

PALOUSE SCHOOL DISTRICT #301

PALOUSE BOARD MEETING

Thursday, August 28th, 2025 at 7:04 p.m.

Zoom: <https://us02web.zoom.us/j/81695195625>

I. OPENING OF MEETING:

The Palouse School Board meeting was called to order at 7:04 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 & Vanessa Moore. Jamie Slocum - Not Present.

Garfield Board: Justin Honocoop, Ryan Pfaff, Matt Bofenkamp via Zoom. Sean Neal & John Schaut - Not Present.

Also Present: Palouse Superintendent Mike Jones - Not Present
Palouse Principal Sandra Krause-Ayers
Palouse Business Office - Jeremy Loe via Zoom
Palouse Secretary Shyra Hallan
Garfield Superintendent/Principal Tom Korst
Garfield Business Office - Valorie Wagoner - Not Present
Garfield Administrative Assistant Debbie Anderson - Not Present

Guests: Community members

B. REQUEST TO ADDRESS THE BOARD: None

II. CHANGES TO THE AGENDA: None

III. CONSENT AGENDA:

A. Accounts Payable:

August Warrant Numbers: 30113770, 30113790 - 30113824

1. General Fund:

August - \$30,731.90

2. HS ASB:

August - \$1,873.63

3. Capital Projects:

August - \$27,246.25

Private Purpose Trust:

August - \$0

4. BMO Payment:

August Wire Transfer - 202100107

August General Fund: \$1161.06

August Capital Projects: \$5,664.10

August ASB: \$608.56

5. Payroll:

August (Checks) - \$6,439.77

Warrants – 30113771 - 30113773

August (Benefits) - \$89,854.15

Warrants – 30113774 - 30113789

Payroll Electronic Transfer (Direct Deposit) - \$121,442.80

August Direct Deposit Numbers – 9000001384 - 9000001415

Payroll Electronic Transfer Fed W / H & SS - \$41,485.56

August Wire Numbers – 202100106

B. Approval of Minutes: July 24th, 2025 Joint Board minutes were approved.

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

Jess Smith - Aye

Shealyn Holbrook - Aye

Vanessa Moore - Aye

Tricia Johnson - Aye

IV. Reports to the Board:

A. Business Manager - Our General Fund balance at the end of July is \$619,000. Our Capital Fund balance is \$259,000. Our HMI is left to be claimed. Our cash flow is \$685,000. August is filled with prep for the Fiscal year end, August payroll done and starting to set up assignments. September will be a busy month.

B. Principal Report - In August, staff from both Garfield and Palouse met up at the ESD to receive professional learning which will continue throughout the year. Together we will be building our multi-tiered systems of support to assist with academic and behavioral needs of students. We will be doing much of our professional development as a cooperative. Our theme this year is One Heart - One Mission - One Team. Thank you to Kelsey, Jennifer and Marie for providing our team with lunch. Palouse PALS sponsored another annual Back to School

Bash in conjunction with the school Meet and Greet. It was well attended. The first day of school went off well. Thank you to the Viking Crew for the Watermelon Feed. We had a solid turnout for volleyball, football and cross country. Cross Country kicks off Monday, Sept. 8th at Northwest Christian in Colbert. Our first home volleyball match is Thursday, Sept. 11th versus LaCross, and the first football game will be against ACH on Sept. 12th. Homecoming Week starts Sept. 15th - 20th. As of today we have 94 elementary students and 104 high school students. We welcome our new staff members Fiona Quigly - High School Math and Science teacher, Kennedy Cox - CTE/Ag. Teacher, Anna Brown - preschool and high school art, Marie Dymkoski - assistant cook. We are tightening up our cell phone policy. We are using the policy that the Board has put in place. We have noticed our students were more engaged with each other.

C. Superintendent Report - Strike

IV. New Business:

A. Set Planning Session Date: No action required.

- a.** September - Capital Projects: This will be tabled so they can come up with a date that works for the Palouse Board. Dates will be emailed to members to find one that works.

ADJOURN: A motion to adjourn the meeting at 7:18 p.m. was made by Shealyn Holbrook and seconded by Vanessa Moore.

Board Chairman: _____

Superintendent: _____

GARFIELD SCHOOL DISTRICT #302

GARFIELD BOARD MEETING - Held in the Palouse Library

Thursday, August 28th, 2025 at 7:18 p.m.

Zoom: <https://us02web.zoom.us/j/81695195625>

I. OPENING OF MEETING:

The Garfield School Board meeting was called to order at 7:18 p.m. by Garfield Board President Justin Honcoop.

A. ATTENDANCE:

Palouse Board: Jess Smith, Shealyn Holbrook, Tricia Johnson & Vanessa Moore. Jamie Slocum - Not Present.

Garfield Board: Justin Honcoop, Ryan Pfaff, Matt Bofenkamp via Zoom. Sean Neal & John Schaut - Not Present.

