

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

Thursday, October 26th, 2023 at 7:00 p.m.
Held in the Palouse School Library

I. OPENING OF MEETING:

The Palouse School Board meeting was called to order at 7:01 p.m. by Board Chair Jessica Smith.

A. ATTENDANCE:

Palouse Board: Jessica Smith, Shealyn Holbrook, Andra Edwards & Vanessa Moore, Jamie Slocum.
Garfield Board: Sean Neal, Matt Bofenkamp, John Schaut, & Ryan Pfaff. Excused: Justin Honcoop.
Also Present: Palouse Superintendent Mike Jones
Palouse Principal Sandra Krause-Ayers
Garfield Superintendent/Principal Brett Agenbroad
Administrative Assistant Debbie Anderson
Secretary Shyra Hallan
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:

October - \$45,540.30
Warrants - 30112229 – 30112230

2. HS ASB:

October - \$3,238.51
Warrants -

3. Capital Projects:

September – \$115,826.44
Warrant – 30112231- 30112285

4. Payroll:

October (Checks) - \$10,452.40
Warrants - 30112286 - 30112291
October (Benefits) - \$78,141.16
Warrants - 30112292 – 30112306
Payroll Electronic Transfer (Direct Deposit)
October - \$130,994.88
Direct Deposit Numbers - 9000000490 - 9000000532
Payroll Electronic Transfer Fed W/H & SS
October - \$44,847.06
Wire Transfer Payments - 202100056 - 202100056
BMO Payment
October - \$14,908.57
Wire Transfer Payments - 202100055 - 202100055

- B. Approval of Minutes
 - 1. September 28th, 2023

C. November Accounts Payable: Due to the Board not having a meeting in November, the following amounts were approved. Actual bills for November will be approved at the Board meeting on December 18th.

- 1. General Fund
November - \$100,000
- 2. Capital Projects
November - \$1,000,000
- 3. Payroll
November - \$275,000
- 4. ASB AP
November - \$10,000

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

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

IV. OLD BUSINESS:

- A. Report: Work session (September 12th, 2023)
 - 1. School Finance / Workshop: Andra Edwards said it was “Really Informative” and Superintendent Mike Jones said to see him if there were any questions.

V. NEW BUSINESS:

- A. Principal Report:

High School had Homecoming week. Lots of fun activities were planned. 4th & 5th grade students visited a pumpkin patch in Spring Valley. Lindsay Brown and Kelsey Blair prepared a special Farm to Table meal. They also baked Green Monster Muffins with spinach and banana which the elementary students enjoyed. Matt Zook and the Viking Band have been very active. School Counselor, Diane Mylett, has been working on Red Ribbon Week, preparing for the Junior class to take the PSAT as well as taking them to the Spokane College Fair and getting a Health Survey out. We will have a Fire Safety Drill. FFA has participated in a Soils event, Highway Cleanup, the Boo Bash and a Fun Night for FFA students. They will have 5 students heading to Nationals. Living Voices presented to both the Elementary and High School students. Staff will be working on growth goals, interventions and classroom management. Principal Sandra Krause-Ayers will be starting teacher observations. VIKotics also participated in the Boo Bash and are headed to Jackson High School to compete this weekend. Football has their last game in Dayton. The Volleyball team is headed to Districts and Cross Country is headed to Regionals in Chewelah and then State in Tri Cities the following weekend.

A. Superintendent’s Report:

Superintendent Mike Jones provided a written Superintendent’s Report. The report touched on Facility, Budget and Other issues he has been working on. Superintendent Mike Jones said that construction has slowed down because they are missing some parts. The roof is now finished and electrical is up and running. Apollo has been working some night hours but should be finished working at night tonight. The boilers are working well. The locker rooms will be ready by the start of basketball season. There will not be a November Board meeting. The next Board meeting will be on December 18th, 2023.

ADJOURN: It was moved by Shealyn Holbrook, seconded by Andra Edwards to adjourn the meeting at 7:18 p.m.

Board Chairman: _____

Superintendent: _____

GARFIELD SCHOOL DISTRICT #302

REGULAR BOARD MEETING

Thursday, October 26, 2023

Held in the Palouse School Library

I. OPENING OF MEETING:

The Garfield School Board meeting was called to order at 7:18 p.m. by Board Chair Sean Neal.

