



Potomac Elementary School

School Board Minutes

for

June 10, 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 Robert O'Boyle called the meeting to order at 7:02 PM by leading all in the Pledge of Allegiance. Those trustees present were: Jeff Hahn, Cliff Vann 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 = \$46,337.16, Total Payroll = \$31,490.81

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 March 15 - \$14,240.10; Ending Balance May 15 - \$15,589.83.

Jim moved to approve the Consent Agenda. Jeff seconded the motion. **Passed 4-0**

Principals Report

Strategic Plan update

- Goal 2 : School wide acronym was initiated. Posting of acronym not completed (fall 2013); expectations have not been finalized
- Goals 3, 4,7d, 15e1,15e2, 15g2 : Pioneer Festival June 29th
- Goal 5c: Grant writer continues submittals; received +\$130k in funds
- Goal 6a : Friday staff development
- Goal 6c : revised expectations for presentations based upon staff input
- Goal 7d : no progress
- Goal 10a: Friday staff development
- Goal 12c: 21st Century Grant submitted; GT grant due July
- Goal 13a: Library scheduled for completion June 29th
- Goal 14c: Revised based upon staff input
- Goal 14g: Art Camp July 15-19
- Goal 15d: regular newsletter submissions
- Goal 15e: Facebook data shows improved likes (+180)

Community

- Picnic and community Game Day May 16th (open to the public). Turned out well!

School

- Field trips: Outdoor School (7th grader, Davis),
- 8th grade graduation, May 30th 7pm
- Math placement, review of math program during May 31st staff work day
- Model Accreditation review (See handout)

Activities

- Art Camp July 15th-19th

Grant Writer update

SUMMARY OF SERVICES APRIL 2013

Grant Awards

Received \$2000 grant from Northwest Farm Credit Services for Phase II HUB development.
Received approval for \$17500 from Missoula County Commissioners on Park Board Recommendation.
Confirmed approval of \$25000 from Heman Foundation against Challenge Grant Award

Received sponsorship from Two Rivers Bank of \$200 for the Festival.

Fund Development

Grants

- Charlotte Martin: requested \$5K for Explorers program
- NorthFace Explorer Grant: requested \$2500 for Explorers program
- Hart Family Fund for Small Towns: requested \$5K in support of community history project.
- National Trust for Historical Preservation. In the event that our application to Hart Family is not awarded, our application will automatically be submitted to NTHP for consideration in the same amount.
- Share the Good Garden Grant: Facebook contest submitted for development of historical garden to complement local history project.

Elected not to submit Farm to School planning grant at this time, and to instead use this year to strengthen a 2014 application by further identifying needs, goals, and potential partners (including those that can provide cash match i.e; County Health dept). Elected not to submit a complete grant application to United Way of Missoula County due to the limited funds that would be available, in contrast with time required to meet the intense grant requirements.

Grant Research and Planning

*Conduct weekly research on additional funding opportunities for HUB, Explorers, Athletics, History, and general operation support for School. All information is recorded on a spreadsheet by program.

*Met with Administrator and Clerk on April 15 to review existing and future funding opportunities and program development, including Adult Education.

*Actively participated in multiple planning discussions and the community charrette on April 23rd regarding redevelopment of old K classroom into new center for Adult Education called Media and History Center.

Centennial Circle

Researched opportunity to plan and implement a new fundraiser that honors the history of the school and community's strong sense of place. Met with local engraver on April 11th and met with Mutual Materials on April 17 and 23rd to negotiate pricing for the development of draft budgets. Worked in collaboration with Clerk to design physical project for approval by District.

Pioneer Festival

- Facilitated third planning meeting of the year for April 19th. Additional communication and planning will be conducted through email and phone with individual planning leaders.
- Focused time is spent on soliciting organizations that will donate time in the provision of educational booths on site or organizations/individuals that will facilitate educational demonstrations for both children and adults during the day. We have secured Animal Wonders, Wind River Institute, Certified Hunter Ed Instructors for Archery, Big Blackfoot Riverkeeper for FlyFishing 101, US Forest Service, Montana FWP, Clark Fork Watershed Education Program and more.
- Solicited the donation of items or funds in support of the festival in Missoula on April 11 and April 12.

PGCC and other local partners

- Continued updating PGCC website and facebook pages to share community news, including school information.

- Cultivated partnership with Big Blackfoot Riverkeeper to provide weekly river report to area residents through PGCC facebook page as part of a piloted educational series using social media outlets.
- Discussed future opportunities to partner with the school in the provision/support of local adult education programs at a meeting with Board members Yalanda Hinkle and Carolyn Hanson on April 13.
- Discussed the community history project and opportunities for future educational programming as part of new local Adult Education program at the Blackfoot Home and Community Club meeting with members on April 10th.

