



Potomac Elementary School

School Board Minutes

for

November 9, 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.”*

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 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 = \$23,693.64, Total Payroll = \$64,032.18

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 Oct 1, 2015 - \$21,014.57; End Balance Oct 31, 2015 - \$25,968.97

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

Teacher Reports

Sarah Schmill said the students rode a total of 1,408 miles on their bicycles for the Bike a Thon fundraiser, which raised over \$5,000. This year became the new number one for miles and funds. One student rode 40.3 miles themselves. Alicia Vanderheiden coordinated with Free Cycles Missoula for the fundraiser.

Sarah is also teaching an elective in Chimes. All girls in the 5th through 8th grade signed up for this elective. This year they will be playing a new music piece from the movie ‘Frozen’.

Kristy Pohlman talked about her class learning to make prototypes by creating their idea, considering the problems with achieving their idea, and solving the problems. They are also writing to pen pals, and learning the basics of poetry with our ‘Poet in the School’ program. Cliff asked if the lessons they are learning in poetry carry over to other classroom work. Kristy said they do.

Principals Report

Our enrollment is at 91 students.

Sports- Volleyball has finished. The girls had a great season and finished 5th in the tournament. Boys’ basketball has begun. I attended the boys’ basketball coaches meeting on October 14th to schedule games. Tad and Dawn Downs are coaching. Damian is assisting when he can. We have 14 boys playing.

MCEL- October 15th and 16th were statewide professional development days for educators. I attended the MCEL conference in Billings. I attended some good presentations on legal issues, RTI in schools, E-rate and more. I strongly encourage the Board to attend this in the future. It is also a great opportunity to meet other Boards and administrators from around the state and toss ideas around.

Explorer’s- Crissina has been doing some great things with Explorer’s. Please check out the website for a rundown. Attendance has been up to 21 kids!

Time for Tots- Time for Tots is running smoothly. There are 7-9 kids that attended regularly.

Missoula Repertory Theater- The Missoula Repertory Theater came on the 28th for the 5-8. They performed a play and then worked with the students. They really enjoyed it.

Art Mobile- The Art Mobile is coming November 9th. This travelling art show exhibits art from Montana artists in a wide variety of media. There will be a presentation and then 3 different art lessons for K-2, 3-5 and 6-8. It's always amazing to see the creativity from the kids when given this opportunity.

EEE Grant- We received the EEE grant again. I'll be taking a couple students to a luncheon in Missoula to receive it on November 19th. This is to be used for technology.

Misc- So far this fall I have completed the Civil Rights Data Collection (CRDC), TEAMS (Jill and I), the Title I report and the Continuous School Improvement Plan (CSIP). In the past the CSIP has been contracted out to another party to complete for \$600 a year. I've also been attending the WMASS (Superintendent) meetings in Missoula once a month.

Upcoming-

- 11/5- Basketball game home against Bonner
- 11/9- Art Mobile
- 11/10- Basketball game home against Desmet
- 11/11&11/12- Parent Teacher Conferences 5:30-8:30
- 11/12- Basketball game away Target Range
- 11/17- Basketball game home against Frenchtown
- 11/18- Two Valley Stage 4-8 Field trip to Seeley Elementary
- 11/19- 5th/6th field trip
 - Jack Gladstone here
 - Basketball game home against Desmet
- 11/24- Basketball game away Frenchtown
- 11/25 - 11/27 - Thanksgiving Break

Board Professional Development Reports

Kelsy attended the PTC meetings, was in class with the students on Mondays, and punched cards at the Bike a Thon. Craig is continuing to work with the 8th grade class fundraisers – Movie Night, Pie Auction night and putting together a Dodge Ball Tournament. Cliff attended the Pie Auction night, and worked with the 8th grade on their firewood fundraising sales.

Athletic Complex Update

The preliminary report is being worked on, and needs a few pictures for it. Going forward – refurbishing the grandstands and working on the long jump are next. The fence will be completed in spring. Surveying what the teachers would like to see in an outdoor classroom, and raising the funds for it are for the next phase.

Principal Review Process

The board would like Angie to set goals that tie in with a current strategic plan. A review for our last strategic plan is in new business on the agenda, and since it relates to this item, it was discussed next.

