

**MINUTES  
of the Special Meeting of the Board of Directors  
of the ENUMCLAW SCHOOL DISTRICT #216  
6:30 p.m.  
September 6 2016**

**I – PRELIMINARY**

**A. Call to Order:**

The meeting of the Board of Directors was called to order by April Schroeder, Vice-President of the Board of Directors, at 6:30 p.m. at the district office board room.

**B. Roll Call:**

All board members were present except Mrs. McGann who arrived later in the meeting.

**II – OATH OF OFFICE**

**A. Welcome Appointed Director**

Mr. Nelson officially welcomed newly appointed board director of district #3, Tyson Gamblin.

**B. Oath of Office:**

Mr. Gamblin was sworn in to office by Mr. Nelson. Mr. Nelson expressed his appreciation for Mr. Gamblin's willingness to serve. He recognizes that this commitment takes him away from family time and is very appreciative. Mr. Gamblin introduced his wife, Sophia, and his children Oscar and Ruby. The board welcomed Mr. Gamblin.

**III – WORKSHOP STUDY SESSION**

**A. Opening of School**

Mr. Nelson shared that he incorporated *Over the Rainbow* music into District Day. Mrs. McGann challenged staff to use the #esdboundless to post pictures and updates during her welcome to staff. The *You Belong Here* hand-out was distributed to all staff. Mr. Nelson shared his experience with Britt's family while in Norway at the family farm. As family arrived to greet the Nelson family, they decided, given his Norwegian heritage that, "You belong here!" This became the theme for both the Leadership Advance and District Day: administrators and staff "Belong Here". The Coherence book that was read by the leadership team contained the word "here" and was used to build coherence into the team. This book said you can have a strategic plan and goals but be crystal clear about a couple of things. When looking at the strategic plan, the items of importance are literacy, graduation rates, and numeracy. We want these things to increase and the achievement gap to decrease. Jeff Utecht talks about the power of a simple graphic. The graphic Rossi created with the goals resonates with staff. The key strategy used to

achieve the goals is Professional Learning Communities. Administrators and staff will recommit to that effort. Mr. Nelson shared the Post-It commercial video and told how Rossi and Will worked their magic to create giant post-its on the stage at the auditorium. The card each staff member received entering the auditorium said, “You Belong Here” and had a post-it to list goals. Mr. Nelson wanted to have emotion involved to create a memorable event. Mrs. Merrill commented that District Day was fantastic. She stated that Jeff Utecht led off very differently from last year. Mr. Beals shared the thing that stood out with Jeff’s talk this year was the teacher role. Teachers used to facilitate learning – now teachers create learning opportunities for kids. We are about the learner, not the learning. Mrs. Merrill added that this is the “just in time generation”. Students learn what they need to learn, when they need it. Mr. Nelson used Jeff’s historical illustrations of changes in education that no one thought could work (from slates to paper, chalk to pencils to pens, etc.).

Mr. Nelson shared posts from his Twitter account. Rotary members were at each elementary school distributing pencils to the students the first day of school. He used the word “Woohoo” in his staff letter to describe his feelings on the first day of school. The welcome back sign at district office for the first day of school was also “Woohoo”!

Less than a year ago, the district moved to the Google platform. Mr. Nelson created a Google form and sent it to all new staff to survey their start to the school year: what we did well and how we could improve. The form compiles the responses too.

Mr. Nelson spent 45 minutes at Black Diamond Elementary the first day of school to see how things would go. He expressed his appreciation to transportation, maintenance and all staff who made the transition possible. The vision to have the Birth to 5 Center at JJ is a good one. The school is homey and warm. The board was encouraged to stop by and see the changes.

## **B. Construction Update**

Liz LeRoy updated the board on construction.

### **Black Diamond:**

- Shared the unforeseen conditions (water lines, sewer routing)
- Tree assessment that resulted in the recommendation by the arborists to remove the trees. Trees that will not impact construction will be replanted
- Building permit was approved
- Walls are going up by the end of the month
- Liz is working with Gerrie and Pete on a furniture list

Mr. Nelson, Mrs. McGann and Mrs. Merrill manned a district booth at the Black Diamond Labor Day event. Mr. Nelson shared that the community is very grateful to have a new school and were happy that a sense of history is being incorporated. Mr. Nelson expressed his appreciation to Matt for sharing the 3D site and goggles which were a hit.

### **EHS Overview:**

- Phase 0 will be finished prior to December break
- Phases 1 and 2 permits have been submitted
- The design review has been approved
- Portables have been moved
- The site looks good
- Working with the vendor to zone the fire alarms differently

- Working on the coordination of construction
- Construction workers will have badges for identification on campus
- An optional walk-through was added to the bidding process

Ms. LeRoy stated that the NAC team is doing a great job on the drawings. The board will receive cost estimate updates and constructability review recommendations.

### **C. Constructability Report**

Matt Rumbaugh shared the EHS progress update:

- The constructability review has been conducted by a team of architects and engineers who provide suggestions and feedback
- Matt met with the high school administrators to discuss timelines and renovation. He commended the high school team for their collaborative ways.
- Architectural and electrical items as well as civil, structural and mechanical engineering
- NAC is going through the list from the design team and crossing items off as they complete the plans

The bidding process has been advertised in many places. Notices were provided to contractors as early as possible. Liz has been reaching out to both contractors and sub-contractors. The job is being advertised through the Builders Exchange also. Contractors have 5 weeks to submit the bid. Liz is getting good feedback from six contractors. Contractors are busy. Liz stated that contractors are happy with our architects. The next 6-8 weeks will be exciting. The bids will be opened at 3 p.m. on October 20<sup>th</sup>.

Parking has been a topic of discussion at the high school. Brooke commented that she arrived at 7:30 a.m. and found parking.

Liz and Matt were thanked for their updates.

### **D. Facilities Fee Schedule**

Ed Hatzenbeler, Director of Business and Operations, updated the board on the facilities fee schedule and policy 4260. Mr. Hatzenbeler would like to bring consistency to the facilities fees being charged. He distributed a packet of information that contained policies from other districts as well as fee comparisons. After Mr. Hatzenbeler's presentation and board discussion, Mr. Nelson synthesized the conversation: Mr. Hatzenbeler will take next steps to recalibrate fees to bring them into alignment based on his research. He also has approval to have a conversation with the city. He will attempt to make sense of the categories and add categories if needed. The policy will come to the board with an update. Mrs. McGann thanked Mr. Hatzenbeler for his research with our neighboring schools.

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

## **IV – EXECUTIVE SESSION**

No executive session was needed.

## **V — BOARD PROCESS DEBRIEF**

Mrs. McGann welcomed Tyson as she missed the first of the meeting.

The board discussed the first day of school.

Mr. Gamblin asked if the bid alternates would be included in the Enumclaw High School bid. Mrs. McGann stated those would not be included as part of the bid packet. Mr. Nelson commented that Liz has done a beautiful job of staying in contact with prospective contractors.

The WSSDA Regional meeting was discussed and who would be attending. Mr. Nelson asked about open positions within WSSDA the board may be interested in. Mr. Gamblin will serve as the WIAA representative until December.

## **VI — ADJOURNMENT**

This meeting adjourned 8:10 p.m.

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President, Board of Directors

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Secretary, Board of Directors