

**MINUTES**  
**of the Regular Meeting of the Board of Directors**  
**of the ENUMCLAW SCHOOL DISTRICT #216**  
**7:00 p.m., District Office**  
**October 20, 2008**

**I — PRELIMINARY**

**A. Call to Order:**

The regular meeting of the Board of Directors was called to order by Cathy Dahlquist, President of the Board of Directors, at 7:02 p.m. in the boardroom of the district office.

**B. Pledge of Allegiance:**

Aaron Stanton led the pledge of allegiance to the flag.

**C. Roll Call:**

All board members were present.

Mr. VanHoof moved and Mr. Cassell seconded a motion to amend the agenda to delete item F (Resolution 930: General Fund Excess Levy) from Administration/Business until a later meeting. Mr. Nelson explained that Mrs. Murray from the ESD asked us to postpone the resolution until the November or December meeting. Motion carried.

**D. Minutes:**

Mr. Weyer moved and Mr. VanHoof seconded a motion to approve the minutes of the regular board meeting of September 15, 2008 and the special board meetings of September 29 and October 13, 2008 as printed. Motion carried.

**II — BOARD OF DIRECTORS/COMMUNICATIONS**

**A. Board Communications:**

Mrs. Merrill shared that she attended the EHS Choir Program which was very good and an impressive performance. She learned that the choir program is raising money to replace the sound shells that were built in 1961. The cost of the new shells is \$18,000.

Mr. VanHoof commented that the board met for five hours to team-build using the results of their personality tests. Mr. VanHoof said he learned a lot about himself and how to work effectively with other board members. He concluded that it was very productive and good team-building time.

Mr. Cassell thanked the board for their time commitment to getting to understand each other's styles. He believes it was time well spent and learned a lot from it.

Mr. Weyer stated that he appreciated having the District Goals (math, facilities, community relations, and assessment), which were decided upon at the Board Retreat in May, on the website. He also shared that he had visited all of the elementary schools where he saw good work occurring. Mr. Weyer stated that the teachers were using the four relevant questions from the *Learning By Doing* book. He expressed his appreciation to administration and staff for their work.

Mrs. Dahlquist welcomed the government students to the meeting. She shared that the board attended a WSSDA meeting last week. The four legislative priorities for this year were discussed: unfunded mandates, basic education funding, accountability through local government, and school construction. Mrs. Dahlquist expressed her appreciation to the board for their huge time commitment to do this volunteer job.

Mrs. Dahlquist also shared that a meeting will be held Wednesday night of this week to discuss elimination of the King County Fair. The meeting will be at the Field House at Pete's Pool. She encouraged members of 4-H and FFA or anyone with an interest in this community and its agricultural history to attend and express concern for the loss of funding from King County for the fair.

Mrs. Merrill shared that the "Battle at the Bridge", which is a contest between the Enumclaw and White River School Districts, has begun. Each district is collecting food for foodbanks in Enumclaw, Black Diamond and Buckley. Board members are participating as well. The contest begins next Monday with the real winners being the food banks. Thursday, October 30<sup>th</sup>, will be the culminating event at the football game where food will be counted. Non-perishable food items can be left at any school buildings in the district.

## **B. Transportation, Food Services, Grounds, and Maintenance:**

Mr. Stocker, Director of Business and Operations, thanked the board for the opportunity to share about our District's Transportation, Food, Grounds, and Facilities departments.

Everett Cunningham, Transportation Coordinator, shared that the department employs 45 drivers and 4 subs who transport students safely over 476 square miles in our district. The drivers travel a total of 4000 miles each day with 60 buses in the fleet. They also have special needs buses with four routes outside the district that transport students daily. Mr. Cunningham shared about the district's school bus retro-fit which is funded by a grant from the Puget Sound Cleaner Air Agency. Our district has been recognized for participating in this program. 57 buses have been retro-fitted to eliminate particulates in the buses, improve air quality, reduce engine oil use, and maintain a cleaner engine compartment. All of these things improve the health of students and citizens. The cost for the retro-fitting would have been \$93,000 without the grant. Mr. Cunningham distributed a handout showing safe-seating which may be used in the near future for pre-school and ECEAP students. When the safe-seats are used, a large bus can be utilized rather than several small buses saving on buses, drivers, and fuel. Mr. Stanton agrees that it is a great idea. Mr. Cunningham thanked the board and Mr. Nelson for the time to share. Mrs. Merrill asked whether the safe-seats are removable and learned that they are. Mr. Stocker commended the transportation department for their good work.

