



# Potomac Elementary School

## School Board Agenda

June 29, 2017– 7:00 PM

Phone (406) 244-5581

Fax (406) 244-5840

[www.potomacschoolmontana.us](http://www.potomacschoolmontana.us)

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

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### Public Input:

### Consent Agenda:

1. Minutes – June 12, 2017
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Chair Vann

### Old Business:

1. School Board Calendar
2. Negotiations –PACE and Clerk
3. Policies 7400, 7405 & 8205

Chair Vann

Chair Vann & Kelsy Ployhar

Chair Vann

### New Business:

1. Personnel – Counselor Kelley McHugh
2. Principal Credit Card
3. New Fund – Tuition
4. Change in Levies –Transportation & Building Funds

Chair Vann

Jill Thornton

Jill Thornton

Jill Thornton

**Next Meeting August 14, 2017 – 7:00 pm**



# Potomac Elementary School

## School Board Minutes

for

June 12, 2017

Phone (406) 244-5581

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### 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: Gary Long, Craig Nelson, Kelsy Ployhar and Steven Van Grinsven. Jill Thornton, Clerk and Angie Williams, Principal were also in attendance along with our newly hired principal for 2017-2018 – John Rouse.

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

### Consent Agenda

Warrant Lists – Total Claims = \$63,871.03. Total Payroll = \$144,094.97.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On May 1, 2017 - \$25,228.93 thru May 31, 2017 - \$30,569.61

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

### Teacher Presentations

*Kristina Davis* talked about the 7<sup>th</sup> grade ‘Outdoor School’ that ran from Tuesday May 30<sup>th</sup> thru Thursday June 1<sup>st</sup>. During this time the 7<sup>th</sup> grade learned about Forestry, Astronomy, and Taxidermy among other things. One of the presenters was Jay Laber who taught the students how to make flutes out of PVC. They also had presentations from the DNRC, FWP, BLM, they did a mini burn with the Fire Marshal and had a visit from the ‘bat lady’! The students always have a great time during this camp.

*Damian Gaglia*, our 8<sup>th</sup> grade teacher, came to the board meeting with an 8<sup>th</sup> grade student who talked about his experiences on the 8<sup>th</sup> grade trip. The student first said the train that was to start them on their journey was late arriving. Once they got on it though it was fun. It was the first time many of them had been on a train. Then they were able to go inside the Glasgow Dam and see the powerhouse. In between plans, the students played Frisbee. Then next on the tour was the Montana State Fish Hatchery. The planned fishing trip had to be cancelled due to high winds, but the students still did some fishing from the shore.

Steven asked what the biggest thing learned on this trip. The student said the fish hatchery and powerhouse taught them a lot.

Kelsy asked how the funds were raised to go on the trip. She was told a Pig Roast, Osprey Baseball Ticket sales and Bingo night dinners were the biggest fundraisers. Then she asked what the school could do to help the students with their fundraising. The answer - advertising and networking for the fundraising would help.

## Principals Report

The school year ended well with 96 students. As of right now, our enrollment for next year is 98.

2017-18 class sizes as of today are: Kindergarten- 9, 1st- 10, 2nd- 12, 3rd- 6, 4th- 11, 5th-19, 6th- 11, 7th-8, 8th-12

**Campus Maintenance-** Summer maintenance is beginning. The custodian will be doing the mowing and weed eating. I showed Randy how to run the sprinkler system, and they are all on. Monture Creek Land Management is coming to look at spraying the track and the weeds in the field now that school is out. I'll keep you posted on that. The outbuildings will get painted and refreshed. Indoor maintenance consists of thorough cleaning of carpets, stripping and waxing bathroom floors in main building and Community Center, making repairs in classrooms, general cleaning of all buildings, repairing playground equipment if needed and other duties as well.

**Summer Camps-** There will be 3 week long summer Explorer's camps again on June 19-23, July 10-14 and August 14-18. We will also be having Basketball Camp on August 7-11.

I plan to attend the MBI conference on the 19th to participate in a 21st Century session which is required for grantees. The 20th will be my last day of work, and I'll be taking the rest of the month to move.

I appreciate all you have done for me and your support during my 2 years here. I have enjoyed my time here and will treasure the memories I have. Thank you.

## Clerks Report - None

## Board Professional Development Reports

Gary attended the all school assembly the last week of school, the graduation ceremony and the end of year staff party. Craig did negotiations with Cliff and the PEA teachers union. He also attended the assembly and graduation. Kelsy attended parts of both the graduation and end of year staff party (due to work schedule) and went on the 2<sup>nd</sup>/3<sup>rd</sup> grades fieldtrip. Steven attended graduation and the end of year staff party. Cliff worked with Craig on the PEA negotiations along with a 4H presentation using Power Point.

## Negotiations – PEA

Negotiations were concluded with the PEA (Potomac Education Association). Gary moved to ratify the collective bargaining agreement between the PEA and Potomac SD11. Kelsy seconded the motion. The discussion moved to the New Business agenda item Personnel – Reduction in Force and Termination. The negotiated offer is related to this RIF.

## Personnel - Reduction in force and Termination – James

A second motion was entered by Craig to approve the reduction in force and termination – James to open discussion. Kelsy seconded the motion. The discussion focused on maintaining the General Fund percentage spread needed between payroll costs and all the other things the general fund covers, as well as maintaining highly experienced teachers. The school looked for how it could make the general fund monies cover all our needs. The decision was to reduce our staff by one Aide which would distribute more work to the teachers, but keep all the certified teachers on staff. It was a very difficult decision as our aide has been a part of our school for many years. With that understanding, the board voted to approve the motion for a Reduction in Force and Termination - James. **Passed 4-1** (Gary voting against)

Then the motion to ratify the collective bargaining agreement between the PEA and Potomac SD11 was voted on. **Passed 5-0**



breakfast or lunch on account. A notice and/or letter will be sent home with the child requesting payment. A regular meal will be served until the account is balanced or if the student has money in hand for the current meal.

### Zero-Balance Prevention

**Option:** Parents are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year.

~~**Option:** Parents can track balances themselves online [insert web address], sign up for meal notification for free, and set up an auto payment low balance threshold by following the links to the [insert web address].~~

~~**Option:** Every student may access their meal account at [insert web address].~~

~~**Option:** The student may check with the [cashiers, lunch supervisor] to see the balance of their account at any time.~~

**Refunds** for withdrawn or graduating students. A written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

1. An attempt will be made to contact the responsible party to refund remaining funds for a student leaving or graduating from the district.
2. Positive fund balances will be rolled over to the next school year unless a written request for a refund is received by the Potomac Principal within two weeks of the end of school.
3. At any time, excess funds will be refunded when a written request for those funds is received by the Principal within two weeks of the student departure.

