

**ABERDEEN SCHOOL DISTRICT NO. 5  
ABERDEEN, WASHINGTON**

Regular Meeting of the Board of Directors  
Community Room, Aberdeen High School  
Dec. 3, 2024

**AGENDA**

4:30 p.m. Work-Study

5:30 p.m. Regular Meeting Call to Order

Flag Salute

**Consent Agenda**

1. Minutes
2. Gifts to the District

Comments from Board Members

1. **Annual Organization**
2. WSSDA Conference

Comments from Student Representatives

Comments from the Public

Comment on agenda items is welcome at this time. Please sign up on the sheet provided at the entrance to the meeting and specify the agenda item you wish to address. Please limit your comments to three minutes. Comment on all matters is welcome via email to [schoolboard@asd5.org](mailto:schoolboard@asd5.org).

Presentations

Old Business

Superintendents' Report

1. GEAR UP Update
2. LifeWise Update
3. Town Hall

Financial Services

1. Year-End Financial Report

Board Meeting Agenda  
December 3, 2024

New Business

1. [Policy 6701 Recess](#)
2. Next Meeting

Executive Session / Closed Session

Personnel Matters

1. [Personnel Report](#)
2. Real Estate

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5  
BOARD INFORMATION AND BACKGROUND

December 3, 2024

4:30 p.m. Work-Study

1. Seismic School Safety Planning

5:30 p.m. Regular Meeting Call to Order

Flag Salute

Consent Agenda – [Enclosure 1](#)

1. Minutes – The minutes from the regular meeting on November 19, 2024, are enclosed for your review and approval.
2. Gifts to the District
  - a. Family Promise of Grays Harbor has donated a 1996 Ford Econoline van valued at \$3,413 to the automotive program at Aberdeen High School.
  - b. The American Sign Language (ASL) program at Aberdeen High School has received a \$500 donation from an anonymous donor.

Comments from the Board

1. Annual Organization – At this time, the Board will elect officers. [Enclosure 2](#)
  - a. Election of Board President
  - b. Election of Board Vice President
  - c. Election of WSSDA Representative (2-year term)
  - d. Election of WIAA Representative (2-year term)
2. WSSDA Conference – An opportunity for the Board to discuss attendance at the WSSDA Conference Nov. 21-23.

Comments from Student Representatives

Comments from the Public

The Board welcomes public comment on agenda items at this time. Please sign up on the sheet provided at the entrance to the meeting and indicate the agenda item you wish to address. Please limit your comments to three minutes. Written public comment on both agenda and non-agenda matters is also welcome via email. Comments should be submitted to [schoolboard@asd5.org](mailto:schoolboard@asd5.org) before noon on the day of the meeting and will be included in the public record.

Individual student matters or complaints against employees should not be brought forward at a public meeting. The Superintendent's Office or board president should be contacted directly.

Board Information  
December 3, 2024

## Old Business

### Superintendents' Report

1. GEAR UP Update – Superintendent Lynn Green will provide an update on changes in the GEAR UP program under the new grant.
2. LifeWise Update – Superintendent Lynn Green will provide an update on the LifeWise program that will soon be implemented in the community.
3. Town Hall – A reminder that Superintendents Lynn Green and Traci Sandstrom will be hosting a town hall meeting set for 6 p.m. Tuesday, Dec. 10, in the Community Room at Aberdeen High School. The focus will be district safety protocols and Portrait of a Graduate.

### Financial Services

1. Year-End Financial Report – Elyssa Louderback, executive director of business and operations, will present the Year-End Financial Report for the 2023-2024 fiscal year. Enclosure 3

### New Business

1. Policy 6701 Recess – A new policy, 6701 Recess and Physical Activity acknowledging state requirements of 30 minutes of recess per day is presented for first reading. [Enclosure 4](#)
2. Next Meeting – The next regular meeting of the Board is scheduled for 5:30 p.m. Tuesday, Dec. 17, in the Community Room at Aberdeen High School.

### Executive Session / Closed Session

At this time the meeting will recess for an executive session expected to last 15 minutes under RCW 42.30.110 (b) and (g): To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price and to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

1. Personnel Report [Enclosure 5](#)
2. Real Estate

ADJOURN

## ABERDEEN SCHOOL DISTRICT NO. 5

### Minutes of the Regular Meeting of the Board of Directors – November 19, 2024

President Jennifer Durney convened the regular meeting of the Aberdeen School District Board of Directors at 5:30 p.m. Tuesday, November 19, 2024, in the library at Miller Junior High School. In attendance were Jessica Jurasin, Annica Mizin and Jeremy Wright, along with Student Representative Harnoor Jandu, Superintendents Lynn Green and Traci Sandstrom, and 12 patrons and staff.

