



Potomac Elementary School

School Board Minutes

for

June 29, 2017

Phone (406) 244-5581

Fax (406) 244-5840

www.potomacschoolmontana.us

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

Call to Order

Board Vice-Chair Kelsy Ployhar called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Those trustees present were: Gary Long, Craig Nelson and Steven Van Grinsven. Jill Thornton, Clerk and John Rouse, Principal were also in attendance.

Public Input (for issues not on the agenda) None.

Consent Agenda

June Warrant Lists – Total Claims = \$30,477.95. Total Payroll = \$41,514.32. July Claims = \$1,000.00

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On June 1, 2017 - \$30,569.61 thru June 30, 2017 - \$26,823.56

Gary moved to approve the consent agenda. Craig seconded the motion. **Passed 4-0**

Negotiations – PACE

Negotiations were concluded with the PACE (Potomac Association of Classified Employees). Gary moved to ratify the collective bargaining agreement between the PACE and Potomac SD11. Craig seconded the motion. **Passed 4-0**

Negotiations – Clerk

Gary moved to ratify the contract between the clerk and Potomac SD11. Craig seconded the motion.

Passed 4-0

New Policies 7400, 7405, 7515, and 8205

The second paragraph in Policy 7400 - Credit Card Use is amended to say “The district shall establish an aggregate credit limit of \$25,000 for all cards issued to the District.” Steven moved to approve policy 7400 with that amendment. Craig seconded the motion. **Passed 4-0**

Policy 7405 is not required with the adoption of Policy 7400.

Craig moved to approve Policy 8205 as amended below. Gary seconded the motion. **Passed 4-0**

Meal Charge Policy

Note: For the purpose of this policy, parent includes guardian, caretaker relative, and any adult responsible for the care of the child.

The goal of the Potomac School District is to allow children to receive the nutrition they need to stay focused during the school day. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The District complies with Federal USDA policies on meal charging and debt collection. All meal charges must be paid directly to the Potomac School District.

If a student is without meal money, the administration will take action deemed necessary to collect unpaid meal charges while ensuring the nutritional needs of the student are met in providing the student with a regular meal. If financial hardship exists, parents and families will be encouraged to apply for free or reduced price lunches for their child(ren).

Meal Charges

If there are no available funds in the student's account, he/she will be given a breakfast or lunch on account. A notice and/or letter will be sent home with the child requesting payment. A regular meal will be served until the account is balanced or if the student has money in hand for the current meal.

Zero-Balance Prevention

Parents are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year.

Refunds for withdrawn or graduating students.

1. An attempt will be made to contact the responsible party to refund remaining funds for a student known to be leaving or graduating from the district.
2. Positive fund balances will be rolled over to the next school year unless a written request for a refund is received by the Potomac Principal within two weeks of the end of school.
3. At any time, excess funds will be refunded when a written request for those funds is received by the Principal within two weeks of the student departure.

Option: Unclaimed Funds must be requested within one school year. Unclaimed funds will become the property of the Potomac School District Food Service Program.

Uncollected meal debt will be sent to collections per state and/or federal guidelines.

Legal Reference: <https://www.fns.usda.gov/school-meals/policy>

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265

Child Nutrition Act 1966, 42 United States Code (USC) Section 1771 et seq. Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.

Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485

7 Code of Federal Regulations (CFR) Parts 15B, 210 and 220

Personnel – Counselor Kelley McHugh

Angie recommends hiring Kelley McHugh as our new school counselor. She will be paid \$45 per hour for 12 hours per month. Craig moved to approve hiring Kelley McHugh. Gary seconded the motion. **Passed 4-0**

Principal Credit Card

Gary moved to obtain a credit card for the Principal. Steven seconded the motion. **Passed 4-0**

Tuition Fund

Gary moved to approve opening a Tuition Fund. Steven seconded the motion. **Passed 4-0**

Change in Levies – Transportation, Tuition and Building Reserve

Craig moved to levy an additional \$13,844.46 in the Transportation Fund. Gary seconded the motion. **Passed 4-0**

Craig moved to levy \$3,735.43 in the Tuition Fund. Steven seconded the motion. **Passed 4-0**

Steven moved to levy 10 mills in the Building Reserve Fund. Gary seconded the motion.

Steven amended the motion to a levy of 5 mills. Gary seconded the amendment to the motion. **Passed 4-0**

Adjourn

Vice-Chair Ployhar adjourned the Board meeting at 9:21 pm.

Cliff Vann, Chair

date Jill M Thornton, Clerk

date