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2 SHOSHONE JOINT SCHOOL DISTRICT NO. 312
3 BOARD OF TRUSTEES' MEETING MINUTES
4 Tuesday: February 09, 2016
5 6:30 p.m. Board Work Session
6 7:00 p.m. Regular Monthly Board Meeting
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9 **Board Work Session: 6:30 p.m.**

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11 Present:

12 **Board Members:** None. A quorum was not present due to conflict in scheduling.

13 **Staff:** Clerk Heather Wallace

14 **Absent:** None

15 **Guest:** None
16

17 **I. Review of Architect Options/Facilities Update: No Discussion**

18
19 **Regular Monthly Meeting 7:00 p.m.**

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21 **I. Call to Order: No quorum present due to conflict in scheduling.**
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23 Present:

24 **Board Members:** No Quorum of the Board was established as prescribed in Idaho Code: 33-
25 510.

26 **Staff:** Clerk Heather Wallace.

27 **Absent:** None

28 **Guest:** None
29

30 **II. Consideration of Public Input:**

31 Those wishing to address the Board will fill out a *Request to Appear* before the Board (1520F)
32 and submit to the District Clerk before the beginning of the meeting. None were presented.
33

34 **III. Reports: No Discussion/ Quorum Not Present**

35 A. Shoshone Education Association (S.E.A.):

36 B. Shoshone Teachers:

37 C. Student Body:

38 D. Goals and School Improvement: Combined with item VII. School Board Training-
39 Key Works of School Board-Goals and Improvement:
40

41 **IV. Consent Agenda: No Discussion/ Quorum Not Present**

42 A. Approval of Agenda

43 B. Approval of the Minutes

44 1. January 11, 2016: Regular Board Meeting Minutes

45 C. Weekly Principal/Superintendent Reports

46 D. Accept reports as presented
47 .

48 **V. Financials: No Discussion/ Quorum Not Present**

49 A. Accounts Payables

50 B. District Financial Statement

Shoshone Joint School District NO. 312 Board Meeting: February 09, 2016

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- C. Secondary Financial Statement
- D. Elementary Financial Report

VI. Policy: No Discussion/ Quorum Not Present

- A. Policy 5330: *Personnel: Employee Electronic Mail and On-line Services Usage*.
Revision of Policy.

VII. School Board Training- Key Works of School Boards- Goals and Improvement:

- A. Year in Review for Board and Superintendent: **No Discussion/ Quorum Not Present**

VIII. Motion for Adjournment: No Discussion/ Quorum Not Present

- A. Next Meeting:
Board Work Session: February 16, 2016
Special Board Meeting: February 16, 2016
Shoshone High School Art Room (#278)
61 East Highway 24
Shoshone, Idaho 83352

Wallace
Heather Wallace
District Clerk
February 09, 2016

This document serves as the official minutes of the January 9th, 2016 Board Meeting.

SHOSHONE JOINT SCHOOL DISTRICT NO. 312
BOARD OF TRUSTEES' MEETING MINUTES
Tuesday: February 16, 2016
6:30 p.m. Board Work Session
7:00 p.m. SPECIAL Board Meeting

It was noted the regular board meeting of the Shoshone Joint School District Board of Trustees scheduled for February 9, 2016 was cancelled due to scheduling conflicts and the unavailability of school board trustees which resulted in lack of a board quorum. The meeting was cancelled in less then the forty-eight hour time frame provided under Idaho Code 74-204. Therefore the February regular board meeting of the Trustees was rescheduled for February 16, 2016 and posted as a Special meeting to conduct board business.

Board Work Session: 6:30 p.m.

Present:

Board Members: Chair Anthony Bozzuto and Vice-Chair Lorie Race. Trustees: Rian Pine and Sarah Stowell. Board work session began at 6:38 p.m. with a quorum present.

Staff: Principal Kelly Chapman, Principal Emily Nelsen, Dr. Rob Waite and Clerk Heather Wallace.

