

BOARD MEETING MINUTES  
FREEMAN SCHOOL DISTRICT NO. 358  
April 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 Keeble, virtually. There was a quorum present.

**MEMBERS PRESENT:** Ed Cashmere, Neil Fuchs, Annie Keebler, Bill Morphy, Jim Tippet, 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, and Kris Herda.

**FLAG SALUTE:** Todd Reed 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:**

March 26th, 2020 Board Minutes	
Mid-Month AP - 116252-116254	\$ 20,634.91
General Fund AP - 116281-116330	\$170,316.79
Capital Projects Fund AP - 116331	\$ 22,832.04
ASB Fund AP - 116255-116280	\$ 10,818.50
April Accounts Payable Direct Deposits	\$ 12,374.29
Comp Tax	\$ 576.47
April Payroll - 116332-116336	\$781,533.34
March's Treasurer's Statement/Budget Status	

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

**PAGE CHARACTER TRAIT:** TRUSTWORTHINESS – Inspiring complete reliability and confidence in his/her truthfulness, integrity and discretion

**CORRESPONDENCE:**

- Board and Administrator
- Spokesman Review – Spokane Scholars Award Winners
  - Megan Rubright - English
  - Estelle Carlson - Fine Arts
  - Christopher Barron - Math
  - Owen Bryant - Science
  - Ryan Hicks - Social Studies
  - Thomas Willard - World Language

**WRITTEN BUILDING REPORTS**

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

- Weekly collaboration meetings.
- Preparing for Phase III - Step 2 Connect, Engage and Learn
- Grading conversations with FEA/Admin
- Virtual teaching and learning P-5 via Google Meet, Class Dojo, and paper/pencil packets.
- K-8 Counselor position closed on Monday
- Childcare offered for First Responders Medical personnel, Grocery Store employees from 7:45-5:30. We currently only serve one student. We expect the numbers to increase May 4th due to possible loosening of some restrictions.
- Freeman 2020 Strategic Plan Community Report Card open for feedback

- Enrollment: K-5 – 364, P-5 - 392

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

- Walk Throughs During Google Meets
- Grading Conversation After Receiving OSPI Guidance
- Instagram Spirit Week – April 13-17
  - Monday- Pet Day
  - Tuesday- America Day
  - Christmas in April
  - Baby Picture Day
  - Spirit Day
- K-8 Virtual ASB Meeting- Thursday, April 23
  - Discussing ASB Elections
  - Discussing 8<sup>th</sup> Grade Promotion
- Freeman 2020 Strategic Plan Report Card- out for comment
- Spring Conferences- connected with 225 of 238 students
  - 6<sup>th</sup> 76/83
  - 7<sup>th</sup> 79/83
  - 8<sup>th</sup> 70/72
- Enrollment: 238
  - 6<sup>th</sup> – 83
  - 7<sup>th</sup> – 83
  - 8<sup>th</sup> – 72

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

- Initial numbers for courses requests being finalized
- all teachers have a google classroom to support enrichment learning during closure and all teachers have at least one scheduled google meet for each course.
- Staff are determining how to best support competencies to ensure all students are successful this quarter
- CTE:
  - Increased funding due to enrollment and staffing shifts:
    - Hiring of college and career specialist to help students find their career path, look at options beyond 4-year university and have a direct connection to internships and programs in high demand fields
- Senior Spotlight on social media
- Senior yard signs
- Drive through Prom (similar to 2020 Be the Light)
- Planning for virtual academic awards night
- Enrollment: 316
  - 9<sup>th</sup>-78
  - 10<sup>th</sup>-77
  - 11<sup>th</sup>-87
  - 12<sup>th</sup>-74

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

- Scheduling for 2020-2021
- NEA AD's meeting every Monday
- Joined District 7 meeting to get a broader perspective
- Spring Sport coaches working on- Athletic Code, Athletics Expectations, & Coaches Handbook
- ASB- meeting every other week
- Drive Thru Prom (May 9<sup>th</sup>)
- Virtual ASB Elections (May)
- Cheerleading Lawn Tryouts (May)

- Facilities closed
- Working on Summer plans with contingencies around social gathering guidelines
- Connecting through Social Media, e-mail, and calls while closed
- Meeting with Booster Club monthly
- Will communicate plans for:
  - Uniform Return
  - Summer weights
  - Summer programs
- Evaluating budget with no more expenses for 19-20. Planning for 20-21.

