

PALOUSE SCHOOL DISTRICT #301

PALOUSE BOARD MEETING

Monday, October 27th, 2025 at 7:03 p.m.

Zoom: <https://zoom.us/j/91569626396>

I. OPENING OF MEETING:

The Palouse School Board meeting was called to order at 7:03 p.m. by Palouse Board President Jess Smith. The Pledge of Allegiance was done immediately after.

A. ATTENDANCE:

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

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

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

Guests: Scott Lewis from Apollo

B. REQUEST TO ADDRESS THE BOARD: None

C. APOLLO REPORT: Scott Lewis presented an update about potential grant funding from OSPI Urgent Repair. It is due on 11/12/2025. They would like to get funding for the Admin Air Handling unit. During the summertime, the school would be able to turn that on instead of the whole building. This would save the school money. There is no district match on this as it is 100 percent funded. We are number ten on the OSPI prioritized list. The next phase (\$6,000,000) Small Rural School Modernization Grant) will include Chiller and Pumps, Classroom VaV Air Handling Units, Interior/Exterior LED Lighting Retrofit, Admin VAV Air Handling Unit and Possible Field Lighting. A written report was included as well.

II. CHANGES TO THE AGENDA: Item C - Apollo Report was added to the Opening of the Meeting - Scott Lewis from Apollo gave an update on the school construction projects.

III. CONSENT AGENDA:

A. Accounts Payable:

October Warrant Numbers: 30113903, 30113928 - 30113978

1. General Fund:

October - \$160,138.19

2. HS ASB:

October - \$7,962.11

3. Capital Projects:

October - \$6,337.48

4. BMO Payment:

October Wire Transfer - 202100111

October General Fund: \$3,577.62

October Capital Projects: \$1,162.64

October ASB: \$8,263.48

5. Payroll:

October (Checks) - \$13,123.53

Warrants – 30113904 - 30113911

October (Benefits) - \$83,448.05

Warrants – 30113912 - 30113927

Payroll Electronic Transfer (Direct Deposit) - \$125,735.92

October Direct Deposit Numbers – 9000001446 - 9000001481

Payroll Electronic Transfer Fed W / H & SS - \$43,016.17

October Wire Numbers – 202100110

B. Approval of Minutes: September 25th, 2025 Board minutes were approved.

C. Resignation: Jacqui Tate resigned from her Paraeducator position.

D. November Accounts Payable: Preapproving as there is no November meeting.

a. General Fund - \$125,000

b. Capital Projects - \$1,000,000

c. Payroll - \$275,000

d. ASB AP - \$12,000

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

Jess Smith - Aye
Vanessa Moore - Aye
Jamie Slocum - Aye

Shealyn Holbrook - Aye
Tricia Johnson - Aye

IV. Reports to the Board:

A. Business Manager - Superintendent Mike Jones read a written report that Jeremy Loe provided.

B. Principal Report - The month of October is busy. Several of our elementary classes have attended field trips including local pumpkin patches. Both our Vikotics and FFA groups have been participating in Haunted Palouse events. Our Scholastic Book Fair was held earlier this month with assistance from Palouse PALs volunteers. Our high school band students attended the Mass Band Festival last week and several participated in the WSU music student for a day event. Our high school ASB officers and representatives attended a leadership event with other school leaders in Whitman County earlier in the month. Tomorrow Mr. Burtchett, Ms. Cox and five students will be on their way to the FFA National Convention.

GarPal High School and Palouse Elementary participated in the Great American Shake Out Earthquake safety drill on October 16th. October is a busy month for our counselor Diane Mylett who took juniors to the College Fair in Spokane, proctored the PSAT for sophomores and juniors and hosted a FAFSA Night for families interested in post-secondary education. This week she will be taking a group of students to the Construction Career Fair.

Our high school sports teams continue to make us proud. The volleyball team will play Riverside Christian tomorrow in Palouse. Our football team begins the playoff season against Liberty Christian Friday night in Tri Cities, and our Cross-Country team is headed to their qualifiers Friday and Saturday. A special shout out to the Viking Crew for honoring our seniors at the final home games of their regular seasons. Thank you also to Marv Pillars who is teaching First Aid and CPR to our Health and PE class. Please join us for our Halloween parade this Friday, October 31st at 2:15 p.m.

