

GARFIELD SCHOOL DISTRICT #302
REGULAR BOARD MEETING

Thursday, October 24, 2024

Held in the Garfield School Library

I. OPENING OF MEETING:

The Garfield School Board meeting was called to order at 7:00 p.m. by Board Chair Sean Neal.

A. ATTENDANCE:

Garfield Board: Ryan Pfaff, Justin Honcoop, Sean Neal, John Schaut, and
Matt Bofenkamp
Palouse Board: Jessica Smith, Shealyn Holbrook, Tricia Johnson, and Jamie Slocum
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: Diane Mylett requested to address the board.
A recording can be found on our school website.

II. CHANGES TO THE AGENDA: None

III. CONSENT AGENDA:

- A. Accounts Payable:
 - a. General Fund:
 - October - \$52,238.63
 - Warrants: 30211638-30211640, 30211642-
October - \$10,985.86
 - Wire Transfer #: 0202100122 (BMO HARRIS)
 - b. Capital Projects:
 - October- \$1,354.15
 - Warrant: 30211641
 - c. ASB Fund:
 - October – None.
 - d. Transportation Vehicle Fund
 - October - None
 - d. Payroll: February
 - October (Checks) - \$8,471.40
 - Warrants – 30211677-30211683
 - October (Benefits) - \$73,772.14
 - Warrants – 30211684-30211694
 - Payroll Electronic Transfer (Direct Deposit)
 - October - \$107,665.39
 - Payroll Electronic Transfer Fed W/H & SS
 - October - \$34,641.88
- B. Approval of Minutes:
 - a. September 26, 2024

C. Administration is seeking Governing Board approval for payments up to the amounts below during the month of November 2024.

- a. General Fund: Up to \$100,000
- b. Payroll Fund: Up to \$250,000
- c. ASB Fund: Up to \$5,000
- d. Capital Projects: Up to \$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:

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

IV. OLD BUSINESS: None.

VI: NEW BUSINESS:

A. **Resolution 251:** Consideration / Action to adopt: RESOLUTION NO. 251- A RESOLUTION of the Board of Directors of Garfield School District No. 302, Whitman County, Washington, providing for the submission to the voters of the District at a special election to be held on February 11, 2025, of a proposition authorizing an excess tax levy to be made annually for three years commencing in 2025 for collection in 2026 of \$176,040, in 2026 for collection in 2027 of \$176,040, and in 2027 for collection in 2028 of \$176,040 for the District's General Fund to pay essential expenses of educational programs and operation; designating the Secretary to the Board and special counsel to receive notice of the ballot title from the Auditor of Whitman County, Washington; and providing for related matters. No changes to this levy were made from previous.

MOTION: A motion was made by John Schaut to approve Resolution 251 as above, 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
Matt Bofenkamp – Aye	

B. **Resolution 252:** Consideration / Action to adopt: RESOLUTION NO. 252 - A RESOLUTION of the Board of Directors of Garfield School District No. 302, Whitman County, Washington, providing for the submission to the voters of the District at a special election to be held on February 11, 2025, of a proposition authorizing an excess tax levy to be made annually for three years commencing in 2025 for collection in the years 2026, 2027 and 2028 in the aggregate total amount of \$300,000 for the District's Capital Projects Fund to support the construction, modernization and remodeling of school facilities; designating the Secretary to the Board and special counsel to receive notice of the ballot title from the Auditor of Whitman County, Washington; and providing for related matters. No changes to this levy were made from previous.

MOTION: A motion was made by Justin Honcoop to approve Resolution 252 as above, 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
Matt Bofenkamp – Aye	

C. Consideration/approval of an increase in the substitute rate of pay in school year 2024-2025. Brett Agenbroad: It has been difficult to get substitutes ever since I have been here, and it just gets more and more difficult. In talking with Valerie about a month ago she was saying that we are at the low end in her realm of operation. North of us sub rates are \$155 to \$185 a day, we are at \$135, so I am asking the board to grant us a new sub rate of \$155 a day.

Discussion followed and it was determined to bring this up at the next joint meeting after Mike Jones is able to look into this as \$155 is not doable in his estimation. He would like to have a discussion regarding this.

D. Consideration/Approval of Mr. Joel Stevens change of FTE designation.

Brett Agenbroad: During a labor management meeting with the association they brought to my attention that if we add in his cooperative agreement, or the contract with the teachers association of the 20 minutes before and the 20 minutes after school, that he would really come out to a 0.77 and we verified that through our business manager, and so I am recommending to the board that we take Joel Stevens from 0.70 to 0.77, which is a change in his overall contract of \$2,507.56.

