

BOARD MEETING MINUTES  
FREEMAN SCHOOL DISTRICT NO. 358  
October 29, 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:** Annie Keebler, Ed Cashmere, Neil Fuchs, Bill Morphy, Jim Tippett, Randy Russell and Brendon Myers were present.

**GUESTS:** Debbie Morphy, Ellen Arguinchona, Everett Combs, Kirk Lally, Todd Reed, and Jody Sweeney.

**FLAG SALUTE:** Brendon Myers 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:**

October 8th, 2020 Board Minutes	
Mid-Month AP - 116808, 116809	\$ 49,464.29
General Fund AP - 116813-116875	\$116,873.91
Capital Projects Fund AP - 116876-116877	\$119,865.36
ASB Fund AP - 116878-116883	\$ 4,897.13
TVF Fund AP - 116884	\$105,612.07
Comp Tax	\$ 530.95
October Accounts Payable Direct Deposits	\$ 11,594.47
October Payroll - 116810-116812	\$784,073.83
September's Treasurer's Statement/Budget Status	

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

**PACE CHARACTER TRAIT:**

*RESPONSIBILITY – Being accountable, the pursuit of excellence, and the exercise of self-control.*

**CORRESPONDENCE:** No correspondence.

**WRITTEN DEPARTMENT REPORTS**

**Kirk Lally, Maintenance/Grounds Director,** reports:

**2. Grow Collaboration & Ownership**

- Maintenance continues to prepare the campus for the winter months; properly put the systems down so that we do not occur any damages.
- We have applied fertilizer to all district grounds.
- Sprinklers have been blown out.
- Getting the winter equipment ready.

**7. Elevate Learning Opportunities and Success for All Students**

- Custodial is staying flexible with the changing schedules as more cohorts return to school.
- We purchased 2 fogging machines for extra sanitization. This is another step beyond cleaning. After we clean the surfaces, the fogger is an extra sanitizer that does not need to be wiped after it dries. It just needs to stay damp for 3 minutes to remove as many germs as possible.

**Ellen Arguinchona, Nutrition Services Director,** shared the following:

**1. Learn successful change management strategies**

- Changes every 2 weeks have been hard to keep up with, but staff has been stepping up and handling it well

**2. Grow collaboration and ownership**

- Working with each building and department to make an efficient system – Elem, MS, and HS are tag teaming parent meal kit pickup, and transportation is taking care of distributing meals on bus
- Working on ownership through training, making sure staff knows what is expected so lead cooks don't have too much to delegate
- Kitchens are working together to make more meals than normal in a more complex and time consuming system than before without an increase in department labor

**3. Re-imagine equitable learning systems (*Equitable access to food*)**

- Feeding all grades, current program allows us to even feed kids from community (outside of district)

**4. Communicate well in crisis**

- Utilizing instant messenger to inform families of changes

**5. Empathy, self-care and team building**

- Reminding staff that self-care is important, encouraging them to practice it

**6. Engage students, staff and community**

- Currently have high participation in school lunch, HS staff extremely happy to see kids again

**7. Elevate learning opportunities and success for all students**

- Learning opportunities come from being well fed
- Success for all means nobody is hungry

**Ellen's number 8: Make sure you're not costing the district a bunch of money**

- USDA is allowing us to continue "Summer" meal program through end of school year. This will keep our participation up, and it will keep our reimbursement higher than normal. This is a big win for Freeman kids and families, and a big win for the nutrition services budget!
- October is currently projected to produce 20% more revenue than October of last year

**Everett Combs, Safety Committee Chair**, shared the minutes from the last Safety Committee Meeting:

- Dwayne brought up a concern from the Elementary about the area by the door leading to the playground from the office area. When it rains and snows this area is bad for standing water and icy sidewalks during the winter. Kirk will look into maybe gutters or snow rails
- Jim asked Kirk about the sidewalk repair in front of the middle school
- Deena brought up a concern from SOARS about a leaky toilet
- Randy discussed the COVID response team and the members and their duties during this time
- Randy also discussed the new water treatment plant that is across HWY 27. Our drinking water is safe and it is being treated already. The purpose for the treatment facility is to pump up the contaminated water before it gets to our well and treat it and pump it back into the aquifer.
- Randy challenged the safety committee to think about capital safety improvements for the future.
- Dwayne brought up concerns about equity for students and concerns about students on the buses with social distancing. Drivers are enforcing the wearing masks and seating families together and classes together.
- Next meeting: TBD

