

**MINUTES
of the Regular Meeting of the Board of Directors
of the ENUMCLAW SCHOOL DISTRICT #216
6:30 p.m., District Office
July 17, 2017**

I — PRELIMINARY

A. Call to Order:

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

B. Pledge of Allegiance:

Mr. Stanwood led the pledge of allegiance to the flag.

C. Roll Call:

All board members were present except Mrs. Schroeder, Peyton Brueher and Foster Barnhart who were excused. Mr. Gamblin arrived later in the meeting.

D. Minutes:

Mrs. Merrill moved and Mrs. McGann seconded a motion to approve the minutes of the regular board meeting of June 19, 2017 as presented.

Motion carried.

II — BOARD OF DIRECTORS COMMUNICATIONS

A. Good News of the District:

Mrs. McGann shared she was able to go to Central Washington University to watch the high school boys at football camp. She also shared the Robotics Club performed at Miners Day and were a huge crowd draw. The students did an amazing job and she let the club know that on behalf of the board. Mrs. McGann attended the King County Fair where our 4-H and FFA students participated. The Black Diamond Community Center hosted a successful luau fundraising event. Mr. Nelson added that the community center has experienced some budget losses so this will help to meet their budget needs. The community center is a great partner with our district in providing support to our students. Mr. Nelson thanked Mrs. McGann for her leadership on the community center board.

Mr. Stanwood perused the surplus auction site and stated that it was well organized as always. The high school lockers were a popular auction item.

B. Superintendent Report:

Mr. Nelson shared the transportation department received an exemplary rating from the Washington State Patrol for safety. They have received this letter from OSPI many years in a row. Mr. Hatzenbeler will share the OSPI letter with the transportation employees.

The Black Diamond Elementary dedication is scheduled for August 7th. Rossi Ensign has sent invitations to dignitaries. The whole community is welcome to attend. The doors will be open at 6:00 p.m. with a short program at 6:30 p.m. Ms. LeRoy, a member of her staff and NAC staff will have people in the halls at various points to answer questions. Black Diamond Elementary dedication t-shirts are being ordered. They are a baseball shirt style to commemorate the prominence of baseball in the community. If the board members would like a t-shirt, they can notify Mike of the size. The dedication will culminate in a ribbon cutting with the board president doing the cutting and the directors on stage. Mr. Nelson shared how that will be set-up. The book, *School's First Day of School*, will be read aloud with the pictures on the big screen. Self-guided tours will follow the program and refreshments served. It will be an impactful evening. Mrs. Aaby and Mrs. Newell were able to tour the building with Mr. Nelson and were amazed by the beauty of the building and the detail items that were so carefully selected.

Staff are busy completing grants and budget work during the month of July. Construction has been a huge project this summer. *Impact* is our word for the year. Staff is also preparing for the Leadership Advance in August. Mr. Nelson pointed out the Strategic Plan which has been posted in the boardroom.

Mr. Nelson met with the city regarding storm water. There is an open house Tuesday evening. The district would like to have education included in the ordinance and have the district exempted from the fees with credit for the storm water system installed at the high school. He is hoping for the same thing with the City of Black Diamond.

Mr. Nelson introduced Miranda Newell as his new executive assistant and assistant to the board. She is a researcher and knows a lot about the board members from reading their bios on the website! Mrs. Newell was welcomed.

C. Construction Update:

Liz LeRoy updated the board on construction with a picture of the new elementary. The landscape is going in and the original Black Diamond Elementary lettering has been installed on a history wall inside the school.

