



# LYNDEN

## SCHOOL DISTRICT

*Tradition + Pride + Excellence*

December 13, 2018

School Board Meeting

Minutes

Lynden High School Library

6:30 P.M.

### 1. Call to Order, Welcome, Pledge of Allegiance and Roll Call

*Meeting called to order at 6:33 P.M. Board members in attendance were Steve Jilk, Kelli Kettels, Brian Johnson, CJ Costanti and David Vis. Student Director Cynthia Torres was present and Ruby VanderHaak was absent and excused.*

### 2. Good News

- Students from Mrs. Nugent-Ohls 7th grade ELA/SS class has been selected as one of five finalists to represent our state in the Samsung Solve for Tomorrow contest! Out of the thousands of schools that entered the contest, the 250 state finalist classrooms were chosen based on their creative and strategic proposals to solve complicated issues that affect their communities by using STEM learning. Their project consists of creating a pollution monitoring/detection system for our waterways.
- Lynden High School welcomed Ryan Oord, CEO/Owner of NW Technology in Ferndale and Lin Nelson of Whatcom Business Alliance - Youth Engagement Initiative who brought their IT/Cybersecurity Roadshow to Mrs. Bogues 2 Cybersecurity classes.
- The high school had 16 students attend the Whatcom Community Fall Preview Day and 22 students attend the Bellingham Technical Tour Day.
- Fall Sports Accomplishments: for the 1st time in school history, 4 individual cross country runners qualified for state - Hans Tamminga was 58th and selected as 2nd team all-conference, Rafe Wolfisberg was 49th and selected as 2nd team all-conference, Tate Hutchins was 23rd and selected as 1st team all-conference, Isiah Ellis was 5th and selected 1st team all-conference. Girls soccer finished 4th in league and qualified for District - Ali Van Zanten selected 2nd team NWC, Keylie Hershe - 2nd team NWC, Jenna Smith 2nd team NWC; Boys tennis - Christian Zamora and Clayton Whitman made it to the 2nd day of Sub-Districts; Girls swim - Sara Jones selected 1st team all-conference, state participants in the 200 medley relay and 200 freestyle were Sara Jones, Paige Corkill, Megan Rouse, Olivia Libolt, Katherine Perry, Ellie Cole, Rachel Jones, Nora TerBeek; Volleyball finished 2nd in state - Savonne Sterk honorable mention all-league, Lauren Groen 2nd team all-league, Anna VanderYacht 2nd team all-conference and 2nd team all-state, Robin Scarlett 1st team all-conference and 1st team all-state, Kyla Bonsen 1st team all-conference and 1st team all-state, Football finished 2nd in state - Jacob Kettels 1st team all-league, Eric Martin-Mann - 1st team all-league, Grant VanderYacht 1st team all-league, James Marsh 1st team all-league, Payton Scott 1st team all-league, Brock Heppner 1st team all-league, Kobe Elsner 1st team all-league, Mark Samoukovic 1st team all-league, Kaden Maberry 2nd team, Kevin Antonio 2nd team, Trevin Melendez 2nd team, Bodi Human 2nd team, Brendan Kleindel 2nd team, Carson Bode honorable mention, Cooper Brown honorable mention, Preston King honorable mention, Houston DeJong honorable mentions, Tonja Reyna and Tess VanBeek student trainers, Ed Bomber Assistant Coach of the Year NWC. Congratulations to all teams!
- Fisher Elementary and Isom Elementary staff spent time together to focus on WIN time "What I Need" to meet student needs in the classroom.

### 3. Approval of Meeting Minutes

- November 8, 2018

CJ Costanti *motioned to approve the meeting minutes seconded by Kelli Kettels. Motion carried by voice vote.*

- November 12, 2018

Brian Johnson *motioned to approve the meeting minutes seconded by CJ Costanti. Motion carried by voice vote.*

