



Potomac Elementary School

School Board Minutes

for

June 9, 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 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. Tim Johnson, Principal and Jill Thornton, clerk, were also in attendance.

Public Input (for issues not on the agenda)

Bruce Richardson said he had questions about three grants the district received. He feels they have nothing to do with education and are administered by the grant writer. He also feels the grant writer makes too much money for grants that he said again he feels are not focused on educating our students. He is also concerned about how grants will affect our general fund down the road. Will they add additional requirements for expenditures from the general fund? He also noticed hardware is being purchased. He would like to know if it is inventoried and asked for a copy of that. Cliff said all grants are pursued based on our strategic plan. That is what gives the grant writer direction.

Scott Davis said he would like to make sure any school equipment that is used by the Explorers program is replaced by the Explorers program if it is damaged or broken.

Consent Agenda

Warrant Lists – Total Claims = \$37,529.27, Total Payroll = \$124,118.31

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 May 1 - \$28,258.13; End Balance May 31 - \$22,308.75

Gary moved to approve the Consent Agenda. Jason seconded the motion.

Gary asked what the amount being paid for Robotics Training was. Both Kristina and Melissa are going to Carnegie Melon in Pittsburg to learn to teach Robotics. This expenditure was planned for in the 21st Century Grant.

Cliff called for the vote. **Passed 5-0**

Principals Report

Community

- Trail Run June 21st. (supports boosters and athletic field)

School

- 101 students
- Strategic Plan Update: *draft* (emailed)
- Math update (*see at end of Principal Report*)
- Proposed daily schedule; fall 2014 (*see next page*)
- Science Text extended to cover grade 2-8 (*currently 5-8*); Next year Board and staff should consider ELA and Social Studies text purchases through a staff committee recommendation
- Missoula Area Educational Cooperative (*See handout*)
 - School Psychologist hours reduced to .5/week (*currently 1 day/week*)
 - Speech remains the same

- Food Program:
 - Results from parent survey:
 - healthier options, homemade/local foods, salad option
 - Recommendations for fall 2014:
 - **Food:**
 - Salads (*individually wrapped*)
 - Student support in setup and takedown of lunchroom
 - Fresh produce purchased through Costco or delivery (American Food)
 - Setup/prepare breakfast and/or salads prior to next day may include dough prep for fresh rolls/etc.
 - **Staffing: (currently 14 hrs/day)**
 - 10.5 hours/day (7.5 + 3)
 - Additional time as needed for once a week pickup (Friday) of fresh produce if needed.
 - 3hr position needs to receive training from Mary to be able fully support Mary during leave/sick days.
- Explorers: (Summer)
 - Robotics: Aug 11-15th (Davis, McAuley)
 - Kids softball: May 13th Tuesdays
 - School's out Blowout: June 2-6th (swimming/fencing; +20 students)
 - Sheep Mountain Hike: June 10-13th (7 students)
- Media and History Center/Adult Education:
 - Oral History preservation class: Clay Scott (evening of May 28th)
 - Library hours 11:30-6pm every Tuesday; Saturdays begin June 7th.
- School maintenance: Finished by end of June
 - Painting (\$7,248): 3rd floor classrooms, halls/stairs on 2nd and 3rd level (general fund set-a-side)
 - Carpeting (\$10,431): 3rd floor, all staircases (general fund set-a-side); *new tread on 2nd floor stairs* (\$3,724; *safety fund*) and entry carpeting (general fund set-a-side)

Vision Impact

- Ms. McAuley and Mrs. Davis attending EV3 Robotics conference; Pittsburg PA, week of June 23rd
- Ms. McAuley and Principal Johnson presenting at 21st Century Conference in Missoula, August 5-7th regarding our Explorers program and professional development.
- Facebook reach: one year ago 180 likes; currently 254

PROPOSED DAILY SCHEDULE – FALL 2014:

	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	8th Period	9th Period
Justine	K	K Math	Recess/K	K/Lunch	Recess	K	PREP	K	Enrichment/K
Terri	1st	1st Math	Recess/1st	1st/Lunch	Recess	1st	PREP	1st	Enrichment/1st
Kristy	2nd	3rd Math	Recess/2nd	2nd/Lunch	Recess	2nd	PREP	2nd	Enrichment/2nd
Abby	3rd/4th	4th Math	3rd/4th	3rd/4th	Lunch/Recess	3rd/4th	3rd/4th	PREP	Enrichment/3rd/4th
Sarah	SS 7	6th Math	PREP	SS 8	Lunch/Recess	SS 5/6	K-2 PE	Elective	Study Hall
Kristina	Science 8	Geo	TOSA	Science 7	Lunch/Recess	PREP	Science 5/6	Elective	Study Hall
Nancy	Writing 5/6	2nd Math	Writing 7/8	Reading 5/6	Lunch/Recess	PREP	Reading 7/8	Elective	Study Hall
Melissa	K-4 Title	Math	PE 5/6	PREP	Lunch/Recess	PE 7/8	K-2 Music	PE 3/4	Band
Newbie	K-4 Title	5th Math	SPED ELA	PREP	Lunch/Recess	Art K-4	s Monitoring	5-8 Title	SPED Math
Gail	K-4 Title	McAuley	Linnell	Linnell	Duty	Lunch/PREP	Linnell	5-8 Title	Enrichment
Diane	K-4 Title	Pohlman	Pohlman	PREP/Lunch	Duty	Pohlman	K-2 PE	5-8 Title	Enrichment
Kathy	K-4 Title	Nordquist	Stitt	Stitt					

1st Semester electives

- Nancy Intro to Art
- Sarah Chimes
- Kristina STEM

2nd Semester electives

- Nancy Creative Writing
- Sarah Foreign Language
- Kristina Wildlife Biology

Melissa Band
 These kids go to the 8th period
 Title person

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MATH UPDATE:

Dear Parent(s)

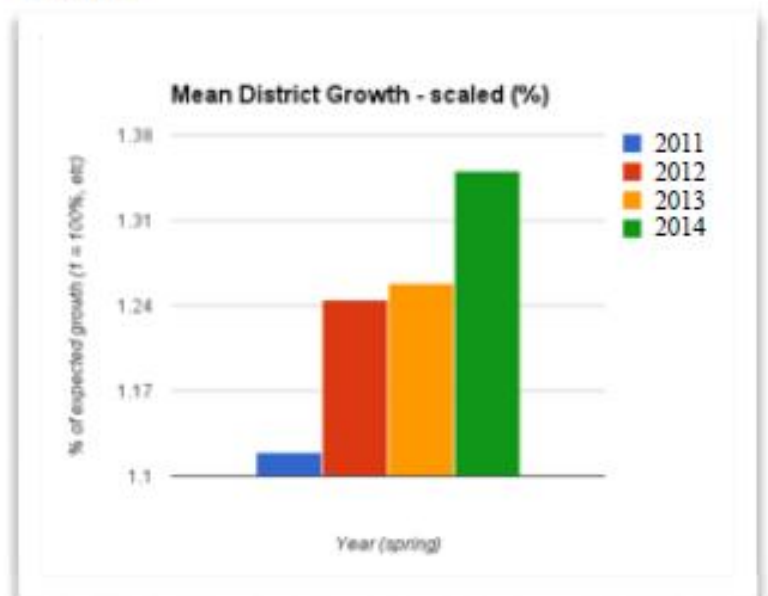
The last workday in May, Potomac teachers spend several hours viewing achievement data. We analyze the data looking for performance patterns in achievement. This data is then used in conversation with other important data such as classroom performance, prior coursework, and observed student motivation. Through this discussion, course placement is determined for the following fall. Your child’s placement is listed on the back side of this document with resources you can utilize at anytime during the summer and school year.

There have been some questions raised about the effectiveness of performance-based placement for math. Figure 1 summarizes four years of NWEA (MAP test) data covering three structural designs: 5-day week, traditional age/grade placement (spring 2011); 5-day week, performance based math placement (spring 2012); 4-day week, Common Core adoption, performance based placement (spring 2013-2014).