MOTION: A motion was made by Matt Bofenkamp to approve the change in Joel Stevens FTE to 0.77, 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
Matt Bofenkamp – Aye	

VII: REPORTS

A) Financial Report:

Valerie Wagoner went over the financial report with the board members.

B) Superintendent Report

Brett Agenbroad: I would just like to acknowledge Valerie's report and getting the levy rates and district valuations current. She helped me fill out and did all the financials on the OSPI pre-Levy approval, which we have filed, and we received OSPI approval the same day. So again, Valerie, I appreciate all your help on timelines and getting these things filed in a timely manner.

With regards to athletics, middle school and cross country finished their season on October 15th at the Bi-State Championship in Clarkston. Our boys' team finished 3rd and our girls' team finished 6th, with several athletes running their personal best in that race. Middle school girls' basketball finished their season in Endicott on October 17th with a win. This brought their season record to 3 wins, 7 losses. There was a lot of improvement throughout the season. The middle school boys practice started yesterday, and we have 15 students out at this time.

On November 1st, next week, we are going to have Special Persons Day in the elementary. They are going to be doing fall bingo, pumpkin catapult with candy pumpkins, leaf prints and art, and they will have some gym activities. On November 6th-8th, we are going to have our Scholastic Fair that Mrs. Villa puts on annually. At our elementary meeting this morning it was brought up that next year we should plan a Special Person Day during our Book Fair which might bring more customers in for that. On November 14th, grades 2-5 will be going to the Discover Science Center.

As we have discussed before, I have been getting some bids to expand our sprinkler system so that we can put some effort into our lawns and fields and make them more appropriate. I have a plan in the spring to reseed, overseed, aerate, disc, and if we can get additional sprinkler systems pushed out, I think we can maintain the yards and the fields, and get the fields back to where they used to be.

Trish Gorence pointed out that one of our carpets in a classroom is failing and there was concern regarding the asbestos containing tiles underneath that capsulated material. So, we are looking into this issue and have moved the classroom to another room. We are also looking into the sidewalks and how we can fix some of the cracked and uneven ones.

ADJOURN: There being no further business, Justin Honcoop moved, Matt Bofenkamp seconded to adjourn the meeting at 7:37 p.m.

Board Chairman _____

Superintendent: _____

PALOUSE SCHOOL DISTRICT #301

PALOUSE BOARD MEETING

Thursday, October 24th, 2024 at 7:00 p.m.

Held in the Garfield School Library

I. OPENING OF MEETING:

The Palouse School Board meeting was called to order at 7:37 p.m. by Board Chair Jessica Smith.

A. ATTENDANCE:

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

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

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:

- A. Add Vehicle Surplus to New Business
- B. Strike Executive Session

III. CONSENT AGENDA:

A. Accounts Payable:

Warrant Numbers: 30113078, 30113108 – 30113168, 30113077

1. General Fund:

October - \$134,859.72

2. HS ASB:

October - \$1,200.05

3. Capital Projects:

October - \$35,228.58

4. BMO Payment:

Wire Transfer - 202100086

General Fund: \$5,620.03

Capital Projects: \$999.32

ASB: \$2,558.83

5. Payroll:

Warrants - 30113084 – 30113092, 30113169

October (Checks) - \$15,403.35

Warrants – 30113079 – 30113083, 30113093 – 30113107, 30113170 -
30113174

October (Benefits) - \$90,943.71

Payroll Electronic Transfer (Direct Deposit)

Direct Deposit Numbers - 9000000979 – 9000001021

September - \$137,810.20

Payroll Electronic Transfer Fed W / H & SS

Wire Numbers -202100084

October - \$47,291.16

6. Payroll Void:

Payroll Electronic Transfer - Direct Deposit

October – (\$1,800.01)

B. Approval of Minutes:

1. **Board Meeting:** September 26th, 2024 - Board meeting minutes were approved.

C. November Approval Amounts

- a. Payroll: Up to \$285,00
- b. General Fund AP: Up to \$100,000
- c. Capital Projects AP: Up to \$100,000
- d. ASB AP: Up to \$15,000

D. Resignation - Crystal Coriano - Evening Custodian. A correction was made by Jeremy Loe after an extra week was paid prior to her resignation.

E. New Hire - Charles Vulliet - Evening Custodian

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

Jessica Smith - Aye
Tricia Johnson - Aye

Shealyn Holbrook - Aye
Jamie Slocum - Aye

IV. NEW BUSINESS:

A. Levy Information (Feb. Ballot):

1. Resolution 268 (EP & O) - Rates were not raised. Stayed with what had been discussed at the last meeting. It is a 3 year Levi.
2. Resolution 269 (Capital) - It is a 6 year Levi.