A. ATTENDANCE:

Garfield Board: Sean Neal, Matt Bofenkamp, John Schaut and Ryan Pfaff

Excused: Justin Honcoop

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

Also Present: Garfield Superintendent/Principal Brett Agenbroad

Palouse Principal Sandra Krause-Ayers

Administrative Assistant Debbie Anderson

Secretary Shyra Hallan

Guests: Community members

II. CHANGES TO THE AGENDA: None.

III. CONSENT AGENDA:

A. Accounts Payable:

a. General Fund:

October - \$47,328.16

Warrants: 30210921-30210943, 30210945-30210959, 30210961-30210964

October - \$9,219.76 (BMO Harris)

Wire Transfer #: 0202100085

b. Capital Projects:

October - \$67,700.00

Warrants: 30210960

October - \$2,586.65 (BMO Harris)

Wire Transfer #: 0202100085

c. ASB Fund:

October - \$240.46

Warrants - 30210944

October - \$118.60 (BMO Harris)

Wire Transfer #: 0202100085

d. Payroll:

October (Checks) - \$10,693.47

Warrants: 30210965-30210973

October (Benefits) - \$70,112.40

Warrants: 30210975-30210985

Payroll Electronic Transfer (Direct Deposit)

October - \$99,572.49

Payroll Electronic Transfer Fed W/H & SS

October - \$33,257.65

e. Approve Supplemental Contracts:

Mrs. Bessey – Head Coach Middle School Volleyball

Mrs. Collier – Asst. Girls BB Middle School Coach

Ms. Dickerson – Asst. FFA Advisor and MS Woodshop Prep Time

Mr. Holbrook – Head Coach HS Boys BB and MS Athletic Director

Mr. Kallaher – Head MS Baseball coach and Elem/MS Annual Advisor

- Mr. Laughary – Asst. MS Cross Country Coach
- Mrs. Marcus-Rader – MS ASB Coordinator
- Mr. Masten – Asst. MS Baseball Coach
- Mrs. Montgomery – MS Cheer Coach
- Mr. Zook – Drumline and Marching Band/Pep Band Advisor

- B. Approval of Minutes
 - a. September 28, 2023
- C. Administration is seeking Governing Board approval for payments up to the amounts below during the month of November 2023.
 - a. General Fund (\$100,000)
 - b. Payroll (\$250,000)
 - c. ASB (\$5,000)
 - d. Capital Projects (\$1,000,000)

MOTION: A motion to accept the Consent Agenda was made by John Schaut and seconded by Ryan Pfaff. The motion passed with the following roll call vote:

Matt Bofenkamp – Aye	Ryan Pfaff – Aye
John Schaut – Aye	Sean Neal - Aye

IV. OLD BUSINESS: None

V. NEW BUSINESS:

- A. Resolution #247: Garfield School District’s Fiscal Management – General Fund Balance Goal.

Brett Agenbroad: We are looking to balance the budget in 2025 and understanding the fluctuations that we have had in enrollment over the last 5 or 6 years, and to see the healthy fund balance you had when I entered the district, there is a handout here that shows since 2018-2019 your ending fund balance has been on average 1.2 million so about 35% of the current operating budget. In this resolution, I am always a proponent of having a good fund balance, or a reserve fund. It takes a long time to build these funds and as the school had an \$800,000 balance in 2017-2018, you managed to hold onto this 1.2-million-dollar fund balance for years. As we go into looking at how do we actually live within our budget, I think it would be wise to have some kind of board approved minimum or maximum so that it is a goal of the board and that is what this resolution is. It is a goal that you would work towards over time to get within 6 months of your operating expenses which is a common business practice and I have always looked at schools as a business, a large financial institution who have a lot of people and programs depending on us. So, I propose that you consider this resolution.

John Schaut: Is this estimated for 2023?

Valerie Wagoner: This was part of the presentation that we did for the budget in July and so when I did that presentation, I estimated 2022-2023 in at a \$-99,000, but it is actually a \$-39,600.

