



Potomac Elementary School

School Board Minutes

for

March 13, 2017

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www.potomacschoolmontana.us

*“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. Jill Thornton, Clerk was also in attendance.

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

Consent Agenda

Warrant Lists – Total Claims = \$23,091.86. Total Payroll = \$65,494.13

Business Cards – Included in Total Claims noted.

Petty Cash – Supplemental to monthly warrants used between Board Meetings – Reimbursed thru Claims.

Extracurricular (Student Accounts) –On Feb 1, 2017 - \$30,318.30 thru Feb 28, 2017 - \$31,852.41

Jill Thornton said the consent agenda was presented without the February 13, 2017 minutes.

Kelsy moved to approve the consent agenda without the minutes for February 13, 2017. Jason seconded the motion. **Passed 5-0**

Teacher Presentations

Karry Beston teaches Kindergarten. She said her students are a huge fan of Esmeralda the Dragon, who can be seen in the center hall of the main school. She is the ‘Guardian of Books’ and her tail grows by links added for every 10 minutes a student reads. This month her class was introduced to Dr. Seuss. After reading some of his books, the kindergarten created a book of their own titled ‘What I saw on Potomac Road’

Abby Stitt shared what she is doing in her class with Interactive Notebooks. They are working on skills such as taking good notes and organizing their notes in this notebook. The first page they set up is the Table of Contents. Whenever they are using skills or learning they have already covered, they can pull out their notebooks for reference and reminders. It is a helpful tool for retention and reference.

Cliff thanked Abby for her weekly ‘what’s going on’ in the class. He enjoys reading it. Then he asked if there was anything the board could do to help the teachers.

Karry said she like working with IXL (I excel) which is an all standards based practice of facts that can be boring. She thinks purchasing it could be about \$400 for a school. Abby said she would like continued support of technology. Two of her desktops are now gone, and her SmartBoard is not fully working.

Principals Report

It feels like time is speeding up now that we only have 2 ½ months of school left. We’ve begun the CRT- Science testing for 4th and 8th grade, and our spring benchmark MAP testing for K-8 started today. Spring break is in a week and Missoula Children’s Theater is after that. The performance this year is “Peter and Wendy”. The 3rd quarter ends March 30th, with parent/teacher conferences the following week. Girls’ basketball is wrapping up. Tournament is March 14th.

Professional Development- At the teacher’s work day on Friday, we had a technology director from the Havre school district, Kelly Veis, come work with us on Infinite Campus. It was extremely helpful in answering questions we’ve all gathered since we

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began using the system last summer. The teachers had questions on using the gradebook and inputting assignments for standard based grading. Kelly was able to work with me as well to get the parent and student portal ready to use. I'm excited to get that rolled out.

Technology Update- I've been working with Pine Cove Consulting to complete the infrastructure update through E-Rate over spring break. This update will include all new cabling, wireless, switches, and firewall. Once this is done, we will determine what is most important to update in the classrooms first. Teachers have mentioned their SmartBoards not working properly. I am in the process of seeing if we can just get the software update to work, or if we'd be looking at replacing SmartBoards. The desktops in the classrooms are slowly being eliminated and we will replace them with Chromebooks as we can.

Kitchen- Mike Evans is working on a proposal for updating the kitchen. He met with Deb Blodgett, Jeanne Hall and me to discuss the needs of everyone who uses the kitchen. The proposal will include stainless counters, adding the necessary sinks and new flooring. Between the school and the Community Center Board, I think we will be able to accomplish what we need to.

Calendar- I've included a proposed calendar for the 2017-18 school year. Like last year, I compared start/end dates, and vacations with Hellgate High School.

Other items I have been working on this month-

- Teacher evaluations
- Civil Rights Data Collection Report
- Communicating with MTSBA on our policy updates
- Next year's teacher schedule

Upcoming Calendar Events

March 20-24 Spring Break

March 27-April 1st MCT

March 30-End of 3rd quarter

April 3- Track begins

April 5-6 Parent Teacher conferences

Cliff brought a complaint for Angie on the use of school property. The complainant said they felt the newsletter e-mail was used inappropriately to send out information not related to the school. They also felt using school property for a direct marketing presentation was also inappropriate. A review of our policies numbered 4330 – Community Use of School Facilities and 4330p – Rules and Regulations for Building Use showed only Non Commercial uses are allowed.

