



Potomac Elementary School

School Board Minutes

for

March 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.”*

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. Principal Rouse, principal and Jill Thornton, Clerk were also in attendance.

Public Input (for issues not on the agenda)

None

Consent Agenda

February 12, 2018 minutes included in this consent agenda.

Warrant Lists – Total Claims = \$21,127.69. Total Payroll = \$65,705.80.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – February 1, 2018 - \$31,339.37 thru February 28, 2018 - \$32,554.38

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

Student Council Report

No Report

Parent Report Explorers Committee

Potomac Parents Group Proposal for Continuation of the Explorers

Potomac parents returned to the board meeting tonight to explain continued planning for continuing some type of Friday program next year. They presented a plan that adjusts how they can achieve their goals based on whatever funds are able to be raised.

John said there are some new changes in the 21st Century Grant requirements that might give us a chance to receive the funds, though this is not guaranteed.

Explorers 18-19 (moved to this point from the end of the agenda)

Gary moved to declare board support for the continuation of the Potomac parents plan. Kelsy seconded the motion. **Passed 5-0**

Teachers Reports

Starla Dugger shared a power point showing our special ed student Berkeley and his interaction throughout the day.

Abby Stitt explained what she learned from the Literacy Conference on Instructional Coaching. She said it gives her a better idea of the role she will have next year. She will still be teaching a 6th grade social studies class while she is filling the instructional coach position. The basic job she will have next year consists of:

1. Analyzing the current reality or "Where are we and where do we want to go?"
2. Goal setting – generally centered around Engagement, Achievement and Community Building.
3. Research and select teaching strategies to meet those goals
4. Implementing the strategies selected
5. Review progress and provide support to the teachers until the goals are met.
6. Plan the next steps

Some of the things she will be doing to achieve that list are - gathering resources like books, materials, supplies, answers to questions, technology pieces, etc.; help teachers to design differentiated assignments or tiered activities or assessments; cover classes so a teacher can observe and learn from another teacher; be a classroom assistant; team teach; analyze formative assessments collaboratively to make instructional decisions; reflect on student learning in the classrooms with teachers through conversation and observation; collaborate with teachers on innovative ideas; and provide support for whatever is needed.

Principals Report – John Rouse

- **Teaching and Learning**
 - The teaching staff and I met with the Montana Comprehensive Literacy Project Director, Terri Barclay, to discuss the Montana Comprehensive Literacy project grant and to begin the implementation process. Abby Stitt and I attended a five-day intensive instructional coaching institute with Dr. Jim Knight. Dr. Knight is a nationally recognized expert in the area of instructional coaching. During the institute, we not only received a tremendous amount of resources- books, videos, and other written resources, but we also were able to create a network of instructional coaches across the country that will prove valuable as we begin to implement coaching at our school.
 - Dr. Knight defines instructional coaching as, "Instructional coaches partner with teachers to analyze current reality, set goals, identify and explain teaching strategies to meet goals, and provide support until the goals are met." Ultimately instructional coaches partner with teachers to help them improve teaching and learning so students become more successful. Dr. Knight's use of the term, partner, is intentional in that the teacher and the coach do, in fact, work as partners. As they strive toward the goal of improving student achievement for every student.
 - There is a clear distinction made that instructional coaches are not part of the performance evaluation process for teachers. To be successful, there needs to be a strong trust relationship between the teacher and the instructional coach. In this relationship the teacher needs to be comfortable examining the current reality in terms of the level of learning and student engagement in his/her classroom without being fearful of admitting to the need for improvement in some aspects of his/her teaching.
 - The MCLP grant is intended to advance literacy skills, including pre-literacy skills, reading, and writing, for children age 4 through grade 12, with emphasis on disadvantaged children, including children living in poverty, English learners, and children with disabilities. The ultimate outcome of the MCLP is improved literacy skills for Montana students. Districts receiving the MCLP funds have committed to implementing high-quality comprehensive literacy instruction. As partners in this work, the OPI will provide high-quality professional development through on-site coaching, instructional consultant support, and state-sponsored conferences.
 - A major portion of the grant is dedicated to providing quality professional development to our teaching staff. To that end, instructional coaches will be provided at three different levels. All teachers will receive this support on an individual basis in an effort to provide each individual teacher with the specific type of support that teacher needs. The three levels of instructional coaching support will be as follows:

