

BOARD MEETING MINUTES
FREEMAN SCHOOL DISTRICT NO. 358
June 25, 2020

MEETING CALLED TO ORDER: The regularly scheduled meeting of the Freeman School District Board of Directors was called to order at 6:00 p.m. by Chair Annie Keebler, virtually. There was a quorum present.

MEMBERS PRESENT: Ed Cashmere, Neil Fuchs, Annie Keebler, Bill Morphy, Jim Tippett, Randy Russell and Brendon Myers.

GUESTS: Debbie Morphy, Ellen Arguinchona, Kirk Lally, Char Trejbal, Todd Reed, Jody Sweeney, Lisa Phelan, Renee Bailey, Jim Straw, Kris Herda and Everett Combs.

FLAG SALUTE: Dr. Russell led us in the flag salute.

BOARD POLICY 1400: Board Chair, Annie Keebler, read Policy No. 1400 – Meeting Conduct, Order of Business and Quorum Outlining Quorum and Voting.

CONSENT AGENDA:

May 29th, 2020 Board Minutes

Mid-Month AP - 116460-116462

\$ 13,829.80

General Fund AP - 116464-116529

\$145,750.04

ASB Fund AP - 116531-116537

\$ 1,264.82

Capital Projects Fund AP - 116530

\$ 190.58

June Accounts Payable Direct Deposits

\$ 17,199.24

June Payroll - 116463

\$758,136.44

May's Treasurer's Statement/Budget Status

Jim Tippett moved the Board approve the consent agenda as presented. Bill Morphy seconded the motion and it passed unanimously.

BOARD RECOGNITION: Retirees Denise Conrad and Kevin Miller were recognized by the board.

PAGE CHARACTER TRAIT: INTEGRITY – Living a set of values which includes honesty, respect for others & personal responsibility.

CORRESPONDENCE:

- Sanitary Survey Inspection
- Jade Talbott – Elementary Student
- The Current – Recognizing Freeman 2020 Graduates

WRITTEN BUILDING REPORTS

Lisa Phelan, Elementary Principal, reported what her building is currently working on:

Curriculum, Instruction, and Assessment:

- FES staff completed a Distance Learning Reflection with the following questions:
 - What will you do now that school has ended?
 - What went well during distance learning?
 - What would you do differently?

School Safety, Culture, and Environment

- New COVID-19 Screening of Employees and Visitors form from Dept. of Health
- Disinfecting returned textbooks/chrome books

Partnering with Parents and School Community

- The additional preschool will continue during the 2020-21 school year with 36-40 3 and 4 year olds.

Fiscal and Legal Accountability

- P-5 Year-End Enrollment:
 - P - 28
 - K - 51
 - 1 - 58
 - 2 - 57
 - 3 - 66
 - 4 - 59
 - 5 - 73
 - K - 5 364
- P - 5 392

Jim Straw, Middle School Principal, shared the following for his building:

Curriculum, Instruction, and Assessment

- Conceptual Planning for Fall
 - What Can Your Class Be?
 - Don't Get Stuck on the Details- things will change
- Institute for Excellence in Writing Workshop
 - Nate Garner
 - Kim Hamilton
- Coding Training- CTE Class @ FHS
 - Amber Dunn

School Safety, Culture, and Environment

- Hired Special Education Teacher
- PACE Student of the Year
 - Mari Hirayama
 - Porch Presentation- 6/1 10:00
- 8th Grade Promotion & Awards- Drive Through on 6/11

Partnering with Parents and School Community

- FSD Chromebook & Classroom Materials Return- 6/10-12

Fiscal and Legal Accountability

- Enrollment: 238
 - 6th – 83
 - 7th – 83
 - 8th – 72

Renee Bailey, High School Principal, shared the 2020 Graduation Proposal:

Curriculum, Instruction, and Assessment

- Focus on Career and Technical Education:
 - Construction and Metals: Plasma Cutting Table
 - Agriculture: Tractor and standing lab tables and stools
 - Business Ed: New Computer Lab, Chairs, and Espresso Machine!
- Middle School: New lab, new larger screen Chromebook cart, science supplies, teacher laptops

School Safety, Culture and Environment

- Preliminary work on cultural competency
- 2020-2021 Motto brainstorming

Partnering with Parents and School Community

- Work with parent on implementing plasma table
- Adoption of new text for Health

Fiscal and Legal Accountability

- Enrollment:
 - 9th - 76
 - 10th - 77
 - 11th - 73
 - 12th - 91
 - Total - 317

Kris Herda, Asst. Principal/Athletic Director, shared activities going on around the district:

Curriculum, Instruction, and Assessment

- Scheduling for 2020-2021: Fall & Winter done, finalizing Spring
- NEA AD's meeting every Monday
- FSD Athletic & Activities Code revised and ready for approval
- Continuing work on FSD Athletic Expectations

School Safety, Culture, and Environment

- ASB- New Executive Members in place
- ASB- Working on a day long Leadership training in August
- Facilities work continuing (Football field, track, press box, gym floors)
- Facilities Access- working on plan of what we can do with current expectations and regulations
- Summer programs- working on plan of what we can do with current expectations and regulations

Partnering with Parents and School Community

- Hope to hold a meeting with parents in July around Facilities and Athletics

Fiscal and Legal Accountability

- Golf Tournament- Looking at moving location to Idaho where we can play and have a gathering after
- Looking at other fundraising options

NOTE WIAA has announced they plan to run seasons regularly, with a possibility of a late start for fall sports depending on where everyone is regarding phases.

WRITTEN DEPARTMENT REPORTS

Kirk Lally, Maintenance/Grounds Director, reported:

- Custodial continues to go through the classrooms, doing a lot of painting in rooms and more detailed work than a normal summer. Custodians are doing an awesome job.
- The football field project was delayed due to being so wet. They will get started Monday the 22nd and plan to complete the project on time.
- The next phase of the parking lots will be starting soon and will probably last a couple of weeks.
- All the summer projects are booked and should all be completed by the end of July.
- The next round of fertilizer will be applied soon.
- We continue to move forward and doing our best to keep the campus representable at all times.

Ellen Arguinchona, Nutrition Services Director, shared:

The good:

- Increased participation by 5% this year from last year. Highest Participation since 2014-2015 school year.
- Before COVID, we were projected to have a 2% increase in participation and a 12% reduction in food costs.
- Made \$23,000 from entitlement into \$48,000 worth of products.
- Won the freezer grant for \$19,000.
- Continued culinary training for staff, as well as some other higher level foodservice functions
- Hosted 3 WSU interns.
- Spoke to 5th graders about food insecurity, teachers about meal prepping.
- Managed to only miss 1 day of meal service to community- March 17th. Added 5 additional days by forgoing spring break to offer more support to community families.
- Served 38,986 meals to students in their homes, to more than 150 families/households, and more than 400 individual students.

The struggles:

- Not getting to a full staff until January, 2020.
- Amount of employee absences was quite high (by beginning of March, dept. had "punted" 1 out of every 5 days, this means 1 staff person out *without* a sub).
- COVID foodservice model brought many challenges-
 - Procuring the same items that every other school wants at the same time.

- Increased staffing = increased staffing issues (increased training needs, people not showing up or following through etc.).
- Increase in cost per meal because we went from serving 3 different group serving sizes to the biggest serving size as well as because the meals now consisted of at least 5 components instead of at least 3.