Matt Bofenkamp: I just want to make a general comment of support. We have talked about this a couple of times and planning for contingencies. A million dollars isn’t what it used to be. Our expenses will continue to go up and as far as the general fund balance I have always believed that you have to plan as well for a levy failure, and you need to have budget contingencies so that when the levy does come around, and our levy is fairly significant in Garfield, that you have the ability to weather that storm if levy failures do happen. And so I think this goal, which is going to have to be worked on for a number of years, is a good thing to have.

MOTION: A motion to approve Resolution #247 was made by Matt Bofenkamp and seconded by John Schaut. The motion passed with the following roll call vote:

Matt Bofenkamp – Aye	Ryan Pfaff – Aye
John Schaut – Aye	Sean Neal - Aye

VI. REPORTS:**A. Valerie Wagoner, Financial Report:**

Valerie went over the financial reports with the board members. She also talked about the enrollment, how we had budgeted for 94 students and in October it was 106. January's apportionment will be adjusted for the change in enrollment.

B. Superintendent Report:

Brett Agenbroad: The Gar-Pal Middle School Cross Country team ended their season on October 12th and we had 10 runners out and they ran well all season. In talking with Mr. Holbrook, he said that many of these students will go onto high school and throughout the years make the high school Cross Country team more and more competitive. The Gar-Pal middle school girls' basketball had 10 girls out this season. We did not have as many JV games as they would have liked because we had such a small JV contingent, but in several of the games our JV team played the varsity of the other teams, and they ended their season with one loss. The varsity girls were dominant throughout the season, and they ended undefeated. So, very proud of our cross country and basketball. We still have four 8th graders playing high school football. Mr. Holbrook reports that they will probably end their season with an 11-3 record. Our middle school boys' basketball and middle school cheer started on October 23rd. We currently have nine girls out for cheer, and 17 boys out for basketball. We are allowing 5th graders to play up, but they can only practice and cannot play in the games, but this helps in practice to fill teams. John Gehring is the head coach for basketball and Brandy Montgomery is the cheer coach.

On October 4th, ESD 101 trained their entire nursing core in "Stop the Bleed." So, on the faculty in-service day, which was October 18th, I asked one of our nurses to present on that and she trained our staff in "Stop the Bleed" through wound packing, tourniquet application. We did a refresher on the AED because we have a new model that was slightly different than the current Models that we have. We also did a refresher on CPR, the EpiPen and Narcan administration. The middle school faculty also got together to discuss testing dates, etc.

The middle school PE equipment was erected and is in place and being used as of last week. This has a horizontal ladder, or monkey bars, dip station/pullup station. We have four tether ball poles, two are standing now and two still need to be placed. This gives Nate more opportunities to teach PE, and then kids have something to do besides 4-square and shooting hoops during the lunch recess.

At our elementary meetings, the teachers have expressed trying to get more parent engagement and they have done a lot of things in the past that they haven't done for a while. So, family fun night was one of those and so we scheduled that, and we had 16 families attend. They had board games, and it was very successful. Tomorrow at the elementary school we are having Special Person Day. They will have different projects to complete and then have lunch together and then be taken home by their special person.

This week I was at ESD101 for my 3rd of 6 trainings in Marzano Evaluation Training and those have been very interesting and informative. I have had Marzano training in the past, but Washington is a different State, and they have some different targets that I am used to, and so it has been good for me to go.

Apollo came down on October 18th. I have been talking with them about writing a grant with them to get a bigger freezer/refrigerator. Our current freezer/refrigerator is like 10 feet long and 6 feet wide and it is about 50/50 freezer/refrigerator, and we have two of the largest chest freezers you can find on the market running on the back of the stage trying to keep all our food frozen. So, the idea is that we are going to try to apply for an outdoor freezer which would be 15 x 8 and more freezer than refrigerator. Apollo had some electricians and a gentleman from Lambco Refrigerator

was there and they finally decided that they need a 220 phase to run this freezer, but I also recommended a pigtail where we can plug a generator in and keep that freezer running if we have a power outage for some reason, instead of running everything down to the meat shop like we have had to do in the past. It was nice that everybody was there when we decided that is a must-have, and it reconfigured everything back to a 110 so we could plug a generator in should that contingency every develop.

