

SHOSHONE JOINT SCHOOL DISTRICT NO. 312  
BOARD OF TRUSTEES' MEETING MINUTES  
Tuesday: June 11, 2019  
6:30 p.m. Budget Hearing  
7:00 p.m. and Regular Board Meeting

**Budget Hearing: 6:30 p.m.**

Present:

**Board Members:** Chair Anthony Bozzuto and Vice-Chair Lorie Race. Trustee Rachelle Livingston. The Budget Hearing was opened by Chair Bozzuto at 6:37 p.m. as a quorum was established.

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

**Absent:** Trustees Sarah Stowell and Sarah Thomas. Both Trustees had family commitments and were excused by the Board of Trustees.

**Guest:** None

**I. Presentation of the 2019-2020 Budget:**

NOTICE was hereby given, the Board of Trustees of Shoshone Joint School District NO. 312, Lincoln and Jerome Counties, will hold a public hearing on the Maintenance and Operation Budget, including Special funds for the 2019-2020 school year. This public hearing is called pursuant to Section 33-801, Idaho Code. Notice was published in the *Times-News* and posted ten (10) days prior to the hearing.

Chair Bozzuto opened the floor to public comment and discussion:

1. Dr. Waite reviewed the proposed 2019-2020 proposed budget with the Board of Trustees. The following items were discussed and presented by a power point titled 2019-2020 Budget: A Financial Plan for the Year.

- Budget Purpose and Objectives
- Long Range Goals and Strategic Plan Goals
- Budget Assumptions: further discussion took place on:
  - The declining support units is a combination of lower student attendance/enrollment. The District is proposing a budget with the recommendation of a lower support units then previously;
  - The career ladder has been funded for the fifth consecutive year. All but six certified teachers are placed on the career ladder for contract expense. The remaining six staff members receive a 3% raise;
  - Insurance increased by 6.5%;
  - Change in staffing: with the resignation of the social worker staff member, the district has eliminated the position. With the resignation of the E.S.L. teacher the position will be a reduced contract with other staff taking on the certain E.S.L. duties.
- Challenges unique to the District; including, the District will begin tracking programs, staffing levels and using other research in the event funding decreases in the future and awareness.

1 At this time Dr. Waite asked if the audience or Trustees had further questions or comments.  
2

3 Vice-Chair Race referred to the tracking of programs, adding the reason to track programs is to  
4 do the least amount of harm if it comes to the point that cuts have to be made, the District will  
5 want to know where the least amount of damage would be and it is very prudent to be aware. Dr.  
6 Waite agreed and stated the tracking is not meant to create panic or have teachers change the way  
7 they teach. The District has always done some tracking but he is requesting the tracking be more  
8 in detail and to be able to have the data on hand.  
9

10 No further questions or comments were brought before the Board or administration; therefore  
11 Chair Bozzuto stated the budget hearing closed at 6:51 p.m.  
12

13 **Regular Monthly Meeting 7:00 p.m.**  
14

15 **I. Call to Order:**

16 The monthly school board meeting was called to order at 6:52 p.m. by Chair Bozzuto. Meeting  
17 was held in the Shoshone High School art room (#278) located at 61 East Highway 24, Shoshone,  
18 Idaho.  
19

20 Present:

21 **Board Members:** Chair Anthony Bozzuto and Vice-chair Lorie Race. Trustee Rachelle  
22 Livingston. Quorum of the Board was established as prescribed in Idaho Code: 33-510.

23 **Staff:** Dr. Rob Waite, Principals Emily Nelsen and Kelly Chapman. Clerk Heather Wallace.

24 **Absent:** Trustees Sarah Stowell and Sarah Thomas. Both Trustees had family commitments and  
25 were excused by the Board of Trustees.  
26

27 **Guest:** None  
28

29 **II. Pledge of Allegiance:** Chair Bozzuto led the Board and staff in the *Pledge of Allegiance*.  
30

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

32 Those wishing to address the Board will fill out a *Request to Appear* before the Board (4105F)  
33 and submit to the district clerk before the beginning of the meeting. None were presented before  
34 the Board of Trustees.  
35

36 **IV. Reports:**

37 A. Shoshone Education Association (S.E.A.): No report for the month of June.

38 B. Shoshone Teachers: No report for the month of June.

39 C. Student Body: No report for the month of June.

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

43 **V. Consent Agenda:**

44 A. Approval of Agenda

45 B. Approval of the Minutes

46 1. May 14, 2019

47 C. New Hires: Classified Staff: Yoshira Hernandez- Para Professional

48 Certified Staff: Kelly Wilkins- Elementary Principal

49 Jandi Long- Elementary Teacher  
50

1 D. Weekly Principal/Superintendent Reports

2 E. Accept reports as presented

3 Vice-Chair Race made a motion to approve the consent agenda as presented. Trustee Livingston  
4 seconded.

5  
6 Discussion: Dr. Waite reported that Mrs. Wilkins is originally from the Magic Valley and has  
7 been a principal in Salmon, Idaho. She will be working with Principal Nelsen in the coming  
8 week to become familiar with the procedures of the District. Mrs. Long is from Richfield, Idaho  
9 and has completed her student teaching. Ms. Paradis is from the Wood River Valley and has  
10 worked as a para pro in that school system. She has completed the ABCTE program and will be  
11 teaching kindergarten. There are still two certified openings within the District: one secondary  
12 English and one fifth grade.

