GARFIELD SCHOOL DISTRICT #302
REGULAR BOARD MEETING
Thursday, December 18, 2025
Held in the Garfield Library

I. OPENING OF MEETING:
The Garfield School Board meeting was called to order at 7:09 p.m. by Board Chair Justin Honcoop.

A. PLEDGE OF ALLIEGENCE.
B. ATTENDANCE:
Garfield Board: Ryan Pfaff, Justin Honcoop, Matt Bofenkamp and Sean Neal
Excused: John Schaut
Palouse Board: Jessica Smith, Shealyn Holbrook, Tricia Johnson, Vanessa Moore, and Jamie Slocum.
Also Present: Garfield Superintendent/Principal Tom Korst
Palouse Superintendent Mike Jones
Palouse Principal Sandra Krause-Ayers
Administrative Assistant Debbie Anderson – Recorder
Guests: Community Members, staff and students

C. REQUEST TO ADDRESS THE BOARD: Diane Mylett, co-president of the Garfield Palouse Education Association. I do have a question or a concern about an item that doesn't seem to be on the agenda for this evening, and you can correct me if I am wrong, you don't have on the agenda the swearing in of our new board members this evening and according to the district policy that I printed out from the website, "newly elected directors will take office of the first official meeting of the board directors after the election results have been certified by the county auditor which was served by (which this year was served on November 25, 2025) Prior to beginning their term directors will take and subscribe to the oath of office. That pretty much aligns with the RCW 28A.343.360. So, I am just curious as to whether or not that will be happening this evening.
Justin Honcoop: We have always done this in January historically across the board.
Diane Mylett: That does not align with the district policy.
Matt Bofenkamp: We will take your comment under advisement and engage with legal counsel in the correct route to proceed.
Diane Mylett: And just the concern is that there might be some action taken tonight in regard to a vote under old business "consideration of district programming restructuring" for board consideration and possible action. So again, just be concerned that if there is action taken that we don't have the folks that have been elected to participate in this action.
Matt Bofenkamp: I have been on the board, and this is my 4-year term, and I do know that for both boards the new member election has always been in January. If that is out of alignment, then we will address what needs to happen moving forward on that for sure.
Mike Jones: I know that you are addressing Garfield Board but traditionally we have done it in January. So, that is my understanding.
Kasey Kampster: So, looking through meeting agendas, it is because up until, I am not sure what exact year, we did not have a December meeting. So, it would be the 1st meeting after election was certified, but this is, in fact, the first meeting after the certification by the auditor.
Diane Mylett: And this is RCW and your policy.
Matt Bofenkamp: There was not any ill-well designed with this, but we will take it under advisement absolutely.

Diane Mylett: I am not saying that there was ill-will, just saying that if there was action to be taken.
Matt Bofenkamp: What is the specific action you are concerned with.
Diane Mylett: I don't know, because the agenda is pretty vague, as was the agenda for the special meeting that was held on Monday evening. So, I am concerned about the vagueness about there being possible action taken when you are not swearing in the members that were elected and it is the policy of the board and also the State RCW.
Matt Bofenkamp: Okay, we will talk with our legal counsel regarding this.

II. CHANGES TO THE AGENDA: New Business Item B – Superintendent Report.

III. CONSENT AGENDA:

A. Accounts Payable:

a. General Fund:
November - $2926.80
Warrants: 30212392
November - $41,655.99
Warrants: 30212393, 30212395-30212412, 30212414-30212423
November - $6,449.93 (BMO Harris)
Wire Transfer #: 0202100169
December - $6,427.32
Warrants: 30212444-30212445, 30212447
December - $90,745.04
Warrants: 30212448-30212477
December - $5,263.76 (BMO Harris)
Wire Transfer #: 0202100172

b. Capital Projects:
November and December - None

c. ASB Fund:
November - $363.89
Warrants: 30212394, 30212413
November – $209.85 (BMO Harris)
Wire Transfer #: 0202100169
December - $32.32
Warrants: 30212446
December – $63.88 (BMO Harris)
Wire Transfer #: 0202100172

d. Transportation Vehicle Fund
November and December: None

e. Payroll:
November (Checks) - $8,596.77
Warrants: 30212424-30212432
November (Benefits) - $70,456.17
Warrants – 30212433
December (Checks) - $10,189.43
Warrants: 30212478-30212485
December (Benefits) - $70,267.03
Warrants – 30212486-30212496
Payroll Electronic Transfer (Direct Deposit)
November - $117,306.89
November - $2,101.73
December - $114,522.91
December - $2,109.72

