



# Potomac Elementary School

## School Board Minutes

for

October 9, 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 and Steven Van Grinsven. 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)

Tadd Downs came to the board meeting to put an issue concerning volunteers to the board. He read a letter to the board from his wife. He asked that the letter be included with the minutes. It is attached in its entirety at the end of the minutes. Tadd recapped the letter saying his wife Dawn coached when no one else would. She also ran a basketball camp to raise funds for the team, and has brought students to Griz games. He feels the board needs to be involved with decisions involving volunteers. And he questions why the administration would make the choice to lose a source of income like her fundraising work.

Denise Clark from the Community Center Board feels volunteers are not being appreciated. Also, communication between the school and the Community Center needs work.

Cliff commented that he and John have plans to go to a Community Center meeting to keep the communication open.

Tadd feels passionate about sports programs. Team sports is a good preparation for life, and our program needs to be looked at.

Jeannie Hall said all her children went to school at Potomac, and her ADD child made it because of sports. Community involvement built the Community Center, and communication between the school and Community Center needs to remain open. Issues concerning open gym, 4-H and other activities need to have an easy flow of communication between the Community Center and school.

Siggie said she finds herself on the fence allowing her to see both sides of the communication issue.

Steven thanked everyone for their input.

### Consent Agenda

Minutes were not finalized, so were not on the Consent Agenda, The minutes for September will be on the next agenda.

Warrant Lists – Total Claims = \$27,417.15. Total Payroll = \$66,806.09.

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, 2017 - \$26,791.07 thru September 30, 2017 - \$26,231.07

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

### Teachers Reports

Damian Gaglia is working with the 5<sup>th</sup> through 8<sup>th</sup> grade in an Art Elective. One of the classes had the students take 6 works and create symbols from them. Then they did a class on the positives and negatives of doodling. 20 students in the 7<sup>th</sup> and 8<sup>th</sup> grades are creating a narrative about monsters and why they are used in children's books.

Kristy Pohlman is using her Chromebooks with her 2<sup>nd</sup> graders learning about narratives and her 3<sup>rd</sup> graders writing narratives. Some of the students she had last year who learned power point with her asked to do that in this part of the class. She is also coaching Volleyball and they are headed to the tournament. They wanted new volleyballs and are learning what something like that costs. This is creating ownership with them. Now they are thinking about fundraising to achieve what they want.

Cliff said Tech became the discussion when teachers first started presenting to the board. What would the teachers like from the board now?

Damian and Kristy said that if the Technology now in place is maintained and updated when needed, they will be happy. Things are working now. It makes a difference in their ability to do their jobs.

## **Principals Report – John Rouse**

### **Teaching and Learning**

During our monthly staff meeting on September 22<sup>nd</sup>, we discussed a variety of topics related to teaching and learning. In addition to reviewing our assessment data, we discussed 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.

Classroom walkthroughs are beginning, so I can provide teachers with specific feedback regarding their teaching. Our initial focus will be on student engagement, checking for understanding, questioning, and classroom management.

On Friday, October 13<sup>th</sup>, the teachers and I will be traveling to St. Regis to observe their Personalized Learning program in action. That Friday was scheduled as a staff workday in our calendar.

### **Budget and Finance**

I have submitted a grant to the Missoula County Parks and Recreation Department for the school to address the issue regarding the playground and the track/softball complex.

We received notification from OPI that we are to receive \$5,077 in Title IV funds. We have rolled those funds into our Title I program to support our targeted Title I students. Additionally we were notified that we will receive \$10,958 in REAP funding.

### **Student Activities**

The Bike-A-Thon has been scheduled for October 12<sup>th</sup>.

Boy's basketball begins on October 30<sup>th</sup> with a game at St. Joseph's.

### **Community**

I am reaching out to other school districts that operate four-day weeks to see what types of programming they offer on Fridays and how they fund it.

### **Safety**

We have established a Safety Committee for the school in order to maintain a constant awareness of the safety needs of our students and staff members. We have held our first meeting and have revised our emergency response plan. Revised copies of the plan will be available soon.

We held our first fire drill on September 27<sup>th</sup>. It went well.

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. Because Randy Ruff is a welder, we are contracting with him to fabricate the new railing. The cost will be \$550.00.

Through our relationship with MSGIA, I have made arrangements for our staff to have access to online trainings in a number of areas including:

Back injuries and lifting,

First Aid (Most of our staff members have had recent first aid training),

Ladder Safety

## Facilities and Grounds

We received an offer to donate the additional wood chip material to go under the swings on the playground; however, the supplier is currently out.

