



Potomac Elementary School

School Board Minutes

For
November 9th, 2020

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

Chair Vann called the meeting to order at 6:08 pm by leading all in the Pledge of Allegiance. Trustees Kelsy Ployhar and Courtney Hathaway 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 October 12th were on the Consent Agenda

Warrant Lists – Total Claims = \$52,409.33. Total Payroll = \$75,706.80

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – On October 1, 2020- \$38,272.02 thru October 31, 2020 - \$38,797.02.

Kelsy moved to approve the Consent Agenda. Courtney, seconded the motion. **Passed 3-0**

8th Grade Class Trip Report –

Tanner Davis, Corbin Weltzien, and Brian Cheff presented to the Board via Webex. Tanner advised that the class has raised \$9,665.00 to date. The 8th graders have moved Canyon Lands to the top of their list of trips. The Marine Institute on Catalina Island is not offering overnight lodging at this time. For the Canyon Lands course they have budgeted \$510.00 per student, with a total cost estimate of \$10,710 for the entire class including chaperones. The class does not have a budget for travel expenses, lodging, and food. Missoula Outdoor Learning Adventures has been identified as a local option should travel be restricted in the spring.

Additional Fundraising includes school spirit wear, Pampered Chef orders, Papa Murphy's pizza orders, a quilt raffle, wood delivery, and a winner's choice raffle.

Principal Rouse and the students discussed a participation agreement form. The students still need to confirm the budget numbers on the form and then it will be ready to go home for signatures.

Jessica Van Kerkhove

Jessica discussed the “Youth Votes Montana” statewide student mock election. She had her students research the candidates and learn about the electoral college and how elections work. Her students participated in the mock election and then viewed the statewide results.

Lauren Wilson

Kindergarteners have finished their review of the letters in the alphabet and are moving on to CVC and sight words. Lauren is keeping a weekly tally of the sight words the students are seeing as they do daily reading.

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- Instructional Framework

- As part of our original literacy grant, the staff developed an instructional framework to help guide our instructional planning and lesson delivery.
- The components include:
 - Consistent Beginning/Opening
 - Authentic Literacy
 - Effective Instruction
 - Ending
- Beginning/Opening
 - Bell ringer
 - Essential Question
 - Anticipatory Set
 - Lesson Objective
 - Activating Background Knowledge
 - Overview of Prior Learning
- Authentic Literacy
 - Purposeful Reading, Writing, and Discussion in all content areas
 - Vocabulary instruction
 - Reading to infer/interpret/draw conclusions
 - Support arguments w/evidence
 - Resolve conflicting views encountered in source documents
 - Solve complex problems with no obvious answer
- Effective Instruction
 - Direct Instruction
 - Gradual Release of Responsibility
 - Academically Engaged Students
 - Check for Understanding
 - Reflective Lesson Plan
 - Maximize Use of Time
- Ending
 - Lesson wrap-up
 - Exit strategies/ Check for Understanding

Budget and Finance

- Given that we have quite a bit of money to spend through the literacy grants, how do we make decisions about how to spend the funds?
 - Discussions are held in person during our District Leadership Team (DLT) meetings. The DLT is composed on all of the instructional staff members. DLT meetings are held at least once a month during our grant Fridays.
 - Discussions are also carried on through constant email communications between staff members and the administration. Staff members share interesting resources from a variety of sites and connections.
 - Ultimately, every significant purchase is based on the degree to which it would provide support or resources that are aligned with our grant goals.
 - The staff members are very cognizant of the fact that this level of financial support is fleeting; therefore, we focus on resources that can be sustained in the future.

Student Activities

- The health department increased the restriction on the size of indoor group gathering to 25 from the previous limit of 50 people. While the number 25 does not include the students engaged in the activity, we would essentially have to restrict the fans in attendance to 25 or less people.
- This size restriction would also potentially impact how or if we are able to hold our annual Missoula Children’s Theater (MCT) production this year.

Safety

- We are continuing to try to be diligent about cleaning, disinfecting, wearing face coverings, and social distancing in order to keep our students and staff members as safe as possible while at school.

Facilities

- The work on our heating and ventilation system is now complete. We are now bringing in more fresh air from the outside and providing additional heat to the classrooms in the basement of the main building. This project was paid for with Covid-relief funds.
- Justin Iverson continues to do a good job of maintaining our facilities and keeping them clean on a daily basis.

Respectfully submitted by:

John P. Rouse, Principal

At 6:50 pm Trustee Gary Long joins the meeting via Webex.

Clerk’s Report

The Clerk reported on the OPI Compensated Expenditures Report and salary costs for 2019-2020.

At 6:58 pm Trustee Wes Mitchell joins the meeting in person.

Board Professional Development Reports – None reported.

Old Business

School Strategic Plan and Goals

The board reviewed the school’s Strategic Plan and Goals.

Board members chose to re-word the School Climate and Culture goal to read: “Create and maintain an environment in our school in which all students feel welcomed, safe and valued. Build relationships with members of the community through effective communication and service.”

The board members engaged in a voting activity to identify which school goals were most important. It was decided that even those goals with the fewest votes were still important and remain a priority to the board (ex. Friday Explorers Program).

No new goals were added. No goals were removed.

Professional Responsibilities and Goals for the Principal

The Board decided to discuss both the responsibilities and goals for the principal, as well as the evaluation process for the principal, listed in the agenda under new business.

New Business

Personnel

Approve Nicole Scheer as Personal Care Attendant/Paraprofessional

Kelsy moved to approve Nicole Scheer as Personal Care Attendant/Paraprofessional. Gary seconded the motion.
Passed 5-0

Adjourn

Chair Vann adjourned the meeting at 8:39 pm.

Cliff Vann, Chair

date

Heather Marcella, Clerk

date