

MINUTES
of the Regular Meeting of the Board of Directors
of the ENUMCLAW SCHOOL DISTRICT #216
7:00 p.m., District Office
August 18, 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 7:06 p.m. in the boardroom of the district office.

B. Pledge of Allegiance:

Steve Taylor led the pledge of allegiance to the flag.

C. Roll Call:

All board members were present.

D. Minutes:

Mr. Cassell moved and Mr. VanHoof seconded a motion to approve the minutes of the regular board meeting of July 28, 2008 and the special board meeting of August 11, 2008 as printed. Motion carried. Mrs. Merrill suggested putting dates of the minutes on the agenda.

II — BOARD OF DIRECTORS/COMMUNICATIONS

A. Board Communications:

Mr. VanHoof commented that the end of summer is near and school will be beginning! He reported that a small committee comprised of city and school district representatives has been created to work on the revamping of Pete's Pool. Meetings are being held at the Expo Center where the committee is discussing fund raising possibilities. Fundraising and marketing committees will be working hard for a successful outcome. The stadium was built in 1933 and is in need of upgrading.

B. Superintendent's Report:

Mr. Nelson shared that the Leadership Team had just returned from a two-day advance where they used the "Learning by Doing" book to discuss professional learning communities which are the basis for learning in the strategic plan. All decisions made are around student learning. The team will move forward to put this piece in action. Mr. Parker spent time working with the principals round the School Improvement Plans which will come to the board in a more systemized format in November. The concepts in "Learning by Doing" involve system goals which tie to building goals and classrooms, to teachers working together around goals for

students and their learning. Vision and priorities can be set but the classroom communities and performance benchmarks are key. The timing is perfect with the system goal around math. The strategic plan that will be presented by December will connect the dots from district level to the classroom. The Leadership Team devoured the book and had a fabulous two days. This was a foundational retreat that will push our system in a strong direction.

Mr. Nelson presented, in draft form, a look at a 12 month board calendar with key topics for board workshops, items that will be on board meeting agendas, and important events highlighted, including levy filing dates. Math is the first board workshop topic in September. After that, topics are flexible. Mr. Nelson hopes this format will be helpful. The calendar will be updated as new information is received. He noted several upcoming events: the 'Back to School Rally' on August 28th will begin in Black Diamond at 8:30 a.m. The parade following the keynote speaker is scheduled for 11:15 a.m. The New Teacher Breakfast is Friday, August 22nd, 7:30 a.m., at the VFW.

Mr. Weyer responded that he is excited about the work connecting student learning with board goals and the calendar is a nice tool. He thanked Mr. Nelson for that work. Mr. Nelson said the high school leadership comprised of 22 people met for 2 days around this book and have embraced it. Mrs. Merrill agreed with Mr. Weyer and stated she is particularly excited about the more productive School Improvement Plans built around district goals. Mr. Nelson stated that Mr. Parker spent a lot of time formatting it for the principals who feel it is doable. Empowering staff to move forward will help us meet goals. Mr. Cassell remarked that this is very straight forward, logical and systematic. He believes this will benefit what we are trying to accomplish.

C. Budget Hearing:

Mr. Nelson stated this was his first opportunity to introduce Mr. Randy Stocker, business director, who would be presenting the 2008-09 budget. In the short time he has been in his new position, he has immersed himself in the budget. Mr. Stocker said that he is learning by doing and then gave a brief overview of the 2008-09 budget.

General Fund: This fund pays for teachers, supplies, textbooks, librarians, and nurses. When reviewing enrollment history, between the years of 1997 and 2008, the district has experienced a 1,000 student decline in enrollment which equates to \$5,000,000. The hope is for enrollment stabilization. Money for this fund comes from state apportionment and local taxes. The total budget for 2008-09 is \$42,000,000. The largest expenditure increases this year are with salaries (\$1.2 million) which comprise 60% of the budget and benefits (\$1.1 million) which is 21% of the budget. Fuel costs have also risen.

Budget revenues for the coming year are \$42,596,412 with expenditures at \$44,679,586. Our district will require major budget reductions in 2009-10.

ASB: This fund is for student activities and athletics. Beginning fund balance \$288,539; anticipated revenues \$786,203; expenditures \$825,903; ending fund balance \$248,839.

Debt Service Fund: This fund is connected with long term debt and taxes collected by the county. Payments are made for outstanding bonds approved by the voters. Total revenues \$3,804,195; expenditures \$3,026,700; ending fund balance \$3,016,173.

Outstanding Debt: Total outstanding debt is \$27,288,671.

Capital Projects Fund: This fund is for school construction, etc. Total resources available \$69,753; expenditures \$67,000; and ending fund balance \$2,753.