Payroll Electronic Transfer Fed W/H & SS
November - $38,472.37
December - $37,87814

B. Approval of minutes:
a. October 27, 2025
b. November 24, 2025, Comprehensive Plan Work Session

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

Ryan Pfaff – Aye Sean Neal - Aye
Justin Honcoop – Aye Matt Bofenkamp – Aye

IV. OLD BUSINESS:

A. Consideration of Garfield District Programmatic Restructuring Plan (Action) This represents the follow-up to the Special Board Meeting held on Monday, November 14. Administration is presenting the proposed programmatic restructuring plan for Board consideration and possible action.

Justin Honcoop: We had asked Tom at the prior meeting to come to us with a whole approach to our district with a new set of eyes and this is what he presented as far as our district moving forward.

Matt Bofenkamp: This was a good meeting and we had asked Tom, as a new superintendent coming from a different background, for a fresh set of eyes on our entire school and all the programs we are funding, where we are spending the money, and we thought as a board it would be constructive to ask Tom to look at what we are doing and see if there are areas of concern that you have in terms of staffing, areas of concern that you have in terms of funding, could we be spending money more wisely and more efficiently, in the effort to boost opportunities for the students. So it was a pretty broad request of Tom but it is just our request saying that you are new here so take a look at what we are doing and from what your experience and what you have seen, what inputs you are getting from the staff on the different things that could be looking at to do. Tom came to us with a pretty good comprehensive list of self-funding restructuring, self-funding in the fact that if we are looking at spending in other places where do we look to cut in other places to fund that. We aim to minimize effects on our general fund during an uncertain funding season. Things like hiring for another middle school teacher, receptionist, building out our front office staff, and full-day preschool were topics. Also increasing the band teachers FTE. In looking at insourcing our business manager position and accounts payable. All in the effort to say we need to spend money in these places to better operate and better serve what our students are doing. In that efficiency consolidation reorganization, we are looking at discontinuing our ESD business manager contract as part of bringing that function in-house. We think that with the way we are structured and staff that is something that we can absorb with our existing personnel positions and provide a net positive to staff where payroll and benefits and those things are brought back inside of the building. Some of this is supported by just our budget versus actual FTE funding, Preschool/ECEAP funding and a couple of other items on there, including resetting our counselor hours down to above currently funded levels but more in-line with where we think they should be at a 0.5 FTE.

Tom Korst: I will just add that some of the things that I saw coming in, for some deficits, I think we can much improve our district. First of all, we are short on middle school electives and opportunities. Kids only have 1 or 2 options, and it can be pretty frustrating for kids when they want to do more, and have more availability for just different content areas, etc. Also, classes on-line. The concept of online is a part of our culture. A lot of kids take more on-line courses and having that hybrid model at times is going to make us more effective. As we look

