

SHOSHONE JOINT SCHOOL DISTRICT NO. 312
BOARD OF TRUSTEES' MEETING MINUTES

Tuesday: October 09, 2018
6:30 p.m. Board Work Session
7:00 p.m. and Regular Board Meeting

Board Work Session: 6:30 p.m.

Present:

Board Members: Vice-Chair Lorie Race. Trustees: Sarah Stowell and Sarah Thomas. Work session began at 6:44 p.m. as a quorum was established.

Staff: Dr. Rob Waite, Principals Kelly Chapman and Emily Nelsen, Business Manager Shannon Harris and Clerk Heather Wallace.

Absent: Trustee Rashelle Livingston: SHS Volleyball commitment; excused by the Board of Trustees.

Chair Anthony Bozzuo due to an illness; excused by the Board of Trustees.

Guest: Mike Burr, C.P.A./ District Auditor

I. Audit Presentation: Mike Burr:

Dr. Waite Chair welcomed Mr. Burr to the meeting and asked him to proceed with the presentation of the audit.

Mr. Burr stated the audit process went well; all requested information was provided in a neat and orderly fashion. Mr. Burr then reviewed the Statement of Revenue and Expenditures of the audit report. Topics included:

- The General Fund balance;
- Food Service ending balance;
- Debt Service fund balance;
- Capital Project funds were also reviewed;
- Other Governmental Funds and their balances;
- Pages 61-62 list the summary of audit results; and,
- The last two pages of the audit is the "Management Letter" which was reviewed with the Board of Trustees.

In closing, Mr. Burr stated Mrs. Harris reviewed with audit thoroughly and did find an error on the report. This error was corrected before the audit was presented and Mr. Burr thanked her for her due diligence.

Vice-chair Race asked if there were further questions for Mr. Burr. None were presented and the presentation was closed with the Board and Dr. Waite thanking him for his time and presentation.

II. Technical Strategies to Improve Test Scores: Discussion was tabled until item VIII. School Board Training- Key Works of School Boards due to time constraints.

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

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3 **I. Call to Order:**

4 The monthly school board meeting was called to order at 7:05 p.m. by Vice-chair Race. Meeting
5 was held in the Shoshone High School art room (#278) located at 61 East Highway 24, Shoshone,
6 Idaho.

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8 Present:

9 **Board Members:** Vice-Chair Lorie Race (acting as Chair in the absence of Chair Bozzuto).
10 Trustees: Sarah Stowell and Sarah Thomas. Quorum of the Board was established as prescribed
11 in Idaho Code: 33-510.

12 **Staff:** Dr. Rob Waite, Principals Kelly Chapman and Emily Nelsen. S.E.A. President Mark Sant
13 and Clerk Heather Wallace.

14 **Absent:** Trustee Rachelle Livingston: SHS Volleyball commitment; excused by the Board of
15 Trustees.

16 Chair Anthony Bozzuto due to an illness; excused by the Board of Trustees.

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18 **Guest:** Mr. Roger Fields.

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20 **II. Pledge of Allegiance:** Vice-chair Race led the Board and staff in the *Pledge of Allegiance*.

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22 **III. Consideration of Public Input:**

23 Those wishing to address the Board will fill out a *Request to Appear* before the Board (4105F)
24 and submit to the district clerk before the beginning of the meeting. At this time Mr. Roger Fields
25 requested to address the Board regarding bus transportation issues. Vice-chair Race begin the
26 session by stating policy and procedure to the Board and audience members. In closing, Vice-
27 chair thanked Mr. Fields for taking the time to address the Board of Trustees and closed the
28 public input session of the meeting

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30 **IV. Reports:**

31 A. Shoshone Education Association (S.E.A.): Mr. Mark Sant reported the following:

- 32 • The S.E.A. will host a dinner for the teachers and staff during one night of
- 33 parent/teachers conferences.
- 34 • The S.E.A. will hold a taco dinner on December 15th as one of their annual
- 35 fundraisers. The dinner will be in place on the traditional cinnamon roll fundraiser.
- 36 Proceeds from the dinner will go towards the I.E.A. Children's Fund which help
- 37 students and families in need.

38 B. Shoshone Teachers: No report for the month October

39 C. Student Body: Principal Chapman reported six to eight students will be traveling in October to
40 the National FFA Convention in Indianapolis, Indiana.

41 D. Goals and School Improvement: At Dr. Waite's request this item was combined with item
42 VIII. School Board Training- Key Works of School Boards.

43
44 **V. Consent Agenda:**

45 A. Approval of Agenda

46 B. Approval of the Minutes

47 1. September 11, 2018

48 C. New Hire: Classified: Tammy Graham: Food Service

49 D. Weekly Principal/Superintendent Reports

50 E. Accept reports as presented

1 Trustee Thomas made a motion to approve the consent agenda as presented. Trustee Stowell
2 seconded.

3
4 Discussion: Dr. Waite reported the Mrs. Graham was working for Gooding School District in
5 their food service program and was hired to work for Shoshone Joint School District.

6
7 Vice-chair Race stated it had been moved and seconded to approve the consent agenda as
8 presented and asked for Trustees' voice vote. Motion carried by three aye votes to zero nay
9 votes.