The meeting began with the flag salute.

On a motion by Director Jurasin and seconded by Vice President Ritter, the Board approved the consent agenda, which included the minutes from the regular meeting on November 5, 2024; October payroll vouchers 837110 through 837122 and 837124 through 837155 totaling \$4,074,569.91; General Fund vouchers 837156 and 837175 through 837265 totaling \$1,292,338.08; ASB Fund vouchers 837123, 837158 through 837173 and 837266 totaling \$26,310.65 and Capital Projects Fund vouchers 837157 and 837174 totaling \$36,952.56, and a trip request from the WWET Club at Miller Junior High School to travel to Portland, Ore., to visit the Oregon Museum of Science and Industry on Dec. 7.

Director Jessica Jurasin provided an update on the legislative advocacy initiative. She noted that she met with Elyssa Louderback, executive director of business and operations, to develop a one-page financial snapshot of the district.

Student Representative Harnoor Jandu shared information about the work that seniors at Aberdeen High School are doing to meet deadlines for college and scholarship applications.

Principal John Meers presented Miller Junior High School's annual school improvement report.

Athletic Director John Crabb presented an overview of student participation in fall and winter sports.

Following a presentation by Superintendent Sandstrom, on a motion by Vice President Ritter and seconded by Director Wright, the Board adopted an update to Policy 3230 – Student Searches and Privacy, including a provision specifically allowing the use of metal detector wands.

Superintendent Sandstrom reported on meeting with the Transportation Department for professional development about the mission, vision, values and goals adopted by the District and the resulting discussions on the many ways the daily work of transporting students contributes to the Portrait of a Graduate.

Superintendent Sandstrom discussed the upcoming Town Hall planned for 6 p.m. Tuesday, Dec. 10, in the Community Room at Aberdeen High School. The focus will be district safety protocols and the Portrait of a Graduate.

CALL TO ORDER

CONSENT AGENDA

COMMENTS FROM  
THE BOARD

COMMENTS FROM  
STUDENT REP

MILLER JUNIOR  
HIGH REPORT

ATHLETIC  
DIRECTOR REPORT

POLICY 3230  
STUDENT  
SEARCHES

PORTRAIT OF A  
GRADUATE

TOWN HALL

Superintendent Green reported that the 44<sup>th</sup> annual Foodball ended successfully with students collecting \$111,960 in cash and 7,622 pounds of food for a combined total of 1,127,229.9 “pounds” of food.

FOODBALL

Superintendent Green and Director Jeremy Wright reported on the visit to the district by Reps. Jim Walsh of Aberdeen and Joel McEntire of Cathlamet. The visit focused on the seismic safety planning projects that are taking place in the district. Guests from OSPI, the Washington Association of Maintenance and Operations Administrators (WAMOA) and the American Institute of Architects were also in attendance.

LEGISLATIVE VISIT

The Board and superintendents discussed the upcoming annual WSSDA Conference in Spokane, including adjustments to travel plans due to the forecast for inclement weather.

WSSDA  
CONFERENCE

The Board and superintendents reviewed the policy outlining the process for the annual election of officers, which will take place at the next meeting.

ANNUAL  
ORGANIZATION

Elyssa Louderback, executive director of business and operations, presented the Fiscal Status Report for October. With 16.67 percent of the fiscal year elapsed, the District has received 16.53 percent of expected revenue and incurred 17.14 percent of budgeted expenditures. Average annual enrollment is trending 14.69 FTE above budget. She reported ending fund balances of \$4,464,592.38 in the General Fund, \$55,133.99 in the Capital Projects Fund, \$987,421.06 in the Debt Service Fund, \$346,930.30 in the Associated Student Body Fund, and \$346,158.19 in the Transportation Vehicle Fund.

FISCAL STATUS  
REPORT

Following a presentation by Superintendent Lynn Green, on a motion by Vice President Ritter and seconded by Director Jurasin, the Board approved the district’s annual application for federal funding through the Carl D. Perkins CTE Grant.

