

# **Meeting Packet**

**Work Session**

**6/28/2018**

**06:30 PM**



# Lynden School District #504

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

## Work Session

Lynden High School Library  
1201 Bradley Rd.  
Lynden, WA 98264

6/28/2018 06:30 PM

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

### 2. Meeting Minutes

(Action)

[Meeting Minutes 6.14.18 \(p. 4\)](#)

### 3. Consent Agenda

(Action)

[AP Payroll Board Certification Form - June 15, 2018 \(p. 8\)](#)

[Personnel Action Items 6.28.18 \(p. 9\)](#)

[Donations 6.28.18 \(p. 11\)](#)

### 4. Information from the Audience

Those wishing to address the Board must sign up on the sheet provided at the beginning of the meeting. Individuals may address the Board on agenda items as well as non-agenda items. Speakers will be recognized by the Board president at the time they are to speak. Each speaker has a maximum of five minutes and may not transfer their time to another speaker. No more than 30 minutes is allowed for a single subject except with the unanimous consent of the Board. The Board president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, irrelevant, or abusive. The Board as a whole has the final decision on such matters. Complaints concerning District employees or other individuals may not be addressed orally at the meeting. Such complaints must be signed and presented to the Board in writing. Executive Session may then be granted for a hearing. Questions or concerns about instructional practices or materials should be directed to the superintendent for appropriate referral.

### 5. Finance and Operations

[Budget Update - May \(p. 12\)](#)

### 6. Action Items

(Action)

[Waterline Easements - Fisher and Lynden Middle School \(p. 23\)](#)

[Land Exchange Agreement with City of Lynden \(p. 24\)](#)

[Resolution 08-18 - Administrator Agreement \(p. 25\)](#)

[Superintendent Contract \(p. 28\)](#)

**7. Adjourn Meeting to go into Board Work Session**

**8. Board Work Session**

[Facility Project Priorities \(p. 33\)](#)

[School Board Meeting Calendar and Committees \(p. 34\)](#)



# Lynden School District #504

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

June 14, 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, Kelli Kettels and CJ Costanti. Board Member, Brian Johnson was absent and excused. Student Directors Cynthia Torres and Ruby VanderHaak were absent and excused.*

## **2. Student Director Oath of Office**

*The Student Director Oath of Office will be held at a future meeting.*

## **3. Good News**

- Fisher Elementary celebrated their first multi-cultural night with a nice turn out. They look forward to expanding the event next year.
- Fisher Elementary is having a school-wide assembly to celebrate the moving on our their 5th graders. The 5th grade families are encouraged to attend.
- In partnership with the YMCA, Fisher's afterschool enrichment program, Girls on the Run, celebrated another successful season with a 5K run at Lake Padden.
- Fisher Elementary spent a week in May focusing on lockdown procedures throughout the building, with an emphasis on what to do in the event of a lockdown.
- Bernice Vossbeck Elementary PVT donated a Pink Dogwood Tree in memoriam of Mrs. Bernice Vossbeck and it was planted on their playground. Mrs. Vossbeck's daughter-in-law was in attendance.
- The 5th graders at Bernice Vossbeck Elementary will be holding a moving on ceremony with a small concert, video slide show and a luau theme refreshment time.
- Bernice Vossbeck Elementary FireWheels Unicycle Club performed in the Farmers Day Parade.
- Whatcom Community College, Future NW recognized College Bound Scholarship seniors. Eight students attended along with staff, Erin Shaffer and Lois Mehlhoff.
- Lynden High School Computer Science students took a field trip to tour Slalom, a corporation that provides software solutions, then visited Amazon HQ and the landmark Amazon Spheres. They also toured the Computer Science building at the University of Washington. It was amazing that these students were able to visit several world leading software institutions in a single day trip!
- Spring Sports had a great season; Baseball qualified for districts; Fastpitch made it to state and finished in the top 12; Girls Golf was 7th in state conference; Boys Soccer qualified for districts; Track & Field boys took 17th in state and girls took 27th in state.
- The middle school is in it's final inspection stage for temporary occupancy.
- Lynden Academy and the Preschool program are moving to their new offices in the City Bible Church building.
- A shout out to the middle school staff for their hard work in preparing to move to the new middle school.

## **4. Approval of Meeting Minutes**

- May 24, 2018

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

## 5. Consent Agenda

- 2017-18 General Fund \$174,877.59 Warrants 48277 – 48406 dated May 31, 2018
- 2017-18 Capital Projects \$2,723,071.76 Warrants 48407 – 48411 dated May 31, 2018
- 2017-18 ASB Fund \$49,628.03 Warrants 48412 – 48433 dated May 31, 2018
- 2017-18 ACH General Fund \$4,359.27 Warrants 171800376 – 171800403 dated May 31 2018
- 2017-18 ASB Fund \$754.43 Warrants 171800404 – 171800408 dated May 31, 2018
- Personnel Action Items 6.14.18
- Donations 6.14.18

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

## 6. Information from the Audience

*Lisa Groeneweg – Lisa voiced her request to have more time to make a decision on the surplus of the Glenning St. property.*

*Ron DeBoer – Ron expressed interest for the School District to sell the property for another party to develop in the best interest of the community and the School District.*

*Sean Withrow – Sean asked the Board to allow 8 months more time for a community committee to gather and have the opportunity to organize support.*

*Paul Harris – Paul thanked the Board for their service. Paul spoke about the needs and opportunities of the community and to preserve the Glenning St. property for civic use. Paul asked for 8-10 months more time for community members to preserve the property.*

*The Board agreed to move up the Agenda Item: Glenning Street Property Update*

## 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. The Board discussed community requests to allow more time to assess if a community group, individual, or public agency can put together a plan to maintain the Glenning Steet property as open space or a park. Jim provided the planning process of renovating other facilities and how the surplus property may affect the plans. The Board discussed options of trading property with the City of Lynden and the surplus of other District property. The Board agreed to give community members additional time to plan and will hold further discussion at the second Board Meeting in September.*

*Steve Jilk motioned to postpone the Glenning Street property surplus decision for 3 months seconded by Kelli Kettels. Motion carried by voice vote. Topic will be revisited in September, 2018.*