- OPI will provide one instructional coach who will visit our school once per month throughout the grant. I was informed that this person will be Terri Barclay. Ms. Barclay is the Director for the entire statewide grant. I am excited that she assigned herself to our school. She has worked previously with teachers at Potomac School. I also worked with Ms. Barclay for four years while I was in Browning. It is a real advantage to have the project director working in our school, so she will understand our needs.
- The second level of coaching support will come from an outside consultant with whom we will be required to contract from outside of our school district. We have selected Leah Esmont from Phoenix, Arizona as our outside instructional coach. I have worked previously with Ms. Esmont and am confident that she is the right person to work closely with our teachers through the grant. Ms. Esmont's first visit to our school will be on March 15-16.
- Abby Stitt will be providing the third level of coaching support as a full-time instructional coach who will work only at our school. Ms. Stitt's level of commitment and her enthusiasm for this new position were apparent from the level of her engagement and involvement during the week-long intensive instructional coaching institute she recently attended.
- The teaching staff is continuing to review and discuss several different English Language Arts (ELA) program offerings in order to select one to serve as our main resource for a coherent ELA curriculum K-8. The staff has set a goal to make a final decision by April as to which publisher's materials to use. This is an important decision for our teachers because we do not currently have a coherent aligned ELA curriculum for grades K-8. While some grant funds can be used for portions of the cost of the new ELA series, there will still be a substantial cost to the school district for these resources and materials.

• **Budget and Finance**

- **Adult Education-** We have established a working relationship with MCPS in the area of adult education. We are working with the Lifelong Learning Center (LLC) from MCPS to set up some adult education offerings in Potomac. Jennifer Vogel, a parent of two Potomac students, was selected the adult education coordinator responsible for coordinating the programs at Potomac. Ms. Vogel will present a brief report regarding our current adult ed offerings.

• **Student Activities**

- Girls' basketball season concludes this week, and the 8th graders are closing in on their fund-raising goal for their annual trip.

• **Safety**

- Our security cameras were installed last week. We will have a brief demonstration of how they function at our board meeting.
- We are still working with the sheriff's office to get an armed intruder training set up.
- The staff has scheduled fire drills, intruder drills and earthquake drills for the remainder of the school year.

• **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**

- After some further discussions with the OPI representative in charge of the 21st Century grant application process and the instructional staff, Mr. Rouse has decided to prepare an application for a 21st Century grant in spite of the fact that our district does not meet many of the "high needs" district guidelines. It is a long shot, but ultimately worth a time before we take any other actions regarding the continuation of the Explorer's program. We should know by early May if we qualify.

Clerks Report

Jill notified the board that the change from our Bank of America credit cards to our Capital One credit cards is almost complete. We will receive 2% back on all purchases on the Capital One card.

Board Professional Development Reports

Steven attended girls' basketball along with a smaller safety meeting to receive parent input on school safety. Kelsy has been receiving parent opinions on Explorers, reviewed the board packet and participated in a Team Leadership workshop at her place of employment. Craig has been researching 'conceal carry' in schools. Gary and Cliff both attended girls' basketball.

School Board Calendar

No updates

Committee Report – Policy 1705

Potomac School Safety Report

The board agreed at this time to focus on locks, cameras, vehicle barriers, 'stop the bleed' training, armed intruder training, 'Smart 911', smart facilities plan with EMS technicians, address communication issues with the community center building, continue to consider path to 'conceal carry'.

Accept Starla Dugger Resignation

John recommended the acceptance of Starla Dugger's resignation. Steven moved to accept Starla Dugger's resignation. Craig seconded the motion. **Passed 4-1 with Gary voting no.**

Recommendation for 18-19 Special Ed Teacher

John recommended the hire of Jennifer Vogel for our new special education teacher for the 18-19 school year. Kelsy moved to hire Jennifer Vogel as our new special education teacher for the 18-19 school year. Gary seconded the motion. Passed 5-0

2018-2019 Certified Rehire Recommendation

John recommended the rehire of Karry Betson, Kristina Davis, Damian Gaglia, Terri Klein, Raynee Pace, Kristy Pohlman, Sarah Schmill and Abby Stitt. Kelsy moved to rehire the employees listed. Gary seconded the motion. **Passed 5-0**

Explorer 18-19

Concluded after Potomac Report Explorers Committee at the beginning of the meeting.

Board of Trustees..... 5

Adjourn

Chair Vann adjourned the Board meeting at 10:33 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date