

GARFIELD SCHOOL DISTRICT #302

REGULAR BOARD MEETING

Monday, December 18, 2023

Held in the Garfield School Library

I. OPENING OF MEETING:

The Garfield School Board meeting was called to order at 7:03 p.m. by Board Chair Sean Neal.

A. ATTENDANCE:

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

Palouse Superintendent Mike Jones

Administrative Assistant Debbie Anderson

Secretary Shyra Hallan

Guests: Community members

II. CHANGES TO THE AGENDA:

1) Approve up to \$250,000 for December 2023 payroll – added to Item E -Consent Agenda

2) Bob Eggart from Apollo will be added to Reports.

III. CONSENT AGENDA:

A. Accounts Payable:

a. General Fund:

November - \$70,420.59

Warrants: 30210986-30210987, 30210989-30211011, 30211013-30211017,
30211019-30211029, 30211031-30211036

November - \$14,519.36 (BMO Harris)

Wire Transfer #: 0202100089

November - \$102.62 - Comp Tax - 0202100088

December - \$71,445.81

Warrants: 30211059-30211061, 30211064-30211081, 30211083-30211088

December - \$3,029.30 (BMO Harris)

Wire Transfer #: 0202100092

b. Capital Projects:

November - \$780,424.24

Warrants: 30210988, 30211012, 30211018, 30211030

November (Voided Check) - \$753,805.31-Warrant #30210988

December - \$756,779.03

Warrants: 30211058, 30211082

c. ASB Fund:

November - \$0.00

November - \$735.42 (BMO Harris)

Wire Transfer #: 0202100089

December - \$249.27

Warrants – 30211062-30211063

December - \$125.22 (BMO Harris)

Wire Transfer #: 0202100092

d. Payroll:

November (Checks) - \$8,781.06

Warrants: 30211037-30211046

November (Benefits) - \$68,692.42

Warrants: 30211047-30211057

Payroll Electronic Transfer (Direct Deposit)

November - \$99,757.41

Payroll Electronic Transfer Fed W/H & SS

November - \$32,697.74

f. Approve Work Agreements for Twelve Month Classified Staff:

1) Mrs. Debbie Anderson

2) Mrs. Trisha Gorence

3) Mr. Craig Cochran

4) Mr. Trevor Villa

B. Approval of Minutes

a. October 26, 2023

C. Administration is seeking Governing Board approval for payments up to the amount below during the month of December 2023.

a. Payroll (\$250,000)

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:

Matt Bofenkamp – Aye

Ryan Pfaff – Aye

John Schaut – Aye

Sean Neal - Aye

Justin Honcoop – Aye

IV. OATH OF OFFICE: Elected Officers

Justin Honcoop, Ryan Pfaff and John Schaut were sworn in by Superintendent, Brett Agenbroad as an elected officer to the Garfield School District #302.

V. OLD BUSINESS: None.

VI: NEW BUSINESS: None.

VII: REPORTS

a) Valerie Wagoner went over the financial reports with the board members.

b) Bob: I wanted to give you a construction update for the Phase I projects that we have been working on for the past several months. We pretty much have all the field execution work done. We have gone through and created a punch list on several items that we have been actively working on. There are a few areas that weren't performing the way we want to, so we have been working with our testing and balancing agents, as well as our commission agent, to get all of those worked through, as well as our engineers. The equipment has already undergone start-up testing, balancing. We created an initial testing and balancing report that had a few small items that we need to work through them, but for the most part looked pretty good. It is always kind of a finger crossing moment for engineers when we do testing and balancing, I am not sure if you are familiar with that, but basically you are making sure that you have enough air flow so their ducts have to be designed correctly and then they also make sure that they have water flow, so that is how you get heat to all the fans. It is kind of a big moment if they did their work and did their job correctly then everything comes out the way you want it to. So, fortunately we are looking great there. We have already conducted some training of your staff and we anticipate doing a little bit more training, we hope to have all the training done by the 1st of the year.

Once we have the final balancing report then we can begin our commissioning process where he will go through and test point-to-point on the entire system every single valve, every single point on your control system, he will verify all of it including all the programing that we put in your control system.