## 8. Reports

### Superintendent

*None at this meeting.*

### Teaching and Learning

*None at this meeting.*

## **Finance and Operations**

- **Budget Update 2018-2019**

*Patti Fairbanks provided information on the preliminary revenue estimate for 2018-2019 school year based on estimated enrollment and information on the preliminary expenditure budget based on personnel and department budgets. The Board reconciled the differences in state funding increase and levy revenue decrease by the state.*

## **9. Board Workshop (continued)**

- **School Safety**

*Jim Frey shared previous information discussed around school safety. The Board reviewed the topics of security, prevention, and response. Information was provided about the pros and cons of adding a School Resource Officer (SRO), the measures that are taking place to improve building security, and social emotional support guidance to ensure students and staff feel safe.*

- **Facility Projects - Priorities**

*The Board agreed that the topic of Facility Project Priorities will be discussed at a future meeting.*

- **School Start Times**

*The Board revisited the topic of school start times and how to incorporate family, students and staff opinions in consideration of making a change*

- **Procedure 2410P – Graduation Requirements**

*The Board reviewed the addition of Graduation Ceremony Student Dress to this procedure pertaining to tradition and consistency, achievement and participation, and individual expression.*

## **10. Action Items**

- **Instructional Materials List**

*Steve Jilk motioned to approve the Core Instructional Materials List seconded by CJ Costanti. Motion carried by voice vote.*

## **11. Policy – 2<sup>nd</sup> Reading**

- *Policy #2000 – Student Learning*
- *Policy #2104 – Federal and or State Funded Special Instructional Programs*
- *Policy #5050 – Contracts*
- *Policy #6535 – Student Insurance*

*Steve Jilk motioned to approve the 2<sup>nd</sup> Policy Reading seconded by Kelli Kettels. Motion carried by voice vote.*

### **Policy – 1<sup>st</sup> Reading**

- *Policy #2108 – Learning Assistance Program*
- *Policy #3115 – Homeless Students*

*Steve Jilk motioned to approve the 1<sup>st</sup> Policy Reading seconded by CJ Costanti. Motion carried by voice vote.*

## **12. Adjourn Meeting**

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

**13. Executive Session (30 minutes)**

*Executive Session began at 8:35 P.M*

*The Board reviewed the Superintendent evaluation and contract.*

*Executive Session adjourned at 9:05 P.M*

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**Jim Frey**  
**Superintendent**

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**Kevin Burke**  
**President**

TO THE TREASURER AND AUDITOR OF WHATCOM COUNTY

We the undersigned Board of Directors of the Lynden School District #504, Whatcom County Washington, do hereby certify that the following warrants have been audited and certified by the auditing officer as required by RCW 42.24.080 and RCW 42.24.090 and are approved for payment dated June 15, 2018 in the specified amounts:

General Fund	\$ <u>241,698.84</u>	Warrants	<u>48444</u>	through	<u>48553</u>
Capital Projects	\$ <u>70,211.78</u>	Warrants	<u>48554</u>	through	<u>48563</u>
ASB Fund	\$ <u>25,132.53</u>	Warrants	<u>48564</u>	through	<u>48547</u>
ACH - General Fund	\$ <u>7,319.07</u>	Warrants	<u>171800409</u>	through	<u>171800447</u>
ASB Fund	\$ <u>7,762.84</u>	Warrants	<u>171800448</u>	through	<u>171800470</u>

Voided checks – ck# 47601 The Breakthrough Coach \$930.00 Void/Reissue – ck#48177 OWC \$10,489.00

Void/Reissue – Lynden School District Revolving Fund ck#48247 \$1443.99

BOARD OF DIRECTORS

_____	_____
_____	_____
_____	

I, James B Frey, Superintendent of the Lynden School District #504 hereby certify to the Board of Directors of the Lynden School District that the expense vouchers enumerated above are true and correct to the best of my knowledge and belief as listed on the following expense voucher registry sheets and support vouchers.

\_\_\_\_\_  
Date

\_\_\_\_\_  
James B Frey (Superintendent)



**LYNDEN SCHOOL DISTRICT**  
**Lynden, WA**  
**Personnel Recommendations**  
**June 28, 2018**

**New Hire, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments
Ellingboe, Alyssa	LMS	SLP	.80	18.19 SY	New Position
Lindstrom, Katharine	Isom	Teacher – K	1.0	18.19 SY	Replaces Hoekstra
Swanson, Theresa	LA	Teacher 6/7	.40	18.19 SY	
Lambert, Reid	LMS	ELA/SS Teacher	1.0	18.19 SY	Replaces Clemmer who moved to 8 <sup>th</sup> Grade
Jaquay, Cynthia	Isom	Teacher – 5 <sup>th</sup>	1.0	8.27 – 6.13.18	Leave replacement Crabtree
Nosbusch, Karrie-Ann	Fisher	5 <sup>th</sup> Grade	1.0	18.19 SY	Replaces Miller

**Change in Assignment, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments
Suddock, Jana	Fisher	Teacher – LRC	1.0	18.19 SY	Replaces Murry
Vachon, Jennifer	Isom	Dean of Students	.80	18.19 SY	Resigns .50 Intervention and adds .30 Dean
Herwerden, Megan	Fisher	Dean/Intervention	1.0	18.19 SY	.50 Dean/.50 Intervention
Wright, Michelle	BVE	PE/Music Teacher	.60	18.19 SY	Resignation of .40 FTE to move to PE/Music
Caldarella, Tausha	Fisher	Counselor	1.0	18.19 SY	Replaces Hansen Quine

**New Hire, Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments
Greenwald, Jason	BVE	Library Tech	7.0	8.24.18	Replaces Fiebig
Lafantasie, Kristin	BVE	Computer Tech	7.0	8.17 – 6.13.18	Leave replacement Hildebrand
Williams, Jamie	BVE	Para Ed	3.0	18.19 SY	

**Change in Assignment, Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments
Versteeg, Cindy	BVE	Para Ed	5.0	18.19 SY	Increase to 5 hrs a day, replaces Fraser
VanWerven, Janet	CBC	Para Ed	3.0	18.19 SY	Resignation of partial hours
Moffat, Denise	BVE	Para Ed	6.0	18.19 SY	Replaces Brown
Olney, Jessica	BVE	Noon Supv	2.0	18.19 SY	Increase in hours replacing Versteeg

**Leave of Absence, Certificated Personnel**

Name	Location	Position	FTE	Effective	Comments

**Leave of Absence, Classified Personnel**

Name	Location	Position	Hrs.	Effective	Comments

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

Name	Location	Position	FTE	Effective	Comments
Ruble, Kaela	Fisher	Intervention	.60	6.12.18	Resignation

