



Potomac Elementary School

School Board Minutes

for

June 11, 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. Steven Van Grinsven arrived after the consent agenda. Jill Thornton, Clerk and John Rouse, Principal were also in attendance.

Public Input (for issues not on the agenda) Sigi Olson just wanted to let the school know she enjoyed the names of the bus drivers being listed for parents.

Consent Agenda

May 14, 2018 Minutes were included in the June 11, 2018 Board Packet

Warrant Lists – Total Claims = \$60,296.01. Total Payroll = \$147,561.35.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On May 1, 2018 - \$30,642.80 thru June 12, 2018 - \$28,728.62.

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

Teacher Presentation

Terri Klein described how the 1st grade collaborated with Sarah Schmill's class on animal stories. The 5th grade also taught her students how to sign their stories.

Cliff said he would like to hear how progress on ELA goes next year with the input from the MCLP grant.

Steven arrived.

Principals Report

The June Principal's Report is a summary of the activities and accomplishments during the past school year. 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 school year got off to an early start with the teaching staff beginning a book study of Dr. Michael Schmoker's Focus. 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 was 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.
- Classroom observational data reflected that our teachers were willing to encourage the development of the four habits of the minds, particularly during writing activities and small group discussions of what there are reading.
- We applied for and received a comprehensive literacy grant through the Montana Office of Public Instruction. This grant application process was competitive statewide, and the hard work by our staff members in preparing the grant application paid off with a three-year grant worth around \$750,000 to our school district. 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. Abby and Mr. Rouse attended a week-long instructional coaching institute in order to assist Abby in this transition of roles. 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.
- Our current 21st Century grant closes on June 30th. I received notification on Thursday, June 7th, that our grant application was not funded. My proposal to the board will be for the school district to use excess REAP funds to cover the salary and fringe expenses for a Friday’s Program coordinator/supervisor (about \$8,000) with the stipulation that the Parent support group provide at least one parent volunteer for each Friday session. In addition all other expenses for the Friday program will need to be covered by fund raising by the Parent group. This request for financial support from the school district is for the 2018-19 school year only because REAP funding is not guaranteed from year to year.

• **Budget and Finance**

- **Missoula Parks, Recreation, and Trails Board Grant-** The administration prepared and submitted a grant request to improve our school playgrounds. This grant application was approved and funded in the amount of \$7,000 with matching contributions through the PTC and volunteer in-kind contributions. Safer landing surface material was added to all playground areas, the bleachers were repaired, and the track was resurfaced.
- **Special Education Support Grant-** We received the final approval for the special education support grant that I submitted to OPI. The grant is worth about \$20,000 in reimbursable expenses that took place during the 2017-18 school year.

- **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. Because both Ms. Pace and Ms. Pohlman are leaving, we are looking for coaches for girl's basketball, volleyball, and track.

- **Personnel**

- As of the date of this publication, we are still seeking additional quality candidates for our 2nd/3rd classroom teaching position. We also have an opening for a paraprofessional to assist with a new student to our school.

Mr. Rouse will be in the office Monday through Friday for the rest of the month of June. During July, he can be reached at 406 540-2013. Starting August 1st, Mr. Rouse will be back in the office on Monday through Thursday.

Clerks Report - None

Board Professional Development Reports

Cliff, Gary, Craig and Kelsy attended the graduation. Steven did the Basketball and Volleyball through Adult Ed. Cliff and Craig also negotiated the clerk contract with Jill Thornton.

School Board Calendar – New and adjusted policies will be brought to the August meeting.

Personnel

John recommended the board accept the resignations of Raynee Pace and Kristy Pohlman. Steven moved to accept the resignations of Raynee Pace and Kristy Pohlman. Craig seconded the motion. **Passed 5-0**

John recommended the board hire Greg Stevens for our new custodian. His background check has been completed. Craig moved to hire Greg Stevens as our new custodian. Steven seconded the motion. **Passed 5-0**

John recommended the board hire John Wallace as our new certified teacher. Kelsy moved to hire John Wallace pending his background check clearance. Craig seconded the motion. **Passed 5-0**

John Wallace also has background coordinating camps. Principal Rouse would like the board to approve \$8000 of school funds during the 18-19 school year to hire John Wallace as our Explorers Coordinator. Kelsy moved to approve the use of \$8000 of school funds during the 18-19 school year to hire John Wallace as the Explorers Coordinator pending his background check clearance. Steven seconded the motion. **Passed 5-0**

Steven moved to approve the Clerk contract for 18-19. Kelsy seconded the motion. **Passed 5-0**

Steven moved to approve the amended Principal contract. Craig seconded the motion. **Passed 5-0**

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

John said giving information to volunteers about the children on the field trip or in sports is not as simple as it sounds due to HIPAA restrictions.

Other concerns about rides and which children are with which adult is another issue. The suggestion is to use a sign in and out sheet, and if any child has permission to go with another adult that permission needs to be given in advance of the trip.

Potomac Greenough Community Center Contract

The board started reviewing the Potomac Greenough Community Center contract presented to the school. The board would like to see past contracts as well as what the school pays for the community center in maintenance and improvements.

Steven feels it's necessary to have a legal document. Cliff agreed this was not a legal document but an agreement.

Jill said she can get information together on the costs the school has covered in the Community Center in July and will send it out to the board for review.

Board Meetings

Add end of June meeting to close out fiscal year. Meeting will be held June 29th at 7pm.

John has a teacher for our second position he would like to recommend to the board as soon as possible. Kelsy moved to hold a special meeting to address this on Friday, June 15, 2018 at 5pm. Craig seconded the motion. **Passed 5-0**

There will be no July meeting.

In order to discuss and understand more about school funds the August 13 meeting will start an hour early.

Adjourn

Chair Vann adjourned the Board meeting at 9:55 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date