I anticipate the commission to take about a week, possibly two weeks. He has already been engaged but his full-on point-to-point really starts this next week. So, once he is done with that we hope to get a final report from him. Sometimes he generates a small punch list for us, we go through those items, but all-in-all usually it is like a 1-2 week process, that is what we are hoping for. It is our expectation and our plan to pretty much have all of that wrapped up by the 15th of January. We have already made a ton of headway on some of the punch items that we have already identified and I feel like it is going pretty well. It has taken a little longer than we wanted it to, but we had a superintendent who left us kind of near the end and it is actually almost better for him to leave midstream than it is towards the end, because when you get to the end it is when all the streams have to be pulled together and it flows. So, to lose a guy like that at that stage of the game it kind of hurt us. I think we were able to jump on this and get through this pretty quickly. He did a great job for us and is actually working for our shop back in Kennewick, he is back in the sheet metal shop and he had a personal related issues that made his decision for him.

John Schaut: I have a question about the sound attenuation in the gymnasium.

Bob Eggart: We just recently put in sound lining in there and I think we added 35 feet and we are going to go down Wednesday with a sound meter, as we have a baseline of what it was doing, and will see what kind of improvements it made.

Bob Eggart – Grant Information: We also have Phase II, the modernization grants that we are excited about pursuing and the district has already received \$32,500.00. This is towards the investment grade audit (IGA). We are working on delivering a proposal for your IGA for Phase II sometime within the next 3-4 weeks, so you will probably see that from us in the middle of February. We are also going to be filling out your C100 forms so when we get to the actual submission, which is going to happen towards the end of March, we will do all the work for you. This will all take place within the next couple of months. The deadline is March 31st, so that means we need to finish the initial scoping and initial pricing just to see where things are coming in.

Brett Agenbroad: That 2nd phase is all duct work in the elementary and then would that get rid of the current piping that is down there?

Bob Eggart: That is a great question, and it is a big debate. Actually, it is going on internally with us right now. This would be considered a Cadillac system, having perimeter heat, which you currently have, and then ducted heat as well. So, the perimeter would be like your first stage and then your second would be to duct it. That is what I would like us to do, but the con is you reutilize the old piping and put in all new control valves, or we try to figure out how to replace all that piping and still fit it within the budget. So, that is where we are at right now, we are battling that. We would like to keep them, honestly, but we don't want to do it to the chagrin of your ongoing maintenance.

Brett Agenbroad: I just want to piggy back off that conversation, when we were having some cold snaps, and the elementary was as cold as it has been, Apollo came out and spent three days onsite and pretty much identified all the pneumatic switches and valves that are not working, the ones that have been purposefully closed for some reason, but then they are coming tomorrow to actually price it out. So, once we know what the pricing will be to fix what we have until we actually come to Phase II, which would be when?

Bob Eggart: Phase II would be the 23-25 biennium.

Brett Agenbroad: So, would you start in the summer of 2025?

Bob Eggart: Normally they start in July of 2025.

Brett Agenbroad: That doesn't give you a lot of time if you start in July. So, is this project expected to be as long as the one we just finished?

Bob Eggart: I think it probably would. Same amount of money and same amount of complexity.

Brett Agenbroad: Would you even start in the summer of 2025, or would you wait until the next construction season?

Bob Eggart: I think it depends on how soon we can get design and all of that put together. If you are not funded until the summer of 2025, the likelihood of us being able to do anything then is

probably pretty small. So, it will probably be 2026. We always try to carve things out that we can do. What is unique about the 2nd phase versus the phase that we just completed, is we redid all of your electrical in this phase, and so that really put a sequencing problem in front of us, where as now we can maybe carve out pieces of the next phase and then work according to your program, maybe a Christmas break, or something like that we can do some work.

Brett Agenbroad: The one thing about the lower end is there is no duct work at all, they use the skin of the building as kind of a ventilation system so that is costly.

Bob Eggart: It is, and it will be very intrusive to run all that new duct work down to the elementary. That part will be in the summertime.

Justin Honcoop: Once you identify the cost of the valving how soon can we get that replaced?

Bob Eggart: They can move pretty quick on that. I don't think any of them are long lead items, so once Brett gives them a green light, I am thinking a couple of weeks.

Brett Agenbroad: So, the point being, we are going to spend some money on that old system since we are about three years out yet before the new system is in.

John Schaut: Basically, we are going to have to spend a little bit of money just to band-aid it together.

Bob Eggart: At least you will know what is working when we are done with that.

Brett Agenbroad: I appreciate Bob and his crew for all their help.

Bob Eggart: We also have the Urgent Repair Grants – Healthy Kids/Healthy School grants that we have applied for. The Urgent Repair Grant request for the cafeteria was \$500,000 and then the Healthy Kids/Healthy Schools for the walk-in cooler and freezer was \$200,000, and we anticipate hearing results back on that within the next month.

