



Potomac Elementary School

School Board Minutes

for

December 14, 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 Vice-Chair Kelsy Ployhar called the meeting to order at 7:03 pm by leading all in the Pledge of Allegiance. Those trustees present were: Gary Long, Craig Nelson 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 = \$20,955.45, Total Payroll = \$62,833.00

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 Nov 1, 2015 - \$25,968.97; End Balance Nov 30, 2015 - \$25,710.27

Jason moved to approve the consent agenda. Gary seconded the motion. **Passed 4-0**

Teacher Reports

Sarah Schmill brought her Chimes Elective students to perform in Missoula for the Senior Center, Hunters Glen and at the Mall. They performed 10 songs each time. She is hoping to hold an Adult Ed chimes class after the New Year, possibly on Thursday evenings.

Terri Klein told the board about the K through 3rd grade drive for PJ's to donate to the Watsons Children Center. Scholastic matches each PJ donated with a book for the children at the center. Last year the students had 42 PJ donations, and to date this year they have a little over 30 donations.

Terri said she is working with her class on creative writing. They are creating their own pet reindeer, and telling about their pet. They also have some 'elf' pen pals they are writing to. They receive letters back and continue the correspondence. It has been a great lesson.

Terri wanted to ask the board if the union could have a discussion with the board or a board committee on an insurance issue in their contract. Setting up a committee will be on the next meeting agenda.

The last thing Terri wanted to do was to let the board know what has been noticed by the staff concerning our principal, Angie Williams. She has been a visible principal, coming in early and staying until the staff is gone so she is available. This year Angie was the first principal to actually complete the teaching staff evaluations on time. She has been responsive to staff, checking options for issues a staff member brings up and always coming back to staff to follow up on those issues. She cares about the students and staff, spending time in classes to be aware of what is going on in the school. Angie coordinates her schedule to make all her commitments, which includes making sure she is on time for the classroom she teaches in. At the beginning of each week, she notifies the staff of her schedule, and other items coming up that week. And she always responds quickly to e-mails. In conclusion, she is a fantastic principal, and greatly appreciated!

Principals Report

Our enrollment is at 89 students.

Sports- Boys' basketball is just finishing up. They had a great season, worked hard and made a lot of improvements. Thanks to Coaches Tad and Dawn Downs for their time and dedication to our program.

8th Grade Transition- I've gone to a couple meetings that have been set up by Missoula County Public Schools to improve communication between the feeder schools and Hellgate, Big Sky and Sentinel. The purpose is to make the transition from 8th grade to high school easier for families and schools. The last meeting I went to had administration and counselors from all of the schools. It was a great opportunity to get questions answered and establish contacts.

Two Valley Stage- I've been asked to be on the board for the Two Valley Stage in Seeley as the Potomac contact. Next month, we will be taking all of the students to Seeley Swan High School to watch the performance of Tanya Gabrielian, a world renowned pianist. I'm working on getting her here at Potomac for an afternoon of workshops with the students while she's in Montana. Next year, we'll be able to have each performer at our school for an informance and workshops!

Counselor- Our new counselor, Kailey Mayo, has been coming in as scheduled, and it is going very well. She is well-liked by the staff and students! Thank you for your support in getting her here. She's a great addition to our school.

Grants- We received \$1000 from the U of M as an award for having the best participation at the Expanding Your Horizons STEM conference last spring. EYH is a nonprofit organization that works to inspire girls to pursue opportunities in science, technology, engineering and mathematics. All but one of our girls had gone, giving us the greatest percentage of participation.

Technology- We've been meeting with Pine Cove Consulting to come up with a sustainability plan for our technology. Pine Cove has been working with schools across the state for 20 years and has helped many, especially rural, create a technology plan that meets the needs of the students, teachers and budget. The teachers and I are discussing real needs to simplify what we have and make it easier to manage. I'm hoping to have something concrete to discuss at the next meeting.

Our winter program is Wednesday at 6:30. Ms. Ryan has been working hard with the students to put on a show for everyone, and we'll also hear from Ms. Schmill's ladies and their chimes.