**Jody Sweeney, School Psychologist/Special Education Director**, reported:**Curriculum, Instruction, and Assessment**

- Meeting with all individual members of Special Ed Team numerous times a week in order to reflect on schedules, curriculum, student goals and needs.
- Special Ed Team conducting data collection.
- Increased communication with parents.

**School Safety, Culture, and Environment**

- K-8 Designed Instruction classroom cohorts attending Full-Time M-F
- FHS Life Skills cohort attending M-F from 10-1 and next week they will come T/W/Th full day.
- At-Risk groups continue to be identified district-wide and students are attending various schedules.

**Partnering with Parents and School Community**

- Special Ed Team working on ideas and opportunities for parent education during this time.
- Psychologist Intern working on website to include parent/community education and resources

**Fiscal and Legal Accountability**

- Working to identify grant opportunities
- Working to be incredibly creative and flexible in our current situation.

**Todd Reed, Information Technology Director**, reported:

- We finished deploying/configuring our teacher classroom desks into more practical learning tools for this hybrid world with the help of Mike Allen. Each teacher now has dual monitors on their desks, webcam, and document camera plugged into their computer allowing them to synchronous teach.
- Our current email archiving solution has given me the end of life notice. I have started the venture of finding a new solution. Getting a lot of demos from many different vendors, hoping to solidify a vendor early next week.
- As more students are coming back on campus, more students are bringing their own personal devices. I have trained a few staff members to aid in the process of getting those students personal devices online if they need help.

**Char Trejbal, Transportation Supervisor**, reported:**Curriculum, Instruction, and Assessment**

- Continued work with drivers on assessing their routes, making additions and altering times.

**School Safety, Culture, and Environment**

- Disinfecting of buses after every run.
- Drivers and students wearing masks
- Unloading one bus at a time in mornings
- Driver temps first time on campus
- Drivers constantly changing cohort seating assignments as changes happen

**Partnering with Parents and School Community**

- Re-evaluating bus routes to accommodate for additional students on October 19
- Drivers calling parents to inform them of pickup and drop off times.
- Delivering food for students to take home if they are riding buses (T thru F)

**Fiscal and Legal Accountability**

- Added an additional route in Hangman Hills – Chari Conklin driving
- Monitoring loads routes for time as we grow with more students on buses.
  - 36 is the high count for a couple of buses in the afternoon (T/Th)
- New bus is in Spokane. Dealer adding some of the options.
- Working on ridership report
  - Have to log all bus stops (by route) on maps in OSPI's program.
  - Completing fuel usage and mileage reports for last year for OSPI
  - Gathering headcounts for week of October 19
  - Looks like our **median** count might be around 400-410 (less than half of last year's 865 count) – not done calculating yet 😊

**SUPERINTENDENT'S REPORT**

Dr. Russell thanked the Directors for their dedication and hard work during all our “next steps.” Take notice that we are changing up our format connected to WSLA's 7 Leadership Skills.

**Learn Successful Change Management Strategies:**

The board reviewed Policy No. 2005 – School Improvement Plan. Freeman takes a district approach rather than a building specific approach to our improvement plan. Because our buildings are connected, have shared staff and a shared mission the principals work together towards a district improvement plan aligning with the WSLA 7 Leadership Skills.

**Grow Collaboration and Ownership:**

- We continue to watch enrollment. There have not been any recent significant changes.
- The ending cash balance sheet reflects an amount being held back in the general fund to help nutrition services and transportation break even. Enrollment could affect the ending cash balance.

- The board was updated on the district choice numbers. Our percentages have stayed consistent the last 4 years.

