

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

Tuesday, May 13, 2025

6:30 p.m. Board Work Session

7:00 p.m. Regular Board Meeting

Shoshone School Building, Art Room #309

61 East Highway 24, Shoshone, Idaho

**Board Work Session: 6:30 p.m.**

Present:

**Board Members:** Chair Oscar Rodriguez and Vice-Chair Margarita Juarez. Trustees Lorie Race, Jose Regalado and Nick Wallace. Meeting was held in the Shoshone School Art Room (#309) located at 61 East Highway 24, Shoshone, Idaho.

**Staff:** Dr. Rob Waite- Superintendent, Principals Kelly Chapman and Kelly Wilkins. Shoshone Education Association (SEA) Representative Denice Christiansen and Clerk Heather Wallace.

**Absent:** None

**Guest:** None

The board work session began at 6:30 p.m. It was noted a quorum was present for the work session.

**A. 2025-2026 Budget Update:**

Budget Overview

Dr. Waite opened the session with an overview of the budget process:

- A budget is a financial spending plan for the year that aligns with District goals.
- Once adopted, grants official spending authority for the year.
- A budget is developed using projected revenues and expenses.
- Preparing, setting, approval and enacting a budget is an important process for the Board and the District.
- Good budget development should be transparent where early stakeholder input is critical at the beginning of the process. Beginning with department heads and a budget committee that reviews data and provides recommendations to the Board of Trustees- minimizing errors and improved planning.

Phases of the Budget Process:

Dr. Waite went into detail about the different phases of the budget process:

- Phase 1: Led by Dr. Waite (budget officer) working closely with department heads and the business manager, who creates the proposed budget based on school goals.
  - a. Begins with a zero- based starting point; building the ideal scenario.
  - b. Revenue estimates are added, and adjustments made to balance the budget.
- Phase 2: Budget Committee Review: This committee evaluates the proposed budget, gathers feedback from staff and the community, ensures alignment with district goals and student interest. Presents to the Board of Trustees as a recommendation.
- Phase 3: Board Action: Is the action holding a budget hearing and formally adopting the budget, establishing spending authority.

- Phase 4: Implementation and Oversight: Occurs during the fiscal year and for the District to be operational, implementing the plans tied to the budget and oversight by the Board of Trustees and administration.

#### Unique Aspects of the 2025-2026 Budget

Dr. Waite presented unique components to the 2025-2026 Budget:

- The "ideal" budget exceeded the estimated revenue; requiring a reevaluation of the budgeted support units.
- Each Support Unit:
  - a. Roughly equates the funding for one teacher position.
  - b. For 2024-2025 the District qualified for 32 support units teachers but employed 35-37.
  - c. During the "COVID" years, the support units were based on student enrollment which created higher support units than previously. Units are now based on ADA (average daily attendance); resulting in fewer units and making estimating support units more problematic.
- COVID-era funding allowed for added positions like a second counselor, social workers, more special education positions.
- Health Insurance premiums are increasing by 7%. The SDE formula allotment for health insurance doesn't support the increase. In meetings with the staff, it was the consensus to maintain family health coverage with slight adjustments to the deductible amounts; employees paying for dental and vision insurance. These changes better align with the state's allocation.
- The District will continue with the career ladder.

#### Budget Strategy for 2025-2026

- With the projected revenue falling short of the "ideal budget". The District has several options that could be considered:
  - a. Use a portion of the carryover (cash on hand).
  - b. Budget support units more aggressively- less conservative estimate. If the supports units come in lower than budgeted then the District will use carryover to make up the difference.
  - c. Combine carryover use with aggressive support unit budgeting.
  - d. Make budget cuts if necessary.
- Preferred Strategy: is to use a small portion of carryover in order to not sacrifice school goals, while gradually realigning with actual support units over the next few years.

#### Review of the 2024-2025 Budget

Dr. Waite presented a review of the 2024-2025 Budget:

- The District's fund balance has grown from \$421,574 to over \$2 million in the last ten years.
- The 2024-2025 Budget projected the District to use \$400,000 in carryover funds, recently figures suggest this may not be necessary.
- Originally the plan for the Vo-Tech Building was to use some carryover funding, instead the District was able to use Modernization Funding, which is also generating interest and offset the costs.
- The best practice in finance recommend carryover not to exceed 20% of annual revenue, which the District is prepared for.

Chair Rodriguez inquired about ongoing maintenance costs for the new multipurpose building. Dr. Waite agreed this will be an extra expense; but most likely not at a significant increase, and will be incorporated into future budgets.

In closing, Dr. Waite concluded that while the District is in a good financial position and can use some carryover if need be, ongoing years of reliance on the carryover funding would be unsustainable. There will be a need to create a long range goal.