C. Superintendent Report - October has been a busy month. Superintendent Mike Jones has been working on grants with Business Manager Jeremy Loe. We struggled to find a custodian for the elementary so we ended up contracting with Vision Cleaning out of Moscow for the remainder of the year. They will be cleaning from the

third grade classroom down to the Preschool/Transitional Kindergarten classroom. Background checks have been run on the custodians. They started cleaning last week. Discussion was had with the solar panel company to change from ground mounting to roof mounting. The reasoning was less shadowing and easier maintenance. We should be able to get it approved and are on track to start. We have been working with Garfield School on MTSS. We have been alternating between the two schools for the meetings. There are lots of benefits for both schools to work together on this.

ADJOURN: A motion to adjourn the meeting at 7:20 p.m. was made by Jamie Slocum and seconded by Shealyn Holbrook.

Board Chairman: _____

Superintendent: _____

GARFIELD SCHOOL DISTRICT #302

GARFIELD BOARD MEETING - Held in the Palouse Library

Thursday, October 27th, 2025 at 7:20 p.m.

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

I. OPENING OF MEETING:

The Garfield School Board meeting was called to order at 7:20 p.m. by Garfield Board President Justin Honcoop.

A. ATTENDANCE:

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

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

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

Guests: Garfield School attorney from Kutak Rock, LLC

B. REQUEST TO ADDRESS THE BOARD: None

II. CHANGES TO THE AGENDA:

- a. Strike Old Business A - Handbook updates per Washington Law as it will be covered in the Joint meeting under New Business.
- b. Move Consent Agenda - I, J and K to Joint meeting as Garfield Board President Justin Honcoop feels it is a Joint meeting matter.
 - I. MS Boys Basketball Head Varsity Coach - Tasha Gehring
 - J. MS Boys Basketball Assistant Coach - Nate Holbrook
 - K. MS Cheer - Brandy Montgomery

III. Reports:

A. Business Manager Report: No report given.

B. Superintendent/Principal Report: Superintendent/Principal Tom Korst completed some of the required Marzano training. There are six days of

specialized training to evaluate teachers. The months go by fast. He would like to give a shout out to the ASB leadership. They are looking at ways to give positive affirmation to students. They are coming up with fun big ticket items that they can earn. They are wanting to help the school culture in a positive way. Basketball starts soon. The second through fifth grade will attend a WSU basketball game on November 3rd. The students are looking forward to attending. Parent/teacher conferences are going on this week. Superintendent Korst subbed in Kindergarten today and had a fun time with the class.

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

October - \$3,600.00

Warrants: 30212326

October - \$206.09 (State Bank Visa)

Warrant: 30212327

October - \$106,662.40

Warrant: 30212328-30212338, 30212340-30212370

October - \$4,245.91 (BMO Harris)

Wire Transfer #: 0202100166

b. Capital Projects:

October – \$2,500.00

Warrants: 30212340

c. ASB Fund:

October - \$113.01 (BMO Harris)

d. Transportation Vehicle Fund:

October - None

e. Payroll: October 2025

October (Checks) - \$9423.08

Warrants – 30212371-30212379

October (Benefits) - \$ \$70,617.60

Warrants – 30212315-30212325

Payroll Electronic Transfer (Direct Deposit)

October - \$111,630.98

October- \$2,113.94

Payroll Electronic Transfer Fed W/H & SS

October - \$37,173.80

f. Approval of Minutes: September 25th, 2025 Board minutes were approved.

g. Pre-Approve November Payroll: Preapproving as there is no November meeting.

1. Payroll up to \$275,000
2. AP (all funds) up to \$250.00

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

V. Old Business: Strike - A. Handbook updates per Washington law.

VI. New Business: None

With there being no further business, the meeting will go into suspended session at 7:25 p.m. and will have the Executive Session following the Joint meeting. It is expected to last one hour with no action needed.

VII. Executive Session - Potential Litigation: Purpose RCW 42.30.110 (l)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning: (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; No Action will be taken in Executive Session.

Justin Honcoop: The Garfield Board entered executive session at 8:10 pm and will open the meeting again at 9:00 pm.

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

Board Chairman: _____

Superintendent: _____

PALOUSE SCHOOL DISTRICT #301

GARFIELD SCHOOL DISTRICT #302

JOINT BOARD MEETING - Held in the Palouse Library

Thursday, October 27th, 2025 at 7:25 p.m.

I. OPENING OF MEETING:

The Joint School Board meeting was called to order at 7:25 p.m. by Palouse Board President Jess Smith.