Strategic Plan

The schools last strategic plan is listed below. With many of the tactics/strategies accomplished, the plan was reviewed for updates. Goal number 1 on technology and hardware is updated to focus on a long range tech plan that considers how to keep our technology up to date and the costs involved with that. Goal number 2 on bullying has a team and plan in

place, and will be ongoing. Once a goal is a part of our culture, the board would like to focus on new goals for each year so this goal will be removed from the strategic plan list. Goal number 3 was to complete the Potomac Athletic Complex. Our Athletic Complex is now usable, and the board would now like to focus on community engagement. Goal number 4, celebrating the Potomac School Centennial, has been completed. Goal number 5 focused on finding outside funding, which will now be an administrative action, and not in the strategic plan. Goals number 6 – 11, as well as 14, all relate to excellence in education. These will be combined to be a focus on ‘Raising the Bar’ in education for all areas. Goal number 12, increasing student participation, was discussed as a board and focused on the board going to the students to hear their voices. They will attend student council meetings as one way to accomplish this. This goal will be rewritten as making the ‘school board assessable to all stakeholders’. Goal number 13 – enhancing extracurricular programs, has been discussed as part of the annual budget. As we do not currently have a Boosters club, and covering sports in the school budget is hard to justify with our other educational expenses, this will go on hold. Goal number 15 is basically community engagement, and will continue to be a goal in our strategic plan. And Goal number 16, enhance our fine arts program, will also stay on our strategic plan.

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
1. Provide the latest technology hardware and training to our staff and students.	-Administration -Board -VISTA -Tech Committee -Explorers -PTC	A) Library location/adult ed classes (funding through Adult Ed) B) FEASIBILITY STUDY/GRANT: Move Library to out building (adult ed, tech lab); New library space needs to be expanded (long term); the library has limited public access; prepare old library space for classroom use; Community Center adult ed; Church purchase if available C) Tech update; OPI computers; Adult ed tech redistribution; System maintenance contractor; Network, hardware, and software evaluation (university tech department)	A, B) Summer 2013 - move material; Feasibility Study as grant money is available; Library opens in K-building fall 2013 C) Summer 2013 - Updated lab, contracted tech support, Tech Eval of software, hardware, network	Library moved, history and adult ed classes have been offered Entire district updated with OPI computers
2. Address bullying.	-Staff, -Student Council -Board -Explorers	A) Team building : PE, Structured Recess, etc. with debrief time B) School wide acronym or theme for expectations; C) Develop culture of anti-bullying with Student Council participation and staff development	A) Annual survey B) Spring 2013 C) Ongoing - Survey based instruction and intervention	PE, HIT trips are focused areas for anti-bullying practices. School wide acronym not developed; student council has agreed to take on the task
3. Enhance our outdoor sports programs and community participation through the	-Administration - Grant Writing Team -PTC	A) Pioneer Festival B) PTC, Boosters, grants that leverage our history; Promote the field (photo); C) Community uses/games: soccer (spring/fall), summer camps	A) June 2013 B,C) October 2013 - Additional activities available on the PCRC	Pioneer festival June 2013 Field continues redevelopment with PTC and

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completion of the Potomac Athletic Complex				booster support (Trail run) Softball offered spring 2014
4. June 29, 2013: Celebrate the Centennial of Potomac School (1913)	-U of M Oral History dept.; -Pioneer Fest. Committee; -Comm Arts; -Administration -Staff	A) Pioneer Festival , PTC, Boosters, grants that leverage our history, B) Promote the field (photo); community uses/games C) Centennial Book (VISTA coordination with U of M); coffee table photo book; U of M oral history D) Centennial themed coursework in the school ; student contribution	A, B) June 2013 C) May 2013 D) School Year 2013-2014	Pioneer Festival June 2013 History grants continue momentum through course offered by Clay Scott and part of Explorers programming.
5. Improve the capacity for and increase the use of outside funding/resources to our school.	- Staff - Grant Writing Team - Board - PTC - Boosters	A) Library location/adult ed classes(funding through Adult ed)/ tech update; B) FEASIBILITY STUDY/GRANT ; Move Library to out building (adult ed, tech lab); New library space needs to be expanded (long term); prepare old library space for classroom use; Community Center adult ed; Church property purchase if available C) Grant writing, levies, bond : levy, increased (open) enrollment numbers, renew contracts w grant writer	A) Fall 2013 - Offer Adult Ed courses B) Fall 2013 - Secure feasibility grant for library C) Spring 2013 - Maintenance Levy; renew grant writer contract	Grant writer; successfully raised +\$170k (2013); +90k (2014 to date) Library moved. Positive open enrollment attention generated through Explorers (swim/fencing)

