



# Potomac Elementary School

## School Board Minutes

for

October 12, 2015

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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 and Jason Nordberg. Jill Thornton, clerk, and Angie Williams, Principal, were also in attendance.

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

### Consent Agenda

Warrant Lists – Total Claims = \$24,709.27, Total Payroll = \$65,569.63

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – Beg. Balance July 31, 2015 - \$21,364.59; End Balance Sept 30, 2015 - \$21,014.57

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

### Principals Report

It's been fast and furious around here but going well.

**Time For Tots-** We've begun a Time for Tots on Wednesday mornings 9:30-11:30. It is open to all kids up to age 5. Grandma Maureen is focusing on preschool skills (letters, numbers, etc...) Last week, we had 9 kids with 5 of them being over 3 years old.

**Armed Intruder Training-** The training went very well. Twenty-one teachers, staff and substitutes participated. It has sparked a lot of conversation about how we run our drills, day to day activities and the facilities. Even though we are in a rural area does not mean we should let our guard down, and we need to be prepared for all possible emergency situations that could occur.

**AdvancEd-** Kristy, Abby and I attended the AdvancEd conference in Bozeman at the invitation of Chris Stout. There were a number of schools represented there, as AdvancEd is growing in popularity in Montana. Becoming accredited with AdvancEd is a two year process that requires schools to self evaluate based on the standards. It is finalized with a rigorous on-site review by a team made up of educators from other schools and sometimes from out of state.

**Two Valley Stage-** The first field trip to Seeley for the Two Valley Stage performance was a great success. We took K-3, and they really enjoyed it. The next trip will be in November.

**Grants-** I put in for the Smart Schools \$500 grant to be used for recycling. Kristina and Sarah are going to purchase some containers for our recyclable items.

**Sports-** The girls have been playing very well. We only have one game left- a home game against Clinton on the 20th. The 8th grade tournament will be the 24th in Frenchtown. Boys basketball is beginning soon. I am going to a coaches meeting Wednesday to set the schedule.

**PIR Days-** Thursday and Friday this week are state wide PIR days. We will have no school, while teachers attend professional development opportunities around the state.

**Upcoming Schedule**

- October 14 5-8 field trip to Mike Horse Dam
- October 15-16 No school
- October 20 VB game home
- October 24 VB Tournament @ Frenchtown
- October 27 Kindergarten puppet show with the Missoula Fire Dept.
- October 28 Missoula Repertoire Theater
- October 29 End of 1st quarter

**Adult Ed-** Working on a possible courses and schedule for Adult Ed classes.

**PTC Report**

Potomac's Parent Teacher Club will start a quarterly report for the board. The following is the first report:

**PTC Update October 2015**

PTC is excited to support writing, music, art, science, and technology in Potomac School. Since September PTC has funded the following programs/items:

- \$2,500 for a 12 week "Poet in the School" writing program through the Missoula Writing Collaborative. The program will begin in October for grades 5-8.
- \$2,500 for a K-4 "Poet in the School" writing program to begin in January. This is also a 12 week program through the Missoula Writing Collaborative. Both MWC requests were submitted by teachers to PTC.
- 30 recorders for Potomac's music classes.
- 15 indoor/outdoor prism microscopes from The Acorn Naturalist Company at a cost of \$90 each
- iPad covers for Mrs. Klein's class
- iPad covers for the library
- \$1,000 earmarked books for the library
- Bus for October, November, and December to Seeley for music performances through Alpine Artisans in the School
- Provided magnetic school calendars for all Potomac families

PTC is currently working on the 2016 calendar as a joint project with teachers. Each class is contributing a photo for the calendar.

We are discussing goals for Bingo 2016. A few ideas are as follows: a long jump pit and other track supplies (high jump?), playground equipment, Bluetooth speakers for each classroom, iPad keyboards, and Alpine Arts in the Schools Program. Input is appreciated as we need to make a decision by our December meeting.

PTC learned that Potomac School has approximately 113 electronic devices (laptops, MacBooks, or iPads) for students to use. That number is more than our student population! As parents, we feel this could be an important fact to communicate to the community.

