



# Potomac Elementary School

## School Board Minutes

for  
April 13, 2015

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

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### UNOFFICIAL SUMMARY – OFFICIAL MINUTES SUBJECT TO BOARD APPROVAL

#### Call to Order

Board Chair Cliff Vann 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, Jason Nordberg and Kelsy Ployhar. Jill Thornton, clerk, Sarah Schmill, Supervising Teacher, and Chris Stout, Superintendent, were also in attendance.

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

Marsha Rytky came to the board meeting as her 8 month old will be a student at the school. Her husband is on the Sexual Offender list, and when she saw our meeting was going to discuss our policy regarding this, she wanted to be present. Her husband's interest is in supporting his child and she wanted to know what the policy was regarding picking up his child at school and attending school functions. The policy is being reviewed in new business.

Sigrid Anders-Olson, a parent who also writes for the Pathfinder, said the board should be commended for honoring the privacy of David Allen during the hearings on his administrative leave. She was still hoping though that there was some more information for the readers of the Pathfinder. Cliff said all the board can speak to is what was in the open meeting, and that is already public record.

#### Consent Agenda

Warrant Lists – Total Claims = \$21,996.02, Total Payroll = \$65,240.42

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – Beg. Balance Mar 1, 2015 - \$25,448.34; End Balance Mar 31, 2015 - \$26,812.72

Jason moved to approve the consent agenda minus the minutes. Craig seconded the motion. **Passed 5-0**

#### Teacher Presentations

Krystal Keroack talked about the curriculum she is using with the special education students called Zones of Regulation. Part of this curriculum discusses the effect one student's actions have on another student. Kelsy asked was this all students, and Krystal said she currently has 3 in the new curriculum. Gary asked how the three students are chosen. Krystal had one from an Individual Education Plan (IEP) and two were teacher recommendations.

Melissa McAuley's music class created instruments that used art and music together. In Explorers the 5<sup>th</sup> to 8<sup>th</sup> grade students will be building a go cart, with the younger students creating Pinewood Derby cars. In Physical Education, the Archery segment is coming up. Cliff said that three of his 4H Archery students need to present a safety presentation and would like to know if they could present that to the PE Archery students. Melissa said that would work well. She is also involved with the 8<sup>th</sup> grade High Impact Trip and they had asked her if they could make the trip in vans. Cliff said the board looked at that issue last year, and the students need to use busses for insurance liability issues.

Cliff asked if there was anything she felt the board could do for the school. Melissa said bringing in Educational Presentations to the school was very beneficial.

### Administrative Report

- Reading programs: K-6 Book It ended March 31 (Pizza Hut) - Abby organized, K-8 Silverwood ended March 23 - Tammie Dry organized, Hit the Books (Missoula Osprey) ends April 24 - Abby organized
- Spectrum brain visit March 18 was well liked/presented well
- Quarter 3 ended March 19th, report cards were sent home the 26th
- Museum of the Rockies March 24th was a great field trip (Melissa organized)
- Title 1 Night (math) March 25th @ 6:30pm (Krystal organized) 3 attended.
- Track scheduling meeting on March 26th: 4/20, 5/1, 5/5, 5/11 and 5/28, which is the 'Meet of Champions'
- Melissa and I attended 21st Century regional meeting March 27th and learned what other schools are doing in their program as well as how they use their funds.
- Bus evacuation drill April 6th
- Smarter Balanced testing beginning April 22
- Chris Stout came out April 7 for observations
- Body Awareness talk April 14th for 4th-8th grades will be given by teachers from the Nursing Program from UM. Teacher remain in the room for these presentations.
- Kindergarten Round Up April 16th
- Wildlife Film Festival April 22nd for 5-8th, April 23rd for K-4 (they will have additional field trip venues (art museum and Spectrum that day as well, plus possibly the Library)
- Donna Love (Native American talk/games) April 29-30th whole school
- Title 1 Night (Reading) April 30th @ 6:30pm
- MAP testing week of May 4th (2nd-8th grade)
- Montana Shakes May 11th (Damian organized) Shakespeare.
- 8th Grade trip to Oregon May 15-21st
- 7th Grade outdoor school May 19-21st (Kristina organized)
- Leave No Weeds field trip for 5th grade May 21st (Sarah organized) The students will also receive a presentation on weeds.
- Last day of school/Graduation May 28th (graduating 9 - 8th graders)
- fall soccer, co-ed, k-8 (Ovando, Seeley, Condon, Helmville)?
- Would like the lockers downstairs removed- hooks installed instead
- Received Red Cross donation for 10 mannequins to train the 7th grade in CPR

### Clerks Report

Jill presented an e-mail received from Steve Hamel who works in the Office of Public Instruction. He reviews school audits, and sent some beneficial information for 'best practices' small schools can use to provide the necessary checks and balances in the financial system.

