

**MINUTES  
of the Regular Meeting of the Board of Directors  
of the ENUMCLAW SCHOOL DISTRICT #216  
6:30 p.m., District Office  
March 19, 2012**

**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:**

Ryan Chynoweth led the pledge of allegiance to the flag.

**C. Roll Call:**

All board members were present, except Mrs. Schroeder and Lauren Cary who were excused.

**D. Minutes:**

Mrs. McGann moved and Mrs. Merrill seconded a motion to approve the minutes of the regular board meeting of February 27, 2012 and the special board meeting of March 5, 2012 as printed. Motion carried.

**II — BOARD OF DIRECTORS COMMUNICATIONS**

**A. Board Communications:**

Mr. Cassell commented that *Les Misérables* was a fantastic production. Mrs. Merrill agreed and added that the musicians were exceptional.

Mrs. McGann shared that she and Mrs. Schroeder attended the audit exit interview. She said the audit went well. The auditors stated that they enjoy coming to Enumclaw and praised the staff. Mr. VanHoof shared with the audience that the state audit occurs annually. Mr. Madden said the auditors were in the building approximately 80 hours each.

Conner Wells agreed that the play was well done. He reported that PSESD had their art show on Sunday with a good turn-out. The state competition is in Olympia on May 18<sup>th</sup>.

**B. Superintendent Report:**

Mr. Nelson and Mrs. Aaby had meetings at the PSESD and saw the student art around the rooms.

Stephanie Berryhill was introduced as the new Director of Human Relations. She fills the position which will be vacated by Mrs. Lockyer who is retiring and moving east. Mrs. Berryhill

has been the HR Coordinator for the past 10-11 years. She emerged as the top candidate from a very strong pool. The board congratulated Mrs. Berryhill on her new position.

Reporting on the budget, Mr. Nelson stated this has been a very different spring from his previous five years as superintendent. On the agenda is a resolution in support of NEWS, the organization that facilitated the McCleary vs. State case which was won. The courts ruled that the state has not adequately funded public education. This ruling has made a difference in the budget for K-12 education. Representative Dahlquist says she is staying tuned to when she will need to return to Olympia. Legislative committees are meeting now. A budget should be out the week prior to Easter.

The last day of the school year is June 19<sup>th</sup>. Mr. Nelson requested a waiver for K-11 students because of the state of emergency declared by the governor. Staff will be filling the make-up days with technology training. The 2008 levy was a gift from our community which is resulting in new technology for classrooms and teachers. Mr. Nelson said he would explain more about the staff in-services at the board retreat.

Mr. Nelson showed the Rachel's Challenge video that April Chan from Enumclaw Patch produced. It was a wonderful collage of pictures and the messages shared at the Rachel's Rally. Mr. Nelson thanked April for the video, for posting it on Patch, and burning a CD for us. It was a powerful evening. Three months ago, when Mr. Nelson presented the concept of a rally, he thought it needed to be held in the gym. Nancy Merrill stated we should have it on the new football field. Even though he was concerned about weather, it turned out to be a cold, crisp night and it was perfect to have it on the field. Gerrie Garton called to share from their experience at Black Diamond Elementary when they celebrated Rachel's Challenge before the Rally. Mrs. McGann attended the event and said Black Diamond Elementary had partnered with the Black Diamond/Maple Valley Chamber of Commerce. When the students marched in carrying the chains, it was very touching. It was great for the kids to see all of the chains linked together. They had such pride in their accomplishment, and it was a great event. Mrs. Garton had prepared Mr. Nelson for the chain to break! There were representatives from all eight schools carrying the chains onto the field at the Rally and then volunteers were enlisted to help as there was more chain than we had students to carry!

