

**PALOUSE SCHOOL DISTRICT #301
REGULAR BOARD MEETING**

Thursday, June 22, 2023

Held in the Palouse School Library

I. OPENING OF MEETING:

The Palouse School Board meeting was called to order at 7:02 p.m. by Board Chair Jessica Smith.

A. ATTENDANCE:

Palouse Board: Jessica Smith, Shealyn Holbrook, Jamie Slocum, and Andra Edwards

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:

June - \$121,126.88

Warrants – 30111990, 30111992-30111997, 30111999, 30112002-30112017,
30112019-30112026, 30112028, 30112031-30112032,
30112034-30112045

June Wire Transfer – \$10,229.64 to BMO

Transfer # - 202100047

2. HS ASB:

June - \$7,733.53

Warrants – 30111991, 30111998, 30112000, 30112018, 30112027, 30112029,
30112030

June Wire Transfer - \$3,460.11 to BMO

Transfer # - 202100047

3. Capital Projects:

June – \$3,256.33

Warrants – 30112001, 30112033

4. Payroll:

June (Checks) – \$6,794.66

Warrants – 30111972-30111975

June (Benefits) - \$76,663.51

Warrants – 30111976-30111989

Payroll Electronic Transfer (Direct Deposit)

June - \$104,447.17

Payroll Electronic Transfer Fed W/H & SS

June - \$37,931.65

B. Approval of Minutes

1. May 30, 2023

2. June 1, 2023 Special Session

C. Resignation: Carie Capello – Educational Aide

MOTION: A motion to accept the Consent Agenda was made by Shealyn Holbrook 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:

A. Open Director Position – District #2:

Jessica Smith: We have our open director position because Heidi Evans resigned last month. Do we have any applications for this position yet?

Mike Jones: Not at this time. This has been posted for the last two weeks on the website as well as downtown.

B. Palouse Principal Introduction:

Jessica Smith: We have our new Palouse Principal via zoom.

Sandra Krause-Ayers: Good evening everyone, it is so nice to be here with you via Zoom. I am here in Spokane at the Washington State Leadership Academy so I am sorry I could not be with you tonight. I am looking forward to getting down to Palouse after I finish my time in St. John.

Jessica Smith: We do have an approval of the 2023-2024 contract, but didn't we vote on that during our Special Session?

Mike Jones: We did, but I would like you all to sign it and make sure that we are on the same page.

V. NEW BUSINESS:

A. Opening of Cook Position / 2023-2024:

Mike Jones: Debbie Mitzimberg resigned at the end of May and so we have been looking at the cook position and making sure of what we want to do there. We opened a full-time position earlier this week and it is posted. We are hoping to fill that in the next couple of months, get them trained, and get the year started off with a new cook.

Jessica Smith: Are you anticipating something in the next month?

Mike Jones: I am hoping that we will have someone in July.

B. Superintendent Report by Mr. Jones:

Mike Jones: There was not a whole lot going on in June per se. Both high school and elementary wrapped up the year earlier this month with field day, wrap-up of intensives, and we now have students all over the place working on summer basketball, volleyball, cross country, and many of them are working. As far as staffing goes, we have one cook position that is available. I do want to make sure and welcome Mrs. Krause-Ayers. She is going to be moving in over the next couple of weeks. She is presenting at the conference tomorrow morning. I will be meeting her up there on Sunday and then we have a working dinner planned for Monday night at the AWSP

Conference. Brian Lentz was at a facility training today, part of that has to do with SCAP funding and ICOS, making sure that he is up on the training for signing off on facilities and maintaining those pieces. There was a training done in Pullman with Mark Brown, facilities with OSPI. As you walked in today you saw a lot of what is going on, I would invite you to walk around after the meetings if you have any questions and want to see kind of what they are doing. They have actually come across a few minor asbestos pockets, but this hasn't really slowed anything down, but they do have to take that extra caution. We are working through a couple of those issues. They are also pulling off some of the grates and returns over in the gym and so the project is moving along right now pretty well. Brian Lentz has taken out the swing set, monkey bars, tires

