

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

Tuesday: October 11, 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. Trustee Sarah Thomas. Work session began 6:41 p.m. as a quorum was established.

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

Absent: Trustee Rian Pine, excused by the Board of Trustees

Trustee Sarah Stowell due to a death in her family. Excused by the Board of Trustees.

Guest: Michael Burr, C.P.A. (to present the audit)

I. Audit Presentation: Chair Bozzuto 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 with no surprises or issues. All requested information was provided in a neat and orderly fashion. Mr. Burr then directed the Board's attention to pages 10-11 of the audit report and referred to the following:

- a. The General Fund decreased by \$52,233 but it was noted that half of this amount was transferred to other funds. In reality the general fund decreased by \$26,000
- b. Food Service increased in revenue by \$30,443 which reduced the outstanding deficit to \$7,532.
- c. Debt Service remained consistent.
- d. Capital Projects were also reviewed.
- e. Page 58 lists the summary of audit results; otherwise known as *the findings*.
 1. Segregation of Duties: Only one person is employed by the District in the accounting department, which does not allow for a strict segregation of duties.
 2. It was noted that the Board is aware of district policies and controls that are in place.
- f. Management Letter (last page in the audit) covers items as follows:
 1. "Several funds have negative fund balances. These items need to be reviewed and corrected if possible".
 2. There are funds in the student body account that have negative balances or have not been used in several years. These funds are being addressed by the administration.
 3. Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. Mr. Burr reported in basic terms the federal regulations have changed in regards to procurement using federal funds. The District will need to provide a policy meeting these regulations and have Board approval. This policy is above and beyond the typical procurement policies.
 4. Mr. Burr stated he did not include this topic in the management letter but informed the Board that the wage law is changing on December 1, 2016. It

will require employees making under \$47,476 annually to be compensated for overtime and will no longer be exempt from the overtime regulations.

At this time Dr. Waite asked if the Board had any further questions or comments for Mr. Burr. None were put forth.

The Board of Trustees and Dr. Waite thanked Mr. Burr for his time and presentation.

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 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. Trustee: Sarah Thomas. Quorum of the Board was established as prescribed in Idaho Code: 33-510.

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

Absent: Trustee Rian Pine, excused by the Board of Trustees

Trustee Sarah Stowell due to a death in her family. Excused by the Board of Trustees.

Guest: None

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

At this time Clerk Wallace notified the Board of the need to amend the consent agenda to include item: E. Need for Theater/Drama K-12 Certification.

Vice-chair Race made a motion to amend the consent agenda to include section E. Drama Certification. Trustee Thomas Seconded.

Discussion: None

Chair Bozzuto stated it had been moved and seconded to amend the consent agenda as presented and asked for Trustees' voice vote. Motion carried by three aye votes to zero nay votes.

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.): Mrs. Liz Torkelson represented the S.E.A. and reported the Idaho Education Association is offering a class to teachers on how to build professional portfolios and how to advance in their careers.

B. Shoshone Teachers: Mrs. Torkelson reported on the following:

1. Grades three through five have finished the interim SBAC testing and scores will be received shortly.

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2. Storyline is going well. Students are excited to present their business plans.
- C. Student Body: Principal Chapman reported on the following:
1. FFA students will be leaving on October 16 to attend the national convention.
 2. The soccer team is playing for first place in the district tournaments and will be attending the state competition in Twin Falls.
 3. Volleyball tournaments start on October 15 in Murtaugh.
- D. Goals and School Improvement: Per Dr. Waite's request this item was combined with item:
VI. School Board Training-School Improvement.

IV. Consent Agenda:

- A. Approval of Agenda
- B. Approval of the Minutes
 - i. September 13, 2016 Regular Board Meeting Minutes
- C. Principal/superintendent Reports
- D. Accept reports as presented
- E. Need for Theater/ Drama K-12 Certification

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

Discussion:

1. Dr. Waite explained that a staff member is currently working towards the drama endorsement K-12 to be included on her certification. Currently this staff member is certified K-8, but the District has a high need for a certificated employee K-12 to be able to include the secondary school. The drama department is also a member of the Idaho High School Activities Association and participates in state competitions.

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 three aye votes to zero nay votes.

