Potomac Elementary School District #11
Minutes – December 13, 2010

Call to Order

Board Chair Robert O'Boyle called the meeting to order at 7:05 PM by leading all in the Pledge of Allegiance. Those trustees present were: Jeff Hahn, Gary Long, Victoria Richardson and Jim Wrobel. Principal Tim Johnson and Jill Thornton, clerk, were also in attendance.

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

Consent Agenda

Jim moved to approve the consent agenda. Victoria seconded the motion. **Passed 5-0**.

Principal's Report

- *Community*
    - Craft Show was December 4th
    - Parent and community Forum meeting (PAC) No attendance
- *School*
    - The school's Holiday Program is next week on Monday, December 20th at 6:30 pm.
    - Early Release Day Agendas for staff are currently focused on Student Data and the PLC model of collaboration using classroom assessments and MAP testing
    - PTC is finishing up it's 'Calendar Sales' fundraiser
    - Wednesday December 22nd was not shown as early release on this years calendar, but it will be an early release day.
- *Activities*
    - Boys basketball (at Alberton today)
    - Booster Update – Boosters and PTC will hold separate meetings
    - Booster Fundraiser at Cully's – raised $3500
- *Vision Impacts*
    - Tim will hold 'Community Town Hall' meetings regarding the impacts our school vision has on funding, programming and resources.
    - Meetings will also be held with PTC, Boosters, PAC and the PEA to discuss the school vision and its impacts.

Clerk's Report

MTSBA's forecast for public school budgets next year shows a decrease of 5% from our current year's budget. The 'Best of MCEL' meeting attended also talked about how the district could set up an Adult Education Fund to help develop community access to the library, computers and high speed internet.

School Policy Manual – Old Business

Last board meeting Tim was asked to research Policy # 2160 to verify that the policy is correct as written. His research found that it is correct. Jim moved to approve Policy #2160. Jeff seconded the motion. **Passed 5-0.**

2nd reading of the 3000's – notes:
- Policy #3310, pg 2, line 16 – Tim contacted the MTSBA to question the definition or problems with the use of 'Detention'. He was told that the term 'Detention' refers to only detaining a student in a *supervised* setting.
- Policy #3416 – Tim researched the policy and found that without a 'school nurse' as defined in the policy, the school may only *monitor* a student who is capable of taking a medicine in either pill form or in a pre-packaged liquid dose. If the student is too young to take their own medication, they may not take it at school. Also, when the policy requires a person to be designated, our policy will use '*the administrator'*.

Jim moved to approve School Board Policy Series 3000 with the changes stated at the November board meeting as well as those stated above. Victoria seconded the motion. **Passed 5-0**.

Principal Evaluation

A meeting will be scheduled after the holidays for the principals' evaluation.

School Visioning

Jim moved to approve the vision statement developed by the 'Visioning Committee'. It is –

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

Victoria seconded the motion.

Bob asked how many people were on the committee. Tim said the committee was composed of two staff members, two community members, and two board members as well as himself.

Jim spoke to the three main parts of the statement.
- He said that discussions made clear that working with *each* student as individuals was a very important part of the vision. Looking to their *future* was also very important as changes in the world made preparation for that future imperative.
- The *culture of excellence* includes the whole environment. That environment will provide a culture that allows the staff, students and community to reach for the best that can be.
- And the *small community experience* has a special value in Potomac.

60 to 70 volunteer man hours were given to this process of developing a vision for the school.

Bob asked for a vote on the motion. **Passed 5-0**.

Tim then said that this was not a process with an 'end'. The vision statement will be used as a filter through which all discussions and decisions are viewed. 'Excellence' pushes all participants in the schools educational process to reach for continued improvement.

His next steps are to work with the PTC and Boosters to bring this vision to their organizations, and to review the schools 'mission statement' with our vision in mind. He wants to open up the *doing* part of our mission to more input.

Jim thanked Tim for all his work on this. He also stated that PTC would like input for the use of Bingo funds from Tim that align with the vision statement.

Tim said the discussion has already started and it currently is considering three uses:
1. An upgrade of the Athletic Field and equipment – Grass, paint and mowing would provide a much better field for students as well as enhance the view of the school.
2. The technology needs of the students and
3. Community access to the internet, with Adult Ed classes for parents and the community.

Jim agreed that making sports more visible would also be good for community spirit.

Gary also thought that using funds for an athletic field and technology was reasonable.

Technology

Tim said that while thinking of the needs for technology tools he has also thought of using some one time only funds the school received from the stimulus package. These funds expire at the end of this year, and the uses are restricted. So he looked into purchasing Apple computers that would allow both Apple and Windows systems. This dual set-up would give the most value and education to the students. The computers would be laptops, which would allow them to be used as a portable lab. The uses in the classroom give the teachers another tool that will greatly enhance the educational process. The current computers we have are not handling the newer educational software well and cause a great deal of frustration and lost time.

The one time only funds he is looking at are for Special Education and Title students. Those students will have priority on the new computers, but other students may use them. Apple computers also have ADA modifications so they are well suited for Special Ed and Title students.

Bob asked if the ADA software has additional costs. Tim said the software comes standard with the computers.

Gary asked if one needs to boot the computers into separate Windows or Apple operating systems. Tim said an application called 'Boot Camp' does that.

Jim asked if we have time as a school to learn new equipment and software. Tim said yes, and he has the basic knowledge to start teaching the staff.

Bob said he thinks this sounds great.

School Policy Manual – New Business

1st *reading of the 4000's* – notes:
- Policy # 4310, – take out 'and suggestions' throughout policy.
- Policy # 4331, line 7 – add a space between *Principal* and *to*.
- Policy # 4331, line 29 – is "except on election day" illegal. Jill will check.
- Policy # 4340, pg 1, line 12 – change *mail* to *media*.

Adjourn

Chair O'Boyle adjourned the Board meeting at 9:15 pm.

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Robert O'Boyle, Chair   Date   Jill M Thornton, Clerk   Date