



Potomac Elementary School

School Board Minutes

for

April 8, 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 Vice-Chair Jim Wrobel called the meeting to order at 7:10 PM by leading all in the Pledge of Allegiance. Those trustees present were: Jeff Hahn, Gary Long, and Victoria Richardson. 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 = \$19,021.41, Total Payroll = \$55,342.00.

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 \$15,675.04; Ending Balance \$14,240.10.

Victoria moved to approve the Consent Agenda. Gary seconded the motion. **Passed 4-0**

Principals Report

Community

- Easter Egg hunt (includes preschoolers)
- Survey results: The community survey results showed the two most important things the community values are the teachers and small class size. Coming in second, with the following list within the same range of positive answers, was the administrator, small community experience, explorers, partnership with the community and the history/heritage of Potomac.

School

- Science Fair March 20th; “Thank You” to volunteer judges! Coordinated by Kristina Davis
- Art Mobile: two day residency K-8; Coordinated by our VISTA
- Kindergarten Roundup April 18th for incoming kindergarten students and families.
- Krispy Kreme fundraiser online (7th grade science field trip and excess funding goes to Boosters)
- MontCAS testing completed.
- Potomac U night: Singapore Math coming up April 16th; 6:30pm iTunes give-away!! This night will be centered around story problems with very unique ways to do them.
- Justine Luebke’s class is incubating chicken eggs
- K-3 robotics continuing through the month
- Received accreditation certificate from OPI
- Body Awareness presentation by MSU students April 10th; (related legislative update – the proposed ‘opt in’ clause will make the curriculum offering difficult. It would affect all curriculums. At present there is an ‘opt out’ for families to choose.)

Activities

- Explorers: Model Rockets, Catapults. These will be constructed with the goal in mind of making a basket with a basketball.
- Volleyball Tournament: Played well, ran into tough teams!
- Track began today!

Grant Writer update

SUMMARY OF SERVICES

Grant Awards

Missoula Electric Coop: sponsorship request for Pioneer Festival
PGCC: Festival Sponsorship requested \$1,000K
Awaiting news from PPL, NW Farm Credit, Plum Creek

Grant Writing/Research

- Charles M Bair Family Trust
- PGCC: HUB development requested \$7500K

Albertson's

- Submitted \$3K request to support healthy snacks for Explorers program on Feb 12th from PGCC

Missoula County Parks Board

- Discussed final report requirements and future project activities and submission. Requested receipts and updated financial reports from PSD11.

Other

- Emailed Wendy McDaniel on February 19th for networking and fundraising opportunities with local baseball/softball leagues.
- Developed Google calendar of grant deadlines and emailed the Administrator on February 27th with 2 local fundraising contacts.
- Emailed NCAT Bozeman seeking information on FoodCorps eligibility and requirements (including cost share requirements).

Potomac Explorers

- Presented proposal for use of AmeriCorps member to research public funding programs (TANF).
- Met with United Way of Missoula County to discuss funding opportunities. Received invitation to attend informational session in March and compete for United Way funding.
- Researched examples of "out of school time" programs – goals, measurable results, funding sources, logic models, compiled information and shared results with Administrator.

Pioneer Festival

- Continued providing support for PGCC facebook account and assessing opportunities for funding sponsorships.
- Drafted agenda and facilitated second planning meeting of the year.
- Researched and submitted PSD11 fundraising idea for consideration by the board (engraved bricks), as well as Centennial display ideas.

PGCC

- Re-designed PGCC website, crafted narrative and populated pages with info and photos to showcase community activities including PTC BINGO, PSD Field Development, and Festival.
- Prepared Montana Nonprofit Association application for PGCC
- Registered PGCC with Good 360 and addressed secondary questions.
- Registered PGCC with TechSoup Stock organization and await purchasing approval.

March Work Plan

- Continue researching relevant grant opportunities and foundations
- Completion of Phase I and initiation of Phase II field development
- Explorers 2013-2014 school year
- Match funding for development of new Adult Education Program
- Research fundraising brick costs
- Unrestricted support
- 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:

- Missoula County Parks and Rec for Phase II development HUB: March 2013
- Jerry Metcalf Foundation for Adult Ed Local History: March 15
- Montana History Foundation for Adult Ed Local History: March 27

- 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:

- March 10th Centennial fundraising opportunities and Adult Education priorities.
- March 12th United Way funding meeting in Missoula.

Vision Impact

- Presenting at AGATE conference April 11th (Kristina Davis, Justine Luebke, and Tim Johnson)

Tim also has been contacted by KPAX to discuss our 4 day school week as we are the only school currently using this schedule in Missoula County. Jim asked how the 4 day week is going. Tim said the students and staff are tired at the end of the day, but overall there have been no serious concerns.

Tim also notified the board of a quiet testing space he is having installed in the Special Education room. It would be used as an office for the special education teacher as well as our two co-op teachers. It can also be used when a 'separation space' is necessary for a student.

Clerks Report

Our breakfast program has been advertised more, and that has resulted in an increase in students using the program.

