



# Potomac Elementary School

## School Board Minutes

for

January 12, 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: Steven Van Grinsven, Gary Long, Craig Nelson and Kelsy Ployhar. Jill Thornton, Clerk and John Rouse, Principal were also in attendance.

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

None

### Consent Agenda

December 11, 2017 minutes included in this consent agenda.

Warrant Lists – Total Claims = \$19,992.47. Total Payroll = \$64,958.90.

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, 2017 - \$27,698.47 thru December 31, 2017 - \$29,727.69

Kelsy moved to approve the consent agenda with the addition of language noting the approve to transfer \$500 from class of 2017 to class of 2018. Gary seconded the motion. **Passed 5-0**

### Student Council Report

No Report

### Teachers Reports

Raynee Pace said the Christmas presentation was a great deal of fun to work with the students on, but now the students are winding down from the excitement and returning to their regular PE classes. 6-7 is working on book reports on the 1<sup>st</sup> in a new series. 7<sup>th</sup> is in geometry in their math class. Cliff asked about Music, and Raynee said they are learning about different instruments around the world. The 4<sup>th</sup> and 5<sup>th</sup> grade is breaking into smaller groups while playing recorders.

Terri Klein's class is learning about money and banks with 'penny a day', a program that uses repetition with coin combinations and journals. They do sentences on the board to describe their coins. Her class also uses 'Go Noodle' for movement breaks, and the helper of the day gets to pick the 1<sup>st</sup> dance the class uses.

### Principals Report – John Rouse

- **Teaching and Learning**

- Our MCLP grant was submitted on time, so we are just awaiting notification from OPI regarding our application.

- On January 24th a couple of teachers and Mr. Rouse will participate in Missoula County Public Schools' review of English Language Arts providers and their resources. By being included in this review process, our teachers can begin to build relationships with the ELA teachers at MCPS, particularly those from Hellgate High School. These personal connections will help us establish an aligned ELA curriculum with HHS and a support a smoother transition to high school for our students.
- Mr. Rouse has scheduled a meeting for January 10th to meet with some staff members at Hellgate High School regarding how our former students are doing at Hellgate. After the meeting, Mr. Rouse will prepare a report for the board as indicated in the performance goals established for Mr. Rouse by the board.
- School climate impacts teaching and learning either positively or negatively. Just before the Christmas break, Mr. Rouse developed a school climate survey for teachers in order to gather feedback as to how well our efforts at establishing a collaborative working relationship as a teaching staff was proceeding. A copy of the survey results was sent via e-mail to board members when the staff returned to work on January 2nd. Mr. Rouse will summarize the survey results for the board during the board meeting. The teaching staff will further discuss the findings during their January 10th staff meeting.

● **Budget and Finance**

- As a reminder, we have to make known to the public any proposed changes to our permissive mill levies by March 31<sup>st</sup>; therefore, the board will need to 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 shift the amount of revenue generated by the 5.00 mills from the adult ed levy to our special building fund levy in order to be eligible for the full facilities matching funds (approximately an 80% state match for our district) from the state in FY 20 and FY 21?
- Additionally according to Lance Melton from MTSBA, the "Over base levy" provision in the statute will allow us to shift any revenue amount that the board decreases an existing nonvoted levy to another existing nonvoted levy. Note: there are some limitations to this transfer in statute.
- Also the Board must identify the anticipated school major maintenance projects for which the funds will be used. Mr. Rouse received a confirmation of this concept of shifting of the mill impact from Paul Taylor at OPI.
- **Adult Education-** For the board's consideration, the administration proposes offering some adult ed. options for this spring in order to expend the current adult ed funds, so we do not have to return the adult ed funds that we currently have to the state. Currently there is a balance of \$12,740 in this account.
  - Personal Wellness Training Course
  - Adult Volleyball, Basketball, and Softball Leagues
  - 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.
  - Jen Vogel will be present at the board meeting to share some additional ideas regarding possible adult education offerings.
- We received the final approval from the Missoula Parks, Trails, and Open Lands Board for our playground, track, and ball field renovation project. The matching grant is worth \$7,000.
- Ms. Thornton will be finalizing the three-year projection of revenues for the school district. This report will be available to board members prior to the end of January.

● **Student Activities**

- Missoula Children's Theater (MCT) staff is here this week helping our students prepare for their production of the Snow Queen on Saturday, January 13<sup>th</sup>.
- Mr. Rouse and Ms. Pace will be attending the girls' basketball scheduling meeting on January 10<sup>th</sup>.

