



Potomac Elementary School

School Board Minutes

for

February 11, 2013

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

Call to Order

Board Chair Bob 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, Gary Long, Victoria Richardson and Jim Wrobel. Tim Johnson, principal and Jill Thornton, clerk, were also in attendance.

Public Input (for issues not on the agenda) None

Consent Agenda

Warrant Lists – Total Claims = \$20,717.02, Total Payroll = \$57,267.82.

Business Cards – Included in Total Claims noted.

Petty Cash – Supplemental to monthly warrants used between Board Meetings – Reimbursed thru Claims.

Extracurricular (Student Accounts) – Beginning Balance \$14,270.73; Ending Balance \$13,673.89.

Jim moved to approve the Consent Agenda. Gary seconded the motion. **Passed 5-0**

Missoula Public Library

Honore Bray, director of the Missoula Public Library, came to our board meeting with an offer of helping us set up a branch library in Potomac. They are offering to provide labor to set up our books on their bar code system, along with the computer and scanner to tie into their system. The PTC has offered to buy the bar codes. Other members of the Missoula Public Library are Seeley Lake, Frenchtown, Lolo, and Big Sky. Our books would be coded as belonging to Potomac. We would also have access to over 250,000 items in Missoula Public Libraries catalogue, as well as shared items with other libraries that number over 2,000,000! Books could be reserved from the entire catalogue, and when available be delivered weekly by the WOW bus, or picked up in Missoula. All Potomac School needs to provide is the space and volunteers.

Nancy asked if summer hours were required if we became a branch of the Missoula Public Library. Honore said that was not required.

Jim moved to approve becoming a branch library of Missoula Public Library contingent on the interlocal agreement. Victoria seconded the motion. **Passed 5-0**

Robotics Presentation

Kristina Davis gave some background on Robotics, calling it a ‘Lego League’. The group begins by purchasing a ‘mission’ kit from Lego. A ‘mission’ is a task developed on a computer that robots are designed to complete. The Legos are built around a ‘brain’ that is meant to complete the task. The goal is to finish the task through problem solving, which involves many failures during the design and processing. Kristina said the students work through this process without any directions from her. They are only given a book that gives them some direction to work through it.

Bridger, one of her students, said he did 17 missions. When asked what he learned, he said “Don’t goof around, keep more organized, and use teamwork.” He spent whole periods in study hall on programming. The shortest time spent on it was 1 hour, with the longest time 4 hours.

Kristina said they had practice for 1.5 hours every Monday after school since September, along with 3 Fridays. On January 15th they attended a practice competition in Missoula at Target Range. Then February 2nd they were in Bozeman for a regional competition. Only 10 students were allowed on the team, though 12 to 14 came to the practices.

Principals Report

Community

- State of Potomac Presentation January 31st

School

- H.I.T. parent meeting: very likely to have enough to make trip a reality (Presenting to Board for approval in March); Commitment letter going out parents, due back in 2 weeks; Trip is in ‘stone’ by the spring break.
- VISTA member Hannah Still is here
 - Surveys intended to gauge and improve support. The first one was given at Parent Teacher conferences.
 - Blue Ribbon School Application
 - Fine Arts
- Geography Bee: Rory B.
- Spelling Bee: Carissa A.
- Explorers: Winter outdoor survival skills at Lubrecht last Friday, River Cleanup bag assembly (Blackfoot Challenge); Upcoming: Ski trips to Discovery (alpine) and Seeley (cross-country)

Activities

- Robotics: Bozeman competitions (39th out of 48 schools that entered)
- Girl’s Volleyball
- MCT practice/tryouts today; Performance of the Pied Piper Saturday 3 and 5:30pm

Grant Writer update

SUMMARY OF SERVICES

Grant Awards

Blackfoot Telephone Cooperative

- Wrote grant proposal, submitted for approval and distribution, received notice of award for full funding request of \$5,000 for Phase II of the HUB.

Burback Foundation

- Received \$7,500 in support for the School’s Friday Explorer’s Program.

