

BOARD MEETING MINUTES
FREEMAN SCHOOL DISTRICT NO. 358
March 26, 2020

MEETING CALLED TO ORDER: The regularly scheduled meeting of the Freeman School District Board of Directors was called to order at 6:03 p.m. by Chair Annie Keebler via conference call. 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, Everett Combs, Char Trejbal, Todd Reed, Jody Sweeney, Lisa Phelan, Renee Bailey, Jim Straw, Kris Herda, and Laura Nybo.

FLAG SALUTE: Randy 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:

February 26th, 2020 Board Minutes	
Mid-Month AP - 116133-116139	\$ 23,704.84
General Fund AP - 116153-116214	\$157,042.54
Capital Projects Fund AP - 116215, 116216	\$ 3,153.28
ASB Fund AP - 116218-116235	\$ 23,809.63
Benefit Trust Fund AP - 116217	\$ 4,536.20
March Accounts Payable Direct Deposits	\$ 8,306.54
March Payroll - 116140-116152	\$822,677.43
February's Treasurer's Statement/Budget Status	

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

PACE CHARACTER TRAIT: DILIGENCE – Persistence, dedication and hard work

CORRESPONDENCE:

- Dept. of Ecology, Toxics Cleanup Program – Grain Handling Facility at Freeman Cleanup

WRITTEN BUILDING REPORTS

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

- Weekly virtual collaboration meetings
- Review, Refresh & Practice focus to get through Spring Break
- Virtual teaching and learning K-5
- 5th Grade Leadership Team working with the North Palouse Food Bank – Over 1900 lbs. of food donated
- Heart Challenge – February 18th-March 6th – Raised \$900.00
- Childcare offered for First Responders and Medical personnel from 7:45 am – 5:30 pm
- Working on Freeman 2020 Strategic Plan Community Report Card
- Enrollment: K-5 – 363, P-5 - 391

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

- Google Classroom Training for FSD Staff- Monday, March 23 (virtual)
- FMS Staff Meeting Virtually - Daily
- 2020 State Testing Suspended
- FMS Team Attended Restorative Discipline Training - Friday, February 28

- Advisory Thursday's
 - February 27- Common Sense Media Lesson 5
 - 6th Grade- FBLA American Enterprise Project
 - 7th Grade- Upstanders 2nd Allies: Taking Action Against Cyberbullying
 - 8th Grade- Responding to Online Hate Speech
 - March 5 - School Connect Lesson 2.20 (Fighting Off Victimitis)
- FMS STEM Science Fair- Monday, March 16
- Freeman 2020 Strategic Plan Report Card Work Session- Thursday, March 26
- Solidifying Connection with Every Family by Spring Break
- Spring Conferences- Thursday, April 2 & Friday, April 3
- Enrollment: 238
 - 6th – 83
 - 7th – 83 (-1)
 - 8th – 72 (+1)

Renee Bailey, High School Principal, reported on her building:

- Registration survey for next year's courses
- Students course requests put into skyward for section numbers
- All teachers have a google classroom to support enrichment learning during closure
- College in the high school and AP are still going as required
- CTE:
 - Increased funding due to enrollment and staffing shifts:
 - New labs in Neely and Moore to support computer science classes
 - Additional chrome book carts for CTE staff to shift carts already purchased to those that didn't get one
 - Training in CODE.org to offer class at the high school
 - Next year looking at adding additional staffing
- Virtual Spirit Week
- Continue to have paras and other classified support janitors in cleaning
- Regular communications with parents about how to support students during closure
- Enrollment: 316
 - 9th-78
 - 10th-77
 - 11th-87
 - 12th-74

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

- Scheduling for 2020-2021
- NEA AD's meeting to discuss plans IF we return April 27th
- WIAA stated if school gets pushed back past 4/27, no state championships
- ASB Leadership- Reserved 8 spots for Mission Peak in Chewelah (June)
- Scottie Spirit Week (Remote) with students
- Facilities closed
- Thinking about how to do ASB elections and when?
- Connecting through Social Media, e-mail, and calls while closed
- Going to use time to work on golf tournament 8/29.
- Rescheduled Prom to 5/9. If still out, how can we do it? Or can we?
- Coaches pay for spring sports
- Working on "shopping list" for equipment and uniforms for 20-21

HUGE Congratulations to the Girls Basketball Team for their 3rd place finish. They did fantastic!