**Option:** Unclaimed Funds must be requested within one school year. Unclaimed funds will become the property of the Potomac School District Food Service Program.

Uncollected meal debt will be sent to collections per state and/or federal guidelines.

### ~~The language below is to be used for those school districts who are on the Community Eligibility Provisions (CEP) program.~~

~~**The School District** has eliminated the risk for unpaid meal charges by participating in the Community Eligibility Provisions (CEP) program, which is a meal service option for schools and school districts operating the school meal programs in high poverty communities. CEP allows the school to provide breakfast and lunch at no cost to all enrolled children without the need to collect applications or establish individual eligibility for a four year period, thereby increasing access to school meals and eliminating unpaid meal charges.~~

Legal Reference: <https://www.fns.usda.gov/school-meals/policy>

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265

Child Nutrition Act 1966, 42 United States Code (USC) Section 1771 et seq. Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.

Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485

7 Code of Federal Regulations (CFR) Parts 15B, 210 and 220

Kelsy moved to approve Policy 8210 – Procurement Policy for School Food Purchases with the following changes. Craig seconded the motion. Added language in red, removals have strikethrough. **Passed 5-0**

~~~~~  
8210 – R

NONINSTRUCTIONAL OPERATIONS

Revised on:

Procurement Policy for School Food Purchases

The **Potomac** School District will adhere to the following requirements for any procurement related to food service:

*Below are samples only and other language can be used, adjusted, or utilized. Please feel free to make changes, additions or add any other necessary items to meet the needs of your district.*

**Purchases:**

~~Purchases greater than \$80,000:~~

~~If the aggregate amount exceeds eighty thousand dollars (\$80,000), the contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published according to 20-9-204, MCA. No contract shall be divided for the purpose of avoiding the formal procurement process.~~

~~The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchase supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.~~

Purchases great than \$10,000 and less than \$80,000:

Any purchase greater than \$10,000 and less than eighty thousand (\$80,000) will be handled in a fair and equitable manner consistent with district policy on purchasing.

The **Potomac** School District will obtain two or more estimates when any purchase will cost more than \$10,000 and less than eighty thousand (\$80,000).

The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchase supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

**~~Bid Specifications: (OPTIONAL)~~**

~~The \_\_\_\_\_ School District contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language. The district must take care that any bids for services and supplies are written in the broadest possible terms to allow for participation by the largest number of potential vendors.~~

**Geographic Preference: (OPTIONAL)**

No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School \_\_\_\_\_ District may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

**Buy American: (OPTIONAL)**

The District will adhere to “Buy American” for the food service program. Therefore Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. However, exceptions are allowed when:

- \_\_\_\_\_ Food preferences can only be met with foreign goods
- \_\_\_\_\_ Insufficient quantity and/or quality is available in the USA
- \_\_\_\_\_ Domestic cost is **significantly** higher

**Standards of Conduct for District Employees:**

- The **Potomac** School District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:
- No District employee will engage in any procurement when there is a conflict of interest, real or perceived, and District employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors. This shall not preclude district personnel from serving on boards or participating in organizations that support the district’s need to obtain quality services and supplies.

No District employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:

- The employee
  - Any member of his/her immediate family
  - People with whom there is an intimate personal relationship
  - An organization which employs or is about to employ any of the above

The District would like all employees to behave with the utmost integrity and never be self- serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.

Employees found to be in violation of this policy are subject to disciplinary action, up to and including termination.



**Returning Out of District Students**

Angie recommends approving 5 out of district students numbered 6171 through 6175, who would like to return to Potomac School. Craig moved to approve the returning students. Steven seconded the motion. **Passed 5-0**

**Bus Routes**

The bus routes will remain as they currently are in the 2016-2017 school year for the 2017-2018 school year. Gary moved to approve the bus routes. Craig seconded the motion. **Passed 5-0**

**Board of Trustees..... 7**

**Sports Complex Maintenance**

Gary would like to see written maintenance lists for the school grounds and exterior. John will work on that.

**Board Meetings – July Meeting**

Gary moved to eliminate the July board meeting this year. Kelsy seconded the motion. **Passed 5-0**

**Adjourn**

Chair Vann adjourned the Board meeting at 9:07 pm.

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Cliff Vann, Chair

date

Jill M Thornton, Clerk

date



| Claim Warrant | Vendor #/Name                              | Amount      | Acct/Source/        |                   |     |           | Obj | Proj |
|---------------|--------------------------------------------|-------------|---------------------|-------------------|-----|-----------|-----|------|
| Line #        | Invoice #/Inv Date/Description             | Line Amount | PO #                | Fund              | Org | Prog-Func | Obj | Proj |
| 14637         | 9366S 123 BRUCO INC                        | 227.44      |                     |                   |     |           |     |      |
| 1             | 361778 06/22/17 Maint Supplies             | 227.44      |                     | 101               |     | 100-2600  | 610 |      |
| 14641         | 9367S 101347 BUSINESS CARD 2574            | 2,447.94    |                     |                   |     |           |     |      |
| 1             | CC-439 06/20/17 Supplies                   | 27.99       |                     | 115               | 625 |           |     | 648  |
|               | AMAZON                                     |             | CC Accounting: 115- | -100-2600-460-648 |     |           |     |      |
| 2             | CC-439 06/20/17 Books                      | 19.47       |                     | 101               | 625 |           |     |      |
|               | AMAZON                                     |             | CC Accounting: 101- | -100-1000-640     |     |           |     |      |
| 3             | CC-439 06/20/17 Maint - Speaker Cable      | 47.98       |                     | 115               | 625 |           |     | 648  |
|               | AMAZON                                     |             | CC Accounting: 115- | -100-2600-460-648 |     |           |     |      |
| 4             | CC-439 06/20/17 Fountain Faucet            | 29.77       |                     | 115               | 625 |           |     | 648  |
|               | AMAZON                                     |             | CC Accounting: 115- | -100-2600-460-648 |     |           |     |      |
| 5             | CC-439 06/21/17 Secretary MAC              | 1,299.99    |                     | 117               | 625 |           |     |      |
|               | BEST BUY                                   |             | CC Accounting: 117- | -100-1000-610     |     |           |     |      |
| 6             | CC-439 06/21/17 Drinking Fountains         | 1,022.74    |                     | 115               | 625 |           |     | 648  |