Grant Writing

PPL Community Fund: January 31, 2013 (awards in mid-May)

- PGCC: HUB development requested \$10K
- School: Explorer’s Program requested \$10K

NW Farm Credit Rural Grant: February 1, 2013

- Resident and credit service member, Jody Wills, has offered to submit a required letter of support for the funding application for the HUB. Requested \$5K

Plum Creek Foundation: January 31, 2013 (awards in mid-April)

- School: Festival Sponsorship requested \$2,500K

Missoula Electric Coop: sponsorship request for Pioneer Festival

- PGCC: Festival Sponsorship requested \$1,000K

Albertson's Foundation

- PGCC: received approval to submit grant for Explorer's Program for provision of nutritious snacks.

Fuel up to Play 60

- Continued participating in a *Got Milk Breakfast Blitz* grant program, shared info via email and facebook, and requested school staff also get involved.

Good 360

- Researched, provided info, and recommended that both PGCC and PTC register. PGCC gave approval to register.

Donors Choose

- Researched and provided info to School for distribution to individual teachers.

Potomac Explorers

Researched Federal and State programs for future funding sustainability including TANF and CCDF, as well as several viable, local foundations. Scheduled informational meeting with United Way of Missoula County for February 4th to discuss funding opportunities.

Pioneer Festival

- Continued providing support for PGCC facebook account.
- Drafted agenda and facilitated first planning meeting of the year. Distributed summary notes and scheduled second meeting February 7th.

AmeriCorps VISTA

Wrote newsletter brief on Hannah Still. Communicated regularly with Hannah prior to her arrival January 26.

February Work Plan

Continue researching relevant grant opportunities and foundations.
Continue sponsorship requests for Pioneer Festival / Centennial Celebration from area businesses/orgs.
Mentor and support training of AmeriCorps VISTA member, Hannah Still.

Future Grant Opps/Deadlines:

Steele Reese Foundation for Explorer's: March 1, 2013
Charles M Bair Family Trust: PGCC for Phase II development HUB: March 1, 2013
Missoula County Parks and Rec for Phase II development HUB: March 2013
Charlotte Martin Foundation for Explorer's: April 30, 2013 (awards June 15)
Montana Great Classroom Awards, PCTC for Explorer's Program or Webinar Development: June 1/Dec 1 2013
Washington Foundation for Innovative Learning Support: rolling application deadline
Town Pump Charitable Foundation: rolling application deadline

- PGCC Facility Upgrades
- School Centennial

Upcoming Meetings: February 7th Pioneer Festival planning meeting

Vision Impact

- Math MAP math scores have a VERY positive first glance.
- Spoke February 4th at the Joint Committee on School Finance...positive responses about our work here

Clerks Report

Poll Election

Jill Thornton looked into the requirements for running a walk in poll election at the Community Center. Missoula County will be running their election by mail ballot on May 7th. Jill talked to our election administrator, Vickie Zeier, to work through the process.

Vickie suggested we hold our election on a different day than the mail ballot election. She said this was possible in a legislative year, though not in years when the legislators were not meeting. By moving the election, it would be possible for her to be the election administrator, and walk me through the process she follows so I could do it in other years. This year, her suggestion is to hold the election the last Tuesday in May, while school is still in session. That would allow time for permanent absentee ballots to be mailed after the counties election is completed, thereby reducing confusion for the voters. It would also give enough time from the mailing to the schools election day itself. The cost for her to run the election would be approximately \$750 to \$800. That is similar to the school running the election themselves, as \$480 of that cost is for the election judges, with most of the remainder the cost for voting machines ballots and postage.