The bleachers by the track and field area need replacing, and we received an offer from an individual to assist with the purchase and/or the transport of the boards necessary to repair the bleachers. We are going to continue to submit our grant request for both the playground and the bleachers. If we get the grant funding, perhaps our local donors will be willing to help elsewhere.

I have submitted the grant funding request through Missoula County Parks and Trails Matching grant process to address both the playground and the track/softball complex issues. If funded it would potentially include: wood chips for the playground, replace the broken boards on the bleachers, and adding 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 contacted Mike Evans to get a cost estimate for the project as well.

We need to have the gutters on the main building cleaned, so we do not have issues with ice building up on the gutters this winter. I have contacted a firm to come and address this issue.

On the subject of our 5<sup>th</sup> day and the 21<sup>st</sup> Century Funds we will probably be losing next year, John is investigating using the extra time now spent on monthly Friday staff meetings on pairing teachers to teach a 5<sup>th</sup> day. He will be talking to the teachers about this in their next staff meeting.

He said this would only cover the 5<sup>th</sup> days during the year, not the summer. Craig asked what if the teachers are not comfortable doing the 5<sup>th</sup> day, and what would it cost to cover the summer programs. John said he will look into that.

## Clerks Report

Jill presented a preliminary budget for the General Fund. It shows that we do not have any contingency funds this year so she will keep the board updated on any unusual costs and what can be done to keep the budget in line. John asked to keep a Language Arts adoption consideration open at the end of year from the General Funds.

## Board Professional Development Reports

The board has been attending the Volleyball games. All the board attended a workshop for 6 hours to develop our Strategic Plan and Goals for the Principal. Steven is researching to become a more knowledgeable school board member and to learn about grants.

## School Board Calendar

Damian said the planning for the 8<sup>th</sup> grade trip is not getting anywhere yet. Cliff said parents need to be involve. Steven asked if it wouldn't help to set a time for all the students to get together to plan. Damian said that was a good idea, but wanted to have a time when parents could also attend. John said the 8<sup>th</sup> grade could use their 30 minute recess two times during the week for a meeting. He could facilitate that. Craig said his experience is to plan for the 'ideal' but also something less. That lets them learn how choices are affected by costs. Jeannie Hall offered to let them do concessions or dinners during Community Center things for fundraising.

Other items on the calendar – remove 'set principal evaluation date' and add permissive levy in March. Jill was asked to send the Principal evaluation form to John and the board.

Gary could not hear well on the phone, so left the board meeting.

## Review & Approval the Revised Parent/Student Handbook

Craig moved to approve the revised Parent/Student Handbook. Steven seconded the motion. **Passed 3-0**

Review of Revised Strategic Plan for 2017-2018

Focus Area	Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2018
School Climate and Culture	Address bullying. Include an appreciation of staff in the school/community culture - helps staff retention - Student leadership in all grades. Enhance community and student responsibility and ownership.	Board, Staff, Student Council, PAC members	A) Re-examine the need for structured recess. Involve students and staff in the discussions. Example - add kickball or softball as choices during recess.		TBD
		Principal, Staff, Student Council, PAC members	B) Develop culture of anti-bullying with Student Council participation and staff development (Verify with students the level of interest in having a student council)		TBD
		Principal, Staff, PAC members	C) Maintain ownership and sense of responsibility for the staff/students and community.		TBD
		Principal	D) Develop grants that leverage our history; Promote the field (photo); (Principal will meet with PTC board regarding their needs)		TBD
		Board, Principal, Staff, Students, PAC members	E) Maintain ownership and sense of responsibility for the staff/students and community		TBD
		Board, Staff, Student Council, PAC members	F). Consider conducting the MyVoice Survey in January 2018.		TBD
		Principal, Staff, Students, PAC members	F) Emphasis will be placed on 8 <sup>th</sup> Grade Leadership.		TBD