|               | AMAZON                                     |             | CC Accounting: 115- | -100-2600-460-648 |     |           |     |      |
| 14634         | 9368S 101303 BUSINESS CARD 6227            | 128.57      |                     |                   |     |           |     |      |
| 1             | CC-440 06/13/17 Cart Tires                 | 37.98       |                     | 101               | 625 |           |     |      |
|               | HARBOR FREIGHT                             |             | CC Accounting: 101- | -100-2600-610     |     |           |     |      |
| 2             | CC-440 06/15/17 Backpk Spr, Paint Supplies | 90.59       |                     | 101               | 625 |           |     |      |
|               | MURDOCKS                                   |             | CC Accounting: 101- | -100-2600-610     |     |           |     |      |
| 14654         | 9384S 101303 BUSINESS CARD 6227            | 9.25        |                     |                   |     |           |     |      |
| 1             | CC-444 06/29/17 Maint Supplies             | 9.25        |                     | 101               | 625 |           |     |      |
|               | ACE HARDWARE                               |             | CC Accounting: 101- | -100-2600-610     |     |           |     |      |
| 14635         | 9369S 101304 BUSINESS CARD 6973            | 203.58      |                     |                   |     |           |     |      |
| 1             | CC-441 06/21/17 Cook Conf Hotel            | 203.58      |                     | 112               | 625 |           |     |      |
|               | BILLINGS HOTEL & CONVENTION CTR            |             | CC Accounting: 112- | -910-3100-582     |     |           |     |      |
| 14636         | 9370S 101329 BUSINESS CARD 8695            | 32.42       |                     |                   |     |           |     |      |
| 1             | CC-442 06/12/17 Explorers Supplies         | 23.12       |                     | 115               | 625 |           |     | 121  |
|               | AMAZON                                     |             | CC Accounting: 115- | -100-1000-610-121 |     |           |     |      |
| 2             | CC-442 06/19/17 Conference                 | 9.30        |                     | 115               | 625 |           |     | 121  |
|               | STRAND UNION FOOD SERVICES                 |             | CC Accounting: 115- | -100-1000-610-121 |     |           |     |      |

POTOMAC ELEMENTARY SCHOOL  
Claim Details  
For the Accounting Period: 6/17

| Claim Warrant | Vendor #/Name                                   | Amount      | Acct/Source/        |               |           |          |
|---------------|-------------------------------------------------|-------------|---------------------|---------------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description                  | Line Amount | PO #                | Fund Org      | Prog-Func | Obj Proj |
| 14653         | 9385S 101125 BUSINESS CARD 8901                 | 45.70       |                     |               |           |          |
| 1             | CC-443 06/25/17 AimsWeb 2017-2018               | 45.70       |                     | 101 625       |           |          |
|               | PEARSON EDUCATION                               |             | CC Accounting: 101- | -100-2400-330 |           |          |
| 14638         | 9371S 101301 CITI CARDS                         | 259.80      |                     |               |           |          |
| 1             | 1617180 06/16/17 Clerk Conf Hotel               | 259.80      |                     | 101           | 100-2500  | 582      |
| 14639         | 9372S 101127 EVANS BASIC CARPENTRY              | 9,358.65    |                     |               |           |          |
| 1             | 136 04/12/17 New Windows/Insulation Main Fl     | 9,358.65    |                     | 115           | 100-2600  | 460 648  |
| 14642         | 9373S 138 HOUGHTON MIFFLIN CO RECEIVABLES       | 70.56       |                     |               |           |          |
| 1             | 953143439 06/01/17 2nd grade math books         | 70.56       |                     | 101           | 100-1000  | 640      |
| 14643         | 9374S 100964 JILL THORNTON                      | 26.38       |                     |               |           |          |
| 1             | 1617262 06/16/17 Fuel for Clerk Conf            | 26.38       |                     | 101           | 100-2500  | 582      |
| 14644         | 9375S 82 MAJESTIC BUS SERVICE, INC              | 1,264.17    |                     |               |           |          |
| 1             | 6351 06/08/17 2nd/3rd to Morrell Falls          | 173.24      |                     | 115           | 100-1000  | 582 102  |
| 2             | 6362 06/23/17 Wk of 6/19 to 6/23 Explorers      | 1,090.93    |                     | 115           | 100-1000  | 582 121  |
| 14651         | 9376S 140 MISSOULA AREA EDUCATION COOPE         | 10,931.52   |                     |               |           |          |
| 1             | 03/15/17 Preschool Tuit ion for 16-17           | 10,931.52   |                     | 101           | 280-6200  | 920      |
| 14645         | 9377S 338 MISSOULA PARKS AND RECREATION         | 559.25      |                     |               |           |          |
| 1             | 573 06/23/17 Parks & Rec Explorers Camp Wk      | 559.25      |                     | 115           | 100-1000  | 582 121  |
| 14632         | 9365S 101003 MONTANA SMALL SCHOOL ALLIANCE      | 1,425.00    |                     |               |           |          |
| 1             | 06/01/17 MAP Assessment Fees                    | 1,425.00    |                     | 101           | 100-2400  | 330      |
| 14646         | 9378S 101357 MONTURE CREEK LAND MANAGEMENT, INC | 850.00      |                     |               |           |          |
| 1             | 758 06/15/17 Noxi ous Weeds Track/Fi eld        | 850.00      |                     | 115           | 100-2600  | 460 648  |
| 14647         | 9379S 101338 PINE COVE CONSULTING, LLC          | 541.80      |                     |               |           |          |
| 1             | 5077C 05/10/17 Sophos AP 55C 3 yr Warr          | 541.80      |                     | 115           | 100-2600  | 460 648  |
| 14648         | 9380S 101358 RUTH WEIS                          | 8.24        |                     |               |           |          |
| 1             | 1617266 06/20/17 Explorers Suppl ies            | 8.24        |                     | 115           | 100-1000  | 610 121  |
| 14649         | 9381S 101359 VERIZON                            | 185.68      |                     |               |           |          |
| 1             | 9787553328 06/15/17 Monthly Cellular Charge     | 98.70       |                     | 101           | 100-2500  | 531      |
| 2             | 9787553328 06/15/17 Equipment Chgs              | 78.72       |                     | 101           | 100-2500  | 610      |
| 3             | 9787553328 06/15/17 Taxes/Fees                  | 8.26        |                     | 101           | 100-2500  | 531      |

06/29/17  
17:26:43

POTOMAC ELEMENTARY SCHOOL  
Claim Details  
For the Accounting Period: 6/17

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Report ID: AP100

| Claim Warrant | Vendor #/Name                                | Amount      |      |          |           | Acct/Source/ |      |           |
|---------------|----------------------------------------------|-------------|------|----------|-----------|--------------|------|-----------|
| Line #        | Invoice #/Inv Date/Description               | Line Amount | PO # | Fund Org | Prog-Func | Obj          | Proj |           |
| 14650         | 9382S 100977 WESTERN BUSINESS EQUIPMENT, INC | 1,902.00    |      |          |           |              |      |           |
| 1             | 270426 06/08/17 Annual Copier Contract       | 1,902.00    |      | 101      | 100-1000  |              | 610  |           |
|               | # of Claims 20                               | Total:      |      |          |           |              |      | 30,477.95 |