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

Name	Location	Position	Hrs.	Effective	Comments
Versteeg, Cindy	BVE	Noon Supv	2.0	6.12.18	Resignation of noon supv hours only
Daley, Barbara	LMS	Noon Supv	1.83	6.12.18	Resignation
Tiesinga, Monica	Fisher	Cook's Helper	2.25	6.12.18	Resignation of cook's helper hours only

**Supplemental Assignments**

Name	Location	Position	Effective	Comments
Velasquez, Alina	Isom	Teacher	6.18 – 7.18.18	Summer School
Karb, Deanna	Fisher	Para Ed	8.16 – 8.23.18	ESY
Landis, Laura	Fisher	Teacher	7.30 – 8.23.18	ESY
McDonald, Pamela	Fisher	Para Ed	7.30 – 8.23.18	ESY
Marlowe, Jody	LMS	Para Ed	7.30 – 8.23.18	ESY
Peetoom, Brittany	LMS	Para Ed	7.30 – 8.23.18	ESY
Prink, Benjamin	LMS	Teacher	7.30 – 8.23.18	ESY
Roddy, Jodee	Fisher	Para Ed	7.30 – 8.15.18	ESY
Dickson, Jill	LHS	Asst Coach – Tennis Girls	2.26.18	Replaces Sahagian
Lindstrom, Katharine	LHS	Asst Cheer Coach	8.13.18	Fall Cheer
Anderson, Austin	District	Summer Help	6.13 – 8.29.18	
Bovencamp, Bo	District	Summer Help	6.13 – 8.29.18	
Heeringa, Jacob	District	Summer Help	6.13 – 8.29.18	
VanderYacht, Brenna	District	Summer Help	6.13 – 8.29.18	
Petersen, Steven	District	Summer Grounds	6.18 – 8.29.18	
Minckler, Cole	District	Summer Help	6.18 – 8.29.18	

**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)

# **Lynden School District Donations**

**June 28, 2018**

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- Partners for Schools donated \$20,000 towards the Be the One Mentor Coordinator salary.

**Lynden School District Board of Directors**  
**Regular Board Meeting**  
**June 28, 2018**

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To: School Board Directors

ACTION

No action required

INFORMATION

May Budget Status Update

**Background Information:**

Attached is the May summary information and budget status reports for all funds.

RECOMMENDED ACTION: N/A

Report prepared by: Patti Fairbanks, Director of Finance and Operations

**Lynden School District**  
**Summary of Financial Status as of May 31, 2018**

**General Fund**

Revenues – We are fast approaching the end of the year and our revenues are on track for where we should be at this point. As of May we have collected 75.7% of our budgeted revenues for the year and we are 75% through the year.

Expenditures – As we approach the end of the year we have spent 72.3% of our budget as of May. While the students are leaving for the summer, we will still have some larger expenses pending related to summer school, maintenance projects, and our quarterly payments for certain services (like Running Start).

Fund Balance – May fund balance is \$4 million and 10.04% of budgeted operating expenditures. We typically see our low point for fund balance each year in June as we receive one of the smaller percentage of Apportionment.

**Capital Projects Fund**

Revenue activity consisted of interest earnings and state reimbursement on our construction projects.

Expenditures were related to the construction projects.

**Debt Service Fund**

Revenue activity consisted of property tax collections and investment earnings.

**ASB Fund**

Our ASB fund balance is \$286,000 for May, which is an increase of approximately \$71,000 from last year at this time. May revenues were \$32,500 less than expenditures in May due to yearbook expenses, FFA supplies and athletic expenses at the high school.

**Transportation Vehicle Fund**

Activity includes interest earnings.

**School Year 17-18 Enrollment**

Our 2017/18 enrollment is 65 FTE lower than budgeted for the year as of June.

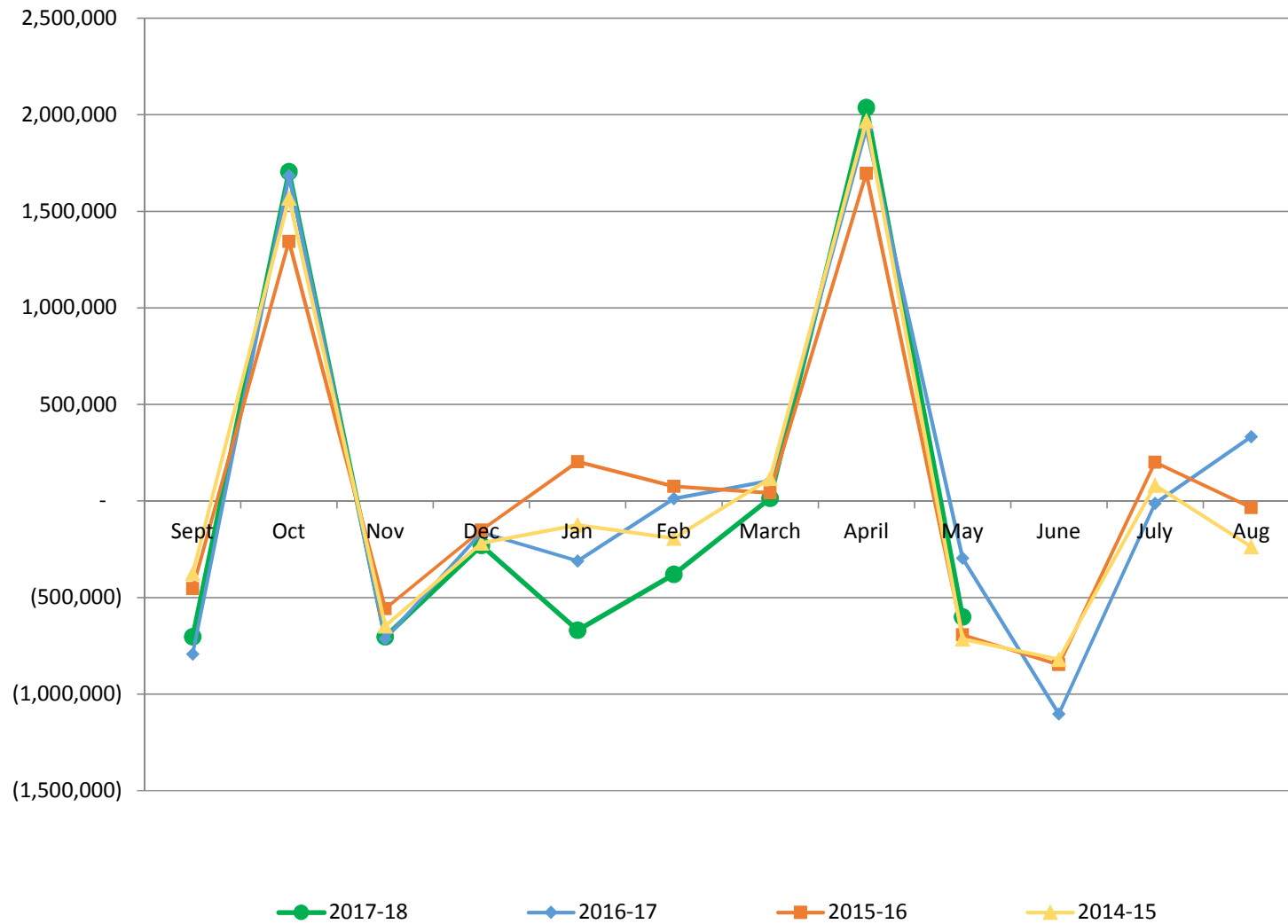
<b><i>Enrollment Comparison</i></b>			
School	June	Cumulative Average	Budgeted
Isom	539.75	532.25	528
Vossbeck	469.20	464.21	471
Fisher	443.24	440.77	456
Lynden Middle School	663.51	665.81	672
Lynden High School	736.00	747.76	765
Lynden Academy	222.27	223.34	247
Total w/o RS	3,073.97	3,074.14	3,139
Running Start	100.87	106.36	90
Open Doors	13.00	9.73	8
Total with RS & OD	3,187.84	3,190.23	3,237
LMS Vocational Enrollment	18.80	18.96	20
LHS Vocational Enrollment	209.80	224.40	195