A. ATTENDANCE:

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

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

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

Guests: Garfield School attorney from Kutak Rock, LLC

B. REQUEST TO ADDRESS THE BOARD: None

II. CHANGES TO THE AGENDA: Add to Consent Agenda "B" - Hiring of staff - MS Boys Basketball Head Varsity Coach - Tasha Gehring, MS Boys Basketball Assistant Coach - Nate Holbrook, MS Cheer - Brandy Montgomery, HS Boys Basketball Assistant Coach - John Gehring. Add to New Business - Policy 1111 Oath of Office 1st reading. Add Bus Barn Update/Acquisition to Old Business.

III. CONSENT AGENDA:

A. Approval of Minutes: September 25th, 2025 Joint Board minutes were Approved.

B. Hiring of Staff:

- a. MS Boys Basketball Head Varsity Coach - Tasha Gehring
- b. MS Boys Basketball Assistant Coach - Nate Holbrook
- c. MS Cheer - Brandy Montgomery
- d. HS Boys Basketball Assistant Coach - John Gehring

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

vote:

Justin Honcoop - Aye
Matt Bofenkamp - Aye
Jess Smith - Aye
Vanessa Moore - Aye
Jamie Slocum - Aye

Ryan Pfaff - Aye
John Schaut - Aye
Shealyn Holbrook - Aye
Tricia Johnson - Aye

IV. OLD BUSINESS:

- A. Cooperative Agreement** - Two clean copies are at the meeting to be signed by Board members after looking over and making any needed minor corrections to wording and comma placement. Palouse Board President Jess Smith noted a typo and said she will fix it.
- B. Bus Barn Update/Acquisition:** Jason has been working on moving stuff out there but has not brought any of the buses out there yet. Garfield Board President, Justin Honcoop, said that it is going well. We will not do the bus parking area by student parking now that we are moving the bus barn.

V. NEW BUSINESS:

- A. Policy 3241 - 1st Reading:** Regarding student discipline. This will align us with the updated 2025 Discipline Rules. We need to update ours so the language matches the State law. Garfield Board Member Matt Bofenkamp asked if the new rules make it better for schools. It gives more power to the classroom teachers. Good common sense things were changed. MTSS will help to align it.
- B. Policy 1111 - Updated Oath of Office - 1st Reading:** Adding Policy 1111. Changes in Board - WSSDA Model policy updated. The Oath of Office has been updated. Each newly elected, re-elected, or appointed director will take an oath or affirmation to support the constitutions of the United States and the state of Washington, and the laws of the state of Washington and to faithfully discharge the duties of the office to the best of his or her ability. The oath or affirmation must be endorsed by and sworn to before an officer authorized to administer oaths. School officials are authorized to administer all oaths or affirmations pertaining to their respective offices. After the oath or affirmation is made, it will be filed with the county auditor. The second half was added/updated specific to the laws of the state of Washington. WSSDA sent out a fax sheet with information regarding the update. RCW 28A.343.360 Oath of Office
- C. Cost Share Update:** Palouse Superintendent Mike Jones gave the Board Members a handout with rough numbers based off last year - 2024-2025 because the F196 was just submitted in October. Since there is no November meeting the Board will be given firm numbers in December to be voted on with payout to happen in January. It looks like Palouse will be paying Garfield \$21,958.57. This is based on the LEA number. Transportation was not as big a loss as previous years. It is much clearer to understand. It gives a straight

forward answer to what we are doing. Both Superintendent Jones and Korst feel it is pretty straight forward. Some discussion was had about a \$3000.00 payment to Garfield regarding transportation costs.

D. Coaches Driving - Concerns: Some concerns have come up with the lack of bus drivers to take teams to away games. The coaches are having to drive their teams to events since they can fit into the vans. Discussion was had about the liability of coaches driving and also if they should be compensated for driving. The Superintendents have decided to pay coaches \$18.00 an hour for driving. They don't need any action from the Board to do this but did want to notify them. It was also brought up that if they are not paid to drive, it could mess with their insurance. Bus drivers are asked first so this is not about saving the school money. It is for when bus drivers are not available. They have also decided to pay them retroactively so they can get paid for past driving.

VI. Adjournment: A motion to adjourn was made at 7:48 p.m. by Jamie Slocum and seconded by Shealyn Holbrook.

Board Chairman: _____

Superintendent: _____

Board Chairman: _____

Superintendent: _____