### **WRITTEN DEPARTMENT REPORTS**

Kirk Lally, Maintenance/Grounds Director, reported:

- Custodial continues to move forward with summer cleaning, doing repairs and a deeper cleaning than normal. Thank you again to a couple of the bus drivers that continue to help out the custodial team - Jen Mueller and Patty Gibson. Thank you to Jessica Robb for also helping out in custodial.
- Grounds are looking good, fertilizer has been applied and our Spring break projects are completed except for one. The gate to the lower field has been put on hold as the contractor has been shut down. But, we are first on the list when he is able to get back to work.
- Next week we will most likely start spraying grounds for weed control.
- Still working on the summer project list. Waiting for quotes to come in for a couple of the fields and then we will go from there.
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Ellen Arguinchona, Nutrition Services Director, is **very** busy these days. She shared:

- All staff working in foodservice is now wearing a mask per CDC guidelines. Will be monitoring temperatures of staff upon arrival to work once thermometer arrives.
- We ordered more ice packs and large coolers to keep food at a safe temperature during delivery
- Currently serving 2 meals to 380 kids daily (as of 4/23), growing every day.
- Currently planning to serve meals through the end of the school year, but shifting to normal summer meal plan at that point (directing people to other sites for meals)
- Food cost is higher than normal, and there have been some other costs accrued due to our new service model (ice, coolers, bags). Tracking these extra expenses per Brendon's recommendations.
- Reimbursement from the state is higher than normal, and we are serving more meals than we usually do (daily average right now is 608 meal equivalents, April average daily meal equivalent is 524). We are still missing ala carte revenue as well.

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 with the Special Ed Team and District staff to learn about and create new ways of delivering instruction and curriculum – especially intervention.
- Continued priority in the need for consistent communication and contact with our students and staff during phase 2 and the addition of increased intervention/instruction to the end of April/beginning of May (stay home/stay safe).
- Attending virtual staff meetings and collaborations. Staff meetings have been set up virtually and are on a consistent schedule now. Attended profile meetings.
- 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 assist our students and families any way they need and working to support our classified staff on-site.
- Working to creatively meet the needs of our students with existing resources.

Todd Reed, Technology Director, shared:

- Working diligently to make sure we are meeting the needs of all departments, staff, students, and community. We have handed out roughly 330 chrome books and requests all still coming in. All teachers have a chrome book at home for ease of remote troubleshooting, virtual meetings, and standardization.
- Erate 2020 – Form 471 is filed and certified, which reduces our internet costs by half per month.

Char Trejbal, Transportation Supervisor, shared what is happening in transportation:

- Driver Instructor In-service Classes (Everett and Char) tentatively scheduled for June 19 at ESD101. May have to be rescheduled – should know in May.
- Drivers disinfecting all food delivery vehicles on a daily basis
- Drivers disinfecting many surfaces inside bus facility on a daily basis
- Drivers wearing masks provided by Jill Morphy (thank you Jill)
- Bus interiors being deep cleaned and sanitized
- Driver is repairing bus seats that have been damaged during school
- School bus safety inspections by WSP scheduled for May 19 and 20.
  - (inspecting entire fleet and all district vehicles used to transport students)
- Educational packet deliveries are being made with the food deliveries.
- Due to overload, we added one food delivery route in the Hangman area so we now have six routes.
- Established routes for high school staff to be able to put signs in each graduating Senior's yard.
- Ridership report completed for Spring 2020 - median count was 909 students (that is morning and afternoon counts combined). This is 19 more students than this time last spring. This count is part of 2020-2021 allocation.
- Recertified the underground fuel tank behind the high school
- Watching fuel prices closely since the market has been falling– want to purchase another tanker while the price is low.