Clerks Report

Jill Thornton presented a General Fund Budget review to see where we are in this current year. This year has seen some unexpected expenditures as is shown in the notes section of the expenditure budget. Unexpected expenditures are not uncommon, but the number of them this year could use up our planned expenditure buffers causing us to shift some expenses to next fiscal year. Doing that also reduces next year's buffer. That leaves next year short, but is more possible to work with as there is some lead time. At this point I am watching the expenditures very closely and will know more in May.

Also, the 17-18 Preliminary Budget calculations for Potomac have been released from OPI. Our FY 2017-2018 General Fund budget is \$706,983.60.

The Expenditure Budget detail follows:

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Expenditure Budget
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101 GENERAL FUND

Program-Function-Object	Actuals				Current	%	Prelim.	Budget	Final	%
	12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
100 Regular Ed. Programs										
1000 Instruction										
112 Professional Ed.	248,022	245,076	288,073	299,518	299,518	100%	305,439	0	305,439	101%
\$30,195 Betson										
\$12,543 Burtch @ 40%										
\$30,195 Clairmont										
\$40,017 Davis										
\$31,133 Gaglia										
\$47,272 Klein										
\$31,133 Pohlman										
\$47,272 Schmill										
\$38,703 Stitt										
\$-3,024 IEFA amount for teaching in classes										
113 Professional Other			10,853	13,539	13,539	100%		0	0	0%
117 Teacher's Aides	15,243	22,600	21,629	3,872	3,770	103%	14,768	0	14,768	391%
\$14,768 James @ 80%										
122 Prof/Ed/Sub Teachers	10,093	9,634	9,502	7,590	7,590	100%	7,600	0	7,600	100%
170 Vacation Leave	2,568				0	0%		0	0	0%
250 Workers' Comp.	1,535	1,419	1,939	1,739	1,686	103%	1,700	0	1,700	100%
260 Health Insurance	43,572	47,854	51,938	51,463	51,433	100%	54,972	0	54,972	106%
330 Other Professional	2,289	1,357	600	1,604	1,604	100%	1,600	0	1,600	99%
440 Repair and Maint.	550	158			0	0%		0	0	0%
516 Field Trips				406	406	100%	400	0	400	98%
582 Travel Out-of-Dist.	195	689		1,724	1,692	102%	1,700	0	1,700	100%
610 Supplies	12,056	18,809	11,173	11,378	12,700	90%	13,000	0	13,000	102%
\$-8,000 Possible to switch these costs to next year if necessary										
640 Books	1,826	7,359	10,687	2,682	2,682	100%	2,800	0	2,800	104%
680 Software	272		260	780	780	100%	800	0	800	102%
810 Dues and Fees		100		100	100	100%	100	0	100	100%
Function Total:	338,221	355,055	406,654	396,395	397,500	100%	404,879	0	404,879	101%
2225 School Library										
610 Supplies		518			0	0%		0	0	0%
640 Books	14	2,205			2,250	0%	2,250	0	2,250	100%
\$-2,250 Possible to receive help from PTC again this year										
Function Total:	14	2,723			2,250	0%	2,250	0	2,250	100%
2310 Board of Trustees										
330 Other Professional	250		321	1,124	1,124	100%	1,200	0	1,200	106%
350 Contracted Services	2,441		1,934	44	44	100%		0	0	0%
610 Supplies	153	225			0	0%		0	0	0%
810 Dues and Fees	1,410	1,299	1,384	1,505	1,505	100%	1,600	0	1,600	106%
Function Total:	4,254	1,524	3,639	2,673	2,673	100%	2,800	0	2,800	104%
2400 School Admin.										
111 Administrative	46,162	49,157	46,417	49,995	48,750	103%	48,000	0	48,000	98%
\$48,000 Williams @ 75%										