May Work Plan:

Continue researching relevant grant opportunities and foundations and developing support and outreach for local adult education programming.

- Review Phase I activities HUB , continue planning meetings and further develop timeline for activities.
- Explorers 2013-2014 school year
- Match funding for development of new Adult Education Program and founding community history project: Potomac Days of Yore.
- Unrestricted support as possible
- Donations and Sponsorships for the Pioneer Festival and Centennial Celebration
- Finalize Centennial Circle project planning, brochure and outreach.
- Mentor and support training of AmeriCorps VISTA member

Future Grant Opps/Awards/Deadlines:

May 1: Hart Family Fund for Small Towns / National Trust for Historic Preservation

May 1: NorthFace Explorer

May 13: Award notification by PPL

May 15: United Way of Missoula County

May 30: Award notification by Bair Trust and Montana History Foundation

June 1: Hart Fund awards History

June 1: NorthFace Explorer awards Explorers

June 15: Charlotte Martin Foundation awards Explorer's

Upcoming Meetings:

Tobacco Program May 2nd

21st Century Grant May 9th and May 16th

Clerk – Centennial Circle materials May 10th

Final approval on brochure design and language by May 13th

Proof Centennial Circle brochure at Pyramid Printers by May 16th

Centennial Circle brochure to Towne Mailer by May 23rd

SUMMARY OF SERVICES MAY 2013

Grant Awards

Montana History Foundation approved \$3K towards the local community history project.

Cellular One approved sponsorship of the Pioneer Festival for \$250.

Missoula County Tobacco Prevention Program agreed to pay for direct Pioneer Festival expenses including t-shirts for runners and volunteers, prizes, give aways and generator rental for sound system/education program/announcements.

Fund Development

Grants

- Missoula County Tobacco Prevention: submitted request for funding support of Pioneer Festival, Potomac Athletics, Explorers and Adult Education programming.
- United Way of Missoula County: submitted request of \$5K for Explorers Program from unrestricted funding outside of granting process at the request of the Executive Director.
- Dreyfuss Foundation: submitted request of \$5K for Explorers Program.
- Montana OPI 21st Century Grant: submitted request of nearly \$60K for out-of-school time program development and implementation. Concerted time and effort was directed to this intensive application above and beyond smaller grant applications. This and other recent grant applications look at the potential to link Adult Education

with Explorers for positive multi-generational contact and building healthy relationships and the opportunity to showcase skills.

Drafted grant application for Missoula County History Grant that will be submitted in mid June.
Plan to submit application to Washington Foundation in June, following award notification from several other grants so request is filling accurate needs.

Grant Research and Planning

*Conduct weekly research on additional funding opportunities for HUB, Explorers, Athletics, History, and general operation support for School. All information is recorded on a spreadsheet by program.

*Scheduled and met in person with USDA officials, in addition to Missoula Economic Development Corporation and Missoula County CAPS to discuss funding opportunities that would support Adult Education programming development and implementation in Potomac, as well as community development needs with public service buildings. Received additional supporting information via email from CAPS introducing me to Cindy Wulfekuhle, Director of Missoula City-County Department of Grants and Community Programs. A meeting will be scheduled in June to discuss potential funding opportunities or educational based partnerships.

*Met with Missoula County Health Dept staff (including Tobacco Prevention) on May 2 to discuss partnership opportunities and funding. Request for support was invited for both the current fiscal year, and next year fiscal year beginning July 1, 2013 that was submitted May 20th. We also focused discussion on Adult Education opportunities and partnerships that can be developed with support from various County Departments. Additional research and conversations will take place in July with the new fiscal year and budget – staff will provide contact information.

*Met with Administrator May 9th to review existing and future funding opportunities and program development, including Adult Education.

Centennial Circle

Took photographs of site and drafted illustration of proposed project for approval. Drafted a full color, tri-fold outreach brochure for approval. Sought printing and mailing estimates and received approval for budget. Worked in collaboration with Clerk to finalize design/budget and to select final bricks. Placed order with Mutual Materials for bricks. Submitted brochure to Pyramid Printing – proofed brochure in person – made minor changes – gave approval for final print. Brochure copies (1000) were delivered to Town Mailer. I paid invoice and picked up extra copies from Towne Mailer. Brochures (784) were delivered to all residents in 59823 zip code including post office boxes on May 24th. Submitted reminder to Administrator and Clerk to solicit first 24 orders internally so engraved samples will be available at Festival. Submitted outreach to school newsletter and posted on brochure registration form on facebook.

Pioneer Festival

- Sent emails to planning team members as needed. Purchased supplies for thank you cards and displays (cardstock and foamcore).
- Solicited sponsorship support and secured additional educational vendors, as well as materials vendors.
- Assisted PGCC with required insurance documents for the event.
- Drafted tshirt art concept in honor of centennial and unique community.