# Lynden School District #504

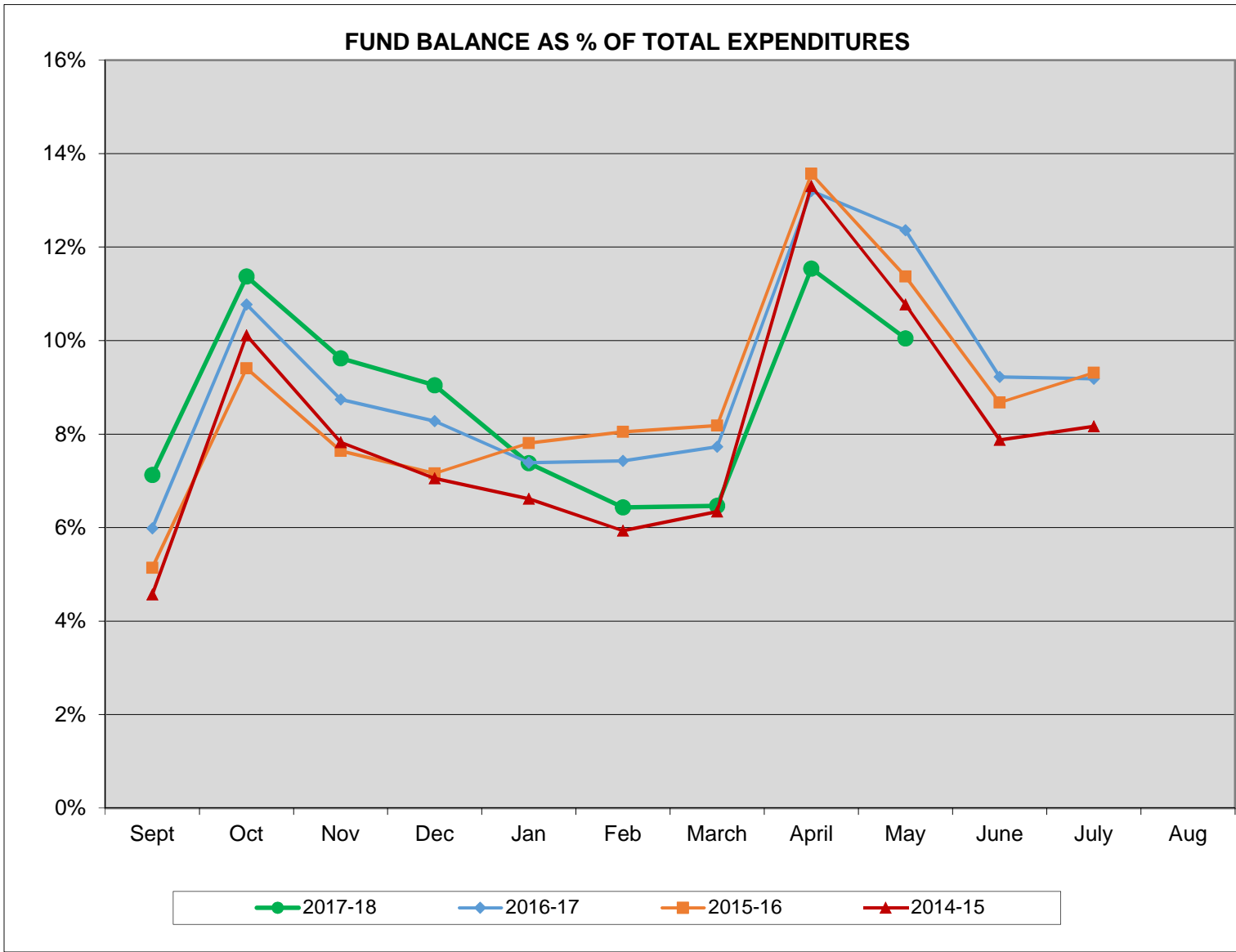
## General Fund Comparative as of May 2018 and 2017

