



Potomac Elementary School

School Board Minutes

For

June 14th, 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 Dr. Hathaway called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Trustees Wes Mitchell and Jayme Fairfield were present. Principal John Rouse and Clerk, Heather Marcella, were also in attendance.

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

Consent Agenda

Minutes of May 13th were on the Consent Agenda

Warrant Lists – Total Claims = \$91,506.42 Total Payroll = \$178,634.36

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, 2021- \$58,771.01 thru May 31, 2021 - \$54,733.21.

Trustee Mitchell moved to approve the Consent Agenda. Trustee Fairfield seconded the motion. **Passed 3-0**

Chair Dr. Hathaway strikes Agenda Item #1 under New Business – Madison Floding has accepted a position elsewhere.

At 7:02 Trustee Kyle Kelley joined the meeting.

Board Professional Development:

Chair Dr. Hathaway and Trustees Jayme Fairfield and Kyle Kelley signed up for the MTSBA New Trustee Training Series. Chair Dr. Hathaway is also signed up for the MTSBA School Board Leadership Series.

8th Grade Class Trip Report – Danner Ployhar and Lilly VanGrinsven

Danner and Lilly presented a slide-show of the class trip to the Canyonlands Field Institute.

Teacher Reports:

Terri Klein

Mrs. Klein discussed the CKLA program. This language arts program has two parts, a skills section, and a knowledge section. Each section has multiple units covering specific skills and information. There are 7 reading units focusing on skills, and 11 knowledge units that cover different topics.

Jennifer Vogel

Mrs. Vogel discussed three short stories that she had her special education students read. She found the stories helped students with their fluency, comprehension and writing skills. The three books were *All summer in a day*, *Lady and Tiger*, and *Sound of Thunder*.

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 in the process of completing our literacy grant End-of-the-Year reports for OPI, and the assessment results from both the ISIP and the MAP assessments are showing continued growth in student achievement in both reading and math. While this does surprise us because we know how hard both the teachers and students have been working this year in spite of all of the Covid-related interference.
- Sarah Schmill, our instructional coach, will share some our assessment results from the year.
- The grant funds have impacted our school in many ways, here are just a few examples that were supported by grant funding:
 - two-day mini-conference focused on math strategies,
 - purchased upgraded laptops and iPads for all of our teachers and students,
 - purchased curriculum resources for English language arts, math, science, and social studies,
 - received face-to-face as well as virtual support from our outside instructional consultant,
 - continuous support from our on-staff instructional coach, Sarah Schmill,
 - provide tuition support for staff members who have chosen to take additional university coursework related to literacy,
 - provided for seven additional full days of professional development beyond what is required in the teachers’ contract, and
 - funded a curriculum audit from an outside auditor to validate the alignment of our written, taught, and tested curriculum.
- We have received confirmation that we will be receiving \$250,000 in our Year 3 of the MCLSDP literacy grant for the 2021-22 school year. Also, we have received an additional \$223,000 in prior-year grant funding that needs to be spent by September 30, 2021. With these funds, we are able to provide for additional books for our library and for the University of Montana LAB School which some Potomac preschoolers attend.
- We are planning to fund a counselor position for 2021-22 using a portion of our ESSER III federal funds. The focus of this position is to provide social and emotional support as well as coping strategies for any of our students who have been negatively impacted by the pandemic.
- At the time that this report was being written, we had not been successful in finding a replacement teacher to fill our open teaching position that resulted from Mrs. Davis’ taking a sabbatical leave during the upcoming school year. We have developed a Plan B just in case we are unable to employ a suitable certified teacher for the next school year.

Budget and Finance

- We will be closing out our general fund account for the 2020-21 school year before the end of our budget year--- June 30th.

Student Activities

- Our 8th graders had a successful end-of-the-year culminating experience in Moab.

- Our 7th graders enjoyed learning in an outdoor environment while attending Outdoor School with Ms. Davis for three days at Camp Utmost.

Safety

- During their final meeting of the school year, the members of the safety committee toured our facilities and looked for any areas where there might be a safety concern that needs to be addressed. Justin Iverson, a member of the safety committee, facilitated the walkthrough of our facilities.

Facilities

- Our new playground equipment arrived on May 25th, so we have not had a good opportunity to install the new piece of equipment. Justin plans to recruit some volunteers to help install the apparatus. We had a parent, Jennifer Hamon-Combe, her two children, and Justin show up on our scheduled community workday, Saturday, May 22nd. She and her two children worked hard along with Justin and me to begin moving the wood chips that will form the soft landing surface.
- Work is scheduled to begin in June to install the new heat pump and HVAC system at the school.

Respectfully submitted by:
John P. Rouse, Principal

Clerk’s Report

The Clerk’s report included information on the Building Reserve levy and State Major Maintenance Aide program, the rising cost in liability insurance for 21/22, and the post legislative session Preliminary General Fund Budget highest budget without a levy amount.

Old Business

MTSBA Policy Updates 2nd Reading

Trustee Fairfield moved to approve the policy updates 2nd reading. Trustee Kelley seconded the motion. The Board reviewed the policies and discussed. Trustee Fairfield amended her motion to approve all policies with amendments to 5120P page 1 of 4 line 37 remove colon and blank and replace with a period, line 47 enter “the school clerk” for first and last name, line 48 enter “the school clerk” for name of LASO, page 2 of 4 line 11 enter “the school clerk” for first and last name, line 16 strike out (name) listed next to Superintendent/Principal/Business Manager, line 45 enter “5 business days” for specific time frame, page 3 of 4 line 27 enter “the school clerk” for authorized personnel name. Trustee Kelley seconded the amended motion. **Passed 4-0**

New Business

Consider approval of gifted funds from Class of 2021 to Class of 2022

The board acknowledges the receipt of funds from the class of 2021 to the class of 2022. No official action was taken.

Review and Approve the 2019-2020 Audit

Trustee Mitchell moved to review and approve the 2019-2020 Audit. Trustee Fairfield seconded the motion. **Passed 4-0**

Discuss future board meeting location and accessibility

The board discussed future meeting locations and accessibility. The board agreed to continue to offer access via Webex virtual connection. The board also will allow in-person attendance by the public going forward. Meetings are to continue to be held in school room 112 unless otherwise stated in current school board policy.

MTSBA Policy Updates 1st Reading

Trustee Kelly moved to approve the MTSBA Policy Updates first reading. Trustee Mitchell seconded the motion. The board reviewed and discussed the policy updates. Trustee Kelly amended his motion to approve the first reading of the MTSBA updates including changes per the clerk’s notes. Trustee Mitchell seconded the amended motion. The clerk noted the following: Strike policies 8410 – Operation and Maintenance of Facilities, 8421 – Lead Renovation, 8302 – Noxious Plant and Animal Control, 8303 – Cleaning and Disinfecting, and 8502 – School Construction and Repairs. On Policy 8129 line 12 enter “Justin Iverson” as Chemical Hygiene Officer. On Policy 8130 strike lines 10 through 40, update lines 41 and 42 to read “The safety committee shall be authorized to establish a plan for outdoor activities, recess, and school participation in the event of poor air quality conditions.” On Policy 8131 strike lines 11 through 29. For Policy 8200 strike lines 37 through 38. On Policy 8301 page 1 of 2 lines 35 and 36 leave “principal”, do not update to “Superintendent”, page 2 of 2 line 20 replace “every month” with “at least annually” and strike item (g). **Passed 4-0**

Adjourn

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

Dr. Courtney Hathaway, Chair

date

Heather Marcella, Clerk

date