

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

Tuesday: October 11, 2022

6:30 p.m. Board Work Session

7:00 p.m. Regular Board Meeting

Board Work Session: 6:30 p.m.

Present:

Board Members: Trustees Eli Gough and Oscar Rodriquez. The board work session began at 6:42 p.m. It was noted a quorum was not present for the work session.

Staff: Dr. Rob Waite, Principals Kelly Chapman and Kelly Wilkins, S.E.A. Representative Denice Christiansen, Business Manager Shannon Harris, and Clerk Heather Wallace.

Absent: Chair Anthony Bozzuto- Due to work schedule. Excused by the Board of Trustees.

Vice-Chair Lorie Race- Prior commitment. Excused by the Board of Trustees.

Trustee William Marsh- Prior commitment. Excused by the Board of Trustees.

Guest: Michael Burr- C.P.A.: School Auditor

I. 2021-2022 Financial Audit Presentation by Michael Burr, C.P.A.:

Discussion: Dr. Waite introduced Mr. Burr as the District's auditor who is in attendance to present the 2021-2022 financial audit.

At this time, Mr. Burr provided the Board with a copy of the Annual Financial Report (audit) for 2021-2022 budget year. It was noted an electronic copy of the audit was sent to the Board of Trustees before the meeting for their study of the subject. The following topics were reviewed and discussed:

- Mr. Burr stated the audit process went smoothly and all requested information was provided in a neat and orderly fashion.
- The Board was directed to pages 10 and 11 of the audit for the *Statement of Revenues, Expenditures and Changes in Fund Balances as of June 30, 2022* report which included the following discussion items:
 - a. General Fund ending fund balance \$1,741,793
 - b. Food Service ending fund balance \$99,305
 - c. Debt Service ending fund balance \$10,321
 - d. Capital Project ending fund balance \$71,997
 - d. Other Governmental Funds and their fund balances (\$240,917)
- The ending balance in the General Fund allows for four to five months of operating costs.
- The Food Service ending balance is partially due to breakfast and lunches being reimbursed at 100% of the federal reimbursement rate during the Covid-19
- Pandemic funding. As of the 2022-2023 school year the reimbursement rate will revert back to past practices.
- Governmental Funds include Covid/ESSER funding. The discussion included capital expense purchases and how these items would be discarded through the district's surplus policy.

- Lack of Segregation of Duties was listed in the Management Letter, but upon further discussion between Mr. Burr, Dr. Waite, and Mrs. Harris, there is no need to reference this item in the future due to the practicing procedures of the district.

At this time Dr. Waite asked if there were further discussions or questions from the Board of Trustees; none were brought forth from those in attendance. The Board of Trustees thanked Mr. Burr for his time in preparing and presenting the audit.

Dr. Waite further discussed the district expenses were \$400,000 less than the reported revenue. Some of the reason is due to salaries being over budgeted by \$36,000 which was a precautionary act by the administration. Also, the budget was based on the student attendance formula but the State Department of Education determined funding would be based on the student enrollment formula for the 2021-2022 school year. Thus creating more revenue than expected. Further discussion took place on enrollment funding vs. attendance funding.

The audit is available to the public through the district office and the official copy will be filed with the minutes of the meeting.

In other Board Work Session items, Principal Chapman was able to assist board members in setting up their Google Classroom account. Google Classroom will be the official board/superintendent correspondence tool.

Regular Monthly Meeting 7:00 p.m.

I. Call to Order:

The monthly school board meeting was called to order at 7:04 p.m. by Chair Anthony Bozzuto. Meeting was held in the Shoshone School Art Room (#278) located at 61 East Highway 24, Shoshone, Idaho.

Present:

Board Members: Chair Anthony Bozzuto and Vice-Chair Lorie Race. Trustees Eli Gough and Oscar Rodriguez. It is noted that the Chair and Vice-Chair were in attendance for the last part of the board work session.

Staff: Dr. Rob Waite, Principals Kelly Chapman and Kelly Wilkins, S.E.A. Representative Denice Christiansen and Clerk Heather Wallace.

Absent: William Marsh. Prior commitment. Excused by the Board of Trustees.

Guest: Natalie Olsen, Mary Ellen Russell and the Shoshone Jr. High School Cheer Team.

