

BURLINGTON-EDISON SCHOOL DISTRICT NO. 100
Regular Meeting Agenda Meeting Minutes

August 28, 2023

The Board of Directors of Burlington-Edison School District No. 100 met on August 28, 2023 at 6:00 p.m. for the Regular Meeting at 927 E. Fairhaven Ave., Burlington, WA 98273.

Board Members attended President, Troy Wright, Vice-President, Holly Nielsen, David Lowell, and Roger Howard, Rich Wesen.

Staff members attended Superintendent, Dr. Chris Pearson; Assistant Superintendent, Dr. Bryan Jones; Executive Director of Learning & Communications, Todd Setterlund, Executive Director of Student Support Services, Jeff Brown; Director of Finance & Operations, Valori Vargas; Director of Human Resources, Jen Whitney; and Deputy Board Secretary, Jennifer Dalton.

CALL TO
ORDER

President Troy Wright, called the meeting to order at 6:00 p.m.

This month the Pledge of Allegiance was led by Superintendent Pearson.

PLEDGE OF
ALLEGIANCE

President Troy Wright asked the Board if they had any comments.

BOARD
COMMENTS

David Lowell stated that he was excited for school to start.

Rich Wesen also stated that family members who work for the district were all excited about the start of the school year. He also thanked the district for the support for the Back to School Fair. Mr. Wesen is the Board Legislative Representative and will be doing the WSSDA General Assembly hybrid Conference, September 22-23, 2023.

Holly Nielsen commented that she had heard great things about the Back to School Fair.

Superintendent, Dr. Chris Pearson, presented the Superintendent's Report. He updated the board on the B-ESD celebrations from the District Kick-off to the Back to School Fair. He thanked Rich Wesen and the B.E.C.K volunteers for putting the Back to School Fair on, the community partners who attended the fair, and the maintenance and facilities staff for completing all their summer projects. He also mentioned that the first day of school and the family connection meetings for 1st-8th grade start this week.

SUPERINTENDENT
REPORT

There were no public comments.

PUBLIC COMMENT

Ms. Nielsen moved to approve the Consent Calendar and the motion carried.

APPROVAL OF
CONSENT
CALENDAR

Items approved on the consent calendar are as follows:

Approval was granted for payment of warrants subject to review by the Board member designated by the Board President at the end of the month. Items covered are the

APPROVAL OF
WARRANTS

August 2023: General Fund Warrant Nos. 358744 through 358828, 358845 through 358900. Capital Projects Fund Nos. 358829 through 358843. Associated Student Body Fund Warrant Nos. 358901 through 358903. Transportation Vehicle Fund Nos. 358844 through 358844.

APPROVAL OF:

The attached appointments, resignations, and leaves of absence were approved/accepted.

PERSONNEL ITEMS

The Board approved the minutes for the work session and regular Board meeting on July 24, 2023.

BOARD MINUTES

The Board approved the travel request from Naval Sea Cadet Corps, Instructor/Teacher from Burlington-Edison High School, Dan Boudreau. He is seeking Board approval for an overnight event with 25 students and 3 chaperones at B-EHS on October 20-22, 2023 for a Recruiting and Basic Leadership Training. Costs for the event will be paid by the CTE budget and transportation will be privately owned vehicles.

TRAVEL

The Board approved the travel request from Naval Sea Cadet Corps, Instructor/Teacher from Burlington-Edison High School, Dan Boudreau. He is seeking Board approval to travel with 8 students and 1 chaperone to Fort Worden, WA, on December 26, 2023- January 1, 2024 to attend the US Naval Sea Cadet Recruit Training Staffing and the Sea Cadet Petty Officer Leadership Academy. Costs for the trip will be paid by the CTE budget and transportation will be via a school van.

The Board approved the travel request from High School teacher, Jennifer Bradbury. She is seeking Board approval to travel to Columbus , OH on November 15-19, 2023, to present at the national Council of teachers of English Annual Convention. Costs for the trip will be paid by the CTE and English Department budget and transportation will be airplane.

INTERLOCAL
AGREEMENT
OFFICE OF JUVENILE
COURT

The Board approved the 2023-24 Interlocal agreement for the Office of Juvenile Court.

The Board approved the 2023-2024 Intervention Specialists Interlocal Cooperative Agreement.

INTERLOCAL
AGREEMENT
INTERVENTION
SPECIALIST

The Board approved the 2023-24 Interlocal Agreement with Skagit County Public Health for Social Worker.

INTERLOCAL
AGREEMENT
PUBLIC HEALTH
SOCIAL WORKER

The Board approved the 2023-24 MOU Communities in Schools of Whatcom and Skagit.

