



# Potomac Elementary School

## School Board Minutes

for

June 12, 2017

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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 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, Kelsy Ployhar and Steven Van Grinsven. Jill Thornton, Clerk and Angie Williams, Principal were also in attendance along with our newly hired principal for 2017-2018 – John Rouse.

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

### Consent Agenda

Warrant Lists – Total Claims = \$63,871.03. Total Payroll = \$144,094.97.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On May 1, 2017 - \$25,228.93 thru May 31, 2017 - \$30,569.61

Kelsy moved to approve the consent agenda. Gary seconded the motion. **Passed 5-0**

### Teacher Presentations

*Kristina Davis* talked about the 7<sup>th</sup> grade ‘Outdoor School’ that ran from Tuesday May 30<sup>th</sup> thru Thursday June 1<sup>st</sup>. During this time the 7<sup>th</sup> grade learned about Forestry, Astronomy, and Taxidermy among other things. One of the presenters was Jay Laber who taught the students how to make flutes out of PVC. They also had presentations from the DNRC, FWP, BLM, they did a mini burn with the Fire Marshal and had a visit from the ‘bat lady’! The students always have a great time during this camp.

*Damian Gaglia*, our 8<sup>th</sup> grade teacher, came to the board meeting with an 8<sup>th</sup> grade student who talked about his experiences on the 8<sup>th</sup> grade trip. The student first said the train that was to start them on their journey was late arriving. Once they got on it though it was fun. It was the first time many of them had been on a train. Then they were able to go inside the Glasgow Dam and see the powerhouse. In between plans, the students played Frisbee. Then next on the tour was the Montana State Fish Hatchery. The planned fishing trip had to be cancelled due to high winds, but the students still did some fishing from the shore.

Steven asked what the biggest thing learned on this trip. The student said the fish hatchery and powerhouse taught them a lot.

Kelsy asked how the funds were raised to go on the trip. She was told a Pig Roast, Osprey Baseball Ticket sales and Bingo night dinners were the biggest fundraisers. Then she asked what the school could do to help the students with their fundraising. The answer - advertising and networking for the fundraising would help.

## Principals Report

The school year ended well with 96 students. As of right now, our enrollment for next year is 98.

2017-18 class sizes as of today are: Kindergarten- 9, 1st- 10, 2nd- 12, 3rd- 6, 4th- 11, 5th-19, 6th- 11, 7th-8, 8th-12

**Campus Maintenance-** Summer maintenance is beginning. The custodian will be doing the mowing and weed eating. I showed Randy how to run the sprinkler system, and they are all on. Monture Creek Land Management is coming to look at spraying the track and the weeds in the field now that school is out. I'll keep you posted on that. The outbuildings will get painted and refreshed. Indoor maintenance consists of thorough cleaning of carpets, stripping and waxing bathroom floors in main building and Community Center, making repairs in classrooms, general cleaning of all buildings, repairing playground equipment if needed and other duties as well.

**Summer Camps-** There will be 3 week long summer Explorer's camps again on June 19-23, July 10-14 and August 14-18. We will also be having Basketball Camp on August 7-11.

I plan to attend the MBI conference on the 19th to participate in a 21st Century session which is required for grantees. The 20th will be my last day of work, and I'll be taking the rest of the month to move.

I appreciate all you have done for me and your support during my 2 years here. I have enjoyed my time here and will treasure the memories I have. Thank you.

## Clerks Report - None

## Board Professional Development Reports

Gary attended the all school assembly the last week of school, the graduation ceremony and the end of year staff party. Craig did negotiations with Cliff and the PEA teachers union. He also attended the assembly and graduation. Kelsy attended parts of both the graduation and end of year staff party (due to work schedule) and went on the 2<sup>nd</sup>/3<sup>rd</sup> grades fieldtrip. Steven attended graduation and the end of year staff party. Cliff worked with Craig on the PEA negotiations along with a 4H presentation using Power Point.

## Negotiations – PEA

Negotiations were concluded with the PEA (Potomac Education Association). Gary moved to ratify the collective bargaining agreement between the PEA and Potomac SD11. Kelsy seconded the motion. The discussion moved to the New Business agenda item Personnel – Reduction in Force and Termination. The negotiated offer is related to this RIF.