Monthly Reports

Funding is becoming much more complex through the need to help fund school programs through grants. The standard reports are not enough to understand how costs are being covered. Each fund the school relies on has its own restrictions and rules. Jill has been working on a variety of reports trying to create a clear understanding of what costs are being covered by what fund or grant. The first step is presented tonight in three reports. The first report is the Claim Details typically presented in the Consent Agenda. That report lists all the checks in order of vendor, with codes to the right stating which fund the check is drawn on. The second report is a Cash Detail Report that lists checks *within* the funds they are drawn from. So checks drawn on the General Fund are the only ones listed in that category, checks from the Transportation fund are the only ones listed in that category, etc. The third report is the Statement of Expenditure Budget Report. This shows the amount spent within each category of a fund.

Jill is still trying to find a clear, concise way to combine these reports into an easily understandable one report format.

School Board – Professional Development

Victoria has been involved with Robotics, negotiations, and is signing up for the March 13 Budget symposium presented by the MTSBA.

Jeff attended the February 4th Labor Law conference presented by the MTSBA, the State of Potomac town hall meeting, and participated in a mill levy meeting and a strategic plan meeting.

Gary has continued to be active with Robotics, attending their regional meet in Bozeman on February 2nd, and participated in the first Performance pay meeting.

Jim also attended the State of Potomac town hall meeting and wanted to thank Tim, Jill, and everyone who contributed to the presentation. He was disappointed in the lack of community members and parents present.

He also wanted to comment on a statement voiced during the meeting that he felt was inappropriate. A comment was made that the teachers received no pay increase while the principal did receive one. He said the teachers did receive a pay increase, and he disagrees with the contention that because they only received 'steps and lanes' with zero on the base of their matrix, which amounted to an average 3.76% pay increase for last year, that the increase did not constitute a raise. He does not see how more money being paid to teachers does not constitute a raise. All three of the matrix items contribute to a pay increase – the base, steps and lanes. And taking an average of the pay increases over the last 6 years, the average increase for the teaching staff has been just under 6% per year! The State of Potomac town hall meeting was neither the time nor place for such a comment to be made, it was also inaccurate, and he was very disappointed.

Jim also has continued staff negotiations with both the PEA and PACE. The contract for PACE has been complete, only waiting on how Performance Pay would be structured. Since it will not be part of the contract, PACE is ready to finalize their agreement. The contract with PEA is at an impasse since the board will not guarantee an increase in next year's pay. The next step is to go to mediation.

Bob said he attended the State of Potomac town hall meeting, and he feels Tim deserves accolades for his presentation. Bob also attended the regional meet with the Robotics team in Bozeman, participated in a levy plan meeting, a strategic plan meeting, and drove with Tim to give a presentation to state senators.

Strategic Planning

The strategic plan is presented for first reading and is as follows:

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product
1. Provide the latest technology hardware and training to our staff and students.	-Administration -Board -VISTA -Tech Committee -Explorers -PTC	<p>A Library location/adult ed classes (funding through Adult Ed)</p> <p>B FEASIBILITY STUDY/GRANT: <i>Move Library to out building (adult ed, tech lab?); New library space needs to be expanded (long term); do we need to designate the library as "public"; prepare old library space for classroom use; Community Center adult ed?; Church purchase if available?</i></p> <p>C Tech update; OPI computers; Adult ed tech redistribution; System maintenance contractor; Network, hardware, and software evaluation (university tech department?)</p>	<p>A, B) Summer 2013 - move material; Feasibility Study as grant money is available; Library opens in K-building fall 2013</p> <p>C) Summer 2013 - Updated lab, contracted tech support, Tech Eval of software, hardware, network</p>
2. Address bullying.	-Staff, -Student Council -Board -Explorers	<p>A Team building : PE, Structured Recess, etc. with debrief time</p> <p>B School wide acronym or theme for expectations;</p> <p>C Develop culture of anti-bullying with Student Council participation and staff development</p>	<p>A) Annual survey</p> <p>B) Spring 2013</p> <p>C) Ongoing - Survey based instruction and intervention</p>