Re-imagine Equitable Learning Systems:

Communicate Well in Crisis:

Empathy, Self-Care and Team Building:

Engage Students, Staff and Community:

Dr. Russell and Brendon Myers have been communicating with Cory Plager, Jon Gores, and Jim McNeill regarding the upcoming 2021 Levy. The plan is to ask voters for \$1.50 per \$1,000 assessed value. The board will be asked to map out a plan for the next 3 years using the last 3 years projected growth. Use 10% assessed value on the levy portion and 6% on capital projects; maximizing our opportunity with the Levy Equalization Allowance. The plan is to get a draft resolution to the board the second week of November to be able to prepare a Resolution for the November board meeting.

Elevate Learning Opportunities and Success for All Students:

The “Next Steps” letter will be sent to staff and parents tomorrow. 3<sup>rd</sup> grade will move to five days a week and 7 – 12 will move to two days a week on campus. This is scheduled to start 2<sup>nd</sup> quarter – November 12. The students are pretty good at wearing masks, but there is a little work to do in this department.

**BOARD COMMENTS:** No board comments.

**VISITORS COMMENTS & CONCERNS:** No visitors were in attendance.

**UNFINISHED BUSINESS**

**APPROVAL OF BOARD POLICY & PROCEDURE NO. 3143 – 2ND READING:**

Neil Fuchs moved the Board approve Board Policy & Procedure No. 3143 – Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm, as presented. Ed Cashmere seconded the motion and it passed unanimously.

**APPROVAL OF BOARD POLICY & PROCEDURE NO. 3510 – 2ND READING:**

Ed Cashmere moved the Board approve Board Policy & Procedure No. 3510 – Associated Student Bodies, as presented. Neil Fuchs seconded the motion and it passed unanimously.

**NEW BUSINESS**

**APPROVAL OF RESOLUTION NO. 1**

Neil Fuchs moved the Board approve Resolution No. 1 – Budget Transfer, as presented. Bill Morphy seconded the motion and it passed unanimously.

**APPROVAL OF PERKINS GRANT**

Neil Fuchs moved the Board approve the Perkins 2020-2021 Projected Fund Use Grant, as presented. Ed Cashmere seconded the motion and it passed unanimously.

**APPROVAL OF BOARD POLICY & PROCEDURE NO. 3122 – 1ST READING:**

Bill Morphy moved the Board approve Board Policy & Procedure No. 3122 – Excused and unexcused Absences, as presented. Neil Fuchs seconded the motion and it passed unanimously.

**APPROVAL OF BOARD POLICY & PROCEDURE NO. 3414 – 1ST READING:**

Neil Fuchs moved the Board approve Board Policy & Procedure No. 3414 – Infectious Diseases, as presented. Ed Cashmere seconded the motion and it passed unanimously.

**APPROVAL OF BOARD POLICY & PROCEDURE NO. 3515 – 1ST READING:**

Neil Fuchs moved the Board approve Board Policy & Procedure No. 3515 – Student Incentives, as presented. Bill Morphy seconded the motion and it passed unanimously.

**APPROVAL OF BOARD POLICY NO. 4300 – 1ST READING:**

Ed Cashmere moved the Board approve Board Policy No. 4300 – Limiting Immigration Enforcement in Schools, as presented. Neil Fuchs seconded the motion and it passed unanimously.

**OTHER INFORMATION:**

The next board meeting is scheduled for Monday, November 23rd, 2020, at 6:00 pm. Location TBD. A Board Work Session is scheduled for December 10<sup>th</sup> at 2:00 pm followed by a regular board meeting at 6:00 pm.

**PERSONNEL ACTION:**

Certified: Olivia Counts – Leave of Absence – 1<sup>st</sup> Grade Teacher  
Madison Risley – Substitute Teacher  
Mitch Jensen – Out of Endorsement Long Term Substitute Teaching Assignment

Classified: Claire Nelson – Para Educator  
Linda Bauer – Para Educator

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

**ADJOURNMENT:** The board meeting adjourned at 7:43 pm with no further action.

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Recording Secretary

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Board Secretary

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Board Chair