



Potomac Elementary School

School Board Minutes

for

May 12, 2014

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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 7:00 PM by leading all in the Pledge of Allegiance. Those trustees present were: Jeff Hahn, Gary Long, Cliff Vann and Jim Wrobel. Jill Thornton, clerk, was also in attendance.

Public Input (for issues not on the agenda)

Shannon Bush presented an explanation to the Board on the way she managed to keep her hours down when she was on her own in the kitchen. She explained she used student help to deliver milk for breakfast, used rolls previously made and frozen, used students to help clean up, held off on paperwork, and had a couple hours of regular help during serving the lunch. She does not feel the school can offer a good lunch program if it reduces staffing hours with the program running as it currently does. She also had recommendations to help in reducing staff hour requirements and increase the student use of the lunch program. First, to help reduce the need for staff hours, set up guidelines for Community Center use. i.e. have requirements in place that leave the Community Center and kitchen area clean after use. There are times the kitchen, gym, and/or milk room need cleaning before the day can even begin. Second, to help with increasing the use of the lunch program, 1) find out what students would like to see on the menu while considering the Office of Public Instruction’s required guidelines, 2) offer more fresh fruits and vegetables, and 3) give students the option of choosing a premade salad on days they do not want the offered lunch.

Abby Stitt presented a request to the Board to consider additional textbook funds when preparing the 2014-2015 school year budget. She has been working on the Missoula Area Curriculum Consortium Committee with Sarah Schmill reviewing Social Studies curriculum standards. The current textbooks Potomac uses in the classes are not consistent with current standards or even consistent from grade to grade. As an example, her own 4th grade books do not cover the 4th grade curriculum standards she is required to meet. Next year the Consortium will meet to review the Science standards and Potomac’s 3rd through 5th grade science textbooks are also outdated. Kristina Davis has up to date 6th through 8th grade science textbooks, and her recommendation is to purchase 3rd through 5th grade science textbooks from the same source to provide consistency. Abby will get cost proposals together for both the Social Studies and Science textbooks for consideration.

Amy Vann said the PTC is interested in helping the school with playground safety upgrades and repairs.

Minutes

Jim moved to approve the Minutes for April 11th and 28th, 2014. Gary seconded the motion. **Passed 5-0**

Board Reorganization

Jim Wrobel was first sworn in as a Trustee on May 12, 2004 and has served since then. That makes 10 very active years Jim has volunteered for the school! Bob O’Boyle started his work as a Trustee on May 12, 2008, serving 6 also very active years! And Jeff Hahn has been an integral part of the board for the last 3.5 years. A very large thank you was extended to all of them for their time and dedication. A great deal of progress has been made during their tenures!

1. School Elections were held May 6th, 2014. The results were as follows: Craig V Nelson was elected to a two year term. Kelsy Ployhar and Jason Nordberg were elected to 3 year terms.

Jim moved to approve the Office of Elections - School Election Results. Gary seconded the motion. **Passed 5-0**

2. Craig Nelson, Kelsy Ployhar and Jason Nordberg were sworn in.
3. Select Officers:
 - Gary nominated Cliff Vann to serve as Board Chair. Jason seconded the motion. **Passed 5-0**
 - Gary nominated Jason Nordberg to serve as Vice Chair. Jason declined.
 - Craig nominated Gary Long to serve as Vice Chair. Gary declined.
 - Gary nominated Kelsy Ployhar to serve as Vice Chair. Jason seconded the motion. **Passed 5-0**
4. Appoint Business Manager/Clerk
 - Gary moved to appoint Jill Thornton as Business Manager/Clerk of the District. Jason seconded the motion. **Passed 5-0**
5. Authorized/Deleted Signers – Signature Card
 - Craig moved to amend the Signature Card to represent current Board members. Jason seconded the motion. **Passed 5-0**

Consent Agenda

Warrant Lists – Total Claims = \$31,836.34, Total Payroll = \$60,263.59

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 April 1 - \$27,104.38; End Balance April 30 - \$28,258.13

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

Principals Report

Community

- Volunteer/Potomac Partners and Creative Studies project dinner April 24th. (95 attended)