PGCC and other local partners

- Continued updating PGCC website and facebook pages to share community news, including school information and pilot of educational information on local resources of interest.
- Continue to keep local organizations informed as Adult Ed program develops – including building renovations and funding support for initiation of local community history project.

June Work Plan:

Continue researching relevant grant opportunities and foundations. Submit identified grants and organize/implement Pioneer Festival with planning team. The final weeks before the June 29th community event will require a serious investment of time to ensure success. We are still seeking to secure educational booths and demonstrations, as well as some photos and items of historical significance from Fort Missoula to display at the event in honor of the Centennial and local community interests.

Vision Impact

- Presenting to Rocky Boy School Board June 18th regarding 4-day week and 5th day programming

School Board – Professional Development

Jeff attended the 8th grade graduation, and Cliff has been reviewing the financial information he received from Jill. Jim spent some time talking to Julie Hacker this month, as well continuing work on negotiations. Bob helped with a Friday Explorers when the students were working on catapults. He said the students were excited and animated and that was good to see. He has also been helping on legislation, reading about education theory. It fits into what we are doing at this school. Teaching the students to think critically and inspiring them to excel. That was what he saw at during Explorers, and it was so fun to watch. He’s also been enjoying being an impromptu photographer at the school, and will be taking pictures at the festival.

Levy

Julie Hacker attended the board meeting to speak on her feelings on the levy. She felt the school did not communicate effectively with the community about this levy, and that many people did not even know the levy was being held. She would like better communication with those in the valley who do not have children in the school. Jim asked what she thought would help with communication and Tim asked if she would like to receive our weekly newsletter. She said the newsletter would be good, but sent to everyone in the valley. She also said with something like this levy, a telephone tree could be used to get the word out. With this levy in the past, Tim suggested at this point we do a semi-annual newsletter to the entire valley.

Bob thanked Julie for taking the time to attend our meeting to give the board feedback. Thanks were then given to Julie by the entire board.

The levy results are as follows:

There are currently 767 registered voters in the Potomac valley. Out of the 767, 193 votes were cast.

Potomac General Fund Levy votes cast	136 against	57 for
Potomac Technology Fund Levy votes cast	123 against	67 for

Jim moved to accept the above election results. Jeff seconded the motion. **Passed 4-0**

Contract Negotiations

Jim said that during the last meeting in March, mediation was agreed upon by the PEA and School. Our mediator was Paul Melvyn. The main area of mediation was salary, The result of the mediation was a suggestion by Paul that an Memorandum of Understanding (MOU) be attached to the contract as follows:

Memorandum of Understanding

The Board of Trustees (“Board”) and the Potomac Education Association (“PEA”) agree as follows:

WHEREAS, the Board and the PEA have been engaged in protracted negotiations over the terms of a successor Negotiated Contract;

WHEREAS, as a result of the parties not being able to reach agreement on all bargaining issues, the parties engaged in a mediation session with Paul Melvin on June 10, 2013, in an attempt to resolve any and all outstanding issues;

WHEREAS, as a result of said mediation session, the parties came to a tentative agreement on the issues set forth herein;

WHEREAS, it is the desire of the parties to formalize the tentative agreement reached during said mediation session and to reduce the terms of the tentative agreement to writing through this Memorandum of Understanding;

WHEREAS, based upon the foregoing, and in consideration of the terms and conditions set forth herein, the Board and the PEA agree as follows:

1. The PEA agrees that teachers will not receive increases on the Base and Steps from the 2011-2012 Potomac Salary Schedule for the 2012-2013 school year.
2. In consideration of the teachers concession set forth in Paragraph 1 above and in recognition of the efforts and dedication of the teaching staff, the Board agrees to provide the PEA members with a one-time payment that will be paid to each member of the PEA on or before June 30, 2013. Said payment is not to be construed as or treated as "same salary" for purposes of section 20-4-204, MCA in reference to tenure rights. The Board and the PEA agree that under no circumstance is this agreement or the circumstances hereunder to be treated and/or regarded as a past practice of the Board or setting any form of precedents.
3. The parties further agree that under no circumstances will the teachers' concession be the subject of any grievance, claim, suit or other administrative or legal proceeding nor will the one-time payment by the District be used, considered or treated as precedent in any grievance, claim, suit or other administrative or legal proceeding.
4. Should either party be required to enforce the terms and conditions of this Memorandum of Understanding, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs.

Paul felt this MOU would solve the difficulties that have been affecting the resolution of these negotiations while protecting the interests of both parties.

Jim said the lack of understanding of how a process would be put in place for Performance Pay, and the time frame we are currently under, is why he has brought this solution to the board. Though he knows it is not what the board had in mind, he suggests we accept Paul Melvyn's recommendation and postpone the implementation of Performance Pay until the next school year.

