



# Potomac Elementary School

## School Board Minutes

For

June 8, 2020

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*“Potomac School equips each student for his/her future  
within a culture of excellence that values the small community experience.”*

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### Call to Order

Chair Vann called the meeting to order at 7:01 pm by leading all in the Pledge of Allegiance. Trustees present included Kelsy Ployhar, Gary Long, Wes Mitchell and Courtney Hathaway. Principal John Rouse and the Clerk, Heather Marcella, were also in attendance.

**Public Input** (for issues not on the agenda) None.

### Consent Agenda

Minutes of May 11<sup>th</sup> were on the Consent Agenda

Warrant Lists – Total Claims = \$30,632.49. Total Payroll = \$68,678.41.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – On May1, 2020- \$50,210.91 thru May 31, 2020 - \$35,199.41.

Gary moved to approve the consent agenda. Kelsy seconded the motion. **Passed 5-0**

### Teacher Reports

Abby Stitt discussed professional development that happens over the summer for the teaching staff. Over the summer teachers are reading books with topics such as motivating students and improving lesson planning. Our staff is attending webinars for distance learning improvement strategies. Many have/will attend the August Institute in Missoula.

Terri Klein discussed her preparations for this fall. This school year she has been doing extensive professional development. She has specifically focused on strategies for dealing with children returning in the fall at different learning levels. Terri has also been preparing for possible distance learning should school closure happen again.

### Principals 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- MCLP Grant- **As impacted by the school closure**

- As a staff we are continuing to discuss ways we will assess our students when they return in the fall to determine how much academic ground was lost as a result of the school closure.
- We will have two instructional interventionists on staff in addition to Ms. Abbott to provide extra support to those students who need it.

**Board Development**

- MTSBA has provided school boards with a template for conducting a Knowledge-based Decision-Making Process as part of their response to the Covid-19 emergency. This template for decision making could serve as a useful tool during strategic planning efforts of the board.
- During the board meeting, we will utilize the Knowledge-based Decision-making template from MTSBA to assist in the decision-making process regarding some of the specific components found in policies 1903 and 1905.

**Budget and Finance**

- Our school is supposed to receive just over \$20,000 from the federal government through the CARES Act to support our efforts in addressing the needs of students as a result of the school closure. A portion of these funds will be used to cover some of the expenses associated with the additional instructional interventionist position. We also anticipate using some of the funds to secure additional technology equipment to support future distance learning efforts should another school closure take place.
- We would like to extend the food service meals program for the community through the rest of the summer months. The federal summer food program will cover the cost of the meals and the cost of the food service manager’s time. We would only provide the service one day per week. Families could pick up their food for the week by picking up the box of meals on the designated day. The school district would need to fund the costs for the two staff members who are assisting with the meal preparation. The administration will cover the balance of the expenses from school year 2019-20 excess general fund dollars that resulted from the school closure.
- OPI has opened the application process for the CARES Act funds (called ESSER). Mr. Rouse has completed the application which details how the school district is planning to utilize the \$20,610 we will receive through the CARES act. Mr. Rouse and the instructional staff members have had a number of discussions about how those funds might be best utilized to serve the needs of our students. The instructional staff members have had an opportunity to review the completed application and suggest changes or modifications.

**Student Activities**

- The Kindergarten graduation is scheduled for Thursday, June 11<sup>th</sup>, at 6:30 pm. It will be held on the athletic field. In order to comply with the requirements of Governor Bullock’s phased reopening of the state and the additional requirements of the Missoula County Health Department, both the kindergarten and 8<sup>th</sup> grade graduation ceremonies will be invitation only events.
- The 8<sup>th</sup> Grade graduation is scheduled Friday, June 12<sup>th</sup>, at 6:30 pm at the Nick and Jesse Salters’ place. Once again because of the Phase 2 Reopening social distancing requirements and the additional Missoula County Health Department requirements, there is a maximum number of attendees permitted; therefore, attendance is by invitation only.

**Safety**

- We are taking extra precautions to help keep our students and staff members as safe as possible from infections of viruses like the flu and the recent Corona virus. We are following guidelines that were distributed by the Center for Disease Control with respect to social distancing to the extent possible.
- The staff has been discussing the steps that we might need to take when we return in the fall. Depending upon the level of social distancing and other health and safety measures that might be required by the health department, there may or may not be some changes needed in terms of some of our procedures and practices including some of the items identified in Policy 1905.

**Facilities**

- The current wooden ADA ramp needs to be replaced because during cold weather the ramp freezes up, and it becomes difficult and dangerous to get students in wheelchairs up and down the ramp safely.