|               |                                              |             |      |          |           |              |      | 30,477.95 |

06/29/17  
17:26:44

POTOMAC ELEMENTARY SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 6/17

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Report ID: AP110

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| Fund/Account             | Amount      |
|--------------------------|-------------|
| 101 GENERAL FUND         |             |
| 101                      | \$15,231.37 |
| 112 FOOD SERVICES FUND   |             |
| 101                      | \$203.58    |
| 115 MI SC. PROGRAMS FUND |             |
| 101                      | \$13,743.01 |
| 117 ADULT EDUCATION FUND |             |
| 101                      | \$1,299.99  |
| Total :                  | \$30,477.95 |

06/29/17  
17:40:01

POTOMAC ELEMENTARY SCHOOL  
Claim Details  
For the Accounting Period: 7/17

Page: 1 of 1  
Report ID: AP100

| Claim Warrant | Vendor #/Name                          | Amount      |      |          |           | Acct/Source/ |      |          |
|---------------|----------------------------------------|-------------|------|----------|-----------|--------------|------|----------|
| Line #        | Invoice #/Inv Date/Description         | Line Amount | PO # | Fund Org | Prog-Func | Obj          | Proj |          |
| 14652         | 9383S 100842 POTOMAC SCHOOL PETTY CASH | 1,000.00    |      |          |           |              |      |          |
| 1             | 07/01/17 Open 2017-2018 Petty Cash     | 1,000.00    |      | 101      | 100-1000  | 610          |      |          |
|               | # of Claims 1                          | Total:      |      |          |           |              |      | 1,000.00 |

Total for Payroll Checks

|                                                                 | Employee  | Employer  | Amount    |
|-----------------------------------------------------------------|-----------|-----------|-----------|
| J007 HOURS (21 CENTURY AIDE)                                    | 85.25     |           | 1,416.85  |
| J011 HOURS (21ST CENT ADMIN)                                    | 59.75     |           | 1,241.01  |
| REG HOURS (Regular Time)                                        | 532.66    |           | 11,437.03 |
| SICK HOURS (Sick Time)                                          | 3.00      |           | 49.17     |
| TRMS HOURS (Sick Leave Termination)                             | 215.15    |           | 3,865.47  |
| TRMV HOURS (Vacation Leave Termination)                         | 535.03    |           | 11,710.55 |
| VACA HOURS (Vacation Time Used)                                 | 14.50     |           | 203.90    |
| VOLN HOURS (Volunteer Time)                                     | 1.00      |           | 1,732.86  |
| GROSS PAY                                                       | 29,923.98 | 0.00      |           |
| NET PAY                                                         | 18,017.13 | 0.00      |           |
| NET PAY (CHECKS)                                                | 159.11    |           |           |
| NET PAY (DIRECT DEPOSIT)                                        | 17,858.02 |           |           |
| ADD'L MUST                                                      | 284.33    | 0.00      |           |
| FIT                                                             | 2,082.43  | 0.00      |           |
| FLEX PLAN                                                       | 487.50    | 0.00      |           |
| HEALTH - MUST                                                   | 3,637.74  | 6,480.00  |           |
| MEDICARE                                                        | 369.69    | 369.69    |           |
| P.E.R.S.                                                        | 1,042.93  | 1,082.53  |           |
| PACE                                                            | 82.95     | 7.00      |           |
| SIT                                                             | 958.00    | 0.00      |           |
| SOCIAL SECURITY                                                 | 1,580.81  | 1,580.81  |           |
| TRS                                                             | 1,362.87  | 1,466.56  |           |
| UNEMPL. INSUR.                                                  | 0.00      | 110.70    |           |
| UNUM LIFE INS C                                                 | 17.60     | 0.00      |           |
| WORKERS' COMP                                                   | 0.00      | 493.05    |           |
| 1ST INTERSTATE                                                  | 3,230.66  | 0.00      |           |
| CAB                                                             | 756.01    | 0.00      |           |
| FSBMSLA                                                         | 6,190.54  | 0.00      |           |
| MECU                                                            | 4,453.09  | 0.00      |           |
| MFCU                                                            | 1,936.93  | 0.00      |           |
| WFB                                                             | 1,290.79  | 0.00      |           |
| FIT/SIT BASE                                                    | 23,091.01 | 0.00      |           |
| MEDICARE BASE                                                   | 25,496.81 | 0.00      |           |
| PERS BASE                                                       | 13,201.64 | 0.00      |           |
| SOC SEC BASE                                                    | 25,496.81 | 0.00      |           |
| TRS BASE                                                        | 16,722.34 | 0.00      |           |
| UN BASE                                                         | 29,923.98 | 0.00      |           |
| WC BASE                                                         | 31,656.84 | 0.00      |           |
| Total                                                           |           | 11,590.34 |           |
| Total Payroll Expense (Gross Pay + Employer Contributions):     |           | 41,514.32 |           |
| Payroll Register + Volunteer Payroll Register = Payroll Summary |           |           |           |

Potomac Student Accounts  
General Ledger  
As of June 30, 2017

| Date                                   | Num  | Name                        | Memo                           | Debit           | Credit          | Balance          |
|----------------------------------------|------|-----------------------------|--------------------------------|-----------------|-----------------|------------------|
| <b>Petty Cash</b>                      |      |                             |                                |                 |                 | <b>1,087.00</b>  |
| 06/01/2017                             | 1256 | Missoula Emergency Services | CPR/First Aid                  |                 | 80.00           | 1,007.00         |
| 06/13/2017                             | 1257 | Montana Criminal Records    | Background Ck McHugh           |                 | 27.25           | 979.75           |
| 06/23/2017                             | 1258 | Montana Criminal Records    | Background Ck Rouse            |                 | 27.25           | 952.50           |
| 06/27/2017                             | dep  |                             | School Petty Cash Bag          | 96.54           |                 | 1,049.04         |
| 06/27/2017                             | 1259 | Potomac School              | Close FY 16-17 Petty Cash      |                 | 1,049.04        | 0.00             |
| <b>Total Petty Cash</b>                |      |                             |                                | <b>96.54</b>    | <b>1,183.54</b> | <b>0.00</b>      |
| <b>Two Rivers accts</b>                |      |                             |                                |                 |                 | <b>30,569.61</b> |
| <b>Bike-a-Thon</b>                     |      |                             |                                |                 |                 | <b>7,972.00</b>  |
| <b>Book Fair</b>                       |      |                             |                                |                 |                 | <b>336.69</b>    |
