Plan portion on the June business meeting. The Strategic Plan which is posted in the board room and on the website includes this issue. It will be addressed in three areas: 1. **Prevention** (partnering with the community and reviewing all school based curriculum to see if we can make improvements); 2. **Student Voice** (using data from the Healthy Youth Survey); 3. **Intervention** (how we can support students and connect them to resources). Mrs. McGann asked about the impact of DARE on our students and whether there is a way to learn if it has been effective.

Mrs. McGann 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. Anyone wishing to address the board has two minutes to speak.

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. Hatzenbeler presented the list of top ten expenditures in the district as follows: NAC Architects; City of Enumclaw; Overlake Hospital Medical Center; Food Service of America; Alliance Construction Management; Meng Analysis; North Sound Industries; Puget Sound ESD 121; Puget Sound Energy; and Children's Therapy Center.

Mr. Hatzenbeler shared a list of the local businesses (which includes permitting) with which the district did \$254,116 of business in the month of June. The district is pleased to support local businesses and purchase their products.

Mrs. McGann 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. Stanwood seconded to approve general fund vouchers in the amount of \$705,425.68; capital projects fund in the amount of \$1,102,956.10; associated student body fund in the amount of \$81,143.94; and ratification of the general fund payroll warrant for June in the amount of \$3,439,356.11.

Motion carried.

B. Consent Agenda:

1. **Waiver of Senior Citizen Fees**
2. **Contract with Alliance Construction Management (EHS)**
3. **Personnel Report**

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

1. Waiver of Senior Citizen Fees
2. Contract with Alliance Construction Management (EHS)
3. Personnel Report

Certificated:

- A. New Hire:
 1. Julie Sutter, .4 teacher, EMS, effective 8.29.2016
 2. Paul Dumontet, administrator, EMS, effective 8.29.2016
 3. Briana Crossley, teacher, Kibler, effective 8.29.2016
 4. Kelly McNeil, teacher, Kibler, effective 8.29.2016
 5. Jeanne Walsh, teacher, Sunrise, effective 8.29.2016
- B. Leave Request:
 1. Dianne Pedersen, teacher, Kibler, 1-year leave effective 6.17.2016
- C. Rehire – LOA:
 1. Haley Christiansen, .5 teacher, Sunrise, effective 9.6.2016
- D. Change of Assignment:
 1. William Osborn, from administrator to teacher, EMS, effective 8.30.2016

Classified:

- A. Resignation:
 1. Lauren Warren, 4.5 paraeducator, TMMS, effective 6.17.2016
 2. Kapiolani Laronal, cultural specialist, district, effective 7.1.2016
 3. Sara Daniel, paraeducator, Westwood, effective 6.17.2016

4. Leola DeBoer, paraeducator, Westwood, effective 6.17.2016
5. Regina Chynoweth, business office specialist, district office, effective 9.23.2016
6. Debra Tyler, paraeducator, Sunrise, effective 9.26.2016
7. Jonathan (Spencer) Ennis, custodian, effective Sunrise/Kibler, effective 7.11.2016

Supplemental:

A. New Hire:

1. Terry Johnson, head boys basketball coach, EHS, effective 11.16.2016

Motion carried.

C. Resolution #1055: 2016-17 Budget Adoption:

Mrs. Merrill moved and Mr. Stanwood seconded approval of Resolution #1055: 2016-17 Budget Adoption as presented. Mrs. McGann thanked Mr. Hatzenbeler for all of his hard work.

Motion carried.

D. Resolution #1056: Adoption of the City of Enumclaw/City of Black Diamond/King County Capital Facilities Plan:

Mr. Hatzenbeler stated that the plan was developed by attorney, Denise Stiffarm. There are five sections in the plan. Impact fees are in both cities' courts right now and need to be implemented as building as happening or impending. Mr. Hatzenbeler will be asking both cities to adopt ordinances. The impact fees for both cities: \$8,246 for single family dwellings and \$2,393 for multi-family. For King County: \$5,497 for single family and \$1,595 for multi. These fees are needed to support growth. Mr. Hatzenbeler shared other relevant information and requested board approval of the plan.

Mrs. Merrill moved and Mr. Stanwood seconded approval of Resolution #1056: Adoption of the City of Enumclaw/City of Black Diamond/King County Capital Facilities Plan as presented.

Motion carried.

E. 2016-17 Facilities Fees Schedule:

Mr. Hatzenbeler presented the 2016-17 Facilities Fees Schedule. He will be having a conversation about facilities and non-profits as the district doesn't want to exclude people from using the facilities.

Mr. Stanwood moved and Mrs. Merrill seconded approval of the 2016-17 Facilities Fees Schedule as presented. Mr. Nelson stated that he appreciates Mr. Hatzenbeler's research and bringing good data to the board. This will be discussed at a work study. Mr. Hatzenbeler added that we want equitable access to our facilities with set pricing for all.

Motion carried.

F. General Fund Report:

Mr. Hatzenbeler presented the general fund report. 76.98% of the 2015-16 budget has been expended with 83.66% of revenues received.

The beginning of the year fund balance was \$7,289,775.01. Total resources available: \$46,226,316.68. Expenditures to date: \$38,559,259.68. Interfund Transfer: \$2,000,032.49; reserved grant carry-over: \$200,000.00; reserved inventory – commodities carried over: \$28,092.00; turf replacement: \$400,452.00; and commitment to economic stabilization: \$2,500,000.00. Unreserved ending fund balance: \$2,538,480.51.

Capital Projects beginning fund balance was \$68,826,426.83 with an ending balance of \$67,635,810.53.

The Debt Service Fund beginning fund balance was \$7,175,151.79 with an ending balance of \$4,641,750.34.

ASB Fund beginning fund balance was \$360,166.15 with an ending balance of \$505,149.58.

Transportation Fund beginning fund balance was \$656,057.35 with an ending balance of \$394,329.62.

At the end of the presentation, Mr. Nelson shared that we have never had to negotiate three contracts in one year. This is a different budget because we completed a major project. Mrs. Berryhill did a great job with negotiations and our employees are happy. The district is happy with all three contracts. Mr. Hatzenbeler stated that he wants to begin to project out what the budget will look like in the coming years. Mrs. McGann asked about the goal for turf replacement. Mr. Hatzenbeler said the turf has a ten-year lifespan and we are at 6 years. Mr. Nelson commented the field is getting a lot of use with the addition of lacrosse.

Mrs. McGann asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that no executive session was needed.

V — EXECUTIVE SESSION

No executive session was needed.

VI — BOARD PROCESS DEBRIEF

Mrs. McGann asked for board debrief. No comments were made.

VII — ADJOURNMENT

This meeting adjourned at 8:10 p.m.

President, Board of Directors

Secretary, Board of Directors