Black Diamond Elementary

Construction budget:

- Construction Contract \$15,168,000
- Potential Changes \$850,000
- Furniture & Movers
 - Furniture Complete Delivery July 16-21
 - Community dedication August 7
 - Boxes moved August 8-10
 - Staff arrive August 16

Progress:

- Railings installed
- Toilet partition materials are delayed and will be installed in August
- White board installation
- Wood ceiling is being installed
- Flooring almost complete

Exterior:

- Canopy work is being done. Roofing strike during the process impacted some of the timing of the exterior work.
- Ms. LeRoy shared pictures of both the exterior and interior work including the salvaged beams in the commons. Mechanical work is ongoing.
- Getting ready to take ownership of the building

Mr. Nelson commented on the symbolism of the trusses and beams that create the illusion of going into a mine. Mrs. McGann added that the details in the new school honor the history of the city of Black Diamond and look so good.

Grass has been planted and prepped for the playground.

Mr. Nelson added that the niches built into the wall for displaying historical items will be changed out periodically. The museum will share items to display at the dedication.

Enumclaw High School

Budget:

- Forma \$41,864,000
- Contingency \$1,050,000 (no change since March)
- Phase 1A: athletic office – open August 11
- Gym – August 16
- Locker room – Aug 16
- Phase 1: new construction classroom wings
- Liz shared details of the work currently happening in each phase and what will begin next week

Focus is on finishing Phase 1A:

- Gym
- Floor mural painting
- Drywall installed in locker room

Mr. Nelson stated that it was a good time to run our bond compared to what others are going through currently. Ms. LeRoy agreed saying bids are coming in unexpectedly high for schools right now. Our bond was run just in time and the district did a good job pushing the early bid date.

D. Public Hearing: 2017-18 Hearing:

Mr. Hatzenbeler presented information on the five funds and their preliminary budgets for 2017-18. Please see Mr. Hatzenbeler's budget information which is linked to the July 17, 2017 board agenda at the following link: <https://app.eduportal.com/documents/view/637147>

Mr. Hatzenbeler's report included:

- General Fund information
- Enrollment projections for next year: 3,833
- Expenditures which are very similar to the current year. The state approved a 2.3% COLA for personnel. Mr. Hatzenbeler explained the impact on the budget for this.
- Capital Projects information which included the State Match process. The state has not approved the capital budget which has a direct impact on school districts who have or are passing bonds as they will not be able to open the bid process. We would be impacted by the lack of State Match money flowing through.
- Debt Service numbers are concrete
- ASB Funds: budgets have been received from the secondary schools
- Transportation Vehicle fund will allow for the purchase of 6-7 vehicles

A board resolution will be on the August agenda to approve the 2017-18 budget.

Mrs. McGann asked what maintenance projects are being done this summer. Mr. Hatzenbeler shared the following projects: Kibler roof; skylights at JJ; auditorium walls being repaired at the high school; stadium decking is being redone along with pressure washing and resolving the ADA compliance issues. Mr. Hatzenbeler and Mr. French are developing a facilities plan. When the next capital levy or bond is considered, they will have the most current information on facility needs.

Mr. Nelson thanked Mr. Hatzenbeler and his staff for the thorough job they have done with budget while keeping in mind the Strategic Plan.

Mr. Stanwood opened the public budget hearing and called for comments three times as required by law. No one wished to address the board regarding the 2017-18 budget and the hearing was closed.

Budget approval will come to the board in August. Mr. Nelson will contact Mrs. Schroeder and Mr. Stanwood should new information come forward before that meeting.

E. Birth to 5 Update:

Mrs. Arbury updated the board on the Birth to Five Center which included:

- There is a lot going on at JJ
- Granted a new full day ECEAP classroom. Mrs. Arbury applied for this several months ago. Now have 74 ECEAP slots – 2 full day and 2 morning classes plus 30 developmental preschool students.
- Hiring new staff for ECEAP expansion. Interviewed from a strong pool today.
- MOPS outreach – 2 organizations.
- Best Starts RFP: submitted a mini RFP for on site counseling, staff training in trauma issues, and a committee to explore the gap in access to mental health services for our Hispanic families.
- Attending session on Parent Child Home Program. Children's Home Society in Auburn wants to expand to Enumclaw.
- FOI Conference: attended the conference in Olympia. Prevent and mitigate common family stressors. Support positive parent-child relationships to buffer young children. First 1,000 days of a child.
- Enumclaw School District is receiving technical assistance through First 1,000 Days

- Submitted a request to PSESD for a grant through Dell to pay for playground equipment

Mrs. Arbury will present at the September and October board meetings and then every other month. Mr. Nelson stated that she has worked very hard and the more people who know about the center, the more connections are made which adds possibilities. The ECE program will move in to JJ when Black Diamond gets moved. Mr. Nelson thanked Mrs. Arbury for her report.

