PALOUSE SCHOOL DISTRICT #301
REGULAR BOARD MEETING
Thursday, April 27, 2023
Held in the Palouse School Library

I. OPENING OF MEETING:

The Palouse School Board meeting was called to order at 7:00 p.m. by Board Chair Jessica Smith.

A. ATTENDANCE:

Palouse Board: Jessica Smith, Shealyn Holbrook, Jamie Slocum, and Andra Edwards
Excused: Heidi Evans
Garfield Board: Sean Neal, Matt Bofenkamp, Ryan Pfaff, and Justin Honcoop
Also Present: Palouse Superintendent/Principal Mike Jones
Garfield Superintendent/Principal Brett Agenbroad
Administrative Assistant Debbie Anderson
Guests: Community members

B. REQUEST TO ADDRESS THE BOARD: None.

II. CHANGES TO THE AGENDA: None.

III. CONSENT AGENDA:

A. Accounts Payable:
1. General Fund:
April- $45,585.94
Warrants – 30111829, 30111831-30111835, 30111837-30111853, 30111855-30111857, 30111859-30111865, 30111867-30111871
2. Capital Projects:
April – $25,277.25
Warrants – 30111858, 30111866
3. Payroll:
April (Checks) – $9,899.21
Warrants – 30111875-30111880
April (Benefits) - $77,608.88
Warrants – 30111881-30111894
Payroll Electronic Transfer (Direct Deposit)
February - $110,170.14
Payroll Electronic Transfer Fed W/H & SS
February - $37,951.54

B. Approval of Minutes
1. March 30, 2023

C. Resignation
1. Debbie Mitzimberg

D. Hire – Long-term subs for 2023-2024
1. Alisha Horton (1st Grade) – Year Long
2. Anna Brown (2nd Grade) – Fall 2023 – August 29th to December 31st

MOTION: A motion to accept the Consent Agenda was made by Andra Edwards and seconded by Jamie Slocum. The motion passed with the following roll call vote:

Andra Edwards – Aye Jamie Slocum - Aye
Shealyn Holbrook – Aye Jessica Smith – Aye

IV. OLD BUSINESS: None.

V. NEW BUSINESS:

A. Superintendent Report by Mr. Jones:

a. Facilities and Financial: They will begin work the week of May 8th. Scott Lewis is here from Apollo and he will go over things with us next. As far as capital projects, you can see we are working on the weight room with windows and awnings right now. They pulled out some of the dirt and started on the back end of the AG shop. We are starting to get some of the playground materials in and this will start once school is out. Farm-to-table planning for garden area – Brock Slocum came up and we went through some of the excavation needs on the back and he will start on this after school is out as well. Some of the kitchen items that we were looking at with regards to upgrades, we are probably going to push this back out to the fall, wanting to stay out of the way of Apollo's work there. We will be putting a schedule together for the coaches for summer activities so that they will have a gym to use. On the Principal side, I am working on most of our evaluations finished.

B. Apollo:

Scott Lewis from Apollo: reported that he has two updates for the Palouse Board tonight. One is on the larger construction project through the small rural school modernization grant, and the other is with solar. With all this information, we have a lot of work to do in August. So, the change order is officially approved. We had to shift some things around to make sure that we didn't exceed the grant amount, which is in the best interest of the district. So, fortunately we are moving forward but that also puts us right up against the fall timeframe for kids returning so we have a lot of activities happening over the next couple of weeks to get us in-line to be able to hit those target dates. The week of the 15th of May we are actually going to be having an on-site meeting and we would love to have you all come down and talk with our subcontractors, talk with anybody that is part of this project, ask questions and they can kind of walk us through everything. The week of the 22nd we are going to be starting asbestos abatement prep activities and I know that is kind of a weird thing to say but with the boiler room being in the middle of the building there is not a lot of activities that we can do with asbestos as school is still in session, and so we want to make sure to be cautious with that as we start getting everything prepped and ready. Demolition activities should be taking place over the next two to three weeks after that. After June 12th we have the gym and locker room, duct installation, structural modifications, boiler installation, and electrical infrastructure all being put in place. So, everything should be on-site no later than the first week of August, hopefully sooner depending on if things get shipped sooner. We should have everything built and ready for staff and students returning by the end of August. We will complete commissioning activities in September and hopefully close out in September/October on this first phase.

