

PALOUSE SCHOOL DISTRICT #301

PALOUSE BOARD MEETING

Thursday, September 26th, 2024 at 7:00 p.m.

Held in the Palouse School Library

6:30 p.m. Levy Work Session

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, Tricia Johnson, Jamie Slocum & Vanessa Moore.

Garfield Board: Sean Neal, John Schaut, Ryan Pfaff & Justin Honcoop.

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

Warrant Numbers: 30113018 - 30113076

1. General Fund:

September - \$159,873.82

2. HS ASB:

September - \$2,572.33

3. Capital Projects:

September - \$19,815.95

4. Private Purpose Trust:

September - \$250.00

5. BMO Payment:

Wire Transfer - 202100083

General Fund: \$14,403.64

ASB: \$4,311.91

6. Payroll:

Warrants - 30112995 - 30113002

September (Checks) - \$13,810.20

Warrants – 30113003 - 30113017

September (Benefits) - \$88,899.30

Payroll Electronic Transfer (Direct Deposit)

Direct Deposit Numbers - 9000000945 - 9000000978

September - \$137,810.20

Payroll Electronic Transfer Fed W / H & SS

Wire Numbers -202100082

September - \$49,482.38

B. Approval of Minutes:

- 1. Board Meeting:** August 22nd, 2024 - Board meeting minutes were approved.

MOTION: A motion to approve the Consent Agenda was made by Jamie Slocum and seconded by Shealyn Holbrook. The motion passed with the following roll call vote:

Jessica Smith - Aye

Shealyn Holbrook - Aye

Tricia Johnson - Aye

Jamie Slocum - Aye

Vanessa Moore - Aye

IV. NEW BUSINESS:

- A. Levy Information (Feb. Ballot):** September 26th, 2024 at 6:30 p.m. Levy Work Session was held in the Palouse School library.

- 1.** Voter Pamphlet Waiver - Will need to be signed by Board members
- 2.** EP & O - Amounts need to be approved
- 3.** Capital - Amounts need to be approved

MOTION: A motion to approve the EP & O as well as the Capital Levies and the weaver was made by Jamie Slocum and seconded by Shealyn Holbrook. The motion passed with the following roll call vote:

Jessica Smith - Aye

Shealyn Holbrook - Aye

Tricia Johnson - Aye

Jamie Slocum - Aye

Vanessa Moore - Aye

B. Principal's Report: The 3rd grade students went on a field trip to the fair. Many of our students were involved with the county fair this year. Glory Dickerson and Ryan Burtchett put in countless hours to help our students have a successful showing. 4th & 5th grade students went on a field trip to a dance performance at University of Idaho. Character focus of the month is Respect. Many of our student organizations participated in Palouse Days. High school athletics are in full swing and going strong. We had an early release profession development day and worked on strategies to support students in classroom behavior and worked on standard Guest Teacher binders so they have clear and consistent instructions for the classroom. They also talked about the high school advisory structure. They would like to increase student and parent involvement in the running of concessions. The money raised goes to the class's senior trip. They also talked about adding an advisory time once a week for each class to focus on team and relationship building, goal setting and academic accountability. Attendance is a major focus this year and letters have been going out to parents. Principal Krause-Ayers read off some attendance figures for Garfield-Palouse Schools. She would like to see a 10% improvement to these numbers.

V. OLD BUSINESS:

A. Clear Risk Update: A copy of the final report was received by Administration and letters will be sent out with the investigation findings to all involved parties.

B. Superintendent Report:

1. Project Update/Review: The new ramp by the office is now finished.
2. WSSDA - Update/Information: Special Education, Transportation & MSock are the three areas that are being focused on for increases in funding.

Thank you to Mrs. Krause-Ayers for her focus on attendance. Letters have been going out to parents. The Ag barns are starting to be torn down with the idea that the barns will be replaced in the spring. There is

a rough set of plans for the new barns with considerations for an arena, place for a tractor, storage, compost and the gardens and greenhouse.

RECESS: The Palouse Board Meeting went into recess at 7:11 p.m.

VI. Executive Session: Clear Risk Report Review - The Palouse Board members went into Executive Session @ 8:16 p.m. and ended at 8:16 p.m.

