

SHOSHONE JOINT SCHOOL DISTRICT NO. 312  
BOARD OF TRUSTEES' MINUTES  
Tuesday, October 8, 2013  
6:30 p.m. Board Work Session  
7:00 p.m. Regular Monthly Board Meeting

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

Chair Bozzuto called the Board Work Session to order at 6:30 p.m.

Present:

Board Members: Chair Anthony Bozzuto. Vice-chair Lorie Race. Trustee: Carl Horn.

Quorum of the Board was established. It was noted that Trustees Casey Bryant and Rian Pine were assisting with the youth football program but would be able to attend the regular meeting. Staff: Principal Kelly Chapman, Steve Mitchell, Principal Emily Nelsen, Elizabeth Torkelson, Dr. Rob Waite and Clerk Heather Wallace.

Absent:

Guest: Michael Burr, C.P.A. (District Auditor)

**I. Audit Review with C.P.A. Michael Burr:**

Mr. Burr presented the financial audit for the 2012-2013 school year. Highlights of the report included:

- a. Review of pages 10 and 11: Statement of Revenues, Expenditures and changes in Fund Balances- Governmental Funds
- b. Review of negative funds
- c. A fund balance of \$407,529 in the General Fund
- d. Review of the Management Letter (last page)
- e. Secondary Activity Funds
- f. 1099/W-9 Federal Forms: Brief review of legal responsibilities
- g. The district office was well prepared for the audit; making the audit process smoothly.
- h. Single Federal Audit. Due to the federal government shutdown there is a delay in submitting the federal audit to the proper authorities. Mr. Burr will file this audit electronically with the federal government as soon as possible.
- i. Future audits will be somewhat impacted by the healthcare reform laws.
- j. Dr. Waite reminded the Board of the \$113,000 adjustment made to the final district payment from the State Department of Education (SDE) due to flaws in the state ISEE reporting system. The district is continuing to work with the SDE on correcting the issue.

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

**I. Call to Order:**

The monthly school board meeting was called to order at 6:57 p.m. by Chair Bozzuto. Meeting was held in the Shoshone High School Art Room (#278) located at 61 East Highway 24, Shoshone, Idaho.

Present:

Shoshone School District 312 Board Meeting: October 8, 2013

Board Members: Chair Anthony Bozzuto. Vice-chair Lorie Race. Trustees: Casey Bryant, Carl Horn and Rian Pine (arrived at 7:04 p.m.). Quorum of the Board was established.

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

Absent: None

Guest: None

The Flag Salute was lead by Chair Bozzuto.

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

Those wishing to address the Board will fill out a Request to Appear before the Board (1520F) and submit to the District Clerk before the beginning of the meeting.

None were presented.

## **III. Reports:**

- A. Shoshone Education Association (S.E.A.): Steve Mitchell, representing the S.E.A. stated there was not a report for the month October.
- B. Shoshone Teachers: represented by Steve Mitchell and Elizabeth Torkelson. Both parties stated they had nothing to report for the month of October.
- C. Student Body: Principal Chapman reported that the FFA Floral Team will be competing at the FFA Nationals in Louisville, Kentucky. It was also reported that the volleyball and football seasons will wrap up at the end of October and the basketball season will begin in November.
- D. Goals and School Improvement:  
Dr. Waite stated this item is combined with: item: V. Financials.

## **IV. Consent Agenda:**

- A. Approval of Agenda
- B. Approval of the Minutes
  - i. September 10, 2013: Meeting Minutes
- C. New Hires: Certified: Micah Smith- Middle School Girls Basketball Coach
- D. Weekly Principal/Superintendent Reports
- E. Accept Reports as presented

Vice-chair Race made a motion to approve the consent agenda as presented. Trustee Horn seconded.

Discussion:

- a. Trustee Horn stated his appreciation of the elementary student enrollment report.
- b. It was noted that Mr. Smith will be replacing Mrs. Martin as the Middle School Girls Basketball Coach. Mrs. Martin will be coaching the Junior Varsity Girls Basketball team.

Chair Bozzuto stated it had been moved and seconded to approve the consent agenda as presented and asked for Trustees' voice vote. Motion carried by a four to zero vote (Trustee Pine was not available for the vote).

**V. Financials:**

- A. Accounts Payable
- B. District Financial Statement
- C. Secondary Financial Statement- July, August and September 2013
- D. Elementary Financial Statement- July, August and September 2013

Trustee Horn made a motion to approve the accounts payable and financial statements as presented. Vice-chair Race seconded.

**Discussion:**

- a. Dr. Waite took the opportunity to review the District Financial Statement report with the Board. In addition, Dr. Waite provided a power point regarding questions the Board should ask in regards to the financial statement (exhibit a).
- b. The following accounts/funds were reviewed:
  - District Financial Statement:
    - i. Property Tax –Emergency \$24,647.27
    - ii. Workers Compensation Accounts
    - iii. Interscholastic Property Services
  - Secondary Financial Statement:
    - i. Basketball Camp Fund
    - ii. Senior Class Fund
    - iii. How classifications of accounts were made, closing of accounts and transferring balances
  - Other:
    - i. District liability insurance payment schedule
    - ii. Workers compensation payment schedule and formulas

Chair Bozzuto stated it had been moved and seconded to approve the accounts payable and financial statements as presented and asked for Trustees' voice vote. Motion carried by a five to zero vote.

**E. Audit Report**

Trustee Horn made a motion to approve the audit report as presented with corrections. Trustee Pine seconded. It was noted that motion was made with reference of a correction due to the first draft of the audit report including a reference to Buhl School District.

**Discussion:**

None

Chair Bozzuto stated it had been moved and seconded to approve the audit report as stated with corrections and asked for Trustees' voice vote. Motion carried by a five to zero vote

**VI. Policy Manual:**

- A. Revised 2000 Series

Vice-chair Race made a motion to accept the revised 2000 series of the policy manual as presented. Trustee Pine seconded.

Discussion:

- i. Dr. Waite briefly reviewed the following:
  - a. Several policies were moved to either the student or staff handbook
  - b. Some policies had slight revisions reflecting new laws
  - c. Special Education policies were reviewed and revised with reference to federal laws
  - d. Graduation requirements. Specified content was moved to the student handbook
  - e. Procedures for adopting district handbooks

Chair Bozzuto stated it had been moved and seconded to accept the revised policies as presented and asked for trustees' voice vote. Motion carried by a five to zero vote.

#### **VII. School Board Training- Key Works of School Boards:**

Dr. Waite provided a power point titled AASA/NSBA/ Harvard Partnership/Useable knowledge exhibit b). Dr. Waite's presentation was centered on the "Three Ways to Improve Knowledge".

#### **VIII. Motion for Adjournment:**

Next Meeting:

Regular: Tuesday, November 12<sup>th</sup>, 2013, 6:30 p.m.: Board Work Session  
 Tuesday, November 12, 2013, 7:00 p.m. Regular Meeting  
 Shoshone High School Art Room (#278)  
 61 East Highway 24  
 Shoshone, Idaho 83352

Vice-chair Race made a motion to adjourn the meeting at 7:56 p.m. Trustee Horn seconded

Discussion: None

Chair Bozzuto stated it had been moved and seconded to adjourn the meeting and asked for Trustees' voice vote. Motion carried by a five to zero vote.

Heather Wallace, District Clerk  
 October 8, 2013

This document serves as the official minutes of the October 8, 2013 Board Meeting. A full audio recording of the minutes is also kept as a support document.