Switching gears to the solar piece – we have our guarantee not to exceed GMAX construction cost of $430,613.00. We were fortunate enough to receive a TransAlta grant in the amount of $150,000. We also got Department of Commerce grant for $188,874, so we are pushing forward on getting those in place. There is a small matter of district match, so if you subtract those grants out, the district portion of it is $91,739. However, the good news is, between the Department of Commerce and Department of Treasury, Apollo, and anyone else that wants to jump in on it with us, there is a tax incentive to be able to zero that $91,739 out. So, essentially you pay that money up front and then we apply for reimbursement on the back end and they are very much invested in making sure that you get paid in full for that. The reason why they have to do it at the end of the project instead of at the beginning, is because Commerce does not want to overfund their portion of it. We will be working on this over the next few months and getting that in place. This should be about a 4-6 week schedule once everything is on site.

Jessica Smith: Do we have an idea on how much the solar panels are going to be reducing our power bills?

Mike Jones: The anticipation was around 10,000 to 12,000.

Scott Lewis: Another thing that I will say, just in case there is any concern about the out-of-pocket portion of it, we have some school districts that are taking a small loan for their portion of it just on the outside chance that the tax incentive doesn't kick in for a year as you don't want to have a $91,000 bill just hanging out there. I know that loans are not the best for school districts but at the end of the day the energy savings will pay that off in 10 years if for whatever reason the incentive doesn't come through, and if it does then you have some additional funds to get other projects done.
Mike Jones: We are not anticipating having to get a loan, that is not our goal anyway.
Jamie Slocum: Where are the solar panels going to be located.
Mike Jones: They are going on the upper gym.

C. WIAA Membership (Resolution)
Jessica Smith: This is annual membership to keep athletics going.

MOTION: Jamie Slocum moved to accept Resolution #259 to approve the WIAA annual membership, seconded by Shealyn Holbrook. The motion passed with the following roll call vote:

Andra Edwards – Aye	Jamie Slocum - Aye
Shealyn Holbrook – Aye	Jessica Smith – Aye

D. Executive Session:
Jessica Smith: We are going to be in recess for an executive session after the joint session with regards to superintendent evaluation with administration reorganization. We will have action afterwards so we will reconvene.

The meeting was recessed at 7:11 p.m. The meeting went into executive session at 7:52 p.m.

The meeting was reconvened at 8:37 p.m. by Jessica Smith. Items added to the agenda were:
E. Move Mike Jones from 1.0 Superintendent/principal to 0.5 Superintendent.
F. Authorize Mr. Jones to post a job for a new principal.

MOTION: Andra Edwards moved to move Mike Jones from 1.0 Superintendent/Principal to 0.5 Superintendent, seconded by Jamie Slocum. The motion passed with the following roll call vote:

Andra Edwards – Aye	Jamie Slocum - Aye
Shealyn Holbrook – Aye	Jessica Smith – Aye

MOTION: Jamie Slocum moved to approve a new principal posting, seconded by Shealyn Holbrook. The motion passed with the following roll call vote:

Andra Edwards – Aye	Jamie Slocum - Aye
Shealyn Holbrook – Aye	Jessica Smith – Aye

ADJOURN: It was moved by Andra Edwards, seconded by Shealyn Holbrook to adjourn the meeting at 8:41 p.m.