MOTION: A motion to approve Resolution 268 and Resolution 269 was made by Shealyn Holbrook and seconded by Jamie Slocum. The motion passed with the following roll call vote:

Jessica Smith - Aye
Tricia Johnson - Aye

Shealyn Holbrook - Aye
Jamie Slocum - Aye

B. Vehicle Surplus: Surplus a non working Chevy pickup truck. The old McGregor vehicle. The maintenance on it is exceeding it's worth.

MOTION: A motion to surplus a non working Chevy pickup truck was made by Shealyn Holbrook and seconded by Jamie Slocum. The motion passed with the following roll call vote:

Jessica Smith - Aye
Tricia Johnson - Aye

Shealyn Holbrook - Aye
Jamie Slocum - Aye

C. Principal's report: The highschool ASB hosted a regional event entitled, "Why Character Matters." The presenter was Mark Leinwever. He is a major league baseball agent whose mission is to help students understand that poor behavior can jeopardize more than their high school experience. Many other schools attended the event. A portion of his speaking fee was donated to Washington Special Olympics and Mallory's Army, an anti-bullying initiative. Homecoming events were held during the 2nd week of October. The Juniors won the weekly events. Our elementary classes attended several field trips. Vikotics and FFA groups have been preparing and will participate in Haunted Palouse. The FFA team has been performing well in Soils Competitions. They will be attending State Soils on October 30th. Vikotics members participated in the Bordie Blast at Sammamish High School. The Scholastic Book Fair was held earlier in the month. The PTO (Palouse PALS) is planning upcoming events.

October's Staff Professional Development focused on a book study, Bashing Boredom - the art of differentiation and strategies to meet the needs of all students. Trevor Villa walked staff through changes on our website. Our Special Education Director, Alisa Vuillet went over changes in Special Education Law and our referral process. We participated in the Great American Shake Out, an earthquake safety drill on October 17th. Our counselor Diane Mylett proctored the PSAT for sophomores and juniors. She will also be taking Juniors to Spokane for the National College Fair next week. The Gar-Pal football team will continue its season against TR tomorrow night. Our Cross-Country team is headed to regionals in Wenatchee, with state on November 9th. Our volleyball team plays on Saturday in St. John. Thank you to the Viking Crew for honoring our seniors at this week's competitions.

V. OLD BUSINESS:

A. Superintendent Report: Wanted to thank Sandra Krause-Ayers for her work on getting the "Why Character Matters" event to our school. The feedback from everyone was very positive. The barns will be removed and the project is moving forward. We are waiting on the electrical to be removed so we can move them. Brian Lentz is waiting for the extended weekend to put in the new window in the office. We will add a buzzer to Tonya Knauff's desk to be able to help open the doors. We finished our audit and it was good. It was recommended that the District ensure that Executive Sessions are held for one of the specific purposes allowed by RCW 42.30.110 and that the purpose be documented in minutes. Also the expected end times of executive Sessions are announced to the public, and are accurately documented in minutes. Tonight Cassidy Probert will speak about our Cost Sharing.

ADJOURN: A motion to adjourn the meeting at 7:53 p.m. was made by Shealyn Holbrook and seconded by Jamie Slocum.

Board Chairman: _____

Superintendent: _____

**GARFIELD SCHOOL DISTRICT #302
PALOUSE SCHOOL DISTRICT #301
REGULAR JOINT BOARD MEETING**
Thursday, October 24, 2024
Held in the Garfield School Library

I. OPENING OF MEETING:

The Garfield-Palouse Joint Board meeting was called to order at 7:53 p.m. by Garfield Board Chair Sean Neal. Flag Salute followed.

A. ATTENDANCE:

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

Palouse Board: Jessica Smith, Shealyn Holbrook, Tricia Johnson, and Jamie Slocum

Excused: Vanessa Moore

Also Present: Garfield Superintendent/Principal Brett Agenbroad

Palouse Superintendent Mike Jones

Palouse Principal Sandra Krause-Ayers

Administrative Assistant Debbie Anderson - Recorder

Secretary Shyra Hallan

Guests: Community members

B. REQUEST TO ADDRESS THE BOARD: None.

II: CHANGES TO THE AGENDA: Mike Jones: Ryan Burchett gave me the CTE 5-year district wide plan and I have passed that out and I would like to add that as an approval item. This will be added to New Business.

III. Presentation by Kassidy Probert, Assistant Superintendent ESD 101:

Mike Jones: Several months ago, we started talking about simplifying some of the cost share pieces and making it easier to understand for everyone to look at what we are doing. I think Valerie, Jeremy and Kassidy are spending a lot of time on top of just what Brett and I spend on it, and if there is a way to "simplify" this I would like to at least entertain the idea. This doesn't mean that this is the best way to do it, I think Kassidy will throw some other pieces out there. We are spending a lot of time combing through and any time you do that it feels like a "gotcha" and there are items that maybe we mislabeled or whatever the case might be, particularly when we have two business managers, two superintendents, or whatever the case might be, and we say we need to do "x", but we might view "x" differently under how that is coded and some of those pieces. So, this is the task that we have asked Kassidy to do, find a way to simplify or streamline the cost share.

