



Potomac Elementary School

School Board Minutes

For

August 12, 2019

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*“Potomac School equips each student for his/her future
within a culture of excellence that values the small community experience.”*

Call to Order

Board Vice Chair Kelsy Ployhar called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Those trustees present were: Gary Long, Kelsy Ployhar and Nicole Zupan. Jill Thornton, Clerk and John Rouse, Principal were also in attendance.

Public Input (for issues not on the agenda) None

Consent Agenda

Minutes of June 24, 2019 were on the Consent Agenda

Warrant Lists – Total Claims = \$13,382.09. Total Payroll = \$16,172.51.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On July 1, 2019 - \$32,618.63 thru July 31, 2019 - \$32,118.63

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

Principals Report – John Rouse

All of the following activities and accomplishments would not have been possible without the full cooperation and engagement of all of the Potomac School staff members.

- **Teaching and Learning- MCLP Grant**

- We are entering the third year of our MCLP grant in the 2019-20 school year. While we have maintained our same focus and objectives, we continue to fine tune our strategies for helping all of our students be successful. There are a couple of personnel changes for 2019-20. Sarah Schmill will be assuming the responsibility of serving as our instructional coach. Ms. Schmill participated in a week-long intensive instructional coaching training over the summer. Abby Stitt will return to the classroom as a full-time teacher. In order to provide more instructional resources and support to those students who are not progressing as rapidly as we would like, we have employed an interventionist, Jessica Vankerkhove. Ms. Vankerkhove will work with individual students and small groups of students on specific skills that have been identified by our school leadership team. She will also be teaching social studies classes for students in grades 6-8. The social studies curriculum provides a good instructional foundation upon which the teacher can help students integrate their newly acquired literacy skills.

- **Budget and Finance**

- We have received notification that will continue to receive some funding to support safety and security for 2019-20. We have had some mechanical issues with our door locking mechanisms, so we will likely spend some of these funds to repair or replace the door locks on the main building and potentially the community center entrance. In addition, we are gathering a bid to add some additional security cameras. We are considering a camera that will be focused on the library facility and probably two cameras to be placed inside the gym. Currently we have one camera at the community center that allows us to see the

entry to the building. We would like to add one that would give us coverage for the gym and an additional one for coverage in the area where students store their backpacks just outside the restrooms.

- Since this will be the third year of our MCLP grant, we plan to limit our expenditures from the grant primarily to the personnel costs, professional development, the costs for our various assessments, and some supplies. Our intent is to have enough left at the end of this school year to continue funding some personnel from grant funds for a fourth year.
- We are aware that OPI has applied for another cycle of literacy grants. We submitted a letter of support for their grant application. Hopefully Montana will be selected to participate in the new grant cycle. If Montana is selected, we will most certainly submit an application for future funding.

• Student Activities

- We will be starting up volleyball and flag football for the fall.

• Facilities

- We have installed sidewalks around the south side of the main building that will make it possible for someone in a wheelchair to navigate from the west side of our building to the east side as well as access the playground slab area.
- We have also installed a new 20' x 35' slab on the playground that was funded by the PTC.
- Greg replaced a number of boards on our large wooden play structure in June. The PTC funds also helped with this expense.
- The kitchen remodel has been completed. Some members of the community center board expressed an interest in having metal shelving installed and installing stainless steel panels to hide the area under the sinks. These items were not necessary to comply with the health department guidelines.
- In order to better serve the needs of our special education students, we moved the special education room to the main floor. This means that the current 2/3 classroom was moved downstairs to the former Title I room. The Title I resources will be moved to the special education room.

• Safety

- As part of our sidewalk project, we have resurfaced those areas in our existing sidewalks that are uneven.

Clerks Report – Will discuss Trustees Financial Summary and Budget later in agenda.

Board Professional Development Reports

Kelsy attended the fair with 4-H

Approval of 2019-2020 Parent/Student Handbook

Steven moved to approve the 2019 – 2020 Parent Student Handbook with corrections noted. Nicole seconded the motion.

Nicole commented she would like the dress code communicated better, and enforced

Remove error on page 26 under violations.

Correct the year on page 27.

Thanksgiving on Page 6 needs correct dates.

JVankerkhove needs underline on page 7.

Passed 4-0

Correction to School Calendar

Steven moves to approve the corrected Thanksgiving dates on the 19-20 calendar. Nicole seconded the motion. **Passed 4-0**

Review & Approval of Trustees Financial Summary FY 2018-2019

Steven moved to approve the Trustees Financial Summary FY 2018-2019. Nicole seconded the motion. **Passed 4-0**

Review & Approval of State Generated Budget Report FY 2019-2020

Steven moved to approve the State Generated Budget Report FY 2019-2020. Nicole seconded the motion. **Passed 4-0**

PACE Contract

Gary moved to approve the 2019-2021 PACE contract. Steven seconded the motion. **Passed 4-0**

Clerk Contract

Steven moved to approve the Clerk contract for 2019-2020. Nicole seconded the motion. **Passed 4-0**

Approval of Contract for 2018-2019 Audit

Steven moved to approve the Audit Contract for 2018-2019. Nicole seconded the motion. **Passed 4-0**

Policy #3225

This will be held until the next board meeting.

Adjourn

Chair Vann adjourned the Board meeting at 8:44 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date