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<p>6. Improve student communication skills (written)</p>	<p>-Comm Arts -Administration -Explorers -Staff</p>	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core: Writing Handbook, quality over quantity, expanded recipients, newsletter, letters to the editor, grant writing) B) Typing fluency coursework (gr 3-8) C) Creative Studies (Written proposal, presentations), Integrated Advanced Studies program, Multi-media expressions of a verbal/nonverbal nature; monitor typing D) Student Council and “My Voice Survey”(gr 6,7,8); Outlining student council objectives, purpose, needed materials, Newsletter articles E) Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions F) Journalism elective: creating a newsletter/publication to be sent out to public (year book); website tab highlighting student writing.</p>	<p>A) Spring 2015 - MontCAS test B) Reported via report cards C) May 2013 - Explorer/C.S. showcase night D) Winter 2013 E) May 2013 - PTC and/or PGCC F) Fall 2013 - create a Journalism elective</p>	<p>Integrated HIT trip writing in SS and science.</p> <p>Typing fluency increased from two years ago (expectations have risen)</p> <p>My Voice Survey given annually and used in winter staff meetings for school culture</p>
<p>7. Improve student communication skills (verbal, multi-media)</p>	<p>-Comm Arts -Administration -VISTA -Student Council -Staff -Explorers</p>	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core: Public/Peer Presentation B) Creative Studies (presentations), Integrated Advanced Studies program, individualized education structure; Multi-media expressions of a verbal/nonverbal nature; website tab highlighting student products. C) Student Council: “My Voice Survey”(gr 6,7,8); Outlining student council objectives D) Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions E) Experiential Learning: MCT production, Science Olympiad/Fair, Poetry Outloud; science fair processes, Explorer: Robotics, K-4 Enrichment course products, Classroom Products</p>	<p>A) Annually B) Annual presentation night C) Whole school presentations (4) highlighting student participation/products D) May 2013 E) Annually</p>	<p>8th grade HIT trip presentations to outside funders/board</p> <p>Elective (robotic/science Olympiad)</p> <p>Music/poetry performances that include recitations</p> <p>Increased experiential/interactive learning opportunities (PTC, Explorers)</p>

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8. Establish min typing fluency benchmarks: 4th (20WPM), 6th (30WPM), 8th (40 WPM).	-Staff	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core: newsletter, letters to the editor, grant writing); typing fluency coursework (gr 3-8)</p> <p>B) Creative Studies (Written proposal, presentations), Integrated Advanced Studies program, monitor typing</p> <p>C) Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions</p> <p>D) Journalism elective: creating a newsletter/publication to be sent out to public (year book); website tab highlighting student writing.</p> <p>E) Typing Curriculum: Grades 3-8</p>	A-E) Reported via report card	<p>Typing expectations increased (2013-2014)</p> <p>Student progressed</p> <p>Creative studies proposals (ie music perform, short story, fishing pole, crayon art, etc.)</p>
9. Meet and/or exceed individual proficiency standards (Math, Science, Reading).	-Staff -Board -VISTA -Explorers	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core: Writing Handbook, revisions of “one” over quantity of many – quality over quantity, expanded recipients.... newsletter, letters to the editor, grant writing); typing fluency coursework (gr 3-8)</p> <p>B) Academic structure/practice: Enrichment: k-4; math alignment; All students meet and/or exceed individual proficiency standards, “proficiency” growth as determined by AIMSweb and MAP; PLC Staff meetings; SAT team</p>	A) Fall 2013- B) Spring 2014- Student profile containing all data, growth charts	<p>Writing handbook updated (fall 2013)</p> <p>MAP: reading scores remain high; math scores continue to climb</p> <p>MonCAS testing elim.</p>
10. Determine the factors of an effective math program	-Staff -VISTA	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core</p> <p>B) Surveys/data collection of community, Parent and student surveys (VISTA); Conferences (school climate, math survey)</p> <p>C) Growth comparisons (prior yrs); AIMSweb and MAP testing results, Placement % in HS courses; placement within Potomac math; SPED placement; Individual Growth v. expected growth</p>	A) June 2013 B) Ongoing C) Monthly PLC meetings; Annual report from HHS	Math program analyzed through TOSA data sheet according to individual, class, and district trends