### **SUPERINTENDENT'S REPORT**

Dr. Russell is thankful for the support of the staff and is very proud of the staff.

- **Report Card** – We will continue on the report card timeline; work session and feedback. The final draft will be presented to the board in May and will then go to print.
- **Board Meeting Self Evaluation** – Please take the time to complete the board meeting self-evaluation which helps us with our process. Send back to Dr. Russell. The information will be compiled and presented at our next meeting.

#### **Curriculum, Instruction and Assessment:**

There was discussion regarding the end of the school year. Students were on campus March 16<sup>th</sup>. A plan was submitted to OSPI and was approved. Up until yesterday, the districts were informed that plans going forward were a local decision until yesterday (Tuesday). At that time districts were instructed to add 5 days to their calendar or until June 19<sup>th</sup>. There was a one-day interruption in instruction at FSD. Superintendent Reykdal is working on a possible solution for provisions extending the school year. Would we be able to get out on June 12<sup>th</sup>? If there was no down time, do we need to go the two extra days? Packets were sent home with students on Friday before the shutdown. We need to be sure there was no drop in service for any students. The board is comfortable with a 6/10 – 6/12 end of school range. Superintendent Reykdal will make a decision in the next 48 hours.

#### **School Safety, Culture and Environment:**

Kirk and Randy have been in contact with OAC Services looking at the Middle School boiler and HVAC. We were not approved for a grant that we applied for that might help with these projects. The boiler is over

30 years so need to think about a new boiler and controls. Additional research is taking place and there will be an update in May.

**Fiscal and Legal Accountability:**

- Projected enrollment determines our allocation
- 877.65 FTE is the ball park enrollment for the remainder of the year
- We have a 7.9% projected fund balance – monies that will be used for COVID expenses
- Possibility of a 3%, 5%, or 10% budget cuts for 2020-2021 school year
- Tax collection rates could be adjusted resulting in lost dollars
- The district will be building three budgets – normal, 5% cuts and 10% cuts

**BOARD COMMENTS:** No comments at this time.

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

**UNFINISHED BUSINESS**

**APPROVAL OF BOARD POLICY AND PROCEDURE NO. 3225 – 2nd READING:**

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

**APPROVAL OF BOARD POLICY AND PROCEDURE NO. 3245 – 2nd READING:**

Jim Tippettt moved the Board approve Board Policy and Procedure No. 3245 – Students and Telecommunication Devices, as presented. Neil Fuchs seconded the motion and it passed unanimously.

**APPROVAL OF BOARD POLICY AND PROCEDURE NO. 4314 – 2nd READING:**

Neil Fuchs moved the Board approve Board Policy and Procedure No. 4314 – Notification of Threats of Violence or Harm, as presented. Bill Morphy seconded the motion and it passed unanimously.

**APPROVAL OF BOARD POLICY NO. 5404 – 2nd READING:**

Ed Cashmere moved the Board approve Board Policy No. 5404 – Family, Medical, and Maternity Leave, as presented. Jim Tippettt seconded the motion and it passed unanimously.

**NEW BUSINESS**

**APPROVAL OF RESOLUTION 3-2019/2020:**

Jim Tippettt moved the Board approve Resolution 3-2019/2020 Adopt a Modified Educational Program for the 2020-2021 Fiscal Year, as presented. Bill Morphy seconded the motion and it passed unanimously.

**APPROVAL OF BOARD POLICY AND PROCEDURE NO. 3510 – 1st READING:**

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

**OTHER INFORMATION:**

The Board Meeting scheduled for Thursday, May 7<sup>th</sup>, at 11:00 am has been cancelled. The next meeting will be Thursday, May 28<sup>th</sup>, 2020, at 6:00 pm. The Board/Leadership Work Session has been scheduled for Friday, August 21<sup>st</sup>, 2020.

**PERSONNEL:** No personnel action at this time.

**ADJOURNMENT:** The board meeting adjourned at 6:58 pm with no further action.

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Recording Secretary

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Board Secretary

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Board Chair