#### **C. Recognition of Rachel's Challenge Student Leaders:**

Mr. Nelson wanted to recognize the student leaders who were involved with the success of Rachel's Challenge. As superintendent, he has studied student voice and leadership which led to asking how he could do that in our district. He knew including students in positions of leadership would be transformative. Mr. Nelson shared a quote by Michael Fullan, "When adults think of students, they think of them as potential beneficiaries of change ... they rarely think of students as participants in a process of school change and organizational life." These students participated in all of the Rachel's Challenge planning and implementation. As he begins his sixth year, Mr. Nelson has never given out a Superintendent Award. He shared that these are significant people who have touched his life, over two school years, working on a project that has been a process of school change. He first honored board student representative, Conner Wells, who was instrumental in the planning of Rachel's Challenge. Conner was called upon to be the student voice at Mardi Gras, at the city council, and at school kick-off events. Conner was presented with the Superintendent Award.

Mr. Nelson went on to honor four senior student leaders, Ryan Chynoweth, Michelle McKinlay, Sara Mongrain, and Tyler Salsbury. Michelle and Tyler were part of the group that went to KING 5 to hear Darrell Scott speak last spring. At that time, everyone agreed we needed to

bring Rachel's Challenge to the school district. All four students began to lead: they created the poster, came to meetings, organized the rally, worked until 10:30 pm the night before the Rally to organize the chains, and provided incredible input during the process. All of the students spoke at opening of school day. Mr. Nelson presented the students with their medallions and told them they could wear them at graduation. He asked the board if they had any questions for the students. Mr. Cassell asked how the year has been. Tyler responded that he looks at how school has been transformed. It is a safer environment. He hadn't realized that there were students who were scared to come to school. Now they are comfortable. Mr. VanHoof remarked that it was impressive to walk through the Commons and see the chains representing acts of kindness. Ryan said students really took ownership of the links and didn't want them taken away. Sara added that some said students were doing acts of kindness to get a link but she is glad they wanted to do kindness acts for a link! Asked about class competition, Ryan said one class had 1500 links. Mrs. Merrill asked what the next steps would be to continue the momentum. The students thought that was a difficult question – whether to repeat the links or do something else. Mr. VanHoof stated that they made an impression on the Rachel's Challenge people and can be proud that they were one of the top three groups to have implemented Rachel's Challenge. It is a tribute to our students.

**D. Affirmative Action Report:**

Kathleen Lockyer, Human Resources Director, stated the board received a sample of the Affirmative Action report. The report has to be submitted every five years and includes information on cultural diversity, standards, age and gender distribution. She explained the process and the information that is submitted on the report. The populations of King and Pierce Counties are used to come up with averages, e.g. minority percentages. The data tells us whether we are over or under utilizing people of different populations. When recruiting, Human Resources will look for high quality individuals who meet affirmative action goals. In the coming years, there will be much recruiting to be done as people retire. People come to work at Enumclaw School District and they don't leave which is a good thing. She asked the board if they had questions. Mr. Cassell asked if the any of the numbers were surprising. Mrs. Lockyer responded that the numbers in age categories were a surprise. It is no surprise that we are underutilized in minorities. The report data helps us to be mindful of whom we recruit. Enumclaw is a great place to work and raise a family. Mr. VanHoof thanked Mrs. Lockyer for the report. No action was required on the report as it was an informational item.

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: Muckleshoot Indian Tribe; Puget Sound Energy; City of Enumclaw; Associated Petroleum; Food Services of

America; Taylor Publishing; McGann Electric, LLC; State Auditor's Office; Overlake Medical Center; and NW ESD 189.

Mr. VanHoof had discussed the expense incurred by districts for state audits with Representative Dahlquist. She hopes the state will approve moving to biennial audits when districts have clean audits. Mr. Madden remarked that having frequent audits helps us to catch errors that can occur so the annual audits are beneficial.

Mr. Madden stated that McGann Electric completed work for the district's Sunrise Elementary project and did an excellent job. McGann is on the small works roster and was the low bidder for the project. McKinstry Electric was the low bidder on the Thunder Mt. project which hasn't yet been completed. Both were competitive bidding processes for companies on the small works roster. Mr. Madden asked if anyone had questions regarding the process. Mr. Cassell asked if bidders are invited to bid. Mr. Madden responded that all companies currently on the small works roster were invited to bid. Mrs. Merrill asked what qualifies a company to be on the small works roster. Mr. Madden answered that they do less than \$300,000 in business a year.