MOU COMMUNITI
IN SCHOOLS

At approximately 6:04 p.m., President Wright announced the meeting would recess from public session so the 2022-23 budget extension hearing could be conducted. President Wright stated that following the hearing there would be Board discussion and an opportunity for public comment.

2022-23
GENERAL FUND
BUDGET
EXTENSION
HEARING

Director of Finance & Operations, Valori Vargas presented the [2022-23 General Fund Budget extension](#) for the current year.

There were no questions from the community.

At approximately 6:12 p.m., President Wright stated that the budget extension hearing had ended and that the meeting would continue in regular session.

REGULAR SESSIO

Mr. Howard moved to adopt [Resolution No. 892 General Fund Budget Extension](#) and the motion carried.

ADOPTION OF
RESOLUTION NO
892

At approximately 6:13 p.m., President Wright announced the meeting would recess from public session so the 2023-24 budget hearing could be conducted. President Wright stated that following the hearing there would be Board discussion and an opportunity for public comment.

BUDGET
HEARING

Director of Finance & Operations, Valori Vargas presented [2023-24 budget](#).

There were no questions from the community.

At approximately 6:31 p.m., President Wright stated that the budget hearing had ended and that the meeting would continue in regular session.

REGULAR SESSIO

Mr. Wesen moved to adopt [Resolution No. 893](#) and the [4-Year Enrollment Projection](#) and the motion carried.

ADOPT
RES. NO. 893
& 4- YEAR
ENROLLMENT
PROJECTION

Mr. Lowell moved to adopt the following amended Board Policy No's and the motion carried:

1. 2005 School Improvement Plans
2. 3205 Sexual Harassment of Students Prohibited
3. 5011 Sexual Harassment of District Staff Prohibited
4. 5050 Contracts
5. 5222 Job-Sharing Staff Members
6. 5410 Holidays
7. 5403 Emergency and Discretionary Leaves
8. 5409 Unpaid Holidays for Reason of Faith or Conscience
9. 5231 Length of Work Day

ADOPTION OF
2005
3250
5011
5050
5222
5410
5403
5409
5231

Director of Finance and Operations Valori Vargas presented the [monthly fiscal report](#) for the month ending July 31, 2023.

FISCAL
REPORT

Director of Finance and Operations Valori Vargas presented [Resolution 894](#) authorizing the updated General Fund and ASB Fund Imprest/Revolving/Petty Cash Account balances. West View's Banner Bank account will close for ASB.

ADOPT
RES. NO. 894
UPDATED
ACCOUNT
BALANCES

Mr. Wesen moved to approve Resolution 894 authorizing the updated General Fund and ASB Fund Imprest/Revolving/Petty Cash Account balances and the motion carried.

The next Board work session is scheduled for Monday, September 11 at 4:30 p.m. at the District Office.

NEXT WORK
SESSION

The next regular Board meeting is scheduled for September 25, 2023 at 6:00 p.m.

NEXT REGULAR
BOARD MEETIN

Board member Roger Howard is scheduled to do the warrants in September.

WARRANTS

At approximately 6:45 p.m., President Wright announced the Board would recess into Exempt/Closed Meeting to discuss PSE negotiations. The exempt meeting would be no more than 30 minutes long, and would return by 7:15 p.m. that the Board will not take action upon return to the public session.

CLOSED MEETIN

At approximately 7:00 pm., the Board reconvened in regular session. No action was taken.

RECONVENE TO
REGULAR
SESSION

At 7:02 p.m. approximately there being no further business before the Board, the meeting was adjourned.

ADJOURNED



Board President (Vice)



Board Secretary

MEMO: SCHOOL BOARD DIRECTORS

FROM: DR. CHRIS PEARSON, SUPERINTENDENT

DATE: AUGUST 28, 2023

**RE: CONSENT AGENDA
PERSONNEL ACTIONS FOR AUGUST 2023**

Certificated Appointments (new hire)

| NAME | POSITION | FTE/HRS | REPLACING | LOCATION | CONTRACT | EFFECTIVE |
|-----------------|-------------------------------------|----------|------------------|----------|------------|-----------------------|
| Haley Kraft | Math (Leave Repl.) | 0.33 FTE | Justin Slagle | B-EHS | Temporary | 2023-2024 school year |
| James Windrem | 7/8 Science | 1.0 FTE | Nicolette Rinker | AL | Continuing | 2023-2024 school year |
| Karissa Serna | Criminal Justice | 0.25 FTE | Student need | B-EHS | Continuing | 2023-2024 school year |
| Jessica Lindsay | ASL | 1.0 FTE | Liza Bancroft | B-EHS | Continuing | 2023-2024 school year |
| Isabel Medina | 6 th grade (Leave Repl.) | 1.0 FTE | Jenny O'Toole | WV | Temporary | 2023-2024 school year |