off the playground, and we will be installing the new playground equipment here this month. Hopefully that will be up and running by the first of August. As far as the budget is concerned, we will have a budget hearing next month. Jeremy is in the Philippines for the next two weeks, but just to let you know that there are a couple high payouts coming up, particularly on capital projects. Slocum Excavation is going to be starting in the next two weeks. He got slowed up a little bit on another project, but he will be up above and working on that. The addition to the shop is about 95% complete, everything is taken care of on the interior, but we need to install a door and move the equipment in, but waiting on Ryan Burtchett to tell us where he wants the equipment before we really start moving stuff around. Next week, we will see a larger influx of workers. They should have the abatement done in the boiler room itself and then the boilers will be taken out as well. The upper annex boiler has been installed. We are going to need to look at the duct work in the annex building. Things came in at a little lower price so I think if we can do the duct work up there, particularly with where we are sitting, we should entertain that and not wait until this winter. As far as the budget is concerned, Jeremy has warned us that we are looking at a budget extension and so we will do all of that prior to the hearing at our next meeting.

Jessica Smith: I know that Brian Lentz was going to be getting training from Apollo, do you know if that has been scheduled?

Mike Jones: This won't be scheduled until they have the finish date. They are anticipating around the first or second week of September, but it will all depend on when that final date is.

Jessica Smith: On the budget hearing then, we should plan on our next meeting starting 15 to 30 minutes earlier?

Mike Jones: I would anticipate 30 minutes earlier, will try to go at 6:30 so that we can do the extension and then do the budget hearing.

ADJOURN: It was moved by Jamie Slocum, seconded by Shealyn Holbrook to adjourn the meeting at 7:12 p.m.

Board Chairman: _____

Superintendent: _____

**GARFIELD SCHOOL DISTRICT #302
REGULAR BOARD MEETING**

Thursday, June 22, 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: Sean Neal, Ryan Pfaff, and Justin Honcoop
Matt Bofenkamp via Zoom.

Palouse Board: Jessica Smith, Shealyn Holbrook, Andra Edwards and
Jamie Slocum.

Also Present: Garfield Superintendent/Principal Brett Agenbroad via zoom.
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. Accounts Payable:

1. General Fund:

June - \$42,449.48

Warrants: 30210711-30210756

June Wire Transfer – \$5,301.19 to BMO Harris

Transfer #: 0202100075

2. Capital Projects: None

3. ASB Fund: None

4. Payroll:

June (Checks) - \$7,845.02

Warrants: 30210631-30210638

June (Benefits) - \$74,014.43

Warrants: 30210765-30210774

Payroll Electronic Transfer (Direct Deposit)

June - \$103,250.76

Payroll Electronic Transfer Fed W/H & SS

June - \$33,019.93

B. Approval of Minutes

1. May 30, 2023

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. Identify a date and time to review applications/applicants for the open seat on the Garfield Board of Education.

Sean Neal: We do have one applicant so it would be nice if we could meet before our next board meeting.

Ryan Pfaff: Maybe on July 20th?

After discussion, it was decided to have the special session on July 20, 2023, at 7:00 p.m. for applicant interviews.

VI. REPORTS:

A. Financial Report: There was no one to give the financial report tonight.

B. Superintendent Report:

Brett Agenbroad: Regarding the Clear Risk Solutions claim they were getting ready to cut us a check, and that was on the 19th, and so far nothing has come through. The surplus fuel tank has been a problem getting this thing moved. They actually attacked this yesterday and today, and our local service provider that was trying to move the tank has basically said he can't do it. So, we have reached out to the people who bought the tank, and they are looking for a heavy equipment operator. So, we are still struggling a little bit to get that surplus fuel tank away from the building and out of here. I had a meeting with Apollo recently and they sent a nice picture of the boiler room. The entire old boiler is gone. The domestic hot water tank that was suspended from the ceiling is gone, all the excess piping is gone, so those guys got in there and got the job done. The air handlers are up the stairs from the boiler room about 12-15 feet. They dug the footers out and put rebar in the K/1 classroom and then across from the K/1 door where the student restrooms are they dug another big footer with rebar there. With this, they are trying to get that high beam mounted up in the ceiling before they can pour that footer and put in the beam for the uprights. It looks like a demolition process in that classroom and in front of the elementary restroom is all right now, but they tell me they can't get those uprights in until they get that horizontal beam in there that is going to hold all the new air handlers and heater system. The propane saddle and the footers for that are being worked on as we speak.