Also Present: Palouse Superintendent Mike Jones - Not Present
Palouse Principal Sandra Krause-Ayers
Palouse Business Office - Jeremy Loe via Zoom
Palouse Secretary Shyra Hallan
Garfield Superintendent/Principal Tom Korst
Garfield Business Office - Valorie Wagoner - Not Present
Garfield Administrative Assistant Debbie Anderson - Not Present

Guests: Community members

B. REQUEST TO ADDRESS THE BOARD: None

II. CHANGES TO THE AGENDA: Table items: New Business C & D - No quorum.

III. Reports:

A. Business Manager Report: No report given.

B. Superintendent Report: Superintendent/Principal Tom Korst appreciated working with Superintendent Mike Jones and Principal Sandra Krause-Ayers and Palouse staff. Enrollment is up by 13 kids. He has been looking at staffing. They are down a paraeducator. Regarding academics, Mr. Korst is thinking of adding a leadership class which would include some fun activities. They are also trying to build leadership in the school and looking at planning some events and dances so they feel more connected to the school. They will also be working on safety drills, MTSS and improving the entrance to the

school. They will be adding some sound boards to reduce the noise in the cafeteria. The facilities look great. He would like to learn more about their budget. The Garfield community and families have been great and helpful. There was great turnout for the BBQ. He has a lot to take in to become more fluent at what he is doing. It was a great first day of school. Staff has been great to work with.

IV. CONSENT AGENDA:**A. Accounts Payable:****a. General Fund:**

August - \$52,187.30

Warrants: 30212234-30212254, 30212257, 30212259-30212265

August - \$341.38

Warrant: 30212233 (State Bank Visa)

August - \$3,254.93 (BMO Harris)

Wire Transfer #: 0202100160

b. Capital Projects:

August – \$89,461.91

Warrants: 20212255-30212256, 30212258

c. ASB Fund:

August - None

d. Transportation Vehicle Fund

August - None

e. Payroll: August 2025

August (Checks) - \$4,742.23

Warrants – 30212266-30212268

August (Benefits) - \$79,423.78

Warrants – \$30212269-30212279

Payroll Electronic Transfer (Direct Deposit)

August - \$103,341.12

August - \$ 2,074.10

August - \$947.61

Payroll Electronic Transfer Fed W/H & SS

August - \$34,168.20

August - \$ 170.24

B. Approval of Minutes: July 24th, 2025 Joint Board minutes were approved.

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

Justin Honcoop - Aye
Matt Bofenkamp - Aye

Ryan Pfaff - Aye

V. Old Business: None

VI. New Business:

A. Recommendation to increase paraprofessionals hours from 7.00 hours to 7.50 hours to expand general supervision and academic support: The increase would fall in line with typical hours worked by staff.

MOTION: A motion to approve New Business A. recommendation to increase paraprofessionals hours from 7.00 hours to 7.50 hours as presented was made by Ryan Pfaff and seconded by Matt Bofenkamp. The motion passed with the following roll call vote:

Justin Honcoop - Aye
Matt Bofenkamp - Aye

Ryan Pfaff - Aye

B. Recommendation to reassign Lauren Ritari to .500 FTE K-3 certified instruction and 4 hours of paraprofessional support: Superintendent / Principal Korst is learning how to calculate FTE. This will split Title and the Math program. They are running tight with electives. This will provide 2 hours math and 1 hour PE. At this point, it seems paraeducator numbers are good.

MOTION: A motion to approve New Business B. Recommendation to reassign Lauren Ritari to .500 FTE K-3 certified instruction and 4 hours of paraprofessional support as presented was made by Matt Bofenkamp and seconded by Ryan Pfaff. The motion passed with the following roll call vote:

Justin Honcoop - Aye
Matt Bofenkamp - Aye

Ryan Pfaff - Aye

C. Recommendation to provide Food Service Director classified supplemental contract to Stevie Pfaff: Tabled as there was not a quorum due to Ryan Pfaff needing to abstain as there was a conflict of interest. Stevie Pfaff is his wife.

D. Recommendation to provide Farm to School and Fresh Fruits and Vegetables Grant oversight classified supplemental contract to Stevie Pfaff: Tabled as there was not a quorum due to Ryan Pfaff needing to abstain as there was a conflict of interest. Stevie Pfaff is his wife.

ADJOURN: A motion to adjourn the meeting at 7:27 p.m. was made by Ryan Pfaff and seconded by Matt Bofenkamp.

Board Chairman: _____

Superintendent: _____

PALOUSE SCHOOL DISTRICT #301

GARFIELD SCHOOL DISTRICT #302

JOINT BOARD MEETING - Held in the Palouse Library

Thursday, August 28th, 2025 at 7:27 p.m.

I. OPENING OF MEETING:

The Joint School Board meeting was called to order at 7:27 p.m. by Palouse Board President Jess Smith.

A. ATTENDANCE:

Palouse Board: Jess Smith, Shealyn Holbrook, Tricia Johnson & Vanessa Moore. Jamie Slocum - Not Present.

Garfield Board: Justin Honcoop, Ryan Pfaff, Matt Bofenkamp via Zoom. Sean Neal & John Schaut - Not Present.