ADJOURN: The meeting was adjourned at 8:16 p.m.

Board Chairman: _____

Superintendent: _____

GARFIELD SCHOOL DISTRICT #302
REGULAR BOARD MEETING

Thursday, September 26, 2024

Held in the Palouse School Library

I. OPENING OF MEETING:

The Garfield School Board meeting was called to order at 7:11 p.m. by Board Chair Sean Neal.

A. ATTENDANCE:

Garfield Board: Ryan Pfaff, Justin Honcoop, Sean Neal, and John Schaut.
Excused: Matt Bofenkamp.
Palouse Board: Jessica Smith, Shealyn Holbrook, Tricia Johnson, Jaime Slocum, and Vanessa Moore.
Also Present: Garfield Superintendent/Principal Brett Agenbroad.
Palouse Superintendent/Principal Mike Jones
Administrative Assistant Debbie Anderson – Recorder
Palouse 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:
 - a. General Fund:
 - September - \$185,861.36
 - Warrants: 30211579-30211619
 - September - \$4,766.68
 - Warrants: 30211575-30211576, 30211578
 - September - \$8,687.56 (BMO Harris)
 - Wire Transfer #: 0202100119
 - b. Capital Projects:
 - September - \$6,795.54
 - Warrant: 30211577
 - c. ASB Fund:
 - September - None
 - d. Transportation Vehicle Fund
 - September - None
 - d. Payroll: February
 - September (Checks) - \$8,789.64
 - Warrants – 30211620-30211626
 - September (Benefits) - \$74,593.54
 - Warrants – 3021167-30211637
 - Payroll Electronic Transfer (Direct Deposit)
 - September - \$119,544.10
 - Payroll Electronic Transfer Fed W/H & SS
 - September - \$38,562.89

- B. Approval of Minutes:
 - a. August 22, 2024
- C. Ratify 2024-2025 Supplemental Contract for Glory Dickerson, Middle School Wood Shop.
- D. Ratify Contract with E-Rate & Educational Services, Shirley Bauer.
- E. Ratify employment of Sarah Anderson, Para-Educator, for the 2024-2025 school year.

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

| | |
|----------------------|------------------|
| John Schaut – Aye | Ryan Pfaff – Aye |
| Justin Honcoop – Aye | Sean Neal - Aye |

IV. OLD BUSINESS: None.

VI: NEW BUSINESS:

A. Establish a tax rate for the February replacement levy, ballot initiative.

Brett Agenbroad: Because of the current state of the economy, it is my opinion that now is not the good time to raise taxes. So, the administration is recommending that we just keep our same EP&O rate of 1.74 and our Capital Levy rate, and just do a replacement and continuation levy.

MOTION: A motion was made by Justin Honcoop to move forward with the administrations recommendation to maintain our current rates, seconded by Ryan Pfaff.

The motion passed with the following roll call vote:

| | |
|----------------------|------------------|
| John Schaut – Aye | Ryan Pfaff – Aye |
| Justin Honcoop – Aye | Sean Neal - Aye |

B. Determine Levy Publication in Voter Pamphlet or Waiver Submission:

Brett Agenbroad: Administration recommends the pamphlet waiver.

MOTION: A motion to use the waiver submission for the voter pamphlet was made by John Schaut and seconded by Justin Honcoop. The motion passed with the following roll call vote:

| | |
|----------------------|------------------|
| John Schaut – Aye | Ryan Pfaff – Aye |
| Justin Honcoop – Aye | Sean Neal – Aye |

VII: REPORTS

a) Superintendent Report

Brett Agenbroad: We have had a busy September. We had a field trip recently with the entire middle school going to Granite Dam down by Lewiston. It was a super trip. It was good to get our students out and have our faculty and students interact with the public and themselves outside the classroom.

We had a bus evacuation drill on 9/19/24.

We have had a few home games with the girls’ basketball team. They are struggling a bit this year. We had a fire drill September 3rd.