2017-18 thru 5/31/18				2016-17 thru 5/31/17			16/17 to 17/18%	
	Budget	Yr-To-Date	% Rec'd	Budget	Yr-To-Date	% Rec'd		
Revenues								
1000	Local Taxes	5,958,000	5,935,890	99.6%	5,758,000	5,656,473	98.2%	4.9%
2000	Local Support Nontax	503,187	519,890	103.3%	553,150	581,953	105.2%	-10.7%
3000	State, General Purpose	23,329,826	17,355,434	74.4%	21,114,887	15,627,875	74.0%	11.1%
4000	State, Special Purpose	5,991,869	4,394,020	73.3%	5,135,189	3,816,378	74.3%	15.1%
5000	Federal, General Purpose	9,500	47,267	497.5%	45,000	9,507	21.1%	0.0%
6000	Federal, Special Purpose	1,874,325	1,257,026	67.1%	1,807,389	1,208,983	66.9%	4.0%
7000	Revenues Fr Oth Sch Dist	-	6,491		-			#DIV/0!
8000	Rev Fr Oth Agncy & Assoc	1,416,732	48,667	3.4%	278,860	75,132	26.9%	-35.2%
9000	Other Financing Sources		2,220		200,000	201,769	100.9%	-98.9%
Total Revenues		39,083,439	29,566,904	75.7%	34,892,475	27,178,069	77.9%	8.8%
	Budget	Yr-To-Date	% Spent	Budget	Yr-To-Date	% Spent	16/17 to 17/18%	
Expenditures								
00	Regular Instruction	22,572,209	16,467,038	73.0%	20,028,457	14,787,690	73.8%	11.4%
20	Special Ed Instruction	6,052,694	4,818,523	79.6%	5,301,821	4,064,541	76.7%	18.6%
30	Voc Ed Instruction	1,887,009	1,302,731	69.0%	1,325,317	950,129	71.7%	37.1%
50&60	Compensatory Ed Instruct	1,721,251	1,065,729	61.9%	1,556,868	1,011,487	65.0%	5.4%
70	Other Instructional Pgms	715,882	129,098	18.0%	165,782	126,387	76.2%	2.1%
80	Community Services	2,500	17,395	695.8%		6,053		187.4%
90	Support	7,200,811	5,249,702	72.9%	6,795,820	4,738,054	69.7%	10.8%
Total Expenditures		40,152,356	29,050,217	72.3%	35,174,065	25,684,341	73.0%	13.1%
Transfers to Other Funds		55,000	47,277	86.0%	150,000	43,464	29.0%	
Revenues Over (Under) Expend		(1,123,917)	469,410		(431,590)	1,450,264		-67.6%
Beginning Fund Balance		2,700,000	3,563,403		2,197,310	2,897,383		
Ending Fund Balance		1,576,083	4,032,813		1,765,720	4,347,647		-7.2%
Fund Balance as % of Budgeted Expenditures		3.93%	10.04%		5.02%	12.36%		

## REVENUES OVER (UNDER) EXPENDITURES







10--GENERAL FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the LYNDEN SCHOOL DISTRICT 504 School District for the Month of May, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	5,958,000	624,075.38	5,935,890.30		22,109.70	99.63
2000 LOCAL SUPPORT NONTAX	503,187	51,538.49	519,889.55		16,702.55-	103.32
3000 STATE, GENERAL PURPOSE	23,329,826	1,475,952.19	17,355,434.12		5,974,391.88	74.39
4000 STATE, SPECIAL PURPOSE	5,991,869	348,489.75	4,394,019.80		1,597,849.20	73.33
5000 FEDERAL, GENERAL PURPOSE	9,500	39,029.16	47,266.80		37,766.80-	497.55
6000 FEDERAL, SPECIAL PURPOSE	1,874,325	182,743.75	1,257,025.84		617,299.16	67.07
7000 REVENUES FR OTH SCH DIST	0	.00	6,490.61		6,490.61-	0.00
8000 OTHER AGENCIES AND ASSOCIATES	1,416,732	.00	48,667.04		1,368,064.96	3.44
9000 OTHER FINANCING SOURCES	0	5.50	2,219.65		2,219.65-	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	39,083,439	2,721,834.22	29,566,903.71		9,516,535.29	75.65
<u>B. EXPENDITURES</u>						
00 Regular Instruction	22,572,209	1,909,244.52	16,467,038.42	5,076,984.51	1,028,186.07	95.44
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	6,052,694	565,457.14	4,818,523.26	1,397,602.55	163,431.81-	102.70
30 Voc. Ed Instruction	1,887,009	165,184.99	1,302,730.67	421,162.49	163,115.84	91.36
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,721,251	108,900.24	1,065,729.07	408,723.21	246,798.72	85.66
70 Other Instructional Pgms	715,882	16,848.60	129,098.23	39,876.39	546,907.38	23.60
80 Community Services	2,500	1,239.38	17,394.50	0.00	14,894.50-	695.78
90 Support Services	7,200,811	555,730.27	5,249,702.47	1,435,416.06	515,692.47	92.84
<u>Total EXPENDITURES</u>	40,152,356	3,322,605.14	29,050,216.62	8,779,765.21	2,322,374.17	94.22
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	55,000	.00	47,276.85			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	1,123,917-	600,770.92-	469,410.24		1,593,327.24	141.77-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	2,700,000		3,563,402.69			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	1,576,083		4,032,812.93			
<u>(E+F + OR - G)</u>						

20--CAPITAL PROJECTS FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the LYNDEN SCHOOL DISTRICT 504 School District for the Month of May, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	70,000	18,014.27	83,207.87		13,207.87-	118.87
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	16,374,611	1,742,794.80	9,317,395.66		7,057,215.34	56.90
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	5,290,000	.00	.00		5,290,000.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 21,734,611	 1,760,809.07	 9,400,603.53		 12,334,007.47	 43.25
 <u>B. EXPENDITURES</u>						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	31,736,645	2,777,828.77	20,732,977.44	2,579,347.18	8,424,320.38	73.46
30 Equipment	2,173,655	27,245.21	913,161.65	1,209,809.25	50,684.10	97.67
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	40,000	.00	.00	0.00	40,000.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 33,950,300	 2,805,073.98	 21,646,139.09	 3,789,156.43	 8,515,004.48	 74.92
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	12,215,689-	1,044,264.91-	12,245,535.56-		29,846.56-	0.24
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 12,283,483		 12,283,483.55			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 67,794		 37,947.99			
<u>(E+F + OR - G)</u>						

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the LYNDEN SCHOOL DISTRICT 504 School District for the Month of May, 2018