Over the course of the last nine months, I have walked around with a number of district employees, such as Craig and Debbie, analyzing the inside and outside of the building and so when I left for the summer, we had a 60-item summer worklist and we are assigning those tasks on a weekly basis to people we have working. So, we are checking off this 60-item worklist as we go, and I think we are getting quite a few things done and so I am pretty happy with the way that is all working out.

The only really new thing, as far as the school program goes, is probably the last three days of the school year I realized that we weren't really going to be able to do the block schedule anymore and I had asked the middle school faculty what they preferred, and it was kind of a 50/50 split. We were planning to do the block schedule again until I kind of hit a hiccup with block, and so we will have a 7-period day next year. All class period times will be about 50 minutes except 4th period which will be 60 minutes, which is right before lunch. I think there is quite a bit of excitement to actually have the 7-period day, and some of the faculty are excited that they get to see the kids every day instead of every other day.

I have asked the board to identify two members that might be interested in sitting in on budget development with Jeremy, Valerie, and myself. So, Matt and Justin volunteered, and we had a good meeting with Jeremy and Valerie, very productive and informative. I have asked that they have a draft budget for us by the 1st week of July so we can see it a day or two before we actually vote on that.

Again, we are probably looking at a budget override. This will be about 50% of what I think that a budget deficit was actually budgeted at this year, \$200,000 budget deficit, and I think we are going to come in about \$100,000-\$125,000 as far as needing that override.

ADJOURN: ADJOURN: It was moved by Justin Honcoop and seconded by Ryan Pfaff to adjourn the meeting at 7:21 p.m.

Board Chairman: _____

Superintendent: _____

**GARFIELD SCHOOL DISTRICT #302
PALOUSE SCHOOL DISTRICT #301
REGULAR JOINT BOARD MEETING**

Thursday, June 22, 2023

Held in the Palouse Library

I. OPENING OF MEETING:

The Garfield-Palouse Joint Board meeting was called to order at 7:21 p.m. by Board Chair Jessica Smith.

A. ATTENDANCE:

Garfield Board: Sean Neal, Ryan Pfaff, and Justin Honcoop. Matt Bofenkamp via Zoom.

Palouse Board: Jessica Smith, Shealyn Holbrook, and Jamie Slocum,
Andra Edwards.

Also Present: Palouse Superintendent/Principal Mike Jones
Garfield Superintendent/Principal Brett Agenbroad via Zoom.
Administrative Assistant Debbie Anderson

Guests: Community members

B. REQUEST TO ADDRESS THE BOARD:

Jason Jahn: Mr. Agenbroad asked me to present some transportation information to the joint board and I understand you had some questions and wanted to know about depreciation and inventory. Do you want me to address this now?

Jessica Smith: We might as well do this right now.

Sean Neal: Yes, let's just roll with this.

Jason Jahn: I have some information as far as the mileage goes between last year and this year. Our finishing mileage we ended up about 5,000 miles over what we did last year. A lot of that comes down to the fact that we did a lot more trips with track with our buses this year because I sent buses all the way to Oakesdale instead of trying to coordinate so much with Oakesdale's buses; this made it a lot easier, and less for me to worry about. That is the mileage part of it.

Brett Agenbroad: Do you have a total mileage number off the top of your head.

Jason Jahn: The total mileage number for this year was 90,957 miles; total for trips, routes, etc. Every mile that we put on the buses. I do have a report here of our projected repair costs for our buses that we have sitting right out here in Palouse. (Handouts were given to the board members). This is everything our mechanic, Jerry Schwartzman, has compiled for our repairs of our buses as he sees them right now. One is bus 8 that had a pressure oil pump go out in it. He is still trying to get through this bus to see what else is wrong with it. That is going to be our biggest ticket item this year.

Jessica Smith: Is this a new problem for bus 8, or is that the oldest bus in our fleet?