Absent: Trustee Sarah Thomas due to illness; excused by the Board of Trustees

Guest: Mr. Jerry Heimerdinger from Dietrich, Idaho

I. Review of Architect Options/Facilities Update:

Dr. Waite reported that John Larson and himself had met with two reputable architects to discuss options in planning for the future. During the update Dr. Waite presented a power point titled Long Range Facilities Planning for the Board to review. The following possibilities were suggested by both architectural firms for the Board to review and discuss:

- a. Project "Start"- an agency can create an understanding of the project the board has in mind and how the project will meet the board's objectives.
- b. Gathering Information- an agency can gather economic and demographic information to help provide information for the final report and an understanding of needs, issues and values.
- c. Formal Study of Educational Programs- agency can evaluate current and future programs that drive the district. This will determine if the facility is, can, or will meet the needs of the district.
- d. Study Enrollments- an agency could help predict future enrollments and facility capabilities.
- e. Capacity Analysis- an evaluation of the facilities for enrollment and programs.
- f. Current Facilities- an evaluation of the physical building including a building assessment, physical condition, functional adequacy, and site condition. There is an option of having a formal or informal evaluation done.
- g. Master Plan Development- an agency can develop a plan to determine the best strategy possible. There is a difference in a complete master plan and assisting the district in coming up with a plan.

1 Dr Waite continued his presentation by stating there is a process and clarified at what point the
2 district is at.

- 3 a. At this time an architect or architectural agency has not been hired.
4 b. Both agencies interviewed by Mr. Larson and Dr. Waite believe they can complete the
5 above list from A to H for under \$25,000. If over \$25,000 the district will have to seek
6 bids through the legal bidding process.
7 c. Both agencies agreed they could do a “negotiate delay process”. Meaning the district
8 would pay for traveling expenses at the time of service and the remainder of expenses
9 would be included in the final bill (i.e. building a new facility). Another option is to
10 pay for services as they are received. In either case a deposit for services is not
11 required.
12 d. Both Mr. Larson and Dr. Waite would recommend that both agencies
13 do an informal walkthrough, independently, and present their findings to the Board.
14 Dr. Waite believes that at this time the “studies” are unnecessary.
15

16 The following discussion took place with the Board and Dr. Waite:

- 17 a. Is the district aware of any plans the county has? Dr. Waite replied the
18 county is in similar planning stages as the district and they are interested in some of
19 the information the district is seeking; which would be shared. Mr. Larson has
20 suggested that the county continue their process by having the property/properties
21 appraised.
22 b. Dr. Waite stated the district is at the point of needing professional advice from this
23 time forward.
24 c. Clarification was made in the recommendation of Dr. Waite and Mr. Larson.
25 d. The Board of Trustees voiced their agreement in having an architectural agency, both
26 if affordable, to conduct an informal evaluation and share the information with the
27 Board and district.
28

29 In closing, Dr. Waite informed the Board of Trustees that school has been cancelled for Thursday,
30 February 18, 2016. The reason is due to the girls’ state basketball competition in Nampa, Idaho.
31 The Shoshone girls’ basketball team plays in the early afternoon which requires the attendance of
32 20% of the district’s staff (coaches, drivers, chaperons, and game administrators). The district’s
33 instructional hours for students are well above the State of Idaho requirements; therefore, this
34 does not create an issue for the students or lack of instructional time.
35

36 **Regular Monthly Meeting 7:00 p.m.**

37
38 **I. Call to Order:**

39 The monthly school board meeting was called to order 7:03 p.m. by Chair Bozzuto. Meeting was
40 held in the Shoshone High School art room (#278) located at 61 East Highway 24, Shoshone,
41 Idaho.
42

43 Present:

44 **Board Members:** Chair Anthony Bozzuto and Vice-chair Lorie Race. Trustees: Rian Pine and
45 Sarah Stowell. Quorum of the Board was established as prescribed in Idaho Code: 33-510.

46 **Staff:** Principal Kelly Chapman, Principal Emily Nelsen, Dr. Rob Waite and Clerk Heather
47 Wallace.

48 **Absent:** Trustee Sarah Thomas due to illness; excused by the Board of Trustees.

49 **Guest:** Mr. Jerry Heimerdinger from Dietrich, Idaho
50

1 The Flag Salute was lead by Chair Bozzuto.

2
3 **II. Consideration of Public Input:**

4 Those wishing to address the Board will fill out a *Request to Appear* before the Board (1520F)
5 and submit to the District Clerk before the beginning of the meeting. None were presented.

6
7 **III. Reports:**

8 A. Shoshone Education Association (S.E.A.): Representation not present; no report.

9 B. Shoshone Teachers: Representation not present; no report.

10 C. Student Body: No report for the month of February.

11 D. Goals and School Improvement: Combined with item VII. School Board Training- Key Works
12 of School Board-Goals and Improvement:

13
14 **IV. Consent Agenda:**

15 A. Approval of Agenda

16 B. Approval of the Minutes

17 1. January 11, 2016: Regular Board Meeting Minutes

18 C. Weekly Principal/Superintendent Reports

19 D. Accept reports as presented

20
21 Vice-chair Race made a motion to approve the consent agenda as presented. Trustee Stowell
22 seconded.

