



# Potomac Elementary School

## School Board Minutes

for

November 11, 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 7:00 PM by leading all in the Pledge of Allegiance. Those trustees present were: Jeff Hahn, Gary Long, Cliff Vann and Jim Wrobel. Tim Johnson, principal and Jill Thornton, clerk, were also in attendance.

### Public Input (for issues not on the agenda)

Four representatives from the 8<sup>th</sup> grade came to present a proposal to the board that concerns their 8<sup>th</sup> grade trip. The representatives were Sydney M, Rebecca V, Annika E, and Mallory P. The 8<sup>th</sup> grade trip they would like to take would be to Mohab, Utah. It would be a 7 day trip, with 3 days rafting, and the rest of the days zip lining and rock climbing /rappelling. The trip is a guided trip that includes food and supplies. They need to raise approximately \$20,000 as the trip will cost about \$1000 per participant. Their preference would be a ‘school sponsored trip’, and include Ms. McAuley and Mr. Johnson. Current fundraising efforts are a Quilt Raffle, bake sales and gift-wrapping. And they are learning the process necessary for writing grants.

Bob asked they coordinate their fundraising with the school so the same donors are not tapped too often for donations. Gary suggested taking advantage of both Buffalo Wings and Fudruckers restaurants, as they offer tickets the students can pass out to encourage friends and family to dine on a chosen day (one set up with the company) and they can make up to 20% of the sales on those days.

The students also asked the board consider matching funds for the trip.

Bob said their trip will be put on the next month’s agenda.

### Consent Agenda

Warrant Lists – Total Claims = \$38,878.35, Total Payroll = \$58,124.15

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 September 16 - \$19,784.02; End Balance October 15 - \$19,934.02

Jeff moved to approve the Consent Agenda. Jim seconded the motion. **Passed 5-0**

Bob requested the minutes and agenda be sent to the board the Monday prior to the scheduled Board Meeting.

Jim requested the next agenda include MTSBA and Gifted/Talented.

### Principals Report

#### Community

- Harvest Dinner (October)
- Centennial Circle installed; renewed push to sell more bricks upcoming: Holiday program, Community Center Christmas Celebration, Conferences

#### School

- 105 students
- Parent/Teacher Conferences Nov 13, 14
- Staff attended Singapore Math Training; all staff (para staff included) trained
- Holiday program scheduled for Dec 18th, 6:30pm
- Hannah’s VISTA service will end January 2014

- Middle School Dance (Oct 24th)
- PCRC (Athletic field) update:
  - Sample track material tested for Health Department; initial test results showed it was too soft, additional material used to firm it up, waiting for Health Department's conclusion
  - Waiting on Army Corps of Engineers to reply to our request regarding the formal designation of the borrow pit as a non-wetland
  - Irrigation winterized; final seed and fertilizer put down for spring thaw
- Media and History Center open to the public hours starting the first week in Dec: Wed, Thurs; 4:30-6:30pm
- Klein: focused on Veterans' Day
- Luebke: field trip to corn maze end of October
- Explorers:
  - Trips to: U of M Zoological Museum
  - Melissa McAuley presented the Wilderness Trip being planned for June 2014. It would consist of three summer sessions that will include a one day hike, and a backpacking trip that will cover 3 to 4 days
  - University Students to assist in core subject enhancement/tutoring
  - Robotics: working on scenario for tournament

**. Activities**

- Boys Basketball (Nov-Dec)

**Grant Writer update**

**SUMMARY OF SERVICES October 2013**

**Fund Development: 24 hours/month**

**Grant Awards**

No new awards received in October.

**Grant Research and Planning**

- Conducted research on funding opportunities for HUB, Explorers, Adult Education, Technology and general operation support for School as requested by the District Administrator. Provided spreadsheet tracking examples to clerk October 10<sup>th</sup>.
- Followed up on requested donation from BHCC for high jump pad. Awaiting response.
- Received information from PTC on purchases for match (fieldtrips and iPads)
- Discussed goal of school wide tech with Administrator plus embedded gifted and talented program funding and earned income potential from out of district youth. Requested approval to submit grant to Washington Foundation for alignment between EXPLORERS and 4 day school week.
- Received information from Boosters on funding issues and needs.
- 10-4 Provided Administrator and Science Teacher with SAMSUNG contest re: STEM for distribution to all teachers.
- At request of Administrator, conferred with Nick Salmon, CTA Associate and submitted proposal for 2<sup>nd</sup> Annual Classroom Makeover Contest for improvements to Science Room on October 10<sup>th</sup>. The contest supports furniture and flooring for student utilized space valued at \$40K.
- 10-14 Responded to email from Administrator regarding funding priorities. 10-24 Responded to email regarding history grants and match.
- 10-22 Submitted revised Letter of Interest at request of United Way for STREAM project materials Received MDU application from Jeremy at Knife River for submission re: HUB

**HUB**

10-1 Responded to emails regarding site visit with County officials re: HUB

10-2 Communicated with Tim Worley, Missoula County CAPS who was assigned as primary contact for all matters pertaining to County re: Agricultural Exemption issue, health department inspection of leach field/track design, culvert easements and permitting etc.