Focus Area	Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2018
School Climate and Culture	Effective communications with members of the community will strengthen community ties with the school.	Principal, Administrative Assistant	A) Post equipment, etc, needs on website, include in principal's report, in newsletter. Use Pie charts and banners or host a night of information? Use the Christmas program, the MCT presentation, Bingo event to disseminate information.		TBD
		Principal	B) Promote the use of the school's athletic field for community uses/games		TBD
		Principal	C) Be present at school and community events		TBD
		Board, Clerk, and Principal	D) Financial needs and status - where our budget is. Info for community education. Needs for other items such as sporting equipment.		TBD
		Principal	E) Be actively engaged with PTC and the Community Center Board, when possible.		TBD
Teaching and Learning: Oral and Written Communication	Students will be able to: 1. Read to infer/interpret/draw conclusions, 2. Support arguments with evidence, 3. Resolve conflicting views encountered in source documents, and 4. Solve complex problems with no obvious answers	Teachers, staff, and principal	A) Authentic literacy approaches will be used in the classrooms to provide opportunities for students to master the four skills listed in the goal statement.		TBD
		Teachers, staff, and principal	B) Consider opportunities for Personalized Learning- (defined as allowing a child to choose a research direction within a class subject being discussed and explored thereby giving students more ownership of their learning). Utilize personal learning within the constraints of a master teacher's direction.		TBD
Teaching and Learning: Standards-based Education	Grade reporting will be linked directly to standards so students and parents have a better understanding of what the students know and are able to do.	Teachers, staff, and principal	A) Teachers will redesign the grade reporting system to reflect the standards upon which students are being assessed.		TBD
			B) Students will conduct student-parent conferences communicating to their parents what they have learned while accepted more responsibility for their learning.		TBD

Focus Area	Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2018
Teaching and Learning: Fine Arts	All students will have the opportunity to participate in Fine Arts instruction at each grade level.	Teachers, staff, and principal	A) Continue offering fine arts as an elective for upper grade students and as part of the regular academic program in the lower grades.		TBD
			B) Seek ways to offer the opportunity for students to gain experience with band.		TBD
Teaching and Learning: College and Career Readiness	Increase student participation in all areas related to "their future."	Teachers, staff, and principal	A) Expose students to career options - use university resources - meet collage staff and students to expand horizons? Do a career day. Bring in community people.		TBD
			B) Re-establish a student council with a focus on developing leadership skills and governance.		TBD
Extended Day/Week/Yr Programming	Secure funding in order keep the Friday program functioning	Board, Principal	Four-day Week- Extended, sustained student contact time enables staff satisfaction and retention. Plus less distractions, more focused both for teachers and students.		TBD
Financial Sustainability	Create structures to ensure that we are able to maintain services, including staff.	Board, Principal	Utilize to the extent possible flexibility in levies such as SB for levies. Maintain Student Teacher Ratio, Maintain Institution without drastic deductions for 3 years - no cutting staff, no reduced services even if enrollment is reduced. community education of levies and needs?		TBD
Facility/Maint Needs	Establish an on-going maintenance plan to ensure that facility needs are proactively addressed.	Board, Principal	A) Develop a long-range facility plan that includes maintenance - allocate enough in levies to maintain the plan		TBD
			B) The board chair will appoint a committee to create a facility plan by January		TBD

Craig moved to approve the Strategic Plan. Steven seconded the motion. **Passed 3-0**

**Professional Responsibilities and Goals for the Principal**

1. By the end of January, the principal will present a plan for financially supporting the 5<sup>th</sup> Day of School program (Fridays). Sources for funding this program initiative may come from savings in our existing budgeting structure, funding from outside sources, or a combination of the two. The outside funding may include a mechanism through which the parents of the students who participate in the Fridays pay a portion of the expenses. The funding priority to support the Friday program throughout the academic year. Funding for the summer months and/or after school care of students will be considered as a secondary focus.
2. By the end of January, the principal will prepare and present a three-year projection of revenues for the school district. By the end of February, the principal will prepare and present a projection of both revenues and anticipated expenses for a three-year period of time. Projections will be predicated on the rate of compensation increases included in the current negotiated agreements and the best available data regarding state and federal funding levels. The assumption will also be made that the school district’s enrollment will remain stable for the projection period.
3. After receiving the January MAP testing results, the principal will prepare and present a report to the Board showing the growth in MAP test results from the fall testing period through the January assessment. The results from both the math and the English Language Arts test will be included.
4. By the end of January, the principal will present a report to the Board regarding the following success measures of our former students:
  - Number of Potomac former students who are-
    - Participating in extracurricular activities,
    - Enrolled in advanced and/AP level courses, and
    - Have graduated within four years of entering the high school.
  - Anecdotal reports of former students social adjustment to the high school environment.
5. By the end of January, the principal will present a plan for the five-year replacement for technology, including printers and copy machines.
6. By the end of January, the principal will demonstrate the steps that have been taken to promote student leadership as well as a plan for further leadership development opportunities for students.

Steven moved to approve the Responsibilities and Goals for the Principal. Craig seconded the motion. **Passed 3-0**

**Out of District Students - 3**

Craig moved to approve 3 out of district students. Steven seconded the motion. **Passed 3-0**

**Audit Contract for 2016-2017 Audit**

Steven would like to see costs for audits in comparable schools. This will be held until next meeting.

**Adjourn**

Chair Vann adjourned the Board meeting at 9:22 pm.