



Potomac Elementary School

School Board Minutes

For

November 11, 2019

Phone (406) 244-5581

Fax (406) 244-5840

www.potomacschoolmontana.us

*“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: Gary Long, Steven Van Grinsven and Nicole Zupan. John Rouse, Principal and Clerks Jill Thornton & Heather Marcella were in attendance.

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

Consent Agenda

Minutes of October 14th, 2019 were on the Consent Agenda

Warrant Lists – Total Claims = \$43,154.43. Total Payroll = \$80,731.44.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On Oct 1 - \$32,962.87 thru Oct 31, 2019 - \$31,670.37

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

Teacher Reports

Damian Gaglia brought in an example student paper showing the progress from first draft to finished narrative using the step by step development process he is working on in class. Now that the students have established the steps to writing a good narrative, he wants to see how they utilize the process on their own. He is allowing them to independently choose a new subject and write their stories with less oversight. The Poet in Residence is also visiting. The students are given a short lesson, writing time, and then a chance to share. He sees that students are also applying the writing skills they are learning to create poetry.

Jessica Van Kerkhove brought in examples of books she has assigned for book reports in grades 6th-8th. She notes that the 6th grade class was assigned *The Pharo's Daughter* and the students are making connections as they begin their Egypt section. Seventh grade was allowed to choose between three historical fiction books set in Africa. The students remarked that they were surprised to enjoy books they normally would not have chosen. Eighth grade was offered ten U.S. historical fiction books to choose from. The majority of books were purchased and made available through the MCLP grant.

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

We are continuing with our implementation of our MCLP grant. During each staff meeting and on our “grant Fridays,” we discuss our progress towards meeting the goals outlined in our grant application. Our teachers, instructional

coach, interventionist, and paraprofessionals are all focused on the needs of our individual students. Sarah Schmill, our instructional coach, is in classrooms frequently to observe our teachers and work together with them individually to help them improve in areas that each teacher has identified for himself or herself. Typically, teachers identify areas such as: improving their questioning strategies in order to have students respond to questions on a higher cognitive level or working on techniques for implementing a gradual release of responsibility for learning, so students can assume more responsibility for their own learning.

I have been conducting formal classroom observations for those teachers who are scheduled for their annual performance evaluations. During these extended classroom visits, I have been able to observe and document evidence that demonstrates the degree to which each teacher has satisfied the criteria for each of the four domains of the Framework for Teaching.

Our next MCLP visit from our outside consultants is scheduled for December 11, 12, and 13.

We have reached out to the University of Montana Learning and Belonging (LAB) Preschool program as part of our effort to reach preschool aged students from the Potomac area. The staff at the LAB program were enthusiastic about being able to collaborate with our school.

Budget and Finance

- A. Mr. Rouse is still waiting to hear from the Department of Commerce regarding the infrastructure grant that we discussed during the September board meeting.
- B. On Monday, September 30th, I received word 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! We are still waiting for this application cycle to begin.
- C. I also found out that the Historical Foundation will have a grant cycle early in 2020. I will begin the grant application process once I have heard whether or not we are going to receive the Community Development grant.

Student Activities

1. Our boys' basketball season has begun. We appreciate our volunteer coaches- Gary Flomer, and Jake Nissen. A complete basketball schedule is available in our newsletter.
2. Speaking of newsletters, I would like to express my appreciation for the great work that Janette Ployhar does each week faithfully putting together our newsletter.
3. The 8th graders are continuing their fun-raising efforts in order to meet their goal for funding their end-of-the-year culminating activity.
4. Our Bike-A-Thon took place on Wednesday, October 16th, and the students raised over \$6,800! Thanks to all those who volunteered to help with the event, and thanks to everyone who donated to this effort. A special thanks to Sarah Schmill for encouraging and challenging our students to do their best to raise money for the school.
5. Some students from Loyola-Sacred Heart High School made a presentation on November 6th to our 8th graders about life in high school and what to expect.
6. On Thursday, November 7th, our students in grades 4-8 got to watch a Missoula Repertoire Theater (MRT) performance entitled, *Love That Dog*. The students seemed to enjoy the presentation as well as the workshop that followed. PTC paid for the MRT performance.

Facilities

7. We will be installing a couple of motion-activated solar-powered lights in the back parking lot area because that area is so dark for evening events such as Open House and Parent-Teacher conferences.
8. I met with Dawn Downs from the Community Center Board, and she indicated that the community center board does not have an issue with our installing a security camera near the restrooms in the gym where the students store their back packs.
9. I also met with the Community Center Board to explain to them that Greg Stevens will be leaving as our custodian and that we are busy trying to hire a qualified replacement for him.

Safety

- 10. Our new School Resource Officer (SRO), Christy Hettman, visited our classrooms on Wednesday, November 6th. Officer Hettman explained the role of the school resource officer and answered a lot of questions from our students.

Clerks Report

None

Board Professional Development Reports

Nichole volunteered at Bike-A-Thon and has been regularly volunteering in Mrs. Betson and Mrs. Olsen’s classes. Gary has been attending school basketball games. Cliff attended a coaching event for sales professionals, he sees possible application in elementary education and 8th grade leadership development.

Personnel

Greg Stevens - Resignation

Steven moved to accept Greg Stevens’ resignation as Custodian. Gary seconded the motion. **Passed 4-0**

Martin Maddalena – Substitute

Gary moved to approve Martin as a new substitute pending completed background check. Nichole seconded the motion. **Passed 4-0**

Substitute Pay – In order to address the lack of substitutes the rate of pay will be increased.

Steven moved to approve an increase of sub base pay to the Para II rate. Nichole seconded the motion. **Passed 4-0**

Justin Iverson – New Custodian. Cliff called for a second Board Meeting to discuss Justin’s application and hire. Set meeting for 6 p.m. on Wednesday, November 14th.

Audit Engagement Letter

Steven moved to approve the Audit Engagement Letter. Nichole seconded the motion. **Passed 4-0**

Ice Skating Rink

Gary presented the idea of putting in an ice rink. The board discussed and concluded the safety risks and maintenance were an issue. No Action.

Financial Sustainability

Grant Funding – It looks like there will be another Literacy Grant. John Rouse will be applying. The Music Program Grants currently available are curtailed to existing programs, nothing available to support the start-up of a music/band program.

Student Activity – Board wants all general student accounts consolidated, except for the 8th grade class.

PTC Coordination – PTC Coordination discussed.

Professional Responsibilities and Goals for the Principal

The responsibilities and goals for the principal were discussed. John Rouse to present a write-up of goals at the January meeting.

Update to the Trustee Calendar

School's Strategic Plan & Goals for 2020-2021 moved from October to April of 2020. Additional meeting to be convened on the 3rd Monday of April at 6:00 pm (to follow the regular April meeting on the 2nd Monday).

Financial Sustainability – Friday Program Funding Options

Next month.

Adjourn

Chair Vann adjourned the Board meeting at 9:45 pm.

Cliff Vann, Chair

date

Heather Marcella, Clerk

date