



# Potomac Elementary School

## School Board Minutes

for

May 14, 2018

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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 Kelsy Ployhar. Jill Thornton, Clerk was also in attendance.

**Public Input** (for issues not on the agenda) None

**Minutes** - Kelsy moved to approve the minutes from April 9, 2018. Craig seconded the motion. **Passed 4-0**

### Board Reorganization

1. School Elections were held May 8<sup>th</sup>, 2018. The results were as follows: Gary Long was elected to a 3 year term.

Kelsy moved to approve the Office of Elections - School Election Results. Craig seconded the motion.

**Passed 4-0**

2. Gary Long was sworn in.

3. Select Officers:

Gary nominated Cliff Vann to serve as Board Chair. Kelsy seconded the motion. **Passed 4-0**

Gary nominated Kelsy Ployhar to serve as Vice Chair. Craig seconded the motion. **Passed 4-0.**

4. Appoint Business Manager/Clerk

Kelsy moved to appoint Jill Thornton as Business Manager/Clerk of the District. Craig seconded the motion. **Passed 4-0**

### Consent Agenda

Warrant Lists – Total Claims = \$95,081.51. Total Payroll = \$67,947.13.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On Apr 1, 2018 - \$33,895.66 thru Apr 30, 2018 - \$30,642.80.

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

### Teacher Presentations

*Sarah Schmill* described how the school uses Montana Digital Academy to fulfill Junior High requirements for 1 semester per year for grades 6 – 8. These offerings through the digital academy not only offer foreign language, using them teaches the students how to work independently with an online learning experience. Brenda Harrold also volunteers as a sign language instructor for the students.

*Karry Betson* described the Kindergarten study the class did on Monet incorporating it into a 'pond unit'. They searched through Google Earth to see the ponds that Monet painted, looked up the plants painted, listened to the sounds associated with those ponds and then wrote picture stories – giving their story a title, describing what was happening before the picture was painted and then describing what happened after the picture was painted.

**Principals Report**

- **Teaching and Learning**

- 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 in June 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.
- Abby Stitt has started making some classroom observations to gather some data regarding the students' time on task. Time on task is important, particularly with a four-day week. Teachers will meet with Abby to discuss the data we collect and to discuss ways to reduce time lost in the classroom.

- **Budget and Finance**

- **Special Education Support Grant-** We received the final approval for the special education support grant that I submitted to OPI. The grant should be worth about \$20,000 in reimbursable expenses that took place during the 2017-18 school year.

- **Student Activities**

- The track team is doing well. Our athletes have demonstrated that they can compete well against other students in our area.
- The 8<sup>th</sup> graders are making the final preparations for their trip to the Seattle area.

- **Safety**

- Our security cameras are working well.
- We are still planning to install a buzzer system for the front entry soon.
- The staff has scheduled fire drills, intruder drills and earthquake drills for the remainder of the school year.

- **Student Council**

- We will include a regular agenda item for our board meetings to allow the student council to give a monthly report on their activities and goals.

- **Community**

- Mr. Rouse worked with Jim Howard, the superintendent from Bonner, to prepare a collaborative application for a 21<sup>st</sup> Century Grant for 2018-19. The application was submitted on time and is being reviewed by OPI staff members and outside reviewers. We are hopeful to hear some results later in June.

The ALL School Parent-Student Workday was held on Saturday, April 21<sup>st</sup>, from 8:00 to noon. We had about 30 students, parents, and staff members who showed up to pitch in to spread the mountain of wood chips we had. The objective of the Workday is to complete our playground improvement project. We have submitted all of our donated time and materials to the Missoula Parks department to demonstrate that we met our matching requirements of the grant. After the track dried out, we were able to have additional gravel added to the surface of the track.

**Clerks Report - None**

**Board Professional Development Reports**

Gary has been reading the MTSBA emails, Kelsy has been training to work with difficult employees through work, Cliff and Craig have been working with 4H, and Cliff helped move the wood chips to the playground and reviewed the board packet with Jill.

**School Board Calendar** – Add Clerk Negotiations to April and Clerk Contract to May.

**Personnel**

Kelsy moved to accept Randy Ruff’s resignation. Gary seconded the motion. **Passed 4-0**

**Bus Routes**

There are no changes to the existing bus routes. Gary moves to approve the bus routes. Craig seconded the motion. **Passed 4-0**

**Missoula County Election Contract**

Craig moved to approve the Missoula County Election contract. Kelsy seconded the motion. **Passed 4-0**

**Discussion – guidance for volunteers/coaches with parent contact info, medical issues, concern for a right to treat, transportation sign out, roles/responsibilities, etc..**

Cliff just wanted to bring John’s input to this issue. It will be an agenda item again at the next board meeting.

**Adjourn**

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

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Cliff Vann, Chair

date

Jill M Thornton, Clerk

date