By utilizing a performance-based course placement for math (spring 2012), we have seen a dramatic increase in achievement scores. During the years 2013 and 2014, Potomac implemented two major structural changes: Common Core curriculum AND the 4-day week in (spring 2013). There were no cumulative negative effects when compared to the 5-day week (spring 2011, 2012) or moving to a performance-based placement (spring 2012).

Tim Johnson
Principal

Figure 1



Individual Scaled Growth = (spr score - fall score) / expected growth
1.0 = individual met 100% of expected growth based upon course student was placed. Each course has its own expected growth value. All individual scores are then averaged to create a district growth avg.

Clerks Report

Information is pertinent to items on the agenda and will be given with those. More time is needed to put together information on the end of FY 2013-2014 Budget.

School Board – Professional Development

Jason has been reading the book ‘Smart Money – Education and Economic Development’ by William Schweke, and he has been looking into information on school budgeting.

Kelsy attended Potomac U night, graduation and 2 days of the Explorers summer camp.

Craig attended the 8th grade graduation also.

Cliff attended the 8th grade graduation, as well as a conference in Helena on board leadership. He felt Debra Silk presented good clarification on the legal role of the school board. He put it together to share with the board -

Food for thought:

Culture: Starts with the Board

Board **culture**
influences district **culture**
in ways that influence
teaching and **learning**.

New ways of thinking and doing = new results for kids.

Quotes from Deborah Silk

- ▶ Impacting student achievement is the highest priority... (of the Board).
- ▶ Inspire the Staff, every time we meet.
- ▶ (a Board needs)... detailed knowledge about the relationship between goals, curriculum, instruction and assessment.
- ▶ (a Board should)... focus on policies that impact student achievement.

LEGAL GUIDELINES

- ▶ Board Members only have authority in a Board Meeting, none outside of.
- ▶ Importance of Working Sessions vs Regular Meetings
- ▶ It is a must to keep access to information equal.
- ▶ Any email, once replied to, is in violation of open meeting laws.

Cliff would like to set priorities this summer to help our new principal get up to speed. He would also like to focus on the following items during the summer:

1. Discuss Policies 6110P & 7000
2. Work on a Policy regarding grants – what do we want to do to direct the grant process? Bring grants into higher visibility.
3. Review and update the Strategic Plan.

Potomac Field Bids – Phase II Update

Alicia presented the following information and recommendation to the board:

The District has \$27,318.33 in cash on hand on record for Phase II
The District also has a legal contract with Missoula County for \$17,500 in Phase II support, payable upon receipt with final report and expense receipts totaling \$35,000.

Revenue from these 2 sources totals \$44,818.33

Last fall we spent \$11,490 in Phase II work (permits, excavation, culverts)
The lowest current bid (Richards) for remaining Phase II work totals \$43,960
We have a negotiated price for fill with Loretta for \$4000

Estimated expenses totals remaining for Phase II \$47,960

The additional money we need to secure to complete project as proposed is \$3,147

**The District does have income on record from profit sharing as a result of the Pioneer Festival the last two years. This money is more than \$2000 and is earmarked specifically for field development and maintenance. It could be used to meet the shortfall...and the District could loan...or provide (if available) direct support for the remaining balance of just under \$1200 in order to complete the project. The County may also be willing to help - see below <>

The County Public Works Department is actively working on licensing the site with DEQ as an operator. Erik Dickson has assured me that the County has no authority over the owner in negotiations for fill from the owner's pit...and they are interested to help ensure the success of our county funded project.

My recommendation is that the Board select and approve bids/contracts for work (Richards/Hayes) through the bid deadline of July 9, 2014. If the pit is licensed during this time, the District executes its agreements and the project is implemented according to plan, not to exceed budgeted amount.

In the event that pit is not licensed by July 9th, District will re-negotiate bids or contractor will extend bids another 30 days.

