



# Potomac Elementary School

## School Board Minutes

for

September 16, 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.”*

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### Call to Order

Board Chair Robert O’Boyle called the meeting to order at 6:18 PM by leading all in the Pledge of Allegiance. Those trustees present were: Gary Long 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

Jim moved to approve the consent agenda. Gary seconded the motion. **Passed 3-0.**

### Budget Detail Review

Jill presented an update to the preliminary General Fund budget that shows this year numbers with the percentage of payroll, as well as a projection for next year.

Gary asked where the school gets its funding.

Jill said it comes from a few main sources. The largest source is funds provided by the state. We also receive some funds from the county in our transportation fund, and the rest of the funding comes from local taxes, and federal grants.

Has our substitute pay rate been adjusted since we went to our 4 day week? It has not. That issue will be put on the next agenda.

### Personnel – Additional Aide

Tim has been working with Erin Lipkind on the issue of additional teaching needs between Sunset School and Potomac. She has recommended that Sunset hire an additional teacher since they need more of the teaching time, and Potomac would help bring the teacher to full time with our additional needs.

Gary asked what our needs were.

Tim said we are very close to the edge of our ability to provide the staffing for the needs of our students. If we have a new student who needs special education help we do not have someone who is free to fill that position. At the beginning of each school year, those needs are being assessed, and it looks like we will need someone for this issue.

We can also use this position to help our students in their study halls. This has proven benefits for the students.

Bob asked what say do we have with this hire if we are splitting the teacher with Sunset.

Tim said he would talk to Erin to review our options on that. At this point, Erin and Tim have veto power on the new hire.

Bob said he would like to see an exit plan if the new person doesn’t work out.

Gary asked if this was for the rest of the year. Don’t we already have a special education teacher?

Tim said that to date, we have a reduced number of active special education students, so our current teacher is handling more than just special education. If we get a student who needs 'pull out' services, where they are not taken care of within the existing classroom and need to be brought to another setting, we don't have existing teaching time in our schedule to handle that. We haven't had any such cases in the past couple of years, but we might have that instance this year.

And we do have a need for extra tutoring.

There is also the possibility that we will need another full time teacher next year.

Cliff arrived at the board meeting at 6:55pm.

Tim said at this point, a 2.2 FTE is what he is requesting.

Jim asked why we don't just hire our own 2.2 FTE teacher. Tim said he feels it would be a very difficult position to fill.

Jim then asked if the schedule between Sunset and Potomac would work for splitting up the teachers' time. Tim said that has been discussed, and it seems to work out well.

Bob said a motion was on the floor held over from the last board meeting to approve a .2 PARA position. He asked for a vote. **Failed 0-4**

Jim moved to contract thru Sunset school for an instructional .22 FTE position through an interdistrict agreement. Gary seconded the motion.

Jim asked what the laws are regarding a position for special education needs. Tim said a licensed special education instructor, which Angel is, can assign the duties to a PARA or teacher.

Cliff asked if Amy, his wife, applied for this position, how does it work with him being a board member. The only requirement is that he abstains from the vote to hire.

Bob asked for a vote. **Passed 3-0, with one abstention.**

**Personnel – Substitute**

Tim recommends Tammy Dry as a substitute teacher. Jim moved to approve Tammy Dry as a substitute teacher. Gary seconded the motion. **Passed 4-0**

**Contract Negotiations**

Bob said one of the matters for negotiation is in place, with performance pay on the agenda for the October meeting. Jim said this could at least give a direction for the preliminary negotiations to begin.

Negotiations required this year are – Certified, Classified, Administration and Clerk.

Bob said last year was bad for the district when the negotiations continued for so long. He wants to make sure that doesn't happen again this year.

He also went through our policy on this, and according to that the administrator is supposed to be a part of all negotiations. Jim asked what he recommends.

Bob said he recommends that the administrator is part of the negotiations, and if that is not possible, then we need the superintendent.

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Jim said we could also modify the policy. Bob said he feels there is a good reason for administration to be involved with the negotiations. The board does not have the knowledge of education and the system the same way administration does.

The board agreed that Tim will supervise all the negotiations. Jim asked what Tim’s views are on this.

Tim said that ultimately the contracts come back to the board for approval, so they have full input. And the administration receives training in supervising and advising, and he thinks it would be wise to have that input in the meetings.

Bob said we need to post the negotiations also. Tim agreed, and added that it is necessary for the openness of the district. Bob also feels it could eliminate rumors such as those that have circulated in the past.

Then Bob asked for volunteers. Gary asked if we shouldn’t have one committee that does all of the negotiations? Bob said we could.

Tim asked Jim if Victoria’s schedule last year had an impact on prolonging the negotiations. Jim said it did, plus the change in the standard increases in the matrix had a big impact.

Cliff said he would be interested in being a part of the negotiations. Jim and Gary also said they would be more than happy to volunteer.

Committees will be:

- 1. Bob and Tim for the clerk
- 2. Jim, Tim and Gary for the PEA and PACE, and
- 3. Jim and Cliff for the Administrator

Gary asked when the first meeting date should be. Jim said he will check with Nancy and Abby for the PEA, and Gail and Mary for PACE, to see what times work.

**October Board Meeting**

Dr. John Matt will be talking about school budgeting at the next meeting, and will start at 6:00 pm.

Gary moved to meet at 6:00 pm on Monday, October 14, 2013, instead of our regular time of 7:00 pm. Jim seconded the motion. **Passed 4-0**

**Adjourn**

Board Chair O’Boyle adjourned the Board meeting at 7:37 pm.

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Robert O’Boyle, Chair

date

Jill M Thornton, Clerk

date