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11. Communicate the factors of an effective math program.	-Staff, -VISTA -Grant Writing Team	A) Communication: Webpage; State of Potomac, Newsletter (mail out a district level newsletter intended for ALL residents; find sponsors..Docs, Subway, Cullys to offset mailer rate), New Media; (MontCAS scores; MAP; AIMSweb; Engrade (more descriptive of topic); High school feedback on placements); classroom calendars (more descriptive of topic), pacing guide; Common Core report card supplement highlights quarterly	A) Ongoing	Math program results (district) are shared in the spring (2014) via email, parent letter, website
12. Increase student participation in all areas related to “their future.”	-Student Council -Staff -Board -PTC -VISTA	A) 4-day week - Surveys used to monitor needs B) Creative Studies (Written proposal, presentations), C) Integrated Advanced Studies program , Sister class/mentor with Polson, individualized education structure; D) Multi-media expressions of a verbal/nonverbal nature; monitor typing E) Student Council: <i>Outlining student council objectives, purpose, materials. Newsletter articles</i> F) “My Voice Survey” (gr 6,7,8)	A) March 2014 Revisit at Board meeting B) Annual Spring Student Showcase C) Summer 2013 Committee generates ideas with initial draft ready for August Board meeting D) Ongoing- integrated in courses E) Sept 2013 Student council newsletter section; Quarterly Presentations to students F) Annually (Dec)	4-day survey meets needs of families (survey results) and academics through increased math, reading, and experiential opportunities HIT trips (8 th gr, Sheep Mtn, robotics, 7 th gr Outdoor school, increased field trips... PTC); Advanced Studies students experience increased opportunities through creative studies and integrated skill courses

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<p>13. Enhance our extracurricular programs.</p>	<p>-Explorers -Administration -Boosters -Board</p>	<p>A) Library location/adult ed classes(funding through Adult ed)/ tech update; B) FEASIBILITY STUDY/GRANT; Move Library to out building (adult ed, tech lab?); New library space needs to be expanded (long term); the library designated as limited as public access; prepare old library space for classroom use; Community Center adult ed; Church purchase if available C) Explorers: Showcase student work (Comm Center?); Local artists (Jason/Penelope); Grad students U of M (music units); Summer Camps, Weekday Clubs; H.I.T.; Sports, robotic D) Release time for Creative Studies project related to art/music; (Band and/or other fine art instruction during CS course time)</p>	<p>A, B) Library: Summer 2013 - move material; Feasibility Study as grant money is available; Library opens in K-building fall 2013 C) April 2014 - Board revisits data D) Fall 2013 - Explorer showcase night (partnered with C.S. night) E) Spring 2013</p>	<p>Library open three days a week and during the summer</p> <p>Explorers: robotics, 7th grade outdoor school, HIT trips... 8th grade, Sheep Mtn</p> <p>Creative Studies: showcases at State of Potomac and Volunteer Dinner</p>

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<p>14. Integrate critical thinking (CT) into all academic and behavioral settings.</p>	<p>-Staff -Student Council -PTC -Board -Explorers</p>	<p>A) 4-day week - Extended, sustained student contact time B) Staff development and integration of practice to align, integrate and exercise Common Core: Writing Handbook, revisions of “one” over quantity quality over quantity, expanded recipients.... newsletter, letters to the editor, grant writing) C) Creative Studies (Written proposal, presentations), Integrated G/T program, Sister class/mentor with Polson, individualized education structure; Multi-media expressions of a verbal/nonverbal nature; monitor typing D) Student Council and “My Voice Survey”(gr 6,7,8); Outlining student council objectives, purpose, Newsletter article E) Team building (PE, Structured Recess, with debrief time); develop culture of anti-bullying with Student Council participation and staff development F) Release time for CS project related to art/music; Math alignment, Enrichment G) Explorers: MCT; Science Olympiad, Science Fair, Poetry Outloud, Robotics, weekday clubs, HIT trip, Summer Camps, H) Journalism Elective, Newsletter elective, I) Surveys & data collection, HS placement, Growth models J) Staff Meetings: PLC staff meetings; SAT meetings</p>	<p>A) March 2014 - Board revisits B) Fall 2013 - Journalism course, C) May 2013 - Showcase Night for C.S. products D) December 2012 E) October 2013 F) Spring Semester 2013 G) Spring 2013 H) Fall or Spring semester 13/14 I) August 2013 Board meeting J) Ongoing</p>	<p>Singapore Math integration; Creative Studies; 8th gr HIT; Explorers programming options; Multiple surveys for students (My Voice, food program, explorers)</p> <p>Staff meetings on Fridays incorporated planning for : increased writing options/integration, experiential learning options</p>