| <b>Class of 2017</b>                   |      |                             |                                |                 |                 | <b>3,432.76</b>  |
| 06/12/2017                             | 2315 | Business Card 0359          | Trip Expenses                  |                 | 2,189.13        | 1,243.63         |
| 06/27/2017                             | dep  |                             | Blackfoot for 8th grade        | 250.00          |                 | 1,493.63         |
| <b>Total Class of 2017</b>             |      |                             |                                | <b>250.00</b>   | <b>2,189.13</b> | <b>1,493.63</b>  |
| <b>8th Grade Fund</b>                  |      |                             |                                |                 |                 | <b>2,333.26</b>  |
| <b>Donation Bake Sale - Staff Conc</b> |      |                             |                                |                 |                 | <b>793.93</b>    |
| <b>S.t.r.e.a.m. (explorers)</b>        |      |                             |                                |                 |                 | <b>5,615.15</b>  |
| 06/27/2017                             | dep  |                             | Summer Camp                    | 320.00          |                 | 5,935.15         |
| <b>Total S.t.r.e.a.m. (explorers)</b>  |      |                             |                                | <b>320.00</b>   | <b>0.00</b>     | <b>5,935.15</b>  |
| <b>Music</b>                           |      |                             |                                |                 |                 | <b>1,284.52</b>  |
| 06/12/2017                             | 2314 | Business Card 2009          | Chimes                         |                 | 59.35           | 1,225.17         |
| 06/27/2017                             | 2317 | Malmark Bellcraftsmen       | Chimes - PTC to Reimb          |                 | 2,043.50        | -818.33          |
| 06/27/2017                             | dep  |                             | Chimes - PTC's Reimb           | 2,043.50        |                 | 1,225.17         |
| <b>Total Music</b>                     |      |                             |                                | <b>2,043.50</b> | <b>2,102.85</b> | <b>1,225.17</b>  |
| <b>Science Activity</b>                |      |                             |                                |                 |                 | <b>1,541.51</b>  |
| <b>Outdoor School</b>                  |      |                             |                                |                 |                 | <b>917.06</b>    |
| 06/12/2017                             | 2313 | Business Card 0052          | Outdoor School                 |                 | 196.02          | 721.04           |
| 06/21/2017                             | 2316 | Camp Utmost                 | Outdoor School                 |                 | 600.00          | 121.04           |
| 06/27/2017                             | dep  |                             | Outdoor School KKreme sales    | 50.00           |                 | 171.04           |
| <b>Total Outdoor School</b>            |      |                             |                                | <b>50.00</b>    | <b>796.02</b>   | <b>171.04</b>    |
| <b>Robotics</b>                        |      |                             |                                |                 |                 | <b>363.74</b>    |
| <b>Misc Science Donations</b>          |      |                             |                                |                 |                 | <b>138.58</b>    |
| <b>Olympiad</b>                        |      |                             |                                |                 |                 | <b>122.13</b>    |
| <b>Total Science Activity</b>          |      |                             |                                | <b>50.00</b>    | <b>796.02</b>   | <b>795.49</b>    |
| <b>Student Activities</b>              |      |                             |                                |                 |                 | <b>2,674.81</b>  |
| 06/27/2017                             | dep  |                             | Yearbook Income                | 512.00          |                 | 3,186.81         |
| 06/27/2017                             | dep  |                             | Yearbook Income                | 8.00            |                 | 3,194.81         |
| <b>Total Student Activities</b>        |      |                             |                                | <b>520.00</b>   | <b>0.00</b>     | <b>3,194.81</b>  |
| <b>Student Council</b>                 |      |                             |                                |                 |                 | <b>2,815.43</b>  |
| <b>Two Rivers accts - Other</b>        |      |                             |                                |                 |                 | <b>1,769.55</b>  |
| 06/01/2017                             | 2295 | Referee                     | Ref 3-7-17                     |                 | 72.00           | 1,697.55         |
| 06/01/2017                             |      |                             | Mistaken dbl deposit corrected |                 | 1,769.55        | -72.00           |
| <b>Total Two Rivers accts - Other</b>  |      |                             |                                | <b>0.00</b>     | <b>1,841.55</b> | <b>-72.00</b>    |
| <b>Total Two Rivers accts</b>          |      |                             |                                | <b>3,183.50</b> | <b>6,929.55</b> | <b>26,823.56</b> |

06/27/17  
20:39:55

POTOMAC ELEMENTARY SCHOOL  
Check/Claim Details  
For the Accounting Period: 6/17

Page: 1 of 1  
Report ID: AP100W

| Warrant Claim | Vendor #/Name                      | Amount      |         |      |     |           | Acct/Source/ | Obj      | Proj |
|---------------|------------------------------------|-------------|---------|------|-----|-----------|--------------|----------|------|
| Line #        | Invoice #/Inv Date/Description     | Line Amount | PO #    | Fund | Org | Prog-Func |              |          |      |
| 9383S         | 100842 POTOMAC SCHOOL PETTY CASH   |             |         |      |     |           |              |          |      |
|               | 14652                              | 1,000.00    |         |      |     |           |              |          |      |
| 1             | 07/01/17 Open 2017-2018 Petty Cash | 1,000.00    |         | 101  |     | 100-1000  |              | 610      |      |
|               | Total Check:                       | 1,000.00    |         |      |     |           |              |          |      |
|               | # of Claims                        | 1           | Total : |      |     |           |              | 1,000.00 |      |



Potomac Student Accounts  
General Ledger  
As of June 30, 2017

| Type              | Date       | Num  | Name                      | Memo                      | Split                      | Amount   | Balance     |
|-------------------|------------|------|---------------------------|---------------------------|----------------------------|----------|-------------|
| <b>Petty Cash</b> |            |      |                           |                           |                            |          | <b>0.00</b> |
| Deposit           | 07/05/2016 | dep  | Potomac School            | Open for 16-17            | Potomac School for Reimbur | 1,000.00 | 1,000.00    |
| Check             | 08/16/2016 | 1217 | Montana Criminal Records  |                           | Potomac School for Reimbur | -27.25   | 972.75      |
| Check             | 08/22/2016 | 1218 | Crissina Quinn            | MTAA Conference           | Potomac School for Reimbur | -226.00  | 746.75      |
| Check             | 08/24/2016 | 1220 | Montana Criminal Records  |                           | Potomac School for Reimbur | -27.25   | 719.50      |
| Check             | 09/09/2016 | 1224 | Missoula Insectarium      | Explorers Field Trip      | Potomac School for Reimbur | -60.00   | 659.50      |