WRITTEN DEPARTMENT REPORTS

Kirk Lally, Maintenance/Grounds Director, reported:

- Custodial continues to disinfect the schools; this should get finished this week.
- Then they will move onto summer cleaning schedules. A huge thank you to all the para educators, secretaries, and bus drivers who have helped in this area.
- Maintenance has most of the winter equipment put away and are getting the summer equipment out. All mowers have been serviced and should be ready to roll when needed.
- Ordering fertilizer for the grounds – to apply when temps rise a little more. The goal is spring break.
- Things scheduled for spring break:
 - Sweep parking lots
 - Kiln relocation to the HS art room from the MS science room
 - Fertilize grounds
 - Turn on irrigation
 - Install gate down south of portables accessing lower new fields
- Working with Dr. Russell and Brendon on summer projects.

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

- Working remotely with each Special Ed team member individually and as a team.
 - Currently reviewing new 3-yr olds entering Freeman with disabilities and planning.
 - Currently reviewing caseloads and projecting on needs for next year's caseloads.
- Working with the Para educators on-site to develop creative ways of serving our remote students and the case managers.
- Working with the Para educators on-site to assist with their Para Training Module.
- Working diligently to empower creative thinking amongst our staff, the Special Ed Team, and the Paras.
- Working diligently to assist the case managers with outstanding paperwork.
- Austin (Psych Intern) and I are working hard to continue to provide meaningful remote support and intervention ideas to our staff across the district.
- Reinforcing the need for communication and contact with our students and staff during phase 1 to Spring Break.
- Attending several virtual staff meetings and collaborations.
- Remote and Virtual partnerships.
- Paras are riding the buses to connect with students and to deliver materials with our staff and our students.
- Working to creatively meet the needs of our students with existing resources.

Todd Reed, Technology Director, shared:

Technology is booming right now. Working diligently to make sure we are meeting the needs of all departments, staff, students, and community. We handed out roughly 280 chromebooks all together with staff and students. All teachers have a chromebook at home for ease of remote troubleshooting, virtual meetings, and standardization. We had to work through a few configuration changes to make sure the chromebooks work at home as they do on campus. There are many resources that are free right now, sifting through those to find what will work best for the district can be demanding.

The A-Team was formed (Amber Dunn, Angela Frye, and Angie Smith). They have taken the lead on providing Professional Learning Opportunities for our staff during these times. They successfully performed three Professional Learning Opportunities virtual meetings, one for each building, to go over the functionality of google classroom. They hit on some basic instruction as well as touched on some more advanced instruction for further along to show other teachers what Google Classroom is capable of. They have also started a 'classroom' for all teachers to join which they are accumulating resources, tips/tricks, and other necessities that can be shared between them for further success.

Erate 2020 has been extended due to covid-19. I started the process of filing our Form471 which selects our vendors for the competitive bidding process.

Char Trejbal, Transportation Supervisor, shared what is happening in her department:

- Last week we purchased 8500 gallons of clear diesel at \$1.92/gal delivered
- Currently running 5 routes for food delivery – using 2 suburban’s, the food service van, Todd’s Ford van and bus 24 (small wheelchair bus). Looking at the possibility of having to increase number of routes as more families ask for help. Cross training drivers on existing routes which change daily:
 - Rockford
 - Hangman
 - Valleyford
 - Mica
 - Miscellaneous route – Mt. Hope/Elder/Starr Extension
- We continue to provide support personnel in any area that requests additional support. We are cross training with nutrition services on food prep and deliveries to maintain a steady pool of workers. Deep cleaning of all vehicles, buses and PRTC.