<p>3. Enhance our outdoor sports programs and community participation through the completion of the Potomac Athletic Complex</p>	<p>-Administration -Grant Writing Team -PTC</p>	<p>A Pioneer Festival</p> <p>B PTC, Boosters, grants that leverage our history; Promote the field (photo);</p> <p>C Community uses/games: soccer (spring/fall), summer camps</p>	<p>A) June 2013</p> <p>B,C) October 2013 - Additional activities available on the PCRC</p>
<p>4. June 29, 2013: Celebrate the Centennial of Potomac School (1913)</p>	<p>-U of M Oral History dept.; -Pioneer Fest. Committee; -Comm Arts; -Administration -Staff</p>	<p>A Pioneer Festival, PTC, Boosters, grants that leverage our history,</p> <p>B Promote the field (photo); community uses/games</p> <p>C Centennial Book (VISTA coordination with U of M); coffee table photo book; U of M oral history</p> <p>D Centennial themed coursework in the school; student contribution</p>	<p>A, B) June 2013</p> <p>C) May 2013</p> <p>D) School Year 2013-2014</p>
<p>5. Improve the capacity for and increase the use of outside funding/resources to our school.</p>	<p>-Staff -Grant Writing Team -Board -PTC -Boosters</p>	<p>A Library location/adult ed classes(funding through Adult ed)/ tech update;</p> <p>B FEASIBILITY STUDY/GRANT; <i>Move Library to out building (adult ed, tech lab?); New library space needs to be expanded (long term); prepare old library space for classroom use; Community Center adult ed; Church property purchase if available</i></p> <p>C Grant writing, levies, bond: levy, increased (open) enrollment numbers, renew contracts w grant writer</p>	<p>A) Fall 2013 - Offer Adult Ed courses</p> <p>B) Fall 2013 - Secure feasibility grant for library</p> <p>C) Spring 2013 - Maintenance Levy; renew grant writer contract</p>
<p>6. Improve student communication skills (written)</p>	<p>-Comm Arts -Administration -Explorers -Staff</p>	<p>A Staff development and integration of practice to align, integrate and exercise Common Core: Writing Handbook, quality over quantity, expanded recipients, newsletter, letters to the editor, grant writing)</p> <p>B Typing fluency coursework (gr 3-8)</p> <p>C Creative Studies (Written proposal, presentations), Integrated Advanced Studies program, Multi-media expressions of a verbal/nonverbal nature; monitor typing</p> <p>D Student Council and “My Voice Survey”(gr 6,7,8); <i>Outlining student</i></p>	<p>A) Spring 2015 - MontCAS test</p> <p>B) Reported via report cards</p> <p>C) May 2013 - Explorer/C.S. showcase night</p> <p>D) Winter 2013</p> <p>E) May 2013 - PTC and/or PGCC</p> <p>F) Fall 2013 - Mrs. Linnell or Mrs. Schmill with Ms. Stitt create a Journalism elective</p>

		<p><i>council objectives..do they have a purpose, do they need materials? Newsletter article; NANCY's and Student Council input with Strategic Committee (During school hours)</i></p> <p>E Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions</p> <p>F Journalism elective: creating a newsletter/publication to be sent out to public (year book); website tab highlighting student writing.</p>	
<p>7. Improve student communication skills (verbal, multi-media)</p>	<p>-Comm Arts -Administration -VISTA -Student Council -Staff -Explorers</p>	<p>A Staff development and integration of practice to align, integrate and exercise Common Core: Public/Peer Presentation</p> <p>B Creative Studies (presentations), Integrated Advanced Studies program, Sister class/mentor with Polson, individualized education structure; Multi-media expressions of a verbal/nonverbal nature; website tab highlighting student products.</p> <p>C Student Council: "My Voice Survey"(gr 6,7,8); <i>Outlining student council objectives</i></p> <p>D Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions</p> <p>E Experiential Learning: MCT production, Science Olympiad/Fair, Poetry Outloud; science fair processes, Explorer: Robotics, K-4 Enrichment course products, Classroom Products</p>	<p>A Annually</p> <p>B Annual presentation night</p> <p>C Whole school presentations (4) highlighting student participation/products</p> <p>D May 2013</p> <p>E Annually</p>
<p>8. Establish min typing fluency benchmarks: 4th (20WPM), 6th (30WPM), 8th (40 WPM).</p>	<p>-Staff</p>	<p>A Staff development and integration of practice to align, integrate and exercise Common Core: newsletter, letters to the editor, grant writing); typing fluency coursework (gr 3-8)</p> <p>B Creative Studies (Written proposal, presentations), Integrated Advanced Studies program, monitor typing</p>	<p>A-E) Reported via report card</p>

