

SHOSHONE JOINT SCHOOL DISTRICT NO. 312
BOARD OF TRUSTEES' MEETING MINUTES
Tuesday: May 10, 2016
6:30 p.m. Board Work Session
7:00 p.m. Regular Board Meeting

Board Work Session: 6:30 p.m.

Present:

Board Members: Chair Anthony Bozzuto and Vice-Chair Lorie Race. Trustees: Sarah Stowell and Sarah Thomas. Board work session began at 6:36 p.m. with a quorum present.

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

Absent: Trustee Rian Pine- Attending another public meeting. Excused by the Board of Trustees.

Guest: None

I. Budget Update: Dr. Waite opened the work session with an a power point titled 2016-2017 Budget

Discussion took place on the following topics:

- a. The definition of a budget, which includes transparency and accountability.
- b. There are four important phases of the budget: proposal of a budget, review by the budget committee, budget hearing and adoption by the school board, and finally operating under the adopted budget.
- c. Development- Then Implementation: Details within the budget and financial statements that the Board of Trustees should review closely:
 - *Ongoing financial trends that affect the financial plan.
 - * Are expenses within the budget appropriations?
 - * Is the current revenue being outspent?
 - * Are current revenue and expenses consistent with the proposed budget?
 - * Are checking accounts being reconciled every month?
 - * Is the cash sufficient to fund operating?
 - * Is anything "unusual" happening?
- d. Shoshone Joint School Districts Long Range Goals:
 - * Maintain extended day, alternative school, restorative justice classroom, all day kindergarten and all other innovative programs.
 - * Maintain instructional time (not cutting hours or days from the school calendar)
 - * Maintain training time.
 - * Maintain and upgrade technology.
 - * Investing in recruitment and retention of the best teachers and staff.
 - * Teachers are essential to the learning process.
 - * Nine Characteristics of High Performing Schools.
- e. Unique to 2016-2017 Budget:
 - * New insurance plan (costs savings).
 - * Continued transition to career ladder (funding from the state).
 - * Leadership premiums.
 - * More grant revenues.

* Increase in state funding.

Regular Monthly Meeting 7:00 p.m.

I. Call to Order:

The monthly school board meeting was called to order 7:05 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:

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

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

Absent: Trustee Rain Pine. Attending another public meeting. Excused by the Board.

Guest:

Chair Bozzuto led the Board and staff in the *Pledge of Allegiance*.

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.): Mr. Henkelmann stated there was not a report for the month of May.

B. Shoshone Teachers: No report for the month of May.

C. Student Body: Principal Chapman reported that 26 seniors will graduate on Wednesday, May 25, 2016.

D. Goals and School Improvement: No report for the month of May.

IV. Consent Agenda:

A. Approval of Agenda

B. Approval of the Minutes

1. April 12, 2016: Regular Board Meeting Minutes

C. New Hires: Certified: Janelle Smith- Elementary Teacher

C. Weekly Principal/Superintendent Reports

D. Accept reports as presented

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

Discussion:

1. Dr. Waite reported Ms. Janelle Smith is a 2016 graduate from Boise State University and will be teaching fourth grade.

2. Principal Chapman reported the last scheduled day for ISAT/SBAC testing is May 11, 2016.

1 Chair Bozzuto stated it had been moved and seconded to approve the consent agenda as presented
2 and asked for Trustees' voice vote. Motion carried by three aye votes to zero nay votes. Trustee
3 Stowell stepped out of the meeting before voting took place to take a phone call. She re-entered
4 the board meeting during presentation of the financials.

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6 **V. Financials:**

- 7 A. Accounts Payables
8 B. District Financial Statement
9 C. Secondary Financial Statement
10 D. Elementary Financial Report

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12 Vice-chair Race made a motion to accept the accounts payables and financial statements as
13 presented. Trustee Thomas seconded.

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15 Discussion: The following accounts/funds were reviewed:

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17 1. District Financial Statement:

- 18 a. The Bond is officially paid off. The district received confirmation from Wells
19 Fargo Bank that the last payment was received. There is a cash balance in the
20 bond fund of \$5,998.50.
21 b. Professional Technical/Career Technical Fund Balance as of April 30, 2016 is:
22 Business: \$4,937.21 VoAg: \$3,983.28
23 c. In another month the business office will be preparing for the annual audit.
24 d. Leadership and Remediation money is scheduled to be received this month.
25 This revenue will be included in the next financial statement.

