



# Potomac Elementary School

## School Board Minutes

for

August 11, 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.”*

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### Call to Order

Board Vice-Chair Kelsy Ployhar 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 and Jason Nordberg. Jill Thornton, clerk, and David Allen, Principal, were also in attendance.

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

### Consent Agenda

Jason moved to approve the consent agenda. Gary seconded the motion. **Passed 4-0**

### Principals Report

#### **Community**

- I had several people come in and introduce themselves while talking about the school and community. I have an open door policy. Please feel free to stop in or schedule an appointment to visit with me.
- There is progress in renovating the Community Center bathrooms done with grant money from Plum Creek.

#### **School**

- New Hires SPED teacher and Second Grade
- Through interviews and conversation of staff, parents and stakeholders, looking to show overall direction of school as well as climate
- 21<sup>st</sup> Century Training
  - Potomac is in a Flagship position with Explorers and the HIT trip
  - Kids are more invested in their education when they are making choices in it.
- SAM Training
  - Found several more mentors
  - Added more tools in creating a positive learning environment
- PIR Days
  - Day one the 25<sup>th</sup> getting to know session, teachers work in rooms
  - Day two 26<sup>th</sup> safety training, writing across the curriculum, as well as integration of school dynamic gleaned from all stakeholder discussions.

#### **Grant Update**

- History Grant successfully completed
- Phase 2 closed successful on Athletic Field
  - Reimbursement for \$17,500 will be here by next week
- Next year of 21<sup>st</sup> Century fully accepted

#### **Vision Impact**

- See 21<sup>st</sup> Century Grant OPI final Report

**Board of Trustees..... 2**

Gary asked what the next step is with the field. He feels the grading has made it too attractive to those who want to drive out onto the track. He would like to see a fence put up to stop that driving onto the track as well as show the parking area.

**Board Professional Development Reports**

Craig said he appreciates Cliff’s direction for the board. Jason agreed. David added he felt Cliff created a good positive atmosphere.

Kelsy and David are going to MTSBA Legal Primer on September 4ht.

Kelsy said she has been going to some of the Robotics camp and the kids are really enjoying it.

**Trustees Financial Summary FY 2013-2014**

Jason moved to accept the Trustees Financial Summary FY 2013-2014. Gary seconded the motion. **Passed 4-0**

**School Funds – State generated Budget Report FY 2014-2015**

Jason moved to accept the Budget Report FY 2014-2015. Gary seconded the motion. **Passed 4-0**

**Personnel – Head Cook Position**

David recommended Victoria Richardson to the board as Potomac’s Head Cook.

Craig moved to approve hiring Victoria Richardson as Head Cook. Gary seconded the motion. **Passed 4-0**

**Policies**

**Policy 6110P – Administrator-board Job Responsibilities**

Gary feels the board needs more oversight on the \$25,000 amount in the policy. He would like to see it reduced to \$10,000.

Jason said he doesn’t think it’s a dollar amount. It has more to do with trusting the Administrator. He feels the Administrator should be given the boards trust unless a problem comes up.

Kelsy agrees with Jason and adds that she feels it’s necessary to give the administrator job freedom.

Craig also agrees with Jason and Kelsy. He feels we can always revisit this if necessary.

Policy 6110P will remain as currently written.

Policy 7320 - Purchasing would also remain the same due to the decision on Policy 6110P.

**Policy 7410 – Fund Accounting System**

Jill Thornton explained that this policy just lists the funds our school uses. This list was not updated when we added Fund 117 to our list. Jason moved to add Fund 117 to this Policy. Craig seconded the motion. **Passed 4-0**

**MCA 20-9-201, 3, Administration of Finances – Inactive Funds**

Jill Thornton was notified by OPI that the Tuition fund had been inactive for many years and the funds should be transferred to an active fund. Jason moved to approve the transfer of funds from the Tuition Fund to the Flex Fund. Craig seconded the motion. **Passed 4-0**

**Appointment of Authorized 14-15 Representative to Missoula Area Education Coop Advisory Board**

Kelsy appointed David Allen to serve as Potomac’s representative to the Missoula Area Education Coop Advisory Board.

**Adjourn**

Board Chair Vann adjourned the Board meeting at 8:59 pm.

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Cliff Vann, Chair

date

Jill M Thornton, Clerk

date