PERKINS CTE  
GRANT

On a motion by Vice President Ritter and seconded by Director Jurasin, the Board declared an inventory of items as surplus because they are no longer useable or no longer needed for an educational purpose.

SURPLUS

President Durney announced that the next regular meeting is scheduled for 5:30 p.m. Tuesday, Dec. 3, in the Community Room at Aberdeen High School. A work-study for Seismic School Safety Planning will begin at 4:30 p.m.

NEXT MEETING

At 6:38 p.m., President Durney recessed the meeting for an executive session expected to last 10 minutes under RCW 42.30.110 (g) (to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee). The meeting reconvened in regular session at 6:48 p.m.

EXECUTIVE  
SESSION

On a motion by Director Wright and seconded by Director Mizin, the Board approved the Personnel Report.

PERSONNEL  
REPORT

Under certificated matters, the Board approved the hiring of Tedd White and Daniel Wright as substitutes for the District.

CERTIFICATED

Under classified matters, the Board approved a change of assignment for Glenda Smith from custodian at Central Park Elementary School to Miller Junior High School effective Nov. 18; approved leaves of absence for Mercedes Fox, a bus driver in the Transportation Department, effective Nov. 15 to Jan. 20, 2025, Armando Monahan, an MTSS assistant at Miller Junior High School, effective Nov. 6-30, and for Robert Veach, an MTSS assistant at Central Park Elementary School, effective Dec. 2 to March 12, 2025; approved the hiring of Caleb Lock as an assistant coach for girls' wrestling at Aberdeen High School effective Nov. 18 and Ally Ancich as head coach for girls' basketball at Miller Junior High School effective Nov. 5, and approved the hiring of Christina Fox as a substitute for the district.

CLASSIFIED

On a motion by Director Jurasin and seconded by Director Wright, the Board approved contract extensions for the co-superintendents, extending the current contract of one year from July 1, 2024 through June 30, 2025, to a three-year term of July 1, 2024 through June 30, 2027.

SUPERINTENDENT  
CONTRACT  
EXTENSIONS

There being no further business, the regular meeting was adjourned at 6:49 p.m.

ADJOURN

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Lynn Green, Secretary

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Jennifer Durney, President

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Traci Sandstrom, Secretary

# Aberdeen School District #5

## Career and Technical Education

410 North 'G' Street  
Aberdeen, WA 98520  
Fax (360) 538-2057  
E-mail [lgreen@asd5.org](mailto:lgreen@asd5.org)

Lynn Green, Director  
Phone (360) 538-2038  
Kim Edwards, Secretary  
Phone (360) 538-2039

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November 15, 2024

Phillip MacNealy, Board President  
Family Promise of Grays Harbor  
PO Box 1474  
Aberdeen, WA 98520

Re: Vehicle Donation

Dear Mr. MacNealy:

Thank you for your donation of the 1996 Ford Econoline, VIN #1FBJS1H6THA73985, valued at \$3,413.00. This donation helps to educate our automotive technology students. We appreciate your support of our students at Aberdeen High School.

For your records, the tax ID number for the Aberdeen School District is 91-6001546.

Sincerely,



Lynn Green  
Aberdeen School District No. 5  
360-538-2038





# Aberdeen School District

216 North G Street  
Aberdeen, WA 98520  
**360-538-2000**  
Fax 360-538-2014  
[www.asd5.org](http://www.asd5.org)

TO: Traci Sandstrom, Co-Superintendent  
Board of Directors, ASD5

FROM: Lynn Green, CTE Director *LG*

RE: Donation

DATE: November 14, 2024

**Dr. Jeffrey Thake**  
Superintendent  
360-538-2002

**Christi Sayres**  
Human Resources  
360-538-2222

**Shannon Ramsey**  
Executive Director  
Business & Operations  
360-538-2007

**Traci Sandstrom**  
Teaching and Learning  
Technology  
360-538-2123

**Richard K. Bates, Ed.D.**  
Special Education  
360-538-2017

**Lynn Green**  
Career & Technical Education  
Secondary Curriculum  
360-538-2038

The Career and Technical Education ASL program has received a donation in the amount of \$500 to be used for ASL events and guest speakers. The donor has asked to remain anonymous.

We kindly request Board approval for this generous donation. Thank you.