23
24 Discussion:

25 1. Principal Chapman presented the newest edition of the secondary parent
26 newsletter along with an enrollment report. It was noted the enrollment at
27 High Desert High School fluctuated slightly in the last several months.

28 2. Principal Nelsen reported that Storyline is going well. The lower grades are
29 recreating past Storylines but adding a drama unit.

30 a. K-Second Grades: Zoo

31 b. Third Grades: The Rain Forest

32 c. Fourth Grade: Forest and Preservation

33 d. Fifth Grade: The Underground Railroad to Canada (new Storyline).

34 3. In addition, Principal Nelsen reported the reading consult will be in the
35 district the week of February 22nd to work with the new teachers on the
36 reading curriculum.

37
38 Chair Bozzuto stated it had been moved and seconded to approve the consent agenda as presented
39 and asked for Trustees' voice vote. Motion carried by four aye votes to zero nay votes.

40
41 **V. Financials:**

42 A. Accounts Payables

43 B. District Financial Statement

44 C. Secondary Financial Statement

45 D. Elementary Financial Report

46
47 Trustee Pine made a motion to accept the accounts payables and financial statements as
48 presented. Trustee Stowell seconded.

49
50 Discussion: The following accounts/funds were reviewed:

Shoshone Joint School District NO. 312 (SPECIAL) Board Meeting: February 16, 2016

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1. District Financial Statement: Dr. Waite read the following report from Business Manager- Shannon Harris:
 - a. Seagraves Grant (playground grant) fund 100.664.551: is showing a negative balance of \$-69,581.91. This includes all expenses and any donations we have received in this fiscal year. Grant funds that were received last fiscal year are not reflected in the negative balance.
 - b. GRA funds have been requested and will be received in February. Until funds are received some fund balances are showing a negative balance.
 - c. The district has received more money for PTE than budgeted. Mrs. Harris is keeping a separate spreadsheet which includes the exact amount we are receiving, so the PTE funds will show a negative balance in the future as they spend their money, but she will keep the board informed of the actual balance.
2. District Accounts Payables:
 - a. Payable report dated February 8, 2016: North Canyon Medical Center for student physical therapy in the amount of \$681.40
3. Elementary Financial Statement:
 - a. Target Check: \$25.00 plus a bank fee of \$6.00 for a total of \$31.00. The Target check was a rebate check that was deposited after the expiration date. Resulting in a bank charge back plus fee.
 - b. Returned check \$7.00 plus a bank fee of \$6.00. A check written to the elementary school for an enrichment that bounced due to lack of funds.

Chair Bozzuto stated it had been moved and seconded to approve the accounts payables and financial statements as presented and asked for Trustees' voice vote. Motion carried by four aye votes to zero nay votes.

VI. Policy:

A. Policy 5330: Personnel: Employee Electronic Mail and On-line Services Usage.
Revision of Policy.

Dr. Waite presented policy 5530 for revision to clarify wording regarding employee use of district e-mail, internet systems and hardware.

Trustee Pine made a motion to approve revision of policy 5530 as presented. Trustee Stowell seconded.

Discussion: Dr. Waite explained the revision is the outcome of good discussions with the staff to clarify personal use of district Ipads and other electronic/internet equipment. It was noted that this policy revision will be consistent with the employee handbook and keep current with modern technology. Discussion also included the school internet does have filters in place and inappropriate sites are blocked.

Chair Bozzuto stated it had been moved and seconded to approve the revision of policy 5530 as presented and asked for Trustees' voice vote. Motion carried by four aye votes to zero nay votes.

1 **VII. School Board Training- Key Works of School Boards- Goals and Improvement:**

2 A. Year in Review for Board and Superintendent:

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4 Dr. Waite reminded the Board that at least once a year the Board evaluates the relations between
5 the board and superintendent. Dr. Waite asked the Board of Trustees to participate in the
6 conversation as he reviewed the power point Annual State of the District Discussion.

