



Potomac Elementary School

School Board Minutes

For

September 13th, 2021

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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

In room 112, Chair Dr. Hathaway called the meeting to order at 6:00 pm by leading all in the Pledge of Allegiance. Vice Chair Cliff Vann and trustees Wes Mitchell and Jayme Fairfield were present. Principal John Rouse and Clerk, Heather Marcella, were also in attendance.

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

Consent Agenda

Minutes of August 9th and 30th were on the Consent Agenda

Warrant Lists – Total Claims = \$74,686.25 Total Payroll = \$87,272.66

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, 2021- \$38,637.36 thru August 31, 2021 - \$35,653.36.

Trustee Fairfield moved to approve the Consent Agenda. Vice Chair Vann seconded the motion. **Passed 4-0**

Board Professional Development:

Trustee Fairfield performed the board packet review.

Vice Chair Vann looked into opportunities for utilizing the Adult Education funds, focusing on possible course topics isuch as local Potomac history.

8th Grade Class Trip Report – None

Trustee Kyle Kelley joined the meeting at 6:05 pm.

Teacher Reports:

Abby Stitt

Ms. Stitt discussed the Montana Outdoor Science Academy. Each day the academy hosted a different grade at Camp Utmost. Kindergarten and 1st each participated in half days. Combined 4th/5th, 6th grade, and combined 7th/8th grades each had a whole day of instruction. Ms. Stitt's class is also going to have a naturalist visiting the school and has a trip planned to visit gardens in Missoula on the 29th.

Damian Gaglia

Mr. Gaglia discussed the Montana Outdoor Science Academy. He went over initial MAP testing for the school year and how it is used to obtain baselines for student improvement. Mr. Gaglia also expressed his gratitude for the consultant, Leah Esmont, and the upcoming mini-conference.

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

- Our teachers are fully engaged with their students in a variety of interesting lessons. My classroom walkthroughs have allowed me to see each teacher in action at various times of the day. I continue to be impressed with the enthusiasm and dedication of all of our staff members. One particular focus point of the literacy grant for this school year is on increasing the cognitive level of students’ responses to questions. IN a previous board meeting, teachers have explained what is commonly called the “DOK” or depth of knowledge. Briefly restated, there are four DOK levels. Level One is Recall knowledge. Level Two is Skill/Concept knowledge. Level Three is Strategic Thinking. Level Four is Extended Thinking. Our teachers are striving to have more student responses that require either strategic thinking and extended thinking. Levels three and four correspond well with our original initiative in authentic literacy that we began five years ago. From Mike Schmoker’s text, Focus, and specifically Conley’s correlates:
 - reading to infer/interpret/draw conclusions,
 - support arguments with evidence,
 - resolve conflicting views encountered in source documents, and
 - Solve complex problems with no obvious answer.
- Another major area of emphasis through our grant is mathematics. To support this effort, we have scheduled our second mini-conference on math strategies for Friday, September 17th and Saturday, September 18th. Our presenters for this conference will be Drs. Leah Esmont and Janelle Chisolm. Our teachers were so impressed with our first conference with these two presenters that they requested a second session.
- New this year are two Outdoor learning opportunities for our students. The first one is the Outdoor Science Academy that was organized and facilitated by Kristina Davis. Each grade level from kindergarten through 8th grade will have the opportunity to experience science education in an outdoor environment at Camp Utmost. This activity is funded through our grant.
- The second outdoor learning experience is for our sixth graders. Christi Taillefer secured an opportunity for our students to participate in a pilot program for free that is being held at Camp Paxon on Seeley Lake. This will be a three-day overnight experience for our students.
- We would like to highlight the work that our intervention team of paraprofessionals are doing for our students. Using a combination of grant funds, REAP funds, and Title I funds, we have created a team of four paraprofessionals to assist our teachers in serving the needs of our students. While all of our teachers are involved in doing interventions for students, these are the paraprofessionals that are being used for various interventions for students:
 - Gail Abbott- a veteran paraprofessional who works primarily with Title I eligible students also supports a number of students in the regular classroom environment.
 - Sarah Duello- As a personal care attendant to some medically fragile students, she primarily serves these students; however, she also serves as an interventionist when needed along with a range of other duties.
 - Nikki Scheer- Also a personal care attendant who serves as an interventionist when called upon.
 - Anna Bunderson- A paraprofessional who serves primarily as an interventionist but also helps support our PE classes, and fills in as a personal care attendant when needed.
 - Teresa Patterson- Currently working as a temporary substitute personal are attendant awaiting board approval. She will primarily serve the needs of one of our medically fragile students.

Budget and Finance

- Heather continues to handle the challenging task of managing multiple funding sources, so we can get the best use possible out of our grant funding.

Student Activities

- Both volleyball and flag football are underway thanks to our volunteer coaches- Beth Copenhaver for volleyball and Teresa Patterson for flag football.
- If you are interested in helping out at flag football by refereeing, please let Mr. Rouse know.

Safety

- Our safety committee members and other staff participated in a safety walkthrough of our facilities, and the safety committee has reviewed the notes from that walkthrough to consider possible actions that might be needed.

Facilities

- The board’s facility committee along with Justin met with Scott Loken to discuss the needed repairs to the exterior brick on the main building.

Clerk’s Report

The Clerk’s report included information on the various grants and associated expenditures to date for the 20/21 school year.

Old Business

MTSBA Policy Updates 2nd Reading

Vice Chair Vann moved to approve the policy updates 2nd reading. Trustee Mitchell seconded the motion. The Board reviewed the policies and discussed. Vice Chair Vann amended his motion to approve all policies with the addition of the word “take” to Policy 4332 pg 1 line 35. Trustee Mitchell seconded the amended motion. **Passed 5-0**

New Business

Personnel – Approve Teresa Patterson as Para/Personal Care Attendant for 21-22 school year.

Trustee Fairfield moved to approve Teresa Patterson’s employment pending a background check. Chair Dr. Hathaway seconded the motion. **Passed 5-0**

Approve the sale/recycle/donation/disposal of surplus items

Vice Chair Vann moved to approve the sale/recycle/donation/disposal of the listed items. Trustee Kelley seconded the motion. **Passed 5-0**

Consider a response to the OCR Complaint regarding ADA parking and playgrounds.

Principal Rouse updated the board on the status of the OCR complaint and mitigating action taken by the administration. In order to comply the district will look into installing sidewalks by the front fence and obtaining additional all-abilities play equipment. Road paving is needed for handicap accessible parking spaces. The board discussed.

Facilities Committee – Brick work/repair on main building.

Vice Chair Vann moved to agree to work with Scott Loken on tucking mortar around the building for his proposed cost of \$40,000 plus contingency. Trustee Fairfield seconded the motion. The board reviewed and discussed the needed funds for the brick tucking repairs, as well as possible costs for paving the parking spaces. Chair Dr. Hathaway asked the clerk to add brick tucking and paving as two separate items on the next meeting’s agenda. Vice Chair Vann withdrew his motion. Trustee Fairfield withdrew her second. No vote.

Strategic Plans and Goals Discussion

The board participated in identifying their specific strategic plans and goals for the school district and administration.

Adjourn

Chair Dr. Hathaway adjourned the meeting at 9:09 pm.

Dr. Courtney Hathaway, Chair

date

Heather Marcella, Clerk

date