Ellen Arguinchona, Nutrition Services Director, is very busy these days. She shared:

- Food is considered “served” once it is delivered per SRHD. We have trained staff riding with the food and monitoring temperatures to make sure they stay cold until delivery. All bags are marked with “keep refrigerated”
- All vehicles have at least one person with a food worker card and anybody helping pack the lunches is being supervised regardless of if they hold a food worker card
- We have communicated to staff to not go on the property of homes if they do not feel safe to do so- “Use common sense”. We are also not delivering to houses if we have to go through a gate or if there are dogs outside on the property. No driver is ever sent alone to a residence
- Staff is using gloves and hand sanitizer when out on delivery, as well as following social distancing as much as possible during meal assembly. We are not allowing those in the “high risk” categories to go out on delivery
- Scheduling classified staff from all buildings into the department for training to help with assembly and delivery of meals. Staff is “flexing” (swapping out contracted days off for different dates) their spring break to continue meal delivery through spring break
- Working with transportation for delivery of meal
- Families can opt-in my calling my desk or by filling out a google form (on Freemansd.org). Denise Conrad and the HS admin team helped with the initial contact with free and reduced families to see if they were interested and Ellen has called everyone who has opted in
- Working on standardizing and documenting all work so if needed, people from outside organizations can step in and take over in the case of an emergency
- Been getting some really cute thank you notes and art from our participants
- Numbers Started with 133 students on day 1, on day 5 we served 250 students, continues to increase daily. (Note that 250 students=500 meals @ 1 breakfast and 1 lunch per student)
- We are running the “Seamless Summer Option” Program from the USDA, same reimbursement rates as normal (\$2.08/breakfast and \$3.65/lunch). Meal pattern adherence has changed to increase amounts of fruits and vegetables to meet requirements for our serving model. Every meal has to completely meet meal pattern for the highest grade level, this means we are serving bigger meals to students and our food cost is higher per meal than normal. Complete lunch meal pattern= 1 cup milk, 1 cup fruit, 1 cup veggies, and an entrée (equivalent to 2 oz. grain and 2 oz. meat) is going in each lunch bag.
- We cannot normally run this program due to the socioeconomic status of our district, but there are several waivers from the state that are allowing some flexibilities for us (allowing the program regardless of SES, allowing delivery, allowing us to bring breakfast and lunch at the same time)

SUPERINTENDENT’S REPORT

State of the District:

- Thank you for the flexibility of a virtual meeting
- Shout out to the Leadership Team and the Staff
- Meals are up to 275 – doubled from the beginning. All are working together, collaboratively.

- Child care is being offered to medical and first responder families. Should we offer daycare to grocery store and pharmacy families?
- Todd and his team has checked out over 215 chromebooks.
- Teachers are doing an amazing job connecting with families. Tweaks are being worked out. Also, connecting with the Union Presidents.
- The last day for students was Monday, meals were delivered to families starting on Wednesday and childcare start on Thursday.
- The district is following a 3 Step Plan –
 1. Review, Refresh, Practice until Spring Break. Keep staff safe and whole.
 2. Spring Break to April 24th – Anticipated.
 3. Remainder of the year – what will that look like?
- We've been conducting virtual team meetings; classified staff are working; working individually with the high risk personnel
- Feeling good about where the district is at

Strategic Plan:

- We had a virtual 5:00 pm work session focused on the rough draft of the report card. Thanks to the team. A special thanks to for Todd getting us all connected.
- Continue to receive report card feedback over the next week
- We will be sending a comment draft out for feedback
- Once we have received final approval from the board on the report card, it will be mailed in June.

Sex Education Curriculum:

- The House and the Senate have approved a state wide curriculum
- Currently on the Governor's desk waiting for approval or denial – expected to sign
- If signed, we will figure out what that is going to look like
- Curriculum is currently being taught in the MS and HS by nurses and professionals.
- This has received a lot of attention and concerns.
- Adjustments will be made depending on Governor Inslee.
- We will continue to use common sense with curriculum.