School

- 101 students
- Smarter Balance Assessment, MAP testing complete
- Bike-a-thon: Farthest distance biked = 41 miles....around Potomac Loop in one day!!
- Books to Movies: Thursday May 15th; read a book and watch a movie to see how they compare.
- 7th grade outdoor school next week (T-Th); *“tree-ologist”, taxidermy, star gazing, wildlife biologist, birding, geocaching, Jay Laber (Native American studies): atlatel, rope puzzles, flutes from PVC*
- 8th grade HIT trip success (more information will be presented later by the 8th grade group)
- PCRC update:
 - Irrigation running
 - Track dirt work scheduled for June 1 (need special board meeting to approve bids prior to June1)
 - Grass growing; patches of ‘difficult’ soil will be receive extra attention
 - Continuing rock picking efforts
 - Lawn/snow maintenance duties will be transferred to Mande; training beginning this week
- Explorers:
 - Butte tours - underground mine tour; tour of old Butte buildings
 - Montana Wild -
 - Clay Scott interviews of community; cooking with Kristen Lee-Charlson; first aid basics (Sheep Mtn hike group)
- Media and History Center/Adult Education:
 - Oral History preservation class: Clay Scott (evening of May 28th)

.Activities

- Track: (May 22nd); 4 students qualified for Meet of Champions

Vision Impact

- HIT trip has left a simple yet profound impact on students, staff, and parents.

The school board would like to see what Tim proposes for the 2014-2015 Budget. That will be presented at the last board meeting of the year.

School Board – Professional Development

Cliff joined the 8th grade for their week long High Impact Trip. He also met with Tim to discuss the transition and 2014-2015 proposed budget.

Gary participated in the hiring process of the new principal and put time into the High School Robotics.

Jason has been researching school budgets.

Kelsey helped with the volunteer dinner and read the first 43 pages of the new trustee information packet Jill sent out.

Craig started working through the school website pages.

Policy 3310 – Student Discipline, Gun free Schools, Weapons in School

Craig moved to accept the revision of Policy 3310 presented by Tim. Kelsey seconded the motion. **Passed 5-0**

Craig had some concerns over the terms used in another part of the policy referring to ‘fake’ or ‘look alike guns’. He is concerned it could be taken too far in discipline. He would like to make sure common sense is considered when the Administrator disciplines students on this issue. Cliff asked if Craig had a proposal for an additional revision to the policy. He said he did not.

Gary moved to approve the entire policy as proposed. Jason seconded the motion. **Passed 5-0**

Personnel

Tim wrote a recommendation that the board hire Kristy Pohlman for Potomac’s new 2nd grade teacher. Gary moved to hire Kristy Pohlman for Potomac’s new 2nd grade teacher. Jason seconded the motion. **Passed 5-0**

Tim wrote a recommendation that the board hire Nancy Schwalm as an explorers teacher through the balance of 2013-2014. Gary moved to hire Nancy Schwalm as an explorers teacher through the balance of 2013-2014. Jason seconded the motion. **Passed 5-0**

Season Cole resigned as an explorers teacher. Jason moved to accept the resignation of Season Cole. Craig seconded the motion. **Passed 5-0**

MUST 2014-2015 Contract

Gary moved to accept the MUST Bundle 3 Health Insurance Plan. Jason seconded the motion. **Passed 5-0**

Custodial Credit Card

Jill proposed the board approve a limited credit card to be added to our existing account for the custodian. This would alleviate problems with purchasing supplies. Jason moved to approve a custodian credit card with an \$800 limit. Gary seconded the motion. **Passed 5-0**

Pioneer Field

Gary brought this to the board because Jim and Tim, two of those involved with the Pioneer Field committee, are leaving. Cliff asked if there are any volunteers to be the board representative for Pioneer Field. Gary said he feels it is important to finish the track. Cliff appointed Gary to be the boards' representative. This brings up two issues that should be on the following agendas. The first is how Pioneer Field is considered in our budget, particularly as it pertains to grant writing and maintenance. The second is how the transition of administrators will affect the progress.

Bids for the track need to be considered before the next board meeting. The board set a special meeting for May 20th, 2014 to review the track construction bids.

Adjourn

Board Chair Vann adjourned the Board meeting at 8:50 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date