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

III. Consideration of Public Input:

A. Request to Appear before the Board (4105F) was not presented to the board clerk at the time of the meeting.

IV. Reports:

A. S.E.A.: No report in October for the S.E.A.

B. Shoshone Teachers: Mrs. Christiansen reported the elementary staff has been participating in the Cultivating Young Readers training. Teachers are spending time learning techniques and skills in this area. Mrs. Christiansen along with some other elementary teachers are working on starting a blog and podcast.

C. Student Body: Mrs. Natalie Olsen and Mrs. Mary Ellen Russell are co-coaches for the Jr. High School Cheer team. They were excited to introduce the team and share their award of first place from a summer cheer camp. The cheer team did a presentation with each member explaining what they liked about being on the team and how it has affected them personally in a positive way. The Board thanked them for the presentation and acknowledged this is the first Jr. High School Cheer team in many years.

D. Goals and School Improvement.

1. Carry over, Cafeteria, Handicapped Bus, and Additional State Funding.

Dr. Waite reported on the following items:

a. Carry over: Dr. Waite addressed the financial carryover of \$1,741,793. Dr. Waite's policy is to have at least 10% carryover for reserve funding. A 20% carryover creates a good financial standing. The district currently has a 38% carryover in the general funding and the amount increases to 48% when adding in the state foundation report. Dr. Waite stated schools have an obligation to spend funds to educate students and the district is at a point to address the carryover during the budget process and planning.

b. Cafeteria: Having a positive fund balance will allow the food service to replace a freezer with a larger unit and possibly allow for bonuses for the cafeteria personnel (for those who worked during the time of COVID). Additional discussion took place on the "free lunch for everyone" during the Covid-19 era and how the "free lunch for everyone" federal funding has been removed. Schools are back to the past practices of free or reduced lunches for students that qualify and full-pay for student that do not qualify. There is a program in place at the federal level that if a district is showing a high percentage of low income/poverty it is possible for all students to eat free. Due to the system of calculating for this program, the district does not qualify for this program.

c. Handicapped Bus: There is a need in the district to purchase a handicap bus to accommodate students. The district has been researching options and has found a bus for \$20,000. This bus is used and in good condition, but will not meet the requirements to be included in the district depreciation schedule. There will be route created to include handicap student pickups and possibly a few other students

d. Additional State Funding: School districts in Idaho have received additional funding in the term of bonus for instructional staff. Dr. Waite would like to follow the strategy of last year's premium pay bonus for staff, and is proposing to include all staff working over 20 hours a week in receiving a bonus. The additional funding amount is \$66,476.05. Including other referenced employees will cost the district an extra \$28,000 but the expense is doable with the current ending fund balance in the General Fund. The proposal is for instructional staff to receive \$1400 and non-instructional staff to receive \$500. In closing, Dr.

Waite asked the Board of Trustees if this plan was acceptable. The Board gave their agreement.

ACTION ITEMS

V. Consent Agenda:

- A. Approval of Agenda
- B. Approval of the Minutes:
 - 1. September 13, 2022 Regular Board Meeting
- C. Weekly Principal/Superintendent Reports
- D. Accept as Presented

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

Discussion: Principal Wilkins reported the teachers K-12 are receiving an additional four hours of Dyslexia training as required by Idaho Code. In addition, teachers K-8 will receive an extra 15 hours in training to receive a continuing education credit. Administrators and counselors are also required to receive said training.

Chair Bozzuto stated with no more questions on the item five: Consent Agenda, asked for voice votes of all those in favor vote aye, all those opposed say so. Motion carried unanimously.

VI. Financials:

A. Accounts Payables

B. Financial Statements-

District:	September 2022
Secondary Financial Statements-	August 2022
	July 2022
Elementary Financial Statements-	September 2022
	August 2022
	July 2022
	June 2022

C. 2021-2022 Financial Audit

Vice-Chair Race made a motion to approve the Accounts Payables, Financial Statements and the 2021-2022 Audit Report as presented. Trustee Rodriquez seconded.

Discussion: Dr. Waite read the monthly financial re-cap from Business Manager, Shannon Harris.

