

GARFIELD SCHOOL DISTRICT #302

REGULAR BOARD MEETING

Thursday, February 27, 2025

Held in the Palouse Library

I. OPENING OF MEETING:

The Garfield School Board meeting was called to order at 7:23 p.m. by Board Chair Justin Honcoop.

A. ATTENDANCE:

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

Excused: Sean Neal

Palouse Board: Shealyn Holbrook, Tricia Johnson, Jaime Slocum, Vanessa Moore, and Jess Smith.

Also Present: Garfield Superintendent/Principal Brett Agenbroad

Palouse Superintendent Mike Jones

Palouse Principal Sandra Krause-Ayers

Administrative Assistant Debbie Anderson – Recorder

Palouse Secretary Shyra Hallan

Guests: Community Members via zoom.

B. REQUEST TO ADDRESS THE BOARD: Chris Cook ask that the track and field head coach and assistant coach for the middle school have their start date as the same as the high school so that they can help out with all the track and field areas as there are a variety of areas to coach and that would help them get started on these aspects before the middle school starts. The high school starts March 3rd, the middle school starts March 31st.

II. CHANGES TO THE AGENDA: None

III. CONSENT AGENDA:

A. Accounts Payable:

a. General Fund:

February - \$46,696.18

Warrants: 30211862-30211863, 30211865-30211899

February - \$9037.81

Warrant: 30211861

February - \$200.00

Warrant: 30211860

February - \$4,041.67 (BMO Harris)

Wire Transfer #: 0202100135

b. Capital Projects:

February - \$34,401.32

Warrant: 30211864

c. ASB Fund: None.

d. Transportation Vehicle Fund: None

e. Payroll:

February (Checks) - \$8,753.16

Warrants – 30211900-30211908

February (Benefits) - \$73,616.08

Warrants – 30211909-30211919

Payroll Electronic Transfer (Direct Deposit)

February - \$113,528.47

Payroll Electronic Transfer Fed W/H & SS

February - \$36,084.47

- B. Approval of Minutes:
 - a. January 23, 2025.

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

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

IV. OLD BUSINESS: None.

V. NEW BUSINESS:

A. Consideration/Action Resolution #253: This is for a fund balance correction with a transfer between the ASB Fund and the Capital Project Fund, and a transfer between the General Fund and the Capital Project Fund. The treasurer would not correct a transmittal reporting error without a resolution. The fund balances in the system and provided on the monthly reports are correct, but the treasurer report balances are incorrect for errors on the transmittals.

MOTION: A motion to accept Resolution #253 was made by Matt Bofenkamp and seconded by Ryan Pfaff. The motion passed with the following roll call vote:

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

- B. Consideration/Action: Approve a work session and one agenda item special board meeting on March 6, 2025, for the purpose of ranking the bids received in relation to painting the exterior of the Garfield School, followed immediately by a 1-item special meeting to award the painting contract to the top ranked vendor as determined in the work session.

Brett Agenbroad: We will have five contracts submit bids by the close of business tomorrow. We have three already and two more will hand deliver their bid tomorrow. We advertised to them that the board will do a work session for a 1-item special meeting to approve the top painting contractor. So, I would like the board to approve that soon so we can get this on their calendar this summer.

After further discussion, it was decided to have this meeting on Tuesday, March 4th, at 7:00 p.m. with a possible zoom option.

VI. REPORTS:

- A. Business Manager Report: Valerie Wagoner went over the business manager report with the board.
- B. Superintendent Report: Brett Agenbroad went over the following events:
 - 1) We put out on Blackboard a Thank You to our Garfield Community and our taxpayers who supported our levies, so again we would like to thank our community for supporting those levies and our students.
 - 2) Valerie mentioned information on the buses. Our trip bus is coming at the end of this month and our route bus will be in December 2025.
 - 3) Apollo has been working on the Urgent Repair Grant to get the HVAC system in the Garfield School cafeteria. They poured their footings and will be bringing in the steel beams soon. Two in the classroom and two outside. They have the mechanical design completely done, I have not had an opportunity to review it with them but we are going to set that up for early next week.