at that ALE position, we are looking at more opportunities within our district and also reaching out to our homeschool families. There are not too many alternative learning programs in this area. I do think it is something that schools need to capitalize on. Somebody will at some point and I have always been a natural risk taker and believe me we need to progress with the times, prepare to meet kids and families where they need to be met. It doesn't always have to be here 8 to 3, Labor Day to Memorial Day, there are lots of options out there. It is a big piece of what I did in my previous district, and we had one of the most expansive programs out there and I think it is a big winner for communities, and I would like to bring that here in our K-8 model. The ESD thing is quite interesting, and I have talked with Jeremy, talked with Cassidy at length, and I think we would be better served by insourcing our business manager to Garfield and I think we have the staff to do it. I think it will improve a number of things in our district. Our current ESD contractor from Spokane has done an excellent job, but I prefer having that staff member on-site. We struggle to keep school nursing staff. We have children with higher needs and staff are asked to do much more hygienic responsibilities. So, I am going to recommend that we look at hiring, for some time, a hybrid person that is talking with our current nurse, hiring a health-room assistant that is trained to do a variety of things but also could do the things in our building. It is hard to hire somebody one or two days a week as people want full-time jobs. Looking at full-day four-day preschool program and with that we would get improved ECEAP funding. Looking at a maintenance position as we don't have that right now and I think we need to look at different options there and working with Mike in some conversations how we could share a person. As we put millions of dollars into our building it would be nice to have eyes that know what they are looking for on-site. That is just another area that we have got to beef up. Our band teacher, great concert this year! His program is increasing and everything he is doing is amazing. I am worried that we will lose him, so I am saying to the board that I am going to find some work for this guy, he is at 0.77 right now and let's bump him up to full-time and keep him around. With MTSS, we can improve our culture, improve the way we treat each other, treat our students, and make this a place where every kid feels valued and inspired. This is taking off well and I see things improving. All-in-all I think this is a pretty short list right now for improvements. I seek to improve and I think it should be calculated, measurable, and thoughtful. Somethings will take off and somethings will not, but I think all these options can take off. These are all winners. I do want to look at some other things, but this is an exhaustive list for now I feel like. I know this board wants to keep a solid reserve, you could run hot and go right into reserve as far as you want but you are living off borrowed time and borrowed money and I would say be careful of that, have a game plan. Just because you have a reserve doesn't mean you should expend it and however you want to proceed with that is up to you as a board. I have also heard there are a lot of supplemental contracts that we need to review and so I will be working with the union on these. So, you can either stay put, stay as you are, or move forward.
Justin Honcoop: Any more discussion from the board? I look for a motion.

MOTION: A motion to approve the Programmatic Restructuring Plan as presented was made by Sean Neal and seconded by Ryan Pfaff. Seeing there was no public discussion or further board discussion the motion passed with the following roll call vote:

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

VI. New Business:

A. Recommendation to approve a bid for the baseball field sprinkler system (action)

Justin Honcoop: This district received two bids for the lower field sprinkler system, one for Raindrop Sprinklers and Aqua Lawn.

Tom Korst: One was for approximately 50,000 and one was about 29,000. Aqua Lawn is the lower bid. They also did our softball field and they understand our system. I would recommend that you go with Aqua Lawn for two reasons, the lower bid and they know our area.

Matt Bofenkamp: They do good work too, and I think we have been pretty happy with them with what they have done so far.

MOTION: A motion to approve the bid from Aqua Lawn for the baseball field as presented was made by Matt Bofenkamp and seconded by Sean Neal. Seeing there was no public or further board discussion the motion passed with the following roll call vote:

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

B. Superintendent Report

Tom Korst: It has been great to be able to work with kids more, and be in the classrooms more, I am enjoying my time here in terms of working with kids on a day-to-day basis versus my last job where I was very rarely around students. I want to congratulate the boys' basketball team and girls' cheer. It was a tough year, but I feel like they played hard. We were going to have a bowling trip yesterday, but it was cancelled because of the wind, but we will reschedule that. Every Friday we have a short assembly, draw names out of a hat for those students who earned Raider Bucks and they get a little prize, just showing more and more appreciation. I would like to actually start thinking about those students giving teachers Raider Bucks as well. I just want to thank the board for giving me a little bit of flexibility to look, to work with you. Probably the thing that I worry about for myself is, again I am an innovator at heart and always looking at how we can get better, and I was concerned that maybe there wouldn't be that opportunity but thank you for that opportunity here. Thank you to Sandra and Mike for helping me work through things for staff vouchers at Christmas, and Robbie and Annie and the Palouse Grocery for participating and I hope that is a good thing for years to come.

The ALE teacher position has been posted, and we have only received a few applicants, so if you know anyone who is interested, please send them this way. The goal would be to maybe begin interviewing when we get back early to mid-January. I have enjoyed working with Mike and we talked a lot more about how we can work together more and I just want to say thank you for that.

Justin Honcoop: I just want to extend a sincere Thank You for these last four years to Sean Neal and Matt Bofenkamp. Your commitment to our students, staff, and families and the district has made a meaningful and lasting impact through your leadership, your thoughtful decision making and willingness to serve. You help guide this district through some truly unforeseen challenges and you seized upon opportunities. We are grateful for your time, your energy and the care that you devoted to strengthening our school and supporting our students' success. The Garfield School District, along with Co-op, is poised for lasting success because of your efforts. So, thank you gentleman!

ADJOURN: With there being no further business, Sean Neal moved, Ryan Pfaff seconded to adjourn the meeting at 7:36 p.m.