| Check             | 09/12/2016 | 1221 | Blackfoot Lawn Care       | Lawn Maintenance          | Potomac School for Reimbur | -295.00  | 364.50      |
| Check             | 09/20/2016 | 1223 | spectrUMDiscoveryArea     | Explorers Field Trip      | Potomac School for Reimbur | -52.50   | 312.00      |
| Deposit           | 09/22/2016 | dep  |                           | Deposit                   | Potomac School for Reimbur | 27.25    | 339.25      |
| Check             | 09/27/2016 | 1226 | Debra Blodgett            | Food Service Supplies     | Potomac School for Reimbur | -162.87  | 176.38      |
| Deposit           | 09/27/2016 | dep  |                           | Flex Flow Thru            | Potomac School for Reimbur | 441.92   | 618.30      |
| Check             | 09/27/2016 | 1227 | Victoria Richardson       | Flex Flow Thru            | Potomac School for Reimbur | -441.92  | 176.38      |
| Check             | 09/27/2016 | 1225 | Jackie McKenna            | VBall Referee             | Potomac School for Reimbur | -72.00   | 104.38      |
| Deposit           | 10/11/2016 | dep  |                           | Deposit                   | Potomac School for Reimbur | 868.37   | 972.75      |
| Check             | 10/14/2016 | 1228 | Void                      | VOID: Void Check          | Potomac School for Reimbur | 0.00     | 972.75      |
| Check             | 11/03/2016 | 1229 | Casey Lang                | 11-3 Game                 | Potomac School for Reimbur | -36.00   | 936.75      |
| Check             | 11/03/2016 | 1230 | Jeren Robinson            | 11-3 Game                 | Potomac School for Reimbur | -36.00   | 900.75      |
| Deposit           | 11/08/2016 | dep  | Potomac School            | Petty Cash Change Bag     | Petty Cash Income          | 65.00    | 965.75      |
| Check             | 11/15/2016 | 1231 | Tom Leinart               | 11-15 Game                | Potomac School for Reimbur | -72.00   | 893.75      |
| Check             | 11/15/2016 | 1232 | Alex Presnell             | VOID: 11-15 Game          | Potomac School for Reimbur | 0.00     | 893.75      |
| Check             | 11/17/2016 | 1236 | Dustin Sutton             | 11-15 Game                | Potomac School for Reimbur | -72.00   | 821.75      |
| Check             | 11/17/2016 | 1233 | Peter Hanson              | 11-17 Game                | Potomac School for Reimbur | -54.00   | 767.75      |
| Check             | 11/17/2016 | 1234 | Tyler Grutsch             | 11-17 Game                | Potomac School for Reimbur | -54.00   | 713.75      |
| Check             | 11/22/2016 | 1237 | Luke Olson                | 11-22 Game                | Potomac School for Reimbur | -72.00   | 641.75      |
| Check             | 11/22/2016 | 1238 | Ben Johnson               | 11-22 Game                | Potomac School for Reimbur | -72.00   | 569.75      |
| Check             | 11/29/2016 | 1239 | Jard Trinastich           | 11-29 Game                | Potomac School for Reimbur | -72.00   | 497.75      |
| Check             | 11/29/2016 | 1240 | Nate Whitemanhuntshim     | 11-29 Game                | Potomac School for Reimbur | -72.00   | 425.75      |
| Deposit           | 12/01/2016 | dep  |                           | Mt Criminal Records Reimb | Potomac School for Reimbur | 27.25    | 453.00      |
| Deposit           | 12/13/2016 | dep  |                           | Referee Reimb             | Potomac School for Reimbur | 612.00   | 1,065.00    |
| Check             | 01/10/2017 | 1241 | Pearson                   | School Supplies           | Potomac School for Reimbur | -35.00   | 1,030.00    |
| Check             | 01/10/2017 | 1242 | Sysco                     | School Supplies           | Potomac School for Reimbur | -19.95   | 1,010.05    |
| Check             | 01/10/2017 | 1243 | Montana Repertory Theater | VOID:                     | Potomac School for Reimbur | 0.00     | 1,010.05    |
| Check             | 01/12/2017 | 1244 | Pathfinder                | Help Wanted Ads           | Potomac School for Reimbur | -17.25   | 992.80      |
| Check             | 02/09/2017 | 1245 | Referee                   | 02-09 Game                | Potomac School for Reimbur | -72.00   | 920.80      |
| Check             | 02/09/2017 | 1246 | Referee                   | 02-09 Game                | Potomac School for Reimbur | -72.00   | 848.80      |
| Check             | 02/15/2017 | 1247 | Referee                   | 2-15 Game                 | Potomac School for Reimbur | -36.00   | 812.80      |
| Check             | 02/15/2017 | 1248 | Referee                   | 2-15 Game                 | Potomac School for Reimbur | -36.00   | 776.80      |
| Deposit           | 02/16/2017 | dep  |                           | Laminating Costs Reimb    | Petty Cash Income          | 22.00    | 798.80      |
| Deposit           | 02/16/2017 | dep  |                           | Deposit                   | Potomac School for Reimbur | 72.20    | 871.00      |
| Check             | 02/16/2017 | 1249 | Referee                   | 02-16 Game\               | Potomac School for Reimbur | -72.00   | 799.00      |
| Check             | 02/16/2017 | 1250 | Referee                   | 02-16 Game                | Potomac School for Reimbur | -72.00   | 727.00      |
| Check             | 02/16/2017 | 1251 | Montana Criminal Records  | Background Check          | Potomac School for Reimbur | -27.25   | 699.75      |
| Check             | 03/02/2017 | 1252 | Montana Criminal Records  | Background Check          | Potomac School for Reimbur | -27.25   | 672.50      |

**Potomac Student Accounts**  
**General Ledger**  
 As of June 30, 2017

| Type                    | Date       | Num  | Name                        | Memo                                 | Split                       | Amount          | Balance         |
|-------------------------|------------|------|-----------------------------|--------------------------------------|-----------------------------|-----------------|-----------------|
| Check                   | 03/02/2017 | 1253 | Randy Ruff                  | Water School                         | Potomac School for Reimbur: | -255.00         | 417.50          |
| Check                   | 03/13/2017 | 1254 | Swan Valley Connections     | Explorers Winter Wildlife Tracking   | Potomac School for Reimbur: | -250.00         | 167.50          |
| Deposit                 | 03/14/2017 | dep  |                             | Ref Cks, Water School Reim, Backgrou | Potomac School for Reimbur: | 669.50          | 837.00          |
| Check                   | 03/29/2017 | 1255 | Montana Criminal Records    | Background Ck                        | Potomac School for Reimbur: | -27.25          | 809.75          |
| Deposit                 | 04/30/2017 | dep  |                             | Explorers and Background Ck Reimb    | Potomac School for Reimbur: | 277.25          | 1,087.00        |
| Check                   | 06/01/2017 | 1256 | Missoula Emergency Services | CPR/First Aid                        | Potomac School for Reimbur: | -80.00          | 1,007.00        |
| Check                   | 06/13/2017 | 1257 | Montana Criminal Records    | Background Ck McHugh                 | Potomac School for Reimbur: | -27.25          | 979.75          |
| Check                   | 06/23/2017 | 1258 | Montana Criminal Records    | Background Ck Rouse                  | Potomac School for Reimbur: | -27.25          | 952.50          |
| Deposit                 | 06/27/2017 | dep  |                             | School Petty Cash Bag                | Petty Cash Income           | 96.54           | 1,049.04        |
| Check                   | 06/27/2017 | 1259 | Potomac School              | Petty Cash Close Out 16-17           | Potomac School for Reimbur: | -1,049.04       | <b>0.00</b>     |
| <b>Total Petty Cash</b> |            |      |                             |                                      |                             | <b>1,049.04</b> | <b>1,049.04</b> |

| Fund/Account/<br>Doc/Line #                 | Description                 | Invoice | Invoice<br>Date | Acct.<br>Per. | Vendor             | Amount    |
|---------------------------------------------|-----------------------------|---------|-----------------|---------------|--------------------|-----------|
