



# Potomac Elementary School

## School Board Minutes

for

October 10, 2016

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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: Craig Nelson and Kelsy Ployhar. Angie Williams, Principal and Jill Thornton, Clerk were also in attendance.

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

### Consent Agenda

Warrant Lists – Total Claims = \$24,791.46. Total Payroll = \$67,164.00

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On Aug 15, 2016 - \$23,721.15 thru Sept 30, 2016 - \$25,159.15

Craig moved to approve the consent agenda. Kelsy seconded the motion. **Passed 3-0**

### Teacher Presentations

*Kristina Davis* is teaching an elective class on Business, Career and Technology. She has had the following guests present what their professions entail:

Morgen Kilbourn - sculptor for Breyer horses

Ben Jones - Cheff at Paws Up

Tadd Downs - Secret Service

Alex Omura - Anesthesiologist in Missoula

Willy Kemp - Forensic Pathologist from ND

Hunter Lloyd - robotics engineer from MSU

Donna Chase - Shifrin Plastic surgery in Chicago

Scott Eggeman - FWP wildlife biologist in Missoula

Cindy and Scott Schroeder - Ponderosa Dental in Missoula

Each student in the elective class has also researched a career of their choosing. Then they present that researched information to the other students.

**(Gary Joined on Skype – 4 board members now present)**

*Kristy Pohlman* is completing a grant request with DonorsChoose.org, hoping to bring a roots growing station to her classroom. She has also been coaching Volley Ball and has found the students have fun setting goals and achieving even more that the goals they set.

### Principals Report

September was a busy month at school. Open House went well. Thank you for introducing yourselves and being there. I've been attempting to use our school Facebook page more this year, to post pictures and inform everyone of what's happening. It seems to be working very well. It reaches a lot of people, and I've received some great feedback, all positive!

**Kitchen-** I met with Neil McDaniel to look at the kitchen and discussed the health department's requirements. At this time we just need to have some minor plumbing issues addressed and another sink installed for hand

washing. He is working on it, and then will work on a plan for more remodeling to create a kitchen that meets the standards for a school. I am in contact with the Community Center Board as well, as we move forward with this and will keep you updated.

**Safety-** I invited Potomac Fire Department and local Law Enforcement to come into the school for a training so that they can become familiar with our procedures and layout and offer suggestions if they see something that can be improved on. This will happen this Wednesday evening at 7 pm.

**Explorer's-** We've had an amazing number of students participating in Explorer's so far. We've been averaging 20-30 students every Friday. Great job Crissina! Also thanks to Gail, Diane, Kristina and Lyndi for helping on Fridays. The kids are having a blast! Robotics is also happening on Wednesdays and a great turnout.

**8th grade-** I have had a lot of conversations regarding our 8th grade trip with teachers and parents. There was a lot of concern with both, that every year was going to become a competition to do bigger and better than the year before. I feel the trips that past students have taken are invaluable experiences and a testament to the support of their families and the community. I am greatly concerned that the trip does not seem school centered even though it takes place during school time and too much responsibility is put on the parents to "make it happen". I do not question the educational value of the past trips, as great care has been taken to make it so.

I feel we also need to address the issue of participation. Are we promoting a class trip that has some students and families feeling that if they can't voice their opinions strongly enough that they have no choice but to withdraw from the whole thing? We are planning for 8th graders, students that are 13 and 14 years old. Not every parent is comfortable sending their children away for overnight a great distance away without them. I have been asked many times since I've been here about the parameters for the 8th grade trip. Parents have asked for guidance from the school, but I have had little understanding myself about the District's expectations of this trip or what my role is expected to be. During the last couple months' school board meetings, the conversation has turned to just fundraising ideas for the 8th graders and their parents, but I am asking that the board discuss the District's goals for our 8th graders and what the school's role is in this trip since it is taking our students out of the classroom.

It is my opinion that we need to begin with what Potomac School's goals are for our 8th graders and how can a class trip fulfill that purpose. I have been working on a proposal with the middle school teachers, (see attached) for what this could look like and look forward to hearing your feedback. This is just a preliminary proposal. There are a still a few details to put in but it can begin the discussion anyway.

**Technology-** I have been working with Pine Cove Consulting on a technology plan. I will share it with you at the meeting.

**Veteran's Day-** In celebration of Veteran's Day this year, we are inviting all of our local veterans to join us on Thursday, November 10, for breakfast and an assembly. More information to come, but please help us get the word out!