Board Chairman _____

Superintendent: _____

PALOUSE SCHOOL DISTRICT #301
REGULAR BOARD MEETING
Thursday, December 18, 2025
Held in the Garfield School Library

I. OPENING OF MEETING:

The Palouse School Board meeting was called to order at 7:36 p.m. by Board Chair Jessica Smith.

A. ATTENDANCE:

Palouse Board: Jessica Smith, Shealyn Holbrook, Andra Edwards, Vanessa Moore and Jamie Slocum
Garfield Board: Sean Neal, Matt Bofenkamp, Justin Honcoop, and Ryan Pfaff
Also Present: Palouse Principal Sandra Krause-Ayers
Palouse Superintendent Mike Jones
Jeremy Loe (on zoom)
Garfield Superintendent/Principal Tom Korst
Administrative Assistant Debbie Anderson - Recorder
Guests: Staff and community members

B. REQUEST TO ADDRESS THE BOARD: None.

II. CHANGES TO THE AGENDA: None.

III. CONSENT AGENDA: (November and December)

A. Accounts Payable:

1. General Fund:
November - $1,437.23
Warrants – 30113980
November - $202.57
Warrant – 30113981-30113982
November - $76,506.98
Warrant – 30113984, 30113986-30113987, 30113989-30113995, 30113997-30114006, 30114008, 30114010-30114017, 30114020-30114023, 30114025-30114026, 30114028-30114032, 30114034-30114035
November - $952.00
Warrant: 30114063
November – $2,988.44 (BMO Harris)
Wire Transfer# - 202100112
December - $85,567.64
Warrants - 30114066, 30114068-30114069, 30114071, 30114073-30114076, 30114078-30114095, 30114097-30114098, 30114100, 30114102-30114104
December – $6,841.11 (BMO Harris)
Wire Transfer# - 202100113

2. HS ASB:
November - $120.00
Warrant – 30113979
November - $780.00
Warrant - 30113983
November - $6,143.41
Warrant – 30113985, 30113988, 30114007, 30114018-30114019, 30114027, 30114033,
November - $13,283.96 (BMO Harris)

Wire Transfer# - 202100112
December - $5,908.65
Warrants – 30114065, 30114067, 30114070, 30114072, 30114077, 30114096, 30114101.
December - $8,315.71 (BMO Harris)
Wire Transfer# - 202100113

3. Capital Projects:
   November– $12,295.83
   Warrants – 30113996, 30114009, 30114024
   November $5,816.63 (BMO Harris)
   Wire Transfer# - 202100112
   December - $6,440.01
   Warrant: 30114064
   December - $215.80
   Warrant - 30114099
4. Payroll:
   November (Checks) – $15,725.17
   Warrants – 30114036-30114046
   November - (Benefits) - $82,355.43
   Warrants – 30114047-30114062
   December (Checks) – $12,368.79
   Warrants – 30114105-30114113
   November - (Benefits) - $82,048.17
   Warrants – 30114114-30114129
   Payroll Electronic Transfer (Direct Deposit)
   November - $129,454.86
   November - $1,450.00
   December = $124,140.65
   December = $1,450.00
   Payroll Electronic Transfer Fed W/H & SS
   November - $45,113.24
   December - $44,021.66

B. Approval of Minutes
   1. October 27, 2025

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

Jamie Slocum - Aye	Shealyn Holbrook – Aye
Vanessa Moore - Aye	Jessica Smith – Aye
Tricia Johnson - Aye	

IV. REPORTS TO THE BOARD:

A. BUSINESS MANAGER REPORT:

Jeremy Loe went over the financials with the board members.

B. PRINCIPAL REPORT:

Sandra Krause-Ayers: As we transition into winter sports, I do want to celebrate some students who had just phenomenal fall sport in football, cross-country and volleyball. Ethan Lawson, Sam Marshall, Arabella Sievers, Emma Kritzeck and Charlotte Marshall all went to State individually for our Cross-Country. Volleyball won their first 1B State Volleyball Championship in 21

