

**PALOUSE SCHOOL DISTRICT #301**

**Board Meeting**

5:00 pm – Virtual Meeting

Thursday, December 19, 2024

Zoom Meeting Link: <https://us02web.zoom.us/j/83718973382>

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- I. Opening of Meeting
  - A. Introduction
  - B. Request(s) to address the Board

- II. Changes in Agenda

- III. Consent Agenda

*Action*

- A. Accounts Payable
  - a. General Fund
  - b. Capital Projects
  - c. Payroll
- B. Approval of Minutes
  - a. Board Meeting 9/24
- C. Certified Contract Approval
- D. Accounts Payable – **November**
  - a. Payroll:
  - b. AP (all funds):
- E. Accounts Payable - **December**
  - a. Payroll: up to \$275,000
  - b. AP (all funds): up to \$250,000

- IV. Reports to the board

*Packet Information*

- A. Business Manager
- B. Principal Report
- C. Superintendent Report

- VI. Adjournment

**GARFIELD SCHOOL DISTRICT #302 - PALOUSE SCHOOL DISTRICT #301**

**Joint Board Meeting**

5:10 pm – Virtual Meeting

Thursday, December 19, 2024

Zoom Meeting Link: <https://us02web.zoom.us/j/83718973382>

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- I. Opening of Meeting
  - A. Introduction
  - B. Request(s) to address the Board
  
- II. Changes in Agenda
  
- III. Consent Agenda *Action*
  - Approval of Minutes: October 24, 2024
  
- VI. Business *Action*
  - 2025 Meeting dates
  
- VI. Adjournment

**GARFIELD SCHOOL DISTRICT #302**  
**BOARD MEETING**

Thursday, December 19, 2024

Regular Garfield Board Meeting - Location: Garfield Library - 5:15 p.m.

Zoom Meeting Link: <https://us02web.zoom.us/j/83718973382>

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- I. Opening of Meeting**
  - A. Introduction(s)
  - B. Request(s) to Address the Board
  - C. Board Reconfiguration (Board Policy 1210)
  
- II. Changes to Agenda**
  
- III. Consent Agenda**
  - A. Accounts Payable for November and December
    - a) General Fund
    - b) Payroll (only November)
    - c) Capital Projects
    - d) ASB Fund
  - B. Approval of Minutes
    - a) Board Meeting October 24, 2024
  - C. Ratification of Genna Bessey - Girls Middle School Volleyball Head Coach
  - D. Administrative is seeking Governing Board approval for payments up to the amounts below for the December Payroll 2024.
    - a) Payroll Fund: Up to \$250,000
  
- IV. Old Business - N/A**
  
- V. New Business - N/A**
  
- VI. Reports: - No Reports**
  
- VII. Executive Session - Personnel issue, Purpose: RCW 42.30.110(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.**
  - A. Return to Regular Session
  
- VIII. Action or no action from executive session**
  
- IX. Adjournment**

**Fund Balances**

Fund	Current (November 30, 2024)	Last Year (November 30, 2023)
General	\$488,113.25	\$616,417.97
Capital Projects	\$333,794.98	\$527,823.03
Debt Service	\$3,929.35	\$3,791.11
ASB	\$78,806.64	\$97,575.76

**Enrollment**

Enrollment has been holding steady around 167 FTE for kindergarten through 12<sup>th</sup> grade. TK FTE has grown slightly to 8.00 FTE. Budgeted enrollment was at 153.00 FTE. January’s apportionment payment will reflect the actual FTE.

**Grants**

Most grants are awarded and are being claimed monthly. After the start of the new year, carryover for the Title grants should be available. The District will have some carryover in Title I that can be used this year and will help with the lower initial lower allocation. An application for AEDs was submitted earlier this month. It allowed up to \$9,000 for new AEDs and for CPR/AED training. The District applied for the max amount. These funds will be used to add up to three AEDs to the school as well as pay for CPR/AED training for staff.

**Cash Flow**

September and October were expensive months for the school, however, November showed more normal expenditure amounts. Fund balance is sitting around \$488,000. Looking at the Budget Status Supplement, this is the lowest it has been in recent years. We will continue to monitor that closely.