Dr. Waite stated the next step will be a final budget committee meeting on May 14<sup>th</sup>. In which the committee will present a proposed budget to the Board of Trustees during the June Board meeting.

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

##### **I. Call to Order:**

The monthly school board meeting was called to order at 7:03 p.m. by Chair Oscar Rodriguez. Meeting was held in the Shoshone School Art Room (#309) located at 61 East Highway 24, Shoshone, Idaho.

##### **Present:**

**Board Members:** Chair Oscar Rodriguez and Vice-Chair Margarita Juarez. Trustees Lorie Race, Jose Regalado and Nick Wallace.

**Staff:** Dr. Rob Waite- Superintendent, Principals Kelly Chapman and Kelly Wilkins. Shoshone Education Association (SEA) Representative Denice Christiansen and Clerk Heather Wallace.

**Absent:** None

**Guest:** None

##### **II. Pledge of Allegiance:** Chair Rodriguez led the Board and staff in the *Pledge of Allegiance*.

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

A. Request to Appear before the Board (4105F): The clerk received no such requests.

##### **IV. Reports:**

A. S.E.A.: No report for the month of May.

B. Shoshone Teachers: The following report was presented by Mrs. Christiansen:

- 1<sup>st</sup> Grade enjoyed an educational field trip to the Boise Zoo.
- 4<sup>th</sup> Grade visited the Minidoka Internment National Monument / War Relocation Center.
- Kindergarten has had a full month with extra activities.
- The high school / middle school held their music concert on May 12<sup>th</sup>.
- Community Clean-Up days are scheduled throughout the rest of the month. Following Board inquiry, the administration provided additional details about the activity.
- The Floral Class held their Annual Greenhouse Sale on May 9-10.
- Middle School Drama Club held their play on May 7-8.
- Murphy Challenge is May 22. This event is open to students, staff, and the public. The Murphy Challenge is a CrossFit hero workout named after Navy SEAL Lieutenant Michael P. Murphy. It involves a two one mile runs, 100 pull-ups, 200 push-ups, 300 air squats, with modifications offered if needed. This a fundraiser for the Lt. Michael P. Murphy Memorial Scholarship Foundation.

C. Student Body: No report for May 2025.

D. Goals and School Improvement:

**Principal Wilkins Report:**

- The 5<sup>th</sup> Grade will have their annual camping trip at Bakers Creek on May 20-22.

**Principal Chapman's Report:**

- Students' in Mrs. Weber's art class are currently displaying their art projects throughout the secondary school; which are available for purchase as a fundraiser.
- On May 13<sup>th</sup>, the schools hosted an assembly presented by the "Bikers Against Bullies USA". Feedback on the assembly was that it was very well received. The organization generously donated a "buddy bench" to the school, now placed in front of the library.
- One student qualified for State Track.
- The secondary music concern was held in combination with the Art Gallery Show on May 12<sup>th</sup>.
- Shoshone Project- is a group of individuals whose goal is to give back to Lincoln County in a variety of ways. The group recently donated sleeping bags for the 5<sup>th</sup> grade field trip, paid off some outstanding lunch accounts, donated funds for the literacy night, made a donation of \$250 to the Girls on the Run- Animal Shelter Fundraiser, supported the junior's college trip, provided funding for Books in a Backpack summer reading program, donated to the Senior Celebration Lock-In Program, and donated a food van for the food service program.
- Chair Rodriguez inquired about plans for the senior celebrations and activities. Principal Chapman shared the class will have their Senior Lagoon Trip and will have a graduation night lock-in at the old gym, featuring various activities and giveaways.

**Superintendent Waite:** No report

**ACTION ITEMS**

**V. Consent Agenda:**

A. Approval of Agenda

B. Approval of the Minutes:

April 08, 2025 Regular Board Meeting Minutes

C. Weekly Principal/Superintendent Reports

D. Accept as Presented

Trustee Race made a motion to accept the consent agenda as presented. Vice-Chair Juarez seconded.

Discussion: None

Chair Rodriguez called for a vote for all those in favor say aye. Motion carried unanimously

**VI. Financials:**

A. Accounts Payable

B. Financial Statements

District- April 2025

Elementary- April 2025

Secondary- April 2025

186 Trustee Race made a motion to approve the Accounts Payables and Financial Statements as  
187 presented. Trustee Juarez seconded.

188 Discussion: Dr. Waite provided the following report on behalf of the District's Business  
189 Manager.

- 190 • A transfer of \$80,137 will be made from the General Fund-Maintenance Shop
- 191 Contingency Fund to the Modernization Facilities Fund (#436).
- 192 • As the year is coming to an end, final year-end transfers will be made in May and June
- 193 to close out the year and be prepared for the financial audit.
- 194 • The budget is on track and is consistent with the District's financial plan.