Regarding food services, Mr. Stocker shared that 32 employees serve 1400 lunches a day. Mrs. Holyan, Food Services Coordinator, has incorporated green salads, fresh fruits and other vegetables into the menu. The salad bar is self-serve with as many refills as a student wants. She is also developing vegetarian dishes. In its attempt to improve the environment, food service has

moved away from using Styrofoam to washable trays in the elementary schools. At the high school, they are moving to a corn-based tray. Mrs. Holyan has been working with the University of Washington to learn more about these.

Head Groundskeeper, Liz Mirtallo, reported for the Grounds Department. She has two full-time and three seasonal workers who maintain 12 sites in our district. This includes 170 acres of lawns and flower beds as well as the athletic fields. Their biggest challenges are drainage issues and trees. Besides the grounds work, her team builds structures, repairs roofs and assists with staff moves. Ms. Mirtallo stated that they also maintain the grounds equipment and machines. Mr. Cassell complimented Ms. Mirtallo and the grounds crew on the nice job they do. Visitors comment on how nice the grounds are in our district.

Mr. Stocker reported on the work that our Licensed Maintenance Technicians, Pete French and Jeff Grendahl, do in our district. The goal of the maintenance department is to provide students and staff a safe, comfortable and healthy place to work and go to school. Because they are working with aging facilities, most of their work is reactive. They maintain a large amount of square footage in our district and support the building custodians when work is beyond their scope of expertise. One of the challenges is continuing to find parts for aging equipment.

#### **C. Superintendent's Report:**

Mr. Nelson was excited to share that Chris Beals, Sunrise Principal, is being honored by the Washington State Association of Supervision and Curriculum Development for Individual Leadership. The award is given to someone who influences the instructional leadership and professional growth of educators. Mr. Nelson is thrilled with this news. He meets once a month with the Public Relations Facilitators and learned that the staff took Mr. Beals into the library sharing that someone was being honored with a state level award. Mr. Beals had no idea it was him! He is such a humble person and an outstanding principal. Mr. Beals' award will be presented at the November 7<sup>th</sup> conference in Spokane.

#### **D. Climate Survey:**

Mr. Nelson introduced Mrs. Lockyer to share about the Climate Survey which the board had already reviewed in their packets. Gerrie Garton began the survey work prior to moving to her new position. Mrs. Lockyer and Mr. Nelson took over that project. Mrs. Lockyer shared that she appreciates the opportunity for a new learning curve! She stated that the board had a lot of information in front of them. Mrs. Lockyer signed up on Zoomerang today and the surveys will be input on that site which she hopes to have up by October 31<sup>st</sup>. It will then be advertised to the community and leadership. The methodology is to gather information on line by grade-level for students, faculty/staff, parents and community. Reports and graphs can then be created from the data. Mrs. Lockyer asked if there were any questions. Mrs. Dahlquist commented that the survey was superbly done and well written. She was very excited to have the work before them. Mr. Cassell stated that it was exactly what he had in mind and felt the questions were appropriate. He was excited to begin the process. Mrs. Lockyer gave Mrs. Garton a lot of credit for the survey information she accumulated prior to leaving which made it easier for her to make a decision. Mr. Nelson commented that he believes we will get good data with the questions being asked and a great response from parents. He hopes the survey will be out during the month of November.

## **E. Capital Facilities Levy:**

Mr. Nelson presented information on the Capital Facilities Levy. He stated that the school board has spent hours discussing levies. The district is ready to take it to a next step now. Mr. Nelson explained the differences between bonds and levies. A bond requires a 60% yes vote; is approved for 20 years; and is for larger amounts of money for major projects. A levy requires a simple majority (50% plus 1 vote); is approved for 1-6 years; and is usually for smaller amounts of money than bonds for projects that are too extensive for the general budget to handle.

