



Potomac Elementary School

School Board Minutes

For
April 11th, 2022

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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

In room 112 Chair Dr. Hathaway called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Vice Chair Cliff Vann and Trustees Jayme Fairfield and Kyle Kelley were in attendance. Principal John Rouse and the clerk, Heather Marcella, were also present.

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

At 7:01 pm Trustee Wes Mitchell joined the meeting.

Consent Agenda

Minutes of March 14th and were on the Consent Agenda

Warrant Lists – Total Claims = \$66,541.82 Total Payroll = \$90,491.69

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – On March 1, 2022- \$50,463.21 thru March 31, 2022 - \$29,736.53.

Vice Chair Vann moved to approve the Consent Agenda. Trustee Fairfield seconded the motion. **Passed 5-0**

Board Professional Development: None.

8th Grade Class Trip Report:

Gabrielle Henry, Levi Brown, and Ezra Clausen gave an update and recap on their class trip. The students have made their goal and are going to World Strides in Tampa, Florida on May 31st.

Teacher Reports:

Ashley Olsen

Mrs. Olsen expressed her gratitude for the literacy grant and the opportunities it has presented for professional development. She recently attended a virtual Dyslexia workshop and learned effective literacy practices that could be applied to all students. Mrs. Olsen is having her students practice “paintbrush reading”. This is where they use a dry paintbrush to underline words while reading, helping them read phrases smoothly. Mrs. Olsen is also implementing expressive reading using the “See-Think-Wonder” strategy to engage students in class discussion. She will present an image and then ask the class to answer “What do you see?”/ “What do you think?”/ “What do you wonder?”

Jessica Van Kerkhove

Mrs. Van Kerkhove attended a professional development training for social studies standards. Through the training she learned the Montana Historical Society has a traveling footlocker. Mrs. Van Kerkhove signed up for the locker which tied

in with her Western Expansion unit. The locker contained historical reading material and items from the Lewis and Clark Expedition. These included a grizzly bear hide, compass and sun dial, writings from the expedition, and Matisse tribal artwork. The contents of the locker prompted student engagement and critical thinking discussions on local history. Mrs. Van Kerkhove is lending the footlocker to the 4th/5th grade class before returning it.

Principal’s Report – John Rouse

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

- Our teaching staff continues to remain focused on serving the needs of our students as we approach the later part of the school year. Our outside consultant will be returning to spend a week at our school next week. During this visit, Dr. Esmont will have time to observe in each classroom and have follow up conferences with every teacher to help them hone in on the academic areas that might need some additional attention.
- We had our Parent-Teacher conference last week during which the teachers were able to share very specific information with each set of parents regarding their child’s progress thus far. Our teachers have formative assessment data from the ISIP and MAP assessment in addition to other achievement measures. Having this type of data available for conferences makes it easier to clearly show the student’s strengths and weaknesses.
- We are in final stages of planning our Summer Support Program that is designed for specific students who have been identified by their teachers as needing some additional support to be ready for the 2022-23 school year. The program will be funded with federal ESSER III funds. We will provide six one-hour sessions in June and six more one-hour sessions in August. Teachers in grades K-2 will discuss this program with the parents of those students who, based on our available data, need some additional support over the summer.

Budget and Finance

- We are on track to stop making purchase requests, except for general maintenance and food service by May 15th in order to allow Mrs. Marcella to begin the process on closing out accounts for the end of our fiscal year.

Student Activities

- Beth Copenhaver has volunteered to coach our track team this season. Practice for this season started last Monday, April 4th.
- Our track team plans to participate in the following track meets for 2021-22:
 - Frenchtown- Thursday, April 14th
 - Stegner Field at Sentinel High School - Thursday, April 21st
 - Stegner Field- Thursday, April 28th
 - Frenchtown, May 12th
 - MCPS Stadium- MEET OF CHAMPIONS

Safety

- We continue conducting fire drills aout once a month throughout the year.