Board Chairman: _____

Superintendent: _____

GARFIELD SCHOOL DISTRICT #302
REGULAR BOARD MEETING
Thursday, April 27, 2023
Held in the Palouse School Library

I. OPENING OF MEETING:
The Garfield School Board meeting was called to order at 7:12 p.m. by Board Chair Sean Neal.

A. ATTENDANCE:
Garfield Board: Matt Bofenkamp, Ryan Pfaff, and Justin Honcoop
Excused: Paula Adams.
Palouse Board: Jessica Smith, Shealyn Holbrook, Andra Edwards and Jamie Slocum.
Also Present: Garfield Superintendent/Principal Brett Agenbroad
Palouse Superintendent/Principal Mike Jones
Administrative Assistant Debbie Anderson
Guests: Community members

B. REQUEST TO ADDRESS THE BOARD: None.

II. CHANGES TO THE AGENDA: Brett Agenbroad: Under New Business I have Item B – Hartford Boiler – if we can take that out as there is nothing to address the board about.

III. CONSENT AGENDA:
A. Accounts Payable:
1. General Fund:
April - $108,102.98
Warrants: 30210585-30210619, 30210621-30210630
2. Capital Projects: None
3. Payroll:
April (Checks) - $7,724.03
Warrants: 30210631-30210638
April (Benefits) - $74,396.27
Warrants: 30210639-30210648
Payroll Electronic Transfer (Direct Deposit)
April - $105,862.50
Payroll Electronic Transfer Fed W/H & SS
April- $33,393.21
B. Approval of Minutes
1. March 30, 2023
C. Accepting of April Donation

MOTION: A motion to accept the Consent Agenda was made by Justin Honcoop and seconded by Ryan Pfaff. The motion passed with the following roll call vote:
Ryan Pfaff – Aye Matt Bofenkamp – Aye
Justin Honcoop – Aye Sean Neal - Aye

IV. OLD BUSINESS: None.

V. NEW BUSINESS:

A. Disposal of Surplus Equipment and/or Materials

Brett Agenbroad: To get our modernization grant going this summer we need to get rid of that 10,000-gallon single walled steel fuel tank that is sitting in the alleyway of the school by the music room. In the grant $16,000 dollars was in place to demolish this and remove it, but I am proposing that we try and get rid of it as surplus property. Several people have said that farmers may be interested in that tank. I have been working with legal on getting a hold-harmless agreement together and we got this done today. From my understanding we need to let the entities in the region know that this is available should someone want it, and if no entity wants this then we need to post it in the newspaper as a closed bid. I had Trevor set up an email account where we can have all closed bids to that email and after two weeks, we will go through them, and the highest bidder wins as long as they sign-off on the hold-harmless and agree to have the tank removed by the time that we need it removed. Then, we would save that $16,000 demolition money to apply towards our projects. So, hopefully we can get rid of this tank in a timely fashion.

MOTION: A motion to approve the surplus item of a 10,000-gallon fuel tank was made by Matt Bofenkamp and seconded by Justin Honcoop. The motion passed with the following roll call vote:

Ryan Pfaff – Aye	Matt Bofenkamp – Aye
Justin Honcoop – Aye	Sean Neal - Aye

VI. REPORTS:

A. Apollo Solutions:

Scott Lewis from Apollo: This is a very similar type of report on the construction side for the modernization grant project. We have some activities that are coming up. As you may know, the 12th of May is going to be when the temporary boiler is taken off-line and we will use the old one as needed, but I think the goal is to get the temporary boiler out and start making room for everything else that is going to be put in over the next few months. On May 10th, we will actually have an on-sight preconstruction meeting and again, would love to have any of you guys attend, meet the team and ask questions, and get an overall layout of what is going to be done over the next few months. Again, the asbestos abatement activity is starting on the 15th. We are going to be looking at some electrical rough-in work which won't impact the day-to-day activity of the school, but that will start on May 15th as well, and then the possibility of starting the propane tank and getting it installed on the 15th as well. We anticipate having a little bit more to do in May and June in preparation for getting everything completed by August and turning everything over at that time. Again, September commissioning activities and just making sure that everything is operating as intended. The beauty of using the State's energy program is that they won't sign off on anything until everything is commissioned properly and they say, "alright Apollo, you are on the hook for the guarantees now." So, we will make sure everything is working as intended. On June 12th, after school is out, we will do the gym and locker room duct installations. Any structural modifications and then boiler installation as well. The first week of August is again that timeframe that we shared with Palouse about the air handlers, gym lighting, all completed by the 1st week of August, and we should be a little ahead of that so that is a good thing. Again, September is really making sure the staff and students are not affected by anything and we can conclude the project in a timely fashion.