Certificated Resignations

| NAME | HRS/FTE | POSITION | LOCATION | EFFECTIVE |
|------------------|---------|-------------|---------------|-----------|
| Nicolette Rinker | 1.0 FTE | 7/8 Science | AL | 7/31/2023 |
| Angela Anderson | 1.0 FTE | K-6 Art | District-wide | 8/11/2023 |

Certificated Leave of Absence

| NAME | HRS/FTE | POSITION | LOCATION | EFFECTIVE |
|--------------|---------|-----------------------|----------|-------------------------------------|
| Melody Ryser | 1.0 FTE | 2 nd grade | LU | 9/11/2023-2/20/2024 (updated dates) |

Classified Appointments (new hire)

| NAME | POSITION | HRS/DAY | WORK DAYS | REPLACING | LOCATION | STATUS | EFFECTIVE |
|------------------------------|--------------------------------------|--------------|-----------|------------------------|----------|------------|-----------------------|
| Edson Beltran Lemus | Graduation Reengagement Specialist | 7.0 hrs/day | 190 days | Student Need | B-EHS | Temporary | 2023-2024 School Year |
| Stephanie Villanueva-Vivanco | Bilingual Resource Spec (Leave Repl) | 6.0 hrs/day | 180 days | Viviana Morales Corona | ED/DO | Temporary | 2023-2024 School Year |
| Bethany Burdette | Instructional Asst | 5.75 hrs/day | 179 days | Jewelien McClure | AL | Temporary | 2023-2024 School Year |
| Brianna Peterson | Instructional Asst | 4.5 hrs/day | 179 days | Debby Pierson | AL | Continuing | 2023-2024 School Year |
| Patricia Stocklin | Instructional Asst | 5.0 hrs/day | 179 days | Skye Jimenez | WV | Temporary | 8/30/2023-11/22/2023 |
| Chris Johnson | Instructional Asst | 6.25 hrs/day | 179 days | Student Need | BV | Continuing | 2023-2024 School Year |

| NAME | POSITION | HRS/DAY | WORK DAYS | REPLACING | LOCATION | STATUS | EFFECTIVE |
|---------------|------------|-------------|-----------|---------------|----------|------------|-----------------------|
| Tony Lane | Bus Driver | 2.5 hrs/day | 180 days | Student Need | Aux | Continuing | 2023-2024 School Year |
| Paul Van Dyck | Bus Driver | 4.0 hrs/day | 180 days | Timothy Brown | Aux | Continuing | 2023-2024 School Year |

Classified Transfers/Reassignments (current employee, new building/assign)

| NAME | FROM | TO | REPLACING | EFFECTIVE |
|--------------------|---|--|--------------------|-----------------------|
| Alexia Martinez | Inst Asst WV, 6.0 hrs/day, 179 days | Inst Asst WV, 5.5 hrs/day, 179 days | Arlene Cruz | 2023-2024 school year |
| Rachel Thurston | Inst Asst AL, 6.25 hrs/day, 179 days | Inst Asst BV, 6.25 hrs/day, 179 days | Taylor Goldstein | 2023-2024 school year |
| Timothy Brown | Bus Driver 4.0 hrs/day, 180 days | Bus Driver, 5.5 hrs/day, 180 days | Michael Grove | 2023-2024 school year |
| Daniel Lemke | Motor Pool Driver, 6.25 hrs/day, 180 days | Bus Driver, 5.5 hrs/day, 180 days | Christine Hoagland | 2023-2024 school year |
| Christine Hoagland | Bus Driver, 5.5 hrs/day, 180 days | Motor Pool Driver, 6.25 hrs/day, 180 days | Daniel Lemke | 2023-2024 school year |
| Kodi Hoffmann | Library Tech AL, 6.5 hrs/day, 184 days | Library Tech BV, 7.0 hrs/day, 184 days | Rose Raivo | 2023-2024 school year |
| Jess Hackler | Building Maintenance, 8.0 hrs/day, 260 days | Asst Director Auxiliary Service, 8.0 hrs/day, 260 days | Jeff Haddox | 9/01/2023 |

Classified Resignations

| NAME | HRS/FTE | POSITION | LOCATION | EFFECTIVE |
|--------------|--|--------------|----------|-----------------------|
| Rose Raivo | 7.5 hrs/day, 184 days | Library Tech | BV | 8/31/2023 |
| Yvonne Brown | 5.5 hrs/day, 180 days (resign 2 days/week) | Bus Driver | Aux | 2023-2024 School Year |