Mr. Stanwood 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. 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: BNCC, Inc.; Forma Construction Co.; Hertiage Bank and Forma; Alliance Construction Management; Overlake Hospital Medical Center; NAC Architecture; Puget Sound Energy; Food Services of America; GEO Engineers Inc; and Childrens Therapy Center.

Mr. Hatzenbeler shared a list of local businesses with whom the district conducted business. The district did \$54,032.90 of business in the month of June in Enumclaw and Black Diamond and surrounding areas. The district is pleased to support local businesses and purchase their products. Mrs. McGann thanked Mr. Hatzenbeler for reporting by city. Mr. Stanwood added a thank you and said he likes seeing the breakdown by city.

Mr. Stanwood 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. McGann moved and Mr. Gamblin seconded to approve general fund vouchers in the amount of \$714,220.86; capital projects fund in the amount of \$5,211,128.80; associated student body fund in the amount of \$68,172.26; and ratification of the general fund payroll warrant for June in the amount of \$3,734,870.90.

Motion carried.

B. Consent Agenda:

1. Personnel report

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

1. Personnel report

Certificated:

- A. New Hire:
 - 1. Benjamin Barker, teacher, EHS, effective 8.28.2017
- B. Change of Program:
 - 1. Camie Went, ELL teacher, district office, effective 9.5.2017
- C. Leave Request:
 - 1. Elisabeth Harkness, .5 teacher, Westwood, effective 9.5.2017
 - 2. Rebecca Parrish, .4 SLP, district office, effective 9.5.2017
 - 3. Deborah Walker, .4 SLP, district office, effective 9.5.2017
- D. Rehire:
 - 1. Kristin McSwan, teacher, Westwood, effective 9.5.2017
 - 2. Regina Chynoweth, teacher, TMMS, effective 8.28.2017
- E. Transfer:
 - 1. Ryan Picinich, teacher, from TMMS to EHS, effective 9.5.2017
- F. Change of Assignment:
 - 1. Jennifer Ahina, special preschool teacher, ECE JJ, effective 9.5.2017
- G. Additional Assignment:
 - 1. Mary Colby, summer school, Southwood, effective 8.2.2017
 - 2. Jeff Kurtz, summer school, Black Diamond, effective 8.2.2017
 - 3. Angela Moore, summer school, Kibler, effective 8.2.2017
 - 4. Rebecca Underwood, summer school, Westwood, effective 8.2.2017

Classified:

- A. New Hire:
 - 1. Sarah Gosnell, office manager, Sunrise, effective 8.14.2017
 - 2. Janet Groves, campus security, EHS, effective 8.28.2017
 - 3. Rebecca Chavis, kitchen assistant, Kibler, effective 9.5.2017
 - 4. Monica Parker, assistant secretary, Sunrise, effective 8.28.2017
- B. Resignation:
 - 1. Whitney Anderson, general para, Black Diamond, effective 6.30.2017
 - 2. Tisha Riccardo, kitchen assistant, Kibler, effective 6.30.2017
- C. Additional Assignment:
 - 1. Sharon Hanson, summer inventory clerk, Transp., effective 6.30.2017
 - 2. Bethany Ellis, summer inventory clerk, Transp., effective 6.30.2017
 - 3. Kimberly Sales, summer inventory clerk, Transp., effective 6.30.2017
 - 4. Nancy Stangland, summer inventory clerk, Transp., effective 6.30.2017
- D. Leave Request:
 - 1. Sally Bruhn, Para, Kibler, effective 9.01.2017 through 1.02.2018

Supplemental:

A. Coaching Authorization:

1. Gunner Argo, assistant track coach, EMS, effective 9.5.17
2. Jenelle Murrell, assistant track coach, EMS, effective 9.5.17
3. J.B. (John) Blair, assistant track coach, EMS, effective 9.5.17
4. Robert Garcia, assistant girls fastpitch coach, TMMS, effective 9.5.2017

Motion carried.

