



Potomac Elementary School

School Board Minutes

For

February 11, 2019

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

Public Input (for issues not on the agenda) None

Consent Agenda

Minutes of January 14, 2019 were on the Consent Agenda

Warrant Lists – Total Claims = \$31,741.73. Total Payroll = \$68,332.74

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On Jan 1, 2019 - \$38,117.09 thru Jan 31, 2019 - \$35,877.02

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

8th Grade Report

The 8th grade presented their current fundraising balance as well as estimated income from coming fundraisers.

Teacher Reports

Ike Wallace talked about the ‘Plain Talk Literacy Conference’ he attended in New Orleans with some of the other teachers. They learned about the science that backs up what they are doing in literacy and some strategies to use in the classroom. He said it was great working together with the rest of our staff in attendance. One of the interesting things he felt he learned was how to reset the tone of learning in the classroom, along with behavior and literacy strategies to use across the curriculum.

Jen Vogel presented the incredible advances one of her students has made during the year. It is fantastic to see the student excited about the learning.

Principal’s Report

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- MCLP Grant**

- Seven of our staff members attended the Plain Talk conference in New Orleans from February 4-6. This conference is one of the best conferences with respect to literacy education. Our staff members had the opportunity to learn from some of the best-known practitioners and researchers in the field of literacy

development. All costs associated with attending this conference were covered by grant funds. Some of our teachers will provide a summary of what they learned at this conference during our February board meeting.

- There were 87 sessions being held over three days during the conference- all of which were focused on literacy! Each morning we talked about the various topics we were each going to be hearing during upcoming day. While we sometimes chose to listen to the same presentation, often times we were spread out across several different presentations. At the conclusion of each day's topic sessions, we gathered to debrief some of the key ideas they heard during the day's sessions.
- Upon returning from the conference, each teacher who attended was asked to do a reflection of what he or she learned at the various sessions. Ms. Esmont prepared a three-step document to assist the staff members as they reflected on their learning during the conference. Embedded in that reflection document is an opportunity for each teacher to describe how he or she will be trying some of the ideas discussed during the respective presentations.
- One concept surfaced throughout a number of the sessions. That concept is what we refer to as the "Gradual Release of Responsibility." I will briefly describe this idea during the board meeting and explain why the concept is important for our teachers and students.
- During the first week in March, we will be taking another group of our teachers to a MCLP grant meeting in Helena. One of the key presenters at this state-wide meeting will be Jim Knight. Mr. Knight is the person who led the week-long intensive instructional coaching training that Abby and Mr. Rouse attended last year.

• **Budget and Finance**

- Just a reminder that the board needs to be considering what, if any, changes they are anticipating with respect to our mill levies. There is a March deadline for providing a public notice about any possible proposed changes.

• **Student Activities**

- Our girls' basketball season is set to begin this week with practice sessions for our lady athletes. This year's coaching staff includes: Ashley Olsen, Christianna Taillefer, and Jesse Salter. Ms. Olsen and Ms. Salter were able to attend a coaches' meeting last week to establish our game schedule. Ms. Olsen and Ms. Taillefer are enthusiastic and energetic new coaches, and they are thankful for the help and assistance Ms. Salter and others bring to the coaching squad. Try to find an opportunity to come watch the students play.

• **Facilities**

- We have had installed of some additional electrical strip heating in the two upstairs classrooms to help alleviate some of our heating issues in those classrooms.
- The PTC has discussed adding an additional paved area to our playground. In connection with this, the Board's facilities committee needs to discuss the possibility of adding sidewalks around the south side of the main building in order to improve our accessibility for individuals in wheelchairs.

• **Safety**

- On Friday, February 8th, the staff took part in a "Stop the Bleed" training. From our earlier armed intruder training, we became keenly aware of how remote our school really is. The "Stop the Bleed" training helps equip us with the skills to take immediate actions that might well save a life.

Clerk Report

The school has completed the second count for ANB (Annual Number Belonging) which along with the 1st count of the year generates our numbers used to set our next year's budget. We will be using the 3 year average numbers when our General Fund budget is set. Those numbers of students are 75 K-6 and 20 7-8.

Board Professional Development

Steven and Cliff attended the 8th grades Dodgeball fundraiser. Steven and Kelsy worked on Principal negotiations and attended Basketball. Kelsy, Craig and Cliff attended PTC’s Bingo night. Craig completed the monthly packet review with Jill. And Cliff went to Helena with John Rouse to a day with the legislature.

School Board Calendar

No changes.

Approve Principal Contract

Steven moved to approve the Principal Contract for 2019-2020. Kelsy seconded the motion. **Passed 4-0**

Call for an Election

Steven moved to call for a trustee election with the stipulation that if it is later determined that any portion of the election is not required, the Board of Trustees authorizes Jill Thornton, election administrator, to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA. Craig seconded the motion. **Passed 4-0**

Consideration & Adoption of Resolution estimating changes in Revenues/Mills from Adult Ed, Transportation, Building Reserve and Tuition Funds

Kelsy moved to approve the resolution estimating changes in revenues/mills from Adult Ed, Transportation, Building Reserve and Tuition Funds. Steven seconded the motion. **Passed 4-0**

Review and Approve 2017-2018 Audit

Kelsy moved to approve the 2017-2018 Audit. Craig seconded the motion. **Passed 4-0**

Review and Approve the 2019-2020 School Calendar

Kelsy moved to approve the 2019-2020 school calendar. Steven seconded the motion. **Passed 4-0**

Adjourn

Board Chair Vann adjourned the Board meeting at 9:40 pm.