



# Lynden School District #504

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

December 8, 2016

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 6:35 P.M. Board members in attendance were Steve Jilk, Kevin Burke, and Dominic Shiu. Board members Brian Johnson and Mike Haveman were absent and excused. Student Directors Katelyn Fullner and Devin Gartner were present.

## 2. Good News

- Lynden Middle School will be holding their first Math Fun Night on December 13th. The goal is to get parents involved in hands on math with their sons and daughters and to provide information about the new math materials. Dinner will be served and all are invited to attend.
- Lynden Middle School Counselor's began a project called "Start the Ripple". Students use their hand prints to be creative and capture the simple ways they can spread respect and kindness to one another. The project is hanging on the walls of the cafeteria for all to enjoy and be inspired!
- Lynden Academy's ALE audit has been completed by the State Auditors Office and it was determined that all documentation was in compliance and they appreciated the efforts of all involved.
- Lynden Academy is grateful for their larger space and the many hands that made it happen. They look forward to the gym that is in the works.
- Lynden High School Ag Tech was awarded a \$3,500 grant from Northwest Farm for the use towards biotech curriculum.
- The WIAA Northwest Conference awarded 2 of our coaches. Coach, Curt Kramme was named "Football Coach of the Year" and Coach, Terry Kaemingk was named "Assistant Football Coach of the Year". This is a great honor and well deserved.

## 3. Approval of Meeting Minutes

- November 10, 2016

Kevin Burke motioned to approve the meeting minutes seconded by Dominic Shiu. Motion carried by voice vote.

## 4. Consent Agenda

- 2016-17 General Fund \$174,094.51 Warrants 42613 – 42705 dated November 15, 2016
- 2016-17 General Fund \$215,088.18 Warrants 42479 – 42864 dated November 30, 2016
- 2016-17 Capital Projects \$978,248.14 Warrants 42706 – 42713 dated November 15, 2016
- 2016-17 Capital Projects \$76,235.58 Warrants 42865 – 42870 dated November 30, 2016
- 2016-17 ASB Fund \$522.00 Warrants 42714 – 42714 dated November 15, 2016
- 2016-17 ASB Fund \$35,596.45 Warrants 42871 – 42896 dated November 30, 2016
- 2016-17 GF ACH \$3,625.27 Warrants 161700075 - 161700107 dated November 15, 2016
- 2016-17 GF ACH \$380.69 Warrants 161700108 - 161700111 dated November 30, 2016
- 2016-17 ASB ACH \$130.18 Warrants 161700113 – 161700114 dated November 30, 2016
- Payroll Warrant 42715 \$100.52 dated November 30, 2016
- Payroll Direct Deposits \$1,584,406.15 dated November 30, 2016, 2016
- Payroll Vendor Warrants 42716 – 42747 \$767,032.94 dated November 30, 2016
- Void check #42479 – 72.62 Boundary Auto Parts dated October 31, 2016
- Void & re-issue check #41731 - \$474.26 Merchant Credit Corp dated November 30, 2016

- Transportation Fund – None
- Personnel Action Items – December 8, 2016
- Overnight Trip Request – December 8, 2016

*Kevin Burke motioned to approve the consent agenda seconded by Dominic Shiu. Motion carried by voice vote.*

## **5. Information from the Audience**

*None at this meeting.*

## **6. Reports**

- **Superintendent**

### **Lynden Door Partnership**

*Jim Frey summarized the progress taking place with Lynden Door and their Technic Training Center. The board discussed the value of this school to industry connection and how to ensure a sustainable model.*

### **24 Credit Graduation Requirements**

*Jim Frey provided a brief update about the work taking place to adjust to the 24 credit graduation requirement. Lynden High School Principal, Ian Freeman will provide further information at a future board meeting.*

- **Teaching and Learning**

*None at this meeting.*

- **Finance and Operations**

### **2015-2016 End of Year Budget**

*Patti Fairbanks shared details on the submittal of the F196 2015-2016 end of year budget and provided data on the 2015-2016 budget.*

### **Budget Update - October**

*Patti Fairbanks provided a summary on the October general fund of expenditures and revenue, capital projects fund, debt services fund, ASB fund, transportation fund and student enrollment.*

### **Facility Maintenance Update**

*The board reviewed a summary of the work that needs to be accomplished on facilities with the use of the line of credit.*