Right Response Training is a requirement by the State for staff members every year. We have been able to do this through our insurance company for a number of years. Last year during some training one of our staff members was injured and shortly thereafter the insurance company quit offering Right Response Training and basically turned it over to us to find our own trainers and they pointed the finger at ESD 101 to train. So, I talked a little bit with Mike Jones before school started on how we are going to do a group training like we have typically done at the beginning of

the year to renew and refresh the staff, which is a 3-hour training for people who have already had it in order to stay current with the Right Response Certificate. ESD101 was not willing to come down to just do an entire group, so they wanted us to send four staff members at a time to a scheduled RRT that they have calendared and with having to get subs for the teachers and take the teachers out of class, and staff out of class, that was just not going to work. I then got with the Right Response Company on the west side of the State and worked with them and we bought a slot, and we sent our counselor, Andree Marcus-Rader, to a 4-day training to become a trainer for Right Response. So, she is now able to train faculty and staff within the coop in Right Response. So tonight started the 3-day training requirements for all new staff members that have never been trained in Right Response or have lapsed in their certification. Andree has provided all of us that are just renewing with a 3-hour RRT, and on-line version, and then on the next professional development day, October 16th, we will all do the physical aspect on that professional development day. So, we will have all our folks certified in Right Response.

We also had ESD bring a trainer down and they trained our Nurse, Bree Pfaff, and our PE teacher, Nate Holbrook, in CPR and 1st aid trainer training. So yesterday, during our professional development day, Bree and Nate had to train a body of people with the ESD101 trainer in the room and they did a fantastic job. The faculty was very focused throughout the entire training, good comments, good practice with the dummies, etc. The certified staff have now received their 2-year First-Aid card. We will schedule time as the year goes on to get the classified their First Aid card.

Along with this, Mr. Holbrook can also teach CPR training and First Aid with students in PE and they can get their card.

So, we have a Right Response Trainer and CPR/First Aid trainer should the coop decide to use our staff members. I was very happy to get those trainings done for our staff members.

We sent a group of our elementary students to the Whitman County Fair. We decided that next year we will get shirts or hats in likeness and color for our students so that they are easy to find and distinguish them from other schools.

Within the last 24 hours we have been able to close-out Phase I of the School Improvement Grant. We had to get that closed out before we could get construction contracts written up for the cafeteria air handler Urgent Repair Grant to move forward. Alyssa Wyrick, who is out of Scott Black's Department, requested contracts for the Urgent Repair Grant be written up today. So, I don't know how long it takes to write them out, but they will start moving forward on that cafeteria before too long.

I am also working on bids for the sidewalks around the school for the board's consideration. There are so many that have buckled that we have painted strips on them just to try and keep people safe.

We are going to finish the year with a substantial fund balance, and we have some money in capital projects so I will also be getting some bids on painting the school and replacing turf on the two ballfields. Once I have those bids put together, and we have had some time to ruminate, we can see if the board members are interested in doing some of these projects. I have already put out there that the board wants some kind of wall in front of those big air handlers and Apollo is aware of that and they are saying that at this point it will be in Phase III. It is not a high priority. The roof is the highest priority.

Ms. Dickerson for the 1st semester has come over and worked the 1st quarter with our students on shop safety, wood working tool identification, and understanding on how to use those safely, and then she really hits FFA hard. So, our students get a real nice introduction into FFA for when they move to the high school, and then she has all the safety tool knowledge out of the way 1st quarter, and then the 2nd quarter they go into the shop and do wood projects.

The wood shop is another thing that needs attention. I was speaking with Larry Hunt today on how we would go about cleaning this. Do we come in here with weed blowers and just try and blow off a lot of the surface dust as it is just pretty gritty. We will try and work out a plan just to clean that wood shop, get some of that old dust out of there eventually before 2nd quarter when students are in there manufacturing new dust, I would just like to get some of the old dust moved out first.

Phase II of our modernization grant will replace a lot of the single paned windows in the shop and that would be another good time to really clean the shop out.

Justin Honcoop: Where are we at on the Field Lighting Grant?

Brett Agenbroad: We should know soon, hopefully in October.

ADJOURN: There being no further business, John Schaut moved, Justin Honcoop seconded to adjourn the meeting at 7:24 p.m.

Board Chairman _____

Superintendent: _____

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

Thursday, September 26th, 2024 at 7:24 p.m.
Held in the Palouse School Library

I. OPENING OF MEETING:

The Joint School Board meeting was called to order at 7:24 p.m. by Palouse Board Chair Jessica Smith. The Flag salute was done immediately after.