- **Safety**

- We are still 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 will be preparing the Facilities Plan document for presentation to the board before the March board meeting. We will need to identify specific major maintenance projects that will eventually be funded through the state matching funds via SB 307.
- As a reminder 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**

- The Board stated that a decision would be made at the January board meeting regarding the Explorer's Program for 2018-19 and beyond.

### **Explorers Program Discussion**

Steven moved that due to lack of funding based on the loss of the \$60,000 21<sup>st</sup> Century Grant explorers as we know it will end June 30, 2018. Gary seconded the motion.

Our Explorers program is funded through the 21<sup>st</sup> Century Grant which is not available in 2018-2019. That is a loss of about \$60,000. We would like to partner with volunteers through the next weeks to see if they can come up with a way to keep some form of the Friday program operational.

Parents in attendance are: Lacy Van Grinsven, Asha MacDonald, Michelle Dunn, Thomas Brown and Sigi Olson. They all expressed their belief in the value of the program. They would like the school to advertise the loss of the program and ask for input and help. John said he would put out a request for input as well as a survey.

Cliff explained the challenge the school had with funds, and asked the volunteers to come up with ideas.

The motion was put to a vote. **Passed 5-0**

Cliff requested the volunteers bring ideas to the next board meeting to consider other ways to maintain a Friday program.

**Clerks Report**

Jill presented a 3 year projection for the General Fund payroll costs. These are estimated on a possible General Fund budget. The goal of the school is to keep payroll costs below 80% of the budget in order to fund the other expenditures needed by the school. In 2017-2018, our payroll costs are 81.59%. The following years are: 18-19 81.63%; 19-20 83.20% and 20-21 84.75%.

**Board Professional Development Reports**

Gary has been reading about levies. Craig, Steven, Kelsy and Cliff attended the Christmas Program. Steven has been continuing his reading of 'Key Work of School Boards', and Cliff did the review of the board packet with Jill. Two items have been added to the review – checking minutes on the website and checks deposited.

**School Board Calendar**

No updates

**2<sup>nd</sup> Reading Policy 1705 – Possession of Firearms/Weapons on School District Property and Policy 1705F – Potomac School District Weapon Application**

The board agreed as a group to consider a policy for a staff member to carry a firearm. Steven moved to discuss policy 1705 and 1705F. Craig seconded the motion.

Considerations before a policy is written are:

1. Schools are gun free zones by federal law. Opening up our school could draw unwanted scrutiny. Get input from staff and community members.
2. Need to do active shooter training regularly
3. What is the proficiency in the person who would control a firearm?
4. Statistics show only 18% of trained persons are capable in an active shooter situation.
5. How would the children be protected from the weapon?
6. What training would be put in place to maintain proficiency?
7. How often would the person need to qualify? Where and how many hours of training? What training? (40 hour law enforcement training?)
8. What are the weapon and ammunition costs?
9. What records would be kept, and who would oversee the records and qualification scores?
10. How would the weapon be stored?
11. What is the 'use of force' continuum? When is deadly force necessary?
12. Could pepper spray or mace be as effective?
13. What other ramifications and considerations should be considered?
14. What are our other plans to get to maximum security for our school?

We need a planning committee to work with the Sheriff's Department. Steven offered to be on the committee.

Many other questions came up, such as will our insurance allow it? Where does this fit in our priorities? Even with experience, one can never know how a person will react. This should still be looked into as our location has a long response time from law enforcement.

Who would do a security audit of our school? We need to identify a punch list to discuss with law enforcement and/or a physical security expert.

No action taken at this time.

**Adult Education Fund Discussion**

We currently have a 5.34 mill levy in place for Adult Education. During this school year we have a proposal from the Lifelong Learning Center to help us with our Adult Education program.

Steven moved to direct the administration to work with the Lifelong Learning Center to offer a spring course group. Kelsy seconded the motion. **Passed 5-0**

**2018-2019 Principal Contract**

Kelsy moved to negotiate and offer a 2018-2019 contract with John Rouse as principal. Steven seconded the motion. **Passed 5-0**

Cliff and Kelsy offered to be on the negotiation committee.

**Adjourn**

Chair Vann adjourned the Board meeting at 9:46 pm.

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Cliff Vann, Chair

date

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Jill M Thornton, Clerk

date