Some of the major projects we have are the EMS roof (\$2.1 million) and HVAC issues (\$1.4 – 1.8 million) which includes heat pumps. Technology Plans 1 and 2 are built around the intelligent classroom. We are working at being transparent as a district and have spent a considerable amount of time doing surveys in buildings and with technology. This represents 12 – 15 months of work. The technology levy includes both the staff development and tech support that would be required with new and added technology. Mr. Nelson explained the differences between Plans 1 and 2. Our district has never put a tech levy on the ballot in 19 years. Most districts in King County have rolling technology levies every 3 years. If we were to choose a 6-year levy, we will need replacements before the levy has been paid.

Mr. Nelson put out information in the *Sunday Evening News* regarding a levy. This communication goes out to all staff in the district every Sunday. He has received no negative response at all. The Public Relations Facilitators were also very positive. Mr. Nelson offered to have a question-and-answer time and suggested that the Board could have time at the November work study meeting to discuss the levy. Mrs. Merrill asked about Technology Plans 1 & 2: On Plan 2, is the infrastructure in place for additional computers when they can be purchased? Yes. Mr. Cassell asked about the reduction of access points noting a significant drop from Plan 1 to 2. Mr. Marlow, Technology Coordinator, responded that instead of covering an entire building with access points, they could have a mobile cart with network access. Mrs. Dahlquist asked whether there would be 15 access points in every building. Mr. Marlow responded they would be in every building. EHS currently has 6 per building. The elementaries and middle schools have no access points. Mr. Weyer asked Mr. Nelson what plan he would go with at this point. Mr. Nelson responded, as a staff, we are trying to be thoughtful and are leaning toward Plan 2 for technology and a focus on the roof plus the HVAC work. Mrs. Merrill commented that stretching the levy out over 6 years makes it easier to ask for extra but may not be in the best interest of the district. Mr. Nelson agreed it would be short-sighted to go with a 6-year levy. It would be better to go with an \$8 million levy for 4 years. Mrs. Dahlquist stated if you go to \$10 million for 4 years, it only costs the taxpayer an additional \$45 per year on a \$300,000 home as compared to the \$8 million amount. Mr. Cassell expressed some concern about missing infrastructure in the lesser amount and hopes we're setting things up for the future. He leans towards the 4-year levy. Mr. Cassell asked about the Debt Service Fund and said he would be interested in seeing how that works. Mr. Stocker said he will get answers regarding the role of debt service. Mr. Nelson reiterated that he hopes this leads to conversation at a board study and entertained this for one of the discussion items. He believes we can solidify a proposal for a 4-year levy and bring additional information. Mrs. Dahlquist stated that she agrees we are prepared to move forward and wants to put it on the board study. Mr. Weyer commented that he didn't have a good appreciation for the number of drops needed in buildings

Mrs. Dahlquist asked if anyone present wished to address the board as a whole.

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

JoAnne Seng introduced herself as the PSED Board of Directors representative for our district and commended the board on the quality of their communications. She remarked that she has never heard a board give such a good communications report. She concluded by stating that the ESD is available for our board whenever they can be supportive.

### **IV — ADMINISTRATION/BUSINESS**

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

Mr. Stocker presented the list of top ten expenditures in the district as follows: Washington Schools Risk Management; Food Service of America; Puget Sound Energy; Associated Petroleum Products, Inc.; NW ESD 189; Plato Learning, Inc.; NW Textbook Depository; Brooks Powers Group; Speech Connections; and Overlake Hospital/Medical Center.

After reviewing all vouchers, Mrs. Merrill moved and Mr. Cassell seconded to approve payroll and general fund vouchers #43643 through #43921 in the amount of \$908,200.89; associated student body fund vouchers #19102 through #19166 in the amount of \$50,468.41; capital projects fund vouchers #1585 and 1586 in the amount of \$33,002.02; and ratification of the general fund payroll warrant issue for September in the amount of \$2,767,557.75. Motion carried.