Transportation Vehicle Fund: The beginning fund balance is \$445,894; available resources \$811,583, and budgeted expenditures \$350,000; with an ending balance of \$461,583. Three busses were purchased last year and three will be purchased this year. Mr. Nelson shared that a small levy was run some years ago to catch us up on bus purchases. We may need to do that again. When busses reach a certain point on the depreciation schedule, they do not generate any funding from the state. Mr. Weyer asked what the life of a bus is. Mr. Stocker said he would have to check that for him. Mr. Nelson stated that we are able to keep our busses because we have good mechanics but the fleet is old. Mrs. Merrill remarked that this situation could change depending on growth in our district. She stated that she would be interested in knowing what qualifies for the non-voted loans in the debt service fund and whether this could be used for the middle school roof. Mr. Nelson and Mr. Stocker said they would look into that.

Mrs. Dahlquist announced that this is the second budget hearing and that the board had a workshop to further study the budget. She stated that action would be taken later in the meeting. Mrs. Dahlquist called for comments from the public. No one present wished to comment on the budget.

Mrs. Dahlquist then opened the meeting to anyone desiring to address the board as a whole.

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

No one wished to address the board.

IV — ADMINISTRATION/BUSINESS

A. Payroll and Vouchers:

Mr. Stocker presented the list of top ten expenditures in the district as follows: Micro Computer Systems, Puget Sound Energy, Overlake Hospital Medical Center, Simplex Grinnell, Puget Sound ESD, City of Enumclaw, NW ESD 189, Puyallup School District, Right!Systems Co., and Brand Athletics. Mr. Stocker asked if this information is helpful. Mr. Nelson stated that the voucher reports are being printed with more detail for the board members. Mr. Cassell commented that he sometimes wonders what a particular expenditure is for and Mr. Stocker asked him to send him an email with any questions. Mrs. Merrill responded that the top ten expenditures are helpful as the public has no idea how the budget is spent. She believes it is a good communication tool for the community. Discussion followed on information that would be useful including comparisons of the top ten expenditures to follow trends. When asked about the Overlake Hospital expenditure, Mr. Stanton replied that this pays for year round treatment for special education students. Mr. Weyer asked if the expenditures could be printed out by department and in ascending order. Mrs. Merrill asked for clarification – whether that was for the entire packet or the top ten. Mr. Weyer said if it could be electronically manipulated, it would be interesting to see the entire voucher packet in this manner. Mr. Stocker agreed to attempt to do an electronic sort on the vouchers.

Mrs. Dahlquist stated that the board receives the vouchers for review the Thursday prior to the board meetings and then called for a motion. After reviewing all vouchers, Mr. VanHoof moved and Mr. Weyer seconded to approve payroll and general fund vouchers #43242 through #43408 in the amount of \$363,550.94; associated student body fund vouchers #19040 through #19052 in

the amount of \$29,755.34; capital projects fund vouchers #1580 and 1581 in the amount of \$43,476.76; private purpose trust fund vouchers #23 and 24 in the amount of \$1,050.00; and ratification of the general fund payroll warrant issue for July in the amount of \$2,744,582.60. Motion carried.

B. Resolution #926: 2008-09 Budget

General Fund	\$44,679,586.00
Transportation Vehicle Fund	\$350,000.00
Capital Projects Fund	\$67,000.00
Debt Service Fund	\$3,026,700.00
A.S.B. Program Fund	\$825,903.00

Mr. Nelson stated that it is fortunate we have a fund balance to cover the \$2.1 million deficit. This will leave a fund balance of \$1.5 million or 3.8%. The district is committed to making adjustments to keep the fund balance higher. The recently vacated Director of Public Relations position will not be filled. The budget is locked and will not be reopened. Mr. Nelson assured that we will be fiscally responsible for the 2008-09 school year and stay in constant communication with the board through workshop presentations and a quarterly look at the budget.

