



Potomac Elementary School

School Board Minutes

For

October 12th, 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.”*

Call to Order

Chair Vann called the meeting to order at 7:03 pm by leading all in the Pledge of Allegiance. Trustees Gary Long, Courtney Hathaway, and Wes Mitchell were present. Trustee Kelsy Ployhar attended remotely via Webx. Principal John Rouse and Clerk, Heather Marcella, were also present.

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

Consent Agenda

Minutes of September 14th were on the Consent Agenda

Warrant Lists – Total Claims = \$54,209.85. Total Payroll = \$77,309.81

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – On September 1, 2020- \$38,357.86 thru September 30, 2020 - \$38272.02.

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

8th Grade Class Trip Report –

Mateo Yedinak, Morgan O’Hara, and Danner Ployhar presented details on this year’s 8th Grade Trip. The class has identified three trip options. Their current goal is to attend the Catalina Island Marine Institute in California. The second and third choices include Canyon Lands in Utah, and the Teton Science Institute in Wyoming. Fundraising activities identified by the class include splitting and stacking firewood; mowing lawns; candy and candle sales; selling meals with pick-up/take-out options; Dog walking and babysitting; hosting a craft fair; holding a raffle and having an online auction. Danner is developing the on-line auction site as part of his elective coursework, he is learning computer coding to create the platform.

The board requested monthly updates on fund raising and trip expenses. The 8th grade class was asked to send two new classmates at each meeting to present updates. Mateo, Morgan, and Danner asked the board if their trip would be approved.

Action – Approval of the 8th Grade Trip

Courtney moved to allow the 8th grade class to continue with the plan as presented to the Board at this time. Gary seconded the motion. **Passed 5-0**

Mateo, Morgan, and Danner requested Seed Money for the class trip from the general 8th grade account. This has been given to previous 8th grade classes.

Action – Approval of Seed Money for the 8th Grade Class

Gary moved to give \$1,000 as seed money to the 8th grade class. Kelsy seconded the motion. **Passed 5-0**

Teacher Reports –

Sarah Schmill

Sarah discussed electives and how the structure of these classes have changed due to COVID-19 mitigation procedures. There are currently three electives – Art, Music, and STEM. The 7th & 8th grade student cohort groups are rotating through these courses each quarter. Spring semester electives will include foreign language and business.

Christi Taillefer

Christi discussed 6th grade ELA. They are currently working on their narrative unit. Their focus last week was on developing dialogue. The students are also using Amplify and studying the author Roald Dahl.

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- MCLP/MCLSDP Grants-

- Our outside consultant, Dr. Leah Esmont, was here the entire week of September 14-18 and from September 30-October 2 to work with each of our teachers to provide instructional coaching support and to help us remain focused on our goals for our literacy grants. Dr. Esmont continues to work closely with Sarah Schmill to assist her in the creation of individual coaching plans for each teacher. Dr. Esmont will return on November 11th for a three-day intervention with our teachers.
- I am completing my first round of formal classroom observations as part of our performance evaluation process for teachers. The teachers are on a rotating schedule with regard to having formal evaluations done by the principal. Those teachers who are on probationary status (the first three years of service with the district) receive performance evaluations each year. Tenured teachers receive complete formal performance evaluations every other year. The teacher performance evaluation instrument was developed based on the model for teacher performance evaluation developed by the Montana Office of Public Instruction (OPI). This model was derived from the work of Charlotte Danielson and her *Framework for Teaching*.
- Part of the Teaching and Learning process is the role that the principal plays in terms of instructional leadership. Key in that role is participation by the principal on the School Leadership Team (SLT). The SLT is a critical component in our continuous improvement cycle as well. At least once a month, the SLT which is composed of all of the teaching staff members plus the principal meets to review our most recent achievement data and consider changes or adjustments to our instructional design and delivery to address any areas of concern. This process is central to both of our literacy grants.
- As part of our literacy grants, we are required to provide quality professional development for our teachers. In normal times, that would include attending conferences and workshops that are focused on literacy in ELA and math. Since travel has been greatly impacted by the covid virus, our staff members will not be able to attend professional conferences. To continue to provide the best professional development possible for our teachers this year, we will be hosting our own mini-retreat/conference in February. We will hold the mini-conference at the Hilton Garden Inn in Missoula because they have the facilities that will allow our staff members to appropriately social distance in a meeting space for the two-day event. Our presenters will be Dr. Leah Esmont, our regular literacy grant outside consultant, and Dr. Janelle Chisolm, a math instruction specialist. We will use grant funds to allow our staff members to stay at the conference hotel, so we can create a “retreat-type” atmosphere for our staff members. This mini-conference/retreat will be funded through our grant funds, except for the meal expenses which will be covered with donated funds.
- The other option for quality professional development the administration plans to offer to our teachers is the opportunity to participate in graduate-level studies in areas related to literacy in language arts or mathematics as

well as in instructional leadership. Grant funds would be used to offset the tuition expenses. This opportunity will be extended to all currently employed certified teachers only during the period of time for which these grant funds are available.

