



# Potomac Elementary School

## School Board Minutes

for

December 11, 2012

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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 Bob O’Boyle called the meeting to order at 7:00 PM by leading all in the Pledge of Allegiance. He attended through Skype. Those trustees present were: Jeff Hahn, Gary Long, Victoria Richardson 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

The Consent Agenda included:

1. Minutes for November 13 & 21, 2012
2. Warrant Lists – Total Claims = \$27,539.19, Total Payroll = \$55,677.08
3. Business Cards – Included in Total Claims noted.
4. Petty Cash – Supplemental to monthly warrants used between Board Meetings – Reimbursed thru Claims.
5. Extracurricular (Student Accounts) – Beginning Balance \$14,778.16, Ending Balance \$14,256.73.

Gary moved to approve the Consent Agenda. Victoria seconded the motion. **Passed 5-0**

### Principals Report

#### Community

- PAC meeting: Coordination of resources for completion of Phase 1 of the Potomac Community Recreation Complex; Dale Hinkel and Denny Iverson attended. The discussion centered on preparing the field with herbicide, resurfacing and seeding, with the projected date for completion the middle of June (weather permitting).
- Community Center Winter Fest December 21<sup>st</sup>, the longest night of the year, will have a hayride, bonfire, hot chocolate and fun!
- Centennial Calendar has had a great response. It is posted on facebook and has generated a 30% larger audience to date with longer discussions attached to it. We have even received a couple of requests for the calendar from outside the valley.

#### School

- Holiday Memories program is Wednesday, December 19th, 6:30; highlighting interviews and photos of long time Potomac residents interviewed by students.
- H.I.T. preliminary parent meeting positive
- Band offering through Independent Study course time (PTC organized)
- 5th Grade Art Field Trip was Wednesday of last week. It’s the annual trip for 5<sup>th</sup> graders to the Missoula Art Museum (Docent tours and an art project were completed) as well as a Library tour.
- Mrs. Klein attended webinar on AIMSweb and how to coordinate it with Common Core.
- My Voice Survey is set for this week. This is a survey of student perceptions of school. ‘Do they feel they are part of the process?’
- Science Olympiad competition was right before Thanksgiving. It provided good problem solving practice, especially as it deals with ‘seat of pants’ solutions.

- Math: Singapore Math is a visual presentation of math as it works in Singapore. It was attended by Sarah Schmill, Brenda Harrold, Terri Klein and Tim Johnson. Tim felt it was one of the best math presentations he's attended.

*Activities*

- Boys Basketball - Tournament Saturday December 15th (Seeley Lake Elementary) They have had a great time this year, and are working together well as a team.

*Grant Writer update*

- Heman Foundation granted \$8,000 for Professional Development - training and outreach, Explorers, VISTA, and the Pioneer Festival. Tim explained that the professional development part focuses on in-house training as well as covering the costs of presentations our teachers would give to other schools about what our school is doing. Bob said that is one of the points in our strategic plan – ‘Our school being the school showing people the way. Fiscal benefits from this outreach and publicity could be far reaching. Tim added that how we utilize the 4 day week, our Independent Study such as band, and our 5<sup>th</sup> day explorers has been generating interest.

*Vision Impact*

- Independent Study projects are generating excitement among students

**School Board – Professional Development**

Gary built a competition table for the robotics program (local competition January 12<sup>th</sup>). He also requested financial backing for the program from his employer, Lockheed Martin Corporation and received a grant of \$500, which he added to with a personal donation of \$250. Along with that he enjoyed some basketball games.

Victoria has been busy with the Science Olympiad, Robotics (and snacks for Robotics) on Monday nights, Robotics T-Shirts, the concession stand during the basketball games, chaperoning the 5<sup>th</sup> grade field trip, working on the Collection Management Policy and negotiating with the unions.

Jim has been continuing work on the PEA and PACE contracts along with meetings with the union representatives.