In the event that the project is not able to be executed by fall 2014, the District will request an extension on the current Phase II contract with the County (current contract due to expire March 2015) and hope to assume work in summer 2015. Fundraising will continue during this time to ensure revenue is available to complete the project.

<> The Parks Board is aware of our situation and the increased cost that last year's delay caused us. Contract extensions are not unusual - I can complete the paperwork required if this is needed. Additionally, I discussed the option of using some funds from our Phase III award from the County (\$15,000) to help meet our shortfall. This request is unusual, but I was told that the Board would receive this request. Given our unique situation - and the danger of further delays exacerbating revenue issues - I was informed support was likely.

I plan to attend this evenings meeting and to be available to answer any questions. Erik Dickson has also informed me that he is very willing to attend a board meeting - if needed in future - to increase the understanding and confidence of our School board from pit licensing and management to the execution of contracts.

Cliff asked Alicia if the \$17,500 from Missoula Parks is a sure thing. Alicia said it is. Cliff then said pending the ability to extract from the pit, we can have a motion.

At the last meeting, Craig said he would bring a sample Certificate of Liability Insurance that needs to be included in any contract. He gave it to Jill. She will forward it to Dale to use as a template for a Certificate of Liability from the contractor we hire.

Gary moved to approve John Richards bid for \$43,960. Jason seconded the motion. **Passed 5-0**

Contract Negotiations – PACE & Clerk

Cliff and Gary will start negotiations by meeting with the clerk on Saturday, June 14th at 2:00 pm.

Personnel

Tim recommended the board approve Melissa McAuley and Nancy Schwalm as 21st Century Explorers teachers for FY 2014-2015. Gary moved to approve Melissa McAuley and Nancy Schwalm as 21st Century Explorers teachers for FY 2014-2015. Kelsy seconded the motion. **Passed 5-0**

Tim recommended the board approve Gail Abbott, Diane James, and Nancy Linnell for Explorers for FY 2014-2015. Craig moved to approve Gail Abbott, Diane James, and Nancy Linnell for Explorers for FY 2014-2015. Kelsy seconded the motion. **Passed 5-0**

Tim recommended the board accept Angel Nordquists resignation. Gary moved to accept Angel Nordquists resignation. Jason seconded the motion. **Passed 5-0**

Bus Routes

Tim presented the Bus Routes for FY 2014-2015. There are no changes from the current routes. Jason moved to approve the FY 2014-2015 bus routes. Craig seconded the motion. **Passed 5-0**

FY 2012-2013 Audit

Jason moved to approve the FY 2012-2013 Audit. Kelsy seconded the motion. **Passed 5-0**

FY 2013-2014 Audit Contract

Gary moved to approve the FY 2013-2014 Audit Contract. Jason seconded the motion. **Passed 5-0**

Administrative Transition – Strategic Plan

This was already part of the Board Professional Development discussion about working with the new principal and developing an updated strategic plan.

Performance Pay

Tim explained that at the beginning of the year funds are set aside as contingency. If they are not needed throughout the year, they have traditionally been used for maintenance and supplies that have been held off until the possibility of a contingency is past. The end of the year usually has funds for this use. By putting performance pay into the mix at the end of the year, the employees are included in the consideration of those funds. This helps with negotiations when the question is asked about increasing wages and the end of year funds allow the possibility of additional pay.

Cliff said he doesn't feel good about performance pay when the district is going into a tight fiscal year. He feels that they should go towards supplies and other expenses for the following year.

Tim said with the contingencies built in, negotiations don't focus on always having money left at the end of the year.

A special meeting will be held on Friday, June 13th at 7:00 to discuss possible funds for performance pay.

Election Contract

Craig moved to approve the Missoula County Election Contract. Jason seconded the motion. **Passed 5-0**

Board Meetings

The end of year meeting to close out funds will be June 27th at 7:00 pm. That will also be the time for a discussion on the 14-15 budget proposal.

There will be a July meeting on the 14th at 7:00 pm to work on the Strategic Plan and Policies.

Adjourn

Board Chair Vann adjourned the Board meeting at 10:12 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date