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	12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
100 Regular Ed. Programs										
112 Professional Ed.			4,002		0	0%		0	0	0%
113 Professional Other		3,130	2,995		0	0%		0	0	0%
115 Office/Clerical	17,675	19,339	21,419	22,658	22,638	100%	23,917	0	23,917	105%
\$23,917 Ployhar										
170 Vacation Leave	1,006				0	0%		0	0	0%
250 Workers' Comp.	332	339	393	370	369	100%	375	0	375	101%
260 Health Insurance	11,272	11,649	11,461	11,771	10,849	108%	11,340	0	11,340	104%
330 Other Professional	2,995	12,097	5,770	4,302	4,302	100%	4,300	0	4,300	99%
540 Advertising		5			0	0%		0	0	0%
582 Travel Out-of-Dist.	360	218	277	907	907	100%	900	0	900	99%
610 Supplies	51	149			0	0%		0	0	0%
640 Books	86	270		83	83	100%	80	0	80	96%
810 Dues and Fees	687		1,564	2,770	2,770	100%	1,500	0	1,500	54%
Function Total:	80,626	96,353	94,298	92,856	90,668	102%	90,412	0	90,412	99%
2500 Sup. Serv.-Business										
111 Administrative	16,434	21,880	21,749	24,053	23,808	101%	17,333	0	17,333	72%
\$20,773 Thornton@ 63%										
\$-3,440 Additional Deduction due to hours required										
170 Vacation Leave	1,167				0	0%		0	0	0%
250 Workers' Comp.	92	98	114	117	109	107%	110	0	110	100%
260 Health Insurance	3,867	2,787	3,564	4,239	3,888	109%	4,089	0	4,089	105%
330 Other Professional	9,734	10,811	8,127	10,902	10,972	99%	11,000	0	11,000	100%
532 Postage	657	1,093	569	708	769	92%	800	0	800	104%
540 Advertising	309	13	52	90	121	74%	100	0	100	82%
582 Travel Out-of-Dist.		693	1,356	189	741	26%	750	0	750	101%
583 Travel Out-of-Dist.	633				0	0%		0	0	0%
610 Supplies	1,209	229	758	58	58	100%	55	0	55	94%
640 Books		18			0	0%		0	0	0%
680 Software	3,007	131	240	94	94	100%	100	0	100	106%
810 Dues and Fees	75	450	250	185	185	100%	195	0	195	105%
Function Total:	37,184	38,203	36,779	40,635	40,745	100%	34,532	0	34,532	84%
2600 Oper. & Maint. Plant										
114 Custodial/Maint	6,125	7,163	9,176	9,422	10,069	94%	15,600	0	15,600	154%
\$15,600 Ruff @ 50%										
120 Temporary Salaries	1,560	897			0	0%		0	0	0%
170 Vacation Leave	234				0	0%		0	0	0%
250 Workers' Comp.	539	537	600	591	591	100%	750	0	750	126%
260 Health Insurance	2,686	3,510	2,962	3,178	2,914	109%	3,240	0	3,240	111%
330 Other Professional	4,137	4,838	3,910	5,042	5,037	100%	5,050	0	5,050	100%
411 Gas	6,462	8,881	6,168	2,826	2,826	100%	3,500	0	3,500	123%
412 Electricity	6,110	11,006	8,238	7,764	7,764	100%	8,000	0	8,000	103%
431 Disposal Services	2,588	2,299	1,840	1,471	1,471	100%	1,470	0	1,470	99%
440 Repair and Maint.	1,840	2,534			0	0%		0	0	0%