- This is the first official financial statement of the fiscal year after the audit and all corresponding audit adjustments, including salary/benefit accruals, have been entered.
- The September financial statement reflects the new teaching contracts in place.
- The district's application for federal programs has been approved and reimbursement requests will be made.
- Funds 100521160 and 100521490 are designated for the Cultivating Young Readers grant. These funds will show a negative balance as the grant was received after the budget process. These funds are also grant reimbursement funds.
- Fund 100661330 Tech Fees: is showing over by \$14,648. This is due to an order that had to be made in April and funding wasn't received until October. An adjustment entry to

fund 245 has been made in the amount of \$17,818 and will be reflected in the October Financial Statement.

Dr. Waite further discussed the district audit report and the meaning of “Segregation of Duties”. and confirmed with the Board of Trustees that the district indeed does have a “Segregation of Duties” protocol. Protocol is as follows: expense requests are reviewed, purchases orders are issued, the business manager reviews and oversees the fund account numbers, the superintendent reviews the report of expenses, and after the final approval expenses are then paid. In a total three district staff review expenses. After explaining the process to Mr. Burr, Mr. Burr was in agreement that the district does have “Segregation of Duties” in place and future audit reports will reflect this.

Chair Bozzuto stated if there was no more discussion on VI. Financials, called for a vote of all those in favor said aye. All those that oppose say so. Motion carried unanimously.

VII. Board Business

A. Policies

Policy: 1300: THE BOARD OF TRUSTEES: District Policy- Amendment

Policy 2540: INSTRUCTION: Selection, Adoption and Removal of Curricular Materials- Amendment.

Vice-Chair Race made a motion to amend policies 1300 and 2540 as presented. Trustee Rodriquez seconded.

Discussion: Dr. Waite explained these two policies reflect state law and read the changes being made.

Policy 1300: Dr. Waite stated the district has and always has had a policy stating the district will follow state and federal laws. Additional discussion took place on federal laws, state laws, administration laws (rules), and structure of policies.

Policy 2540: Dr. Waite stated this policy gives the definition of curriculum and materials and states the superintendent will establish a curriculum adoption committee that will comply with state law.

Chair Bozzuto asked for all those in favor of VII. Board Business: Policies, vote aye and all those that oppose say so. Motion carried unanimously.

VIII. School Board Training- School Improvement

A. Curriculum Development: Dr. Waite presented a power point titled: What is “Curriculum?”. This power point has been added to these minutes as support documentation.

The following points were reviewed by Dr. Waite:

- Curriculum is a course of study describing what students will be taught and what they are expected to learn to achieve proficiency in content and skill. Curriculum is above and beyond text books.
- Currently the state has published “state standards” and the district’s curriculum is aligned with those standards. This is including a breakdown of what is going to be learned and the plan for the school year.

- 1 • By adopting the state standards, the district is also adopting one of the Nine
- 2 Characteristic of High Performing Schools. An example was given of the expectations at
- 3 different grade levels.
- 4 • A discussion of the issues caused by diverting away from curriculum or adding to
- 5 curriculum without the proper authority took place. By following one of Nine
- 6 Characteristics of High Performing Schools which is Frequent Monitoring of Teaching
- 7 and Learning avoids the issue of diverting away from a districts adopted curriculum.
- 8 • The amendments to policy 2540 are as follows:
- 9 *The term "curricular materials" is defined as textbook; instructional*
- 10 *media, including software; audio/visual media; and internet resources*
- 11 *purchased using district funds, or officially adapted by the District.*
- 12 *And*
- 13 *The Superintendent shall establish a curricular materials adoption*
- 14 *committee for the purpose of advising the Board on selection of*
- 15 *curricular materials for use within the District. This committee will*
- 16 *comply with State Law.*
- 17 • Additional discussion took place on federal guidelines for curriculum and if
- 18 assessment testing is based on the states adopted curriculum.
- 19

20 **IX. Motion for Adjournment:**

- 21 A. Next Meeting:
- 22 Tuesday: November 08, 2022
- 23 Board Work Session: 6:30 p.m.
- 24 Regular Board Meeting: 7:00 p.m.
- 25 Shoshone High School Art Room (#278)
- 26 61 East Highway 24
- 27 Shoshone, Idaho 83352
- 28

29 Vice-Chair Race made a motion to adjourn the meeting at 8:01 p.m. with Trustee Rodriquez

30 seconding.

31

32 Discussion: None

33

34 Chair Bozzuto stated all those in favor say aye. Motion carried unanimous.

35

36 *Heather Wallace*

37 Heather Wallace

38 District Clerk

39 October 11, 2022

40

41 This document serves as the official minutes of the October 11, 2022 Board Meeting. An audio

42 recording is available of this meeting.