Jill also presented a spreadsheet that shows the current offsets of budgeted expenditures in the General fund that have been made possible by grant income as well as health insurance premiums not used. It is as follows:

Current Offsets of Budgeted Expenditures in General Fund

<i>Source of Income</i>	<i>Restricted to Miscellaneous Fund</i>			<i>Offset General Fund</i>	
	<i>Amount</i>	<i>Breakdown</i>	<i>Used for -</i>	<i>Amount</i>	<i>Used for -</i>
Heman Foundation 2012	2000	2000	VISTA expenses		
	2000			2000	Professional Dev
	3000			3000	Comm Ctr Rent
	1000	1000	To Pioneer Festival		
	2257			2257	Other
 					
Parks Board 2012	1500	1500	Pioneer Field		
Heman Foundation 2012	25000	25000	Pioneer Field		
Blackfoot Telephone Grant	5000	5000	Pioneer Field		
PTC	5000	5000	Pioneer Field		
Plum Creek Foundation 2012	5000	5000	Pioneer Field		
 					
Pioneer Festival 2012	1372	1372	Field Maintenance		
	100	100	Field Maintenance		

Burback Foundation 2012	8825			8825	Server
Burback Foundation 2013	7500	7500	Explorers		
<i>TOTALS</i>				<i>\$69,554.00</i>	<i>\$53,472.00</i>
				<i>\$16,082.00</i>	
Plus possible Health Ins				<i>\$6,240.00</i>	

*April 2013

\$22,322.00	Amount open for other uses in General Fund
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The next spreadsheet will show a column that displays encumbrances.

School Board – Professional Development

Jeff drove to Helena to attend a legislative session. He found it very informative and interesting. He also attended a levy meeting.

Gary spent 5 days with the Missoula County Robotics Team.

Levy

The General fund levy proposal is:

Shall the district be authorized to impose an increase in local taxes to support the general fund for the purpose of keeping smaller class size ratios to maintain our small community experience and supporting new common core standards? \$69,900 equals \$48.59 annual (\$4.04 monthly) per 100,000, \$97.18 annual (\$8.09 monthly) per 200,000.

Tim suggested changing the language to ‘reducing class size ratios to keep our small community experience and support new state common core standards’.

Jeff moved to approve the General fund levy request for \$69,900 with the language suggested by Tim for the election to be held on May 28th, 2013. Victoria seconded the motion. **Passed 4-0.**

The Technical fund levy proposal is:

Shall the district be authorized to levy on local taxes monies to support the technology fund for the purpose of purchasing, renting, repairing and maintaining technological equipment, including computers and computer network access and the associated technical training for school district personnel? A maximum of \$30,000 equals \$20.85 annual (\$1.73 monthly) per 100,000, \$41.71 annual (\$3.47 monthly) per 200,000. The amount for a Technology Levy is limited to 20% of the cost of existing computer equipment and computer network access, not to exceed 150% of the cost over time. Jill will work through the state calculations to determine the amount.

Jeff moved to approve the Technical fund levy request for the amount to be calculated not to exceed \$30,000 for the election to be held on May 28th, 2013. Gary seconded the motion. **Passed 4-0.**

Potomac Field

Tim said he has a backstop contract for \$8000. Tim and Cliff are going to work on the irrigation dependant on the weather. And Iverson will apply amendments and supply the machine to incorporate them as well as do the seeding.

Contract Negotiations

Jim said a mediator is being requested. He also would like to hold a meeting with the full staff to go through negotiation information. And even though Victoria is leaving the board next month, she will continue to work with him on the negotiations.

Missoula Public Library

Jill looked into what any liability issues might be as a result of opening up a Potomac Branch of the Missoula Public Library . The only coverage issue Western States Insurance said is necessary is coverage for the books we house that belong to the Missoula library.

Performance Pay

Tim said for the first year the consensus on performance pay is to review the school climate and actions that work to improve it. The goal that refers to this is goal #15 – Improve the visibility and communication regarding Potomac School to the broader community. For this first step in working out a performance pay model, and only for this year due to the short time frame we are working with, each group –i.e. teachers, classified, administration and clerk will be responsible for showing how this goal was achieved. This information will need to be presented to the board at the regularly scheduled June board meeting.

Jim said the next step was to determine the amount available within the budget this year. Part of this process will be to gather input on necessary items still needing to be purchased before the end of the year, and not only for classroom supplies.

Performance Pay for next year will need to go further into analysis of individual goals.

Personnel

Tim has an opening for the position currently filled by Janelle Wells.

Policies

Jim would like to wait for the next meeting that Bob O’Boyle attends to discuss the policies.

Election

Since we do not have more candidates filing for election than we have openings for our trustee positions, Victoria moved to declare our trustee election by acclamation. Gary seconded the motion. **Passed 4-0.**

Department of Justice Review

Jim closed the meeting to the public by declaring an executive session at 9:45pm.

The meeting was reopened at 9:57pm.

Adjourn

Vice-Chair Wrobel adjourned the Board meeting at 9:58 pm.