## ANNUAL ORGANIZATIONAL MEETING

At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, the board will elect from among its members a *chair/president* and a *vice chair/president* to serve one-year terms. A newly appointed board member will not be eligible to serve as an officer unless a majority of the board has been appointed.

If a board member is unable to continue to serve as an officer, a replacement will be elected immediately. In the absence of both the *chair/president* and the *vice chair/president*, the board will elect a president pro tempore who will perform the functions of the chair/president during the latter's absence.

The superintendent will act as board secretary and perform all the duties as outlined by law. In order to provide a record of the proceedings of each meeting of the board, the superintendent will appoint a recording secretary of the board.

In even numbered years at the same meeting, a WSSDA legislative representative will be elected to serve a two-year term.

The normal order of business will be modified for the annual organizational meeting by considering the following matters, after the approval of the minutes of the previous meeting:

- A. Welcome and introduction of newly elected board members by the chair/president;
- B. Call for nominations for *chair/president* to serve during the ensuing year;
- C. Election of a *chair/president* (roll call vote);
- D. Assumption of office by the new *chair/president*;
- E. Call for nominations for *vice chair/president* to serve during the ensuing year;
- F. Election of a *vice chair/president* (roll call vote);
- G. (*If applicable*) Call for nominations for WSSDA legislative representative to serve for the next two years; and
- H. Election of a WSSDA legislative representative.

Policies will continue from year to year and board to board until and unless the board changes them.

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Cross References:

1225 - School Director Legislative Program

Legal References:

RCW 28A.330.010 Board president, vice-president or president  
pro tempore — Secretary

RCW 28A.330.020 Certain board elections, manner and vote  
required — Selection of personnel, manner

RCW 28A.330.050 Duties of superintendent as secretary of the  
board

RCW 28A.400.030 Superintendent's duties

RCW 29A.60.280 Local elected officials, commencement of  
term of office — Purpose

Adoption Date: 6/20/00

Revised Dates: 11/5/05, 4/17/18

## RECESS AND PHYSICAL ACTIVITY

The board recognizes that recess is an essential part of the day for elementary school students, Young students learn through play, and recess supports the mental, physical, and emotional health of students and positively impacts their learning and behavior. Similarly, the board recognizes that students who engage in regular exercise are more likely to learn in the classroom and supports the district's increased emphasis on physical activity at all grade levels to enhance the well-being of the district's students. Therefore, it is the policy of the board to provide students with recess and opportunities for physical activity.

### **Recess**

The district aims to make elementary school recess safe, inclusive, and high quality for all students. All district elementary schools will receive a minimum of 30 minutes per day of unstructured physical activity as recess. The accompanying procedure will specify how the district will meet other legal requirements.

### **Physical Activity**

All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive School Physical Activity Program recommended by the Centers for Disease Control and Prevention, and will provide the following:

- Quality physical education;
- Physical activity during the school day (e.g., brain boosters/energizers);
- Physical activity before and after school;
- Recess that aims to be safe, inclusive, and high quality;
- Family and community engagement;
- Staff wellness and health promotion;
- Opportunities for active transportation to school, and
- Access to school district facilities for physical activity, fitness, sports, and recreation programs.

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Cross References:	Policy 2161	Special Education and Related Services for Eligible Students
	Policy 2162	Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
	Policy 3210	Nondiscrimination
	Policy 3422	Student Sports -- Concussion, Head Injury and Sudden Cardiac Arrest
	Policy 4260	Use of School Facilities

Adopted: \_\_\_\_\_

## **Procedure - Recess and Physical Activity**

### **Recess**

By no later than the 2024–2025 school year, the district will provide at least thirty minutes of recess for all elementary-school students each school day that exceeds five hours. Schools may provide additional recess time before or after the school day, but that time may not be counted toward the thirty minutes of recess that is required. Additionally, time spent changing into and out of clothes for outdoor play should not be used to meet the thirty-minute requirement.

Recess must be supervised and student-directed. It must aim to be safe, inclusive, and high quality. To achieve those aims, schools will offer opportunities that align with state and national recess recommendations and maintain safe and age-appropriate equipment to use during recess. Schools may also include organized games as part of recess, but they should avoid including or permitting students to use computers, tablets, or phones during recess. Whenever possible, recess should be held outside. But if recess is held indoors, schools should use an appropriate space that promotes physical activity.

Recess will complement, not substitute for, physical education class.