Jeff attended the Chili Cook-off for the 8<sup>th</sup> grade fundraiser, basketball games, strategic planning meetings and a meeting to discuss a levy proposal.

Bob also attended the strategic planning and levy proposal meetings, as well as the November special board meeting.

**Strategic Planning**

Bob said the Strategic Planning Committee members have been working through Potomac’s school goals and creating a plan for their implementation. The next meeting will discuss strategic plan timelines for achieving the goals. That meeting will be January 8<sup>th</sup>.

**Pioneer Field**

Jim referenced the original motion to move forward with development of Pioneer Field. In that motion, Gary’s proposal was that we move forward with the plan as long as the cost to our General Fund was net zero – no cost to the school. Since that motion, Tim has made a valid point that the field benefits the school as well as the community.

Jim said in reviewing the motion, it only refers to development of the field, not maintenance. He feels that future discussion needs to address how to combine resources from the field grant money and the school.

Tim presented an update on the well. Water tests have been submitted and the well produces very good potable water. Most of the lines are in for the irrigation system, just needing some of the connecting components. And the backstop will still be moved this year.

Jeff asked what the Grant writers are currently working on. Tim said their goals this year have been to find grants to offset costs in the General Fund. They have been successful in that with the Heman Grant. Another grant they are looking into is a planning grant that would allow salaries to be covered.

Momentum from the grants we have already received has generated other grants, developing more revenue.

Bob asked if Tim could present a quarterly or monthly grant writing report. Tim said it would probably make sense to give a report every other month. The first report will be January.

**Levy**

Bob started the discussion on a levy at Octobers meeting with the fact that school funding based on enrollment only does not consider the problems associated with maintaining our school curriculum, buildings and grounds. With our declining enrollment, we have lost over \$41,800 in our General Fund over the past two years. Next year, our budget will be decreased again. We have already reduced staff and as many expenses as we can while maintaining our goals for our students. There is no other choice but to look for additional funding.

In a meeting on the 5<sup>th</sup> of December, Jeff, Tim and Bob discussed ways to increase the schools funding. The three methods listed were;

- 1. Increased enrollment
- 2. Grants, and
- 3. Levy

We have already been working on increased enrollment and grants. A levy is the next area of investigation.

Tim said previously that the suggestion of a maintenance levy as a way to cover the costs of our existing buildings is a good choice. With the schools 100 year anniversary coming up, and our new Pioneer festival of celebration, the community has a direct benefit from maintaining the facilities.

A survey asking the community for their input could find out what value the community places on the school. Bob said it would be good to complete this before our ‘State of Potomac’ address at the end of January.

**Collection Management System**

Victoria said at the November meeting that the PTC is researching a computer system that will tie Potomac’s library into the Missoula County System. The first step in this process is to approve a Collection Management Policy. She went through the draft policy presented in November with Nancy Linnell. The policy included in this packet has most of the corrections complete for board review. The final revision will have some additional information Nancy is preparing. When that is completed, the policy will be presented in its final draft for board approval.

**Personnel**

Tim recommended approving Laurie Johnson as the Band Independent Study Teacher. Jeff moved to approve Laurie Johnson as the Band Independent Study Teacher pending a completed background check. Gary seconded the motion. **Passed 5-0**

**Board Meeting Times**

The board meeting times were changed last October to accommodate Tim's Monday evening class at the university. Those classes are completed. Victoria moved to change the night of the board meeting back to the 2<sup>nd</sup> Monday of the month. Jeff seconded the motion. **Passed 5-0**

**Explorers Program**

Jim said he has watched Tim move forward for the benefit of the students with our Explorers Program. The program has been supporting our curriculum and he feels the board should catch up with Tim by showing its support for the program.

**Adjourn**

Chair O'Boyle adjourned the Board meeting at 9:55 pm.

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Robert O'Boyle, Chair

date

Jill M Thornton, Clerk

date