- 4) The Garfield Elementary held a Kids Heart Challenge and raised \$658, which is great, and we are proud of them.
- 5) Middle School volleyball ended their season last Thursday. They had a lot of very close games, and the girls had a lot of growth and we look forward to them playing next year.
- 6) Middle School baseball is scheduled to start on March 17th. Dan Kallaher is going to continue to be the head coach with Marty Masten continuing to be the assistant coach.
- 7) Middle School track is scheduled to start on March 31st. They interviewed today for a head coach and then we are also looking for an assistant coach. I will review the request by Coach Cook with Mr. Holbrook and get back to the board on that.

With there being no further business, the meeting was recessed at 7:36 p.m. and will be reconvened after the joint meeting.

VII. Executive Session: Personnel Issues: Purpose RCW42.30.110(1)(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. No Action will be taken in Executive Session.

Justin Honcoop: The Garfield Board entered executive session at 8:11 p.m. and will open the meeting again at 9:11 p.m. (1 hour)

ADJOURN: The meeting was reconvened at 9:00 p.m. No action was taken. There being no further business, Matt Bofenkamp moved, Ryan Pfaff seconded to adjourn the meeting at 9:00 p.m.

Board Chairman _____

Superintendent: _____

PALOUSE SCHOOL DISTRICT #301

PALOUSE BOARD MEETING

Thursday, February 27th, 2025 at 7:02 p.m.

Held via Zoom: <https://us02web.zoom.us/j/82604801114>

****6:00 p.m. - Work Session - Discussion on Current & Future Capital Projects****

I. OPENING OF MEETING:

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

A. ATTENDANCE:

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

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

Also Present: Palouse Superintendent Mike Jones
Palouse Principal Sandra Krause-Ayers
Palouse Business Manager Jeremy Loe
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:

February Warrant Numbers: 30113369 - 30113418

1. General Fund:

February - \$61,776.01

2. HS ASB:

February - \$5,626.02

3. Capital Projects:

February - \$16,499.44

4. BMO Payment:

February Wire Transfer - 202100093
February General Fund: \$8,348.47
February ASB: \$12,019.73

5. Payroll:

February (Checks) - \$10,853.85
Warrants – 30113419 - 30113426

February (Benefits) - \$91,325.83
Warrants – 30113427 - 30113441

Payroll Electronic Transfer (Direct Deposit) - \$131,538.86
February Direct Deposit Numbers – 9000001139 - 9000001177

Payroll Electronic Transfer Fed W / H & SS - \$46,196.56
February Wire Numbers – 202100094

B. Approval of Minutes:

- 1. Board Meeting:** January 23rd, 2025 - Board meeting minutes were approved.

C. Resignation(s) for end of school year:

- a. Jason Bustamante - Math
- b. Allan Farrand - Science

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

Jess Smith - Aye

Shealyn Holbrook - Aye

Vanessa Moore - Aye

Jamie Slocum - Aye

Tricia Johnson - Aye

IV. Reports to the Board:

- A. Principal's Report** - The High School ASB sponsored an All-School ice-Skating event. Both basketball teams continue post season play at Cheney high school. There were several players and coaches recognized at Districts. 1st Team Girls: Elena Flansburg, Morgan Lentz, Ellie Collier and Kyra Brantner; 2nd Team Girls: Molly Huffman & Coach of the year Garrett Parrish. 1st Team Boys: Liam Cook, Lane Collier, Landon Orr and Bryce Pfaff and Coach of the year Nate Holbrook. Finally, GarPal's

Elena Flansburg and Lane Collier were league MVP's. Principal Krause-Ayers would also like to recognize coach Cliff Knauff for his guidance of senior Nicholas Meeuwsen who competed for the first time in wrestling.

Last week was National FFA Week. Activities included cookie decorating, Staff Search Bingo, Cow Tongue Volleyball and a staff breakfast. Riley Pfaff earned 1st place & Preston Olson earned 3rd place in the latest AG Mechanics Competition. The trap shooting team placed 6th in their latest competition with Kinley Pfaff placing 13th & Cooper Wells placing 10th individually. The semi-annual FFA Booster Dinner & Auction will be on Saturday, March 22nd at the Viola Community Center. Our Vikotics Robotics Team along with Mr. Robert Lopez, departed for their 1st District Competition this morning. Our team has 14 members. Knowledge Bowl, led by Tonya Knauff and Noel Akin, has 7 members. On February 21st they traveled to Spokane for the regional tournament and placed 4th.

