



Potomac Elementary School

School Board Minutes

For

March 9, 2020

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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

Chair Vann called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. All trustees were present and included Kelsy Ployhar, Gary Long, Steven Van Grinsven and Nichole Zupan. John Rouse, Principal and Clerk Heather Marcella were also in attendance.

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

Consent Agenda

Minutes of February 10, 2020 were on the Consent Agenda

Warrant Lists – Total Claims = \$36,660.05. Total Payroll = \$74,035.06.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – On Feb 1, 2020- \$54,605.57 (different from reported Dec ending balance of \$54,414.31 – correction made and noted in board packet) thru Feb 29, 2020 - \$51,702.54.

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

Teacher Reports

Sarah Schmill discussed her role as the MCLP Instructional Coach. Working together one-on-one, Sarah and the teachers identify instruction goals. One technique they use involves video taping the teachers during a lesson and then reviewing the video to pinpoint areas for improvement. Sarah, the principal, and additional staff are currently working on a second MCLP grant that would award \$1 million over 4 years.

Ashley Olsen discussed attending the Plain Talk Conference in New Orleans, Louisiana. Provided for by the MCLP grant, the conference emphasized literacy and in-class applications. It focused on simplifying instruction instead of layering strategies and programs. Ashley discussed using teacher modeling to help students understand the critical reading process – for example stopping to ask questions and working through new vocabulary while reading new text.

Principals 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- MCLP Grant

- Our next MCLP Friday is scheduled for April 1-3. Our consultant, Leah, will be on site beginning on Wednesday, April 1st. On Thursday, she will observe in classrooms along with Sarah Schmill. On Friday during our MCLP professional development day, we will review our most recent assessment results including our latest

MAPS testing data. We have had a strong emphasis on writing for the past several weeks in order to have students prepared for the types of writing that they will be expected to do as part of the SBAC testing later this spring.

- This past week, we started preparing our application for the new literacy grant. The grant applications have to be submitted by March 31st. If successful, we will receive \$250,000 per year for four years plus some additional start-up funding prior to September 2020. Mr. Rouse will give brief presentation on the focus of the new grant as the team of staff members who are preparing the grant application finish up the work of preparing the application for submission. While formal action from the board is not required as part of the application, the board president will be asked to sign the application indicating that the board supports the grant.
- Mr. Rouse attended the Learning and the Brain conference in San Francisco from February 12th through the 17th as part of the MCLP grant. He will provide a brief overview of the topics that were discussed at the conference.
- Mr. Rouse has been conducting formal and informal classroom observations of all teaching staff members. Those teachers whose contracts will be considered for renewal in April will have their performance evaluation reports and conferences completed before March 15th.
- Ms. Betson has had a student teacher working with her during the second semester of the year. Her name is Lauren Wilson.

Budget and Finance

- Mr. Rouse received a letter indicating that we did not get approval from the Department of Commerce regarding the infrastructure grant that we submitted for the replacement of our furnaces. No reasons were given in the letter of notification. We are still waiting to hear about the Montana History Foundation grant for \$10,000 to help offset the expenses of replacing our existing wooden ramp with a concrete ramp. We will not know until April if we will receive these funds.

Student Activities

- Our girls’ basketball season was successful and will be wrapping up with the finals this week. We appreciate our volunteer coaches- Beth Copenhaver, and Christi Taillefer.
- PTC’s Bingo night was a huge success due to the efforts of a number of dedicated volunteers and the generosity of large number of local vendors and artisans.

Safety

- We are taking extra precautions to help keep our students and staff members as safe as possible from infections of viruses like the flu and the recent Corona virus. We are following guidelines that were distributed by the Center for Disease Control.

Clerks Report – Heather Marcella

The Clerk updated the Board on permissive levy submissions and provided information on the General Fund levy - base vs. maximum mills. Election Deadlines were listed. The 20-21 Budget process has started, preparations will begin in April.

Board Professional Development Reports

Gary Long attended PTC Bingo and basketball games. Kelsy Ployhar went to Bingo and basketball games, as well as an 8th grade parent meeting. Nichole Zupan continues to volunteer for Mrs. Betson and Mrs. Olsen, she also helped start a book club for 2nd and 3rd grade. Cliff Vann assisted with Bingo and completed the Board Packet Review. Steven Van Grinsven attended basketball games, the 4H play, Bingo, and 8th grade fundraising.

Old Business

None

Review and Approve 2018-2019 Audit

Steven moved to approve the 18-19 audit. Nichole seconded the motion. **Passed 5-0**

Personnel – Lauren Wilson as Substitute

Steven moved to approve Lauren Wilson as a substitute. Nichole seconded the motion. **Passed 5-0**

Corona Virus Precautions

Justin Iverson recently attended the Missoula County Health Department Covid19 Incident Command Meeting. Justin updated the Board on meeting details as well as the precautionary steps currently being implemented at the school. The Board discussed these Corona virus precautions.

Negotiation Committees

The Board discussed negotiation committees for the Community Center lease and the Clerk’s contract. Cliff and Kelsy will negotiate the Community Center lease. Gary and Steven will negotiate the Clerk’s contract.

Adjourn

Chair Vann adjourned the Board meeting at 9:44 pm.

Cliff Vann, Chair

date

Heather Marcella, Clerk

date