## Personnel - Reduction in force and Termination – James

A second motion was entered by Craig to approve the reduction in force and termination – James to open discussion. Kelsy seconded the motion. The discussion focused on maintaining the General Fund percentage spread needed between payroll costs and all the other things the general fund covers, as well as maintaining highly experienced teachers. The school looked for how it could make the general fund monies cover all our needs. The decision was to reduce our staff by one Aide which would distribute more work to the teachers, but keep all the certified teachers on staff. It was a very difficult decision as our aide has been a part of our school for many years. With that understanding, the board voted to approve the motion for a Reduction in Force and Termination - James. **Passed 4-1** (Gary voting against)

Then the motion to ratify the collective bargaining agreement between the PEA and Potomac SD11 was voted on. **Passed 5-0**



breakfast or lunch on account. A notice and/or letter will be sent home with the child requesting payment. A regular meal will be served until the account is balanced or if the student has money in hand for the current meal.

### Zero-Balance Prevention

**Option:** Parents are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year.

~~**Option:** Parents can track balances themselves online [insert web address], sign up for meal notification for free, and set up an auto payment low balance threshold by following the links to the [insert web address].~~

~~**Option:** Every student may access their meal account at [insert web address].~~

~~**Option:** The student may check with the [cashiers, lunch supervisor] to see the balance of their account at any time.~~

**Refunds** for withdrawn or graduating students. A written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

1. An attempt will be made to contact the responsible party to refund remaining funds for a student leaving or graduating from the district.
2. Positive fund balances will be rolled over to the next school year unless a written request for a refund is received by the Potomac Principal within two weeks of the end of school.
3. At any time, excess funds will be refunded when a written request for those funds is received by the Principal within two weeks of the student departure.

**Option:** Unclaimed Funds must be requested within one school year. Unclaimed funds will become the property of the Potomac School District Food Service Program.

Uncollected meal debt will be sent to collections per state and/or federal guidelines.

### ~~The language below is to be used for those school districts who are on the Community Eligibility Provisions (CEP) program.~~

~~**The School District** has eliminated the risk for unpaid meal charges by participating in the Community Eligibility Provisions (CEP) program, which is a meal service option for schools and school districts operating the school meal programs in high poverty communities. CEP allows the school to provide breakfast and lunch at no cost to all enrolled children without the need to collect applications or establish individual eligibility for a four year period, thereby increasing access to school meals and eliminating unpaid meal charges.~~

Legal Reference: <https://www.fns.usda.gov/school-meals/policy>

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265

Child Nutrition Act 1966, 42 United States Code (USC) Section 1771 et seq. Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.

Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485

7 Code of Federal Regulations (CFR) Parts 15B, 210 and 220



**Geographic Preference: (OPTIONAL)**

~~No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School \_\_\_\_\_ District may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.~~

**Buy American: (OPTIONAL)**

~~The District will adhere to “Buy American” for the food service program. Therefore Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. However, exceptions are allowed when:~~

- ~~\_\_\_\_\_ Food preferences can only be met with foreign goods~~
- ~~\_\_\_\_\_ Insufficient quantity and/or quality is available in the USA~~
- ~~\_\_\_\_\_ Domestic cost is significantly higher~~

**Standards of Conduct for District Employees:**

- The **Potomac** School District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:
- No District employee will engage in any procurement when there is a conflict of interest, real or perceived, and District employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors. This shall not preclude district personnel from serving on boards or participating in organizations that support the district’s need to obtain quality services and supplies.

No District employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:

- The employee
  - Any member of his/her immediate family
  - People with whom there is an intimate personal relationship
  - An organization which employs or is about to employ any of the above

The District would like all employees to behave with the utmost integrity and never be self- serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.

Employees found to be in violation of this policy are subject to disciplinary action, up to and including termination.



**Returning Out of District Students**

Angie recommends approving 5 out of district students numbered 6171 through 6175, who would like to return to Potomac School. Craig moved to approve the returning students. Steven seconded the motion. **Passed 5-0**

**Bus Routes**

The bus routes will remain as they currently are in the 2016-2017 school year for the 2017-2018 school year. Gary moved to approve the bus routes. Craig seconded the motion. **Passed 5-0**

**Sports Complex Maintenance**

Gary would like to see written maintenance lists for the school grounds and exterior. John will work on that.

**Board Meetings – July Meeting**

Gary moved to eliminate the July board meeting this year. Kelsy seconded the motion. **Passed 5-0**

**Adjourn**

Chair Vann adjourned the Board meeting at 9:07 pm.

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Cliff Vann, Chair

date

Jill M Thornton, Clerk

date