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	2,803,500	289,486.05	2,772,778.08		30,721.92	98.90
2000 Local Support Nontax	3,000	613.69	5,396.74		2,396.74	179.89
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	55,000	.00	47,276.85		7,723.15	85.96
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>2,861,500</u>	<u>290,099.74</u>	<u>2,825,451.67</u>		<u>36,048.33</u>	<u>98.74</u>
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	885,000	.00	855,000.00	0.00	30,000.00	96.61
Interest On Bonds	1,690,000	.00	853,521.93	0.00	836,478.07	50.50
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	3,000	.00	1,717.12	0.00	1,282.88	57.24
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	10,000	.00	.00	0.00	10,000.00	0.00
<u>Total EXPENDITURES</u>	<u>2,588,000</u>	<u>.00</u>	<u>1,710,239.05</u>	<u>0.00</u>	<u>877,760.95</u>	<u>66.08</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	<u>273,500</u>	<u>290,099.74</u>	<u>1,115,212.62</u>		<u>841,712.62</u>	<u>307.76</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>880,000</u>		<u>886,130.24</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE</u>	<u>1,153,500</u>		<u>2,001,342.86</u>			
<u>(E+F + OR - G)</u>						

40--ASSOCIATED STUDENT BODY FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
 Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the LYNDEN SCHOOL DISTRICT 504 School District for the Month of May, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 GENERAL STUDENT BODY	221,100	5,446.82	221,544.08		444.08-	100.20
2000 ATHLETICS	0	.00	.00		.00	0.00
3000 CLASSES	10,000	500.00	23,095.00		13,095.00-	230.95
4000 CLUBS	178,450	28,737.00	184,497.88		6,047.88-	103.39
6000 PRIVATE MONEYS	10,550	.00	4,963.44		5,586.56	47.05
<u>Total REVENUES</u>	420,100	34,683.82	434,100.40		14,000.40-	103.33
<b>B. EXPENDITURES</b>						
1000 GENERAL STUDENT BODY	154,100	13,950.94	114,803.55	9,235.89	30,060.56	80.49
2000 ATHLETICS	86,300	13,222.90	60,960.48	6,041.13	19,298.39	77.64
3000 CLASSES	4,500	1,599.84	18,540.02	859.11	14,899.13-	431.09
4000 CLUBS	152,800	38,419.95	127,437.83	61,803.06	36,440.89-	123.85
6000 PRIVATE MONEYS	13,650	30.00	1,776.46	0.00	11,873.54	13.01
<u>Total EXPENDITURES</u>	411,350	67,223.63	323,518.34	77,939.19	9,892.47	97.60
<b>C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(A-B)</u> 8,750	32,539.81-	110,582.06		101,832.06	> 1000
<b>D. TOTAL BEGINNING FUND BALANCE</b>	150,000		176,065.17			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	XXXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE</b>	158,750		286,647.23			
<u>C+D + OR - E)</u>						

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the LYNDEN SCHOOL DISTRICT 504 School District for the Month of May, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	3,000	364.34	3,479.31		479.31-	115.98
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	194,000	.00	.00		194,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	3,261.00		3,261.00-	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	197,000	364.34	6,740.31		190,259.69	3.42
 B. <u>9900 TRANSFERS IN FROM GF</u>	 0	 .00	 .00		 .00	 0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	197,000	364.34	6,740.31		190,259.69	3.42
 <u>D. EXPENDITURES</u>						
Type 30 Equipment	450,000	.00	271,669.56	137,215.26	41,115.18	90.86
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 450,000	 .00	 271,669.56	 137,215.26	 41,115.18	 90.86
 E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
 G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER(UNDER)EXP/OTH FIN USES (C-D-E-F)</u>	 253,000-	 364.34	 264,929.25-		 11,929.25-	 4.72
H. <u>TOTAL BEGINNING FUND BALANCE</u>	295,000		585,632.65			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	42,000		320,703.40			

**Lynden School District Board of Directors**  
**Board Meeting**  
**June 28, 2018**

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To: School Board Directors

ACTION

Water Lines at Fisher and LMS

INFORMATION

**Background Information:**

A provision of final occupancy at both Fisher and LMS is the conveyance of the water line and an easement agreement with the City of Lynden to maintain the water line.

This has been in the lawyer's hands for a while. My understanding is that the legal description, a bill of sale based on the cost of the work, and a description of the line that is being conveyed has held up the final documents.

In layman's terms the City of Lynden will own the water lines and in order to conduct maintenance on the lines we are granting an easement across our property and over the line itself, so when something does go wrong the City can get in there and take care of it.

I expect to have the final documents by early next week and will forward them to you for review before the meeting.

RECOMMENDED ACTION: No Recommendation at this time

Report prepared by Jim Frey, Superintendent

**Lynden School District Board of Directors**  
**Board Meeting**  
**June 28, 2018**

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To: School Board Directors

ACTION

Exchange Agreement with City of Lynden

INFORMATION

**Background Information:**

The lawyers are working to finalize the exchange agreement with the City of Lynden for land intended to be used to extend the City Trail and the old water tower land and road that runs between Judson Hall and the Gym.

I have asked the City to conduct soil samples to check for contamination when they remove the cement foundation for the old towers. They will coordinate this with Geotest. There is a provision in the agreement that allows 30 days to consider issues such as soil testing and provides time for us to conduct more tests if we feel it is necessary. If Contamination is discovered, we can back out of the agreement.

Because the lawyers are still working on the language details I will not have the agreement in hand until Wednesday. I will forward it along to you when I receive it.

This has been a long process in finalizing but I am hopeful it can be considered at this meeting. If for some reason it is not complete and ready for your consideration it will get pushed back until our meeting in July.

RECOMMENDED ACTION: No Recommendation at this time

Report prepared by Jim Frey, Superintendent



**Lynden School District Board of Directors**  
**Board Meeting**  
**June 28, 2018**

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To: School Board Directors

ACTION

Resolution 08-18

INFORMATION

**Background Information:**

We are continuing to work on compensation for 2018-19 contracts with teachers and admin. Because the administrator contracts for 2018-19 go into effect on July 1<sup>st</sup> there needs to be a mechanism for increasing salary if the raise is beyond 3.1%.

Negotiations across the state have taken longer as we are working to figure out how to address the increase in state funding for salaries and the decrease in levy funds. Determining a sustainable budget for the next 3-4 years until we get to a balance in funding requires a slower look and certainty that what ever we do is appropriate to the increase while considering the decrease.