Looking ahead:

- Administrative review scheduled for 2020-2021 school year
- Thinking through and brainstorming ideas for fall- how to feed kids safely

Jody Sweeney, Special Education Director/School Psych, shared what her staff is working on:

Curriculum, Instruction, and Assessment

- Special Ed Team/Case managers worked through the last day of school with services and recommendations for summer. They are still coming into school to complete their paperwork.
- Currently reviewing caseloads and projecting our needs for next year's caseloads.
- Para educators spent their time wisely working on their required training this year.
 - Modules, Book Study (Growth Mindset), Documentary Paper Tigers (Trauma-Informed) and In-person discussion and training – up to the last day they were on campus.

School Safety, Culture, and Environment

- Finding new ways to expand our understanding of diversity in all area of our environment.
 - Planning professional development with this in mind.
- Finding ways to meet the needs of our staff and students in relation to the pandemic (on top of our incident and the upcoming trial).

Partnering with Parents and School Community

- Remote and Virtual partnerships.
- Recommendations sent to parents as well as access to all the academic apps and programs.

Fiscal and Legal Accountability

- Hired a new School Counselor K-8 as well as a new FMS Special Ed Teacher – VERY EXCITING!
- Working to creatively meet the needs of our students with existing resources.

Todd Reed, Technology Director, shared:

- Graduation turned out perfect for the circumstances we were dealt. Drew Payne, Kris Herda, and I formed a great bond in order for all pieces to come together so perfectly and I truly believe it showed. A lot of work went into it but it paid off in the end.
- We are still processing the incoming chrome books that were given to students and staff, matching asset tags to check out forms and returning them to the correct carts/schools. We will soon begin thorough checks on all systems and carts so we are ready for a normal fall.
- Deliveries are coming at random for the new CTE computers. We have about 1/3 of the order onsite and more to be delivered at the end of June. I will start deploying/configuring the 90 new computers once everything is onsite.

Char Trejbal, Transportation Supervisor and Everett Combs, Mechanic/Asst. Supervisor, shared what is happening in transportation:

Curriculum, Instruction, and Assessment

- Developing COVID-19 safety protocol for use during classroom and behind the wheel training for potential school bus drivers. This protocol must be provided in writing to students, posted in the transportation building and a copy sent to Department of Licensing before any training or testing can occur.
- Will have two permanent driving positions to fill for fall.
- Also developing safety protocol for all transportation department employees upon returning to school in the fall.

School Safety, Culture, and Environment

- Food delivery – 4 vehicles, 2 small school buses, 6 drivers, = 12,617 miles
- Exploring ways to quickly and efficiently disinfect buses and transportation building.

Partnering with Parents and School Community

- Beginning to work on adding new students to routes and deleting ones who have left or moved.

Fiscal and Legal Accountability

- Fuel prices have risen from \$1.35 in March (when we purchased the tanker of fuel) to \$1.75 on June 20th. This is a savings of \$ 3,822 so far.

SUPERINTENDENT'S REPORT**Curriculum, Instruction and Assessment:**

Freeman High School won the State Academic Achievement Award. All but 1 senior graduated. Jim Straw and Ben Cochran put together a 6th grade orientation video introducing the staff to incoming students to the middle school.

Cole Clark is on the WIAA Leadership team for the state.

School Safety, Culture and Environment:

Todd is working with Ednetics upgrading our surveillance equipment. There is conversation about changing the shifts of the SRO – 4 days a week schedule – Deputy Nye and Deputy Bratton would crossover. It is getting hard to recruit into the SRO program.

Partnering with Parents and School/Community:

School ended on a great note. Community events will continue into the summer. With changes being constant, we will continue to prepare for a 3 prong approach to the start of school:

- All on campus
- Hybrid model
- Continuous Learning Plan – will meet mid-August to set up a final plan

Kudos to Todd and the Board for the 1:1 tech plan vision and foresight. And thanks to the community for the support of the district.

All projects continue to be completed on time and on budget.

The 2020 Strategic Plan Report Card was completed and mailed to the community. The four groups were led by Renee Bailey, Lisa Phelan, Brendon Myers, and Jim Straw. Kudos to Debbie Morphy for overseeing the report card.