- 7 1. The Board's most important function is hiring the Superintendent and
8 assessing if the district is "well run". Discussion also included the
9 importance of the four types of relationships with the school board: Board-
10 Superintendent, Board- Staff, Board- Board, and Board-Community. Dr.
11 Waite asked the Board "How do we think the key relationships on going?"
12 a. Vice-chair Race shared when those relationships aren't in tack the
13 Board can't focus on why they are here and that is detrimental to the
14 students. Vice- chair Race is confident the Board and the superintendent have
15 a great relationship. The relationship with the Board and the staff has been
16 good. She also added that she feels comfortable in referring the community
17 back to the staff or administration if need be.
18 b. Trustee Pine doesn't see a problem with the Board and staff but he would like
19 to see the Board interact a little more with the staff and get to know them
20 better. He sees this as positive building in relationships.
21 c. Dr. Waite agreed with the comments, adding there are good things going and
22 he doesn't see any big problems with any of the relationships.
23

24 Dr. Waite then moved on to the component section designed to evaluate the working relationship
25 between the school board and superintendent. A lengthy discussion took place on the following:
26

27 **Section One:** Leadership (working together): visionary, executive leadership designed
28 to move the organization forward by shaping the overall agency climate
29 and empowering others.

- 30 a. Trustee Pine stated he believes the district has an excellent
31 visionary focus.
32 b. Chair Bozzuto reflected on the climate and agreed the staff
33 believes in the process and know what is expected of them. Trustee
34 Stowell added the staff is aware of the support from their principals,
35 superintendent and their leaders. Dr. Waite concurred by stating those
36 statements are a result of empowering the staff.
37 c. Dr. Waite stated the district has made many changes in the last
38 five to six years and he worries a bit about motivation complacency.
39 Which was explained as when an organization doesn't realize how far
40 they've come and need to look back and realize that they are
41 transitioning from a rapid pace to a steady pace. This in itself can
42 be a tough transition but can be overcome when staff is being
43 empowered.

44 **Section Two:** Organizational Management = Faith and Trust: establishes internal
45 structure of the organization with a focus on division, coordination, and
46 quality management of tasks and flow of information within the
47 organization.

- 48 a. Chair Bozzuto affirmed he has faith in the system and the chain of
49 command that is place.

- b. Trustee Pine added he has been accused of agreeing with all decisions and details. His response has been he has faith in the superintendent and the principals; he is not responsible to run the daily operations of the school. Dr. Waite was in agreement and added that the Board's job is to oversee. Chair Bozzuto stated his full agreement and remarked on the checks and balances the district has in place; keeping staff accountable.
- c. Dr. Waite said in this particular area the board, administration, and staff has spent time creating policies, procedures, and processes.
- d. Vice-chair Race responded the Board has faith that the process is followed through and a trustee can confidently refer the community to the appropriate department. Vice-chair Race also added that a good Board is made up of members that bring their own expertise and opinions' to the board

Section Three: Human Resource Leadership and Labor Relations: provides overall leadership in developing labor contracts, staff evaluation, and supervisory systems to improve performance. Follows legal requirements for selection, development, retention and dismissal while following collective bargaining agreements.

- a. Dr. Waite asked the principals how the district was doing in this department. Principal Chapman responded that we are doing well and we have a process in place that works.
- b. Trustee Pine commented that he has been impressed with the district's process and the quality of staff that have been hired.
- c. Dr. Waite stated this area goes back to a good environment and when things are working well.
- d. Vice-chair Race concurred with the above statements and she remembers the times when situations were toxic and how the district rebuilt the bridges to where we are today.
- e. Dr. Waite spoke of accountability and the procedures in place to be followed by the staff and administration.
- f. A brief discussion took place on the music program and the future of the program. The Board voiced the appreciation of the music program and their continued support in future endeavors.

Section Four: Policy and Governance: working with the board and staff, formulating district policy and procedures, interpreting public school governance.

- a. Chair Bozzuto commented on how well the process works with the administration and staff presenting policies to the Board for the process of approval. Discussion took place in regards to Idaho Code of approving policies and governance.
- b. Trustee Pine explained he likes the availability of the Idaho School Boards Association's draft policies and procedures with the option to use, add or delete to create a policy that meets the district's needs.
- c. Dr. Waite agreed and complimented the Board of Trustees for doing their "homework", transparent agendas and conducting open meetings.

Section Five: Execution of Goals: the superintendent works with others to set and work towards goals for the organization.

- a. Covered in all other sections.

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2 **Section Six:** Nine Characteristics: this goes along with the District's Strategic Plan.

3 a. Dr. Waite read each of the nine characteristics and reiterated that the
4 district is goal focused, including believing in the Strategic Plan.

5 **Section Seven:** Highlights: (a) Common Core-high standards of students, collaboration
6 and communication, focused professional development, (b) environment-
7 opportunities for kids, internship, (c) monitoring of teaching and
8 learning. Dr. Waite asked the Board if there are any concerns with the
9 future.

10 a. Chair Bozzuto would like the district to stay on track with goals and
11 continue to strive for improvement. The remaining Board voiced their
12 agreement.