Today we had Alicia Low from ESD come down today. She is one of the nursing specialists up there and she did a spot-check audit on our nurses and compliance with student health plans.

Eddie Johnson was our construction site manager all summer. He was easy to work with and our projects came off on time. We just recently found out that Eddie quit and right now we don't have a go-to person. All we are doing at the moment is running hot water through our pipes. We are not running any of those big air handlers, they are just sitting there waiting to be fired up and we are waiting to get the smoke alarms in the ducts. In talking with John tonight, they still have to insulate those air handlers before we can really use them. We are supposed to get a new construction site manager. We will be doing a walk-through on Monday where we will video tape all the operational things that they are going to train us on. We are wondering how they blew us out of the front office with heat two weeks ago and now we need our space heaters again. They have had it running, had it warm, but now it is cold. So, hopefully they will be operational before it gets too much colder.

ADJOURN: There being no further business Matt Bofenkamp moved, John Schaut seconded to adjourn the meeting at 7:42 p.m.

Board Chairman: _____

Superintendent: _____

**GARFIELD SCHOOL DISTRICT #302
PALOUSE SCHOOL DISTRICT #301
REGULAR JOINT BOARD MEETING**
Thursday, October 26th, 2023
Held in the Palouse School Library

I. OPENING OF MEETING:

The Garfield-Palouse Joint Board meeting was called to order at 7:42 p.m. by Palouse Board Chair Jessica Smith.

A. ATTENDANCE:

Garfield Board: Sean Neal, John Schaut, Ryan Pfaff and Matt Bofenkamp.

Excused: Justin Honcoop.

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

Also Present: Palouse Superintendent Mike Jones
Palouse Principal Sandra Krause-Ayers
Garfield Superintendent/Principal Brett Agenbroad.
Administrative Assistant Debbie Anderson
Secretary Shyra Hallan

Guests: Community members

B. REQUEST TO ADDRESS THE BOARD: None

II. CHANGES TO THE AGENDA: Matt Bofenkamp: Would like to discuss graduation requirements and student community service. Palouse Board Chair Jessica Smith added New Business Item C – Graduation requirements and student community service.

III. CONSENT AGENDA:

A. Approval of Minutes: September 2023.

B. Special Session – October 5th, 2023

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	John Schaut – Aye
Shealyn Holbrook – Aye	Sean Neal - Aye
Andra Edwards – Aye	Ryan Pfaff – Aye
Vanessa Moore – Aye	Matt Bofenkamp – Aye
Jamie Slocum - Aye	

IV. OLD BUSINESS:

A. Policy 3000 - Set Next Meeting Date:

After discussion, it was decided to tentatively set the next policy meeting on Tuesday, November 28th. Matt Bofenkamp would email Committee Members to confirm the date.

B. Safety Committee - Set Next Meeting Date:

After discussion, it was decided to wait on setting a date until Justin Honcoop could be contacted.

V. NEW BUSINESS:

A. Activities Recommendation:

Discussion was had regarding the hiring of coaches, transportation issues, transportation waivers, financial costs, etc. Superintendent / Principal Brett Agenbroad and Superintendent Mike Jones will meet to discuss guidelines for the Board. Palouse Board Chair Jessica Smith asked for consistency in these areas. Matt Bofenkamp asked if there were WIAA guidelines? Superintendent Mike Jones said there are no WIAA guidelines, we just try to provide opportunities for students. No action was taken at this time.

B. December 19th, 2023 Board Meeting:

Discussion was had regarding the December Board Meeting. It was decided that the Board Meeting would be held on Monday, December 18th instead due to the Middle School / High School Winter Concert. No action was taken.

C. Student Community Service and Senior Projects:

Matt Bofenkamp asked about senior projects and student community service. Discussion was had regarding the school’s community engagement, community service projects or work days around the community. No action was taken.

ADJOURN: Ryan Pfaff moved, Sean Neal Seconded to adjourn the Garfield-Palouse Joint Board Meeting at 8:10 p.m.

Garfield Board Chairman: _____

Garfield Superintendent: _____

Palouse Board Chairman: _____

Palouse Superintendent: _____