



# Potomac Elementary School

## School Board Minutes

for

March 14, 2011

Phone (406) 244-5581

Fax (406) 244-5840

[www.potomacschoolmontana.us](http://www.potomacschoolmontana.us)

*“Potomac School equips each student for his/her future  
within a culture of excellence that values the small community experience.”*

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### Call to Order

Board Chair Robert O’Boyle called the meeting to order at 7:00 PM by leading all in the Pledge of Allegiance. Those trustees present were: Jeff Hahn, Victoria Richardson and Jim Wrobel. Jill Thornton, clerk, was also in attendance.

### Public Input (for issues not on the agenda)

Melissa McCullough would like to present an idea for the boards’ approval. It would be a summer school gardening project for students. Bob said we would put it on the agenda next month.

### Consent Agenda

Jim moved to approve the consent agenda without the February 18 and 25 minutes. Jeff seconded the motion.  
**Passed 4-0.**

**Principal’s Report** Tim was unable to attend this meeting; his report will be presented at the April meeting.

### Clerks Report

The main focus on the current budget situation is part of the School Budget section in the meeting, so any information will be given at that point.

### School Policy Manual

*3<sup>rd</sup> reading of the 5000’s* – Jim moved to approve the 5000 policy series with the corrections previously discussed. Victoria seconded the motion. **Passed 4-0.**

*2<sup>nd</sup> reading of the 6000’s* – Jim moved to approve the 6000 policy series with the corrections previously discussed. Jeff seconded the motion. **Passed 4-0.**

*1<sup>st</sup> reading of the 7000’s* – notes:

- Policy #7000, Jill will include our vision statement in goals.
- Policy #7121, line 10, Jill will call MTSBA about line items requiring approval.
- Policy #7260, lines 24 - 27, Jill will reword the last paragraph.
- Policy #7310, lines 7 and 8, remove the “s designees.” ie - “the operating budget will be administered by the Principal(“s designees).”
- Policy #7310, add a line to refer to the policy that requires board approval for specific purchases.
- Policy #7320, lines 13, 14 & 39 – Create and refer to a policy 7320P and remove “The principal will establish”

### School Budget

Jim started our discussion off with an explanation of upcoming contracts the board is negotiating. There are 5 contracts to negotiate this year, and 4 of them require more information about what our budget will be next year. So the negotiating committees are going to wait until we have solid numbers to discuss.

Mike Krout from Majestic Bus Company, our bus contractor, came to talk to the board about his thoughts on the bus contract. He said he realizes that the board has tough decisions to make with the current financial situation. He would

like Majestic Bus Company to be our contractor. His offer was that Majestic 'ride it out' with Potomac School by keeping his proposed transportation charges lower. To do that he would freeze our rates at our current contract costs. Then in a few years he would like to renegotiate for an increase. Bob thanked him for his input.

Jim then said he sees two distinct discussions for the board considering our current 2011-2012 budget numbers. First, the possibility of a 'reduction in force' (RIF). And second the proposal of a levy.

Victoria stated the 'RIF' does not necessarily mean losing a teacher.

Jim stated the school needs to do what we can to be reasonable. Whatever the school can do to keep costs down without affecting quality of education should be done.

Bob said we should set up a time to discuss this when Tim could be present. Then Tim could explain the process for a reduction in force as well as give his recommendation.

Victoria also thought we should look at comparable salaries for teachers in schools such as ours.

Jim moved to run a levy in the amount of \$40,000. Jeff seconded the motion.

Jim explained that with the budget numbers we have for next year, we are short \$31,000 from this *current year's* budget. We are also heading into a time of reduced enrollment which will affect our budget in the years to come. Adjusting staff to enrollment works to a degree, but education is compromised if we cut staff too much. We do not want to continually ask the community for a levy to be passed. The request for \$40,000 is still short of the increase we would need to maintain a full staff, but with the reduced enrollment and Potomac School looking at a reduction in force it would be the minimum we need.

Jeff asked if we would also be asking for the Tech levy that was discussed previously.

Jim feels that a Tech levy would be too much to ask in today's financial climate, and as a result could reduce the probability of a General Fund levy passing. Since the General Fund levy is critical, he feels it would be better to focus our attention to only that levy request. All agreed.

Bob also stated that Technology, at this point in the communities and countries financial downturn, could be the focus of our grant writing. While Technology and what it provides for education is important, at this point it is less important than quality teachers.

Jim went on to state how important communicating this to the community is. He feels that communicating what the board, school and staff are doing to hold down costs and be responsible with our resources is a necessary step in setting this levy up. Also, we need to communicate what we intend to do with the funds if the levy passes.

Bob referred to the motion on the table for a \$40,000 levy and put it to a vote. **Passed 4-0.**

**Adjourn**

Chair O'Boyle adjourned the Board meeting at 8:22 pm.

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Robert O'Boyle, Chair

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Date

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Jill M Thornton, Clerk

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Date