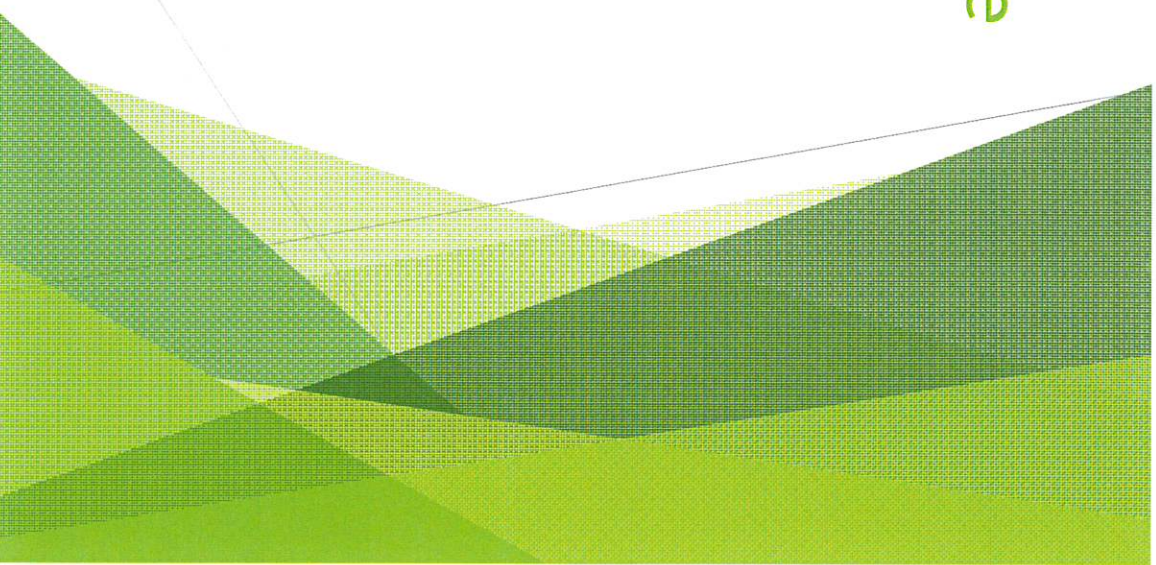
The page features abstract green geometric shapes. A solid green triangle is in the top right corner. The bottom half of the page is filled with a complex pattern of overlapping triangles in various shades of green, some with a fine dot pattern. A thin white line extends from the bottom left towards the center.

What is “curriculum?”

A designed course of study describing what students will be taught and what they are expected to learn to achieve proficiency in content and applied learning skills.

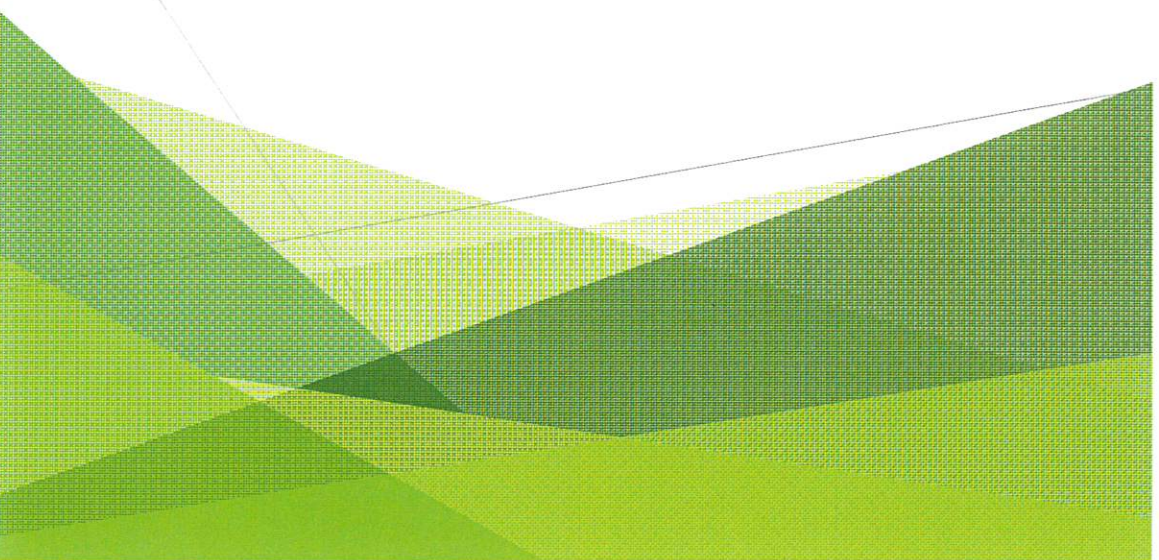
A more expansive definition will include more

- ▶ A sequence of how they will be taught the standards.