195 Chair Rodriguez called for a vote of all those in favor say aye. Motion carried unanimously.

196 **VII. School Board Business:**

197 A. Approve the 2025-2026 School Calendar

198 Trustee Race made a motion to approve the proposed 2025-2026 School Calendar as  
199 presented. Trustee Wallace seconded.

200 Discussion: Dr. Waite reported the Calendar Committee, consisting of four members, met and  
201 is proposing a 2025-2026 school calendar that is very similar to the 2024-2025 calendar.

202 Chair Rodriguez called for a vote of all those in favor say aye. Motion carried unanimously.

203 B. Review and Acceptance of State of the District- Board/Superintendent Evaluation  
204 document.

205 Trustee Regalado made a motion to approve the State of the District-Board/Superintendent  
206 Evaluation document as presented. Trustee Race seconded.

207 Discussion:

208 Dr. Waite noted the topic has been an agenda item at the previous two board meetings, and  
209 the approval marks the final step in the formal evaluation process.

210 Additionally, Dr. Waite shared he recently received a sample "Superintendent Position  
211 Posting" from another school district, which may serve as a useful document and guideline  
212 when the District enters into the process of advertising for a superintendent.

213 Chair Rodriguez called for a vote of all those in favor say aye. Motion carried unanimously.

214 At this time, members of the Board and Dr. Waite signed the document put forth.

215 **VIII. School Board Training- School Improvement**

216 A. Literacy Update

217 Dr. Waite asked Principal Wilkins to present an update on the elementary literacy plan.

218

219 Principal Wilkins emphasized the importance of working together is a priority for the literacy  
220 program to succeed. She presented the following key points:

- 221 • The school prioritizes and protects daily reading instruction, ensuring it happens
- 222 every day.
- 223 • Instruction is tiered across five levels (doses) to meet all student needs:
- 224 a. Dose One- Core Instruction= 30 minutes' foundation reading, 60 minutes'
- 225 comprehension in vocabulary, and 30 minutes' of writing.

- b. Dose Two- Intervention= called "Walk to Read". All students are grouped for reading instruction at the same time, including title and special education programs.
- c. Dose Three- Workshops= Teachers pull students for 30 minute sessions each day based on their individual needs for targeted instruction.
- d. Dose Four- RTI (Response to Intervention) = Students are referred to the RTI team which meets weekly, every Wednesday. The team monitors the students, reviews progress and adjusts interventions to the needs. At 3 p.m. daily, all para-professionals work with students in small groups for repetition instruction.
5. Dose Five: Was added with the aid of an AmeriCorps Grant funded position, which provides students with an additional 20 minutes of reading support daily. Eighty percent of the students in Dose Five exceeded their growth goals. The District plans to continue this service next year.

#### Additional Highlights

- The staff intentionally align instructional skills to overlap so students are learning the same skill at each dose throughout the day.
- The school follows the Science of Reading curriculum, which focuses on phonological awareness, phonics and word recognition, fluency, vocabulary and oral language comprehension, and text comprehension.
- Literacy instruction follows a consistent, uninterrupted schedule, starting two weeks after school begins and ending two weeks before is released for the summer break.
- Students are encouraged to use their best effort.
- Teachers use systematic instructional approaches, receiving professional development in Science of Reading and explicit reading instructional practices to create consistency.
- Growth Data by Grade Level (percentage of students meeting or exceeding growth):
  - a. Kindergarten: started at 16%; ending at 46%
  - b. First Grade: started at 55%; ending at 72%
  - c. Second Grade: started at 41%; ending at 54%
  - d. Third Grade: started at 67%; ending at 76%
  - e. Fourth Grade: started at 31%; ending at 34%
  - f. Fifth Grade: started at 38%; ending at 55%

Dr. Waite further explained core instruction occurs when all students the classroom receive the same instruction simultaneously, then later are divided into groups based on their abilities.

Dr. Waite also reviewed the funding process for the literacy program, noting that funding is directly tied to student performance data.

Chair Rodriguez expressed he expected lower performance numbers due to students having access to unlimited technology. He stated he was pleasantly surprised by the growth showing across all grade levels.

Dr. Waite and Principal Wilkins opened the floor for questions or comments from the Board. No further questions or comments were received.

#### **IX. Motion for Adjournment:**

A. Next Meeting: June 10, 2025

275 Trustee Regalado made a motion to adjourn the meeting at 7:36 p.m. with Trustee Race  
276 seconding.

277 Discussion: None

278 Chair Rodriguez stated all those in favor please say aye. Motion carried unanimously and the  
279 meeting was declared as officially closed.

280 *Heather Wallace*

281 Heather Wallace

282 District Clerk

283 May 13, 2025

284

285 This document serves as the official minutes of the May 13, 2025 board meeting. An audio  
286 recording is available of this meeting.

287 Filed with the official May Board Packet:

288 PowerPoint- *2025-2026 Budget Process Review*