13  
14 Chair Bozzuto asked if there was no more discussion, it had been moved and seconded to approve  
15 the consent agenda as presented and asked for Trustees' voice vote. Motion carried by three aye  
16 votes to zero nay votes.

17  
18 **VI. Financials:**

19 A. Accounts Payables

20 B. District Financial Statement

21 C. Secondary Financial Statement

22 D. Elementary Financial Statement

23 Trustee Livingston made a motion to accept the accounts payables and financial statements as  
24 presented. Vice-chair Race seconded.

25  
26 Discussion:

27 1. Dr. Waite read the following report from the district's business manager:

- 28 • June is the closing month for the fiscal year. Transfers that have been budgeted and grant  
29 reimbursements are being made (\$84,337), the SDE is making their final payments.  
30 These payments have been made as budgeted.
- 31 • The District audit with Michael Burr will be July 16<sup>th</sup> and 17<sup>th</sup>.

32  
33 2. Mrs. Nelsen reported the Elementary chocolate sale profit was \$5,200. The money will be  
34 spent on the playground.

35  
36 Chair Bozzuto stated it had been moved and seconded to approve the accounts payables, and  
37 financial statements as presented and with no more discussion and asked for Trustees' voice vote.  
38 Motion carried by three aye votes to zero nay votes.

39  
40 **VII. Board Business:**

41 A. Approval of the proposed 2019-2020 Budget

42 Vice-chair Race made a motion to approve the proposed 2019-2020 Budget as presented. Trustee  
43 Livingston seconded.

44  
45 Discussion: No more discussion was presented.

1 Chair Bozzuto asked if there were any more comments with none presented it had been moved  
2 and seconded to approve the 2019-2020 Budget as presented and asked for Trustees' voice vote.  
3 Motion carried by three aye votes to zero nay votes.

4  
5 B. Negotiations: 2019-2020 Master Agreement

6 Trustee Livingston made a motion to approve the 2019-2020 Master Agreement as presented.  
7 Vice-chair Race seconded.

8  
9 Discussion: Dr. Waite reported the contracts amounts listed in the master agreement was included  
10 in the budget process. No changes were made in the wording of the document with the exception  
11 of the updated salary schedules and correct dates.

12  
13 Chair Bozzuto stated with no more discussion it had been moved and seconded to approve the  
14 2019-2020 Master Agreement as presented and asked for Trustees' voice vote. Motion carried by  
15 three aye votes to zero nay votes.

16  
17 C. Policies to adopt or amend:

18 Policy: 1313 Board of Trustees: Conflicting Policies and Procedures (new)

19 Policy: 1500 Board of Trustees: Board Meetings (amend)

20 Policy: 1525 Board of Trustees: Board Meeting New Coverage (amend)

21 Policy: 7218 Financial Management: Federal Grant Financial Management  
22 System (amend)

23 Policy: 7235 Financial Management: Fiscal Accountability and IDEA Part B  
24 Funds (amend)

25 Policy: 7237 Financial Management: Retention of Records Relating to Federal  
26 Grants (amend)

27 Policy: 7235P Financial Management: Written Compensation Procedure (Time  
28 and Effort) (new)

29 Policy 7235PF2 Financial Management: Single Federal Award or Cost Objective  
30 (new)

31 Policy 7237 Financial Management: Retention of Records Relating to Federal  
32 Grants (amend)

33 Policy 7270 Financial Management: Property Records (amend)

34 Policy 7320 Financial Management: Allowable Uses for Grant Fund (amend)

35 Policy 7320P1 Financial Management: Determine Necessity and Reasonableness  
36 of Expenses (new)

37 Policy 7450 Financial Management: Federal Cash Management Policy (new)

38 Policy 9100 School Facilities: Acquisition, Use, and Disposal of School Property  
39 (amend)

40 Vice-Chair Race made a motion to adopt and/or amend policies as presented. Trustee Livingston  
41 seconded.

42  
43 Discussion: Dr. Waite reported all the policies presented were required with the exception of the  
44 policy 1313. Policy 1313 discusses when conflicts arise in policies and procedures.

45  
46 Chair Bozzuto stated with no more discussion it had been moved and seconded to approve the  
47 adopt and/or amend policies as presented and asked for Trustees' voice vote. Motion carried by  
48 three aye votes to zero nay votes.

