



# Potomac Elementary School

## School Board Minutes

for

August 31, 2015

Phone (406) 244-5581

Fax (406) 244-5840

[www.potomacschoolmontana.us](http://www.potomacschoolmontana.us)

*“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, and Kelsy Ployhar. Jill Thornton, clerk, and Angie Williams, Principal, were also in attendance.

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

Cliff Vann said this workshop is to be a brainstorming session.

He started with an acronym from MTSBA:

- G** – governed by elected trustees
- R** – responsive to Community
- E** – excellent and efficient
- A** – address student achievement
- T** – trusted through transparency

The highest priorities are impacting student achievement and inspiring staff each time we meet.

He then asked for input on annual and long term goals.

The list developed was:

- Work to increase parent involvement – Cliff noted that PTC had a good showing on this first day of school with new parents and explaining the things the school and PTC accomplish. Abby Stitt said it has been difficult to increase parent involvement for evening activities like Boosters and Potomac U nights. Kelsy she understood that since many parents have difficulty getting to school in the evenings from their work in town. Angie said it is the same across the state. Cliff thought our programs that bring in the best participation, such as BINGO, the Christmas program, MTC, the Poetry and Pie presentation and Graduation could be our guides. Terri Klein said she would like it if there was a way to include community members who don't have children in the school.
- Angies evaluation – set up expectations and frequency of evaluations. Gary said he would like to see Angies goals to start with.
- Policy review
- A grant writing program
- How to designate 8<sup>th</sup> grade future funds.
- Arts, Media, Music and Preschool programs
- A board calendar for board reviews and motions. (ie. Contracts, teacher evaluations, principal renewal, etc) Jill said she would compile a calendar for the board.
- Financial Pie Charts of all funds. Where they come from and how they are spent. Jill is also working on those.
- Professional Board Development on 'What makes an effective school board'. Jill will set up the professional development.
- A presentation at BINGO outlining what the funds have done for the school.
- Marketing the school. Jason thought students could put together displays about what has been accomplished at the school. Introducing the board and showing the work that has been done. Have a picnic before school starts with volunteer sign up. Send out a newsletter to every taxpayer in the district. Angie said when she was at Lone

Rock a quarterly newsletter was sent out. We could have a message in the first one from the Principal, Board Chair and PTC along with the financial Pie Charts.

- Year end compensation.
- Sports programming

**Clarification of Principal Pay Cycle**

Some schools start the Principal pay during the first month they are working. Some schools pay after the month is completed for the month worked. Potomac has paid for work completed, which means the Principal starts work in July, and is paid their first check in August. This agenda item is to clarify that process.

Craig moved to pay the principal contract after the work has been completed. Jason seconded the motion. **Passed 4-0**

**Discussion of 'Pay forward' Cycle for Principal**

The last school Angie worked at paid during the month the work was being done. Since that caused her to miss a month when she came to Potomac, the board needed to decide on how she was to be paid if it was different than our standard process.

Jason moved to put Angie on a 'pay forward' cycle instead of our standard process of pay after the work is completed. Gary seconded the motion. **Passed 4-0**

**Adjourn**

Chair Vann adjourned the Board meeting at 7:55 pm.

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Cliff Vann, Chair

date

Jill M Thornton, Clerk

date