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	12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
					15-16	15-16	16-17	16-17	16-17	16-17
100 Regular Ed. Programs										
460	Minor Construction		2,671	10,344	282	282 100%		0	0	0%
520	Insurance	7,201	7,604	8,022	8,423	8,423 100%	8,600	0	8,600	102%
	\$-8,600 Possible to pay next year									
531	Telephone	1,834	7,088	4,338	5,390	5,390 100%	7,000	0	7,000	129%
	\$7,000 Increase due to e-rate dropping some coverage									
582	Travel Out-of-Dist.		224			0 0%	550	0	550	*****
610	Supplies	7,966	7,307	14,942	11,593	7,500 155%	7,500	0	7,500	100%
810	Dues and Fees		170	100	100	100 100%	100	0	100	100%
	Function Total:	49,282	66,729	70,640	56,082	52,367 107%	61,360	0	61,360	117%
2620 Operation of Community										
114	Custodial/Maint	6,184	7,163	9,176	9,421	10,069 94%	15,600	0	15,600	154%
	\$15,600 Ruff @ 50%									
170	Vacation Leave	234				0 0%		0	0	0%
250	Workers' Comp.	421	413	600	591	591 100%	750	0	750	126%
260	Health Insurance	2,686	3,510	2,962	3,178	2,914 109%	3,240	0	3,240	111%
330	Other Professional	1,829	1,078	1,376	848	975 87%	850	0	850	87%
412	Electricity	8,275	7,294	8,258	9,729	9,729 100%	10,000	0	10,000	102%
431	Disposal Services		607	1,106	1,471	1,471 100%	1,470	0	1,470	99%
440	Repair and Maint.	811	230			0 0%		0	0	0%
450	Rentals	4,596	1,200	1,200	1,200	1,200 100%	1,200	0	1,200	100%
	\$-1,200 Possible to pay next year									
610	Supplies	1,365	559	370	135	400 34%	400	0	400	100%
810	Dues and Fees		100	100	100	100 100%	100	0	100	100%
	Function Total:	26,401	22,154	25,148	26,673	27,449 97%	33,610	0	33,610	122%
2700 Student Transp.										
515	Trans. Contingency			453		0 0%		0	0	0%
	Function Total:			453		0 ****		0	0	0%
	Program Total	535,982	582,741	637,611	615,314	613,652 100%	629,843		629,843	102%
120 CONTINGENCY FUNDS										
1000 Instruction										
117	Teacher's Aides	1,112				0 0%		0	0	0%
160	Sick Leave Term. Pay	3,111				0 0%		0	0	0%
180	Retention Pay	14,000		2,000		0 0%		0	0	0%
250	Workers' Comp.	198				0 0%		0	0	0%
330	Other Professional	5,200		5,000		0 0%		0	0	0%
610	Supplies	2,407				0 0%		0	0	0%
660	Minor Equipment-New	8,390			8,067	0 ****		0	0	0%
	Function Total:	34,418		7,000	8,067	0 ****		0	0	0%
2400 School Admin.										
112	Professional Ed.				2,421	2,421 100%	2,500	0	2,500	103%
	\$2,500 Counselor									

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Program-Function-Object	12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget	
					15-16	15-16	16-17	16-17	16-17	16-17	
120 CONTINGENCY FUNDS											
250	Workers' Comp.				8	8	100%	10	0	10	125%
330	Other Professional				1,101	1,101	100%		0	0	0%
	\$2,000 Grant Writer										
	\$-2,000 Pay from Misc Funds Jane Heman Grant										
	Function Total:				3,530	3,530	100%	2,510	0	2,510	71%
2600 Oper. & Maint. Plant											
440	Repair and Maint.				2,306	5,548	42%		0	0	0%
460	Minor Construction	8,100	22,662		24,556	34,547	71%		0	0	0%
	Function Total:	8,100	22,662		26,862	40,095	67%		0	0	0%
3500 Extracurricular/Ath.											
610	Supplies				1,640	1,640	100%	1,640	0	1,640	100%
810	Dues and Fees				1,414	1,414	100%	1,500	0	1,500	106%
	Function Total:				3,054	3,054	100%	3,140	0	3,140	102%
	Program Total	42,518	22,662	7,000	41,513	46,679	89%	5,650		5,650	12%
128 Technology											
2500 Sup. Serv.-Business											
330	Other Professional	-863	4,120	7,926	8,464	8,464	100%	8,500	0	8,500	100%
	\$8,500 Last Yrs Maintenance										
	\$5,500 ERate co-pay for Infrastructure Installation										
	\$-5,500 Costs to pay out of Tech fund										
610	Supplies	920	751	2,207	784	784	100%	800	0	800	102%
	\$800 Last Yrs Supplies										
680	Software		272	599	362	362	100%	360	0	360	99%
	\$360 Last Yrs Software										
	Function Total:	57	5,143	10,732	9,610	9,610	100%	9,660	0	9,660	100%
	Program Total	57	5,143	10,732	9,610	9,610	100%	9,660		9,660	100%
280 Special Education											
1000 Instruction											
112	Professional Ed.	17,237	20,621	13,881		0	0%	18,815	0	18,815	*****
	\$18,815 Burtch @ 60%										
117	Teacher's Aides				21,149	20,924	101%	17,810	0	17,810	85%
	\$9,000 Possible Spec Ed Aide half year starting in January										
	\$8,810 73 Add'l One on One Aide										
122	Prof/Ed/Sub Teachers		40			0	0%		0	0	0%
250	Workers' Comp.	153	131	131	116	117	99%	135	0	135	115%
260	Health Insurance	5,200	6,200	6,171	5,611	5,031	112%	7,128	0	7,128	141%
	\$-3,240 Possible reduction if Special Ed Aide not required										
330	Other Professional		2,275			0	0%		0	0	0%
	Function Total:	22,590	29,267	20,183	26,876	26,072	103%	43,888	0	43,888	168%

