



Potomac Elementary School

School Board Minutes

for

August 14, 2017

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) Terri Klein wanted the board to be aware of the great summer maintenance happening in the school. Touch up painting, sparkling windows and rooms that are being deep cleaned make coming back to school enjoyable.

Consent Agenda

Minutes of June 29, 2017 were on the Consent Agenda

Warrant Lists – Total Claims = \$11,539.00. Total Payroll = \$16,998.10.

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, 2017 - \$26,823.56 thru July 31, 2017 - \$26,823.56

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

Principals Report – John Rouse

Teaching and Learning (Note- I will always begin my principal's report with “Teaching and Learning” because that is our number one responsibility and focus.)

- Below is the list of our teachers for the 2017-18 school year:
 - Karry Betson- Kindergarten
 - Terri Klein- 1st grade
 - Kristy Pohlman- 2nd/3rd grades
 - Abby Stitt- 4th grade
 - Sarah Schmill- 5th grade
 - Kristina Davis- 5th-8th science and Algebra I
 - Raynee Pace (formerly-Clairmont)- 6th/7th grades math and ELA plus “Specials” for K-5
 - Damian Gaglia- 7th/8th grade social studies and ELA, 5th grade math, 6th-8th PE
 - Starla Dugger- Special Education
 - Kelley McHugh- Part-time counselor
- August 21st and 22nd are our scheduled PIR days. We have a lot to get done during those two days, so to get a head start I have asked the teachers to complete a book study before they arrive on the 21st. A tentative schedule for the two days is included in the board packet.

- The book study is of Dr. Michael Schmoker’s book, *Focus*. Schmoker’s work on the topic of authentic literacy is a good starting point for our school year. A couple of the key points contained in the book are as follows:
 - “Authentic literacy” simply means purposeful reading, writing, and discussion. Often times teachers follow the prescribed activities as outlined in their textbooks without fully understanding the “purpose” for asking the students to do whatever the activity requires. Once teachers become more purposeful in their teaching, students will become more academically engaged in the learning because they, too, will see the purpose for doing the activities.
 - In order for us to equip students to be “college and career ready”, Schmoker and David Conley believe that there are four intellectual standards that all students must meet.
 - Those four standards are:
 - Read to infer/interpret/draw conclusions,
 - Support arguments with evidence,
 - Resolve conflicting views encountered in source documents, and
 - Solve complex problems with no obvious answer.
 - During the two professional development days, I will also share information from another powerful book, *Better Learning- Through Structured Teaching*, by Doug Fisher and Nancy Frey. This text helps teachers understand a framework for the gradual release of responsibility for learning. Ultimately students need to become responsible for their own learning. The framework presented in this book allows teachers to begin to shift the responsibility for learning from the teacher to the student. One way to describe the model is “I do it”, “You do it”, “You do it together”, and “You do it alone.”
 - Finally we will have a discussion of a resource text that we are providing for each teacher. That resource is *How to Teach Students to Critically Think* by Jill Jackson. The book includes 15 easy-to-follow techniques for addressing: retell/recall, summarization, text structure, theme, figurative language, point of view, analysis, discussion, presentation, note-taking, organizing writing, opinion and argument, and analyzing media. These align closely with Schmoker’s four intellectual standards for college and career readiness, and they also align and support authentic literacy. A quick review of some of our most recent assessment results indicates that a number of students need some additional support in these areas.
- **Budget and Finance** (Note- Budget and finance will be second in my reports and will include information on these important topics from my perspective- not to take away from the Clark’s report)
 - I will be meeting with OPI staff in an effort to secure some grant funding to help offset some of our special education expenses for severe needs students. While it may be too late to receive any grant funds for 2017-18, I will be laying the foundation for possible funding the following year.
 - I am also meeting with OPI staff members concerning the future of our 21st Century grant. To the end, I attended a meeting at OPI this past Friday, the 11th. I will provide an oral update from that meeting. Generally speaking the prospects are not good for us to continue to receive financial support through the 21st Century grant process for our Friday Explorers program. The 21st Century grants (if the program is funded federally) will become a competitive process with school districts who are identified by the state as “high needs” districts receiving additional bonus points in the application process. In addition all future funded programs will have to be directly linked to the school district’s Title I program. Under the new “proposed” state plan for ESSA, we could apply to be eligible as “schoolwide” Title I program even though our percentage of students who are eligible for the federal lunch program is less than 40 percent. If we pursue 21st Century grant funding, we will have to restructure the program to take place during the four days of the week when students are in school. This could be some type of early morning and after school tutoring program on Monday through Thursday that could be experience-based like our current Explorers program. OPI staff members have indicated that a program offered only on Fridays when we are not in session would not be funded.

- **Student Activities**

- Volleyball is scheduled to begin on September 12th. Raynee Pace sent me the following game schedule:
 - Tue, 9/12 @ Seeley
 - Wed, 9/13 vs. Hellgate B
 - Tue, 9/19 @ Bonner
 - Thurs, 9/21 vs. Seeley
 - Tue, 9/26 vs Clinton
 - Thurs, 9/28 vs Target Range
 - Tue, 10/3 vs. Desmet
 - Thurs, 10/5 @ Lolo
 - Mon, 10/9 @ Clinton
- Flag Football will be offered this year if we can secure a coach. Thus far, Ben Jones has expressed an interest in coaching, but he needs at least one other person to support him with the coaching responsibilities. There will be a scheduling meeting for flag football on August 31st with the Copper league.

