



# Potomac Elementary School

## School Board Minutes

for

September 11, 2017

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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

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: Craig Nelson, Steven Van Grinsven and Kelsy Ployhar. Gary Long joined us through the telephone. Jill Thornton, Clerk and John Rouse, Principal were also in attendance.

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

### Consent Agenda

Minutes of August 14, 2017 were on the Consent Agenda

Warrant Lists – Total Claims = \$18,549.19. Total Payroll = \$59,061.31.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On August 1, 2017 - \$26,823.56 thru August 31, 2017 - \$26,791.07

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

### Principals Report – John Rouse

### Teaching and Learning

- As of August 30<sup>th</sup>, our enrollment was 92 students.
  - K- 7
  - 1<sup>st</sup> – 7
  - 2<sup>nd</sup> – 11
  - 3<sup>rd</sup> – 5
  - 4<sup>th</sup> – 11
  - 5<sup>th</sup> – 19
  - 6<sup>th</sup> – 11
  - 7<sup>th</sup> – 9
  - 8<sup>th</sup> – 12
- On August 21<sup>st</sup> and 22<sup>nd</sup>, we held our scheduled professional development. We were able to get a lot done during those two days, including our book study of Mike Schmoker's *Focus*. We will continue to stress that “Authentic literacy” simply means purposeful reading, writing, and discussion. Teachers will be expected to begin showing evidence classroom strategies that support the purposeful nature of authentic literacy. As we progress through the school year, teachers will be encouraged to create learning opportunities to equip students to be “college and career ready”. This will include opportunities for students to engage in David Conley's four intellectual standards that all students must meet.

- Those four standards are:
  - Read to infer/interpret/draw conclusions,
  - Support arguments with evidence,
  - Resolve conflicting views encountered in source documents, and
  - Solve complex problems with no obvious answer.
- During our bimonthly staff meetings, we will discuss ways to support teachers as they develop an instructional framework for the gradual release of responsibility for learning so that ultimately students will become responsible for their own learning. The basic framework was discussed during our two days of professional development in August. One way to describe the model is “I do it”, “You do it”, “You do it together”, and “You do it alone.”

● **Budget and Finance**

- I have created a Grants.gov account for the school, and I have been searching for possible grants to help offset the loss of funding from the 21<sup>st</sup> Century grant. At this point, I have not been able to locate any for which we meet the eligibility requirements.
- Another budgetary matter is whether or not we choose to make our web site ADA compliant. Not doing so does leave us open to a potential hostile lawsuit. The least expensive fix for these compliance requirements seems to be around \$1,000. This amount would need to be included in our general fund budget if the board members agree that it is important to address this compliance concern. We also need to consider adopting Policy 4350 as recommended by MTSBA regarding website accessibility.

● **Student Activities**

- Volleyball has started, but as of the day this report was written we have about ten young men express interest in Flag football.
- 2 Valleys Stage is scheduled to present the Chinook Wind Quintet on September 14<sup>th</sup> and then Dennis Stroughmatt and "L'Esprit Creole" on October 9<sup>th</sup>. The PTC has offered to cover the expense of our membership and participation with 2 Valleys Stage group.
- Missoula Repertory Theater is coming on September 7<sup>th</sup> to present *Raised in the Saddle* followed by a workshop for students in grades 6-8.
- The 5<sup>th</sup> graders are going on a field trip to see the Trumpeter Swans on September 7<sup>th</sup>.
- The Bike-A-Thon has been tentatively scheduled for October 12<sup>th</sup>.

● **Community**

- Potomac School has been recognized by OPI as a Tobacco Free School District of Excellence. Here is the statement that was in the letter we received from OPI:
  - Congratulations! Potomac Elementary has been recognized as a Montana Tobacco Free School District of Excellence! As a member of the Montana Small Schools Alliance, you now have the comprehensive tobacco free policy needed to gain this special recognition. Thanks for making it easier for your students to stay tobacco free....for life!
- We have reached out to community members to see if someone would be interested in providing after school childcare and youth activities for those parents who are interested in planned activities and supervision for their children.
- I have been in contact with the Missoula Family YMCA regarding the possibilities of establishing an “Explorers-type” program in conjunction with the Y for next year. I will be having a follow-up discussion with some of the leadership at the Y soon.

