



# Potomac Elementary School

## School Board Minutes

For

December 10, 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.”*

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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: Gary Long, Craig Nelson, Kelsy Ployhar and Steven Van Grinsven. Jill Thornton, Clerk and John Rouse, Principal were also in attendance.

**Public Input** (for issues not on the agenda) Emmett and Keith Zander gave an update on the 8<sup>th</sup> grade trip. They are using Team Reach to keep everyone notified of events and meetings.

### Consent Agenda

Minutes of November 12, 2018 were on the Consent Agenda

Warrant Lists – Total Claims = \$42,598.57. Total Payroll = \$69,889.60

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On Nov 1, 2018 - \$28,247.05 thru Nov 30, 2018 - \$37,164.78

Kelsy moved to approve the consent agenda. Gary seconded the motion. **Passed 5-0**

### Artist in Residence Program Presentation

Asha MacDonald was not able to attend to present the Artist in Residence but the program will start this week.

### Teacher Reports

Sarah Schmill presented the ‘Battle of the Books’ program. Students are responsible to read certain books, and then they compete on the books content.

Kristina Davis presented ‘Break in Boxes’. They are wooden boxes that the students need to use clues to open them.

### Principal’s Report

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 developed an Instructional Framework that serve as a guiding document for our instructional staff. Abby Stitt will present the instructional framework at the board meeting and explain how having an instructional; framework that was developed collaboratively by the teaching staff is important. The visual representation of the framework features the Pioneer Wagon logo as a constant reminder that in order for our instructional activities to be impactful on our students they must be closely aligned with the values of our community and the experiences of our students.

- Our early literacy program for preschool age students has been operating for a few weeks now. The class meets twice a week for a couple of hours each. The teacher is Jodi Hausmann who is a certified teacher with an early childhood endorsement and a reading certification. The program is being funded completely by the MCLP grant.
- The newest addition to the literacy program is the Artist-in-Residence program. Through this program, students will have opportunities to experience art activities that are connected to literacy. Art can be an expression of one's ideas and thoughts through visual experiences. Asha MacDonald will be serving as our Artist-in-residence. Ms. MacDonald will make a brief presentation at the board meeting regarding the program.
- The principal's goals have been revised to reflect our discussion at the last meeting. A copy of the goals document was included in your board packet. Also the strategic plan has been revised as well following our last discussion. A copy of the revised strategic plan document was also included in the board packet. The Board calendar calls for there to be an agenda item in December to discuss the strategic plan and to consider the principal's evaluation. These revised goals and strategic plan documents will be helpful in preparing for these action items.

**• Budget and Finance**

- We received a small grant for the EEE program sponsored by the Missoula Electric Cooperative (MEC). This program provided \$425 for our K-6 program and \$425 for our grades 7-8 program. The funds were used to purchase laptop charging carts that will be used in the community center classrooms.
- All school districts in Montana received a notification from OPI detailing how Senate Bill 261 of the 2017 Legislative Session is triggered at the level 4 reduction amounts. This reduction will occur in FY 2018.
- The school payments for June will be decreased to account for:
  1. Elimination of the Data for Achievement Payment
  2. A reduction of 0.50% for the At-Risk Payment
  3. A reduction of 0.50% for the Special Education Payment
  4. The combined block grants are reduced by 47.68% in the November payment and May payment.
- Schools must account for the decreased revenue in their budgets, please see the SB 261 Reduction Information document above to view the estimated impact to our school. Jill Thornton has calculated that these reductions will amount to a decrease in state funding for Potomac School District in the amount of \$11,678 for our current budget year.

**• Student Activities**

- Our boys' basketball season has gone well under the direction of Brad Hall and Wacey Thompson. There are a lot of young men participating this year, and they are enthusiastic and energetic. Try to find an opportunity to come watch them compete.

**• Facilities**

- We have gathered two bids from local companies to install electrical strip heating in the two upstairs classrooms. This would serve as a short-term measure to address our uneven heating issues until such time as we have built up a large enough reserve to purchase new furnace units.

**• Safety**

- On Friday, November 2<sup>nd</sup>, we held an armed intruder training. The training was conducted by the Missoula County Sheriff's office. The training was well done, and our staff members participated fully. One board member, Gary Long, was present during the training session.

**Clerks Report**

Jill Thornton presented a preliminary budget showing the changes affecting Potomac due to the reduction in state funding. Those reductions include: 1. In the General Fund a loss of \$1,657 for At Risk student payments, \$8,068 in Special Education payments and \$2,042 in Data for Achievement payments. 2. In the Transportation Fund a loss of \$7,600 in

state payments. And 3. In the Building Reserve Fund a loss of \$6,500. Altogether, Potomac needs to cover a loss of \$25,867.

**Board Professional Development**

Gary Long, Craig Nelson and Kelsy Ployhar attended student Basketball games, Kelsy also worked with 4H students. And Cliff Vann worked with the 'Culture Code' and teamwork as well as meeting with the Community Center board.

**Community Center Lease**

The Community Center Lease discussion will be held until next meeting.

**Personnel**

John Rouse recommended the board hire Asha MacDonald as our Artist in Residence teacher. Kelsy moved to approve Asha MacDonald as Potomac's Artist in Residence pending approved background check. Steven seconded the motion. **Passed 5-0**

**Proposed Heating Upgrade**

John Rouse presented the heating upgrade planned for the second level classes in the Main school building. The cost proposal chosen is \$2,175.

**Review and Approve 2016-2017 Audit**

Kelsy moved to approve the 2016-2017 Potomac School Financial Audit. Craig seconded the motion. **Passed 5-0**

**Review and Approve 2017-2018 Audit Proposal**

Gary moved to approve the 2017-2018 Audit Proposal. Craig seconded the motion. **Passed 5-0**

**Principal Evaluation**

Chair Vann closed the meeting for the principal evaluation at 9:16 pm.

The meeting was reopened at 11:18 pm

**Adjourn**

Board Chair Vann adjourned the Board meeting at 11:18 pm.