**Upcoming**

- October 12-** Author visit-4th-8th Ben Mikaelson 1:30
- October 13-** Fire Prevention Week visit from Fire Department 8:15
- October 17-19** Artist Sharon Lamar here 4th-8th
- October 19-** Field trip to Seeley for 2 Valley Stage performance K-3
- October 20&21- No School**
- October 24-** Boys' basketball begins
- November 1-** Bball game Clinton Away
- November 3-** Home game against Missoula International School  
End of 1st quarter
- November 4-** Teacher work day
- November 9-10** Parent teacher conferences

(Attached to Principal’s Report)

**Preliminary Proposal for Potomac School 8th Grade Trips:**

**Objectives**

- **Increase 8th grade engagement**
- **Give students an opportunity to participate in decision making**
- **Experiential education**
- **Curriculum integration**
- **Work to attain a goal**
- **Build communication skills**

**Guidelines**

The 8<sup>th</sup> grade trip will be under the direction of the 8<sup>th</sup> grade teacher with assistance from parents and the school principal.

Through whole class discussion under the guidance of the teacher, students will decide where they want to take their trip based on interest level, educational value and attainability. The School District will encourage trips within a 300 mile radius and no more than 3-4 nights away with the emphasis being on the value of an education based trip close to home.

Under the guidance of the 8th grade teacher, students will be responsible for determining their budget and fundraising needs. Multiple opportunities will be given to students for fundraising with a minimum requirement of participation. Parents will be an integral source of aid for fundraising. Meetings and/or communication can be expected often to plan and discuss options.

Students will be required to meet all school expectations of academic achievement, attendance and behavior to be eligible to participate in the class trip. Students not participating in class trip will be expected to complete alternative assignments during that time.

Cliff said he likes the concrete objectives, and agrees it should be educational. However, he has difficulty with the 300 mile radius limit. Perhaps if approved by the 8<sup>th</sup> grade teacher, principal and school board, the 300 miles could be exceeded.

Angie added that after the trip is completed, there should be a report completed by the class about the trip.

Other points discussed:

1. Keep parents involved in the fundraising
2. Leave the possibility to ‘shoot for the stars’ and go farther than the 300 miles
3. Possibility of making the trip ‘repeatable’
4. Use permission slips – note if parent is amenable to going out of state
5. Need 100% participation through parent and student survey
6. Offer some fun education trips for the students to consider

**Clerks Report** No Report.

**Board Professional Development Reports**

Cliff attended Volley Ball, Open House and read more on the ‘7 Habits of Highly Effective People’. He also attended a regional managers meeting that worked through these concepts. Maybe there could be a group that could attend such a meeting. Angie said she could also talk to other schools to bring the cost down.

Angie also would like to have the board together to discuss some key points. The board agreed to meet a half hour early prior to the December meeting on the 12<sup>th</sup>.

**Personnel**

Angie Williams recommended hiring Jenna Shaw and Jeni Adams as substitute teachers. Kelsy moved to hire Jenna Shaw and Jeni Adams as substitute teachers. Craig seconded the motion. **Passed 4-0**

**Credit Cards – C Quinn**

Cliff asked what our procedures are for credit card purchases. Jill and Angie said before a purchase can be made, it first needs to be approved by Angie, with input on any unknown budget issues from Jill. Then the purchase can be made and a detailed receipt is attached to it before payment is completed.

Kelsy moved to approve a credit card for C Quinn. Craig seconded the motion. **Passed 4-0**

**NCPA VCA Consent to Fingerprint Background Check vs. Policy 5122F – Authorization to Release Information Including Consent to Fingerprint Background Check**

Jill and Angie explained training received from the Department of Justice Criminal Records that presented us with their updated consent to fingerprint background check. This is what is being presented to the board for approval.

Gary moved to approve the new form NCPA VCA Consent to Fingerprint Background Check and remove Policy 5122F.. Craig seconded the motion. **Passed 4-0**

**Technology Plan**

Angie presented four spreadsheets showing different scenarios for making sure the students have the technology they need for school. All four are options with a management company – Pine Cove – to administer and maintain the technology.

Cliff asked the board to consider:

- 1. What is the need
- 2. What grant money could provide the need
- 3. If there is community money for this

Gary feels we should check to see what grants can be found.

Kelsy asked how long the contract with Pine Cove would be. It would be 3 years. Then she asked if the teachers are behind this. The answer is yes. Then she wondered if the teachers had a choice to keep smartboards. And yes, the plans are flexible.

The next step is to see how a budget would work with this. A budget will be prepared for the December board meeting.

**Adjourn**

Chair Vann adjourned the Board meeting at 8:40 pm.