APPROVED

Enumclaw School District

Minutes

Board Work Study

Date and Time
Monday February 2, 2026 at 6:30 PM

Location
District Office - Nancy A. Merrill Boardroom

Directors Present
Ben Stouffer, Paul Fisher, Scott Mason, Tara Cochran

Directors Absent
Tyson Gamblin

Guests Present
Jill Burnes, Stacey Whitten

I. Opening Items

A. Call the Meeting to Order

Paul Fisher called a meeting of the board of directors of Enumclaw School District to order on Monday Feb 2, 2026 at 6:30 PM.

B. Roll Call

II. WORK STUDY SESSION

A.

Progressive Design Build

Superintendent Jill Burnes shared with the Board of Directors that the presentation prepared for the work study was to provide detailed information on the progress made with the Progressive Design Build (PGD) for the elementary school in Ten Trails. Also, there will be information provided on tasks to accomplish, upcoming meetings and a funding opportunity to consider.

Phil Engebretsen, Director of Facilities, Operations and Athletics, provided good news to the Board regarding a rebate from Puget Sound Energy of $22,000. He also shared that the district received an Urgent Facilities Grant from OSPI. The district has applied for this grant for the past three years and this year the district received the grant award of $377,300.

Mr. Engebretsen reviewed with the Board of Directors the PDB preconstruction schedule of the following completed project steps:

- District Standards meetings
  - Confirm the architectural, mechanical, civil, and electrical components of the project
- Building and Field Siting completed and shared with the City of Black Diamond
  - A preliminary site diagram was shared with the Board
- Education Specifications Workshop
  - 13 plus staff members collaboratively looked at functional and spatial needs. Valuable input was gathered on how spaces should support teaching, learning, and community use.

Mr. Engebretsen shared that next steps for the PDB include:

- The Design Advisory Committee will begin to meet to give input on classroom layouts, educational spaces to support learning, technology integration, storage, etc.
- The Oversight Committee will meet and continue to monitor the budget and overall project processes through the completion of the project.
- A Community Communication Planning Meeting is set with Korsmo to craft a plan for ensuring quality messaging throughout the life of the project with the community.
- An Outreach Event Planning Meeting is scheduled to plan an event to identify local sub-contractors to work on this project.

Director Fisher asked if anyone in the district has reached out to other districts who have built a school recently to learn of what worked well for them and learn of the challenges they faced. The district answered that this will be done and Korsmo will assist with connecting them with other district contacts.

Superintendent Jill Burnes shared with the Board of Directors that an additional next step in the PDB process will be to hire a planning principal. She stated that typically this position is filled one year before the planned opening of a new school. A job posting for the position will be publicized in late February/early March. Until a planning principal is hired, a former employee/principal of the district will work in a consultant capacity to assist with some planning projects. Planning projects to accomplish by the end of May are selecting a school name, mascot and colors. These things will be done with a committee and in alignment with Policy 6970, *Naming of New Facilities.*

Director of Business Kyle Fletcher shared with the Board of Directors the potential for SCAP Funding (School Construction Assistance Program). This is a state program administered by OSPI that provides state financial assistance to school districts for planning, new construction, modernization, or replacement of permanent instructional facilities. The amount of funding is formula based. A building is eligible for SCAP funding when a district can show a state-recognized need. This funding is usually available when an existing, permanent instructional building is old enough and in poor enough condition to justify modernization or replacement or when student enrollment is beyond capacity.

Mr. Fletcher shared with the Board of Directors the SCAP formula information, the timing requirements for applying, and the application process and next steps for the district. The Board of Directors asked clarifying questions.

Superintendent Burnes stated that additional information will be shared with the Board as the district moves forward with the form process. If a decision is made to continue to seek this funding, a resolution will be placed on the March agenda for the Board's review and action.

B. Superintendent Search

Superintendent Burnes shared an update on the Superintendent Search Process:

- Invitations were sent to consultant firms to submit a Request for Qualifications to Provide an Executive Search for the Position of Superintendent on Friday, January 23.
- Proposals from the firms are due Friday, February 6.
- If there are more that three or four proposals, Directors Gamblin and Fisher will review the proposals to narrow down the consulting firms to be invited to present at a Special Meeting on Monday, February 23, at 6:30 p.m.
- The estimated start date for the hired consulting firm to begin their work with stakeholder input to create a job posting is March 2.

III. BOARD PROCESS DEBRIEF

A.

Board Debrief

There were no additional questions or comments.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:23 PM.

Respectfully Submitted,
Stacey Whitten