years. The following students were recognized for their outstanding athletic performance in District 6 this year: Rowan Edwards, Kaleb Kelnhofer, Cooper Parzuchowski and Lane Collier (Co-offensive player of the year) in football, and Clare Bowechop, Kyra Brantner, Elena Flansburg, Kaylee Kimble and Morgan Lentz in Volleyball. The Washington State Volleyball Coaches Association's All-State Selections included: 1B Player of the Year – Elena Flansburg, 1st Team Kyra Brantner & Morgan Lentz, and 2nd Team Clare Bowechop. Along with incredible seasons and accolades, academically WIAA reports that Gar-Pal High School is currently in 3rd Place of the1B Division for the Scholastic Cup. So not only are our athletes' good athletes, but they are also good students as well. Thank you to football coaches Willie Woltering, Hunter Woltering, Cliff Knauff, Hans Padino and Ron Redman; volleyball coaches Sara Foss and Shaelynn Holbrook, and Cross-Country coaches Chris Cook, Danny Laughary and Lola Edwards for their time and dedication to our athletes. Our women's and men's basketball teams remain undefeated in league play. One highlight so far has been that Elena Flansburg and Lane Collier have both reached 1000 career points. Garrett Parrish is doing an incredible job as our Athletic Director; I'd like to recognize him for all his hard work behind the scenes whether it be working with coaches, athletes or parent volunteers for team meals or concessions, his dedication to Viking Athletics is a huge part of our success! Congratulations to our FFA Land Evaluation CDE competitors who placed first at state! Preston Olson placed 1st, Riley Pfaff placed 4th and Lyman Olson placed 6th. Rounding out the team were Kyra Brantner and Morgan Lentz. The team will compete at Nationals in Oklahoma City in May. Also, thank you to our FFA Boosters who sponsored Donkey Basketball in November, it was a great event enjoyed by all! Their Christmas sale has been keeping them busy with the sale of wreaths and table decorations, and holiday signs. Winter Concert season started with the Middle School – High School Concert at Garfield Monday night. Due to the windstorm, the Elementary Concert will be tomorrow at 8:45 a.m. It will be broadcast on the NFHS Network. We had elementary conferences way back in November, which seems like forever ago. Palouse PALS assisted with putting together volunteers and assisting with students while the parents were in conferences. Today we had our annual Santa Shop with donations from the communities. Students in each class were able to select up to four gifts for their families, which our NHS students and parent volunteers wrapped. We also had NHS sponsor a blood drive with Vitalant in November.

I also want to thank the students from Gar-Pal. We did a food drive and then we had GPEA put together and facilitated our giving tree. So, we are all ready for winter break to start tomorrow and then the parents will all be ready for winter break to end in January. Thank you everyone for their support of the Palouse School District.

C. SUPERINTENDENT REPORT:

Mike Jones: I want to talk a little bit about solar panels. You saw UndauntedK12. Jeremy has been instrumental in getting that connection in that article. One of the things on the solar is that we are scheduled for spring for installation on the upper building. The Hagan Foundation got ahold of us yesterday regarding our CNA program and they are helping us with supplies and also to include the testing fees for all of our students, lab material, as well as licensing association fees for our students. So, we want to make sure and thank the Hagan foundation for their gift and supporting our students. One of the reasons we are able to have a nurse on-site daily is because of this program and the work they are doing with our students. Thanks to Ariel and Alicia for all their work with that. We also partnered with LaDow Court in Garfield and Amanda Bankus has been a huge supporter of the program. Gritman Medical in Moscow has also been a big help. We have been able to take students to Gritman and get their clinicals done. This grant will also help with some of the travel and things that way. So, thank you again to the Hagan foundation and those pieces. Shout out to Jeremy. He is not telling the whole story; he actually had surgery earlier this week, so I want to thank him for being available today and soldiering through this a little bit. I would like to have a work session sooner than later on a couple project pieces. The cafeteria is one that we are focused on right now. We are working on a grant with flooring for both the kitchen and the cafeteria space itself, along with the shutters in the cafeteria.

Jess Smith: Shall we set up a time for the work session and what is happening with the tennis courts?
Mike Jones: Technically we maintain the tennis courts, but the city owns the tennis court areas. We are not going to resurface or do a bunch of those pieces until the city sells it to us for obvious reasons. I have been told they contacted the grant people, and they told them that they had to do an alternative something in a different location before they would sign it over to them. I don't know the validity of that; I just put it back on them and said you need to tell us how much you want.
After discussion, the board members decided to have a work session on January 21st at 7:00 (about 2 hours).