13 b. Dr. Waite was in the same opinion and added that in regards to
14 complacency concerns he has a few practices to safe guard against and
15 to avoid the issue.

16 c. Chair Bozzuto remarked in his observation of the staff, they seem
17 inspired about being in the district and show a desire to do their jobs
18 well. Dr. Waite agreed and stated that is a great tool to use during
19 recruiting periods. Current employees and prospective employees want
20 to work with a team that is moving forward and has a positive climate.

21 d. Dr. Waite concluded by stating the Shoshone School District is a great
22 place to be with many opportunities and he is enthusiastic about the
23 future.
24

25 **VIII. Motion for Adjournment:**

26 A. Next Meeting:

27 Board Work Session: Tuesday, March 08, 2016- 6:30 p.m.

28 Regular Meeting: Tuesday, March 08, 2016- 7:00 p.m.

29 Shoshone High School Art Room (#278)

30 61 East Highway 24

31 Shoshone, Idaho 83352
32

33 Chair Bozzuto thanked Mr. Heimerdinger for attending the meeting. Dr. Waite also thanked Mr.
34 Heimerdinger and invited him to attend at any time.
35

36 Vice-chair Race made a motion to adjourn the meeting at 7:53 p.m. Trustee Pine seconded.
37

38 Discussion: None
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40 Chair Bozzuto stated it had been moved and seconded to adjourn the meeting and asked for
41 Trustees' voice vote. Motion carried by four aye votes to zero nay votes.

42 
43 Heather Wallace

44 District Clerk

45 February 16, 2016
46
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48 This document serves as the official minutes of the February 16, 2016 Board Meeting. A partial
49 audio recording of the minutes is kept as a support document. Due to recording malfunction there
50 is a lapse of recording towards the end of the meeting.

Possibilities

LONG RANGE FACILITIES PLANNING

Project “Start”

- To help create a shared understanding of the project and how the project will meet the owner’s objectives. It provides an opportunity for modifications to the work plan, schedule, and deliverables. It ensures ongoing communication with the client project director.

Info Gathering

- To gather economic and demographic information regarding the community to be served by the proposed facilities. Information gathered here helps provide a frame of reference for the final report and an understanding of community issues and values.

Formal study of educational programs

- To ensure that the current and future programs of the School District drive the facility planning process.

Study enrollments

- To understand future enrollments so they can be compared to current capacities.

Capacity analysis

- To determine the extent to which facilities are able to house existing students and programs.

Current facilities

- To gain an accurate building assessment information including physical condition, functional adequacy, and site condition.
- Formal or informal

Master plan development

- To determine the best master plan strategy
- Assist or complete

Recommendation

- 2 firms, informal facilities evaluation
- Share information
- Decide down the road, if assist or complete master plan

American School Boards Journal and The School Superintendents
Association

**ANNUAL STATE OF THE
DISTRICT DISCUSSION**

“Most important SB job

- is to hire a superintendent for the district. Once the superintendent is in place, then the board of education and the superintendent should become partners. While the superintendent is the CEO of the district, and the boards provides oversight. The best school districts have boards of education and superintendents who work well together.”

- Board and Superintendent
- Board and Staff
- Board and Board
- Board and Community

- Each school district's needs and conditions are unique. And since the dynamic between a board and its superintendent varies from district to district, they often fail to take the time to analyze and discuss if the approach works best for the district.

Leadership

- Visionary, executive leadership designed to move the organization forward by shaping the overall agency climate and empowering others.

Organizational Management

- Establishes internal structure of the organization with a focus on division, coordination, and quality management of tasks and flow of information within the organization.

Human Resource Leadership and Labor Relations

- Provides overall leadership in developing labor contracts, staff evaluation, and supervisory systems to improve performance. Follows legal requirements for selection, development, retention and dismissal while following collective bargaining agreements and laws.



Policy and Governance

- Working with the board and staff, formulating district policy and procedures, interpreting public school governance.

Execution of Goals

- The Superintendent works with others to set and work towards goals for the organization.

Nine Characteristics

- 1. A clear and shared focus.
- 2. High standards and expectations for all students.
- 3. Effective school leadership.
- 4. High levels of collaboration and communication.
- 5. Curriculum, instruction and assessments aligned with state standards.
- 6. Frequent monitoring of learning and teaching.
- 7. Focused professional development.
- 8. A supportive learning environment.
- 9. High levels of parent and community involvement.

Highlights

- Common Core-high standards of students, collaboration and communication, focused professional development
- Environment- opportunities for kids, internship
- Monitoring of teaching and learning