



Potomac Elementary School

School Board Minutes

For
January 11th, 2021

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*“Potomac School equips each student for his/her future
within a culture of excellence that values the small community experience.”*

Call to Order

In room 112, Chair Vann called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Trustees Kelsy Ployhar and Courtney Hathaway were present. Trustee Gary Long attended via Webex. Principal John Rouse and Clerk, Heather Marcella, were also in attendance.

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

Consent Agenda

Minutes of December 14th were on the Consent Agenda

Warrant Lists – Total Claims = \$43,434.30. Total Payroll = \$77,868.94

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – On December 1, 2020- \$50,871.19 thru December 31, 2020 - \$54,874.69.

Vice Chair Kelsy Ployhar moved to approve the Consent Agenda. Courtney Hathaway seconded the motion. **Passed 4-0**

Trustee Wes Mitchell joins the meeting at 7:04 pm

8th Grade Class Trip Report –

Cale Vann and Wyatt Dry presented to the Board via Webex. They have raised \$24,258.00 to date. Their budget goal was \$23,822. Figures are still needed for the cost of the hotel and zipline options. The class has put down a deposit of \$2,400.00 to reserve their spot with the Canyonlands Field Institute. Wyatt advised there are still raffle tickets that are being sold.

Chair Vann asked the students to have the next class speakers present an agenda for their trip with an outline of daily planned activities.

Teacher Reports:

Kristina Davis

Kristina discussed elective classes and her solar panel project. This year electives have been broken down into rotations of 10-12 days each. The students are required to cycle through each elective for the semester. This is allowing them the chance to experience new subjects they may not have otherwise chosen. Kristina has created a class project where students are using math and research to determine if solar panels are a feasible option for cost savings for the school and Community Center. The students are using real world issues and trying to solve them for a real impact in their community. Kristina is looking into possible grant opportunities. She also plans to contact other Missoula County schools with solar panels for more information.

Abby Stitt

Abby discussed the Gradual Release teaching strategy and lesson structure. It follows the “I do - we do - you do” model. Abby gave an example of teaching a new math problem to a class. First, she would use an anchor chart and lay out the steps for the math problem, walking through the process and modeling to the class how to solve it. This is the “I do” step in the strategy. Next, she has the class help her solve a similar problem going through the steps. This is followed by the students working in groups to solve additional problems. These are the two parts of the “we do” step. Finally, Abby has the students use what they have learned to practice solving problems on their own. This is the final “you do” step.

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

This month’s Instructional Framework focus for the board meeting is “Gradual Release of Responsibility.” To get an understanding of what we mean by the term, Gradual Release of Responsibility, we look to the work of Doug Fisher and Nancy Frey. Drs. Fisher and Frey created a framework for the gradual release of responsibility for teaching and learning. Their work is presented in Better Learning Through Structured Teaching.

A structure for instruction that works include:

- Focused Instruction- The “I do it” portion during which the teacher models the learnings for the students. This part provides a clear lesson purpose. (Teacher responsibility)
- Guided Instruction- The “We do it” part during which the teacher works with the students to “do” the lesson. This is where the teacher can differentiate her instruction for specific small groups of students who learn through different modalities. (Teacher responsibility)
- Collaborative Learning- The “You do it together” portion of the lesson. This stage helps students think through key ideas and provides a natural opportunity for inquiry and promotes engagement with the content. (Student responsibility)
- Independent Learning- The “You do it alone” part of the lesson. Students need practice completing independent tasks and learning from those tasks. The more authentic the task is the more likely the student is to complete it.

Budget and Finance

- I submitted an application for a small grant (\$50,000) through Blackfoot Communications in an effort to fund a mobile outdoor education center. It is a long shot, but if you don’t ask, you don’t have a chance.
- According to our most recent budget figures, we have around \$25,000 left in our general fund that is not earmarked for expenditures. We will continue to monitor our expenditures to be certain that utilize our budgeted general fund dollars prior to the year end.

Student Activities

- Our annual Missoula Children’s Theater (MCT) production has been rescheduled to the week of May 3rd this year.

Safety

- According to the most recent version of the vaccination roll out protocol, educators should be eligible to receive the Covid-19 vaccination beginning on January 15th.

Facilities

- No new report on facilities.

Respectfully submitted by:

John P. Rouse, Principal

Clerk’s Report

The Clerk reported on the FY19-20 Audit progress and gave details on the upcoming CRRSA relief funds.

Board Professional Development Reports –

Vice Chair Kelsy Ployhar completed the Board Packet Review this month.

Old Business

Policy Update 8210-R Noninstructional Operations – 2nd reading

Vice Chair Kelsy Ployhar moved to update Policy 8210-R Noninstructional Operations for the second reading. Courtney Hathaway seconded the motion. The Board reviewed the details added to the Policy at the December Board Meeting. **Passed 5-0**

New Business

Consider Recommended Board Resolution Regarding Potomac School Safety Protocols

Vice Chair Kelsy Ployhar moved to approve the recommended board resolution regarding school safety protocols. Courtney Hathaway seconded the motion. The Board discussed and allowed for public comment. Turstee Hathaway suggested revisiting this agenda item monthly as changes present themselves. It was also brought up in public comment via Webex chat and discussed by the board to consider sending a letter to parents letting them know the 1900 Emergency Policy series and masks will stay in effect until the Board decides to take action, regardless of State and County changes. Vice Chair Kelsy Ployhar withdrew her motion. Courtney Hathaway withdrew her second. **No action taken.**

Consider Approving Proposed Changes to PACE 20-21 Base Wages & Addition of Personal Care Attendant Position

Kelsy moved to approve the proposed changes to Pace 20-21 base wages and addition of personal care attendant position. Courtney seconded the motion. **Passed 5-0**

Approve Principal Intent to Hire

Vice Chair Kelsy Ployhar moved to hire Principal Rouse for the 2021-2022 school year. Wes Mitchell seconded the motion. **Passed 5-0**

Negotiation Committees – Principal, PEA, PACE

The board discussed committees. Chair Vann asked the Clerk to move up the Community Center Negotiation Committee to the February meeting. Committees are as follows:

- Principal Committee – Kelsy and Courtney are to meet with Principal Rouse.
- PEA Committee – Cliff and Wes are to meet with PEA representatives (to be decided on 1/13).
- PACE Committee – Gary and Courtney are to meet with Gail Abbott.

Adjourn

Chair Vann adjourned the meeting at 9:31 pm.

Cliff Vann, Chair

date

Heather Marcella, Clerk

date