		<p>C Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions</p> <p>D Journalism elective: creating a newsletter/publication to be sent out to public (year book); website tab highlighting student writing.</p> <p>E Typing Curriculum: Grades 3-8</p>	
9. Meet and/or exceed individual proficiency standards (Math, Science, Reading).	-Staff -Board -VISTA -Explorers	<p>A Staff development and integration of practice to align, integrate and exercise Common Core: Writing Handbook, revisions of “one” over quantity of many – quality over quantity, expanded recipients.... newsletter, letters to the editor, grant writing); typing fluency coursework (gr 3-8)</p> <p>B Academic structure/practice: Enrichment: k-4; math alignment; All students meet and/or exceed individual proficiency standards, “proficiency” growth as determined by AIMSweb and MAP; PLC Staff meetings; SAT team</p>	<p>A) Fall 2013-</p> <p>B) Spring 2014- Student profile containing all data, growth charts</p>
10. Determine the factors of an effective math program	-Staff -VISTA	<p>A Staff development and integration of practice to align, integrate and exercise Common Core</p> <p>B Surveys/data collection of community, Parent and student surveys (VISTA); Conferences (school climate, math survey), Longevity of HS placement</p> <p>C Growth comparisons (prior yrs); AIMSweb and MAP testing results, Placement % in HS courses; placement within Potomac math; SPED placement; Individual Growth v. expected growth</p>	<p>A June 2013</p> <p>B Ongoing</p> <p>C Monthly: PLC meetings; Annual report from HHS</p>
11. Communicate the factors of an effective math program.	-Staff, -VISTA -Grant Writing Team	<p>A Communication: Webpage, FaceBook; State of Potomac, Newsletter (mail out a district level newsletter intended for ALL residents); News Media; Engrade (more descriptive of topic); High school feedback on placements; classroom calendars (more descriptive of topic), pacing guide; Common Core report card supplement highlights quarterly</p>	<p>A) Ongoing</p>

<p>12. Increase student participation in all areas related to “their future.”</p>	<p>-Student Council -Staff -Board -PTC -VISTA</p>	<p>A 4-day week - Surveys used to monitor needs</p> <p>B Creative Studies (Written proposal, presentations),</p> <p>C Integrated Advanced Studies program, Sister class/mentor with Polson, individualized education structure;</p> <p>D Multi-media expressions of a verbal/nonverbal nature; monitor typing</p> <p>E Student Council: <i>Outlining student council objectives, purpose, materials. Newsletter articles</i></p> <p>F “My Voice Survey”(gr 6,7,8)</p>	<p>A) March 2014 Revisit at Board meeting</p> <p>B) Annual Spring Student Showcase (ie C.S. and Explorer)</p> <p>C) Summer 2013 Committee generates ideas with initial draft ready for August Board meeting</p> <p>D) Ongoing- integrated in courses</p> <p>E) Sept 2013 Student council newsletter section; Quarterly Presentations to students</p> <p>F) Annually (Dec)</p>
<p>13. Enhance our extracurricular programs.</p>	<p>-Explorers -Administration -Boosters -Board -PTC</p>	<p>A Library location/adult ed classes(funding through Adult ed)/ tech update;</p> <p>B FEASIBILITY STUDY/GRANT; <i>Move Library to out building (adult ed, tech lab?); New library space needs to be expanded (long term); do we need to designate the library as “public”; prepare old library space for classroom use; Community Center adult ed?; Church purchase if available?</i></p> <p>C Explorers: Showcase student work (Comm Center?); Local artists; Grad students U of M (music units); Summer Camps, Weekday Clubs; H.I.T.; Sports, Robotics, Archery In the Schools</p> <p>D Release time for Creative Studies project related to art/music; (Band and/or other fine art instruction during CS course time)</p>	<p>A, B) Library: Summer 2013 - move material; Feasibility Study as grant money is available; Library opens in K-building fall 2013</p> <p>C) Fall 2013 - Explorer showcase night (partnered with C.S. night)</p> <p>D) Spring 2013</p>
<p>14. Integrate critical thinking (CT) into all academic and behavioral settings.</p>	<p>-Staff -Student Council -PTC -Board</p>	<p>A 4-day week - Extended, sustained student contact time</p> <p>B Staff development and integration of practice to align, integrate and exercise Common Core: Writing Handbook, revisions of “one” over quantity quality over quantity, expanded recipients.... newsletter, letters to the</p>	<p>A) March 2014 - Board revisits</p> <p>B) Fall 2013 - Journalism course,</p> <p>C) May 2013 - Showcase Night for C.S. products</p>