**Current Month and Next Month Items**

December is typically a “quiet” month. Typically, there is clean up that happens both inside the software and in the office to help prepare for the start of tax season. January will consist of processing W2s and running W2 audits to ensure there is no error in reporting. W2s must be reported and mailed by 1/31/2025. The State Auditor’s Office is conducting a special education enrollment audit with the District. We are required to provide October 2023 through June 2024 P223H reports as well as the calendar and eventually read only access to IEPOnline. The majority of the work won’t be happening until January.

## Principal's Report – 12.12.24

It's a great time to be a Viking!

Our football season ended with a lost to the eventual state champion, Wilbur-Creston- Keller. The WCK team also outlasted our volleyball girls and went on to become state champions as well. In Cross-Country, our girls placed fourth and our guys placed second. The Snekvik twins finished with the exact same time to finish their high school cross country careers. We celebrated our fall season with an all-team sports banquet. Thank you Garrett Parrish, athletic director for his leadership and vision for our programs.

Also in the high school, our sophomores and juniors attended the Whitman Country Career Fair with Mrs. Mylett and Mr. Akin in November. The choir performed Christmas carols at the Palouse luncheon for seniors last week. Basketball is in full swing, in league play the boys have a 3-1 record and our girls are 4-0. FFA has been busy competing in state tractor driving. Their Christmas sale has been keeping them busy with the sale of wreaths and table decorations.

Our NHS hosted a blood drive this fall. They could use your help:

*Please help support the NHS in raising 1,200 dollars in STEM grant money by joining our virtual blood drive. We came up 7 donors short of receiving the grant money but can still qualify if we get seven more donations by December 31st. If you are able to help out then it would be greatly appreciated. Just simply use the link provided in order to register to donate. **Your unique virtual blood drive hyperlink is:***

[https://northeast.vitalant.org/LP=28?drive\\_code=G7035&division=WEST@ion=SPK](https://northeast.vitalant.org/LP=28?drive_code=G7035&division=WEST@ion=SPK)

On November 8<sup>th</sup>, our music teachers Rebecca Hemphill and Joel Stevens led our students in a heart-warming Veterans Day Tribute in Garfield. This joint effort is a remarkable gift to our communities.

The elementary student conference week was well attended by our parents. Thank you to our Palouse PALS who assisted staff during conference week by supervising and assisting our students. They have also been busy with putting together Santa's store with donated items where each student was able to select a gift for family members.

On December 13<sup>th</sup> Palouse hosted guest speaker, Mr. Barry Long. At the age of 22, his life changed drastically when he was in a motorcycle accident which left him paralyzed from the waist down. He spoke to our high school students about the importance of making positive choices. With our younger students, he spoke about personal safety and the importance of wearing helmets. His message is a powerful one. Sometimes bad things happen, but whether you choose to react positively or negatively is up to you. You can check out his journey at <https://www.talkandroll.com/>

Finally, I want to express my gratitude for the generosity of our community when it comes to ensuring that students at Garfield-Palouse are provided clothing, food and Christmas presents. Thank you to Scott Thompson and the ASB for putting together our food drive, Jayne Olesen and Diane Mylett and the GPEA for our Giving Tree. The education of our students is key, but making sure their basic needs are met is a starting point to ensure their success.

Staff

- Music Concert - 12/19
  - o In Garfield (MS/HS)
- Half day Friday – Merry Christmas and Happy Holidays to everyone

Other

- Legislative priority – MSOC / Special Services / Transportation
  - o Transportation focus (Bill 5009) / Use of Transportation for vehicles other than busses
  - o Count for additional reimbursement
- Feb 11/12 in Olympia (Whitman Co Sups)
- Reminder – Spring filings

Facility

- Ag Barn / Area
  - o 80% removed – finished over break
  - o Have worked on ordering materials
  - o Have layout
  - o March / April timeline for completion
- Ventilation in Ag Shop (Welding)
  - o Need to Address and look over-
- Blinds – Ordered
  - o January/Feb install
  - o Office and all HS classrooms in main building, including Library, 4/5, TK/PK
- January install of gym / elem doors
  - o Card readers

Over break we are focused on finish work.

- Working on shelf for front windows