FISCAL AND LEGAL ACCOUNTABILITY:

- Enrollment continues to be in a great place.
- Ending Cash Balance is on track at 5%. We will be keeping an eye on the Federal Government tax collection and what that will look like. Possibly getting money at a different time than the usual.

BOARD COMMENTS:

- Enrollment? – February 2020 enrollment count will be used for the remainder of the year to figure apportionments. Commitment to the classified staff to be paid through April. If the state dollars' change, we will have conversations. The district relies on the apportionment to pay salaries. The next two months are critical.
- It is amazing how all staff have jumped in and are doing a great job doing the best they can. The Leadership is commended for a job well done. The technology piece is very helpful.
- 275 students were served meals today (550 meals)
- Over 215 chromebooks have been checked out to date

VISITORS COMMENTS & CONCERNS: No visitor comments or concerns were shared.

UNFINISHED BUSINESS

APPROVAL OF BOARD POLICY AND PROCEDURE NO. 2410 – 2nd READING:

Neil Fuchs moved the Board approve Board Policy and Procedure No. 2410 – High School Graduation Requirements, as presented. Jim Tippett seconded the motion and it passed unanimously.

APPROVAL OF BOARD POLICY NO. 4210 – 2nd READING:

Ed Cashmere moved the Board approve Board Policy No. 4210 – Regulation of Dangerous Weapons on School Premises, as presented. Neil Fuchs seconded the motion and it passed unanimously.

APPROVAL OF BOARD POLICY NO. 4215 – 2nd READING:

Neil Fuchs moved the Board approve Board Policy No. 4215 – Use of Tobacco, Nicotine Products and Delivery Devices, as presented. Bill Morphy seconded the motion and it passed unanimously.

NEW BUSINESS

APPROVAL OF RESOLUTION 2-2019/2020:

Neil Fuchs moved the Board approve Resolution 2-2019/2020 Response to COVID-19, as presented. Ed Cashmere seconded the motion and it passed unanimously.

APPROVAL OF BOARD POLICY AND PROCEDURE NO. 3225 – 1st READING:

Jim Tippett moved the Board approve Board Policy and Procedure No. 3225 – School-Based Threat Assessment, as presented. Neil Fuchs seconded the motion and it passed unanimously.

APPROVAL OF BOARD POLICY AND PROCEDURE NO. 3245 – 1st READING:

Jim Tippett moved the Board approve Board Policy and Procedure No. 3245 – Students and Telecommunication Devices, as presented. Bill Morphy seconded the motion and it passed unanimously.

APPROVAL OF BOARD POLICY AND PROCEDURE NO. 4314 – 1st READING:

Jim Tippett moved the Board approve Board Policy and Procedure No. 4314 – Notification of Threats of Violence or Harm, as presented. Ed Cashmere seconded the motion and it passed unanimously.

APPROVAL OF BOARD POLICY NO. 5404 – 1st READING:

Bill Morphy moved the Board approve Board Policy No. 5404 – Family, Medical, and Maternity Leave, as presented. Neil Fuchs seconded the motion and it passed unanimously.

OTHER INFORMATION:

The next scheduled Board Meeting is Wednesday, April 29th, at 6:00 pm. We are currently scheduled to meet at Rockford City Hall. The following meeting will be Thursday, May 7th, 2020, at 11:00 am. It is tentatively scheduled in the FES Community Classroom. The backup plan is to conduct the meetings virtually. Possibly the next 3 meetings. It was suggested that the Rockford meeting be rescheduled at a later date. Look at only 1 meeting in May for next year’s meeting schedule.

PERSONNEL: Dr. Russell recommended the following personnel action:

Certified: Denise Conrad – Counselor – Retirement

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

ADJOURNMENT: The board meeting adjourned at 6:32 pm with no further action.

Recording Secretary

Board Secretary

Board Chair