| 101 GENERAL FUND                            |                             |         |                 |               |                    |           |
| E 100-1000 Regular Ed. Programs-Instruction |                             |         |                 |               |                    |           |
| 112 Professional Ed.                        |                             |         |                 |               |                    |           |
| PR 170600 1                                 | Payroll Expenditure         |         | / /             | 6/17          |                    | 25,705.27 |
| PR 170601 1                                 | Payroll Expenditure         |         | / /             | 6/17          |                    | 51,410.54 |
| PR 170602 1                                 | Payroll Expenditure         |         | / /             | 6/17          |                    | 27.92     |
| Object Total:                               |                             |         |                 |               |                    | 77,143.73 |
| 117 Teacher's Aides                         |                             |         |                 |               |                    |           |
| PR 170600 2                                 | Payroll Expenditure         |         | / /             | 6/17          |                    | 1,490.00  |
| PR 170602 2                                 | Employer Contributions      |         | / /             | 6/17          |                    | 4.20      |
| PR 170602 3                                 | Payroll Expenditure         |         | / /             | 6/17          |                    | 2,368.73  |
| Object Total:                               |                             |         |                 |               |                    | 3,862.93  |
| 122 Prof/Ed/Sub Teachers                    |                             |         |                 |               |                    |           |
| PR 170600 3                                 | Payroll Expenditure         |         | / /             | 6/17          |                    | 1,400.00  |
| Object Total:                               |                             |         |                 |               |                    | 1,400.00  |
| 250 Workers' Comp.                          |                             |         |                 |               |                    |           |
| PR 170600 4                                 | Employer Contributions      |         | / /             | 6/17          |                    | 182.31    |
| PR 170601 2                                 | Employer Contributions      |         | / /             | 6/17          |                    | 327.76    |
| PR 170602 4                                 | Employer Contributions      |         | / /             | 6/17          |                    | 51.54     |
| Object Total:                               |                             |         |                 |               |                    | 561.61    |
| 260 Health Insurance                        |                             |         |                 |               |                    |           |
| PR 170600 5                                 | Employer Contributions      |         | / /             | 6/17          |                    | 4,735.95  |
| PR 170601 3                                 | Employer Contributions      |         | / /             | 6/17          |                    | 9,072.00  |
| PR 170602 5                                 | Employer Contributions      |         | / /             | 6/17          |                    | 484.88    |
| Object Total:                               |                             |         |                 |               |                    | 14,292.83 |
| 582 Travel Out-of-Dist.                     |                             |         |                 |               |                    |           |
| CL 14626 1                                  | Ind contract Reimb          | TR-4    | 05/30/17        | 6/17          | 101351 TARA ANDELL | 469.35    |
| Object Total:                               |                             |         |                 |               |                    | 469.35    |
| 610 Supplies                                |                             |         |                 |               |                    |           |
| CC 431 1                                    | End of Yr Assembly Supplies | 100942  | 06/06/17        | 6/17          |                    | 24.70     |
| CC 432 1                                    | Annual License Renewal      | 101282  | 05/31/17        | 6/17          |                    | 109.95    |
| CC 432 3                                    | 2nd/3rd grade supplies      | 101219  | 06/01/17        | 6/17          |                    | 64.97     |
| CC 432 4                                    | 3D Printer Filaments        | 101219  | 06/01/17        | 6/17          |                    | 64.97     |
| CC 432 5                                    | 2nd/3rd grade supplies      | 101219  | 06/01/17        | 6/17          |                    | 78.73     |
| CC 432 6                                    | Science Supplies            | 206     | 06/01/17        | 6/17          |                    | 89.55     |
| CC 432 7                                    | Science Supplies            | 101177  | 06/01/17        | 6/17          |                    | 101.66    |
| CC 432 12                                   | Science Supplies            | 101031  | 06/02/17        | 6/17          |                    | 647.30    |

| Fund/Account/<br>Doc/Line # | Description                    | Invoice   | Invoice<br>Date | Acct.<br>Per. | Vendor                             | Amount     |
|-----------------------------|--------------------------------|-----------|-----------------|---------------|------------------------------------|------------|
| 101 GENERAL FUND            |                                |           |                 |               |                                    |            |
| E 100-1000 Regular Ed.      | Programs-Instruction           |           |                 |               |                                    |            |
| CC 435 2                    | School supplies                | 101132    | 06/02/17        | 6/17          |                                    | 461.37     |
| CC 435 3                    | Graduation Trophies            | 117       | 06/05/17        | 6/17          |                                    | 21.75      |
| CC 437 2                    | Gift Certificates              | 101265    | 06/09/17        | 6/17          |                                    | 257.90     |
| CL 14611 1                  | Reimb Paper Purchase           |           | 03/20/17        | 6/17          | 357 JANETTE PLOYHAR                | 49.78      |
| CL 14611 2                  | Notary Suppliy                 |           | 05/05/17        | 6/17          | 357 JANETTE PLOYHAR                | 12.99      |
| CL 14622 1                  | Science Supplies               | 11850     | 06/01/17        | 6/17          | 41 SCHOOL SPECIALTY INC            | 69.69      |
| CL 14622 2                  | 4th Grade Supplies             | 11884     | 06/01/17        | 6/17          | 41 SCHOOL SPECIALTY INC            | 148.42     |
| CL 14622 3                  | School supplies                | 05167     | 05/31/17        | 6/17          | 41 SCHOOL SPECIALTY INC            | 45.67      |
| CL 14622 4                  | 5th Grade Supplies             | 11609     | 06/01/17        | 6/17          | 41 SCHOOL SPECIALTY INC            | 92.06      |
| CL 14627 1                  | 1st Grade Supplies             |           | 06/05/17        | 6/17          | 2 TERRI KLEIN                      | 34.45      |
| CL 14650 1                  | Annual Copier Contract         | 270426    | 06/08/17        | 6/17          | 100977 WESTERN BUSINESS EQUIPMENT, | 1,902.00   |
|                             |                                |           |                 |               | Object Total:                      | 4,277.91   |