Upcoming-

12/16- Winter program 6:30

12/21-1/1- Winter break

1/15- Teacher work day- PD with Kathleen Dent on Standards Based Grading

1/21- End of 2nd Quarter

Clerks Report

When Jill Thornton met with Jason Nordberg to go over the current Treasurer Report and Reconciliation, Purchase Orders and Invoices for the School, Purchase Orders/Invoices for Petty Cash and Student Accounts, and Timesheets with Paystubs, Jason asked if there was an explanation of the codes used by the school for accounting. He felt it would be beneficial for the board to have something like that to look at when they review the Consent Agenda. Jill presented pages from OPI's Accounting Manual that explain the codes used in Potomac's Chart of Accounts. These codes are used to describe all of the financial resources used during a fiscal year, and tie in with Montana States accounting at the end of year in our Trustees Financial Summary. Each month, the claims detail and expenditure detail included in the board packet has these codes displayed. Jill will condense these Accounting Manual pages to an easier to read format that can be included each month so the board can have a quick reference on expenditure codes.

Board Professional Development Reports

Jason spent time with Jill Thornton, our clerk, prior to the board meeting to complete our new monthly accounting review. This consisted of reviewing the current Treasurer Report and Reconciliation, Purchase Orders and Invoices for the

School, Purchase Orders and Invoices for Petty Cash and Student Accounts, and Timesheets with Paystubs. He felt it was time well spent.

Gary and Craig attended Boys Basketball. Craig has also been continuing work with the 8th grade class, and has been developing a 'Dodge ball' tournament fundraiser for them, and he attended a Chimes presentation.

Athletic Complex Update

The final letter to the Missoula County Parks Board for the Potomac Community Recreation Complex has been submitted. This was the last requirement for the Capital Improvement Matching Grants Program funds to be awarded.

Principal Review Process

The Potomac School Principal Evaluation format chosen by the board was included with the packet to review with the goals for the year that Angie presented. She categorized her goals under the headings used in our Priority Plan (which was adapted from our Strategic Plan). Those headings are Academic Achievement, Administrative Stewardship, Campus Pride and Family and Community. Angie's goals are:

Academic Achievement

- Create a smooth process in our academic program to meet the needs of all our students regardless of needs
 - Ability based math
 - Title I
 - Special Education
- Increase academic excellence in all areas
 - Standards based grading, AdvancEd, professional development, PEAK (Performance Excellence for All Kids)
- Develop a fine arts program
 - Two Valley Stage
- Increase our early childhood program
 - Time for Tots

Administrative Stewardship

- Seek grants and other ways to supplement our income
 - EEE, Missoula Electric, Plum Creek, Smart Schools grants, contract with Woodman
- Technology sustainability plan
 - Pine Cove Consulting

Campus Pride

- Create a plan for maintenance and improvements of buildings and grounds, including Athletic Complex
- Follow up on security training and updates to facilities.
 - Drills
 - Bus radio
 - Meeting with emergency services

Family and Community

- Newsletter
- Visibility

Based on those goals, and the principals performance to date, the School Board will complete the Potomac School Principal Evaluation to be discussed at the January Board meeting.

School Board Calendar

The School Board Calendar will be posted on the school web site from now on, with 'subject to change' noted on it.

Strategic Plan

The Strategic Plan was adapted to categorize the schools goals under four headings. This is now our Priority Plan.

Potomac District 11 Priority Plan

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

Academic Achievement

- Culture of Learning Excellence
- Engaging Curriculum
- Ability Based
- Prioritize Professional Development
- Explorers Experience

Campus Pride

- Student Safety
- Facility Integrity and Efficiency
- Athletic Complex

Administrative Stewardship

- Financial Accountability
- Grant utilization
- Trusted and Transparent
- Market our attributes for growth
- Technology Plan

Family and Community

- Promote Small Community Culture
- Engaged with local resources
- Encourage and Welcome Family Involvement

Policy Reviews and Additions

Policy numbers 2110, 2158, 4330P, 5222 and 6410 were read with changes noted. The last reading will be at the January meeting.

Personnel

Angie recommends the school board hire Karry Betson as a substitute teacher. Jason moved to hire Karry Betson as a substitute teacher pending a clear background check. Gary seconded the motion. **Passed 4-0**

Out of District Attendance Agreement

Angie recommends approving attendance at Potomac School of 3 out of district students. Gary moved to approve the attendance at Potomac School of the 3 out of district students. Craig seconded the motion. **Passed 4-0**

Adjourn

Vice-Chair Ployhar adjourned the Board meeting at 8:07 pm.