Schools should not withhold recess as a form of discipline unless a student's participation in recess poses an immediate threat to the safety of the student or others. Nor should schools withhold recess to compel students to complete academic work. Schools should develop alternatives to withholding recess as a form of discipline or as a way to compel students to complete academic work.

The district encourages recess to be scheduled before lunch whenever possible. Scheduling recess before lunch reduces food waste, maximizes nutrition, and allows students to be active before eating. If recess is offered before lunch, schools will place appropriate hand-washing facilities and/or hand-sanitizing mechanisms just inside or outside the cafeteria to ensure proper hygiene prior to eating. Students must use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria.

### **Physical Activity in Schools**

Given that middle and high school students do not have recess, the district will encourage physical activity breaks for middle and high school students. All schools will participate in a Comprehensive School Physical Activity Program. A Comprehensive School Physical Activity Program (CSPAP) is a multi-component approach by which school districts and schools use all opportunities for students to be physically active, meet the nationally-recommended 60 minutes of physical activity each day, and develop the knowledge, skills, and confidence to be physically active for a lifetime. A CSPAP reflects strong coordination and synergy across all the components: quality physical education as the foundation, physical activity before, during, and after school, staff involvement, and family and community engagement.

### **Quality Physical Education**

Schools will implement a physical education program that includes instruction and practice in a variety of motor skills and movement patterns; knowledge of concepts, principles, strategies, and tactics related to movement and performance; knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness; responsible personal and social behavior that respects self and others; and values physical activity for health, enjoyment, challenge, self-expression, and social interaction.

### **Physical Activity during the School Day**

The district recognizes that students are more attentive and readier to learn if provided with periodic breaks when they can be physically active or stretch. Schools will encourage teachers to do the following:

- Incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.
- Provide short (3-5-minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Schools cannot use physical activity during the school day as punishment. For example, a school can’t have a student run laps or do push-ups as a form of punishment.

### **Physical Activity Before and After School**

The district offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods (e.g., physical activity clubs, intramurals, sports, etc.).

### **Active Transport**

The district will identify safe and active routes to and from school to promote alternative transport methods for children, such as walking and bicycle programs. The district will encourage this behavior by engaging and promoting activities such as the following:

- Designation of safe or preferred routes to school;
- Promotional activities such as participation in International Walk to School Week, National Walk and Bike to School Week;
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area);
- Instruction on walking/bicycling safety provided to students;
- Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper;
- Use of crossing guards;
- Ensuring crosswalks exist on streets leading to schools;
- Documentation of the number of children walking and/or biking to and from school, and
- Creation and distribution of maps of the school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.).

**School District Facilities**

Access to school sites will be provided through permitting use of facilities to community youth sports groups consistent with the district's facilities use policy, community college, and municipal joint use agreements and partnerships with youth organizations so additional opportunities are available for all youth in the community to participate in quality physical activity, fitness, sports, and recreation programs.

**CERTIFICATED**

**CHANGE OF ASSIGNMENTS:** We recommend the Board approve the following certificated change of assignments:

<u>Name</u>	<u>Location:</u>	<u>Position To:</u>	<u>Position From:</u>	<u>Effective Date</u>
Faith Taylor-Eldred	Aberdeen High School	GEAR Up Advisor .4 FTE	CTE Teacher	12/02/24
Jessica Madison	Aberdeen High School	GEAR Up Advisor	Counselor	12/02/24
Carrie Erwin	Miller Jr. High	GEAR Up Advisor	Teacher	12/02/24

**LEAVE OF ABSENCE:** We recommend the Board approve the following certificated leave of absence:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Amanda Lewis	McDermoth/AJ West	Teacher	01/06/25-04/04/25

**Certificated Substitute Hire:**

Anthony Nowak

**CLASSIFIED**

**HIRE:** We recommend the Board approve the following classified hire:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Terry Kehn	Miller Jr. High	ASP: Site Coordinator	11/14/24

**EXTRA-CURRICULAR HIRES:** We recommend the Board approve the following extra-curricular hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jacob Allison	Aberdeen High School	Assistant Boys' Wrestling Coach	11/18/24
Macy Gronseth	Aberdeen High School	Head Girls' Golf Coach	03/03/25
Rachel Wenzel	Aberdeen High School	Assistant Girls' Golf Coach	03/03/25

**Classified Substitute Hires:**

Cathleen Johnson

Robert Mills