	<p>-Explorers</p>	<p>editor, grant writing)</p> <p>C Creative Studies (Written proposal, presentations), Integrated G/T program, Sister class/mentor with Polson, individualized education structure; Multi-media expressions of a verbal/nonverbal nature; monitor typing</p> <p>D Student Council and “My Voice Survey”(gr 6,7,8); <i>Outlining student council objectives, purpose, Newsletter article</i></p> <p>E Team building (PE, Structured Recess, with debrief time); develop culture of anti-bullying with Student Council participation and staff development</p> <p>F Release time for CS project related to art/music; Math alignment, Enrichment</p> <p>G Explorers: MCT; Science Olympiad, Science Fair, Poetry Outloud, Robotics, weekday clubs, HIT trip, Summer Camps,</p> <p>H Journalism Elective, Newsletter elective,</p> <p>I Surveys & data collection, HS placement, Growth models</p> <p>J Staff Meetings: PLC staff meetings; SAT meetings</p>	<p>D) December 2012</p> <p>E) October 2013</p> <p>F) Spring Semester 2013</p> <p>G) Spring 2013</p> <p>H) Fall or Spring semester 13/14</p> <p>I) August 2013 Board meeting</p> <p>J) Ongoing</p>
<p>15. Improve the visibility and communication regarding Potomac School to the broader community.</p>	<p>-Administration</p> <p>-Staff</p> <p>-Board</p> <p>-VISTA</p> <p>-PTC</p> <p>-Boosters</p>	<p>A Community Center Partnership: Open Gym, Fencing, (more activities for the community), WinterFest; Developing a good relationship with the CC board (and other organizations) to partner on activities and work together on community ideas.</p> <p>B Communication: Webpage; State of Potomac, Newsletter (mail out a district level newsletter intended for ALL residents; find sponsors..Docs, Subway, Cullys to offset mailer rate), New Media; (MontCAS scores; MAP; AIMSweb; Engrade (more descriptive of topic); High school feedback on placements); surveys; classroom calendars (more descriptive of topic), pacing guide; Common Core</p>	<p>A) Ongoing</p> <p>B) Fall 2013 - sponsored newsletter, broadcast journalism option</p> <p>C) Spring 2014 - two staff present at a conference regarding what we are doing at Potomac</p> <p>D) May 2013 - Student Council reporting in Newsletter regularly</p> <p>E) May 2013 - Improved Facebook following (Likes)</p>

