



# Potomac Elementary School

## School Board Minutes

for

August 8, 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: Gary Long, Craig Nelson and Jason Nordberg. 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 = \$4,189.71. Total Payroll = \$12,982.56

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –FY 2015-2016 was presented. Beginning of Yr \$20,364.59 – End of Yr \$22,962.15

Jason moved to approve the consent agenda. Gary seconded the motion. **Passed 4-0**

### Principals Report

It's that time of year again. The summer went quickly as always!

I attended my superintendent classes at MSU in Bozeman for a week in June. I also went to the SAM (School Administrators of Montana) conference in Helena for 2 days in July.

Things are coming together for the school year. The teachers will be in for PIR days August 22nd and 23rd. I'm going to focus professional development around using Infinite Campus. The teachers will be using it for attendance and putting in grades, and it takes a while to become comfortable using it (I've discovered).

Below is a list of our teachers and their positions for the 2016-17 school year.

Karry Betson- Kindergarten (K-math)

Terri Klein- 1st grade (1st math)

Kristy Pohlman- 2nd/3rd grades (3rd math)

Abby Stitt- 4th grade (4th math)

Sarah Schmill- 5th/6th grades (6th math), 5-8 elective

Raynee Clairmont (pending hire)- 7th grade (7th math), 2nd-6th PE, Music and Art

Damian Gaglia -8th grade (5th math), 7-8 Social Studies and PE, 5-8 elective

Kristina Davis- 5-8 Science (8th math), 5-8 elective, Title

Kris Burtch- Resource (2nd math), Title, K-1 PE, Music and Art

We will also have a student teacher this fall in Ms. Schmill's class. Her name is Jenna Shaw.

### **2016-17 Enrollment as of 8/5/16 - 100 students**

**Kindergarten- 10, 1st- 12, 2nd- 5, 3rd- 11, 4th- 20, 5th- 12, 6th- 10, 7th- 12 and 8th- 8**

**Volleyball** begins September 6th. Ms. Pohlman will be coaching! The first game will be the 14th at home. Again, I cannot find a flag football coach so we may not be offering football. I have been talking to Maria Wines, PhD RN from MSU-Nursing School about coming in and giving sports physicals to our athletes. These will be free of charge and hopefully be easier for parents to get for their kids.

**Artist in Residence-** We will be having an artist in residence this year. Sharon Lamar from the Swan Valley will come in for 3 consecutive days to teach watercolor painting. I am attempting to get her twice this year, but we may have someone else come instead. I'm still working on it.

**Two Valley Stage-** We are on the list for Two Valley Stage performances and workshops. I have not yet received the schedule.

**Schedule-**

- August 8-12 -Explorer's camp
- August 22 & 23 -Teacher's PIR
- August 29 -1st day of school
- September 8- Montana Repertoire Theater
- September 15- Open House

**Board Professional Development Reports**

Cliff read Stephen Covey's book '7 Habits of Highly Effective People'. Gary is reading about the concept of changing cultures to change results. Angie suggested board members attend MTSBA's 'Back to School Legal Primer' in September. She also suggests getting the book 'The Key Work of School Boards'. The board agreed and she will order copies for the board members.

**Personnel**

Angie Williams recommended accepting Mandee Preston's resignation, Jason moved to accept Mandee Preston's resignation. Gary seconded the motion. **Passed 4-0**

Angie Williams recommended hiring Raynee Clairmont as a new teacher pending a clear background check, Craig moved to hire Raynee Clairmont as a new teacher pending a clear background check. Jason seconded the motion. **Passed 4-0**

Angie Williams recommends hiring a new sub, Jake Nissen and rehiring our substitutes list; Tara Andell, Candice Hall, Allyson Nelson, Jenn Nordberg, Crissina Quinn, Amy Vann, Ruth Weis, Carol White and Jody Wills. Gary moved to hire Jake Nissen pending a clear background check and rehire the substitutes listed. Craig seconded the motion. **Passed 4-0**

**Out of District Students**

Angie Williams recommends approving DL as an out of district student. Jason moved to approve DL as an out of district student. Craig seconded the motion. **Passed 4-0**

**Review & Approval of Trustees Financial Summary FY 2015-2016**

Jason moved to approve the Trustees Financial Summary FY 2015-2016. Gary seconded the motion. **Passed 4-0**

**Review & Approval of State Generated Budget Report FY 2016-2017**

Jason moved to approve the State Generated Budget Report FY 2016-2017. Gary seconded the motion. **Passed 4-0**

**2016-2017 Priority Plan and Principals Goals**

Angie presented what was accomplished on last year's priority plan.

**Academic Achievement**

- Create a smooth process in our academic program to meet the needs of all our students regardless of needs  
-Continuing process. Hiring a resource teacher for the 2016-17 school year is going to help.
- Increase academic excellence in all areas  
-We are moving forward with the implementation of standards based grading. I had professional development for the teachers this year and with using Infinite Campus this year, we will slowly begin the process of changing our report cards. We'll have more teachers for our math program too, with the resource teacher teaching a class, and so will not have a classes doubled up making it difficult for the students to learn fully. We are also decreasing our AIMSweb and Map testing frequency to twice a year instead of three times. This will still give us sufficient data but will allow more instructional time.
- Develop a fine arts program  
-We will have Two Valley Stage performances and an artist in residence this year.
- Increase our early childhood program  
-Time For Tots was a great success and will continue this year.

**Resource Stewardship**

- Seek grants and other ways to supplement our income  
-Still seeking more grants than what we had last year
- Technology sustainability plan  
-I'm still trying to come up with a sustainability plan. I'm waiting on other things to happen first such as Blackfeet putting in the increase in optic fiber which will determine what we are really able to do. We are also waiting for our E-Rate payment to replace infrastructure on campus.

**Campus Pride**

- Create a plan for maintenance and improvements of buildings and grounds, including Athletic Complex  
-This last year has been really a chance for me to assess and learn what the real needs are. This is going to be a big part of my new goal for 2016-17.
- Follow up on security training and updates to facilities.  
-This has gone very well. Training will still occur, especially with new staff, but everyone has become accustomed to our new security system and the bugs have gotten worked out.

**Family and Community**

- Newsletter  
-Did not get accomplished
- Visibility  
-This year has been a great time to get to know the community and for people to get to know me.

The board would like to see last year's brainstorming session and goals for review and discussion at the next board meeting.

Cliff needed to leave the meeting.

**Set Principal Evaluation Date**

Discussion will be held on this next board meeting.

**Approve Classified Contracts**

Angie Williams recommended the board approve rehire of Gail Abbott and Diane James, our classified staff from last year. Gary moved to rehire Gail Abbott and Diane James. Craig seconded the motion. **Passed 3-0**

**Fundraising Policy**

The fundraising will be discussed at the next board meeting.

**Appointment of authorized 16-17 Representative to Missoula Area Education Coop Advisory Board**

Jason moved to appoint Angie Wiliams as our representative to the MAEC Advisory Board.

**Review 16-17 School Board Calendar**

Board members signed up for the monthly review of the reconciliations, purchase orders, timecards and bills received. The 8<sup>th</sup> grade trip has been moved from October to September. And the School Strategic Plan & Goals has been moved from August to September.

**Adjourn**

Trustee Nordberg adjourned the Board meeting at 8:50 pm.

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Cliff Vann, Chair

date

Jill M Thornton, Clerk

date