#### **B. Career and Technology Education Plan:**

Mr. Nelson introduced Mr. Kevin Smith, EHS Assistant Principal and CTE Director, to present the annual Career and Technology Education Plan. Mr. Smith remarked that the state plan includes the Carl Perkins Plan. He shared an informative presentation with the board that included statistics on wage earnings for certified apprenticeship graduates who are receiving higher salaries than college graduates. Mr. Smith hopes to provide new apprenticeship opportunities for students. October 2008 enrollment is 1608.04 students in actual seats which reflects significant growth over past years. Mr. Smith is working with staff to provide new offerings and currently has staff who are teaching both CTE and basic ed classes. The CTE classes provide more funding for teacher training and equipment in the classroom. CTE also offers two-hour block classes in Automotive Technology and Catering and Restaurant Management. Future plans are to bring Ms. Weinbrecht's Leadership Program into CTE. This class could then provide a DECA opportunity for students. Mr. Smith is also working with Ms. Miller to bring AP Environmental Science into the program. He hopes to bring back the LPN program back as well. Mr. Smith concluded his presentation by sharing the CTE mission and vision. Mr. VanHoof asked how new programs are implemented. Mr. Smith responded that someone usually brings an idea to them. He stated that getting CTE certified teachers is the interesting part as they have to have 2000 hours working in industry in the private sector to receive their certification. Most of the new courses have been program conversions. Mr. Cassell noted that he found the slide regarding apprenticeship salaries to be interesting as he completed an apprenticeship program. Mr. Smith remarked that all of the green technology coming up involves plumbers and pipe-fitters with many positions open in those fields. It doesn't cost anything for students to get in the apprenticeship programs. Mr. Cassell asked what we are doing to prepare students for apprenticeships. Mr. Smith replied that he is working with the Career

Center to bring in apprenticeship representatives. He will also be planning fieldtrips to apprenticeship shops.

Mr. VanHoof moved and Mr. Cassell seconded a motion to accept the Career and Technology Education Plan as presented. Motion carried.

**C. Consent Agenda:**

1. Donation of work and materials for Westwood playground by Carl J. Sanders Construction in the amount of \$12,800.
2. Donation of grading & graveling, work on storm systems and asphalt district-wide by Bill Wheeler Construction in the amount of \$13,217.49.

The consent agenda was presented by Mrs. Dahlquist.

With gratefulness and appreciation for all the gifts our district receives, Mr. Weyer moved and Mrs. Merrill seconded a motion to approve the following items on the consent agenda:

1. Donation of work and materials for Westwood playground by Carl J. Sanders Construction in the amount of \$12,800.
2. Donation of grading & graveling, work on storm systems and asphalt district-wide by Bill Wheeler Construction in the amount of \$13,217.49.

Mrs. Dahlquist called for questions. Motion carried.

**D. Resolution # 928: Survey of Space Availability/Contiguous District:**

Mr. Stocker explained that this resolution closes the study and survey that has been worked on for sometime. Surrounding districts have to agree that they do not have space in their districts for additional Enumclaw students. This document covers that requirement. Mrs. Merrill moved and Mr. VanHoof seconded a motion to accept Resolution #928: Survey of Space Availability/Contiguous District. Motion carried.

**E. Resolution #929: Adoption of Study and Survey:**

Mr. Stocker explained this resolution. Now that the district's Study and Survey has been completed, it has to be submitted to the state for reimbursement. Mr. Cassell moved and Mrs. Merrill moved a motion to accept Resolution #929: Adoption of Study and Survey. Motion carried.

**~~F. Resolution # 930: General Fund Excess Levy:~~**

This item was deleted from the agenda per an earlier motion.

**G. First Reading:**

**Policy 1105: Director Districts**

**Policy 2190: Highly Capable Programs**

**Policy 2412: Diplomas for Veterans**

**Policy 3207: Prohibition of Discrimination, Harassment**

**Policy 3432: Emergencies**

Mr. Nelson explained that the policy changes come to us from WSSDA. Those that have major changes then go to the board for approval.

Policy 1105: This policy regarding director districts shifted language into a new procedure - 1105P.