RECOMMENDED ACTION: I recommend approval of resolution 08-18

Report prepared by Jim Frey, Superintendent

LYNDEN SCHOOL DISTRICT  
BOARD OF DIRECTORS RESOLUTION NO. 08-18

WHEREAS, the Board of Directors annually sets the salary schedule for the next school year for unrepresented building administrators and district directors on or before July 1 of each year; and

WHEREAS, before determining whether to adjust the salary schedule compensation for said unrepresented personnel for the year beginning July 1, the Board desires to review:

- The level of revenue the District is projected to receive from all sources in 2018-19;
- The results of salary surveys and other compensation related planning and other information from comparable in-state school districts;
- The level of allocations in the state budget that are earmarked for members of District bargaining units and the outcome of any negotiations with such bargaining units; and
- Salary compression that may have been created as a result of any such increases or allocations.

WHEREAS, all such information will not be available on or before July 1;

NOW, THEREFORE, BE IT RESOLVED that:

1. ADOPTION OF TENTATIVE SALARY SCHEDULE

The Tentative 2018-19 Salary Schedule is subject to further adjustment on or after July 1, 2018 because the Board desires to consider additional information, such as listed above, that is not yet available before deciding whether to grant adjustments to salary or other forms of compensation to such personnel, which if adopted, will be effective as of July 1, 2018.

2. TOTAL COMPENSATION NOT SETTLED OR LIQUIDATED

The salary, compensation or benefits amounts for such personnel are not settled or liquidated as of July 1, 2018 and the Board reserves the right to make adjustments effective as of that date for work performed on or after July 1, 2018 following review of the type of data listed above.

3. INDIVIDUAL CONTRACTS

All initial individual contracts issued to employee's subject to this Resolution shall include a provision stating the compensation provided in the contract may be revised pursuant to this Board Resolution.

DATED this \_\_\_\_ day of \_\_\_\_\_ 2018.

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Kevin Burke, President

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Steve Jilk, Vice President

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Brian Johnson, Member

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Kelli Kettels, Member

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CJ Costanti, Member

ATTEST:

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Jim Frey  
Secretary to the Board

**Lynden School District Board of Directors  
Board Meeting  
June 28, 2018**

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To: School Board Directors

ACTION

Superintendent Contract

INFORMATION

**Background Information:**

The Superintendent contract reflects a 3.1% increase which was added to the deferred compensation portion of the contract (11.B) and an extension of the contract through 2021.

No other changes were made.

**RECOMMENDED ACTION:** I recommend approval to the Superintendent contract

Report prepared by Jim Frey, Superintendent

Lynden School District No. 504  
Whatcom County, Washington

**SUPERINTENDENT CONTRACT**

It is hereby agreed by and between the Board of Directors of the Lynden School District No. 504 located in Whatcom County in the State of Washington (hereinafter referred to as the "Board") and James B. Frey, M.Ed., that the Board, in accordance with its action and its meeting held on June 28<sup>th</sup>, 2018 has and does hereby employ James B. Frey, M.Ed (hereinafter referred to as the "Superintendent") as Superintendent of Lynden School District No. 504. Said employment is for a period commencing July 1, 2018 and ending June 30, 2021. No later than June 1<sup>st</sup> of each contract year, the Board will review the Superintendent's employment status to determine whether to offer the Superintendent an extended contract, or alternatively, to allow the present contract to continue toward its expiration date. The Board will also, by June 1<sup>st</sup> determine whether an increase shall be made in the annual salary for the Superintendent.

**WITNESSETH:**

1. In consideration of an annual salary of \$157,060.00, plus the COLA for certificated staff, if allocated by the legislature, the Superintendent agrees to faithfully perform the duties of the Superintendent of Lynden School District and to serve as Executive Officer and as Secretary to the Board of Directors as prescribed by the laws of the State of Washington including, but not limited to, those duties spelled out in RCW 28A.400.030, and by the policies, rules and regulations made thereunder by the Board. The annual salary shall be paid in equal monthly installments in accordance with the rules and regulations of the Board.
2. Each year of this contract shall include 260 work days less 13 paid holidays, as described in Lynden School District Policy #5333, and 30 paid vacation days for an actual work year of 217 days. The calculation of all per diem expenses shall be based upon the actual work year of 217 days. Unused vacation days shall accumulate to a maximum of thirty (30) days. The Superintendent will be paid for accumulated vacation days upon termination of employment from the District; payment to be made at the per diem rate in existence during the final year of this contract.
3. The Superintendent hereby agrees to devote his time, skill, labor and attention to the duties of the Superintendent of the Lynden School District. During the term of this agreement, the Superintendent will be subject to discharge for cause, provided, however, that the Board shall comply with all conditions of this contract and with all applicable provisions for notice and hearing as provided by Washington State law.
4. The Superintendent shall regularly report to the Board on the affairs of the District by such methods as the Board shall direct.

5. During August of each school year the parties will meet to establish goals and objectives for the succeeding year. Said goals and objectives shall be among the criteria by which the Superintendent is evaluated. The parties will carry out this practice by September 15 for each year of this contract.
6. Travel expenses incurred by the Superintendent when acting within his scope of employment shall be reimbursed according to Lynden School District Policy #6213.
7. The Superintendent, with approval of the Board, may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations which do not conflict with his duties as Superintendent and are in accordance with law, provided, however, the Superintendent shall use vacation days for such services performed for which the Superintendent is paid by parties other than the District.
8. The Superintendent, with Board approval, may attend appropriate professional meetings at the local, state and national level, the reasonable expenses of said attendance to be incurred by the District. The Superintendent also agrees to maintain membership and active participation in the Washington Association of School Administrators (WASA) and the American Association of School Administrators (AASA) and do so at District expense.
9. Subject to Board approval, the Superintendent will have freedom to organize and arrange administrative and supervisory staff, including instruction and business affairs, which in his judgment, best serves the Lynden public schools. The responsibility for selection, placement and transfer of personnel shall be vested in the Superintendent subject to approval by the Board; and the Board, individually and collectively, will refer promptly all criticisms, complaints and suggestions regarding personnel called to its attention to the Superintendent for study and recommendations.
10. It is mutually agreed that the Superintendent's job performance will be evaluated no later than December 1 and July 1 during the term of this contract by the Board with results of said evaluation to be made known to the Superintendent. Such evaluation shall be based upon Lynden School District Policy #5240.
11. In addition to annual salary, the Superintendent shall receive the following forms of compensation in consideration for the faithful performance of the duties of the Superintendent of Lynden School District:
  - A. In recognition of work responsibilities beyond the regular work day and work week, the Superintendent will receive 7 supplemental days. The 7 supplemental days will be paid at per-diem and paid as part of the regular equal monthly installments.
  - B. In addition to the annual salary set forth above, as a portion of the compensation package, the Lynden School District shall pay the Superintendent ~~\$380~~ 797 per month, which the Superintendent will have applied to the purchase of a tax-sheltered annuity of his choice. In accordance with applicable state and federal statutes and regulations, it is intended that all amounts applied toward the

purchase of such annuity will be excludable from the gross income of the Superintendent under Sections 402(g), 403(b), and 457 of the Internal Revenue Service (IRS) Code. Should the monthly contribution be reduced as a result of IRS Code revision or the Superintendent's subsequent decision(s), any reduction of this monthly contribution shall be added to the annual salary described item 1.

