



# Potomac Elementary School

## School Board Minutes

for

December 11, 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, Steven Van Grinsven and Gary Long. Jill Thornton, Clerk and John Rouse, Principal were also in attendance.

### Public Input (for issues not on the agenda)

None

### Consent Agenda

November 13, 2017 minutes included in this consent agenda.

Warrant Lists – Total Claims = \$18,518.78. Total Payroll = \$69,384.80.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – On November 1, 2017 - \$21,313.21 thru November 30, 2017 - \$27,698.47

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

### 8<sup>th</sup> Grade Trip – Presentation and Board Approval

The 8<sup>th</sup> grade came to the board meeting to present plans for their trip to Seattle on the 22<sup>nd</sup> through 27<sup>th</sup> of May, 2018.

Steven moved to approve the trip as proposed. Gary seconded the motion. **Passed 4-0**

### Student Council Report

Student Council has been meeting to set their years agenda. They have also been selling gloves, headbands and cushions from our Centennial celebration.

### Teachers Reports

Damian Gaglia talked about his class reading “The Giver” and their discussions and writing on the book. He is also teaching an art elective – mostly drawing. The students are bringing in subjects from other classes, drawing representations of what is being taught.

Terri Klein is using a video called Mystery Doug who answers science questions for the students. Then her class discusses what they learned and repeat what students said in the video to show their understanding.

**Principals Report – John Rouse**

- **Teaching and Learning**

- On Monday, December 4<sup>th</sup>, and Friday, December 8<sup>th</sup>, Mr. Rouse and the teaching staff met to work on our grant application for the Montana Comprehensive Literacy Project grant through OPI. Regardless of the outcome for this grant application, the process of preparing the grant has been beneficial in that it has caused us to take a careful look at our assessment data and to develop a plan to address some areas where our students are not performing as well as they should in comparison with the state results. We gather assessment data through the state tests (Smarter Balanced) in the spring and through AIMSweb, MAP, and STAR Reading at various points throughout the school year. During our discussions we identified some areas of need and developed a plan to address those areas. For example, the vocabulary acquisition and use MAP scores for third grade are just barely at the cut off point for having met the standard, and those for grade 5 are just below the standard for having met the expectations for vocabulary acquisition and use. This data is from the 2016-17 testing. We find a similar situation with the concept of Informational Text. For more details regarding our assessment results and identified goals for improvement, please see the attached spreadsheet document (Potomac Assessment Data Comparison 2017-18). The areas in yellow indicate some preliminary achievement goals.
- Our school district is eligible for the Montana Comprehensive Literacy Project through OPI because we are a feeder school to Hellgate High School. Mrs. Klein, Mrs. Stitt, and Mr. Rouse attended a required training session in Helena on December 7<sup>th</sup> in order to complete our project application. Through this project, we are eligible for up to \$250,000 to use to improve and enhance our literacy program. Approximately \$100,000 of the project funds will go back to OPI for services and supports for the program. If fully funded, that will leave us around \$150,000 to spend on the project. If this project has the same restrictions as the previous ones Mr. Rouse has experienced, we will not be allowed to spend funds for staffing costs other than the costs to hire outside consultants or possibly instructional coach-type personnel. Generally we will be allowed to purchase technology equipment, instructional resources, software licenses, and professional development. We should be able to direct some of these funds to cover the expenses for a new ELA program.

- **Budget and Finance**

- We have to make known any proposed changes to our permissive mill levies by March; therefore, the board will not make a decision regarding the status our current adult education mill levy. Currently that levy is set in the amount of 5.34 mills. Do we want to re-establish an adult ed program or do we want to return the adult ed funds that we currently have to the state? Currently there is a balance of \$12,740 in this account.
- **Adult Education-** For the board’s consideration, the administration proposes offering the following adult ed. options for this spring:
  - **Personal Wellness Training Course**
    - **Purpose-** To provide the participants with experiences and training to would allow each participant to develop the skills and strategies necessary to develop a personal wellness plan that would result in the participants in the training be able to sustain a personal wellness plan that includes healthy eating and exercise.
    - **Description-** Over an eight-week period, the participants in the Personal Wellness training program will learn the skills necessary to develop and maintain a personal wellness plan that includes:
      - The components of a healthy diet and exercise plan,
      - Simple techniques for preparing healthy meals through a guided cooking experience,
      - Strength and conditioning exercise using free weights and elliptical training devices, and
      - Strategies for sustaining a personal wellness program.

- **Adult Volleyball, Basketball, and Softball Leagues**

- **Description-** Adult coed volleyball and softball leagues will be offered. Men’s and women’s basketball league play will also be added.

- **Legal Topics**

- **Description-** An attorney will offer topic sessions for community members on a range of topics including: income tax preparation hints, Starting and maintaining a small business, the basics of wills and trusts, etc.