Brett Agenbroad: I know that we are a little concerned in the Garfield piece that we are going to put in all these electro panels, etc., but the actual breakers are not supposed to be here until September 5th? Are you aware of any of that conversation?

Scott Lewis: So, the PCI is working a lot behind the scenes to figure out a back way around that and see if there is anything else that we can do. I can get a more definitive answer for you.

Brett Agenbroad: I know that this is just down the road because I know that we are waiting for some piece, but he is having trouble finding the Plan B piece, and if he can find that then we will have electricity in August, otherwise there is a question mark on our breakers.
The propane tank, just for the board's knowledge on this May 15th work, what they are going to do is start pouring the braces that are going to hold that tank while school is happening. Then, there is mention of an underground work here and that is kind of new since Apollo has reported out last in that we have been trying to figure out how to get those tanks away from the alleyway and get them as over where the buses are parked now, which is the original plan design. The cost factors were wanting everybody to move it closer and I kept saying that I think you can just trench and go over the building. So, when we had the propane expert here, he confirmed that we could go over the building. The idea now is that we are just going to trench across from where the buses are parked to the corner of the gym building and then they are just going to go up and over the roof, and then down to the boiler room. So, that saved us a lot of trenching, etc.
Scott Lewis: It is our intention to make sure that no matter what is in place at the start of the school year, you have an operational building; we just can't leave you high and dry there and so we need to make sure that we are good to go and have a back-up plan.

B. Superintendent Report:

Brett Agenbroad: As Scott just mentioned, we are going to turn the back-up boiler off on May 12th. I let the faculty know and Debbie is going to put out an announcement on Blackboard to the families on Friday and Monday. We need to have the boiler cooled and disconnected so that Coal Boiler can come in, hook up to the flatbed, and leave. Then the asbestos abatement starts right away like Scott said on the 15th. My conversation with the staff and community is that as of May 15th there will be no more heat.
Mike and I, and a number of other superintendents in the county, attended a superintendent-driven emergency response conversation region-wide with all first responders in the area. At that meeting, I spoke with Sally Jo about board interest here at Garfield regarding what can we do quickly secure our building. So, she told me there is a guy that you need to meet who works for Safe Haven Defense. Safe Haven Defense has a film that is bullet resistant so ammunition will not penetrate. This is a super-expensive film, and we have to have 1/4-inch glass in the windows of the front doors if we were to install them. We do not, we have an 1/8-inch glass, and it won't work for him at all. My conversation with him then was, "Well maybe over the summer we will change that out to 1/4-inch glass so that we could basically bullet proof the front door and any side entrance door that has a push bar." The last tragic school shooting they basically broke the glass, it all fell out, and then they just reached in and pushed the push bar and opened the door. Another option is riot control film. You can hit it with a baseball bat and break the glass, but the glass does not fall out, the glass stays there structurally, and you can shoot it with bullets, but you can never get your hand through it to do the push bar. So, he said the point is, it is a time factor. The more noise and the longer it takes, even if they are using a crowbar or a baseball bat to try and break that glass to try and get that push bar or doorknob, the longer it takes for them to penetrate the building, the more things change – they get stressed, etc. I had Matt from Safe Haven come down the other day and he walked around and gave us a quote, and then he said that we really need to try and get on this government procurement alliance and so I filled out the paperwork. I emailed Matt again and asked him to redo that bid he gave as he said this would save us money. Once I get some more firmer numbers then I would like to talk again with the board about potentially installing this. Right now, the bid is $11,799. Since most intruders come through the door, we need to strengthen up our doors. I did ask Mike Jones about what tinting they put in the front offices here, which were put in by Sims Glass, which really helps not to see in during the day. So, if we can put the reflective film in the windows then teachers can leave their curtains opened. Sims is planning on coming out and getting us a bid. So, these are just some things that we can work on to safeguard our staff and students.
Brett also discussed with the board the letter he received from ESD 101 regarding in increase in fees of $17,000 for Garfield, $34,000 between Palouse and Garfield. He explained what he had

learned from talking with ESD regarding why the cost increase. He also talked to the board about having the manager come to the meetings to answer any questions that may arise during the meeting.
Matt Bofenkamp: What do we pay them now.
Brett Agenbroad: $58,000 per district right now.