Brett Agenbroad: We got these things filed and in a couple of days early on both of them. Scott Black called us on the Urgent Repair Grant and said that we have to get it out of District Review and after this was done Scott confirmed with us that it was at OSPI.

Matt Bofenkamp: We have had a lot of heat issues with the new system. Are we through all of this, is the new HVAC system working?

Brett Agenbroad: Maybe Friday of last week I wouldn't have agreed. The hallways get so cold so quick. We are starting to leave those fire doors closed, which should help a little. We need to modify our practices to try to save heat.

Bob Eggart: The boilers weren't working super good together at first, and there is some programming that had to be redone from the manufacture. The vent tubes that you are having our service guys look at, I believe that one is on the west entrance of the gym hallway and the other one was down in the other hallway (ramp area) and they currently have corroded pipes and at some point, since they were all underground, they just turned the valve off. So they are going to look at running pipe off the roof to hit those and it is my opinion that any amount of heat that you can dump into the building is always good. So, if we start picking up those zones where you are currently not getting heat, like the middle school restrooms which are also in this hallway obviously, which we will get those pipped up within the next week or so, and that will also introduce more heat into the hallways. When you start plugging all the holes you will see a lot of improvement.

Brett Agenbroad: I have been really happy with Apollo. They have been very responsive. We had a leak down in the shop on one of the heaters that they reconditioned to run more efficiently with this new system, which we will eventually replace, but they were down here today fixing that.

c) Superintendent Report

Brett Agenbroad: We already went through the Healthy Kids and Urgent Repair grants.

This year the elementary faculty told me that they really wanted to work on parent involvement. Today they had gingerbread house making in the elementary from 12:00-2:00 and we had parents come and help build gingerbread houses. The elementary is having cocoa with books tomorrow and Wednesday will have movie and popcorn. We had Special Person Day on October 27th. On December 1st the elementary went to Moscow to watch the Nutcracker play at

the U of I. On November 30th, we had a parent/student ornament making evening. They also had family game night back in October as well and had a good turnout. Our elementary teachers have done a great job.

Tonight, we are having Rec Night/Dance. Tomorrow night we have the high school/middle school concert at 6:30 here at Garfield.

Overall, our athletic season went well for our middle school boys. We had 17 boys turn out. The varsity boys finished 8:1, and as Mr. Holbrook tells me, most of the wins happened in a dominating fashion. The JV went 1:8 and we had four 5th grade boys that came up and practiced with them. We had 11 cheerleaders turn out. Also want to thank the coaches for all their time and effort that they put in.

ADJOURN: There being no further business, Matt Bofenkamp moved, Justin Honcoop seconded to adjourn the meeting at 7:30 p.m.

Board Chairman _____

Superintendent: _____

PALOUSE SCHOOL DISTRICT # 301

PALOUSE BOARD MEETING

Monday, December 18th, 2023 at 7:30 p.m.

Held in the Palouse School Library

I. OPENING OF MEETING:

The Palouse School Board meeting was called to order at 7:30 p.m. by Board Chair Jessica Smith.

A. ATTENDANCE:

Palouse Board: Jessica Smith, Shealyn Holbrook, Andra Edwards & Vanessa Moore.

Garfield Board: Sean Neal, Matt Bofenkamp, John Schaut, Ryan Pfaff & 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: Palouse Board Chair Jessica Smith added Item D – Hiring of Alanna Pogue to the Consent Agenda.

III. CONSENT AGENDA:

A. Accounts Payable:

Warrant Numbers: 30112307 - 30112308, 30112331 - 30112376

1. General Fund:

November - \$54,257.62

2. HS ASB:

November - \$2,415.46

3. Capital Projects:

November - \$4,244.30

4. BMO Payment:

Wire Transfer - 202100057 - 202100058

General Fund: \$7,011.03

ASB: \$5,337.52

5. Payroll:

Warrants - 30112309 - 30112315

November (Checks) - \$10,181.54

Warrants - 30112316 - 30112330

November (Benefits) - \$77,286.31

Payroll Electronic Transfer (Direct Deposit)

Direct Deposit Numbers - 9000000533- 9000000575

November - \$130,606.16

Payroll Electronic Transfer Fed W / H & SS

Wire Numbers - 202100058

November - \$44,354.47

B. Approval of Minutes:

1. **Board Meeting:** October 26th, 2023 Board minutes were approved.