V. NEW BUSINESS: None.

With there being no further business, the meeting was recessed at 7:59 p.m. and will be reconvened after the joint meeting. We expect this to be approximately 60 minutes and there will be no action.

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.

The Palouse Board entered executive session at 8:36 p.m. and will open the meeting again at 9:36 p.m. (1 hour)

VII: ADJOURNMENT:
The meeting was reconvened at 9:36 p.m. There was no action. It was moved by Shealyn Holbrook, seconded by Vanessa Moore to adjourn the meeting at 9:36 p.m.

Board Chair: _____

Superintendent: _____

GARFIELD SCHOOL DISTRICT #302
PALOUSE SCHOOL DISTRICT #301
REGULAR JOINT BOARD MEETING
Thursday, December 18, 2025
Held in the Garfield School Library

I. OPENING OF MEETING:

The Garfield-Palouse Joint Board meeting was called to order at 7:59 p.m. by Garfield Board Chair Justin Honcoop.

A. ATTENDANCE:

Garfield Board: Justin Honcoop, Ryan Pfaff, Matt Bofenkamp, and Sean Neal
Excused: John Schaut.
Palouse Board: Jessica Smith, Tricia Johnson, Shealyn Holbrook, Jamie Slocum, and Vanessa Moore
Also Present: Garfield Superintendent/Principal Tom Korst
Palouse Superintendent Mike Jones
Palouse Principal Sandra Krause-Ayers
Administrative Assistant Debbie Anderson - Recorder
Guests: Community members

B. REQUEST TO ADDRESS THE BOARD: None.

II: CHANGES TO THE AGENDA: None.

III. CONSENT AGENDA:

A. Approval of Minutes from October 27, 2025
B. Supplemental Contracts (Action)
i. Garfield MS Head Cheerleading Coach – Brandy Montgomery
ii. Garfield MS Assistant Cheerleading Coach – Toni Curry
iii. Palouse HS ASB/Activity Advisor – Mike Jones
iv. Palouse HS AV Class Advisor – John Gehring
v. Palouse HS Knowledge Bowl – Noel Akin
vi. Palouse HS Senior Class Advisor – Noel Akin
vii. Palouse HS Knowledge Bowl – Tonya Knauff
viii. Palouse HS Sophomore Class Advisor – Tanya Knauff
ix. Palouse HS FFA Advisor – Ryan Burtchett
x. Palouse HS National Honor Society – Diane Mylett
xi. Palouse HS ASB/Activity Advisor - Scott Thompson
xii. Palouse HS Junior Class Advisor - Scott Thompson
xiii. Palouse HS Freshman Class Advisor – Fiona Quigley

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

Jessica Smith – Aye	Ryan Pfaff – Aye
Jamie Slocum - Aye	Matt Bofenkamp – Aye
Tricia Johnson – Aye	Justin Honcoop - Aye
Shealyn Holbrook - Aye	Sean Neal - Aye
Vanessa Moore - Aye	

IV. OLD BUSINESS:

A. **Policy 3241 – Student Discipline (2nd Reading) (Action)**

This update aligns our student discipline policy with the 2025 state discipline rules. The revisions ensure our language matches current state law and regulatory requirements.

MOTION: A motion to approve Policy 3241 as presented was made by Matt Bofenkamp and seconded by Sean Neal. The motion passed with the following roll call vote:

Jessica Smith – Aye	Ryan Pfaff – Aye
Jamie Slocum - Aye	Matt Bofenkamp – Aye
Tricia Johnson – Aye	Justin Honcoop - Aye
Shealyn Holbrook - Aye	Sean Neal - Aye
Vanessa Moore - Aye	

B. **Policy 1111 – Oath of Office (2nd Reading) (Action)**

This is a new policy based on the updated WSSDA model. It updates the Oath of Office to reflect current requirements. All newly elected, re-elected, or appointed board members will take an oath or affirmation to support the U.S. and Washington State constitutions, comply with state law and faithfully carry out the duties of office.

MOTION: A motion to approve Policy 1111 as presented was made by Jessica Smith and seconded by Jamie Slocum. The motion passed with the following roll call vote:

Jessica Smith – Aye	Ryan Pfaff – Aye
Jamie Slocum - Aye	Matt Bofenkamp – Aye
Tricia Johnson – Aye	Justin Honcoop - Aye
Shealyn Holbrook - Aye	Sean Neal - Aye
Vanessa Moore - Aye	

V. NEW BUSINESS:

1) Discussion: Management of Unpaid Collections (Action)

The cooperative will discuss how to manage unpaid collections, including considerations around the dollar amount owed and the length of time accounts have been delinquent.