Mr. Madden shared a list of the local businesses with which the district did \$26,869 of business in the month of February. The district is pleased to support local businesses and purchase their products.

Mr. VanHoof reminded the audience that the board receives their packet, this time 44 pages of payroll and vouchers, a week ahead to review and ask any questions regarding the vouchers. There were some questions that Mr. Madden clarified prior to the meeting. He thanked Mr. Madden for that.

After reviewing all vouchers, Mrs. Merrill moved and Mr. Cassell seconded to approve the general fund vouchers in the amount of \$472,721.30; capital projects fund in the amount of \$21,261.89; associated student body fund in the amount of \$70,072.27; transportation fund in the amount of \$281,932.38; and ratification of the general fund payroll warrant for February in the amount of \$2,713,513.14.

Mrs. McGann recused herself from the vote given the McGann Electric voucher to be paid. Motion carried.

**B. Consent Agenda:**

- 1. Donation of \$1,000 from Farwest Fabrication to be used for the Special Education Firewall Grant**
- 2. Donation of \$700.00 from Black Diamond PTA to Black Diamond Elementary to be used for art supplies**
- 3. Personnel**

The consent agenda was presented by Mr. VanHoof. Mr. VanHoof wanted to acknowledge the three retirees on the personnel report this month. He thanked Mrs. Ryerse, Mr. Prindle and Mr. Christensen for their contributions to our district and the work they've done. Mr. Cassell moved and Mrs. McGann seconded to approve the consent agenda.

1. Donation of \$1,000 from Farwest Fabrication to be used for the Special Education Firewall Grant
2. Donation of \$700.00 from Black Diamond PTA to Black Diamond Elementary to be used for art supplies
3. Personnel

**Certificated:**

- A. Retirement:
  - 1. Terry Ryerse, teacher, Black Diamond, effective 6.19.2012
  - 2. Jack Prindle, teacher, Westwood, effective 6.19.2012
  - 3. Rob Christensen, teacher, EMS, effective 6.19.2012
- B. Leave of Absence:
  - 1. Diahn Boline, teacher, Southwood, effective 2012-13 school year

**Supplemental:**

- A. New Hire:
  - 1. Jason Blake, assistant fastpitch coach, EHS, effective 2.27.2012
  - 2. Jeremy Curtain, assistant fastpitch coach, EHS, effective 2.27.2012
  - 3. Brandon Austin, assistant fastpitch coach, EHS, effective 2.27.2012
  - 4. Courtney Bowie, assistant tennis coach, EHS, effective 2.27.2012

Motion carried.

- C. **Second Reading:**
  - Policy 1240: Committees**
  - Policy 1310: Policy Adoption, Manuals and Administrative Procedures**
  - Policy 1610: Conflicts of Interest**
  - Policy 2106: Program Compliance**
  - Policy 4260: Use of School Facilities**
  - Policy 2411: Certificate of Educational Competency**
  - Policy 5403: Emergency and Discretionary Leave**
  - Policy 5404: Family, Maternity and Military Caregiver Leave**

Mr. Nelson presented eight policies for second reading. He said these are simple changes to language and statutory changes. Mr. Nelson asked for board approval as he has heard any comments from the board prior to the meeting.

Mr. Cassell moved and Mrs. McGann seconded to approve the changes to policies 1240, 1310, 1610, 2106, 4260, 2411, 5403, and 5404 as presented.

Motion carried.

- D. **First Reading:**
  - Policy 5201: Drug-Free Schools, Community and Workplace**
  - Policy 5252: Staff Participation in Political Activities**
  - Policy 6800: Operation and Maintenance of District Facilities**

Mr. Nelson discussed the changes on each of the three policies presented for first reading.

Policy 5201: adds languages regarding the use of drugs on or off school property. Grants look for this kind of policy and the changes included.