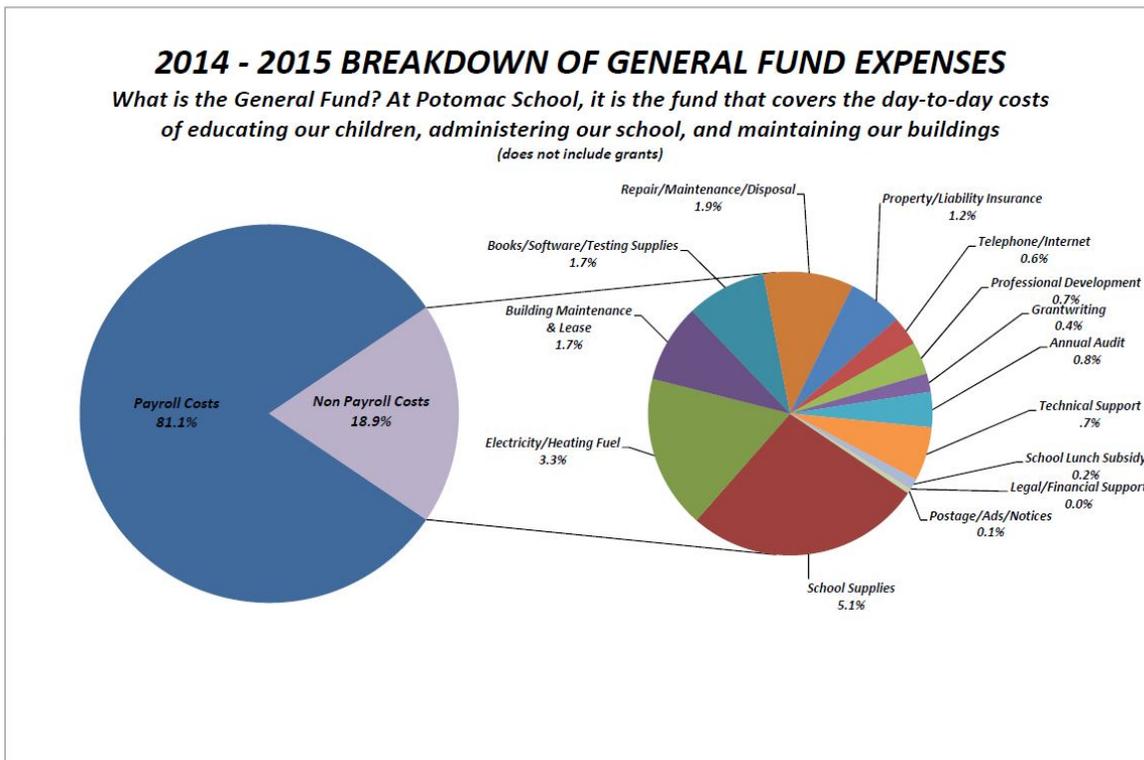
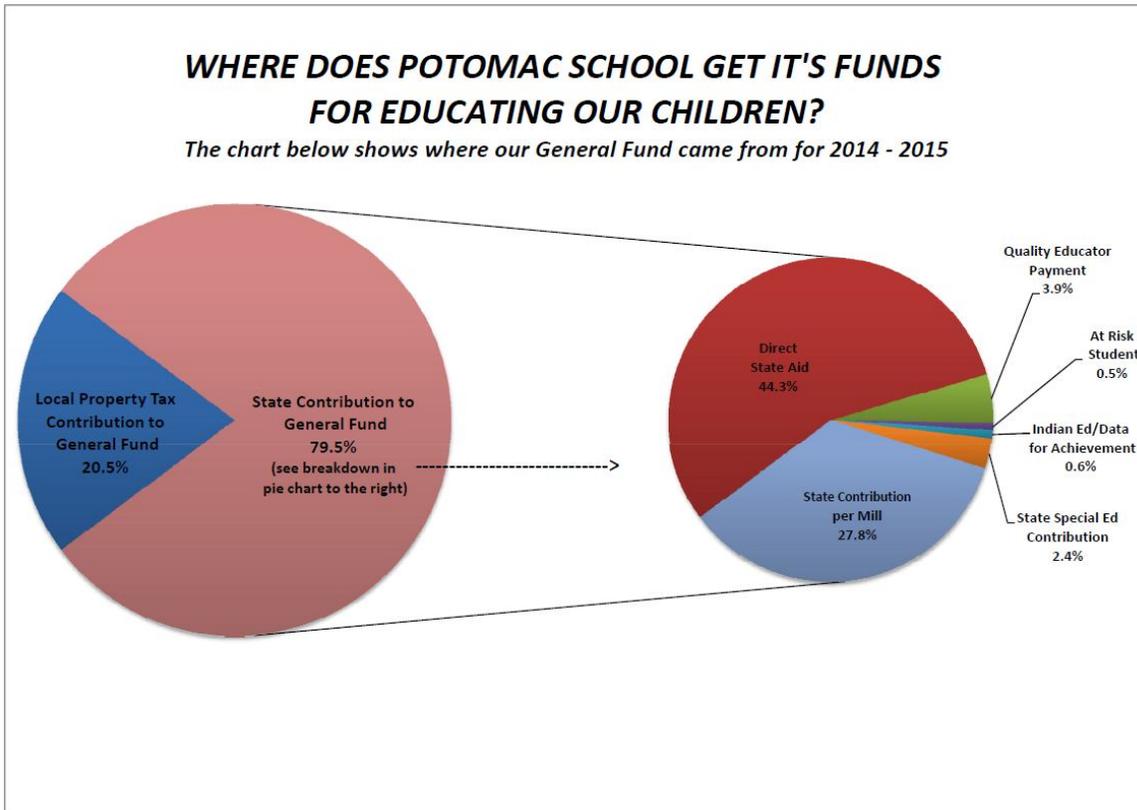
PTC is staffing the library with volunteers on Tuesdays for K-8 library classes. The 2 iPads received through a Blackfoot Telecommunications small library grant are ready for use. Volunteers are always welcome!