● **Safety**

- We are establishing a Safety Committee for the school in order to maintain a constant awareness of the safety needs of our students and staff members.

- We plan to use some of our set aside safety funds to add an additional rail to the handrail along our ramp. The current structure creates a potential safety hazard for individuals in wheelchairs.

● **Facilities and Grounds**

- We need to consider a plan to get additional wood chip material to go under the swings on the playground. However we are not allowed to use our set aside safety funds for playgrounds.
- The bleachers by the track and field area need replacing, but we are waiting to see if the community center board is going to replace the current bleachers in the community center.
- I would like to propose that we prepare and submit another grant funding request through Missoula County Parks and Trails Matching grant process to address both the playground and the track/softball complex issues. I would like to use the principal's advisory committee as a resource to help me develop the grant proposal. It would potentially include: wood chips for the playground, replace the broken boards on the bleachers, add additional surface material to track and softball field.
- I talked with Neil McDaniel about our HVAC and insulation issues. He was helpful. I believe that insulating the exposed air cavities particularly in the furnace rooms would be worth our expense. I suggest that we use foam insulation that can be spray up to a depth of about 6 inches.
- I have prepared a written response to the items listed on the state's facility report from 2007-08. This should allow us to move forward to use the deferred maintenance funds from the recent permissive levy.
- We received a report back from Allan Sipes representing our insurance carrier regarding potential safety concerns in our facilities. His report only contains recommendations. We are not required to take any action based on his report; however, we plan to address all identified areas.

**Clerks Report** – Will discuss Financial Statements and Audit later in agenda.

**Board Professional Development Reports**

Steven is researching funding, Kelsy is reading the "Ideal Team Player", Craig went to see the total solar eclipse and reviewed the board packet, Cliff also chased the eclipse and spent some time with John.

**School Board Calendar**

A workshop needs to be scheduled for the Strategic Plan and Goals. The board agreed to meet on September 18<sup>th</sup> at 6pm. John will talk to the staff on the 13<sup>th</sup> about student funds and who's raising money.

**Review & Approval the Potomac SD11 Financial Statements and Audit 2015-2016**

Kelsy moved to approve the Potomac SD11 Financial Statements and Audit 2015-2016. Craig seconded the motion. **Passed 5-0**

**Review and approve the Audit Contract for the 2016-2017 Audit**

Not yet received. Will bring to the next meeting.

**Staff Handbook Approval**

Steven moved to approve the Staff Handbook. Kelsy seconded the motion. **Passed 5-0**

**Family Handbook Approval**

Kelsy moved to approve the Family Handbook. Craig seconded the motion. Discussion questioned some of the policies. It was proposed that policies be removed or referenced to the actual policy number. John said he would work on the handbook and bring it to the next board meeting for review. The motion was withdrawn.

**Policies: Required changes**

Policy 3224 – Student Dress

Kelsy moved to approve the required changes. Craig seconded the motion. **Passed 5-0**

Policy 3416 – Administering Medicine to Students

Kelsy moved to approve the required changes. Craig seconded the motion. **Passed 5-0**

Policy 5122F – Applicant Rights and Consent to Fingerprint

Kelsy moved to approve the required changes. Steven seconded the motion. **Passed 5-0**

**Policies: New Required**

Policy 1005FE – Proficiency-Based ANB

Kelsy moved to approve the policy with option 3. Steven seconded the motion. **Passed 5-0**

Policy 1006FE – Transfers for School Safety

Kelsy moved to approve the policy. Craig seconded the motion. **Passed 5-0**

Policy 1009FE – Flexible Instructor Licensing

Hold for research.

Policy 1014FE and 1014FE-F1– Intent to Increase Non-Voted Levy and Form

Kelsy moved to approve the policy. Steven seconded the motion. **Passed 5-0**

Policy 3124R – Military Compact Waiver

Kelsy moved to approve the policy. Craig seconded the motion. **Passed 5-0**

**Adjourn**

Chair Vann adjourned the Board meeting at 9:33 pm.

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Cliff Vann, Chair

date

Jill M Thornton, Clerk

date