Policy 2190: The Highly Capable policy had a change in the title and included the process for qualifying students.

Policy 2412: There were small changes in this policy regarding diplomas for veterans.

Policy 3207: This policy includes new language to include electronic messaging and bullying.

Policy 3432: Emergencies procedures and drills were updated in this policy. It shifts the previously required 12 fire drills per year to 6 fire drills with other emergency procedures the other months. Principals are in the habit of doing the drills once a month.

This first reading is for information. Next month, action will be required. Discussion followed.

## **H. General Fund Report**

Mr. Stocker presented the General Fund Report.

The beginning of the year fund balance was \$4,015,838.50. Total resources available were \$44,410,894.04. Expenditures to date: 40,324,679.54. Transfer amount to debt service: \$42,689.84. Ending fund balance: \$4,043,524.63. Unreserved balance: \$3,524,244.24. The district lived within its means this year. We will continue to be thoughtful about how we move forward next year.

Capital Projects beginning fund balance was \$119,785.47 with an ending balance of \$52,830.50.

The Debt Service Fund beginning fund balance was \$1,973,163.18 with an ending balance of \$2,240,666.03.

ASB Fund beginning fund balance was \$360,851.14 with an ending balance of \$360,670.25.

Transportation Fund beginning fund balance was \$433,114.56 with an ending balance of \$440,075.30.

At 8:42 p.m., Mrs. Dahlquist announced the board would take a short break and return at 8:50 p.m. for a 10 minute executive session to discuss personnel. The board returned to regular session at 8:59 p.m.

## **V — PERSONNEL**

### **A. Personnel Report:**

Employment with the district will be conditional upon the district's receipt of a criminal conviction history record that is clear of any convictions, adjudications, protective orders, final

decisions or criminal charges in accordance with Washington State Law. Mrs. Merrill moved and Mr. Cassell seconded a motion to accept the personnel report.

**Classified:**

- A. Resignation:
  - 1. Laini Goodlett, paraeducator, Westwood, effective 9/19/2008
- B. Retirement:
  - 1. Cathy Aden, transportation specialist, transportation, effective 11/1/2008
- C. New Employees:
  - 1. Kelly Scott, paraeducator, Southwood, effective 9/2/2008
  - 2. Debbie Schmidt, paraeducator, Black Diamond, effective 9/2/2008
  - 3. Linda Engelhard, paraeducator, Kibler, effective 9/2/2008
  - 4. Heather Fantello, paraeducator, EHS, effective 9/2/2008
  - 5. Dawn Liebel, secretary, EMS, effective 8/11/2008
  - 6. Regina Chynoweth, assistant secretary, EMS, effective 9/29/2008
  - 7. Linda Andrew, bus driver, transportation, effective 10/1/2008
  - 8. Timm Carlson, bus driver, transportation, effective 10/1/2008
  - 9. Cathy Bohn, bus driver, transportation, effective 10/1/2008
- D. Re-hire:
  - 1. Deena Maras, paraeducator, EMS, effective 9/2/2008
  - 2. Jennifer Rockwood, paraeducator EHS, effective 9/8/2008
  - 3. Michelle Snoen, paraeducator, Southwood, effective 9/11/2008
- E. Change of Assignment:
  - 1. Donna McCormack, from Kibler paraeducator to Kibler custodian, effective 10/6/2008
- F. Additional Hours:
  - 1. Susan VanHorn, 2 hours/day at Kibler, effective 9/29/2008

**Supplemental:**

- A. New Employee:
  - 1. William Osborn, head baseball coach, EMS, effective 9/2/2008
  - 2. Jason Patterson, assistant football coach, EHS, effective 9/2/2008
  - 3. Michael Eckhart, head fastpitch coach, EHS, effective 3/2/2009
- B. Resignation:
  - 1. Tyler Crane, assistant girls basketball coach, EHS, effective 9/10/2008

Motion carried.

**VI — BOARD PROCESS DEBRIEF**

The board debriefed the meeting.



## **VII — ADJOURNMENT**

This meeting adjourned at 9:10 p.m.

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President, Board of Directors

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Secretary, Board of Director