Board of Trustees..... 7

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101 GENERAL FUND										
Program-Function-Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
280 Special Education										
6200 Resources Trans.										
920 Res.Trans. Other Sch	14,014	12,103	17,774	11,192	11,192	100%	2,800	0	2,800	25%
Function Total:	14,014	12,103	17,774	11,192	11,192	100%	2,800	0	2,800	25%
Program Total	36,604	41,370	37,957	38,068	37,264	102%	46,688		46,688	125%
365 Indian Ed										
1000 Instruction										
112 Professional Ed.		3,362	3,362	3,024	3,024	100%	3,024	0	3,024	100%
122 Prof/Ed/Sub Teachers	682				0	0%		0	0	0%
330 Other Professional	1,175				0	0%		0	0	0%
582 Travel Out-of-Dist.	95				0	0%		0	0	0%
610 Supplies	189				0	0%		0	0	0%
Function Total:	2,141	3,362	3,362	3,024	3,024	100%	3,024	0	3,024	100%
Program Total	2,141	3,362	3,362	3,024	3,024	100%	3,024		3,024	100%
710 School Sponsored Ext										
3500 Extracurricular/Ath.										
810 Dues and Fees	475	540	600	600	600	100%	600	0	600	100%
Function Total:	475	540	600	600	600	100%	600	0	600	100%
Program Total	475	540	600	600	600	100%	600		600	100%
910 Food Services										
3100 Food Services										
116 Cooks	10,402	9,923	2,208	5,351	5,348	100%	3,692	0	3,692	69%
\$3,692 James @ 20%										
120 Temporary Salaries	82	522			0	0%		0	0	0%
170 Vacation Leave	434				0	0%		0	0	0%
250 Workers' Comp.	635	546	20	26	28	93%	30	0	30	107%
260 Health Insurance	5,907	9,672	5,820	2,259	0	***%	7,776	0	7,776	*****%
\$-6,480 Possible savings in Health Ins if Food Fund covers it										
330 Other Professional		177		324	0	***%		0	0	0%
570 Food Services		3,014	1,521		0	0%	1,500	0	1,500	*****%
\$-1,500 Possible savings if all food covered by Food Fund										
580 Travel		311			0	0%		0	0	0%
582 Travel Out-of-Dist.				117	0	***%	400	0	400	*****%
610 Supplies		131	508		0	0%		0	0	0%
Function Total:	17,460	24,296	10,077	8,077	5,376	150%	13,398	0	13,398	249%
Program Total	17,460	24,296	10,077	8,077	5,376	150%	13,398		13,398	249%
Fund Total:	635,237	680,114	707,339	716,206	716,205	100%	708,863	0	708,863	0%
Grand Total:	635,237	680,114	707,339	716,206	716,205		708,863	0	708,863	

Board Professional Development Reports - None

School Board Calendar – No changes

Transportation Contingencies

Angie recommends the Board approve a Transportation Contingency Contract in conjunction with Clinton, Desmet and Bonner Schools. Transportation Contingencies cover students with special needs that the school is required to provide transportation for.

Kelsy moved to approve the Transportation Contingency Contract. Jason seconded the motion. **Passed 4-1**

Personnel

Jill presented Angies recommendation to hire A Martinez as a substitute. Kelsy moved to approve hiring A Martinez as a substitute. Craig seconded the motion. **Passed 5-0**

Consideration & Adaptation of Resolution estimating changes in Revenues/Mills from Adult Ed, Transportation, Building Reserve and Tuition Funds

Senate Bill 307 from Senator Llew Jones is in the process of moving through the legislature. It is increasing transparency of Nonvoted Levies. It has not passed at this time, but if it does, we are required to approve and publish a resolution stating our current levies requested. This resolution can be adjusted before the end of the year if SB307 passes.

Craig moved to pass the Resolution estimating changes in Revenue/Mills from Adult Ed, Transportation, Building Reserve and Tuition Funds. Jason seconded the motion. **Passed 5-0**

School Calendar 2017-2018

Angie included a proposed calendar for the 2017-18 school year. Like last year, it compares start/end dates, and vacations with Hellgate High School.

Jason moved to approve the School Calendar for 2017-2018. Gary seconded the motion. **Passed 5-0**

Adjourn

Chair Vann adjourned the Board meeting at 9:00 pm.