## **7. Board Workshop**

- **School Improvement Process (SIP) Review**

*Jim Frey reviewed the current SIP reports that principals will provide at a future board meeting. Jim provided the outline of the report and the board discussed changes they would possibly like to see.*

- **Strategic Planning**

*This topic was tabled for a future board meeting.*

## **8. Action Items**

- **Annual Organization Meeting**

*This topic was tabled for a future board meeting.*

## 9. Policy

- **First Reading**

*The board discussed the following policy in first reading:*

*Policy No. 6022 – Minimum Fund Balance*

*The board agreed to approve the following policies in second reading:*

*Policy No. 3122 – Excused and Unexcused Absences*

*Policy No. 3230 – Student Privacy and Searches*

*Policy No. 4210 – Regulation of Dangerous Weapons on School Premises*

*Policy No. 4215 – Use of Tobacco, Nicotine Products and Delivery Devices*

*Policy No. 4218 – Language Access Plan*

*Kevin Burke motioned to approve these policies seconded by Dominic Shiu. Motion carried by voice vote.*

## 10. Adjourn Meeting

*Meeting adjourned at 8:50 P.M.*

## 11. Executive Session/Adjourn Meeting

*Superintendent Evaluation*

*This topic was tabled for a future board meeting.*

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**Jim Frey**  
**Superintendent**

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**Brian Johnson**  
**President**

**LYNDEN SCHOOL DISTRICT**  
**Lynden, WA**  
**Personnel Recommendations**  
**December 8, 2016**

**New Hire, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments

**Change in Assignment, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments
Marshall, Mary	BVE	Music Teacher	1.0	2.1.16	Replaces Ramey
Anderson, Stacey	LHS	Teacher	.20	1.27 – 6.15.17	1 additional class (Access) for the second semester only. Non continuing – leave replacement.

**New Hire, Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments
Mendel, Tatiana	BVE	Para Ed	10/week	11.8 – 6.15.17	Overload – Non Continuing
Hamstra, Kayla	BVE	Para Ed	1.34	11.16 – 4.12.17	Extended Day Program
Tjoelker, Tana	Isom	Secretary 2	8.0/week	11.21 – 6.14.17	Temporary position due to increased FTE

**Change in Assignment, Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments
Oliver, Jodi	BVE	Para Ed	.83	11.16 – 4.12.17	Extended Day Program
Hommel, Allyson	BVE	Para Ed	1.24	11.16 – 4.12.17	Extended Day Program
Mendel, Tatiana	BVE	Para Ed	.83	11.16 – 4.12.17	Extended Day Program
Brown, Kristen	BVE	Para Ed	.83	11.16 – 4.12.17	Extended Day Program
Fiebig, Susan	BVE	Para Ed	.83	11.9 – 4.13.17	Extended Day Program
Gonzalez, Lillian	BVE	Para Ed	.98	11.9 – 4.13.17	Extended Day Program
McKenzie, Judith	BVE	Para Ed	.83	11.9 – 4.13.17	Extended Day Program
Daley, Barbara	LMS	Noon Supv	.33	11.14 – 6.15.17	Crosswalk supervision for remainder of SY.

Name	Location	Position	Hrs.	Effective	Comments
Oliver, Jodi	BVE	Para Ed	6.0	11.21 – 6.15.17	Increase hours by 20 minutes
Rachinski, Carol	LHS	Para Ed	3.0	11.21.16	Life Skills - Continuing
Stauffer, Tara	FES	Head Cook 1	2.25	11.23 – 1.3.17	Return from leave, light duty for 6 weeks.

**Leave of Absence, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments
Jones, Nancy	Fisher	Teacher	1.0	11.28 – 1.2.17	Medical Leave

**Leave of Absence, Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments
Young, Mary	LHS	Nurse	3.0	1.13 – 1.24.17	Unpaid Leave

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

Name	Location	Position	FTE	Effective	Comments
Keiser-Pate, Mary K	LMS	Psychologist	.70	6.15.17	Retirement

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

Name	Location	Position	Hrs.	Effective	Comments

**Supplemental Assignments**

Name	Location	Position	Effective	Comments
Bogaard, Aaron	LHS	Asst Coach Girls Basketball	11.21.16	Move from booster club position to assistant coach due to large turnout

**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)