Jason Jahn: This is just a problem with that bus that we have encountered. The first time it went down we actually had to tow it back up here because it sprung an oil leak down there at Dodge junction. We actually tore the motor apart at that time. This is just extra stuff that is happening to it I believe because of that.

Brett Agenbroad: In the hierarchy of age, how old is that bus? Is it on the depreciation list?

Jason Jahn: No, I only have two buses that are off the depreciation list. Bus 8 is a 2010.

Brett Agenbroad: How old are the two buses that are already off the depreciation list?

Jason Jahn: They are 2007's. So, they are getting close, but they are not quite there yet. And just for argument's sake, the two that are off the depreciation list are the most dependable starters.

Ryan Pfaff: How many passengers is bus 8?

Jason Jahn: That is a 53. It is one of the buses they call the "airplane" buses. It is an actual trip bus. Its brother, Bus 0, is actually running very strong still. I do have two buses that are off the depreciation list, and I have 14 buses all in total. Buses 18 and 19, 2007's, are off the

depreciation list. They don't have a lot of work to do on those and, like I said, they are the best running ones that we have. Brett Agenbroad also asked me for recommendations on new buses. The two newest ones that we have, that I would continue to buy, are propane ones. There is a lot of different reasons why, but the first and foremost is that propane is about half the cost of diesel, or gasoline, at this point and time. Repair costs are also half as much as the diesel ones. I think the fuel economy of them is right close to the diesel ones. The only drawback to them is that they don't last as long as diesels. They just fall apart faster. Now, I can probably say that most of those propane buses will fall apart after we all leave (retire), but they will fall apart faster than the diesel buses. We also don't have to worry about DEF on the propane buses.

Justin Honcoop: What is the cost associated between a propane and a diesel though, as far as purchasing cost?

Jason Jahn: Probably about the same. The propane buses that we purchased were about \$157,225 each.

Brett Agenbroad: That is pretty affordable.

Jason Jahn: That is obligated state cost. That was with all the extras such as back up cameras, etc.

Ryan Pfaff: There is a kickback from the State on that too.

Jason Jahn: Yes, on the propane buses because of the cleanness of propane compared to diesel. They run a lot cleaner. A student did some research on it, as far as diesel buses opposed to a propane bus that is sitting out in front of the school running, and the emissions off the propane bus were nil compared to the diesel bus. Power is very comparable. I know that right now we have \$167,000 in the transportation fund.

Jamie Slocum: If you buy a bus, do you get rid of a bus?

Jason Jahn: We will surplus the two that are off the depreciation list.

Justin Honcoop: What would a bus like that go for on the surplus side?

Jason Jahn: Most of the time the buses we have in surplus have gone for like \$1000.00. We may be able to get more out of these since they are good running vehicles.

Jamie Slocum: What are the cons of propane buses. What are some of the typical issues you see with them?

Jason Jahn: Bus 1, which is under warranty right now, the dashpod went out in it and it triggered a check engine light and the fuel gage stopped working. It is all because of the connections in there and the minute we take these things out on the rough roads that we have, they just kind of jiggle and jiggle and come apart and usually the pins will break in there. Other than that, I haven't had anything go on with these buses yet.

Jamie Slocum: What is the longest we have had a propane bus?

Jason Jahn: We have had these for two years.

Ryan Pfaff: Potlatch has run them for about 4-5 years and have had no issues.

Jason Jahn: Jerry had one that was a lemon. These two buses that I have out here are all PSI engines. I believe, if I were to buy more of them, they will be the actual Python propane motor so that is a little bit different scenario.

Brett Agenbroad: Thank you Jason, I appreciate you putting that together and I think you answered all the points that I asked of you. Jason had asked me about putting in a 10,000 gallon propane tank to fill buses from it and in talking with Apollo about that they recommend that we take the 1,000 gallon tank that we already have and use that as a bus fill station. In talking with Jason, he said that it is around 25 gallons that you need to fill a propane bus I believe.

Jason Jahn: Yes, if you fill them on a regular basis that is the right amount. If you empty one of these buses, they are around 30 gallons I believe.