Mr. Parrish kicked off the Kids Heart Challenge on February 20th. A team of employees from SEL led Engineering Day for our 4th & 5th graders from both Garfield and Palouse schools. Our PTO continues to build their program and hosted a team from Resilient, Whitman County's mental health task force. Our certificated staff participated in QPR - Question-Persuade-Refer training. The goal of the training was to understand signs of crisis and walk away with tools to help those in need. Deputy Sheriff Randy Zehm will be in our school on Thursdays to mentor our 5th grade students with the Whitman County DARE Program.

B. Business Manager's Report: Jeremy Loe provided a financial report. He talked about the fund balance, payroll costs, TK budgeting, our cash flow and a Food Service review. 1095's were sent to employees. Preliminary budget numbers were also discussed. We will have a state audit in March.

C. Superintendent's Report: February has been a busy month for everybody. Superintendent Jones went to Olympia for a couple of days for the legislative session. There is concern at the state level and many unknowns at the federal level. We are paying close attention to Transitional Kindergarten to see what the funding model will look like. We are also waiting to hear what the state will be funding for insurance and utilities. Apollo is monitoring efficiency and we need to finalize our air conditioning. We are also looking at funding on planning grants as

well as modernization. New blinds are being put on the windows in classrooms and administration offices. We have been talking about next year's budget as well. ChildFind will be on March 20th. Some of our kitchen grants will be going away. We will be doing a lot of monitoring. Looking at upcoming Track & Field projects.

VI. New Business:

A. Capital Projects:

- a. Ag Barn - 3 quotes were received. Jamie Slocum prefers Delco even though it is slightly higher. She would like a confirmation on what the bid actually contains. If there is a big gap that they are not offering and Willies is, then we can go with them instead.

MOTION: A motion to go with Delco unless Willies is a better bid was made by Jamie Slocum and seconded by Vanessa Moore. The motion passed with the following roll call vote:

Jess Smith - Aye	Shealyn Holbrook - Aye
Vanessa Moore - Aye	Jamie Slocum - Aye
Tricia Johnson - Aye	

- b. Lighting - Play field - Tabled
- c. Track and Field (Information) - “Outside the box thinking” by resurfacing the tennis courts to utilize as an area for Track and Field. We are using what we have to fulfill a need for a sports team. This will allow the team to have an area to practice.

MOTION: A motion to approve the resurfacing of the tennis courts for the Track and Field team was made by Jamie Slocum and seconded by Tricia Johnson. The motion passed with the following roll call vote:

Jess Smith - Aye	Shealyn Holbrook - Aye
Vanessa Moore - Aye	Jamie Slocum - Aye
Tricia Johnson - Aye	

- B. Superintendent Contract - Language:** The final language of the contract that the attorney drafted will need to be approved. The contract had been approved at the last meeting but they will need to approve the final draft. This will be discussed in an Executive Session.

Recess: Palouse Board President Jess Smith called the meeting to recess at 7:23 p.m.

VII. Executive Session: The Executive Session started at 8:10 p.m. and ended at 9:15 p.m. Topics of discussion were staff performance and negotiations.

Recess: Palouse Board President Jess Smith ended recess at 9:30 p.m.

MOTION: A vote to approve the legal language of Mike Jones new contract was made by Shealyn Holbrook and seconded by Jamie Slocum. The motion passed with the following roll call vote:

Jess Smith - Aye

Shealyn Holbrook - Aye

Vanessa Moore - Aye

Jamie Slocum - Aye

Tricia Johnson - Aye

ADJOURN: A motion to adjourn the meeting at 9:35 p.m. was made by Jamie Slocum and seconded by Shealyn Holbrook.

Board Chairman: _____

Superintendent: _____

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

Thursday, February 27th, 2025 at 7:36 p.m.

Held via Zoom: <http://us02web.zoom.us/j/83718973382>

I. OPENING OF MEETING:

The Joint School Board meeting was called to order at 7:36 p.m. by Palouse Board President Jess Smith. The Flag salute was done immediately after.

A. ATTENDANCE:

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

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

Also Present: Palouse Superintendent Mike Jones
Palouse Principal Sandra Krause-Ayers
Palouse Business Manager Jeremy Loe
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: Hiring of Jessie Lopez - H.S. Asst. Baseball Coach.