C. Second Reading:

Policy 2163: Multi-tiered System of Support

Policy 2336: Required Observances ...

Policy 2409: Credit for Competency-Proficiency

Policy 4330: Cooperation with Private and Parochial Schools (Deletion)

Policy 4400: Election Activities

Policy 5021: Applicability of Personnel Policies (Deletion)

Mr. Nelson presented six policies for second reading and action. Having heard no concerns, he requested board approval. Two of the policies are deletions. The others are policy updates.

Mrs. McGann moved and Mrs. Merrill seconded to approve policy updates and deletions as presented. Mrs. Merrill thanked Mr. Nelson for having the information all broken out for them in his memo.

Motion carried.

F. Science Text Adoption:

Mr. Nelson reminded the board they were presented with the science text adoption information at the previous board meeting. Mrs. Burnes and Mrs. Kilmer have worked non-stop on the curriculum order. No one has come forward with any concerns. The board process for approval has been followed. He requested board approval of the curriculum adoption.

Mrs. Merrill moved and Mr. Gamblin seconded to approve the Science Text Adoption as presented.

Motion carried.

Mr. Nelson said this will be a great change for the district.

G. 2017-18 Fees Schedule:

Mr. Hatzenbeler presented the 2017-18 Fees Schedule to the board for approval with no increases. Mrs. McGann asked about pool fees. Mr. Hatzenbeler said the city is adding revenues to the pool and that will ease the burden of the pool fees for the high school. The fee structure approved last week as helped. The district enjoys the great partnership it has with the city. No additional fees should have to be passed on to parents this year.

Mrs. McGann moved and Mr. Gamblin seconded a motion to approve the 2017-18 Fees Schedule as presented.

Motion carried.

H. General Fund Report:

Mr. Hatzenbeler presented the general fund report.

78.30% of the 2016-17 budget has been expended with 85.71% of revenues received.

Mr. Hatzenbeler explained that safety net monies are support funds from the state to help cover the expenses of programs for special education students. A hefty application must be submitted which was developed by Courtney Valvoda. Her application along with heavy documentation from the business office was submitted to the state for \$550,000 in funding. The exact amount the district will receive has not been determined yet.

The beginning of the year fund balance was \$5,354,534.84. Total resources available: \$45,947,040.96. Expenditures to date: \$40,381,120.86. Reserved grant carry-over: \$200,000.00; reserved inventory – commodities carried over: \$23,140.00; turf replacement: \$500,452.00; and 5% reserve: \$2,650,000.00. Unreserved ending fund balance: \$2,192,328.10.

Capital Projects beginning fund balance was \$64,730,486.63 with an ending balance of \$38,642,920.01.

The Debt Service Fund beginning fund balance was \$4,721,444.25 with an ending balance of \$1,648,680.91.

ASB Fund beginning fund balance was \$480,842.10 with an ending balance of \$526,489.79.

Transportation Fund beginning fund balance was \$859,300.87 with an ending balance of \$457,689.53.

Mr. Stanwood 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 necessary.

VI — BOARD PROCESS DEBRIEF

Mrs. McGann asked if the district would have a booth at the Street Fair. That had not been planned for this year, but the district could have a booth next year to share high school construction information.

VII — ADJOURNMENT

This meeting adjourned at 8:04 p.m.

President, Board of Directors

Secretary, Board of Directors