Policy 5252: shifts language from the procedure to the policy regarding staff participation in political. It clarifies what an employee can do. Staff already understands and follows this.

Policy 6800: Mr. Madden explained that the resolution on the agenda explains the changes on this policy. We are required to have an asset preservation system in place for buildings built or remodeled using state match monies after 1994. Also, the district is required to report to the board annually on those buildings and to OSPI every six years.

**E. K-12 Early Dismissal 2012-13**

Mr. Nelson stated that for the past three years the Early Dismissal Plan has been before the board for approval. The district is working diligently to improve student achievement and diving deeper into student work with the student review cycle. This has dovetailed in with 5 Dimension training. Principals know what to look for in the classroom. With unfunded mandate for teacher evaluation systems, we will have to choose from three frameworks, one of which is the 5 Dimension. A principal should be able to walk in to a classroom and evaluate consistently. Mr. Nelson requested board approval of early dismissal for next year.

Mrs. Merrill moved and Mr. Cassell seconded to approve K-12 Early Dismissal 2012-13. Mr. VanHoof stated that, as a board, they are very happy with the positive results for kids. Mr. Cassell added that they are seeing the results for both staff and students.

Motion carried.

**F. Resolution #974: To Authorize Financial Support of NEWS**

Mr. Nelson explained the resolution. This organization works diligently around the education cause. The McCleary vs. the State was a huge benefit to Washington schools and made a difference in the budget process. Mrs. Merrill, Mrs. McGann and Mr. Nelson attended a NEWS meeting recently and were all impressed with the work they are doing. Mr. Nelson requested board approval of the resolution.

Mr. Cassell moved and Mrs. McGann seconded to approve Resolution #974: To Authorize Financial Support of NEWS. Mrs. Merrill commented that she was very impressed with this organization. She had no idea of the work that was involved in bringing the lawsuit and testifying. She appreciates the hard work that is being done.

Motion carried.

**G. Resolution #975: Asset Preservation Program**

Mr. Madden explained that this resolution had already been discussed previously in the meeting.

Mrs. Merrill moved and Mr. Cassell seconded to approve Resolution #975: Asset Preservation Program. Mr. Cassell asked Mr. Madden to explain again how this would affect us. Mr. Madden said there would be no change. We have to report that we are taking care of the buildings that received state matching money after 1994. He added that we would have that in place for all of our buildings but this makes sure we do the minimum required by the state.

Motion carried.

## **H. General Fund Report:**

Mr. Madden presented the general fund report. 45.04% of the 2011-12 budget has been expended with 48.86% of revenues received. Mr. Madden shared graphs to depict the revenue and expenditure history.

Mr. Madden has applied for additional energy grants and is hoping to receive \$6-700,000. McKinstry will advise where it will be most advantageous to use the grant money.

The beginning of the year fund balance was \$6,134,440.32. Total resources available: \$26,313,518.16. Expenditures to date: \$19,473,734.58. Debt service – energy loan: \$64,034.76; reserved grant carry-over: \$200,000.00; reserved inventory – commodities carried over: \$32,555.00; energy grant funds: \$200,000.00; reserve of 5% per board policy: \$2,161,819.00; and Capital Projects: \$25,000. Unreserved ending fund balance: \$4,156,374.82.

Capital Projects beginning fund balance was \$1,472,445.59 with an ending balance of \$1,590,568.79.

The Debt Service Fund beginning fund balance was \$3,299,806.53 with an ending balance of \$1,617,389.61.

ASB Fund beginning fund balance was \$301,180.43 with an ending balance of \$370,315.43.

Transportation Fund beginning fund balance was \$408,121.67 with an ending balance of \$538,290.58.

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

## **V — EXECUTIVE SESSION**

No need for an executive session.

## **VI — BOARD PROCESS DEBRIEF**

The board debriefed the meeting. There will be no board work study in April and the next board meeting is April 16<sup>th</sup>.

## **VII — ADJOURNMENT**

This meeting adjourned at 7:33 p.m.

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President, Board of Directors

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Secretary, Board of Directors