Tim expressed concern that this is negating the work completed by the Performance Pay committee, and the direction given by the board.

Bob added that this is a very different direction than the board discussed. After the process that has been gone through with all groups, a change such as this right at the end is very surprising.

Jim said this is just a recommendation, and if the board doesn't like it we can go back into negotiations. Is this the direction the board wants to take?

Bob asked Jim if he could discuss this with Debra Silk and bring that information back to the board. Jim said he will.

Then Bob asked for two special meetings to conclude this. First would be a meeting to discuss this issue of Performance Pay vs. MOU with all the information. And the second meeting would be to review final budget numbers so an amount for staff can be considered.

The first special meeting will be held Friday, June 14th, at 5:30 pm.

The second special meeting will be held Monday, June 24^h, at 5:30 pm.

Explorers

Bob said a couple of people have asked what Explorers is. Everyone knows what the different sports activities are. We need to find a way to get information out to everyone to explain how Friday Explorers works. This will also help with the larger discussion of how to set Explorers up next year.

Cliff asked how much of our efforts and resources are focused on Explorers. Is it like sports and how those resources are allocated? He's not sure what the long term plan is. And he wants to also know if any of the resources used by Explorers take away from regular school.

Tim said the Explorers program was started at the beginning of the year in response to concerns with a 4 day school week. He volunteered on Fridays, along with Melissa McAuley, in order to get the program going. It was a big hit, not only with the students who attended but with some of those looking at our school to offer grant dollars. The program enhances our school curriculum, and is innovative in a way that has attracted grant investors.

The funds that have been used for Explorers before we received grant money was money that served a dual purpose with the regular school curriculum supplies. Then, when we started receiving grants, we developed the program even more, and started paying Melissa for her time. It did not take away from school resources, and now with the grants, we have been able to add to supplies that the regular school can use also.

Jeff says he finds it difficult to understand how we can do Explorers, and renovate our Multi Purpose building, but we can't pay teachers.

Jill explained that school funding has restrictions on how the different funds we receive are used. The General Fund is the main fund for school. The Multi Purpose building and Explorers use funds that cannot be used for regular school costs.

Tim said the program is evolving, and is being developed to tie in closely with our regular school curriculum, enhancing understanding of concepts that are being taught in school at the same time.

Bob asked to postpone further discussion on Explorers until August.

Personnel

Tim recommends hiring Kristina Davis at an additional .1 FTE as a Teacher on Special Assignment (TOSA), This is a position that would help him with administrative duties. It is not adding to her base salary with her teacher's contract, but is a separate contract that has a one year term. He feels she is a valuable addition to the school, and could use her in this position.

Jim moves to approve the hiring of Kristina Davis at an additional .1 FTE as a Teacher on Special Assignment for a one year term. Cliff seconded the motion.

Cliff then asked if this is approved, would it block opportunities to remove class consolidation? Tim said it would not. The TOSA fulfills needs the district has.

Bob called for a vote. **Passed 4-0**

The next personnel recommendation Tim would like to present is offering a .6 FTE to Melissa McAuley for Music and Math.

Jim moves to approve hiring Melissa McAuley as a .6 FTE. Cliff seconded the motion. **Passed 4-0**

Bus Routes

Jeff moves to approve our bus routes for 2013-2014. Jim seconded the motion. **Passed 4-0.**

Class Consolidation

Bob asked how many students will be in our consolidated classes. Tim said the 3rd & 4th grade consolidated class has 18 students currently, and the 7th & 8th consolidated class has 26 students. He said our biggest issue is our classrooms are small, and it can be difficult to fit those class sizes into the classrooms.

Cliff asked what the deciding point is on when to have a consolidated class, and when to break it up. Is the decision based on just funding, or education concerns?

Tim said he would like to get each class size to its best possible number for education.

Cliff said he doesn't want the failure of the levy to be the only reason we can't hire another teacher.

Bob said we need a multi prong approach to get the classes smaller.

Policies

Jim wanted to look at policies because he found concerns throughout negotiations about budgets, grant impacts on our budgets, and board responsibilities. He wants the board to modify or create new policies where necessary.

One example is policy 6110p, which states that Tim is supposed to approve collective bargaining agreements.

Jim finds that some things the policies say are contradictory.

Bob asked that Board Policy be put on the August agenda.

Election Contract

Jim moves to approve the 2013-2014 election contract with Missoula County. Jeff seconded the motion. **Passed 4-0**

July Board Meeting

Jim moves to cancel the scheduled July board meeting, and hold a board meeting on Thursday, June 27th for end of the year closeout. Jeff seconded the motion. **Passed 4-0**

Adjourn

Board Chair O'Boyle adjourned the Board meeting at 10:30 pm.