### 4. Consent Agenda

- 2018-19 General Fund \$145,222.20 Warrants 49911 - 50002 dated November 15, 2018
- 2018-19 Capital Projects \$44,982.09 Warrants 50003 – 50006 dated November 15, 2018
- 2018-19 ASB Fund \$4,028.54 Warrants 50007 – 50027 dated November 15, 2018
- 2018-19 ACH General Fund \$1,153.53 Warrants 181900070 – 181900082 dated November 15, 2018
- 2018-19 ACH ASB Fund \$28.47 Warrants 181900083 – 181900083 dated November 15, 2018
- 2018-19 General Fund \$178,342.64 Warrants 50048 - 50123 dated November 30, 2018
- 2018-19 Capital Projects \$236,279.93 Warrants 50124 – 50135 dated November 30, 2018
- 2018-19 ASB Fund \$45,755.40 Warrants 50136 – 50155 dated November 30, 2018
- 2018-19 ACH General Fund \$5,010.09 Warrants 181900084 – 181900113 dated November 30, 2018
- 2018-19 ACH ASB Fund \$162.17 Warrants 181900114 – 181900118 dated November 30, 2018
- Personnel Action Items 12.13.18
- Donations 12.13.18

Brian Johnson *motioned to approve the consent agenda seconded by Kelli Kettels. Motion carried by voice vote.*

### 5. Information from the Audience

*None at this meeting.*

### 6. Reports

#### Superintendent

- **Transportation Update**

*Bill Chapin, Transportation Mechanic presented to the Board about protocols followed by the bus drivers and the office staff in the event of an incident on or around a bus during transport of students.*

- **Maintenance and Facility Update**

*Reed Gillig, Facility Supervisor provided an update on ongoing work on facilities and the communication that is taking place between buildings and the maintenance and grounds crew. Reed provided information on the usage of the School Dude work order system and the completed and in-progress projects for each facility.*

#### Teaching and Learning

- **Teaching and Learning Update**

*None at this meeting.*

#### Finance and Operations

- **Budget Update - October**

*The Board reviewed the budget for October containing a summary of financial status, enrollment, general fund comparative, and revenue and expenditures. Jim Frey answered questions about the increased enrollment at Bernice Vossbeck Elementary and any impact currently and in the future.*

- **WASA Management Review**

*Jim Frey shared a report of the recent review of HR and Payroll/Benefits departments workload and practices. WASA conducted interviews, observed, and compared other districts that allowed them to make recommendations for possible future implementation.*

## 7. Board Workshop

- **Right at School**

*Jim Frey provided an update on discussion with the Right at School Program Director. At this time, there is interest by the Lynden School District to seek input from the community about an after-school program. However, Right at School needs additional school districts in Whatcom County to join in order to make this program advantageous for all parties. There will be further discussion with Right at School and neighboring districts. Jim informed the Board of recent conversations with Whatcom YMCA about after-school programs.*

## 8. Action Items

- **Annual Organizational Meeting**

*The Board discussed who to appoint to the positions of School Board President, School Board Vice President, and WIAA Representative. The Board chose to appoint Steve Jilk as President, Brian Johnson as Vice President and CJ Costanti as WIAA Representative.*

*Brian Johnson motioned to approve Steve Jilk as President seconded by Kelli Kettels. Motion carried by voice vote. David Vis motioned to approve Brian Johnson as Vice President seconded by Kelli Kettels. Motion carried by voice vote.*

*Kelli Kettels motioned to approve CJ Costanti as WIAA Representative seconded by Brian Johnson. Motion carried by voice vote.*

*The Board agreed on committee appointments as follows:*

*Finance Committee – Brian Johnson and David Vis*

*Curriculum Committee – Steve Jilk and Kelli Kettels*

*Superintendent Evaluation Committee – Steve Jilk and Brian Johnson*

*Facilities and Planning Committee – CJ Costanti and David Vis*

*Communications Committee – Kelli Kettels and CJ Costanti*

- **Affirmative Action Plan**

*Jim Frey provided an Affirmative Action Plan to the Board to review and approve to ensure equal employment opportunities in the Lynden School District. The Plan consists of policy/procedure and review; workforce analysis by race, ethnicity, and sex; and goals and action steps.*

*Brian Johnson motioned to approve the Affirmative Action Plan seconded by CJ Costanti. Motion carried by voice vote.*

## 9. Policy

The Board reviewed the following policies for first and second reading. The Board agreed to approve first reading of policy #5010 and will look to approve the remaining first reading policies at a future meeting. Second reading policies were accepted to approve.