Tom Korst: This is just meant to be discussion, not action. My staff has asked me how much is too much and for how long. I do not have good guidance for that. Is there a dollar amount that if it goes unpaid that is it excessive? I would just like some guidance on how far we want to go on these unpaid accounts, and do we want to send these to collections?

Mike Jones: When we say how long it is when we have tried to reach somebody but have not heard from them for a month, two months, or three months, etc. We are talking about a wide variety of things like broken chrome books unpaid balance, lunch account, etc. This is a very sensitive topic on both sides.

Discussion followed and this will be brought up at the next meeting with more information and see what other schools have done. Debbie Anderson stated that Stevie Pfaff has done some research on this already by calling collections and talking with Pullman School regarding their policy.

Tom Korst: I think between Mike and I; we just want to make sure that the board wants to pursue this.

Ryan Pfaff: I think this is worth looking into. This is still a business and should be run as such.

Jess Smith: Yes, and if you do have somebody who is damaging multiple chrome books, library books, etc., that can add up.

The board members agreed to have administration look more into this.

2) Finalize Revenue Share (Action)

The distribution of revenue will be finalized based on the difference in student enrollment between Garfield grades 6–8 and Palouse grades 9–12, as well as any overages or savings in the transportation fund.

Tom Korst: So, this basically comes down to which kids are going where. So, if more kids are going to the high school from Garfield, or vice versa, the money follows them. That is how I look at it. Looking at last year's transportation budget did we follow over or under, and last year for the first time in many years we were under budget so that money gets redistributed back. So, this year Garfield will be writing a check to Palouse for $29,898.00.

Jess Smith: I would be nice to know what the transportation budget ended up being under budget.

Jeremy Loe: I would have to go and actually look at the financial statements to pinpoint it, but most schools overspend their transportation allocation mainly because transportation allocation is based off of the prior years spending. So, the money that we are getting in the 25-26 school year goes off of the money that was spent in the 24-25 school year. I do not have an answer for the expenditure side of why the expenditure was lower than the revenues last year.

Jess Smith: I am thinking that if they are going to base us going forwards on what we spent this year, in the future if we see that we have this kind of extra cash lets find something to invest this in, so it doesn't ding us in the years future.

It was clarified that this transportation fund is used only for payroll, fuel, repairs of buses, not to purchase buses.

Matt Bofenkamp: I think we agree as a board that we can revisit this in the future, but it seems like a good improvement.

MOTION: A motion to approve cost share as presented 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
Jamie Slocum - Aye	Matt Bofenkamp – Aye
Tricia Johnson – Aye	Justin Honcoop - Aye
Shealyn Holbrook - Aye	Sean Neal - Aye
Vanessa Moore - Aye	

3) Set Dates for Gar-Pal Joint Budget Working Sessions (Action)

The districts will set dates for joint Gar-Pal budget working sessions to prepare for upcoming negotiations. Both districts will meet together for collaborative budget planning.

Mike Jones: So, we have negotiations coming up this fall so we thought it would be good to have a person in negotiations, but it is open to everybody. We have done this in the past, get together, sit down, and say here are some things that we are talking about as far as where we want to go with salaries, classified, certified, if there is something in the contract or something that has come up that we are looking to reign this in or maybe expand this for staff or whatever the case might be. Negotiations will start this spring. Typically, we start in March. The 2nd or 3rd week in February may be a good option, or if you want to do it prior to the meeting in February so it is not multiple nights.

Justin Honcoop: Should we bring this up in January under Old Business and then we can set a date? What is the feeling this year?

Mike Jones: It is a short legislative session this year and nobody has a good feel for where it is going to go, so I think there is more angst this year than last year.

This will be tabled until January.

VI: SUPERINTENDENT REPORTS: None.

VII: ADJOURN:
Jessica Smith moved, Sean Neal seconded to adjourn the Garfield-Palouse Joint Board Meeting at 8:32 p.m.

Garfield Board Chair: _____

Garfield Superintendent: _____

Palouse Board Chair: _____

Palouse Superintendent: _____