III. CONSENT AGENDA:

A. Approval of Minutes:

1. Board Meeting: January 23rd, 2025 Joint Board minutes were approved.

B. Hire: Assistant High School Track and Field Coach - Gavin Merrit
Assistant High School Baseball Coach - Jessie Lopez

MOTION: A motion to accept the Consent Agenda was made by Justin Honcoop and seconded by Jamie Slocum. The motion passed with the following roll

call vote:	Shealyn Holbrook - Aye	Justin Honcoop - Aye
	Tricia Johnson - Aye	Ryan Pfaff - Aye
	Jamie Slocum - Aye	Matt Bofenkamp - Aye
	Vanessa Moore - Aye	John Schaut - Aye
	Jess Smith - Aye	

IV. OLD BUSINESS:

A. Policy 3424: Policy regarding Narcan, specifically students carrying it. Parents will need to be contacted and sign a form stating that they can self administer. It will be like our asthma inhaler form. Modification of “self-carry” will need to be made to fit with Narcan. Admin will create the verbiage of the policy and then the Board can vote on it next month.

B. Revenue Share:

- a. Discussion / LEA Formula - Kassidy Probert created this shared agreement to make it easier for current and future Boards to understand what was done regarding shared costs. It is a revenue sharing model based on physical attendance of students at the secondary level. Transportation operations will continue to be operated as a cooperative with Garfield being the district responsible for the cooperative operations and all expenditures that exceed funding from the state will be split evenly by the districts. The lower amount of the two LEA numbers will be used. This can be discussed each year.

MOTION: A motion to approve the new formula presented by Kassidy Probert to replace the previously used cost share was made by Justin Honcoop and seconded by Jamie Slocum. The motion passed with the following roll call vote:

- | | |
|------------------------|----------------------|
| Shealyn Holbrook - Aye | Justin Honcoop - Aye |
| Tricia Johnson - Aye | Ryan Pfaff - Aye |
| Jamie Slocum - Aye | Matt Bofenkamp - Aye |
| Vanessa Moore - Aye | John Schaut - Aye |
| Jess Smith - Aye | |

MOTION: A motion to approve the LEA numbers, the lower of the two districts, to be reviewed annually was made by Justin Honcoop and seconded by Jamie Slocum. The motion passed with the following roll call vote:

- | | |
|------------------------|----------------------|
| Shealyn Holbrook - Aye | Justin Honcoop - Aye |
| Tricia Johnson - Aye | Ryan Pfaff - Aye |
| Jamie Slocum - Aye | Matt Bofenkamp - Aye |
| Vanessa Moore - Aye | John Schaut - Aye |
| Jess Smith - Aye | |

- b. Shared Employee Language - New language proposed - “The district’s employees who are shared between the two campuses will have their costs considered comparable. However, this assumption will be reviewed annually to ensure accuracy and account for any necessary adjustment.”

MOTION: A motion to approve the new Shared Employee Language “The district’s

employees who are shared between the two campuses will have their costs considered comparable. However, this assumption will be reviewed annually to ensure accuracy and account for any necessary adjustment” was made by Justin Honcoop and seconded by Shealyn Holbrook. The motion passed with the following roll call vote:

Shealyn Holbrook - Aye	Justin Honcoop - Aye
Tricia Johnson - Aye	Ryan Pfaff - Aye
Jamie Slocum - Aye	Matt Bofenkamp - Aye
Vanessa Moore - Aye	John Schaut - Aye
Jess Smith - Aye	

C. Policy Revision Update: Last discussed Palouse Board President Jess Smith was going to share her drive folder. Garfield Board member Matt Bofenkamp and Garfield Board President Justin Honcoop will meet in the next two weeks and finish filling it out. They will compile everything and bring it to a meeting. The goal is to have it ready by the April meeting.

VI. NEW BUSINESS:

A. 2025-2026 Calendar (start date) - Discussion was had about fair and sports start dates. The proposed start date is August 27th, 2025.

MOTION: A motion to approve the 2025-2026 school start date of August 27th, 2025 was made by Matt Bofenkamp and seconded by John Schaut. The motion passed with the following roll call vote:

Shealyn Holbrook - Aye	Justin Honcoop - Aye
Tricia Johnson - Aye	Ryan Pfaff - Aye
Jamie Slocum - Aye	Matt Bofenkamp - Aye
Vanessa Moore - Aye	John Schaut - Aye
Jess Smith - Aye	

B. Negotiations - Update on timeline: They will be meeting on March 11th, 2025.

V. Adjournment: A motion to adjourn was made at 8:05 p.m. by Jamie Slocum and seconded by Ryan Pfaff.

Board Chairman: _____

Superintendent: _____

Board Chairman: _____

Superintendent: _____