The list of steps he sent is as follows:

1. Have the Board review monthly computer generated lists of warrants for payroll and claims. Question any gaps in check sequence within any month and especially between months. Question payments to any unknown vendors.
2. Insist that the clerk/business manager reconcile the books with the county treasurer's report monthly, and have second person review the reconciliation and sign/initial. Have someone other than the clerk review the list of income and disbursements shown on the treasurer's report each month.
3. Review monthly budget to actual reports at each board meeting.
4. Have someone periodically review invoices and/or timesheets to be paid.
5. Have bank statements mailed to a person other than the clerk/business manager to review before giving it to the clerk/business manager. At a minimum, periodically review any bank accounts not controlled by the county treasurer.
6. Periodically review cash handling procedures. Require cash to be deposited timely (preferably daily); require composition of cash and checks to be listed on each deposit ticket. Require that a receipt be immediately issued

for each payment received; a duplicate of the receipt or electronic record of the receipt should be retained in the records.

7. Do not allow hand-drawn checks; only issue checks through the computerized system; if hand-drawn checks are issued, have a second person create and post the related journal entry. Do not allow the signing of blank checks. Signed vendor checks should not be returned to those who authorized the payment; mail checks directly to vendors.

8. Where possible, segregate who (1) authorizes transactions, (2) records transactions, (3) reconciles records, and (4) has custody of assets; when segregation of duties is not possible, require documented second-person review and/or surprise audits/reviews.

Many of these steps are already taken, but after discussion it was decided that Jill will prepare a checklist that a board member can use to fulfill those that need additional input. In particular, numbers 2, 4, 5, 7 and 8 need some additional work. She will present this checklist at the next monthly meeting.

**Board Professional Development Reports**

- Jason attended an MTSBA presentation on budgets and funding, as well as the SpectrUM science presentation.
- Kelsy also attended the MTSBA presentation on budgets and funding, as well as the Museum of the Rockies and Explorers.
- Craig attended the SpectrUM science presentation and finished researching other school policies on sex offenders.
- Cliff attended the SpectrUM presentation and negotiated along with Gary with our new supervising teacher.

**Negotiation Committee Report**

Cliff, Gary, Abby and Terri will meet on Monday, April 20<sup>th</sup> at 4:30 to begin negotiations with the PEA.

**Policy Revision Committee**

Our first Policy to discuss is number 4550 – Registered Sex Offenders and will be discussed in New Business

**2015 – 2016 School Calendar**

The calendar for next year that was presented at the last monthly board meeting was reviewed and compared with MCPS’s calendar. Changes were made to bring our breaks in the school year in line with MCPS.

Jason moved to approve the 2015-2016 School Calendar. Gary seconded the motion. **Passed 5-0**

**Athletic Complex Update**

Gary presented a revised map of the athletic field adjusted for the new pavilion site. He listed what needs to be completed this year. That list is:

- Complete surfacing of low grass spots in the field with compost and topsoil and then reseed. Additional grading is necessary for the ramp and pavilion area. The estimated amount of fill required is 250 cu yds to be acquired from both Culleys and the Hayes pit.
- Complete surfacing of track, build long jump pit, and 400 meter and 100 yd dash.
- Clean and refurbish the outhouse.
- Line the creek with rock. Possible bench seating.
- Create a gravel parking area by the fence. And replace the existing temporary fence with a permanent one.

The list of what the school needs to complete this is:

- Dump truck hauling
- Small tractor work
- 500 tons of sand.
- 500 – 600 tons of gravel.
- Fencing material.

**Personnel** - none

**Election by Acclamation**

Jason moved to approve the election by acclamation of Gary Long for a three year term to the Board of Trustees of Potomac Elementary School District 11. Craig seconded the motion. **Passed 5-0**

**4550 – Registered Sex Offenders Policy**

Craig presented some examples of sex offender policies he researched to compare with ours. Our current policy is the policy recommended by the MTSBA. After reviewing the policies, the board determined that our existing policy is sufficient. Reviewed 4/13/15

**Principal Application Review Meeting**

The board called for a meeting on Monday, April 20<sup>th</sup> 2015 at 6:00 pm to review principal applications.

**MUST 2015-2016 Contract**

Gary moved to approve the contract with MUST for the 2015-2016 school year. Kelsy seconded the motion. **Passed 5-0**

**Adjourn**

Board Chair Vann adjourned the Board meeting at 10:00 pm.

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Cliff Vann, Chair

date

Jill M Thornton, Clerk

date