Brett Agenbroad: So, a 1,000-gallon tank would allow us to do quite a few bus fills over there and then we will have regular propane fill service with our new propane boilers. I will just throw this out there for the board to understand that we do have some answers on that and if we do buy more propane buses, Jason and the rest of us can have a conversation on whether we will have a bus fill station over in Garfield.

Jason Jahn: The one here in Palouse is 1,000 gallons. It would allow me to have buses sitting over there instead of them having to come over here to fill them and take them back.

Jessica Smith: Thank you very much for coming, it was very interesting.

II. CHANGES TO THE AGENDA: None.

III. CONSENT AGENDA:

A. Approval of Minutes: May 30, 2023

MOTION: A motion to accept the Consent Agenda was made by Sean Neal and seconded by Shealyn Holbrook. 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. Policy - 1000 Series:

Matt Bofenkamp: I think we made really good progress and got into a really good system. Out of that meeting I took the tasking item to come up with a spreadsheet which is going to include the table of contents of the 1000 series and what the committee's recommended actions were for every existing policy that we reviewed, as well as a list of the new policies and whether those should be considered for adoption or not. I am currently working on that now. I will go ahead and provide that list once I have it completed to the committee and then that will go out for what I assume would be for all the board members to review. Then I think the plan we made was that we will go ahead and present that committee report to the board for action at the July board meeting and we will do that for the 1000 series, as well as the 2000 series at the same time.

Jessica Smith: If anyone is interested, we will be doing the 2nd policy meeting on Tuesday the 18th at 6:30 up in Garfield this time. For board information, I think both sides were in quite a bit of agreement through all of these. There wasn't a whole lot of dissent about really any of them which made it go much quicker.

B. Safety Meeting Moved to August:

Jessica Smith: The safety meeting will be moved to Thursday, August 17, 2023. I have a note here that there will be a move to Intrado?

Mike Jones: County-wide schools are looking at moving to Intrado. Brett and I talked to Colton about partnering with them to eliminate some of the cost. We hope to have some of those things put together so that we can share at that next meeting.

Matt Bofenkamp: What time was that meeting going to be?

Jamie Slocum: 4:00 p.m.

Mike Jones: Just for information, it is the ESD recommendation, but there is a website if you want to jump on and look at some different information.

V. NEW BUSINESS:

A. Remove Food Service from Cost Share:

- **2023/2024 School Year**
- **Set meal price at beginning of year.**
- **Reconcile Quarterly**

Mike Jones: Brett and I have talked about this off and on just on how we want to reconcile on cost-sharing, just looking at the overall system. I think Brett and I have different ideas on what services to maybe go with. So, one of the things that would be the easiest is to identify our own individual food service and move in that direction. Garfield served about 1100 more meals than we did last year, and a percentage of those are definitely ours and that is why we need to set the price early so we can identify what we owe on that side of it and make sure that we reconcile adequately. The other part is, on a quarterly basis, we will be able to maintain an accurate record of where that is going versus ending the year after services were provided.

Brett Agenbroad: Mike and I are just trying to look at both of our districts and how we can reduce cost of operations as we move forward. We both discussed how do we get away from ESD itself and just run our own separate food service programs which are not that difficult to do. Right now for food service ESD isn't costing a lot, about \$7,000 per district, but still, when you are trying to come out of a deficit spending budget, \$7,000 is quite a bit. We are going to use a different food service, we just had too many problems with US Foods with changing orders, or not telling us they were out of something, or delivering things that we did not ask for. Mike and I both talked about just running our own safe-serve type programs and eliminating any need for ESD, just as a cost-saving measure. We are trying to cut cost and have better projections on what the cost-share is going to be moving forward.

MOTION: A motion to remove food services from our cost share agreement was made by Justin Honcoop 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. Policy 2000 Series – Introduce 2000-2027:

Jessica Smith: I believe we have digital copies up on-line. The committee will be going over that but if anybody wishes to put in extra feedback and commentary feel free to read and share your comments.

ADJOURN: Jamie Slocum moved, Justin Honcoop seconded to adjourn the Garfield-Palouse Joint Board Meeting at 7:47 p.m.

Garfield Board Chairman: _____

Garfield Superintendent: _____

Palouse Board Chairman: _____

Palouse Superintendent: _____