Brett Agenbroad: We will be holding formal interviews on May 4th. I have an interview committee put together of faculty and staff. We have three potential candidates for the K1 position in Garfield. I asked Mike for any applications that he didn't hire, and he was kind enough to send over some applications and we got the posting in the newspaper, and we got some more inquiries. So, we have three individuals that we vetted on Zoom, and we will interview them next week.

I have been working with local entities this last week or so on some intergovernmental agreements, insurance forms, etc. which will have an impact on our emergency response plan.

C. Hartford Boiler/Clear Risk Solutions:
Brett Agenbroad: I have been struggling with this company, but they reassured me the other day that they are revamping and are going to have some high-level meetings and get us some answers. So, about Friday last week they told me that they would have a settlement offer for me on Monday which came in at $79,000. They have come up from $14,000 to $79,000 and I told him there was no way that the board is going to accept that as our cost out-of-pocket right now is $288,000. So, somewhere around $300,000 I would consider taking that to the board. Apollo again provided me with everything that we have given them in the past, plus projections for the next couple of weeks. The project comes to about $288,000. So, I have sent this back to them. Brett further discussed with the board the conversations he has had with this company.

Sean Neal: We will go into recess and will hold our executive session after the joint meeting.

The meeting was recessed at 7:33 p.m. The meeting went into executive session at 7:52 p.m.

The meeting was reconvened at 9:03 p.m. by Sean Neal.

ADJOURN: **ADJOURN**: It was moved by Ryan Pfaff and seconded by Justin Honcoop to adjourn the meeting at 9:03 p.m.

Board Chairman: _____

Superintendent: _____

GARFIELD SCHOOL DISTRICT #302
PALOUSE SCHOOL DISTRICT #301
REGULAR JOINT BOARD MEETING
Thursday, April 27, 2023
Held in the Palouse Library

I. OPENING OF MEETING:

The Garfield-Palouse Joint Board meeting was called to order at 7:34 p.m. by Board Chair Jessica Smith.

A. ATTENDANCE:

Garfield Board: Sean Neal, Ryan Pfaff, Matt Bofenkamp, and Justin Honcoop
Excused: Paula Adams
Palouse Board: Jessica Smith, Shealyn Holbrook, and Jamie Slocum,
Andra Edwards. Excused: Heidi Evans.
Also Present: Garfield Superintendent/Principal Brett Agenbroad
Palouse Superintendent/Principal Mike Jones
Administrative Assistant Debbie Anderson
Guests: Community members

B. REQUEST TO ADDRESS THE BOARD: None.

II. CHANGES TO THE AGENDA: None.

III. CONSENT AGENDA:

A. Approval of Minutes: January 26, 2023
B. HS/MS ASB:
MS ASB: April– $217.38
Warrant: 30210620
HS ASB: April $6203.68
Warrants: 30111830, 30111836, 30111854, 30111872, 30111873, 30111874

MOTION: A motion to accept the Consent Agenda was made by Sean Neal and seconded by Jamie Slocum. The motion passed with the following roll call vote:

Jessica Smith – Aye	Ryan Pfaff – Aye
Shealyn Holbrook – Aye	Sean Neal - Aye
Jamie Slocum – Aye	Justin Honcoop – Aye
Andra Edwards – Aye	Matt Bofenkamp - Aye