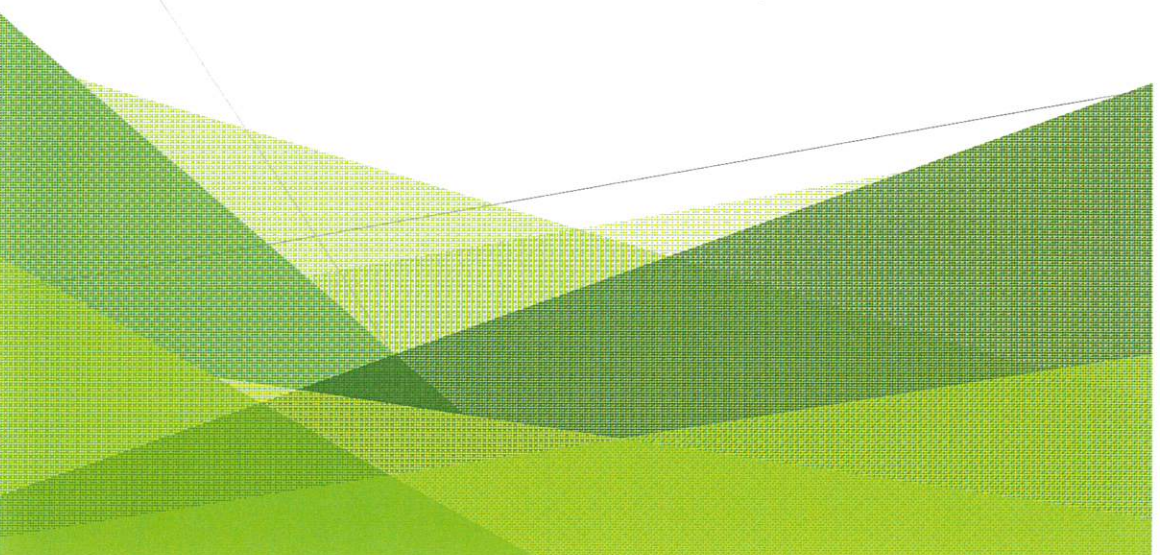
Curriculum Materials

- ▶ Most people believe its books, audio/video or notes.



Shoshone HS Curriculum

- ▶ “Curriculum, Instruction, and Assessments Aligned With State Standards” 9 Characteristics of High Performing Schools
- ▶ We have adapted the State Standards as our Curriculum.
- ▶ Based on definition of Curriculum.... “A designed course of study”



Goal 4.2: Build an understanding of the organization and formation of the American system of government.

Objective(s): By the end of Kindergarten, the student will be able to:

K.SS.4.2.1 Identify symbols of the United States such as the flag, Pledge of Allegiance, Bald Eagle, red, white, and blue, Statue of Liberty, and the President.

K.SS.4.2.2 Recite the Pledge of Allegiance.

K.SS.4.2.3 Describe holidays, and tell why they are commemorated in the United States, such as Thanksgiving, Martin Luther King, Jr. Day, Independence Day, and Presidents' Day.

Same Standard

- ▶ Objective(s): By the end of U.S. History I, the student will be able to:
- ▶ 6-12.USH1.4.2.1 Explain how the executive, legislative, and judicial powers are distributed and shared among the three branches of national government.
- ▶ 6-12.USH1.4.2.2 Explain how and why powers are distributed and shared between national and state governments in a federal system.

- ▶ If needed, books or programs are purchased by the district to support the curriculum.
- ▶ It is not the curriculum, but is to support implementation of the “planned course of study.”
- ▶ Deviation from the planned course of study?
- ▶ “Monitoring of Teaching and Learning” 9 Characteristics of High Performing Schools.