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<p>15. Improve the visibility and communication regarding Potomac School to the broader community.</p>	<p>-Administration -Staff -Board -VISTA -PTC -Boosters</p>	<p>A) Community Center Partnership: Open Gym, Fencing, (more activities for hte community), WinterFest; Developing a good relationship with the CC board (and other organizations) to partner on activities and work together on community ideas. B) Communication: Webpage; State of Potomac, Newsletter (mail out a district level newsletter intended for ALL residents; find sponsors..Docs, Subway, Cullys to offset mailer rate), New Media; (MontCAS scores; MAP; AIMSweb; Engrade (more descriptive of topic); High school feedback on placements); surveys; classroom calendars (more descriptive of topic), pacing guide; Common Core report card supplement highlights (quarterly) C) Reaching out professionally to other schools, organization; KPAX, KECI, Missoulia, and larger state or national venues D) Student Council - Student Council action within newsletter, more visible involvement in community E) Social Media: Facebook, LinkedIn (can we take advantage of the discussion thread)</p>	<p>A) Ongoing B) Fall 2013 - sponsored newsletter, broadcast journalism option C) Spring 2014 - two staff present at a conference regarding what we are doing at Potomac D) May 2013 - Student Council reporting in Newsletter regularly E) May 2013 - Improved Facebook following (Likes)</p>	<p>Facebook count increased 20% Presentation to MT AGATE conference Webpage viewed by someone in +43 of 50 states Missoulia and KPAX articles over the past two years Gold Star Teacher (Davis); MTSBA Admin of yr (Johnson)</p>

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<p>15. Improve the visibility and communication regarding Potomac School to the broader community. (same #15)</p>	<p>-Administration -Staff -Board -VISTA -PTC -Boosters</p>	<p>A) Library location/adult ed classes(funding through Adult ed)/ tech update; B) FEASIBILITY STUDY/GRANT; Move Library to out building (adult ed, tech lab?); New library space needs to be expanded (long term);designate the library as limited public access; prepare old library space for classroom use; Community Center adult ed; Church purchase if available C) Advertising school’s strengths – News articles, web presence, tv news, social networking, events, Student outreach (chimes, poetry out loud, art in Missoula Library) Donations/charity done by school (Chicks n’ Chaps), Signage for Potomac Valley location, Monument for school (more than a bear) D) Surveys/data collection of community (VISTA) Conferences (school climate, math survey) E) Pioneer Festival, PTC, Boosters, grants that leverage our history; soccer (spring/fall), summer camps; Promote the field (photo); community uses/game. F) Staff presenting at more conferences, U of M? G) Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions H) Teacher webpages: to parents, abroad I) Student performances related to coursework (CS, Electives, etc.)</p>	<p>A,B) Library: Summer 2013 - move material; Feasibility Study as grant money is available; Library opens in K-building fall 2013 C) Spring 2013 - Advertising campaign in place (1st step) D) May 2013 - Surveys ready for end of year data collection E) May 2013 F) Spring 2014 - two staff present at conferences re: Potomac School G) May 2013 - Book produced for Festival (June) H) May 2013 - Survey results return regarding teacher webpage usage/effect I) May 2013- C.S. night shared with Explorer showcase night</p>	<p>Adult ed classes offered (5) Radio broadcast promoting Race to Nowhere and philosophy of Potomac shared Surveys regarding 4-day week, food program, and explorers program help form decision making Pioneer Festival ’13 successful; all school reunion Presented at U of M (Johnson)</p>
<p>16. Enhance our fine arts program.</p>	<p>-Staff -PTC -VISTA -Explorers</p>	<p>A) Explorers B) Showcase student work (Comm Center?); C) Local artists; Grad students U of M (music units); D) Release time for CS project related to art/music; (Band and/or other fine art instruction during IS course time)</p>	<p>A,B) Showcase night C) May 2013 - schedule reflects local artist instruction D) May 2013 - C.S. night</p>	<p>Artmobile visited (Spring 2013) Elective/CS project (middle)</p>

