



# Potomac Elementary School

## School Board Agenda

May 9<sup>th</sup>, 2022

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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**Please note the meeting will be held in Room 112 in the main school building.**

To join the meeting virtually, go to [Webex.com](http://Webex.com) and click on "Join a meeting", contact John Rouse, principal, prior to 4:00 PM on March 14th. Mr. Rouse will be serving as the Host, and he will provide you with directions for joining the meeting.

7:00 pm

### Public Input:

#### Approve Boar Minutes:

Chair Dr. Hathaway

1. Minutes April 11th

#### Board Reorganization:

Heather Marcella

1. Canvass Trustee Election
  - Seat New Trustees – Signatures, Oaths and Notarize
2. Select Officers
3. Appoint Clerk
4. Authorized/Deleted Signers – Signature Card

#### Consent Agenda:

1. Warrant List
2. Business Card
3. Petty Cash
4. Extracurricular

#### Reports:

1. 8<sup>th</sup> Grade Class:
2. Teacher Reports: Jen Vogel & Chrisi Taillefer
3. Principal's Report
4. Clerk's Report
5. Board Professional Development

Vogel & Taillefer  
Principal Rouse  
Heather Marcella  
Board Members

#### Old Business:

10. MTSBA Policy Updates – 2<sup>nd</sup> Reading

Chair Dr. Hathaway

##### New Optional Policy

- 3305 – Seclusion and Restraint
- 5314 – Substitutes
- 5450F – Acceptable Use of Electronic Networks
- 5450P – Acceptable Use of Electronic Networks

- 7625 – Use of Enhanced Tax Credit Receipts

New Required Policy

- 3413F1 – Medical Exemption (immunization exemption form)
- 3413F2 – Religious Exemption (immunization exemption form)

Required Updates

- 1520 – Board Staff Communications
- 2161P – Special Education Procedures
- 2168 – Distance, Online, and Technology Learning
- 2170 – Digital Academy Classes
- 2312 – Copyright
- 2510 – School Wellness
- 3121 – Enrollment and Attendance Records
- 3310 – Student Discipline
- 3416 – Administering Medicines to Students
- 5223 – Personal Conduct
- 5228P – Drug and Alcohol Testing for School Bus and Commercial Drivers

Recommended Updates

- 3612 – District Provided Access to Electronic Information, Services, and Networks
- 3612F – Internet Access Conduct Agreement Form
- 3612P – Acceptable Use of Electronic Networks
- 5121 – Applicability of Personnel Policies
- 5450 – Employee Use of Electronic Mail, Internet and District Equipment
- 8300 – Risk Management

**New Business:**

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|---|--------------------|
| 1. “What it means to be a Board Member” – discussion  | Chair Dr. Hathaway |
| 2. Approve Amy Baier and Kathy Wilson as substitute teachers for 2021/2022  | Principal Rouse    |
| 3. Approve the clerk’s contract for 2022-2023   | Chair Dr. Hathaway |
| 4. Approve the school bus route for 2022-2023   | Chair Dr. Hathaway |
| 5. Appoint Mike Krout of Majestic Bus Service as authorized representative to review the safety of and provide approval for all bus stops.  | Chair Dr. Hathaway |
| 6. Appoint a representative to the County Transportation Committee  | Chair Dr. Hathaway |
| 7. Approve the amended 2022-2023 School Calendar  | Principal Rouse    |
| 8. Approve the 2022-2023 Parent-Student Handbook  | Principal Rouse    |
| 9. Approve the 2022-2023 Staff Handbook   | Principal Rouse    |
| 10. Approve revisions to the Return to School Plan  | Principal Rouse    |
| 11. Approve revisions to the ESSER III Plan   | Principal Rouse    |
| 12. Approve the use of ESSER III to funds to support the 2022-23 Place Based Learning Academy program                                       | Principal Rouse    |
| 13. Consider and approve granting Principal Rouse the authority to accept a bid for up to \$10,000 for the demolition project in room B102. | Principal Rouse    |
| 14. Discuss and consider possible action regarding Adult Education  | Principal Rouse    |

**Next Meeting June 13th, 2022 – 7:00 pm**