Also Present: Palouse Superintendent Mike Jones - Not Present
Palouse Principal Sandra Krause-Ayers
Palouse Business Office - Jeremy Loe via Zoom
Palouse Secretary Shyra Hallan
Garfield Superintendent/Principal Tom Korst
Garfield Business Office - Valorie Wagoner - Not Present
Garfield Administrative Assistant Debbie Anderson - Not Present

Guests: Community members

B. REQUEST TO ADDRESS THE BOARD: Transportation Supervisor - Jason Jahn

II. CHANGES TO THE AGENDA: Add to New Business - B. Hire; Stevie Pfaff - Middle School Assistant Volleyball Coach and Kennedy Cox - Middle School Ag. Teacher.

III. CONSENT AGENDA:

A. Approval of Minutes: July 24th, 2025 Joint Board minutes were approved.

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

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

Justin Honcoop - Aye
Ryan Pfaff - Aye
Matt Bofenkamp - Aye

IV. OLD BUSINESS:

- A. Cooperative Agreement - 2nd Reading:** Tabled as there were three Board Members not present.

VI. NEW BUSINESS:**A. Jason Jahn - Bus Barn Discussion:**

- a. Rental of Space/Move to larger shop:** There was a lot of discussion regarding the renting of a larger space to have the bus barn. Jason Jahn would like to rent the shop on Estes Road. There is more space to work on the buses, room for a lift so they can do their own oil changes, remove the wheels from rims, etc. The rental fee for both shops would be \$1,800.00 a month. The big shop is \$1,200.00 and Jerry Swartzman would go in on half (\$600.00). It would cost \$600.00 for both schools to get both shops. There is not a bathroom so they would also need to rent a porta potty. The estimate on the porta potty is \$249.00 a month, including cleaning. The rental fee for the two shops would include electricity, garbage, water and wifi. We would have to get fuel (diesel oil) for heat. We would store the buses out there. A question regarding snow removal was asked. Jason said there would not be a problem with that. The shops are about 5 - 7 miles away from the school. This move would help make more parking for students as well. We will be able to repurpose the bus garage at the school for Brian Lentz - Maintenance Supervisor. He will be able to store things down there. The total for each school per month for both shops would be \$725.00 plus the heating bill. We would like to rent it for 1 year to make sure everything works out and after the 1st year do 3 - 5 year contracts. Mr. Korst asked if we can have our school attorneys read the contract and also if our insurance will cover it. It was agreed that it is a smart use of our money.

MOTION: A motion to approve the rental of the two shops on Estes Road for a new bus barn was made by Justin Honcoop and seconded by Vanessa Moore. Tricia Johnson abstained as her father (Jerry Swartzman) is the bus mechanic. The motion passed with the following roll call vote:

Shealyn Holbrook - Aye
Tricia Johnson - Abstained
Jess Smith - Aye
Vanessa Moore - Aye

Justin Honcoop - Aye
Ryan Pfaff - Aye
Matt Bofenkamp - Aye

- B. Hire:** Gavin Merritt - Middle School Cross Country Coach
Lola Edwards - High School Cross Country Coach
Stevie Pfaff - Middle School Assistant Volleyball Coach
Kennedy Cox - Middle School Ag. Teacher

MOTION: A motion to approve the hiring of Gavin Merritt - Middle School Cross Country Coach, Lola Edwards - High School Cross Country Coach, Stevie Pfaff - Middle School Assistant Volleyball Coach and Kennedy Cox - Middle School Ag. Teacher 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
Jess Smith - Aye	Matt Bofenkamp - Aye
Vanessa Moore - Aye	

- C. Food Service - Adult Lunch Price Increase:** Adult school lunch prices will increase to \$5.25. This was increased by the State. It is a very reasonable price.

MOTION: A motion to increase adult school lunch prices 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
Jess Smith - Aye	Matt Bofenkamp - Aye
Vanessa Moore - Aye	

- D. Safety Committee - Update:** There was discussion on how to improve school safety and follow up on where we are in regards to Intrado. It was agreed that the meetings should be quarterly instead of monthly. Garfield Board President Justin Honcoop said he appreciates the school looking at ways to protect our students.

- E. Decorum Statement:** There was discussion regarding “Festive Meetings” and possibly reading a statement about how we conduct our meetings. One suggestion was having Sign In sheets at every meeting with a decorum statement attached so guests acknowledge our meeting expectations. That way the expectation is provided up front. There was a suggestion on limiting the time people have to speak but there was concern that people may not get to say all they want. Another suggestion was having the statement at the bottom of our agendas. “Decorum Statement” will be placed on the agenda for next month's meeting to continue the discussion.

F. October Meeting: Discussion was had about possibly moving the October meeting back one week due to Senior Night at the home volleyball game.

V. Adjournment: A motion to adjourn was made at 7:56 p.m. by Justin Honcoop and seconded by Vanessa Moore.

Board Chairman: _____

Superintendent: _____

Board Chairman: _____

Superintendent: _____