Facilities

- We have submitted our revised ESSER III grant application to reflect the proposed water project. Because the overall cost of the project with likely exceed \$50,000, there are a number of procedures that we are required to follow such as doing an environmental impact study and complying with Davis-Bacon compensation levels for the workers who are engaged in the project.
- Mr. Rouse has been in contact with Daniel Westberg of Blackfoot Well Drilling to discuss our Arsenic Mediation project.
- Mr. Rouse remains in contact with Jake Eby from Shadow Asphalt regarding our parking lot project.

Clerk’s Report

The clerk’s report included a timeline on the 20/21 financial audit and details on the organizational meeting and upcoming elections.

Old Business - None

New Business

Agenda Item #1 pulled by Chair Hathaway.

Consider approving Scott Taillefer as alternate Artist in Residence pending a background check.

Trustee Fairfield moved to approve Scott Taillefer as alternate Artist in Residence pending a background check. Trustee Kelley seconded the motion. **Passed 5-0**

Consider and approve principal’s recommendation to hire Amy Baier for a teaching position for the 2022-23 school year.

Vice Chair Vann moved to approve Amy Baier for a teaching position for 22/23. Chair Dr. Hathaway seconded the motion. **Passed 5-0**

Approve the intent to hire Certified Staff for the 2022-23 school year.

Trustee Kelley moved to approve the intent to hire certified staff for the 2022-23 school year. Trustee Fairfield seconded the motion. **Passed 5-0**

Approve the intent to hire the Clerk for the 2022-23 school year.

Trustee Fairfield moved to approve the intent to hire the clerk for the 2022-23 school year. Trustee Kelley seconded the motion. **Passed 5-0**

Appoint a negotiation committee for the Clerk’s contract

Chair Dr. Hathaway and Trustee Fairfield will be the negotiation committee for the clerk’s contract.

Approve health insurance plan for 2022-23

Vice Chair Vann moved to approve the health insurance plan for 2022-23. Trustee Fairfield seconded the motion. The board reviewed the PEA approval letter and insurance plan. **Passed 5-0**

Consider approving the sale, donation, recycle, & disposal of surplus items listed

Trustee Kelley moved to approve the sale, donation, recycle, and disposal of the surplus items listed. Trustee Mitchell seconded the motion. The surplus items included a 2015 MacBook Pro 8 GB HD, Dell Vostro laptop, and Dell Inspiron laptop. **Passed 5-0**

Review and approve the 2022-2023 School Calendar

Trustee Fairfield moved to review and approve the 2022-2023 School Calendar. Trustee Kelley seconded the motion.
Passed 5-0

MTSBA Policy Updates – 1st reading

Trustee Fairfield moved to approve the first reading of the new optional policies. Chair Dr. Hathaway seconded the motion. The board reviewed all new optional policies. Trustee Fairfield amended her motion to approve the first reading of the new optional policies per the clerk’s notes. Trustee Kelley seconded the amended motion. The clerk’s notes include: The following policies were stricken – 1010FE, 2167, 3310P1, and 8502. Policy 5314 strike the sentence beginning with “The principal shall”, found on line 35 through line 36. **Passed 5-0**

Vice Chair Vann moved to approve the new required policies first reading. Chair Dr. Hathaway seconded the motion. The board reviewed all new required policies. **Passed 5-0**

Vice Chair Vann moved to approve the first reading of the required updates. Chair Dr. Hathaway seconded the motion. The board reviewed all required policy updates. **Passed 5-0**

Vice Chair Vann moved to approve the first reading of the recommended updates. Trustee Kelley seconded the motion. The board reviewed all recommended updates. Chair Vann amended his motion to approve the polices as amended in the clerk’s notes. Trustee Kelley seconded the amended motion. The clerk’s notes include: On Policy 5121 strike lines 21 through 34; on policy 8300 strike lines 20 through 41. **Passed 5-0**

Adjourn

Chair Dr. Hathaway adjourned the meeting at 9:18 pm.

Dr. Courtney Hathaway, Chair

date

Heather Marcella, Clerk

date