



Potomac Elementary School

School Board Minutes

For

May 13th, 2021

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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 Vann called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Vice Chair Kelsy Ployhar and trustees Gary Long and Dr. Courtney Hathaway were present. Kyle Kelley and Jayme Fairfield were in attendance. Principal John Rouse and Clerk, Heather Marcella, were also present.

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

Consent Agenda

Minutes of March 8th were on the Consent Agenda

Warrant Lists – Total Claims = \$82,077.26 Total Payroll = \$86,549.51

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – On April 1, 2021- \$62,790.26 thru April 30, 2021 - \$58,771.01.

Vice Chair Kelsy Ployhar moved to approve the Consent Agenda. Gary Long seconded the motion. **Passed 4-0**

At 7:02 Trustee Wes Mitchell joined the meeting.

Board Reorganization

1. Canvassing the Election. School Elections were held May 4th, 2021. The results were as follows: Kyle Kelley was elected for a 3-year term and Jayme Fairfield was elected for a 1-year term.
2. Kyle Kelley and Jayme Fairfield were sworn in.
3. Selection of Officers:
 - Cliff Vann nominated Dr. Courtney Hathaway as board chairwoman. Wes Mitchell seconded the motion. **Passed 5-0**
 - Chair Dr. Courtney Hathaway nominated Cliff Vann as vice chairman. Wes Mitchell seconded the motion. **Passed 5-0**
4. Appointment of Board Clerk:
 - Vice Chair Vann moved to make Heather Marcella the clerk for 2021-2022. Wes Mitchell seconded the motion. **Passed -5-0**

Motion missed during election canvass, made after appointment of the clerk.

Vice Chair Cliff Vann moved to accept election results as presented. Wes Mitchell seconded the motion.

Passed 5-0

8th Grade Class Trip Report – Leah Nelson & Morgan O'Hara

The 8th grade class is ready for the trip. The board invited them to present a post-trip report at the June meeting.

Teacher Reports:

Sarah Schmill

Sarah discussed the staff conference held at the Hilton in Missoula. Janelle Chisolm and Leah Esmont helped facilitate two days of training and reviewed new learning strategies for grades K-12. The focus was on math.

Abby Stitt

Abby also discussed the staff conference. She gave an example of a math strategy she learned and has used in class. Abby explained how she implemented an open number line to help students conceptualize and calculate elapsed time.

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

- We are scheduled to have our curriculum management audit May 17-19. During the audit process, the auditor will make observations in every classroom and interview each teacher. A curriculum management audit is a thorough, data-driven process that is designed to verify the degree of deep alignment between the written, taught, and tested curriculum. Specifically, our audit will look to see how well our written English language arts curriculum, primarily Core Knowledge in Language Arts (CKLA) for grades prek-5 and Amplify for grades 6-8, align with our assessment measures- MAP, ISIP, and SBAC. Additionally, the auditors involved in this process will verify how well what are we are doing in the classrooms is aligned with the written goals of our literacy grant.

The curriculum audit procedure is not required by OPI or the grant. It is something our staff felt would give us good data that is triangulated by outside auditors through direct observations in our classes, their review of our written curriculum documents that are guiding our instruction, and through interviews the auditor will conduct with our instructional staff members as well as board members. The lead auditor will be in our school for three days- May 17, 18, and 19. Prior to that date, we will provide both the on-site auditor and at least one remote auditor with a number of specifically requests documents for their review prior to visiting our school. The final audit report will be completed within 90 days of the audit. It would likely be well over a hundred pages of findings and recommendations that will be shared with the instructional staff and the board. We will use this data to make adjustments to our instructional program and the delivery of instruction, if warranted. The cost of this audit is covered by grant funds and is enthusiastically supported by Terri Barclay with OPI.

- We have completed our Smarter Balanced (SBAC) testing for the state. We had 100% of our students tested. However, we did have one student exempted from testing because of medical reasons related to covid.

Budget and Finance

- We have been notified by OPI that we will be receiving an additional \$223,000 in literacy grant funds. We were selected to receive the additional funds because Potomac School has been extremely responsive with respect to the grant and its requirements in particular in terms of efficiently expending our grant allocations. These funds were available because some schools have not spent their allocated funds.

Student Activities

- Our track season will be ending soon. The administration would like to express appreciation to Beth Copenhaver for coaching our track team this season. Sarah Schmill and Jessica VanKerkhove have also assisted Beth.

