



Potomac Elementary School

School Board Minutes

For

June 10, 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 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, Kelsy Ployhar and Steven Van Grinsven. Jill Thornton, Clerk and John Rouse, Principal were also in attendance.

Public Input (for issues not on the agenda) None

Consent Agenda

Minutes of May 13 and 20, 2019 were on the Consent Agenda

Warrant Lists – Total Claims = \$36,472.00. Total Payroll = \$164,097.58

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, 2019 - \$41,488.26 thru May 31, 2019 - \$38,096.08

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

Teacher Reports

Ashley Olsen's students are studying plants, focusing on the Bitterroot Flower. That covered the science of seeds and plants, the cultural significance of the Bitterroot flower culturally, and all this was brought into the literacy program.

Terri Klein has started working on her student's goal setting.

Principal's Report

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 have had a productive and successful year with our MCLP grant. Here is a recap of some of the milestones from the year:
 - Began our full implementation of our instructional coaching program using Abby Stitt as our in-house coach and Leah Esmont as our outside-of-the-district instructional coach. In addition, we received some support in this area from Terri Barclay from Montana OPI.
 - As a staff we designed an instructional framework that reflects the overall purpose of our grant while also highlighted some specific instructional components that are expected to be present in every classroom every day. This framework has provided the staff members with a common terminology for what is happening in the classrooms. It has also served as a guide for our instructional classroom walkthroughs.
 - Our teachers have utilized video technology to record themselves during the act of teaching as a tool for self-improvement.

- Our teachers have participated in some quality professional development either at the OPI-sponsored conferences or at the Plain Talk conference in New Orleans.
- We have spent around \$170,000 this year from grant funds to secure instructional equipment and supplies, consultants, and travel.
- We have maintained a singular focus on literacy across all grade levels, and as a result have seen some significant gains in most of the identified areas of need.
- We received recognition from Montana OPI for our work in literacy in the form of an additional innovative awards grant for \$10,000 additional dollars.
- We will be recommending the employment of an individual to serve as an interventionist/social studies teacher to be funded out of the grant for the 2019-20 school year.

• **Budget and Finance**

- We have received notification that will continue to receive some REAP funding for 2019-20.
- The administration recommends funding the Explorers program from the REAP funds as we did for the 2018-19 school year. Christi Taillefer is being recommended to serve as the program coordinator and supervisor of the Explorer program for 2019-20. She will arrange for alternate coverage for the Fridays that we scheduled for professional development or the Explorers program will not be offered on those dates.

• **Student Activities**

- The staff has been discussing our eighth grade end-of-the-year culminating experience, and we have some changes we would like to recommend for the future eighth grade trips. There is a meeting scheduled for next year's eighth graders and their parents on Tuesday, June 11th, to discuss some changes to the eighth grade end-of-the-year experience.
- The seventh graders spent three days at the Outdoor School at Camp Utmost with Kristina Davis last week.
- Our End-of-the-Year assembly is scheduled for June 12th at 3:15pm.
- Kindergarten and Eighth Grade graduation is scheduled for 6:30 pm on June 12th.

• **Facilities**

- We are planning to install 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.
- PTC has approved the expenditure of funds to help offset a significant portion of the costs for the sidewalks as well as the addition of a new 20' x 35' slab on the playground.
- Greg and I will be replacing a number of boards on our large wooden play structure in June. The PTC funds also will help with this expense.
- We received a final approval from the county health department of our plan to remodel the kitchen. They did not approve our plan to do the necessary upgrades in the main building for our lunch and breakfast programs; therefore, in order to continue offering breakfast in the main building, we will need to use all packaged food items. We do not have the cost estimates for this remodel project at this time.
- In order to better serve the needs of our special education students, we will be moving the special education room to the main floor. This means that the current 2/3 classroom will move downstairs to the current Title I room. The Title I resources will be moved to the current special education room.

• **Safety**

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

Board Professional Development

Cliff and Kelsy have continued working with the teachers on negotiations. Gary has been reading school notices from the MTSBA. Kelsy also attended Track.

School Board Calendar – No changes

Certified Negotiations

Cliff and Kelsy have completed negotiations. Most of the current agreements are on language. The school day discussion was to lengthen it by 50 minutes per day. Compensation discussion is to stay on current step in the matrix while receiving a 3.2 % increase in pay for 2019-2020, and move a regular step in the matrix in 2020-2021.

Personnel

Based on Principal Rouse recommendation, Kelsy moved to hire Jessica Van Kerkhove contingent on an approved background check for our Grant Funded position. Gary seconded the motion. **Passed 4-0**

Based on Principal Rouse recommendation, Gary moved to approve Christi Taillefer for our 2019-2020 Explorers Program Coordinator/Supervisor. Steven seconded the motion. **Passed 4-0**

Approval Credit Card for Jen Vogel

Kelsy moved to approve a credit card for Jen Vogel. Steven seconded the motion. **Passed 4-0**

Consider Appointment to the Potomac School Board – Nicole Zupan

Gary moved to approve the appointment of Nicole Zupan to the Potomac School Board. Steven seconded the motion. **Passed 4-0** Nicole read the oath of office and was seated with the board.

Add End of Year Meeting June 24th

Kelsy moved to add an end of fiscal year meeting on Monday June 24th. Gary seconded the motion. **Passed 5-0**

July Board Meeting

Steven moved to cancel the July board meeting. Kelsy seconded the motion. **Passed 5-0**

Adjourn

Board Chair Vann adjourned the Board meeting at 9:51 pm.