		<p>report card supplement highlights (quarterly)</p> <p>C Reaching out professionally to other schools, organization; KPAX, KECI, Missoulian, and larger state or national venues</p> <p>D Student Council - Student Council action within newsletter, more visible involvement in community</p> <p>E Social Media: Facebook, LinkedIn (can we take advantage of the discussion thread)</p>	
<p>15. Improve the visibility and communication regarding Potomac School to the broader community.</p>	<p>-Administration</p> <p>-Staff</p> <p>-Board</p> <p>-VISTA</p> <p>-PTC</p> <p>-Boosters</p>	<p>A Library location/adult ed classes(funding through Adult ed)/ tech update;</p> <p>B FEASIBILITY STUDY/GRANT; <i>Move Library to out building (adult ed, tech lab?); New library space needs to be expanded (long term); do we need to designate the library as “public”; prepare old library space for classroom use; Community Center adult ed?; Church purchase if available?</i></p> <p>C Advertising school’s strengths – News articles, web presence, tv news, social networking, events, Student outreach (chimes, poetry out loud, art in Missoula Library) Donations/charity done by school (Chicks n’ Chaps), Signage for Potomac Valley location, Monument for school (more than a bear)</p> <p>D Surveys/data collection of community (VISTA) Conferences (school climate, math survey)</p> <p>E Pioneer Festival, PTC, Boosters, grants that leverage our history; soccer (spring/fall), summer camps; Promote the field (photo); community uses/game.</p> <p>F Staff presenting at more conferences, U of M?</p> <p>G Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student</p>	<p>A,B) Library: Summer 2013 - move material; Feasibility Study as grant money is available; Library opens in K-building fall 2013</p> <p>C) Spring 2013 - Advertising campaign in place (1st step)</p> <p>D) May 2013 - Surveys ready for end of year data collection</p> <p>E) May 2013</p> <p>F) Spring 2014 - two staff present at conferences re: Potomac School</p> <p>G) May 2013 - Book produced for Festival (June)</p> <p>H) May 2013 - Survey results return regarding teacher webpage usage/effect</p> <p>I) May 2013- C.S. night shared with Explorer showcase night</p>

		<p>contributions</p> <p>H Teacher webpages: to parents, abroad</p> <p>I Student performances related to coursework (CS, Electives, etc.)</p>	
<p>16. Enhance our fine arts program.</p>	<p>-Staff</p> <p>-PTC</p> <p>-VISTA</p> <p>-Explorers</p>	<p>A Explorers</p> <p>B Showcase student work (Comm Center?);</p> <p>C Local artists; Grad students U of M (music units);</p> <p>D Release time for CS project related to art/music; (Band and/or other fine art instruction during IS course time)</p>	<p>A,B) Showcase night</p> <p>C) May 2013 - schedule reflects local artist instruction</p> <p>D) May 2013 - C.S. night</p>

Levy

Bob started the discussion with stating he wants to make sure the community has a clear view of what we are asking for in a levy. Maintenance has already been put forth. He wonders if we shouldn't have more than one levy to allow the community to vote on what they value. One levy could be for an administrative pay increase and tie the increase to a contract. A second levy could be for teacher pay, etc.

Gary asked if he was talking about separate levies for each different staff classification.

Jim asked if this was a proposal.

Bob said he is just presenting it for the board to decide. He feels there needs to be transparency in the levy request.

Jim agreed with transparency, and said he feels the levy should be a General Fund levy that clearly states what the school needs the money for. If the levy is only for pay increases, he feels it would fail.

Gary agreed and said he thinks it makes more sense to make the levy request a General Fund request with clear explanations.

Potomac Centennial

Tim started the centennial celebration discussion with the comment that we have more of a framework since we had a festival last year. This year they are looking at another Parade, working to have a larger school presence, holding an 'All School Reunion', plenty of food and booths. The parking is worked out now, and we are starting out with better funding than last year. We have over \$2000 in the festival funds. These funds are in a separate account with one representative from the community center, and one from the school.

A fundraising idea currently being explored is to sell bricks to potential donors that would be used in a monument. The funds would be donated to the Potomac Field, or their use could be modified to include whatever donors would like them used for.

Contingency fund

Policy 7310 addresses funds used for contingencies. We can designate specific funds to be held per board decision.

Gary said the Performance Pay committee met to discuss such funds, and how performance pay could be structured. The discussion focused on the 20% of our General fund budget that is currently not meant to provide staff payroll.

