



Potomac Elementary School

School Board Minutes

For

October 14, 2019

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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 Vann called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Those trustees present were: Kelsy Ployhar, Steven Van Grinsven and Nicole Zupan. Jill Thornton, Clerk was in attendance and John Rouse, Principal connected thru the phone.

Public Input (for issues not on the agenda) None

Consent Agenda

Minutes of September 9, 2019 were on the Consent Agenda
Warrant Lists – Total Claims = \$44,176.43. Total Payroll = \$74,910.89.
Business Cards – Included in Total Claims noted.
Petty Cash – Supplemental to monthly warrants used between Board Meetings – Reimbursed thru Claims.
Extracurricular (Student Accounts) –On Sep 1, 2019 - \$32,268.38 thru Sep 30, 2019 - \$32,962.87

Steven moved to approve the consent agenda. Kelsy seconded the motion. **Passed 4-0**

8th Grade Presentation

Kelsy moved to approve the 8th grade trip. Steven seconded the motion. **Passed 4-0**

Teacher Reports

Damian Gaglia is working with the students on writing about a single event, trying to help them put the reader in their position. They started with writing a stream of conscience, then breaking it down one step at a time to develop a good narrative. After working through the steps to write this, the students looked back at where they started and saw how the steps helped their writing.

Karry Betson is working on vocabulary in her Kindergarten class. They take a word and learn the shades of meaning.

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

On Friday, September 27th, we held our first MCLP staff development days of the school year with our outside consultants. Leah Esmont, our instructional coach from Arizona, and Terri Barclay, our OPI contact person and the director of the MCLP Literacy grant program for the state, were both present. Dr. Esmont led the staff through an informative segment on a process called Response to Intervention (RTI). This presentation was particularly pertinent because this year we have an interventionist on our staff as a result of the innovation grant we received last year. Under

Dr. Esmont’s guidance, our instructional staff looked closely at every student to be certain that each student is able to demonstrate that he or she can demonstrate mastery in each of our identified areas of our literacy grant. The teachers looked at students’ progress in reading and math as well as their social behaviors.

Terri Barkley talked about the agenda topics for the October MCLP conference. We are scheduled to take six members of our staff members to this conference in October and the rest of staff to the March OPI conference.

Budget and Finance

- Mr. Rouse completed the Department of Commerce’s Infrastructure grant that the board discussed during the September board meeting. After conferring with the mechanical engineer from the Department of Environmental Quality (DEQ) and two Local (Missoula) HVAC contractors, the decision was made to plan on replacing the old oil-burning furnaces with new high efficiency propane units. The new system will also address the issues we have currently regarding fresh air ventilation. We basically have no fresh air ventilation in our classrooms, and the classrooms in the basement currently are not receiving any heated air from the furnaces.
- The total projected cost of the HVAC project is just under \$200,000. One option available to us would be install a hybrid heat pump system that would allow us to provide air conditioning during the warmer times of the year. With this option, we would also install heat recovery ventilators (HRVs) in every classroom in the main building. This would allow each teacher to control the temperature of his or her classroom.
- On Monday, September 30th, I received words that OPI’s grant application for a new literacy grant was approved at the federal level. This opens the possibility for us to apply for potentially five more years of literacy grant funding!

Student Activities

- We held a family engagement night on October 9th during which the parents rotated through four separate 15- minute presentations by our teachers relative to the topic of how parents and family members can support literacy at home. This activity will be supported by Title I funding.
- We are also planning to offer five 90-minutes sessions for families of pre-school age students on how to begin working with your preschooler at home to prepare them for Prek or kindergarten. These sessions will be facilitated by our teachers and childcare and activities for the kids will be provided by our paraprofessional staff members. This activity will be supported by our MCLP grant funding.
- Our Bike-A-Thon is scheduled for Wednesday, October 16th.

Facilities

- Greg is preparing our facility for what looks like an early winter.

Safety

- Our safety committee has scheduled our fire drills for the fall. We have also surveyed our teachers to see how many of our classrooms need step ladders in order to keep staff members from climbing on chairs. We have also stressed the importance of wearing proper footwear during the snowy season.

Clerks Report

None

Board Professional Development Reports

Steven attended the Family Engagement night and volleyball. Kelsy attended football and joined Leadership Missoula. Nichole attended the Back to School Primer from MTSBA. And Cliff attended Flag Football, Hellgates Volleyball, Explorers archery and the Corn Maze.

Personnel – Heather Marcella

Steven moved to hire Heather Marcella as the new clerk/business manager. Nicole seconded the motion.
Passed 4-0

Approve Disposal/Sale of Surplus Items

Steven moved to approve the disposal/sale of surplus items. Nichole seconded the motion.
Passed 4-0

Policy 1240 – Duties of Individual Trustees

The duties of individual trustees were discussed.

School Strategic Plan & Goals

John Rouse presented his spreadsheet of the school strategic plan and goals for the school.

Professional Responsibilities and Goals for the Principal

Next month.

Ice Skating Rink

Next month.

Adjourn

Chair Vann adjourned the Board meeting at 10:08 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date