- **Community and Parent Involvement**

- Involvement of parents in their children’s education is critical. It is always challenging to find ways to maximize parent and family participation both at school and at home. To support this effort, I plan to form a Parent/Community Advisory Committee that will meet with me at least once each quarter. If you have recommendation for individuals who might be willing to serve on this committee, please let me know.
- The PTC and the Community Center board are also important to the overall success of our school. I plan to attend their board meetings and other functions to support and encourage a strong working relationship.

- **Facilities**

- We have available to us some funds that need to be expended to support safety needs of our school. There are restrictions as to what the funds can be used to purchase. For example, these funds cannot be spent on playgrounds, but they could be used for security cameras. One possible expenditure could be to enhance our current “buzzer entry” system by adding cameras at both entrances that feed images to a couple of different locations in the building, so the individuals with access to these video images could have the capability of authorizing entry into the building. As you know, our office staff members do not have a clear line of sight to either entry to our building.

Staff Development Schedule

Day One- August 21st

Time	Activity	Description
8:00 - 8:20	Welcome and Introductions	A chance to get to know a little about each other. Be prepared to be a little Up Close and Personal (but not too close or too personal).
8:20 - 9:30	Where We've Been	A look back at what initiatives and/or programs have been put in place in the past 3-5 years. Have they worked? Data review.
9:30 - 9:40	Break	Caffeine and sugar?
9:40 - 11:40	Focus- Book Study	Jigsaw activity to discuss Mike Schmoker's <i>Focus</i>
11:40 - 12:40	Lunch Break	Relax and Refresh
12:40 - 1:30	Future Trends- The 4th Industrial Revolution	Discussion of Dr. Bill Daggett's assessment of the future as it impacts schooling, including a brief discussion of his Rigor and Relevance Framework
1:30-1:45	Break	Take care of Yourself
1:45 - 2:30	Personalized Learning	A look at the Summit Project and personalized learning
2:30 - 3:30	Schedules, Recess, and Technology and Other "Nitty Gritty" Topics	Problem solving focused on what is best for students
3:30 - 4:00	Wrap Up and "To Do" List	Reflect on the day's work and identify "To Dos" for Wednesday

Day Two- August 22nd

Time	Activity	Description
8:00 - 9:30	Creating and Sustaining a Positive School Culture	Student discipline- Understanding the "why" behind the "what". Creating a welcoming and supportive environment. Reach every student every day. Little things that make a big difference.
9:30 - 9:45	Break	Take care of Yourself
9:45 -11:00	Danielson's Framework for Teaching	What to expect from classroom walkthroughs and "coaching."
11:00 - 12:00	Gradual Release of Responsibility	Discussion of <i>Better Learning</i> by Fisher and Frey
12:00 - 1:00	Lunch Break	Relax, Reflect, and Refresh
1:00 - 2:00	<i>Teach Students to Critically Think about Text</i>	Overview and discussion of Jill Jackson's resource book for teachers.
2:00 - 4:00	Problem Solving Session to address "To Dos"	Two heads are better than one.

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

Board Professional Development Reports

The Fair attendance and Archery contests were attended.

Personnel – New Hire Special Ed One on One Aide

Principal Rouse recommends the board approve a One on One Special Ed Aide with these costs:
Approx 1208 hrs @ \$15/hr – Potential Salary \$18,120
Tuition fund covers \$3,735 – General fund covers up to \$14,385

Kelsy moved to approve a One on One Special Ed Aide position. Craig seconded the motion. **Passed 4-0**

Personnel – Classified Personnel Rehire

Principal Rouse recommends the rehire of our Classified Staff of Gail Abbott, Debra Blodget, Janette Ployhar & Randy Ruff for the 2017-2018 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 2017-2018 school year.

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

Personnel – New Sub Susanne Tommer

Principal Rouse recommends the hire of Susanne Tommer as a new substitute.

Craig moved to approve the hire of Susanne Tommer, pending a background check, as a substitute. Gary seconded the motion. **Passed 4-0**

Out of District Students

Principal Rouse recommends approving 2 out of district students. Kelsy moved to approve the out of district students. Craig seconded the motion. **Passed 4-0**

Review & Approval of Trustees Financial Summary FY 2016-2017

Kelsy moved to approve the Trustees Financial Summary FY 2016-2017. Gary seconded the motion. **Passed 4-0**

Review & Approval of State Generated Budget Report FY 2017-2018

Kelsy moved to approve the State Generated Budget Report FY 2017-2018. Gary seconded the motion. **Passed 4-0**

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

Craig moved to appoint Principal Rouse to be Potomac's School Authorized 17-18 Representative to the Missoula Area Education Coop Advisory Board. Kelsy seconded the motion. **Passed 4-0**

Building Levy Considerations

Principal Rouse presented samples of the maintenance issues the school is facing. There are cracks in parts of the masonry, insulation requirements & ductwork realignment. The imbalance in the heating system is another issue that will be addressed. Another issue Principal Rouse would like to address is security cameras. This will be brought to the board's attention periodically as issues are found and work progresses.

Adjourn

Chair Vann adjourned the Board meeting at 8:49 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date