



Potomac Elementary School

School Board Minutes

for

August 7, 2014

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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, Craig Nelson, Jason Nordberg and Kelsy Ployhar. David Allen, Principal, and Jill Thornton, clerk, were also in attendance.

Public Input (for issues not on the agenda)

None.

Pathfinder Presentation and Request

Andi and Nathan Bourne presented a request from the Seeley Swan Pathfinder. They would like the Potomac School Board to make a decision to include a permission form or line option for parents to opt-in to newspaper coverage in the student handbook. i.e.:

Yes No I give permission to use photos of my child and their first and last name in the *Seeley Swan Pathfinder* including their image and first and last name appearing together.

The school would then forward the Pathfinder a list of students who cannot be included in the paper.

The Board asked David to include language in our permission slip allowing parents to opt in.

Mary Whipple Resignation

Jason moved to accept Mary Whipples resignation. Gary seconded the motion. **Passed 5-0**

Board Workshop

Policy regarding grants

Cliff would like to start this discussion with his thoughts on a grant policy. Items he thought about included:

Oversee all grants to ensure:

the grant is intended to support the schools strategic plan and provide public visibility of all grants awarded. He would like to see new grants that are awarded presented to the board with details on how they're going to be used. Also, grants that roll over are presented annually to show what the funds are going to be used for in the current Fiscal Year.

Gary said he likes the annual presentation idea.

David asked if the grant would be presented before or after it's awarded.

After the grant is awarded, and after the board understands what it is intended for, it would be approved by the board prior to use.

It would affect our possibility of receiving grants if we turned down some of those we received though. Cliff feels the Administrator can be the determining person in how a proposed grant follows the strategic plan. Kelsy and Gary agree that the Administrators job is to compare the proposed grants with our strategic plan.

Cliff said his main concern is transparency and making sure the board is informed in a public meeting. That makes the grant part of the public record. Kelsy also feels having a procedure requiring grant presentations helps keep the grants that are pursued in line with our goals and strategic plan.

Keeping the grants presentation within the principal's report is a good practice. Then once it is awarded the detailed breakdown would be presented to the board.

Strategic Plan and List for Administration

Craig referred to the Strategic Plan developed last year as '1.1'. Now he said we need '2.1'

Cliff said the last plan was what everyone would like to see happening at the school. Now he feels the board needs to give direction to the principal. Many of the items in last years Strategic Plan are curriculum components.

Cliff feels there are two important components to deal with this year. First, the principal ensures the intended course of study satisfies requirements in the Common Core. And second, he ensures the integrity of our building and facility.

Steven Van Grinsven said he likes that our school has long term goals and visions. He doesn't want that to change from year to year. What could be discussed would more appropriately be called 'milestones'. Cliff agrees.

Jason said it looks like we need two different lists. First, we need a Strategic Plan for the whole school. And second, we need to set specific goals for the administrator to achieve.

Kelsy said she feels giving the direction the board would like to see is the important list for David at this time.

Cliff said the Strategic Plan gives the components of where the school is headed.

Jason would like to see the Administrator's understanding of how the curriculum is taught, and his observations that guarantee it is taught as planned.

Bruce Richardson said it sounds like the Board just wants a mechanism in place to insure the plan is being followed.

Steven Van Grinsven said he is particularly interested in a successful application of the Explorer's program. Also, maintaining grant writing to continue increasing our resources. Another factor he feels is important is the marketing of the school.

Jason feels we could ask parents to market the school on a regular basis in our weekly newsletter.

Cliff would also like to see the school accomplishments brought into our meetings.

Kelsy added one of her concerns is a formal discipline policy and response.

The Board agreed to use this work session to develop a list of their priorities for David. Putting the previous discussion in a list – in no specific order:

1. Admin curriculum compliance understanding and direction
2. Admin observation to assure curriculum compliance

3. Admin mechanism in place for successful explorers program
4. Admin advocate for increasing grant income
5. Marketing the school as admin priority
6. Admin maintenance of facility integrity
7. Admin promotion of 'Small Community Culture'
8. Admin mentoring 'Respect'
9. Admin professional development
10. Administration of athletic complex
11. Admin proposal of safety upgrades using available funds per SB 348
12. Admin chief representative of our school

This list will be the focus of discussions at this time, with the Strategic Plan Revision held until David has a good list to understand what the Board would like him to focus on.

Adjourn

The meeting was adjourned at 10:23 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date