C. Decembers Accounts Payable: Due to an early Board meeting, the following amounts were approved up to:

1. General Fund

December - \$100,000

2. Capital Projects

December - \$1,000,000

3. Payroll

December - \$275,000

4. ASB AP

December - \$10,000

D. Alanna Pogue: New hire, Paraeducator position.

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

Jessica Smith - Aye

Vanessa Moore - Aye

Shealyn Holbrook - Aye

Andra Edwards - Aye

IV. OLD BUSINESS:

A. Apollo Solutions Group:

Apollo presented construction updates on the timeline of the solar project and the DOH grant. Phase 1 has been moving along and they are happy with the way things are working in Palouse. They are waiting for some additional work to be done by another contractor so they can continue working. Boys and girls locker rooms will be painted next week. The drywall is up and complete. Discussion was had regarding the solar project. There have been some delays in getting started. They think it will start around the 1st of the year. There was also some discussion regarding the control systems being different for solar and HVAC. They are unable to use the same systems. There were some questions about system controls and the internet being down and network outages. Things are moving along and everyone is looking forward to Phase 2.

V. NEW BUSINESS:

A. Principal Report:

Student Enrollment - 92 High School, 96 Elementary. Staff Book Study: *I Wish My Teacher Knew* has staff focusing on the needs of our students. The book aligns with work being done to develop systems for academic and behavioral intervention. Chapters 2 & 3 had staff reflecting on resources that determine student success and barriers and on what's being done to create more opportunities for family engagement and areas of need.

The Elementary School has been reviewing Early Literacy curriculum and making sure that the interventions being used are utilizing best practices which meet individual student needs. This consists of deep dives with data and determining if students who are struggling are in need of intervention in the areas of fluency, decoding and/or comprehension. There will be training in the Science of Reading to assist with working towards achieving literacy success.

The annual ECEAP review of our preschool is complete with positive results. Anna Brown will be transitioning from 2nd grade to the Preschool teacher position starting in January as Aja Hostletler returns from maternity leave.

Our women's and men's Cross County Teams were named Academic State Champions in our 1B Region. Our girls team averaged 3.82 and our boys team averaged 3.83. Winter sports season is off and running with 21 boys and 14 girls playing basketball, and two students competing with Colfax in wrestling. The ASVAB was given to interested students in November. Many classes have attended off campus learning activities including attending the plays Oklahoma, The Nutcracker and To Kill a Mockingbird. Our FFA program hosted the Whitman Invitational Leadership Development Event on December 13th. FFA

students have been creating holiday wreaths, centerpieces and wooden trees. The VIKotics team held two events, a Christmas Swag Sale & Palouse Family

PALOUSE BOARD MEETING – December 18th, 2023

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Movie Day. Competition season starts soon. Rebecca Hemphill and Matt Zook have put on 2 holiday concerts as well as a performance at the Kibbie Dome

The WSU Interior Design students shared their final conceptual designs for our school on December 6th. Through our work with the university, a grant was secured which will update the lighting in our Title One classroom. The following organizations have generously donated money to our Food Pantry and Sharing Tree: Palouse Lions Club, Sacred Heart Parrish, State Bank Northwest, Women's Leadership Guild. 13 families will receive food boxes and gifts. We also received a generous gift to enhance our math, science, engineering and technology curriculum in both the elementary and high school from Schweitzer Engineering Laboratories.

One of our students has been diagnosed with Leukemia. Please consider a donation on the GoFundMe page or consider purchasing a T-shirt. All proceeds will benefit the family.

B. Superintendent Report:

After the update from Apollo, Superintendent Mike Jones talked about the gym floor corner area that needs to be redone and some painting that still needs to be finished. We received an Outdoor Learning Grant for \$40,000 to finish off the garden area. The Intrado safety checklist was presented to the board. A meeting was held earlier in Palouse with a representative from Intrado to discuss the checklist and what needed to happen on the school's end to get things up and running. Plans have been submitted on the North greenhouse area with work beginning in the Spring. Magnum Construction, out of Lewiston, has been contacted regarding redoing the school entry way by the office. We are looking into a more secure entrance with some new safety systems in place. There are plans to put in new kitchen cabinets and some storage areas in the cafeteria. Also, tearing up and replacing the carpet in the cafeteria with some different flooring.

We would like to thank Andra Edwards for all her service and work she has done on the Board. Tricia Johnson will have her oath of office in January. Training will occur in January and February for the different Board positions. On January 16th, 17th & 18th Superintendent Jones will be representing Palouse and Tekoa schools at the Legislature. He will be attending meetings with several representatives.

ADJOURN: It was moved by Shealyn Holbrook, seconded by Vanessa Moore to adjourn the meeting at 8:01 p.m.

