



# Potomac Elementary School

## School Board Minutes

for

August 13, 2012

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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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### Call to Order

Board Chair Robert O’Boyle attended via Skype and called the meeting to order at 7:08 PM by leading all in the Pledge of Allegiance. Those trustees present were: Jeff Hahn, Gary Long, and Jim Wrobel, with Victoria Richardson also attending via Skype. Tim Johnson, principal and Jill Thornton, clerk, were also in attendance.

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

### Consent Agenda

The Consent Agenda included:

1. Minutes for June 22, 28, and July 20, 2012
2. Warrant Lists – Total Claims = \$4,198.72, Total Payroll = \$4,594.34
3. Business Cards – Included in Total Claims noted.
4. Petty Cash – Supplemental to monthly warrants used between Board Meetings – Reimbursed thru Claims.
5. Extracurricular (Student Accounts) – Beginning Balance \$11,075.85, Ending Balance \$15,437.92

Victoria moved to approve the Consent Agenda with the correction of the adjournment time in the June 28<sup>th</sup> minutes of 5:37p, instead of 7:47p. Jim seconded the motion. **Passed 5-0.**

### Principals Report

#### Community

- Pioneer Festival: Successful day. Lots of suggestions. Next year will be June 29<sup>th</sup> with an All School Reunion and focus on the Potomac School building’s 100<sup>th</sup> year of service.

#### School

- Explorers Program set to begin Fridays (“water, boats, and see what floats” for September) Program schedule on webpage. Tim Johnson and Melissa McAuley are volunteering their Fridays to run this program.
  - U of M will participate with Explorer’s Program in same manner as Flagship Program in Missoula (course 395); 200 block students will have Potomac as option for observation block.
- Tim attended math seminar with “Ms Math”; renewed strategies for problem solving, focus on thinking processes.
- All Kindergarteners will be assessed by the end of the first week of school to see where they are performing in Reading and Math. Parents of high performing students will have the option of subject accelerating.
- Regular school week breakfast program awaiting final cost for meal (expected to be about \$2/meal)
- Well will be drilled in the next couple weeks, mower was purchased as a joint purchase of school and grant funds. Mower will be at both school and field. If old mower is repairable, it will be sold.
- Surveys information from end of school year tabulated
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#### Activities

- In need of Head Boys Basketball coach, Assistant Flag Football Coach

*Grant Writer update*

**Awards**

Missoula County Parks Board

- Received notice of award for full funding request of \$15,000

Charlotte Martin Foundation

- Received notice that request not awarded. We may resubmit.

Jane S Heman Foundation

- Re-wrote a letter of request for \$25,000 in financial support on behalf of PGCC, a 501(c)3 and submitted letter for approval and signature.
- Received notice of full funding award PLUS challenge grant of a second \$25,000 for 2013 if we can match it.

Lucylle Evans and James Evans Trust

- Awaiting communication on request.

**Writing**

Town Pump Charitable Foundation

- Wrote a letter of request for \$10,000 in support of Pioneer Explorer program. Submitted for approval and signature.

Action for Healthy Kids

- Wrote a proposal for \$2500 (max. allowed) in support of new breakfast program at Potomac School. Sent for review and submitted online.

Dennis and Phyllis Washington Foundation

- Started drafting online proposal in support of After School Program

**Potomac Explorers**

Initiated spreadsheet detailing partner communications – meetings and commitments to the Explorers program that I have initiated including FWP, DNRC, MSU Extension Forestry, Lubrecht Forest, Clark Fork Watershed Education Program, Clay Studio in Missoula and more. Shared info with Administrator.

**Pioneer Festival**

- Wrote and submitted notice to Missoula County Rural Initiatives, Seeley Swan Pathfinder and Blackfoot Valley Dispatch in Lincoln. Shared info with committee for further distribution through other media outlets.
- Requested educational booth participation from FWP Bear Aware program, Trout Unlimited, Clark Fork Coalition, and others.
- Drafted several t-shirt designs for review and approval by committee.
- Established authorized non-profit paypal account for PGCC and worked with Administrator to create DONATE button on new PGCC website.

**AmeriCorps VISTA**

Reviewed and commented on applicants. Participated in interviews and discussion.

**Grant Research: Athletics and Enrichment Programming**

Good Food Store / Stockgrowers Association: Pioneer Festival

PPL Community Fund: Afterschool program

Prudential: Education & Arts - *Program Support, Capacity Building & Planning, General Operating Support, and Systems Change*

Harvest Foundation: teacher training in technology and curriculum development and supporting the arts

JP Morgan Chase & company: Innovation in Education and Arts & Culture

Farm Credit Rural Grants: October for the Hub next year

*Vision Impact*

- Assessment of Kindergarteners according to ability will put students into most challenging coursework.