Mr. Cassell moved and Mr. VanHoof seconded to approve Resolution 926: 2008-09 Budget. Mr. Weyer stated that he would like to remind the board and district about the three items he sent out in an email: 1) recommended that the district spend time producing forecasts three years out for the future; 2) the current budget trend is a concern and he would like to make the budget forecasts a requirement. He would like the staff and board to come up with a budget that will give a 3-5% fund balance in 2009-10; and 3) he recommended that the forecasted budget be presented no later than the beginning of May. Decisions have to be made as closely as possible by May for hiring, curriculum, etc. Though Mrs. Dahlquist thought the 3-5 year forecasts were a great idea, she also understands there are a lot of variables with enrollment, funding and apportionment. Accuracy would be a concern and authenticity is important. Mr. Cassell agreed that it would be a challenge. He expressed his concern for the amount of work involved and whether it would be valid though believes it would be a good exercise and adjustments could be made. Mr. Weyer stated that he believes a two year forecast should be done. Mrs. Merrill remarked that she believes this work is being done already. Forecasts have been made regarding the declining enrollment for years. She felt it would be possible to do elements of the forecast. Mr. Nelson concurred that in January/February, staff can begin to solidify projected enrollment and staffing information. He agreed with Mrs. Dahlquist that the unknown factors would make this difficult. When comparing our budget situation with other districts, even with a deficit we are in a great position. Mr. Nelson said the legislative session probably won't end until next May or June when he believes we will get some help but we have to be prepared for the 2009-10 budget. Mrs Lockyer responded to a question regarding insurance benefits stating that they rose significantly this year. The district has an insurance broker who looks at benefit plans and will be reviewing them again this year. The insurance committee will also be reconvening to go over options. She stated that insurance benefits are provided employees by the state. After further discussion, Mr. Weyer said, and Mr. Cassell agreed, that the budget is conservative. Mr. Nelson asked for approval of the budget. Motion carried.

C. 2008-09 Fee Schedule for Use of Facilities

Prior to Mr. Madden's retirement, Mr. Nelson asked him to take a look at the facilities fee schedule. According to Policy 4060, this schedule should come to the board biennially. Mr.

Madden did a comparison study with surrounding districts for facilities fees. This schedule represents different groups with different rates. Non-profit groups can use facilities for free as long as the buildings are staffed. If facilities are used during non-work hours, groups have to pay for the staffing. The rates increased \$5-10. Commercial organizations pay for facilities and custodians. Mr. Nelson felt it was important to bring this schedule to the board as part of the budget conversation. Mrs. Merrill asked how we made the comparisons. Auburn, White River and Tahoma were surveyed and our fees were less. These fees would go into effect this school year. Mr. Weyer asked if clubs had been notified. The district will notify them. Mr. Nelson responded to Mr. Cassell's question regarding groups currently using facilities free of charge that there will not be a change for most groups and only a slight increase for others. When asked about the fee schedule for the 6-plex, Mr. Nelson stated that the City does the scheduling and sets the fee structure. When the football stadium moved from the county to the city, we no longer had to pay for use though we do the maintenance and upkeep. Mrs. Merrill moved and Mr. Weyer seconded to approve the 2008-09 Fee Schedule for Use of Facilities. Motion carried. Mr. Nelson stated next time he would have a cover letter explaining the process.

D. General Fund Report

Mr. Stocker presented the General Fund Report and said the district is coming in on target with the budget for 2007-08.

The beginning of the year fund balance was \$4,015,838.50. Total resources available were \$40,725,365.64. Expenditures to date: \$36,868,722.13. Transfer amount to debt service: \$42,689.83. Ending fund balance: \$3,813,953.68. Unreserved balance: \$3,340,827.45.

Capital Projects beginning fund balance was \$119,785.47 with an ending balance of \$117,742.52.

The Debt Service Fund beginning fund balance was \$1,973,163.18 with an ending balance of \$2,200,343.92.

ASB Fund beginning fund balance was \$360,851.14 with an ending balance of \$391,249.73.

Transportation Fund beginning fund balance was \$433,114.56 with an ending balance of \$441,357.09.

At 8:24 p.m., Mrs. Dahlquist announced the board would take a short break and return at 8:30 p.m. for a 10 minute executive session to discuss personnel and land acquisition. The board returned to regular session at 8:50 p.m. No action was taken on land acquisition.

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. Mr. Cassell moved and Mrs. Merrill seconded a motion to accept the personnel report as presented.

Certificated:

A. Retirement:

1. Jenny Sue Adams, teacher, Southwood, effective 8/4/2008

B. New Employee:

1. Kelly Cole, teacher, Southwood (leave replacement), effective 8/26/2008

Classified:

A. Resignation:

1. William Copp, custodian, TMMS, effective 7/1//2008
2. Erin Sando, assistant secretary, EMS, effective 8/6/2008

B. Transfer:

1. Laurie Burt, custodian, from Black Diamond to TMMS, effective 8/4/2008
2. Ross Anne Pearson, paraeducator, from Westwood to Kibler, effective 9/2/2008
3. Connie Nielsen, paraeducator, from Westwood to EMS, effective 9/2/2008

Motion carried.

VI — ADJOURNMENT

This meeting adjourned at 8:51 p.m.

President, Board of Directors

Secretary, Board of Directors