### First Reading Policies

- Policy 6210 – Purchasing Authorization and Control
- Policy #6220 – Bid Requirements
- Policy #5010 – Non-Discrimination and Affirmative Action

*Brian Johnson motioned to approve Policy #5010 seconded by Kelli Kettels. Motion carried by voice vote.*

### Second Reading Policies

- Policy #3116 – Students in Out of Home (Foster) Care
- Policy #3520 – Student Fees Fines or Charges
- Policy #5406 – Leave Sharing
- Policy #6000 – Program Planning Budget Preparation

*CJ Costanti motioned to approve Policy #3116 seconded by Kelli Kettels. Motion carried by voice vote.*

*Kelli Kettels motioned to approve Policy #3520 seconded by CJ Costanti. Motion carried by voice vote.*

*Kelli Kettels motioned to approve Policy #5406 seconded by David Vis. Motion carried by voice vote.*

*Brian Johnson motioned to approve Policy #6000 seconded by CJ Costanti. Motion carried by voice vote.*

**10. Adjourn Meeting**

*Meeting adjourned at 8:27 P.M.*

**11. Executive Session (60 minutes)**

*Executive Session began at 8:33 P.M.*

- **Superintendent Evaluation**

*As an informal update, the Board was able to discuss the Superintendent's performance and provide feedback in relationship to the areas of focus and district priorities.*

*Executive Session adjourned at 9:30 P.M.*

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**Jim Frey**  
**Superintendent**

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**Steve Jilk**  
**President**

**LYNDEN SCHOOL DISTRICT**  
**Lynden, WA**  
**Personnel Recommendations**  
**December 13, 2018**

**New Hire, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments
Allen, Angela	LMS	Teacher	1.0	12.3 – 6.13.19	Leave replacement for Bode

**Change in Assignment, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments
Bajema, Kaylene	Fisher	Teacher	.40	1.7 – 6.13.19	Extended leave replacement position for VanBeek to all year
Freeman, Justyn	Isom	Teacher	1.0	1.7 – 1.18.19	Extend leave replacement position for Davis
Vis, Zachary	LHS	Teacher	1.0	1.7 – 6.13.19	Extend position to all year
Leland, Mia	LA	Teacher	.60	1.28.19	Resignation from .80 Sped Teacher to .60 Elementary Teacher
Swanson, Theresa	LA	Teacher	1.0	1.28.19	.60 SPED teacher added – vacated by Leland

**New Hire, Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments
Nydam, Rachel	LMS	Para Ed 3	5.0	11.16.18	
Herrera, Graciela	District	Custodian	8.0	11.26.18	Replaces Peacock who replaces Arneson
Haehnel, Sonja	CBC Pre School	Para Ed	3.0	11.20 – 6.13.19	Leave replacement for Russell

**Change in Assignment, Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments
Mata, Teresa	LMS/LHS/District	Para 2	6.0	11.1.18	Increase to 6 hours per day
Ullberg, Larissa	BVE	Para Ed 1	6.0	1.7 – 4.12.19	Added 1.58 hours during Holzer leave
Warner, Shannon	LMS	OP2	8.0	1.7.19	Replaces Ward

**Leave of Absence, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments
Bode, Amanda	LMS	Teacher	1.0	11.29 – 6.13.19	Medical Leave

**Leave of Absence, Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments
Allen, Angela	LMS	Para Ed 2	5.0	12.3 – 6.13.19	Leave of Absence
Waldemar, Tamara	LMS	Cook's Helper	3.25	1.9 – 4.5.19	Medical Leave

**Resignations/Retirements/Terminations, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments
Stephens, Joanna	Lynden Academy	Teacher	.60	1.25.19	Resignation

**Resignations/Retirement/Terminations/Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments
Moreno, Esperanza	Fisher	Office Personnel	8.0	12.20.18	Retirement
Ward, Cynthia	LMS	Office Personnel	8.0	1.4.19	Resignation
Gudde, Patricia	Transportation	Bus Driver	5.17	12.14.18	Resignation

**Supplemental Assignments**

Name	Location	Position	Effective	Comments
Varner, Elijah	LHS	Asst Boys Swim Coach	11.12.18	Replaces Holleman

**Supplemental Resignations**

Name	Location	Position	Effective	Comments

Employment with the district is subject to acceptable outcome of a criminal history records check and the requirements of RCW 28A.400)