Board Chairman: _____

Superintendent: _____

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

Thursday, December 18, 2023

Held in the Garfield School Library

I. OPENING OF MEETING:

The Garfield-Palouse Joint Board meeting was called to order at 8:01 p.m. by Garfield Board Chair Sean Neal.

A. ATTENDANCE:

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

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

Excused: Jamie Slocum.

Also Present: Garfield Superintendent/Principal Brett Agenbroad.

Palouse Principal Sandra Krause-Ayers

Superintendent Mike Jones

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. Approval of Minutes: October 26, 2023.

MOTION: A motion to accept the Consent Agenda was made by Jessica Smith and seconded by Shealyn Holbrook. 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

Justin Honcoop - Aye

IV. OLD BUSINESS:

a) Policy Series 4000:

Matt Bofenkamp: Is there anyone from the Garfield Board who would like to be on the Policy Committee? If someone wants to, I would be more than happy to give up my spot, but otherwise Justin and I are fine continuing in this next year trying to get that done.

Jessica Smith: We will need one more as Andi will no longer be on the board.

Justin Honcoop: Jess, do you want 1st half or 2nd half, or should we split them into 3rds since there are three of us?

Jessica Smith: I will take the first half of the 4000's.

Matt Bofenkamp: Jess, I just figure that we will do a quick review for the two sections that we have still yet to approve for the actual board just to make sure that we are on the same page there, and that way if Tricia Johnson does show up and she has any questions we can talk about it there. We will just take care of all of that at our meeting.

After discussion, it was decided to have a meeting on January 23, 2024, at 6:00 p.m.

b) Safety Committee:

After discussion, the meeting was set for January 23, 2024, at 4:30 p.m.

V. NEW BUSINESS:

A. Activities Recommendations:

Mike Jones: At the last meeting, we talked about policy on whether if we had five or less student athletes on whether we were going to offer bus transportation to sporting events in other towns. I think we left it as an informational piece last time. Do we want to address this at this time or wait on this?

Brett Agenbroad: Why don't we table this until January since this is vague with no backup.

Mike Jones: We gave the printout last month and so we can add it to the list and go from there.

B. Board Meeting Dates for 2024:

Mike Jones: Basically, this will be the 4th Thursday of the month, except for December. One thing I would like is to maybe think about moving the time from 6:30 or 6:00?

Justin Honcoop: It does present a problem in April/May/June and then August/September for some of us.

After discussion, it was decided to leave meetings at 7:00 p.m.

MOTION: A motion to accept the Board Meeting dates for 2024 as presented was made by Jessica Smith and seconded by Justin Honcoop. The motion passed with the following roll call vote:

Jessica Smith – Aye
Shealyn Holbrook – Aye
Andra Edwards – Aye
Vanessa Moore – Aye

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

VI: REPORTS:

A) Superintendent Reports:

Brett Agenbroad: I was curious about why we don't have cameras in the athletic bus, the two travel buses, and in talking with Jason about it he said that he could pull two systems from the two old buses and put them in because we are probably going to get rid of those soon. So, I said that would be a good idea and to let me know when they are in. Then we decided to talk about the two old buses. We had talked about them before in the spring, but I would like the board to consider having paperwork done on getting rid of excess school property and then have some action on that so that we can sell those two old buses. We have \$409,000.00 to buy new buses with and so we would look for authorization.

Jessica Smith: Can I request a status of the bus count. I am not entirely certain exactly how many buses we have of each type and their ages. Can we get an overview as part of that?

Matt Bofenkamp: Would Jason come to the next meeting? I recollect that we have two buses that were dropping off the depreciation schedule this year, so I think there is a plan in place for two buses, but a refresher would be good.

Brett Agenbroad: Yes, we can have Jason come in and go over all these questions.

Justin Honcoop: Do we have active cameras on every school bus?

Brett Agenbroad: Every bus except for the two athletic buses and Jason is going to pull those systems from those two old buses and mount them in the athletic buses.

Mike Jones: The only other thing would be to get the next year's calendar put together pretty quick. We need to set a start date and so if we can do this next month. After looking at the schedule and the way it falls, I am seriously thinking that we may want to consider starting after Labor Day next year. That is just my thought on the way the calendar falls this year.

ADJOURN: Justin Honcoop moved, Jessica Smith seconded to adjourn the Garfield-Palouse Joint Board Meeting at 8:16 p.m.

Garfield Board Chairman: _____

Garfield Superintendent: _____

Palouse Board Chairman: _____

Palouse Superintendent: _____