10-3 Attended County social at Caras Park – discussed issues with HUB with CC, Jean Curtiss

- 10-4 Submitted emails re: County issues and needs
- 10-7 Participated in site visit with County representatives from 10am to 12:30pm:  
James McCubbin, County Attorney and Tim Worley, CAPS  
Christine Dascenzo, Parks and Jim Irving, Health Dept  
plus a rep from Public Works Department.
- 10-7 Provided copies of WGM blueprint on septic system / leach field to Health Department confirming that their records are incorrect. Emailed a thank you for County's time.
- 10-9 Emailed Todd Tillinger, US Army Corps of Engineers, data and photos regarding the borrow pit to assist in wetland determination.
- 10-10 Received request to sign amended grant contract with County Parks. Received grant extension document.
- 10-12 Reviewed estimate for purchase of 24" culvert grate
- 10-24 Requested copy of original County contract re: Parks grant award from school district. Responded to email from County Parks board regarding their request for revised grant contract.
- 10-28 Reviewed draft letter to County from project manager, Dale Hinkle and provided recommended edits.

**Explorers: 26 hours/month**

- 10-1 Coordinated search for and secured volunteers to act as belayers at Oct 11 rockclimbing session
- 10-4 Attended 1<sup>st</sup> hour EXPLORERS. Communicated with Rock Climbing instructor, Porter Hammit re: equipment, weather, transportation etc.
- 10-6 Requested copies of Explorer timecards from Administrator for grant spreadsheet
- 10-7 Provided list of registered EXPLORER participants to Secretary for updating AIM system, and received AIM numbers and lunch data for input into OPIs OSTMLS database. Entered all teacher data in OSTMLS.
- 10-9 Called Rock Climbing Instructor for final check in re: estimated number of participants. Provided draft schedule, curriculum and poster for October 18 program: Hunter's Moon to Administrator and M. McAuley and requested comments/questions. Requested key(s) or assistance unlocking doors on Oct 11 and 18<sup>th</sup> when I am facilitating EXPLORERS program.  
Data entry into OSTMLS on students.
- 10-11 Led 37 youth and 4 adult volunteers for 10 hour EXPLORER Rock Climbing session with instructor, Porter Hammitt. (DONATED service: staff meeting)
- 10-16 Data entry into OSTMLS
- 10-17 Picked up supplies for EXPLORERS in Missoula
- 10-18 Led 20 youth in 10 hour EXPLORER Hunter's Moon session with instructor, Kristen Lee Charlson (DONATED service: no school)
- 10-25 Dropped off Explorer binders. Reviewed and approved invoices from 2 instructors and forwarded to District for payment on 10-30
- 10-30 Followed up with EXPLORER staff on missing registration forms.
- 10-31 Received updated AIM info from Secretary on 6 new EXPLORER students for the OSTMLS database. Data entry into OSTMLS on students. Started data entry on courses.

**Donated Services:**

**Centennial Circle**

October 7<sup>th</sup>: Confirmed pick up of engraved centerpiece and contractor schedule to lay bricks. All work completed October 9<sup>th</sup>. Profit from future brick orders is earmarked for improvement of the historic site and grounds. Garden City will accept minimum of 24 bricks per order for future engraving.

**Pioneer Festival**

Received donation from Peacemakers Quilt Guild in the amount of \$159 from their proceeds at festival. The balance in the account of \$2077.80 belongs to the school (the PGCC already withdrew their 40% profit). Received feedback from Allyson Nelson and Emily McKee on 2014 date of festival. Provided Janette Ployhar with copies of illustrations used in new logo item development for Festival on Oct 16<sup>th</sup>. Provided Janette with spreadsheet per her request detailing item quantity, purchase price, suggested retail, and net/gross profit.

**Potomac Library**

Shared request for volunteers with local residents, and secured two individuals interested to help.

**PGCC and other local partners**

Continue updating PGCC website and facebook pages to share community news, including school information and pilot of educational information on local resources of interest (i.e; Adult Education, Luminary Walk etc).

A request was made to see if Alicia could attend the next meeting.

***Vision Impact***

- Race to Nowhere focus group is formed and planning a screening.
- I'll be speaking at substance abuse prevention class at U of M Nov 12th

Bob added the news he saw on the Office of Public Instruction website concerning the Double Testing Waiver that Montana requested from the US Dept of Education. This waiver allows students to test only in the new statewide assessment that will be used from next year forward, instead of completing those tests as well as the tests that are being phased out this year. The US Dept of Ed granted the waiver.

