



Potomac Elementary School

School Board Minutes

For

August 13, 2018

Phone (406) 244-5581

Fax (406) 244-5840

www.potomacschoolmontana.us

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

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 John Rouse, Principal were also in attendance.

Public Input (for issues not on the agenda) None

Consent Agenda

Minutes of June 29, 2018 were on the Consent Agenda

Warrant Lists – Total Claims = \$7,973.66. Total Payroll = \$17,450.62.

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, 2018 - \$29,074.01 thru July 31, 2018 - \$29,074.01

Gary moved to approve the consent agenda with the correction of Cliff Vanns name corrected from Cann to Vann. Kelsy seconded the motion. **Passed 4-0**

Principals Report – John Rouse

The June Principal's Report is a summary of the activities and accomplishments during the past month. All of the 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**

- Our focus for this upcoming school year will continue to be on authentic literacy got off to an early start with the teaching staff beginning a book study of Dr. Michael Schmoker's Focus. During the 2017-18 school year, we built on the concepts that Dr. Schmoker outlined as critical to creating a learning environment in which authentic literacy could thrive. We institutionalized a definition of "authentic literacy" as purposeful reading, writing, and discussion. The goal of focusing on authentic literacy across all disciplines remains the same as last year- to instill four simple habits of the minds for our students. These four intellectual standards are:
 - Read to infer/interpret/draw conclusions,
 - Support arguments with evidence,
 - Resolve conflicting views encountered in some documents, and
 - Solve complex problems with no obvious answer.
- The comprehensive literacy grant that we received through the Montana Office of Public Instruction is aligned with and support of initiative in strengthening authentic literacy instruction in all of our classrooms. One key component of the grant is having our own full-time instructional coach. Abby Stitt agreed to step away from teaching fourth grade to take on this assignment. In addition to having Abby serve as an instructional coach, we will have two additional outside coaches- one from OPI and one from Arizona.

- The teaching staff selected the Amplify English Language Arts program as our new curriculum resource beginning next year. For grades K-5 the program is called, CKLA for Core Knowledge in Language Arts, and the parallel program for grades 6-8 is the Amplify ELA. The staff was looking for a program that has a strong foundational component featuring phonics and phonemic awareness while utilizing authentic text and quality children’s literature. The program supports a robust technology component, particularly at grades 6-8. The teachers will be attending a professional development session on June 11-12 to begin preparing for the implementation of the new ELA program for next year. This extra training and the compensation for teachers to attend is funded from our grant.
- As part of our comprehensive literacy grant, we are required to use an assessment system to measure student progress. We have selected the iStation system for this purpose. This will allow teachers to monitor student progress frequently using a computer-based system that will automatically adjust the level of difficulty based on the individual student’s responses. We will also be assessing our incoming kindergarten students later in May in order to gather diagnostic data on these students as they enter our system.
- We have received new iPads for our teachers as part of the grant. These will be used as part of our professional development and instructional coaching. Teachers will be able to make video recording of themselves teaching and then reflect on what they recorded in order to continue to improve. We also have a couple of high tech devices that will track the teacher by his/her voice during the recording portion as the iPad is making the video recording.
- Although our current 21st Century grant closed on June 30th, we will continue to offer learning enrichment activities on most Fridays throughout the school year. We are able to do so for the 2018-19 school year by using a combination of financial resources from REAP funds and from the fund-raising efforts of our interested parents. One of our new staff members, Ike Wallace will assume the leadership role for this project throughout the year by serving as the program coordinator. A parent support group organized last year to help with the fund raising efforts and to step forward to offer assistance each of the Fridays by insuring that there would be at least one parent volunteer present to assist with the program/activity.
- **Budget and Finance**
 - A graphical comparison of our expenditures and revenue amounts from 2017-18 has been prepared to aid in our discussions of our budget for the 2018-19 school year. Briefly stated, our literacy grant funds have allowed us to have a bit more flexibility in our budget for 2018-19.
 - I have applied for the Montana Smart Schools Recycling Challenge in the hope of receiving some additional funds to support our efforts in the area of recycling.
- **Student Activities**
 - So far our coaching staff for the 2018-19 school year includes: Marty Preston and Jake Nissen for Flag Football. We are hoping Brad Hall will return as our basketball coach for the boys. Ashley Olsen and Christianna Taillefer will be coaching girl’s basketball and volleyball. Ike Wallace will be serving as our head track coach.
- **Facilities**
 - Our new custodian/maintenance person, Greg Stevens, has done a good job of preparing the buildings and grounds for our returning students and staff members.
- **Safety**
 - To improve the security of our buildings, the front entrance to our main building will remain locked at all times. Anyone wishes to enter the building through the front entrance will need to press the intercom/video button to be recognized and let into the building.
 - Amid some expressed concerns over traffic congestion during the arrival and departure of students, the administration has asked the county roads department for permission to make Potomac loop one way during the student drop off and pick up times.

The teaching staff members will report back to work officially on Wednesday, August 22nd for two days of professional development. Students will begin school on Monday, August 27th.

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

Board Professional Development Reports

Cliff and Kelsy have been negotiating with the Community Center. Kelsy and Craig have been at the County Fair. Gary has been reading the MTSBA emails.

Personnel – Classified Personnel Rehire

Principal Rouse recommends the rehire of our Classified Staff of Gail Abbott, Debra Blodget, Janette Ployhar, Greg Stevens & Christianna Taillefer for the 2018-2019 school year.

Kelsy moved to approve the rehire of our Classified staff. Craig seconded the motion. **Passed 4-0**

Personnel – Sub List Rehire

Principal Rouse recommends the rehire of our Substitutes consisting of Jenny Adams, Karmen Braulik, Dani Hughart, Diane James, Kathy Kimmel, Allyson Nelson, Jake Nissen, Alleluia Noell, Amanda Martinez, Lindi Oien, Amy Vann, Ruth Weis & Jody Wills for the 2018-2019 school year.

Craig moved to approve the rehire of our Substitute List. Kelsy seconded the motion. **Passed 4-0**

Out of District Students - No out of district forms at this time.

Review & Approval of Trustees Financial Summary FY 2017-2018

Kelsy moved to approve the Trustees Financial Summary FY 2017-2018. Gary seconded the motion. **Passed 4-0**

Review & Approval of State Generated Budget Report FY 2018-2019

Kelsy moved to approve the State Generated Budget Report FY 2018-2019. Gary seconded the motion. **Passed 4-0**

Appointment of Authorized 17-18 Representative to the Missoula Area Education Coop Advisory Board

Gary nominated Principal Rouse to be Potomac’s School Authorized 18-19 Representative to the Missoula Area Education Coop Advisory Board. Kelsy seconded the motion. **Passed 4-0**

Adjourn

Chair Vann adjourned the Board meeting at 8:29 pm.