**Clerks Report**

Jill Thornton reviewed the Fiscal Year 2012-2013 total general fund budget amount allocated to Potomac after completing more detailed calculations for payroll. With the goal of keeping payroll costs within 80% of the projected budget, so we can cover the rest of the expenditures the school has, payroll costs were looked at in more detail. The detail shows payroll at \$13,642 over the 80% mark even keeping payroll at 2011-2012 rates. So with no increase in payroll from the 11-12 school year, Potomac school is still dipping into the 20% that should be allocated to the other costs the school has, such as heating fuel, electricity, school and student supplies, etc.

**School Board – Professional Development**

The festival was well attended by school board members. Gary rebuilt the horseshoe pits for the days activities, and he manned them along with Jeff during the festivities.

Jim went to a negotiation seminar given by the MTSBA. And he transported the school lawnmower for possible repairs to Triple W as well as bulldozed the trench and mowed pioneer field.

Victoria also worked on the negotiations with Jim and the PEA.

Bob kept up on updates from the MTSBA.

**School Policy Manual**

2<sup>nd</sup> Reading – 1310.

Gary moved to approve the second reading of policy 1310. Jim seconded the motion. **Passed 5-0.**

**Strategic Planning**

Jim said the main motivation to begin strategic planning at the June 22<sup>nd</sup> meeting was to give Jim and Victoria direction from the board for negotiations with staff.

The boards’ desire in relation to negotiations with staff was to include ‘pay for performance’ and consider current and future budgets when looking at payroll.

Jim feels the negotiations are now at an impasse as the PEA will not consider ‘pay for performance’ due to the impact on the pay matrix.

He then asked the board where to go from here. He summarized what he has heard from the board as 1. We contend it is necessary to maintain the 80%/20% split between payroll costs and all other costs, 2. The pay matrix in the PEA contract does not tie in to our budget in any way, and our budget needs to be considered, and 3. There is no performance incentive in the current contract or matrix.

The boards’ discussion on pay for performance centers on: maintaining the viability of the school, and giving the best workers more incentive through extra pay.

MTSBA was contacted on these issues, and one of the comments was the need for a good evaluation system for staff reviews to have information to base pay for performance on. At this time, the Office of Public Instruction is working on evaluation systems for staff that need to be redesigned to fit in with Federal standards.

Bob said he feels the board is asking too much of Jim and Victoria with how much more involved these negotiations are becoming. Jim agreed he is at a saturation point with the time this has taken. He does not like the idea of hiring a negotiator, but he doesn’t have more time. He would like to make sure though that both sides feel comfortable with what comes out of the negotiations. Debra Silk from MTSBA said a Memorandum of Understanding (MOU) could be put into place now so school can start without staff contracts finalized.

Bob suggested we have Debra Silk put the MOU together, and the board get the strategic plan worked through.

Jim is concerned that the strategic planning would keep us from moving forward with negotiations. He asked if we could come up with some plan to present a proposal to PEA after 3 months.

Gary asked if changing to pay for performance was only financially motivated. Jim said it was motivated by the need for the school to excel. Performance pay is one way to move in that direction. He will call Debra Silk tomorrow to put together the MOU and get additional information on contract language. At this point we could continue with the strategic plan.

**New Kindergarten Student Recommendation**

Tim recommended the board admit a student to Kindergarten though she is younger than the typical age allowed without board approval. Monica Martin has tested the student and feels she is mature enough academically and emotionally.

Gary moved to approve Tim’s recommendation. Jim seconded the motion. **Passed 5-0.**

**Proposed Multi-District Agreement with Missoula County Schools**

Jim asked Jill to contact the Missoula County School Board to find out who our board can discuss this agreement with.

**Personnel – Staffing for 2012-2013**

Tim recommended offering contracts to the classified staff consisting of Gail Abbott, Shannon Bush, Diane James, Heather Olean, Janette Ployhar, Amanda Preston, and Mary Whipple for the 2012-2013 school year.

Jeff moved to offer contracts to the listed classified staff for the 2012-2013 school year. Gary seconded the motion. **Passed 5-0.**

**2010-2011 Audit Review**

Jim moved to approve the 2010-2011 Audit. Gary seconded the motion. **Passed 5-0.**

**2011-2012 Audit Contract**

Jim moved to approve the 2011-2012 Audit Contract. Victoria seconded the motion. **Passed 5-0.**

**2011-2012 Trustees Financial Summary**

Jim moved to approve the 2011-2012 Trustees Financial Summary. Gary seconded the motion. **Passed 5-0.**

**2012-2013 Budget**

Jim moved to approve the 2012-2013 Budget. Victoria seconded the motion. **Passed 5-0.**

**Adjourn**

Chair O’Boyle adjourned the Board meeting at 10:15 pm.