1 D. Resolution Calling a Special Election to be held for the purpose of submitting to the  
2 qualified electors of Joint School District No.312, Lincoln and Jerome Counties, State of Idaho,  
3 a proposition relating to the issuance of up to \$6,830,000 (\$6.8 million dollars) negotiable bonds  
4 of Joint School District No.312, Lincoln and Jerome Counties, State of Idaho, and in providing  
5 for the issuance of such bonds, the levy of a tax to pay such bonds.  
6

7 At this time, Chair Bozzuto read the above resolution calling for a bond election.  
8 A motion to adopt the foregoing Resolution made by Vice-chair Race, and duly seconded by  
9 Trustee Livingston, was put to a vote.

10  
11 Chair Bozzuto called for a Trustees voice vote on the bond resolution. Motion carried by three  
12 aye votes to zero nay votes.  
13

14 At this time, Dr. Waite provided a back ground for the increase in the bond amount. Mr. Laron  
15 and Dr. Waite met with Michael Arrington from Star Corp for a walk through of the school  
16 facilities. Mr. Arrington suggested at least a 10% increase due to increases in construction costs.  
17 Mr. Arrington and Mr. Bill Hamblin from Design West also met and reviewed the proposed plans  
18 and together suggested a bond amount of \$6,830,000. The District's bond counsel and finance  
19 advisor reviewed conditions, interest rates and stated facts are in the District's favor with  
20 equalization rates, interest rates, and property values.  
21

22 E. Reschedule of July Meeting: Possible conflicts with schedules.  
23 Trustee Livingston made a motion to reschedule the July meeting to July 16, 2019. Vice-chair  
24 Race seconded.  
25

26 Discussion: Clerk Wallace explained the regularly scheduled July meeting will fall within the  
27 July holiday and vacation times.  
28

29 Chair Bozzuto stated with no more discussion it had been moved and seconded to reschedule the  
30 July meeting to July 16, 2019 and asked for Trustees' voice vote. Motion carried by three aye  
31 votes to zero nay votes.  
32

33 F. Accept Trustee resignation and declare Trustee Zone 2 vacant.  
34 Vice-Chair Race made a motion to accept the trustee resignation and declare Trustee Zone 2  
35 vacant. Chair Bozzuto seconded.  
36

37 Discussion: Trustee Livingston thanked the Board for the opportunity to serve, but she has moved  
38 to another trustee zone and can no longer legally be on the Board of Trustees. Chair Bozzuto also  
39 thanked her and hoped she has interest in serving again in the future. Dr. Waite thanked Trustee  
40 Livingston for everything she has done as a board member.  
41

42 Chair Bozzuto stated with no more discussion it had been moved and seconded to accept Mrs.  
43 Livingston's resignation and declare Trustee Zone 2 vacant. Motion carried by three aye votes to  
44 zero nay votes.  
45  
46  
47

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48 **VIII. School Board Training- Key Works of School Boards: Dr. Waite**  
49 A. August Bond Election: Dr. Waite briefly discussed with the Board of Trustees regarding the  
50 bond election. It is believed that if the same number of yes votes turn out for the August election  
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1 as did in the last election, the bond should pass. The District is planning for more community  
2 opportunities to tour the facilities and ask questions.

3  
4 **IX. Motion for Adjournment:**

5 A. Next Meeting:

6 Board Work Session: Tuesday, July 16, 2019 at 6:30 p.m.

7 Regular Board Meeting: Tuesday, July 16, 2019 at 7:00 p.m.

8 Shoshone High School Art Room (#278)

9 61 East Highway 24

10 Shoshone, Idaho 83352

11  
12 Vice-chair Race made a motion to adjourn the meeting at 7:23 p.m. Trustee Livingston seconded.

13  
14 Discussion: None

15  
16 Chair Bozzuto stated it had been moved and seconded to adjourn the meeting and asked for  
17 Trustees' voice vote. Motion carried by three aye votes to zero nay votes.

18  
19 The meeting closed with dessert honoring the retirement of Mrs. Nelsen and Trustee Livingston

20  
21 Heather Wallace

22 District Clerk

23 June 11, 2019

24  
25 This document serves as the official minutes of the June 11, 2019 Board Meeting. A recording  
26 was made of this meeting.



A financial plan for the year

# 2019-2020 Budget



# Budget Purpose

- To establish spending authority and present to the public.
- To establish staffing for the fiscal year.
- To manage and control resources and their use.
- To assure the most effective and efficient use of available resources.
- To set the tempo and direction of the school.
- To prioritize policies and objectives.
- To link dollars with programs with the idea of promoting results.



# Objective

- Review budget-share with public when possible
- Ask questions-share with other when possible
- Recommend to School Board

# Long Range Strategic Plan Goals

- Maintain instructional time (including K)
- Maintain training time designed to improve instruction
- Support all students
- We believe the teacher is essential to the learning process



# Budget assumptions

- 5<sup>th</sup> year of 5 year plan for career ladder
- Support units have declined
- Budget set at State suggested level
- Career Ladder or 3% pay raise
- Insurance increase
- Staffing added in recent years, reduce/eliminated



# Challenges (other)

- After expenses put in, budget reduction needed (less support units)
- Reduction based on goals and strategic plan
- In the future, we will need to track programs, staffing levels, and other research in case tread is forming

# Left to do

- Review, Questions, Comments, etc