Classified Retirement

| NAME | HRS/FTE | POSITION | LOCATION | EFFECTIVE |
|-------------------|-----------------------|--------------------|----------|-----------|
| Mary Jane Salinas | 7.0 hrs/day, 179 days | Instructional Asst | LU | 8/31/2023 |
| Cathy Jamison | 7.0 hrs/day, 179 days | Instructional Asst | LU | 8/31/2023 |

Classified Leave of Absence

| NAME | HRS/FTE | POSITION | LOCATION | EFFECTIVE |
|------------------------|------------------------|-------------------------------|----------|------------------------------|
| Kylene Thompson | 8.0 hrs/day, 260 days | Custodian | BEHS | 8/11/2023 – 8/18/2023 |
| Skye Jimenez | 6.0 hrs/day, 179 days | Instructional Asst | WV | 8/30/2023 – 11/22/2023 |
| Cathie Stevens | 6.5 hrs/day, 179 days | Instructional Asst | ED | 8/30/2023 – 11/22/2023 |
| Larry Schultz | 3.75 hrs/day, 180 days | Bus Driver | Aux | 8/30/2023 – 9/19/2023 |
| Viviana Morales Corona | 7.0 hrs/day, 180 days | Bilingual Resource Specialist | ED/DO | 2023-2024 school year |
| Terry Kipling | 8.0 hrs/day, 260 days | Custodian | BV | 8/7/2023-9/22/2023 (updated) |

Co-Curricular Appointments

| NAME | LOCATION | POSITION | EFFECTIVE |
|-----------------|-----------|------------------------------------|-----------------------|
| Cezanne Ashby | Dist-wide | 7/8 Dist Cross Country, Head Coach | 2023-2024 school year |
| Scott Jensen | B-EHS | Football, Asst Coach | 2023-2024 school year |
| Rickey Richards | B-EHS | Football, Asst Coach | 2023-2024 school year |

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Miscellaneous

- Out-of-endorsement waivers:
 - James Windrem, 7/8 Health, Allen
 - Benjamin Flanagan, 7/8 Health, Allen
 - Ben Davidson, 7/8 Health, Edison
 - Colleen Burrows, 7/8 Health, Edison
 - Courtney Mense, Spanish Literature, B-EHS
- Classified Reduction of Hours – effective 8/1/23 unless otherwise noted
 - Cecilia Vivanco, Admin Assistant/Office Manager, District-wide – reduced 3.0 hrs/day
 - Jill Brown, Team Support Specialist, District-wide – reduced 1.0 hr/day
 - Vicky Ibarra, Admin Assistant/Office Manager, District-wide – reduced 1.0 hr/day, effective 8/14/23
 - Tony Lane, Mechanic, Auxiliary Services – reduced 2.5 hrs/day, effective 8/30/23
 - Tim Brown, Dispatcher/Driver Trainer, Auxiliary Services – reduced 1.5 hrs/day
 - Jim Hedstrom, Mail Courier, District-wide – reduced 3.0 hrs/day, 3 days/week, effective 8/25/23
 - Vicky Villa, Admin Assistant/Office Manager, Allen – reduced 1.0 hr/day
 - Julie Small, Admin Assistant/Office Manager, Bay View – reduced 1.0 hr/day
 - Tammy Power, Admin Assistant/Office Manager, Edison – reduced 1.0 hr/day
 - Catherine Charles, Admin Assistant/Office Manager, Edison – reduced 1.0 hr/day
 - Ulrike Scott, Admin Assistant/Office Manager, LU – reduced 1.0 hr/day
 - Desiree DeLeon, Admin Assistant, LU – reduced 1.0 hr/day
 - Raven Baxter, Admin Assistant/Office Manager, West View – reduced 1.0 hr/day
 - Lola Padilla, Admin Assistant/Office Manager, West View – reduced 1.0 hr/day
 - DiAnn Cardona, Admin Assistant/Office Manager, B-EHS – reduced 1.0 hr/day
 - Tiffany Rainaud-Hinds, Admin Assistant/Office Manager, B-EHS – reduced 1.0 hr/day
 - Jill Kamps, Admin Assistant/Office Manager, B-EHS – reduced 1.0 hr/day
 - Maureen Ryan, Admin Assistant/Office Manager, B-EHS – reduced 1.0 hr/day
 - Ciria Pazos-Valencia, Instructional Asst., LU – reduced 1.0 hr/day
 - Sarene Mullen, Instructional Asst., ED – reduced 0.5 hr/day
 - Staci Hooker, Instructional Asst., ED – reduced 0.25 hr/day
 - Connie Larson, Instructional Asst., ED – reduced 0.25 hr/day
 - Lynn Lott, Instructional Asst., ED – reduced 0.25 hr/day
 - Linda Chauvin, Instructional Asst., ED – reduced 0.25 hr/day