26
27 2. Accounts Payables:

- 28 a. Douglas Vollmer/American Real Estate \$2,200 for property appraisal of the
29 High Desert High School. A final report will be submitted to Dr. Waite.
30 Further discussion took place on the appraisal process, communications with
31 Lincoln County, and architecture study scheduled for June.

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

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37 **VI. School Board Training- Key Works of School Boards- Goals and Improvement:**

38 A. How Budgets Work with Student Achievement: Dr. Waite stated this item was included in the
39 board work session but opened the floor for more discussion and any questions the Board may
40 have. None were put forth.

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42 **VII. Motion for Adjournment:**

- 43 A. Next Meeting:
44 2016-2017 School Budget Hearing: Tuesday, June 14, 2016- 6:30 p.m.
45 Regular Meeting: Tuesday, June 14, 2016- 7:00 p.m.
46 Shoshone High School Art Room (#278)
47 61 East Highway 24
48 Shoshone, Idaho 83352

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50 Vice-Chair Race made a motion to adjourn the meeting at 7:21 p.m. Trustee Stowell seconded.

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2 Discussion: None

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4 Chair Bozzuto stated it had been moved and seconded to adjourn the meeting and asked for
5 Trustees' voice vote. Motion carried by four aye votes to zero nay votes.

6 *Heather Wallace*

7 Heather Wallace

8 District Clerk

9 May 10, 2016

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12 This document serves as the official minutes of the May 10, 2016 Board Meeting. An audio
13 recording of the minutes is kept as a support document.

2016-2017 BUDGET



What is a budget?

- A "budget" is the school district's plan for the upcoming fiscal year. The budget will always include estimated costs of goods and services, which the district intends to purchase in the upcoming fiscal year. And the budget will always include an estimate of the "resources" that the district will use to pay for the costs.

- Generally, “good” budget development and implementation facilitate transparency and accountability. Responsible spending is important to most citizens. Here are a few of the ways in which the budget process can facilitate transparency and accountability: (1) uniform procedures, (2) independent committee members, (3) public meetings, and (4) public participation.

- **Phase 1** begins the process. Phase 1 involves the budget officer. The budget officer puts together a proposed budget based on school goals.
- **Phase 2** involves the budget committee. The budget committee reviews the proposed budget, listens to comments from citizens, and approves a proposed budget. The budget committee reviews the proposal to ensure that the district is planning to spend money in furtherance of expressly stated district goals.

- **Phase 3** involves the school board. Phase 3 includes adopting the budget and hearing again from the community.
- **Phase 4** involves the school district and the school board. Phase 4 occurs during the fiscal year when the local government is operating under the adopted budget to implement plan laid out in the budget.

Development, then implementation

- Is there any information on this report which indicates a trend, either positive or negative that could effect our financial plan for the year?
- Are expenditure forecasts expected to be within our appropriations?

- Are we outspending our current year revenue?
- Is our current revenue and expenses consistent with the estimates?


- Are checking accounts being reconciled every month?
- Is cash sufficient to fund operating?
- Is anything “unusual” happening?

Long Range Plan Goals

- Maintain innovative programs (extended day, alternative school, restorative justice, all day kindergarten, etc.)
- Maintain instructional time
- Maintain training time
- Technology
- We believe in investment in recruitment and retention of the best teachers and staff.
- We believe the teacher is essential to the learning process



School Goals

- Nine Characteristics
- 

- Clear and shared focus
- Effective leadership
- High levels of collaboration
- Curriculum, instruction and assessment aligned with standards
- Frequent monitoring of learning and teaching
- Focused professional development

- Supportive learning environment
- High levels of appropriate parental involvement
- High standards and expectations of all students

Build proposed budget

- Initial is based on certain assumptions/gather input
- Gather staff budgets, review last years expenditures, review new information
- Convene budget committee meeting, make adjustments, eventually approve proposed budget
- Board approves budget, and other associated proposals

Unique to 2016-2017

- New insurance plan
- Continued transition to career ladder
- Leadership premiums
- More Grants
- Increase in funding