



# Lynden School District #504

Ensure that all students graduate college, career, and citizenship ready

April 12, 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 6:30 P.M. Board members in attendance were Kevin Burke, Steve Jilk, Brian Johnson, Kelli Kettels and CJ Costanti.. Student Director Rubia Orellana was in attendance and Leslie Strandgard was absent and excused.

## 2. Good News

- Lynden Middle School Leadership Club attended a county-wide gathering at Nooksack Middle School with other middle schools to discuss and share ideas about student involvement.
- Lynden Middle School ELA teachers attended a writing strategy class to learn new approaches to engage students in writing skills.
- Lynden High School Read Club had a successful "Read In". Students raised a total of \$1,000 and plan to use those funds to promote literacy at the elementary schools.
- ELRC middle school students hosted a breakfast for our local first responders. The students planned the menu, made the grocery list, budgeted, shopped and prepared the meal. This was a great way to make a positive influence in others' lives and practice daily living skills!
- First responders were invited to breakfast by the Lynden Middle School OT and ELRC students. It was a full room and a successful event for all involved!
- The Lynden High School FBLA students have done it once again! They had 11 students earn a spot to attend this year's FBLA State Leadership Conference. Congratulations to Marco Gutierrez Ho, Mac Richards, Paisley Kaur, Andrew Slagle, Belen Nicolas, Janet Lopez, Abigail Mellema and Maggie Mussard.

## 3. Approval of Meeting Minutes

- March 22, 2018

Steve Jilk motioned to approve the meeting minutes seconded by Brian Johnson. Motion carried by voice vote.

## 4. Consent Agenda

- 2017-18 General Fund \$251,776.85 Warrants 47673 – 47807 dated March 30, 2018
- 2017-18 Capital Projects \$289,965.45 Warrants 47808 – 47811 dated March 30, 2018
- 2017-18 ASB Fund \$30,783.23 Warrants 47812 – 47833 dated March 30, 2018
- 2017-18 ACH General Fund \$1,674.38 Warrants 171800288 – 171800301 dated March 30, 2018
- 2017-18 ACH ASB Fund \$323.54 Warrants 171800302 – 171800303 dated March 30, 2018
  - Voids – ck#47241 - \$100.55 Northsound Refrigeration; #47372 - \$149.62 Hardware Sales; #47590 - \$605.42 Romaine Electric
- Personnel Action Items 4.12.18
- Donations 4.12.18

Brian Johnson motioned to approve the consent agenda seconded by Steve Jilk. Motion carried by voice vote.

## 5. Information from the Audience

None at this time.

## 6. Reports

### Superintendent

- **CP Financial Tracking Report**

*Jim Frey updated the Board on the capital project financial status for Fisher Elementary, Lynden Middle School, Lynden High School BioTech facility, and school building portables. They also reviewed future expenditures for all facilities.*

### Teaching and Learning

*None at this meeting.*

### Finance and Operations

- **Budget Update 2018-2019**

*Patti Fairbanks provided information on the recently approved State budget and how it will impact the District budget for 2018-2019. Patti informed the Board about estimated 2017-2018 ending fund balances and shared a revenue comparison spreadsheet for years 2017-2021 configured by an OSPI formula tool.*

- **Fundraising**

*Patti Fairbanks informed the Board about procedures pertaining to fundraising in schools. The Board discussed types of fundraising and how to possibly incorporate community entities to reduce costs for students regarding materials. The Board agreed that advertising in educational material will not be considered at this time.*

- **SAO Audit 2016-2017**

*Patti Fairbanks gave an update on the recent 2016-2017 state audit based on the annual Federal Single Audit which focused on Special Education as well as the 2 year Accountability Audit which focused on ASB, construction projects, disbursements, and unemployment for self-insurance.*

## 7. Board Workshop

- **Glenning Street Property Update**

*Jim Frey gave a brief summary of previous meetings pertaining to the sale of the Glenning Street property. Steve Jilk and Brian Johnson spoke of their conversation with a community member regarding the possible uses on the property via a lease agreement with the Lynden School District. Kevin Burke informed the Board about a Lynden Parks and Recreation meeting and their discussion of possibly running a bond to purchase the property. After discussion based on Lynden School District meetings with community members, City of Lynden meetings and Lynden Parks and Recreations meetings, the Board agreed to revisit the Glenning Street property information at a June Lynden School District Board meeting.*

- **District Safety Committee**

*David VanderYacht updated the Board on the work the District Safety Committee is doing to improve the safety and security of students and staff. David shared that each school has a Safety Team and that buildings share information monthly to review individual building drills. David shared the efforts being made with first responders, local private schools and other school districts on response, communication and reunification plans. Jim Frey provided information on his meeting with Lynden Mayor, Scott Korthuis and Lynden Chief of Police, John Billister regarding the options of a School Resource Office in school buildings.*

- **Student Director Guidelines**

*The Board reviewed the revised guidelines for incoming student directors. The Board agreed to change the qualification to apply from only incoming senior status to either an incoming junior or senior status.*

- **Superintendent Evaluation Timeline**

*Jim Frey provided a timeline for the superintendent's evaluation and discussed the process and what to expect.*

**8. Action Items**

*None at this meeting*

**9. Policy**

*None at this meeting.*

**10. Adjourn Meeting**

*Meeting adjourned at 8:25 P.M.*

**11. Executive Session**

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**Jim Frey**  
**Superintendent**

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**Kevin Burke**  
**President**

**LYNDEN SCHOOL DISTRICT**  
**Lynden, WA**  
**Personnel Recommendations**  
**April 12, 2018**

**New Hire, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments
Skaggs, Melissa	LA	Teacher	1.0	3.28 – 6.12.18	Leave replacement for Leland
Lewis, Jason	LHS	Teacher	1.0	18.19 SY	Science

**Change in Assignment, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments

**New Hire, Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments
Antoniello, Cristina	LHS	Para Educator	6.0	3.26 – 6.12.18	Non Continuing
Hoekstra, Kelly	DO	Administrative Asst	8.0	4.13.18	Replaces Heeringa

**Change in Assignment, Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments

**Leave of Absence, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments
Grambo, Gillian	LA	Teacher	1.0	3.12 – 6.12.18	Partial Medical leave of absence

Davis, Julie	Isom	Teacher	1.0	2.26. 18 – TBD	Medical Leave of absence
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**Leave of Absence, Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments
Kats, Teresa	Transp	Bus Driver	5.08	10.29 – 11.8.18	3 personal, 6 unpaid leave days
Hildebrand, Brittany	BVE	Computer Tech	7.0	18.19 SY	Personal Leave

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

Name	Location	Position	FTE	Effective	Comments

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

Name	Location	Position	Hrs.	Effective	Comments
Williamson, Shelly	LHS	Secretary 3	8	3.19.18	Formerly on personal leave, now retiring
Crabtree, Marcia	BVE	Head Cook	6.25	6.12.18	Retirement
Butler, Mark	District	Technology Coordinator	8.0	8.3.18	Resignation

**Supplemental Assignments**

Name	Location	Position	Effective	Comments

**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)