- We received a \$600 grant award the Blackfoot Telephone Cooperative, Energy Partners, and Missoula Electric Cooperative. After surveying the staff, it was decided to purchase two iPad compatible printers. These printers have been received and installed.
- We received a \$1,500 grant from the Improvements for Education program from Missoula Electric Cooperative. Based on the expressed need of the teachers, we have secured some additional laser printers and some replacement cartridges for our new printers.
- We received a communication from OPI detailing the impact of recent budget cuts at the state level as a result of SB261. The only significant decrease for our school district was a \$2,046 decrease in District General Fund Data For Achievement.
- After visiting with a couple of IT providers, we have secured the services of Computer Foundations from Missoula. This firm will provide IT Help Desk services in addition to maintaining on our server and providing for “offsite” back up for our critical data storage. After an initial cost of around \$1,200, we will pay a monthly maintenance fee of \$85. All Help Desk issues will be charged at an hourly service rate. No mileage will be charged when onsite service is required.

- **Student Activities**

- Miss Montana came and gave a short presentation to our students on Thursday, November 30<sup>th</sup>.
- The 8<sup>th</sup> Grade students will make a presentation to the board regarding their proposed trip to Seattle.

- **Safety**

- We held a Lockdown drill on Wednesday, November 29<sup>th</sup>. We used the push-button automated door closing system. Everything went well. The staff members e-mailed Mr. Rouse and Janette with the all students accounted for signal instead of placing the red and green signs in the hallways by each classroom door.
- We are planning to use some of our “Safety” funds to cover the expense of running electrical power to the utility shed, so we can remove the extension cord that is currently being used.
- We are gathering estimates for the installation of security cameras that will also come out of the Safety funds.
- We will have a discussion regarding whether or not we should consider allowing designated staff members to carry/store a firearm at school for possible use in the event of an intruder. A sample board policy has been included in the board packet.

- **Facilities and Grounds**

- The facilities committee met on Monday, November 27<sup>th</sup>. We toured the facilities and discussed a range of items related to the school district’s facilities. The committee will be preparing the Facilities Plan document for presentation to the board before the March board meeting.
- Among the topics discussed by the facilities committee were the roof of the library building, security cameras for our building entries, and the condition of our two furnaces. The school got an estimate in March of 2013 regarding a possible replacement of the furnaces. At that time, the estimated cost was around \$33,000 to remove the oil-burning furnaces and replace them with propane furnaces and heat

pump systems. Thus far we have received a preliminary bid to replace the existing roof on the library with an asphalt shingle roof.

• **Student Council**

- We will include a regular agenda item for our board meetings to allow the student council to give a monthly report on their activities and goals.

• **Community**

○ **Revised Explorer’s Program for 2018-19**

- Fridays only (maximum of 32 Fridays) at 8 hours per day Total of 256 hours
- Maximum of 12 field trips at average cost of \$300 per trip = \$3,600
- Salary and Benefits:
  - Program Coordinator - \$20.00 per hour plus 18% benefits (no health insurance) for 256 hours on Fridays plus 24 hours of planning time for total of 280 hours = \$23.60 (inc. benefits) x 280 hrs = \$6,608
  - Assistant- \$15.00 per hour plus 18% benefits (no health insurance) for 256 hours = \$17.70 (inc. benefits) x 256 hrs = \$4,531.20
- Supplies- \$350
- Cost summary
  - \$3,600
  - \$6,608
  - \$4,532
  - \$ 350
  - \$15,090
- A portion of this cost will come from the funds currently budgeted for a part-time counselor position. I believe that there should be a nominal charge for those students who attend the Friday program because if a fee is paid up front for a semester then the students will be more likely to attend on a more regular basis. A fee of \$75 per student per semester would seem to be reasonable. Figuring for 20 students, this would generate about \$3,000 per school year which nearly covers the cost of the field trips.

**Clerks Report**

Jill asked direction from the board on transfers of remaining 8<sup>th</sup> grade trip money at the end of the year. It was decided up to \$500 would be transferred to the new 8<sup>th</sup> grade trip if there was enough in the previous year account. Any additional would be transferred to the general 8<sup>th</sup> grade account.

**Board Professional Development Reports**

Steven is reading the School Board book received, worked on the Principal Evaluation, and spoke with the staff about their views. Craig and Cliff also spoke with the staff. Cliff attended a Community Center Board meeting and discussed working on improving relationships. Gary attended the Basketball games as well as the Community Center Board meeting.

**School Board Calendar**

No updates

**2<sup>nd</sup> Reading Policy 5721 – Volunteer Agreement Form**

Steven moved to approve Policy 5721 with the added paragraph on line numbers 7 through 9. (see below). Craig seconded the motion. **Passed 4-0**

*'The Potomac School District 11 recognizes the valuable contributions that community volunteers make to our school and our students. In order to clarify the relationship between Potomac School and our volunteers the Board has adopted the following volunteer agreement.'*

**Building Safety Fund – Expenditure Discussion**

John is looking into using security cameras for the school with some of the building safety fund monies. He will look into any legal ramifications to using the cameras.

He is also looking into the cost to bring electrical to the maintenance shed.

**Policy 1705 – Possession of Firearms/Weapons on School District Property and Policy 1705F – Potomac School District Weapon Application**

This discussion will be continued at the next board meeting after requesting input from Tadd Downs and Gordon Schmill along with other experts in the field.

**Principal Review**

The board reviewed the principal to date.

**Adjourn**

Chair Vann adjourned the Board meeting at 11:30 pm.

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Cliff Vann, Chair

date

Jill M Thornton, Clerk

date