



Potomac Elementary School

School Board Minutes

For

October 8, 2018

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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 and Craig Nelson. Jill Thornton, Clerk and John Rouse, Principal were also in attendance.

Public Input (for issues not on the agenda)

Consent Agenda

Minutes of September 10, 2018 were on the Consent Agenda

Warrant Lists – Total Claims = \$90,437.65. Total Payroll = \$74,219.61

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On Sept 1, 2018 - \$29,594.01 thru Sept 30, 2018 - \$ 29,244.96

Gary moved to approve the consent agenda with the correction of noting Kelsy Ployhar chaired the September meeting. Gary seconded the motion. **Passed 3-0**

Explorers Report

Ike Wallace said there have been 5 Friday Explorer days to date. He has worked some of them and Christi Taillefer has taken over when he has to be at other school meetings. Their first day was a welcome to Explorers as well as looking at some science concepts. Second week had art projects and STEAM. In the third week a zombie play was staged, with the students working on stage design, costumes and performing. On the fourth Friday the students learned about Native American culture, made up of 12 tribes on 7 reservations. And the fifth week students navigated through the Missoula Maze. Plans for future weeks include visiting Free Cycles Missoula, the Natural History museum and having a fall carnival, cooking class and setting up a CSI crime lab. The Fridays are averaging a little over 20 students per Friday this year. Most of the students are in grades 2 through 6, with some K and 1 and not many 7/8.

Teacher Reports

Damian Gaglia updated information about the language arts program saying most of the technological issues have been resolved and enthusiasm for the program is growing with the students. New tech is being ordered and this will allow the students to each have their own computer to work on. In the Amplify program, one of the studies has students choosing moments of extreme emotion and using descriptors for expressing them. He is impressed with the program and the response it gets from the students.

Terri Klein attended a MCLP conference with the rest of the K-5 teachers. The conference has some nationally recognized individuals speaking and she found it very interesting to hear their ideas.

Cliff asked if there was anything the teachers could think of to help the students excel. Terri said it always comes down to manpower but as much one on one that can be given to the students, especially those who struggle, the better the outcome.

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**

- As part of our comprehensive literacy grant, we are planning to expand the role of Christi Taillefer and Gail Abbott to provide additional instructional support for students. Ms. Abbott was being compensated out of Title I funds, but we are going to shift some of her funding to the MCLP grant, so she can serve students who have not been identified as Title I eligible students. We will then reallocate those Title I funds to offset some of our supplies and materials costs as well as some limited administrative costs.
- Because Ms. Taillefer is a certified teacher, we are able to in a “co-teaching” role in which she has more responsibilities for instructional planning as well as delivery of instruction to students in need of support. Because a major portion of her work day is devoted to serving the needs of a special needs as a paraprofessional, we will be limited to funding her as a co-teacher to only a portion of her work day.
- Finally we are also recommending the employment of an individual to provide some early literacy instruction to preschool age students for a couple of morning a week under our MCLP grant. We are required to spend 15% of the grant funds to support early literacy for preschool students. The individual being recommended is Jodi Hausmann who is a certified teacher with an early childhood endorsement and a reading certification.
- We believe that these changes and additions to our instructional staff will strengthen our ability to address the needs of our students in the area of literacy.

- **Budget and Finance**

- Last month, I attended special education cooperative (Missoula Area Education Cooperative) board meeting and the MCASE conference in Bozeman. At these meetings, I was able to gather additional information regarding special education funding. While special education programs at both the state and federal are continuing to be under funded, we appear to be receiving a fair allocation of funds through our local cooperative.

- **Student Activities**

- Both our flag football and girls’ volleyball seasons are going well. We have strong numbers of interested students in both areas as well as dedicated volunteer coaches and parents.
- We will have a presentation at the board meeting about this year’s Explorer program by Ike Wallace and Christi Taillefer.

- **Facilities**

- We had two service technicians from Garden City plumbing come out and take a look at our HVAC system. While they suspected that the heat exchangers on our two aging furnace might be in poor condition due to their age, they found that the one they were able to visually inspect was in relatively good condition for a 50 year old unit. We are still waiting for the company to send out a systems engineer person to propose ways to improve the effectiveness of our system and to eliminate the hot and cold spots. Currently our thermostats are set to read the temperature in the hallway of the first floor of the main building. One solution might involve adding thermostats upstairs and installing damper systems in some ducts. Another possible solution would be to install electrical heat strips in the classrooms and do away with the old furnaces. (I believe that this would be costly in the long run.) One of other possibilities would be to install heat pump units so each room would have its own thermostat and controls. This approach would likely be expensive upfront but pay dividends in savings in the long run.

- **Safety**

- We are working to get an emergency notification system set up using of student data management software, Infinite Campus. I used this application in my previous school system, and it worked well for sending out alerts such as early dismissals due to weather. When properly set up, it will allow us to send

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notifications to parents, staff members, and others using both e-mail addresses and text messaging to phones.

- o If the parent or staff member loads the Infinite Campus app on his or her phone, he or she can receive this emergency messages over their phone (mobile or land line).

Board Professional Development Reports

Craig, Cliff and Gary have been attending Volleyball, Cliff has also been negotiating with the Community Center.

Community Center Lease

Gary moved to approve the Community Center lease contingent on having a two year lease for \$8000 annual rent and \$4596 maintenance fee. Craig seconded the motion. **Passed 3-0**

Personnel

John recommended the board hire Jodi Hausmann as a part time preschool teacher paid by our MCLP grant. Gary moved to hire Jodi Hausmann as our preschool teacher pending a completed and approve background check. Craig seconded the motion. **Passed 3-0**

John recommended the board change the employment status for Christi Taillefer to be a full Aide for 4 hours each morning paid for by our MCLP grant. Craig moved to approve the change in employment status for Christi Taillefer. Gary seconded the motion. **Passed 3-0**

John recommended the board hire Sarah Duello as a substitute. Craig moved to hire Sarah Duello as a substitute pending a completed and approved background check. Gary seconded the motion. **Passed 3-0**

Strategic Plan and Goals 2018-2019

John started the discussion stating the new plan actually started in May when we started our MCLP Literacy Grant.

The strategic goals listed last year are still valid. Many of the tactics and strategies can populate even more with the new program.

Professional Responsibilities and Goals for Principal

John presented an updated version of the 'Principals Performance Goals/Expectations'. He said one of the most important thing for our school is to be accountable for our teaching and learning. Helping teachers grow and improve has been the focus to achieve this. He also is very cognizant of working within our budget.

Adjourn

Chair Vann adjourned the Board meeting at 10:50 pm.