PTC is excited to report that we have had 4 teachers and Mrs. Williams in attendance during the last two meetings! We greatly value this partnership of parents and teachers working together.

Next PTC Meeting Thursday November 5<sup>th</sup> at 6:30pm in the library

**Clerks Report**

Jill Thornton presented the following General Fund Pie Chart that shows where Potomac School received its funding from, and where it was spent last fiscal year.



The Board also asked Jill to compile a School Board Calendar. This is the preliminary calendar draft:

**July**

**August**

- Prior Year Trustee Financial Summary approval
- Current Year Budget Approval
- School Strategic Plan & Goals
- Professional Responsibilities and Goals for Principal
- Set Principal Evaluation Dates
- Approve Classified Offer of Employment

**September**

- Missoula Area Curriculum Consortium Appointment

**October**

- 8th Grade HIT approval

**November**

- Review Strategic Plan & Goals Progress

**December**

- 1st Principal Evaluation

**January**

- Intent to Terminate Principal Contract (Feb 1 latest) if necessary

**February**

- Call for an Election
- Adopt resolution for any special levy
- Audit Review and Approval

**March**

- Next Year Calendar committee report
- Preliminary General Fund Budget Review
- Negotiation Committees (in negotiation years)

**April**

- Community Center Lease
- Negotiations (in negotiation years)
- Approval of Health Insurance Contract
- Approve Certified offer of employment

**May**

- Canvass the election
- Reorganize the Board
- Appoint the Business Manager/Clerk
- Seat New Trustees
- Authorize Board Signatures/Deletions
- Approval of Election Contract with County
- Approval of Bus Routes

**June**

- Audit Contract Review and Approval

**Board Professional Development Reports**

Jason attended the 8<sup>th</sup> grade movie night and the Open House. Gary also attended the Open House, Craig has been continuing working with the 8<sup>th</sup> grade with their 1<sup>st</sup> round of firewood & movie night, has been attending Volleyball games, and also attended the Open House. And Cliff has been involved with the 8<sup>th</sup> grade also, as well as Volleyball.

**Teacher Presentations**

Terri Klein talked about the newly combined 1<sup>st</sup> and 2<sup>nd</sup> grades. She said they are working very well together. She is using more music, and adding to her standard curriculum to include the 2<sup>nd</sup> grade. One of the projects they worked on was making butter. They did this because they were reading a book written in 1947 titled The Trolley Car Family. The students were learning how that family lived without electricity and what kinds of food they made instead of just going to the store.

Kristy Pohlman presented her 3<sup>rd</sup> grade news – Her class is working on a calendar project, doing pictures with quotes about why Potomac is special. The theme is ‘Living big in a small town’. She also loves the new social studies program the school acquired last spring. It enables online learning, works with pen pals from Ecuador, has the workbooks for students as well as the textbooks. The 3<sup>rd</sup> grade also took a field trip to the Wild Skies Raptor Center and Two Valley

Stage show. The show was very interactive and the students loved it. Her curriculum is; Cursive, Interactive Science, Common Core writing, Math and Reading separated into ability levels, Phonics and Current Events. Cliff asked how the 'Poet in the Schools' works with the curriculum. Terri said they were very excited about it, and it gave the students more practice in writing.

**Athletic Complex Update**

Gary met with Angie on the fence proposal. Angie said she received two bids. They included; 950' of treated split 2 rail fencing, 12' metal gates, and 3 – 5' walkways into the field. The bids were \$6,048 from Chris Barnes, and \$7,850 from Fencecrafters of Missoula. Angie recommended the school accept Chris Barnes' bid. The Board agreed with her.

**Sports Costs**

Angie contacted both the MTSBA and MASBO and found that any employee who is salaried can accept stipends for extra duty work like coaching. Any hourly employee needs to be paid minimum wage at the least for the hours spent. Other schools pay an average of \$1,500 for head coaches and up to \$1,000 for assistant coaches. The school is already paying for referees and busses to away games, and without other funding we can't find a way to add paying coaches to our General Fund. Angie recommended we give the coaches a gift card to let them know how much we appreciate their volunteering. Cliff asked what we have done in the past. Jill said we have given a gas card at times for \$200. Angie said when we gave gas cards in the past; it was when we did not provide busses for transportation. Cliff and the board agreed with Angie that a gift card would be a good way to say thank you.

**Principal Review Process**

Angie sent a variety of Principal/Superintendent evaluation samples to the Board. The Board chose the evaluation on pages 28 – 30, with the change of the word 'Superintendent' to 'Principal' wherever it is found. They also requested that Angie add 2 measurable goals to that evaluation.

The board asked Jill to send out our current Strategic Plan, and to put that on the November agenda.

**Adjourn**

Chair Vann adjourned the Board meeting at 9:18 pm.

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Cliff Vann, Chair

date

Jill M Thornton, Clerk

date