With the budget as tight as it is this year, the only way we might be able to find funds for performance pay is due to Tim and the grant writing team bringing in one-time-only funds that can supplant some of the General Fund expenses this year. This money would not be guaranteed, as unforeseen circumstances could arise where the school would need the supplanted funds.

The first meeting on Performance Pay was held on February 8th. The following questions were discussed:

1. Would this pay be part of the contracts? This would not be part of the contracts we have with PEA, PACE, Tim Johnson and Jill Thornton. It would be outside of the contracts.
2. Can we pay staff outside of the contracts? Yes, this pay would be provided through a 'conferring' with unions, not a negotiation. It would need a process that the board puts in place.
3. How would each individual be evaluated? We would need a process that remained the same, with individual goals being the basis for evaluation and pay.
4. Does everyone have the same access to the payments? Yes, but not necessarily equal payments. The process would state whether it is a percentage of pay or a set dollar amount.
5. Is the pay based on contracted jobs? Or extra work above and beyond the contracted jobs? No, the salaries are for contracted jobs, this is extra pay for achieving goals in addition to current contracts.
6. How can the process take into account those with other commitments such as young children? The process should not be just extra pay for extra time; it will be affected by the individual goals set for evaluation.
7. Is the pay based on current evaluations? No, at present there is no process for recognizing exceptional work.
8. Would the Pay for Performance continue? Yes.

Gary said that what stood out during the discussions was there needed to be two processes due to the very short time left in this year. It is not enough time to base performance pay on goals and their evaluations. For the first process, Tim's idea was to link the pay this year to increasing the overall Potomac Climate and perceptions of the school. It is an achievable goal and has been shown to need improvement. This basis would be more subjective for this first year, not based on individual s but on the group. But he feels it's a good goal to achieve.

The second process would be for the long term, with the flexibility to adjust the process through learning. This process would take goals from the schools strategic plan, give the choice to join in the process to each individual staff member, and have individual goals for those participating members that fit into the higher goals within the strategic plan. This is a more measurable plan.

Jim said he recently questioned Debra Silk from MTSBA to see if the performance pay needed to be included in the contracts he is negotiating. She said it was not necessary, so he is hoping to finalize the contracts.

Tim commented he saw the process as a flexible one, with a mechanism to include a 'meet and confer' process that is not capricious or arbitrary. There would not be a specific contract, but an agreement as to the mechanism and how it's set up.

Nancy asked why it would be set up outside of the contract.

Jim said there is always a difference of opinion about how much money we have. And one time only money is never put on the matrix. So performance pay could be funds we do not have confidence in putting on the matrix.

Bob said it is a way to show the teachers we value them without using money from the amounts set for payroll. This would set up a mechanism that would allow distribution of any extra funds to reward those who are working so hard.

Tim said the one time only money that could make the process possible this year does not work with a matrix that increases every year. And the amount being brought in through grants cannot be relied upon in subsequent years. But if a flow chart was created for how to use the one time only funds, they could be used for staff as well as maintaining the school.

Gary asked if the board was in agreement that Performance Pay would not be part of the contracts. The board agreed.

Tim stated that any extra funds not expended by the end of the year did not have to be used for staff at all. They haven't been in the past. This just allows a process to reward goals and achievements.

Personnel

Tim presented the information that Kristina Davis received the Gold Star Teacher Award. This award gives her recognition for all the work she puts in for her students and the school, and he was very happy to offer congratulations. The whole board also added their congratulations!

Tim recommended approving Carol White as a substitute teacher pending a completed background check. Jim moved to approve Carol White as a substitute teacher pending a completed background check. Victoria seconded the motion. **Passed 5-0**

Call for Election

Jim moved to call for an election. Victoria seconded the motion. **Passed 5-0**

Adjourn

Chair O'Boyle adjourned the Board meeting at 10:20 pm.

Robert O'Boyle, Chair

date

Jill M Thornton, Clerk

date