IV. OLD BUSINESS:

A. Safety Committee Meeting – May 2, 2023:

Jessica Smith: Do we have a time on this?
Mike Jones: I believe it is 4:00 p.m. Brett already alluded to this, but as superintendents we met in Colfax. We had the opportunity to meet with law enforcement there and established that meeting day and talked about a couple of things. Sally Jo will be there, Joe Handley, Joel Anderson, Brett and I. Jamie is going to be joining us from the Palouse Board and Justin Honcoop from the Garfield Board, and we are going to start there – looking at some of those target pieces, some of the things that Brett had talked about a little bit. We have all been looking at some of those different aspects, not just response but being proactive.
Brett Agenbroad: I also asked Sally Jo to get somebody who is not local, someone from FBI, Homeland Security, and she said she had a close Homeland Security colleague that would be

attending part of that. There was a great interest at our superintendent's meeting, to number all of our windows and he explained how this would be handled.
Mike Jones: We basically had all our buildings mapped previously and so the numbers on the exterior of the building can match the numbers on the mapping so when law enforcement comes they are not searching for a room.
Brett Agenbroad: So, as they may not know our school at all we would say, "Room 6 has a problem." I was tasked with finding 6-inch adhesive reflective lettering and we finally found a company, but the question was whether we put it on the inside, which saves the UV damage and they last longer, but what I learned is that you can't put a reflective sticker with face adhesive, so we cannot put it on the inside. If you are going to have a reflective sticker you have to have back adhesive and it goes on the outside of the window. So, a little bit of my problem with that is, is that they are only good for three years. However, we are not in Arizona so maybe they will last longer because we have less UV up here. It would cost a couple thousand dollars to do our building. I did also ask that if we put the coating on the windows you can put stickers on the window.

V. NEW BUSINESS:

A. MS/HS ASB Reports:

Mike Jones: So, on your AP reports you will see that on the joint agenda/consent that we have MS and HS ASB AP at the same time when we give you financials for each individual buildings the HS AP's are in Palouse and the MS AP's are in Garfield. Debbie made the suggestion previously to just approve those at the individual board meetings since neither board members see each other AP reports. So, we are looking for action to just make it official that we are just going to approve those at the individual meetings.

MOTION: A motion to accept moving the HS ASB to the Palouse meeting and the MS ASB to the Garfield meeting was made by Ryan Pfaff and seconded by Sean Neal.
The motion passed with the following roll call vote:

Jessica Smith – Aye	Ryan Pfaff – Aye
Shealyn Holbrook – Aye	Sean Neal - Aye
Jamie Slocum – Aye	Justin Honcoop – Aye
Andra Edwards – Aye	Matt Bofenkamp - Aye

B. Co-Op Agreement – Annual Review:

Jessica Smith: This is just to remind everyone that annually we have to do a review of the cooperative agreement and you should all have one of these in your packet. No action is required at this point, this is a first read so that next meeting we will come and do a vote/approval.

C. Policy 1000(s):

Jessica Smith: This is the first read for the Series 1000. If you all remember, we needed to go through and review all of our school board policies and we agreed we would take them by the 1000 chunks. So, this is the first one. If any of our community members want to read and comment you are welcome to join us. We will give you links to that. Are there any questions or comments on that first read for series 1000?
Brett Agenbroad: This is only the model policy, so this isn't our policies that are on the website, these are the model policies that get us up-to-date.
Jessica Smith: Thank you for that correction.
Mike Jones: These were all taken directly off of the WSSDA site and as of now they are not updated with our correct names on them.

Brett Agenbroad: So, when you approve them, you will approve them with Gar-Pal put in there. There are some that are red-lined, and what this represents is that you may want to take some of this stuff out.

D. Policy 6220:
Jessica Smith: This is another first read which is Policy 6220 which should be in your packet regarding bid requirements.
Discussion followed.

ADJOURN: Justin Honcoop moved, Sean Neal seconded to adjourn the Garfield-Palouse Joint Board Meeting at 7:46 p.m.

Garfield Board Chairman: _____

Garfield Superintendent: _____

Palouse Board Chairman: _____

Palouse Superintendent: _____