



Potomac Elementary School

School Board Minutes

For
November 8th, 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 Dr. Hathaway called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Trustees Wes Mitchell, Kyle Kelley, and Jayme Fairfield were present. Principal John Rouse and Clerk, Heather Marcella, were also in attendance.

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

Consent Agenda

Minutes of October 11th were on the Consent Agenda

Warrant Lists – Total Claims = \$30,376.43 Total Payroll = \$87,288.27

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – On October 1, 2021- \$35,353.36 thru October 31, 2021 - \$34,593.01.

Trustee Fairfield moved to approve the Consent Agenda. Trustee Kelley seconded the motion. **Passed 4-0**

Board Professional Development:

Chair Dr. Hathaway performed the board packet review.

8th Grade Class Trip Report: Students had difficulty logging onto WebEx, the report was given following the teacher reports and midway through the principal's report.

Teacher Reports:

Bryanna Peterson

Ms. Peterson discussed Bike-a-Thon and Halloween. The students in grades K-3 participated in Halloween themed learning stations and a pumpkin patch. They created masks, went through an obstacle course, had a bean bag toss, and had a STEM activity where they made catapults and experimented with launching candy pumpkins. At the end each child went out onto the field and picked a pumpkin from the patch. The kindergarten class took their pumpkins and did measurements, a sink/float experiment, and painted them at the end of the day. In class this month the children have begun reading books and learning letter sounds.

Jodi Hausmann

Mrs. Hausmann discussed challenges with additional quarantine time and remote learning for the pre-kindergarten class in October. The children have spent the last two weeks re-learning in-class routines. They are focusing currently on the unit “All about Me”. Students are learning about their five senses, body parts, the first letter of their name, and basic survival needs (food/water/shelter). The next unit will focus on family and community.

At 7:19 pm Students gave the 8th grade class trip report:

Students Sierra Heisey and Kaycee Salter attended via Webex and updated the board on fundraising for the 8th grade trip. Their budget is now set at \$21,730. The class account balance is \$9,431.64, this leaves \$12,299 still needed to meet their goal. Fundraising in October and early November has included volleyball and basketball game concessions, a candy jar fundraiser, a Christmas quilt raffle, firewood delivery, and Papa Murphy's pizza sales. The class needs to raise all funds for the trip by March.

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

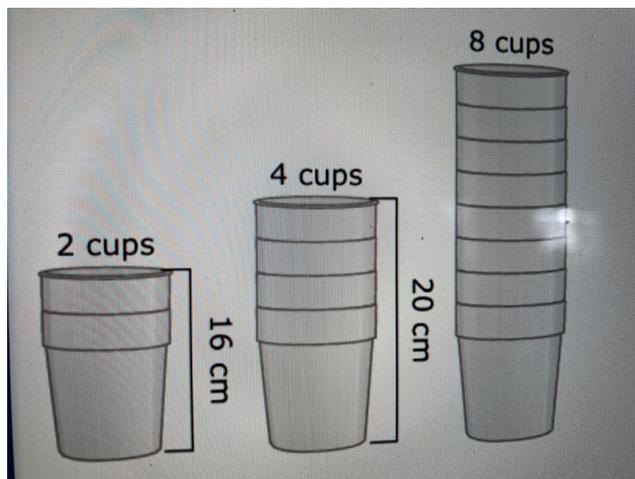
- One of the impacts of Covid-19 on teaching and learning is that we had to delay the visit for Dr. Leah Esmont that was scheduled for the last week in September. Fortunately, she is scheduled come the week of November 8-12, so we can get back on track with our professional development. She will begin the week by observing in every teacher's classroom and follow up with them individually during the week. On Friday, November 12th, we will have a full day of professional development focused on our goals that were established for the grant.
- We are scheduled to have a special visitor (virtually) during our professional development session on Friday. Dr. Rachel Anderberg Gott, MCLSDP Project Director for the State of Montana, will join in during our School Leadership Team (SLT) session. I had originally invited Dr. Gott to come visit our school, but there are travel restrictions right now for Montana OPI staff members. Dr. Gott recently took over the responsibility state-wide for the literacy grants following Teri Barclay's resignation. Dr. Gott has control over the approval process of our yearly grant applications and distribution of any additional grant funding available.
- Our teachers of students enrolled in grades 3-8 are being encouraged to administer the SBAC Interim Assessments to their students in fall in advance of next spring's SBAC assessment. Below is an example of an 8th grade math performance assessment item. Can you do it?