A. ATTENDANCE:

Palouse Board: Jessica Smith, Shealyn Holbrook, Tricia Johnson, Jamie Slocum & Vanessa Moore.

Garfield Board: Sean Neal, 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
Palouse 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:

1. Board Meeting: August 22nd, 2024 Joint Board minutes were approved.

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 | Shealyn Holbrook - Aye |
| Tricia Johnson - Aye | Jamie Slocum - Aye |
| Vanessa Moore - Aye | Sean Neal - Aye |
| Ryan Pfaff - Aye | John Schaut - Aye |
| Justin Honcoop - Aye | |

IV. OLD BUSINESS:

A. Policy Update: Garfield Board member Matt Bofenkamp sent an email stating that there was nothing new to discuss at this time as they had not met.

V. NEW BUSINESS:

- A. Classified Pay Scale:** Administration talked to the Board regarding this in May. They would like to add some “Years of Service” to the upper end of the pay scale (years 36 & 41 years of service) for Classified employees.

MOTION: A motion to approve the increase of Classified employees pay scale for years 36 and 41 was made by Shealyn Holbrook and seconded by Jamie Slocum. The motion passed with the following roll call vote:

| | |
|-----------------------|------------------------|
| Jessica Smith - Aye | Shealyn Holbrook - Aye |
| Tricia Johnson - Aye | Jamie Slocum - Aye |
| Vanessa Moore - Aye | Sean Neal - Aye |
| Ryan Pfaff - Aye | John Schaut - Aye |
| Justin Honocoop - Aye | |

B. Cost Share Update:**1. Cost Share revision:**

- a. ESD 101 Information (Kassidy)** - Unable to join us at this time as his wife just had a baby. He did send a typed report with his recommendations but it only has transportation on it. There will be other categories added.

C. Public Records - Procedure:

- 1. Policy 4040/4040P - Additional Language:** Palouse Board Chair Jessica Smith asked to have this added to the meeting for discussion. Superintendent Mike Jones said that 4040P will address the 5 day letter, the closing response letters and the notification of parents if a minor is identified within a public records request. He suggested this be considered a first reading. Superintendent Brett Agenbroad suggested that they get the wording right and then they will follow the suggestions but are able to amend as needed. This will be a revision of Policy 4040P. The Superintendents would like the approval of the Board. They will bring the revised 4040P to the Board with the intent that this is how they will proceed unless the Board wants additional changes made. It will not need to be adopted as it is not an action item at this point. Superintendent Brett Agenbroad talked about the difference between “not for profit” requests and “commercial purposes” requests which OSPI has been sending information out about. They will include some Exhibits for the Board to view at the next meeting.
- 2. 5 Day / Closing Response Letters:** This was discussed during the talks about Policy 4040 / 4040P.

V. Reports:

A. Superintendent Report(s)

- 1. Extra - Curricular:** Superintendents Mike Jones and Brett Agenbroad meet with Board members Tricia Johnson and Justin Honocoop and Athletic Director Garrett Parrish to discuss meal reimbursement amounts, budgets for individual sports, uniforms and transportation. They viewed a document from 2017 that identified events, trips and activities. There is some concern in regards to budget as we move forward. They decided to adjust meals to \$15, \$20 and \$25. They come up with a budget of \$500.00 for each sport for equipment and supplies with a max carryover of 3 years and \$1500.00. However, baseball and softball will be the exception as they have additional expenses. They will be at \$1000.00 each. Football will not get the additional money as the school takes care of the purchasing of the safety equipment. The District will pay for 1 meal for teams that make it to the State Tournament. The District will also pay for uniforms on an 8 year rotation. Prior approval will be needed by the Athletic Director but the Athletic Director will not have final approval. Garfield-Palouse Middle School will adopt something similar. Superintendents Agenbroad and Jones will meet with Middle School Athletic Director Nate Holbrook to discuss these matters. Travel will be up to 120 miles. Overnight stays will have some flexibility due to start/stop times and road conditions, etc. This will be the new practice and procedure so Administration can change or adjust as needed.

Executive Session: Executive Session began at 7:37 and ended at 8:15.

Board Chairman: _____

Superintendent: _____

Board Chairman: _____

Superintendent: _____