The budgets at the buildings continue to be conservative. Kudos to the Leadership Team for modeling continuous growth and improvement.

Fiscal and Legal Accountability:

Our ending cash balance is looking great to end the year. We continue to use our February count for enrollment. There are questions as to what numbers the state will use for next year enrollment.

Jeff Jurgensen – OAC Services – will be the project manager working with the middle school on boiler and electrical upgrades. 3 boilers will be added to include an emergency shut off. The design is near completion and is planned to be open for bids July 14th. The bids are expected to be between \$175,000 - \$180,000 plus tax when they open. The hot water boiler is expected to be done before school opens. Heater boiler 1 & 2 will be done by the 3rd week of September or earlier. Jeff shared that OAC is a company that values education partners & friends. If help is needed to open up, OAC is there to help.

BOARD COMMENTS: No comments were shared.

VISITORS COMMENTS & CONCERNS: No visitors were in attendance.

NEW BUSINESS**APPROVAL OF 2020/2021 BOARD MEETING SCHEDULE:**

Jim Tippett moved the Board approve the 2020/2021 Board Meeting Schedule, as presented. Bill Morphy seconded the motion and it passed unanimously.

APPROVAL OF 2019-2020 ALE REPORT:

Bill Morphy moved the Board approve the 2019- 2020 ALE Report, as presented. Jim Tippett seconded the motion and it passed unanimously.

APPROVAL OF BOARD POLICY & PROCEDURE NO, 3412:

Jim Tippett moved the Board approve Board Policy and Procedure No. 3412 – Automated External Defibrillators (AED), as presented. Ed Cashmere seconded the motion and it passed unanimously.

APPROVAL OF BOARD POLICY & PROCEDURE NO, 3420:

Jim Tippett moved the Board approve Board Policy and Procedure No. 3420 – Anaphylaxis Prevention and Response, as presented. Bill Morphy seconded the motion and it passed unanimously.

APPROVE RECOMMENDATION OF HIRING 2020/2021 SCHOOL YEAR STAFF:

Jim Tippett moved the Board approve hiring 2020/2021 school year certified staff, as presented. Bill Morphy seconded the motion and it passed unanimously.

Jim Tippett moved the Board approve hiring 2020/2021 school year classified staff, as presented. Ed Cashmere seconded the motion and it passed unanimously.

Bill Morphy moved the Board approve hiring 2020/2021 school year coaching staff, as presented. Ed Cashmere seconded the motion. Jim Tippett requested to discuss coaches’ contracts in Executive Session. Board Chair granted Jim Tippett’s request.

OTHER INFORMATION:

The budget hearing will be Thursday, July 30th, at 5:00 pm. The next board meeting will be Thursday, July 30th, 2020, at 6:00 pm. The Board/Leadership Work Session is scheduled for Friday, August 21st, 2020.

PERSONNEL:

Certified: Shawna Britain – Middle School Special Education Teacher

Classified: Julie Nelson – Resignation – Para-Educator
DeeDee Kopp – Resignation – Bus Driver

Extracurricular: Audrey Hermann – Resignation – MS XC Coach

Neil Fuchs moved the Board approve the personnel action as presented. Ed Cashmere seconded the motion, and it passed unanimously.

EXECUTIVE SESSION:

The board moved into executive session at 6:37 pm for the purpose set forth in RCW 42.30.110, specifically the following: to evaluate a public employee (the Superintendent) and the performance of an employee(s). Such session is estimated to be approximately 90 minutes in length. Annie Keebler stated there is action anticipated after the session.

The Board returned to open session at 8:05 pm. The motion to approve the coaching staff for 2020/2021, as presented, passed unanimously. Neil Fuchs moved the Board approve the renewal of the Superintendent contract for 2020-2023. Ed Cashmere seconded the motion and it passed unanimously.

ADJOURNMENT: The board meeting adjourned at 8:08 pm with no further action.

Recording Secretary

Board Secretary

Board Chair