**Clerks Report**

1. Jill e-mailed a 5 year spreadsheet that can be used to determine the impacts of payroll increases on the General Fund. It combines separate spreadsheets for the PEA, PACE, Admin, Clerk and General Fund Payroll used in the past for the same purpose, but combines them to have an easier tool to see how payroll increases affect future years as well as the current year.
2. The board requested to see how the detailed budget would show funds that might become available for Performance pay. The preliminary detail budget presented in September listed some minor construction possibilities under Program Code 120. This is where the amounts saved last year by having some of the General Fund expenditures covered by Grants was shown. That is what would occur this year also.
3. The MTSBA Maintenance contract signed last year is for 5 years. It also offers the same discounts we received last year on an annual basis.

**School Board – Professional Development**

Jim had brought the tractor in for service in October. He picked it up and returned it to the school this month. He also attended 1.5 meetings with Gary to work on our Pay for Performance procedure. He also attended meetings and talked with Debra Silk from MTSBA concerning negotiations.

Jeff attended the Basket Ball tournament and discussed Professional Development there.

Cliff brought in 13 other employees from his company to work with the students on 3 revolving activities. Some of those activities were paper making, gooey balls, and learning about clarifying water. All told, the employees donated 46 man hours to our school, and everyone had a great time. He also helped students with the Science Olympiad.

Bob attended a lot of school events, and saw Gary at many of them. He also filmed students singing a song they learned in Irish. This was taught to them by a visiting Irish Professor from the University of Montana. The professor helped them with pronunciations. He and his wife, Virginia, also attended an Explorers day with their son Liam. Bob also worked with students on the Science Olympiad.

Gary went to a presentation by the Missoula County Public Schools called 'Project Lead the Way'. It is a program that is revamping Missoula's curriculum to promote STEM. It starts in the lower levels and he thinks it would be a good thing for Potomac School to look into. He also visited his son at Utah State and attended a pumpkin catapult contest that was a lot of fun.

**Performance Pay Direction**

Jim and Gary came to an agreement on the following suggestions for the board to consider on how to structure Performance Pay. It is similar to last year's format.

1. Performance Pay would be available from unallocated funds at the end of the fiscal year. Date to determine unallocated funds availability would be June 15<sup>th</sup>.
2. The funds would be distributable to all staff.
3. The distribution would use the same ratio method used at the end of last year,
4. The individual units of the PEA, PACE, Admin and Clerk would use the same evidence and impact presentation used last year.

- 5. Performance Pay will not be in any contract
- 6. All participants need to sign an MOU's stating the pay does not carry over.
- 7. There is no guarantee of any availability of funds for distribution.

Gary asked if the board felt this needed a policy. Bob said he feels it needs a procedure at the least.

Jim said this needs to be expanded on, and a more complete plan should be in place by June of 2014 for the following fiscal year.

Cliff asked if this proposal is affected by any increase in salaries through increasing the base of the matrix. Jim said that it is not; as it is separate from the contracts.

Bob commented how enlightening it was last year to see the list of what staff does for the school. These documents are something that can be put into the minutes to show how much is accomplished.

Jim advised that each group or individual should start documenting right now so nothing is missed.

Tim asked if the board had any specific format in mind.

Bob asked if we needed a motion to approve the plan. Jim said that was only necessary at the end of year.

Gary said we still did not have a procedure in place.

Tim said he would come up with one for the next meeting.

**Negotiations Update**

Jim said the contract needed to be looked through for any input from the board on requested changes.

Jill will send the PEA contract out to the board to review.

**Personnel** (no personnel to approve)

**Policy 6110P**

The PEA requested a review of the policy that pertains to the Principal negotiating with staff. That policy is #6110P.

On page 2, first box - The Principal will: "Supervise negotiation of collective bargaining agreements."

Bob thinks 'supervise' is different than 'negotiate on behalf of'.

Jim interpreted 'supervise' to mean 'in charge of' negotiations. He contacted Debra Silk for how other districts handle this. She said some districts have the superintendant negotiate; others have the administrator attend and advise only.

Nancy Linnell read a letter from the PEA stating their reasons they would not be comfortable with Tim as the negotiator. His closer connection to the staff, which is not the case with a superintendant, makes it even more uncomfortable. The staff feels it could cause trust issues between the staff and Principal.

In larger school districts the superintendant is not directly involved with personnel matters. He is one step removed.

Jim said his previous experience shows there is more comfort when the Principal is not in attendance. That experience also shows having the Principal in attendance clears up many questions without having to wait for another meeting.

Jeff feels it would be easier if Tim could answer questions at the time they are raised. Cliff said he likes Debra Silks interpretation when she used the term 'advise' as a description of Tim's input.

Tim said he thinks being able to address questions right away will save time.