IV. Financials:

- A. Accounts Payables
- B. District Financial Statement
- C. Secondary Financial Statement
- D. Elementary Financial Statement
- E. Audit Approval

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

Discussion:

1. Dr. Waite reported for the business manager on the following:
 - a. Secondary supply line: correction to a posting item which corrected the overage in expenses.
 - b. Custodian salary line: currently on track to end within budget at the end of the fiscal year. It was noted four extra employees are hired during the summer months and the normal part-time employees work full-time during summer.

c. Drivers Education line: This is a self-sufficient program. Funding comes in as classes begin and end. One class begins at the end of fiscal year and concludes in the beginning of the next fiscal year.

d. At the request of the Board, Dr. Waite studied the formula and career ladder increase to answer the question of what were staff raises in comparison to the previous year. Dr. Waite stated the SDE Career Ladder is not consistently across the board for raises. The increase within the SDE Career Ladder ranges from 1% to 6%. After his research, Dr. Waite reported for the Shoshone Joint School District teachers raises were approximately 3.8% and all other employees were 3%.

e. The Smeed Grant Funding was reviewed.

f. The Carl Perkins Funding was approved by the SDE. Funding will be coming in shortly for that program.

g. The food service program was reviewed.

h. Dr. Waite also reported the following reports have been turned into the SDE and are waiting for approval: Title 1 Consolidated Plan and IDEA (Special Education). These expenses will show over budget until the funding is approved and reimbursement request can be made. These are funds that have to be spent and before seeking reimbursement.

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

VI. Board Business:

A. Renewal of Superintendent's Contract:

Trustee Thomas made a motion to approve the renewal of the superintendent's contract as presented. Vice-chair Race seconded.

It is noted that the Board was presented with a draft contract for approval.

Discussion: Chair Bozzuto stated the draft contract starts with a salary of \$96,000, he requested the Board to consider a counter offer of \$97,000 for the first year and ending at \$103,000 in the last year to be in-line with the teachers' wage increases. Chair Bozzuto added the Board appreciated Dr. Waite's dedication to the school, students, staff and community. In addition the Board recognizes Dr. Waite's professionalism in making sure the district is correct and in compliance with business and education activities.

Vice-chair Race made a motion to amend the draft contract, the salary compensation portion to \$97,000., \$100,000, and \$103,000. for the three years Chair Bozzuto seconded.

Discussion: Dr. Waite thanked the Board for their confidence in his abilities and continues to enjoy his position with the District.

Chair Bozzuto stated it had been moved and seconded to approve the renewal of the superintendent's contract as amended and asked for Trustees' voice vote. Motion carried by three aye votes to three nay votes.

VII. School Board Training- School Improvement:

A. Facilities Update: Dr. Waite stated he has done some research on the future job market and educational needs in Idaho. Dr. Waite is in support of having a strong vocational program within the school as well as a strong education program. Both of these aspects play into the future of the facilities. The research Dr. Waite found reported what Idaho’s job market will be (predication was to 2022) :

1. Construction 39.3% followed by health care assistants, leisure and hospitality, and finally utility work.
2. Sixty percent of the job market will require a high school diploma, some college or a certification.

In continuing with the facilities update Dr. Waite reported the architects reports are in and he would like to schedule the first meeting to be first week of November. As requested at the last meeting Dr. Waite received the following nominations for the facilities committee:

Bart Koonce	Mike Aoi	Julie Nordstrom	Carl Pendleton
Ciara Naylor	Jackie Owens	Jim Eaton	Mr. Guierrez
Cassy Scott	Casey Holland	Mark Sant	Mike Stowell
Oscar Rodriquez	Tim Chapman	Larry Messick	Bill Marsh
Ken Hicks	Dominick Duggon	Ginger Koonce	

Dr. Waite stated there are eight to ten names pending. The District will continue with the plan and formal invitations will be mailed to interested parties.

VIII. Motion for Adjournment:

- A. Next Meeting:
Board Work Session: Tuesday, November 08, 2016 6:30 p.m.
Regular Meeting: Tuesday, November 08, 2016 7:00 p.m.
Shoshone High School Art Room (#278)
61 East Highway 24
Shoshone, Idaho 83352

Trustee Thomas made a motion to adjourn the meeting at 7:39 p.m. Vice-chair Race 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 three aye votes to zero nay votes.

Heather Wallace
District Clerk
October 11, 2016

This document serves as the official minutes of the October 11, 2016 Board Meeting. An audio recording of the minutes is kept as a support document.