- We have received two quotes to replace the wooden ADA ramp with a concrete one. The lower of the two quotes in from a local contractor who has done work before on the sidewalks of the school. This individual’s bid does not include the removal of the existing wooden portions of the ramp. Justin has offered to remove the wooden portion in return for the use of any or all of wooden components. The project will also require the services of a welder which would be an additional expense along with the costs of permitting from the county.
- The administration would like permission to proceed with this project and use some general fund dollars to pay for the project.

**Clerks Report – Heather Marcella**

No official report for this meeting. The clerk advised on the progress of year end and offered to answer questions.

**Board Professional Development Reports**

Kelsy completed the Board Packet review for May, 2020.

**Old Business**

**Community Center Lease**

Kelsy moved to approve the Community Center Contract, which is \$14,400 with an additional \$10,000 for structural improvements for a total of \$24,400 for the 2020-2021 school year. Gary seconded the motion.

Cliff and Kelsy presented the Community Center Lease contract for 2020-2021. The Board discussed and amended parts of the contract.

Kelsy amended her motion so that bullet N. has been struck, bullet F. line six worded “immediately after all” to be changed to “on the next business day unless scheduled event requires sooner following”, and attachment C to be discussed and decided upon by John, Justin, and Cliff. Gary seconded the amended motion. **Passed 5-0**

**New Business**

**Consider approval to expend general fund dollars for the installation of a concrete ADA-accessible ramp in front of main building.**

Kelsy moved to approve to expend general fund dollars for the installation of a concrete ADA-accessible ramp in front of the main building. Wes seconded the motion. The Board discussed. Courtney stepped out of the meeting before the vote. **Passed 4-0**

**Consider adopting 1900 Series Policies and approving the associated administrative guidelines.**

**Policy 1903 – School District Meetings, Gatherings, Events, and Visitors**

Kelsy moved to approve Policy 1903. Courtney seconded the motion.

The Board reviewed and discussed Policy 1903.

Kelsy amended her motion to approve the 1903 policy as per Clerk’s notes. These amendments included the selection of Option 3 for “School District Events”. On page 2 line 8 the Board changed “Board of Trustees” to “Principal and/or the School Board”. Page 2 lines 10 through 27 struck, and the addition of “The District will make reasonable effort to provide a safe environment to students, staff and community based on recommendations set forth by the state of Montana”. The last sentence on Page 2 line 27 to begin with “If requested”. Page 2 Line 31 the heading “Visitors to Schools” to be changed to “Visitors to Schools During Meetings & Events”. Page 3 Line 7 to change “Board of Trustees” to “Board of Trustees and/or Principal.” Courtney seconded the amended motion. **Passed 5-0**

**Policy 1905 – Student, Staff, and Community Health and Safety**

Gary moved to approve Policy 1905. Kelsy seconded the motion.

The Board reviewed and discussed Policy 1905.

Gary amended his motion to approve the 1905 policy as per Clerk’s notes. These amendments included the selection of Option 2 for “Physical Distancing”. On page 2 the sentence beginning on line 14 and ending on line 16 struck out. Page 2 lines 20 through 28 struck. Page 2 line 32 the addition of “where possible.” Page 2 line 34 “authorized by District Policy 1903” was struck. Page 2 line 34 “maintain a six foot” replaced by “make a reasonable effort to maintain appropriate”. The selection of Option 2 for “Masks as Personal Protective Equipment”. Page 3 line 29 removed “and secondary students”. Page 3 Line 37 “stations” removed, and “available at the entrance of any” changed to “exercised upon entry to the”. Page 3 Line 38 changed from “before they enter” to “as they arrive.” Page 3 Lines 42 and 43 struck. Page 4 line 41 through Page 5 line 14 struck. Kelsy seconded the amended motion. **Passed 4-1**

**Policy 1900 – 1912 excluding 1903 and 1905 to be discussed and decided upon at the next meeting set for June 29<sup>th</sup>, 2020.**

**Consider and approve the following items as surplus, so they may be sold, recycled, or donated:**

- a. 1- Dell Optiplex 745 computer, monitor, and keyboard
- b. 1- HP 6730x laptop
- c. 19- Apple Macbooks (White Ceramic)

Kelsy moved to approve surplus items for sale, recycle or donation. Gary seconded the motion. **Passed 5-0**

**Adjourn**

Chair Vann adjourned the Board meeting at 10:46 pm.

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Cliff Vann, Chair

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date

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Heather Marcella, Clerk

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date