Safety

- During their April meeting, the Missoula County Board of Health passed a motion to remove the face mask mandate and make the wearing of face masks “recommended” not “required.” The motion included a metric for the implementation of this relaxation of their previous directive regarding face masks.
- Here is the wording of the Missoula County Board of Health from their April meeting:
 - Conversion to Recommended Use of Face Coverings.
 - i. On or after May 11, 2021 and when at least 60% of Missoula County residents ages 16 and older have received at least one dose of the COVID-19 vaccine, the Health Officer may issue an order that face coverings are recommended instead of required. Upon issuance of the Health Officer order, this rule “Mandatory Use of Face Coverings” is rescinded.
 - ii. The Health officer shall review data each Tuesday to determine if these criteria have been met to allow the face covering requirements to be converted to recommendations.
 - iii. The Health Officer may reinstitute mandatory face covering use if incidence rate of new COVID-19 cases trends up, over 25 cases per 100,000 people on a 7-day rolling average.
- Recently we have had some issues with vehicles not stopping for our school crosswalk by the community center. We have been in touch with the sheriff’s office, and they responded by indicating that they would try to have more of a presence in the area; however, the long-term solution is for the school to install a lighted crossing signal that can be activated by pushing a button.

Facilities

- Our new playground equipment is scheduled to arrive by May 19th, and we have scheduled a Community Workday for Saturday, May 22nd to install the new equipment and to spread the new wood chip material. The workday will begin at 8:00 and end by noon.

Respectfully submitted by:
John P. Rouse, Principal

Clerk’s Report

The Clerk’s report included information on the three ESSER grants.

Old Business

Approve Clerk Intent to Hire for 2021-2022

Vice Chair Vann moved to approve the intent to hire Heather Marcella for the 2020-2021 school year. Jayme Fairfield seconded the motion. **Passed 5-0**

New Business

“What it Means to be a Board Member”

The board reviewed a presentation from Vice Chair Vann and discussed what it means to be a board member.

Personnel –

Approve Jona Bartlett as a teacher for 2021-2022

Vice Chair Vann moved to approve Jona Bartlett as a teacher for 2021-2022 conditional upon completing her provisional certificate. Wes Mitchell seconded the motion. **Passed 5-0**

Approve Ashley Mitchell as Substitute Teacher

Vice Chair Vann moved to approve Ashley Mitchell as substitute teacher. Kyle Kelley seconded the motion. **Passed 5-0**

Consider request for sabbatical leave from Kristina Davis

Vice Chair Vann moved to approve the request for sabbatical leave for Kristina Davis. Jayme Fairfield seconded the motion. **Passed 5-0**

Surplus Property

Vice Chair Vann moved to allow the sale, recycle, donation, disposal of the described surplus property including 40 Chromebooks, two Chromebook charging station carts, and 10 access points. Kyle Kelley seconded the motion. **Passed 5-0**

Approve Clerk Contract for 2021-2022

Vice Chair Vann moved to approve the Clerk Contract for 2021-2022. Jayme Fairfield seconded the motion. **Passed 5-0**

Approve Contract with Missoula County Elections Office

Trustee Kyle Kelley moved to approve the contract with Missoula County Elections office for 2021-2022. Wes Mitchell seconded the motion. **Passed 5-0**

Approve Change in Insurance

Vice Chair Vann moved to approve the change in health insurance plan. Jayme Fairfield seconded the motion. **Passed 5-0**

Appoint a representative to the County Transportation Committee

Chair Dr. Courtney Hathaway appointed Principal John Rouse to the County Transportation Committee.

MTSBA Policy Updates

Vice Chair Vann moved to approve the policy updates recommended in agenda item 9. Jayme Fairfield seconded the motion. 1st Reading - **Passed 5-0**

Revisit and Consider Possible Action on the 1900 Series of Policies Regarding COVID-19 Emergency Measures

Vice Chair Vann moved to revisit our 1900 series and end the 1900 Policy Series. Wes Mitchell seconded the motion. **Motion Denied/Not Passed 0-5.**

Revisit and Consider Possible Administrative Directive Regarding the Return-to-School Plan

Vice Chair Vann moved to keep the Return-to-School Plan in place. Jayme Fairfield seconded the motion. The board reviewed and discussed the Return-to-School Plan.

Vice Chair Vann amended his motion to keep in place the Return-to-School Plan with revisions in place per the Clerk's Notes. Jayme Fairfield seconded the amended motion. The Clerk made note of the following changes in the Return-to-School plan: On page 2 under "Maintain Social Distance" the 4th, 5th, and 6th bullets (including all asterisks) were struck in their entirety. On page 3 item #2 all language except the first sentence was struck. Also on page 3 items #3, #6, #10, and #11 were struck from the document. Page 4 to be removed in its entirety. **Passed 5-0**

Adjourn

Chair Dr. Hathaway adjourned the meeting at 10:18 pm.

Dr. Courtney Hathaway, Chair

date

Heather Marcella, Clerk

date