Budget and Finance

- Given that our Year 1 and Year 2 funds for the MCLSDP grant are being combined and that we have about \$150,000 remaining in Year 4 of the MCLP grant, there will be close to \$600,000 available to be spent during the 2020-21 in our literacy grants.
- We have received about \$38,000 in CARES Act funds from the governor’s office and \$20,000 in ESSER Covid relief funds from the federal government this year as well. We have a plan to spend about \$9,000 of the governor’s CARES Act funds to add fresh air ventilation to our facilities. Including the \$9,000, we have spent about \$31,400 of the \$38,000 that must be spent by December 31st.
- There is about \$9,000 in our safety and security funds available that needs to be expended this year as well.

Student Activities

- The decision needs to be made as to whether or not we will participate in basketball this school year due to covid concerns. We have been maintaining an effort to keep our students in their grade level cohort groups. If we participate in competitive sports, this will not be possible. Also if the decision is made to participate in competitive athletic events, then the administration will need additional guidance from the board regarding whether or not spectators would be allowed to attend.
- The same decision needs to be made regarding whether or not we participate in the Missoula Children’s Theater (MCT) production this year.

Safety

- We will be following the procedures and practices as identified in Policy 1905 and any other requirements with regard to social distancing, the use of PPE, and large gatherings as ordered by the governor or the county health department.
- It is the responsibility of the administration and the school staff members to do what we can to provide a safe learning and working environment in our school facilities. To that end, we are following the directions of the governor’s office, the local health department, and the 1900 series of policies passed by the school board. This includes requiring all students and staff members to wear face coverings both inside and outside of the school buildings unless social distancing of at least six feet apart is being done.

Facilities

- The railing for our ADA ramp has been constructed. Thank you to Justin Iverson for coordinating and assisting with this project.
- We are preparing to have installed some additional ductwork to our HVAC system in order to provide fresh air into our current air circulating system.

Upon completion of the report Chairman Vann opened the meeting for public comment and discussion on two specific topics – Safety (Masks) and Student Activities (Basketball and MCT).

Action – Face coverings worn both inside and outside of school buildings unless social distancing of at least six feet apart is maintained.

We moved that when kids are outdoors they do not need to wear masks unless in close proximity for 15 minutes or more. Courtney seconded the motion. **Passed 5-0**

Chair Vann called for board direction regarding the upcoming Student Activities including Basketball and MCT. The board directed the administration to proceed with the planned student activities while adhering to County Health Department guidelines for capacity and distancing. No Action taken.

Clerk’s Report

The Clerk reported on Fall Semester ANB counts and advised on upcoming Board Calendar events.

Board Professional Development Reports - None

Old Business

Second Reading and Approval of MTSBA Fall Policy Updates

Courtney moved to approve the required revisions and new procedures and forms as presented. Kelsy seconded the motion. **Passed 5-0**

New Business

Personnel

Approve Nicole Scheer as evening Facility Disinfecter

Gary moved to approve Nicole Scheer as Evening Facility Disinfecter based upon a background check. Courtney seconded the motion. **Passed 5-0**

PACE 2020-2021 COVID-19 MOA

Gary moved to approve the PACE 20/21 MOA changes. Kelsy seconded the motion. **Passed 5-0**

MCLSDP Professional Development Stipends

Gary moved to approve the MCLSDP professional development stipends. Courtney seconded the motion. **Passed 5-0**

School Strategic Plan & Goals and Professional Responsibilities and Goals for Principal

Board decided to cover these agenda items at the next meeting to be held on November 9th. The meeting will begin one hour early at 6:00 pm.

Adjourn

Chair Vann adjourned the Board meeting at 9:26 pm.

Cliff Vann, Chair _____ date _____ Heather Marcella, Clerk _____ date _____