Brett Agenbroad: When I got here, I was trying to figure out the cost share, and as we have new board members, they try to figure this out as well. So again, with our conversations, we have started asking how we can get this so that it is understandable for everyone to figure out. So, after Kassidy came and spoke the last time, he gave it some thought and recommended that maybe he could come back and present, so thank you for being here.

Kassidy Probert went over his presentation with the board members. Discussion followed. Please listen to the voice recording for more information.

After discussion, it was decided to have a work session to be made at a later date. The board was appreciative of Kassidy for his help on this.

III. CONSENT AGENDA:

A. Approval of Minutes: September 26, 2024

B. Consideration/Approval supplemental contracts:

Ms. Dickerson – Assistant FFA Advisor & Middle School Woodshop

Mr. Holbrook – Assistant coach MS Girls Basketball & Athletic Director

Mr. Kallaher – Head Coach MS Girls Basketball & Elementary/MS Annual Advisor

Mr. Laughary – Assistant coach middle school Cross Country

Mrs. Marcus-Rader – Middle school ASB Coordinator

Mr. Holbrook - Head Coach HS Boys Basketball

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

Jessica Smith – Aye

Ryan Pfaff – Aye

Shealyn Holbrook – Aye

Matt Bofenkamp – Aye

Tricia Johnson – Aye

Justin Honcoop - Aye

Jamie Slocum - Aye

John Schaut – Aye

Sean Neal – Aye

IV. OLD BUSINESS:

A. Policy Update:

Matt Bofenkamp: My effort has been woefully inadequate as far as actually getting this pushed forward and put together.

Jessica Smith: That's a "we".

Matt Bofenkamp: With that being said, I did have a meeting with Debbie last month and I do have all the access that I need for the policies. I will try to work this to completion by our next meeting. After discussion, Jess and Matt will work together to get this completed.

V. NEW BUSINESS:

A. Consideration/Action: First Reading of Policy 4040. To include Exhibits: 5 Day Public Records Request (PRR) Acknowledgement Form; For Commercial Purposes, Verification Form; Closing of Public Records Request form.

MOTION: A motion to approve the action item as presented for the first reading of Policy 4040 was made by Matt Bofenkamp and seconded by Jamie Slocum. The motion passed with the following roll call vote:

Jessica Smith – Aye

Ryan Pfaff – Aye

Shealyn Holbrook – Aye

Matt Bofenkamp – Aye

Tricia Johnson – Aye

Justin Honcoop - Aye

Jamie Slocum - Aye

John Schaut – Aye

Sean Neal – Aye

B. CTE 5-year Plan:

Mike Jones: Every few years for certification for CTE programs they have to put a 5-year plan. Ryan has been out sick the last couple of days and so he fired this off this afternoon, so I apologize that it wasn't sent earlier. This is for Glory and Ryan over the next 5 years.

Matt Bofenkamp: Were there any big changes over the last one.

Mike Jones: No.

John Schaut: Were there any changes?

Mike Jones: Minor changes, but I couldn't point to them directly because they were minor.

MOTION: A motion to approve the CTE 5-year Plan was made by Matt Bofenkamp and seconded by Jessica Smith. The motion passed with the following roll call vote:

Jessica Smith – Aye	Ryan Pfaff – Aye
Shealyn Holbrook – Aye	Matt Bofenkamp – Aye
Tricia Johnson – Aye	Justin Honcoop – Aye
Jamie Slocum – Aye	John Schaut – Aye
	Sean Neal – Aye

VI: REPORTS:

A) Superintendent Reports:

Mike Jones: Nothing more to share.

Brett Agenbroad: Same.

Justin Honcoop: Can we get a safety meeting scheduled. We have not had one since the summer. I would like to know where we are with Intrado.

After discussion, the meeting was set for Thursday, November 7th at 4:30 p.m.

VII: Closed Executive Session:

Sean Neal: The meeting was recessed to go into executive session at 8:40 p.m. Purpose: RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

Sean Neal: The executive session will end at 9:05 p.m.

The meeting was reopened at 9:05 p.m. There was no action.

ADJOURN: Tricia Johnson moved, Shealyn Holbrook seconded to adjourn the Garfield-Palouse Joint Board Meeting at 9:06 p.m.

Garfield Board Chairman: _____

Garfield Superintendent: _____

Palouse Board Chairman: _____

Palouse Superintendent: _____