- C. If the Superintendent's responsibilities materially limit his annual utilization of vacation, the Superintendent may at the end of each contract year elect to receive compensation for up to 10 days of unused vacation at the then-applicable salary rate.
  - D. Annually, twelve (12) sick days with compensation for illness, injury or emergencies. Such unused leave shall be accumulated from year to year to a maximum of 180 days,
  - E. District will provide the state allocation for benefits. In addition to medical benefits, benefits include dental, vision, long term disability and life insurance.
  - F. The District shall pay up to \$500.00 per year for dues to community service groups such as Kiwanis, Rotary, Toastmasters or Lions, as determined by the Superintendent through consultation with the Board President.
- 12.. The board agrees, as a further condition on the Superintendent's employment contract, that it will defend, hold harmless and indemnify the Superintendent, and to the extent allowed by law, his community property, from any and all third party demands, claims, suits, actions, damages, costs, charges and expenses, including court costs and attorney's fees; provided that the incident out of which such demands, claims, suits, actions, damages, costs, charges and expenses arise has occurred while the Superintendent is acting within the scope of his employment and during the good faith performance of his contract.
  - 13. The Superintendent shall fulfill all aspects of this contract, any exceptions hereto being by mutual consent of the Board and the Superintendent. Ethical violations will be viewed as a violation of the Administrator's Code of Ethics. All violations will be reported by the Board to the Washington Association of School Administrators and state educational authorities, in addition to any other remedy provided by law.
  - 14. If, during the term of this contract, it is found that a specific clause of the contract is illegal in federal or state law, the remainder of the contract not affected by such a ruling shall remain in force.
  - 15. This contract represents the total agreement between the parties regarding the employment of the Superintendent by the Board and there are no verbal agreements which modify its terms.

16. The Superintendent is free to pursue employment with another district during the term of this contract. If the Superintendent is offered a position with another district, the Board, upon written request by the Superintendent to resign his position as Superintendent of the Lynden School District, shall accept his resignation and release him from any further obligations under this agreement.

By signing the foregoing contract, James B. Frey and the Board of Directors of this District, named herein agree, to its terms.

ACCEPTED June 28, 2018

By: \_\_\_\_\_

ACCEPTANCE APPROVED June 28, 2018  
By the Board of Directors of Lynden School District  
Whatcom County, Washington

By: \_\_\_\_\_  
Kevin Burke, Board President

\_\_\_\_\_  
Steve Jilk, Board Vice President

\_\_\_\_\_  
Kelli Kettles, Board Member

\_\_\_\_\_  
Brian Johnson, Board Member

\_\_\_\_\_  
CJ Costanti, Board Member



**Lynden School District Board of Directors  
Board Meeting  
June 28, 2018**

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To: School Board Directors

ACTION

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INFORMATION

Facility Projects – Priorities for 2018-19
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**Background Information:**

At our meeting, David will provide information on facility and campus safety related items we are planning to complete and others which are included in the 2018-19 budget process. Because we are in the middle of the budget process, it has not been determined which will be included and which will be put on hold for a future expenditure.

RECOMMENDED ACTION: No Action Required
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Report prepared by Jim Frey, Superintendent

**Lynden School District Board of Directors**  
**Board Meeting**  
**June 28, 2018**

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To: School Board Directors

ACTION

INFORMATION

2018-19 Meetings and Committees

**Background Information:**

This is provided as an FYI.

A couple of items for consideration are the WSSDA Conference in November and identifying Board retreats.

In past years we have not attended the WSSDA Conference when it is held in Spokane. Does the Board want to attend as a group or send a few members as a representative team? If there is interest in going, we will need to make plans.

I believe it is a good thing to identify a few retreat days on the calendar to set aside some dedicated time to review priorities, establish goals, and develop plans. In past years we have done this in November about the same time as the WSSDA Conference. I would suggest we also look at a spring date to set aside as well.

Committees structure is summarized as well and the Board should discuss if there is any interest in modifying membership for the upcoming year.

RECOMMENDED ACTION: No Action Required

Report prepared by Jim Frey, Superintendent

September	Agenda Items and Topics	
13 - BM	1.	2.
27 - WS	1.	2.
October		
11 - BM	1.	2.
25 - WS	1.	2.
November		
8 - BM	1.	2.
14-17	1.	2.
16 - Retreat	3.	4.
December		
13 - BM	1.	2.
January		
10 - BM	1.	2.
24 - WS		
February		
14 - BM	1.	2.
28 - WS		
March		
14 - BM	1.	2.
28 - WS		
April		
11 - BM	1.	2.
25 - WS		
May		
9 - BM	1.	2.
23 - WS		
June		
13 - BM	1.	2.
27 - WS		
July		
11 - BM	1.	2.
August		
8 - BM	1.	2.
15 - BM	1.	2.

## **Committees**

### **Finance Committee – Steve and Brian**

- Meets 3-4 times a year around budget development and financial monitoring. Meeting dates and times are arranged and coordinated with budget time lines.

### **Curriculum and PD Committee – Steve and Kelli**

- Meets with Elizabeth around curriculum and professional development planning. Meetings are arranged as needed

### **Evaluation Committee – Kevin and Brian**

- Meets approximately every 6 weeks to discuss progress towards meeting goals, managing and leading the district, and implementing the strategic plan and yearly plan of work. Meetings will be scheduled at beginning of year.

### **Facilities and Planning – Steve and CJ**

- Will focus on planning for growth which will include considerations for facilities, technology, infrastructure, and bond and levy preparation. Meetings will be scheduled at the beginning of the year.

### **Communications – CJ and Kelli**