10
11 **VI. Financials:**

- 12 A. Accounts Payables
13 B. District Financial Statement
14 C. Secondary Financial Statement
15 D. Elementary Financial Statement
16 E. Accept Audit Report

17
18 Trustee Stowell made a motion to accept the accounts payables, financial statements and the
19 audit report as presented. Trustee Thomas seconded.

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21 Discussion:

- 22 1. Dr. Waite read the following report from the district's business manager:
23 a. Two errors were found on the audit report and have been corrected.
24 b. Dr. Waite and Mrs. Harris had met with Mr. Burr to review the audit before
25 the presentation. This has been a district practice for several years.
26 c. The Special Education IDEA application has been approved for the school
27 year. Mrs. Harris will start requesting funds from the grant reimbursement
28 program.
29 c. The Title/Consolidated Plan is in the process to be reviewed and approved by
30 S.D.E.
31 d. The R.E.A.P funds have been approved for the school year. This year's
32 funding is \$40,390
33 2. Principal Nelsen directed the Board's attention to the elementary financial statement,
34 specifically receipts for the purchases of shoes and clothing. The elementary recently
35 received a generous donation from the local episcopal church for student needs such as
36 clothing, coats, and shoes. The donation is greatly appreciated.
37 3. Principal Chapman reported the secondary school was recently approached by a
38 member of the episcopal church to offer a donation for the same need. It also is very
39 much appreciated.
40 4. Principal Chapman reported the secondary financial statements have been reconciled
41 by Mrs. Harris. This reconciliation will be the starting balances for the funds on the
42 secondary statement.

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44 Vice-chair Race stated it had been moved and seconded to approve the accounts payables,
45 financial statements, and audit report as presented and asked for Trustees' voice vote. Motion
46 carried by three aye votes to zero nay votes.

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49 **VII. Board Business:**

- 50 A. Policy Amendments and or Adoption:
51 1. 5720- PERSONNEL: Personal Conduct (new)

2. 5470- PERSONNEL: Leaves of Absence- Military Leave (amend)
3. 7400- FINANCIAL MANAGEMENT: Purchasing (amend)
4. 6200- ADMINISTRATION: District Organization (new)
5. 3080- STUDENTS: Nonresident Student Attendance Policy (amend)

Trustee Thomas made a motion to approve the adoption or amendments as presented to the Board of Trustees. Trustee Stowell seconded.

Discussion: Dr. Waite briefly reviewed and explained each policy with the Board of Trustees

Vice-chair Race stated it had been moved and seconded to approve the adoption or amendments as presented and asked for Trustees' voice vote. Motion carried by three aye votes to zero nay votes.

B. Shoshone School District adapts the State of Idaho EL Guidance for Idaho Districts as district policy and district handbook.

Trustee Stowell made a motion to approve the adoption of the State of Idaho EL Guidance for Idaho Districts as District Policy and a District Handbook. Trustee Thomas Second.

Discussion. Dr. Waite explained the guidelines are constantly changing for the EL department. As officially adopting the State of Idaho EL Guidance for Idaho Districts as a policy and handbook it allows for the EL department to be current on policies and procedures with changes as needed.

Vice-chair Race stated it had been moved and seconded to approve the adoption of the State of Idaho EL Guidance for Idaho Districts as District Policy and a District Handbook and asked for Trustees' voice vote. Motion carried by three aye votes to zero nay votes.

VIII. School board Training- Key Works of School Boards:

A. Technical Strategies to Improve Test Scores: Dr. Waite stated the Board of Trustees have been reviewing and discussing the district's strategic plan in the last several board meeting and he would now like to discuss the technical strategies implemented in helping students succeed. The district has invested energy, time and funding for the following:

- All day of kindergarten;
- Aligning curriculum and teaching to the state standards;
- Adopting curriculum to state approved curriculum;
- Professional development, with special emphasis on math and reading;
- Added Istation for the IRI testing in elementary;
- Added the Istation program for the middle school;
- Extended day is now called ISAT Prep: this includes teams of teachers working in groups with students. The teams meet consistently to review data and set goals to help students;
- Staff use data charts to as visual aid in tracking students. The charts identify students as person(s) not a number or percentage;
- Mr. Sant added the teachers who don't teacher English and Math are also part of the ISAT prep and the teacher groups. These teachers are very involved in the

1 student success', involved in the data, are more aware of student needs and help
2 create a caring atmosphere regarding the students.
3

4 Dr. Waite closed by stating the staff puts in a large amount of time and effort into working with
5 data, and meetings with their groups. This is very positive advantage for our district.
6

7 **IX Motion for Adjournment:**

8 A. Next Meeting:

9 Board Work Session: Tuesday, November 13 2018 at 6:30 p.m.

10 Regular Board Meeting: Tuesday, November 13, 2018 at 7:00 p.m.

11 Shoshone High School Art Room (#278)

12 61 East Highway 24

13 Shoshone, Idaho 83352
14

15 Trustee Stowell made a motion to adjourn the meeting at 7:56 p.m. Trustee Thomas seconded.
16

17 Discussion: None
18

19 Vice-chair Race stated it had been moved and seconded to adjourn the meeting and asked for
20 Trustees' voice vote. Motion carried by three aye votes to zero nay votes.

21 
22 Heather Wallace

23 District Clerk

24 October 09, 2018
25

26 This document serves as the official minutes of the October 09, 2018 Board Meeting. An audio
27 recording of the minutes is kept as a support document.