STACKS OF CUPS

Your science classroom uses cups for many experiments. Your teacher ordered lots of cups from a catalog.

The catalog is not very good. It has the following picture, but no other useful information.

Your teacher wants you to help her get organized for when the cups arrive next week. Using only the information shown in the picture, she asks you to figure out some other specific measurements.



Write an equation expressing the relationship between the height of the stack and the number of cups in the stack. Let h represent the height of the stack, in cm, and n the number of cups in the stack.

Here is a second question using the same picture. You will notice that although it is a Math test item, it is heavily dependent upon literacy skills.

Your class wants to sell School Spirit Cups with the school logo on them. Your teacher asks you to design this new cup such that a stack of 10 cups will be 125 cm tall. Describe key measurements of the School Spirit Cups and explain how they will meet the required specifications.

Budget and Finance

- We were recently surprised to find that OPI has decided to withhold all grant carryover funds for the literacy grants. Ordinarily, the carryover funds would be added to the year allocation. In our case, the carryover amount was around \$95,000. I had never experienced grant carryover funds being withheld and had built our preliminary budget for 2021-22 including the carryover as part of our yearly allocation. After finding out about this procedural change on the part of OPI, I contacted Rachel Gott at OPI. I was able to provide her with a copy of our preliminary budget and had the opportunity to explain to her why these carryover funds were critical to our school district. She was willing to listen, and she said that Terri Barclay had shared with her about the good work we are doing and how we use our funds effectively. After our conversation, she indicated that she would add our carryover funds to our allocations as soon as OPI receives their funds from Washington, D.C.. When this is done, our allocation for 2021-22 will be about \$345,000.

Student Activities

- Boys' basketball season began with practices during the week of October 25th with games starting the first week in November. We have two staff members who have volunteered to coach the boys this season. The coaches will be Amy Truett and Bryanna Peterson.
- If you are interested in helping out with refereeing, please let Mr. Rouse know, in case we have trouble getting certified refs. We can always use help running the clock and keeping stats during the basketball games as well. (Hint: Possible Board Member development credits??)
- BIKE-A-THON was successful raising around \$5,000.

Safety

- Nothing new to report.

Facilities

- We are scheduled to have our new sidewalk framed up ready for concrete during the week of November 8th.

Clerk's Report

The clerk's report included information on the required OPEB valuation for the 20/21 audit. The board directed the clerk to move "Review Strategic Plans & Goals Progress" from December to February.

Old Business – None

New Business

Review and approve new Curriculum Management ~~Policy Plan~~ – 2nd Reading

Trustee Fairfield moved to review and approve the new Curriculum Management Plan. Trustee Mitchell seconded the motion. The board reviewed the plan and discussed with the principal. **Passed 4-0**

Review and approve school board mission statement

Trustee Kelley moved to review and approve the school board mission statement. Trustee Mitchell seconded the motion. The board reviewed the three versions presented. Trustee Kelley amended his motion to approve using version #1 for formal documents and version #2 in training documents and other uses. Trustee Mitchell seconded the amended motion. **Passed 4-0**

MTSBA Policy Updates – 1st Reading

Trustee Fairfield moved to review the MTSBA policy updates and new policies first reading. Trustee Mitchell seconded the motion. The board reviewed the policies. Trustee Fairfield amended her motion to approve the first reading for the MTSBA new and updated policies with changes per the clerk’s notes. Trustee Mitchell seconded the amended motion. The clerk’s notes are as follows: Strike optional and recommended new policies 1135, 2221P, 2167, and 2240. In policy 1210 choose the option “may not” on line 27. In policy 2140 add the word “to” between regard and race on page 1 line 47. In policy 3235 enter “principal and clerk” for blank on line 23 and change “will” to “may” in option 2 on line 29. In policy 5140 page 1 line 34 enter 12 for number of months, and choose “will” for option on line 39. In policy 5223 on page 2 line 6 place a period after “District” and strike out the remaining sentence, also strike out lines 8 through 18. **Passed 4-0**

Review updated “Responsibilities and Goals for the Principal” and discuss the evaluation process for the principal

Trustee Mitchell moved to approve the principal’s performance goals and expectations for the school year of 21/22. Trustee Kelley seconded the motion. The board reviewed the updated performance goals and discussed the upcoming evaluation at the December meeting. **Passed 4-0**

Adjourn

Chair Dr. Hathaway adjourned the meeting at 9:05 pm.

Dr. Courtney Hathaway, Chair

date

Heather Marcella, Clerk

date