| 640 Books                   |                                |           |                 |               |                                    |            |
| CC 432 2                    | 5th grade reading              | 101348    | 06/01/17        | 6/17          |                                    | 66.59      |
| CC 432 8                    | 4th grade supplies             | 101057    | 06/01/17        | 6/17          |                                    | 58.00      |
| CC 432 9                    | Classroom books                | 101219    | 06/02/17        | 6/17          |                                    | 264.14     |
| CC 432 10                   | 4th grade books                | 101219    | 06/02/17        | 6/17          |                                    | 84.04      |
| CC 432 11                   | Classroom Supplies             | 101219    | 06/02/17        | 6/17          |                                    | 10.87      |
| CC 439 2                    | Books                          | 101219    | 06/20/17        | 6/17          |                                    | 19.47      |
| CL 14642 1                  | 2nd grade math books           | 953143439 | 06/01/17        | 6/17          | 138 HOUGHTON MIFFLIN CO            | 70.56      |
|                             |                                |           |                 |               | Object Total:                      | 573.67     |
|                             |                                |           |                 |               | Program-Function Total:            | 102,582.03 |
| E 100-2310 Regular Ed.      | Programs-Board of Trustees     |           |                 |               |                                    |            |
| 330 Other Professional      |                                |           |                 |               |                                    |            |
| CL 14618 1                  | Joe Brott 4-10 Travel Expenses | 32767     | 04/30/17        | 6/17          | 13 MTSBA                           | 109.14     |
|                             |                                |           |                 |               | Object Total:                      | 109.14     |
|                             |                                |           |                 |               | Program-Function Total:            | 109.14     |
| E 100-2400 Regular Ed.      | Programs-School Admin.         |           |                 |               |                                    |            |
| 111 Administrative          |                                |           |                 |               |                                    |            |
| PR 170600 6                 | Payroll Expenditure            |           | / /             | 6/17          |                                    | 4,000.00   |
| PR 170602 6                 | Payroll Expenditure            |           | / /             | 6/17          |                                    | 5,025.00   |
|                             |                                |           |                 |               | Object Total:                      | 9,025.00   |
| 115 Office/Clerical         |                                |           |                 |               |                                    |            |
| PR 170600 7                 | Payroll Expenditure            |           | / /             | 6/17          |                                    | 2,269.94   |
| PR 170602 7                 | Payroll Expenditure            |           | / /             | 6/17          |                                    | 1,860.67   |
|                             |                                |           |                 |               | Object Total:                      | 4,130.61   |

| Fund/Account/<br>Doc/Line #                         | Description            | Invoice<br>Invoice | Acct.<br>Date | Per. | Vendor                            | Amount    |
|-----------------------------------------------------|------------------------|--------------------|---------------|------|-----------------------------------|-----------|
| 101 GENERAL FUND                                    |                        |                    |               |      |                                   |           |
| E 100-2400 Regular Ed. Programs-School Admin.       |                        |                    |               |      |                                   |           |
| 250 Workers' Comp.                                  |                        |                    |               |      |                                   |           |
| PR 170600 8                                         | Employer Contributions |                    | / /           | 6/17 |                                   | 39.98     |
| PR 170602 8                                         | Employer Contributions |                    | / /           | 6/17 |                                   | 43.49     |
| Object Total:                                       |                        |                    |               |      |                                   | 83.47     |
| 260 Health Insurance                                |                        |                    |               |      |                                   |           |
| PR 170600 9                                         | Employer Contributions |                    | / /           | 6/17 |                                   | 920.69    |
| PR 170602 9                                         | Employer Contributions |                    | / /           | 6/17 |                                   | 1,080.00  |
| Object Total:                                       |                        |                    |               |      |                                   | 2,000.69  |
| 330 Other Professional                              |                        |                    |               |      |                                   |           |
| CL 14610 1                                          | 91 Licenses @ \$3      |                    | 05/15/17      | 6/17 | 101284 INFINITE CAMPUS, INC       | 273.00    |
| CL 14610 2                                          | 91 Support @ \$3       |                    | 05/15/17      | 6/17 | 101284 INFINITE CAMPUS, INC       | 273.00    |
| CL 14610 3                                          | Annual Subscription    |                    | 05/15/17      | 6/17 | 101284 INFINITE CAMPUS, INC       | 1,000.00  |
| CL 14630 1                                          | School Admin of Mt     | 360                | 04/04/17      | 6/17 | 100955 SCHOOL ADMINISTRATORS OF   | 425.00    |
| CL 14632 1                                          | MAP Assessment Fees    |                    | 06/01/17      | 6/17 | 101003 MONTANA SMALL SCHOOL       | 1,425.00  |
| Object Total:                                       |                        |                    |               |      |                                   | 3,396.00  |
| Program-Function Total:                             |                        |                    |               |      |                                   | 18,635.77 |
| E 100-2500 Regular Ed. Programs-Sup. Serv.-Business |                        |                    |               |      |                                   |           |
| 111 Administrative                                  |                        |                    |               |      |                                   |           |
| PR 170600 10                                        | Payroll Expenditure    |                    | / /           | 6/17 |                                   | 959.21    |
| PR 170602 10                                        | Payroll Expenditure    |                    | / /           | 6/17 |                                   | 4,714.19  |
| Object Total:                                       |                        |                    |               |      |                                   | 5,673.40  |
| 250 Workers' Comp.                                  |                        |                    |               |      |                                   |           |
| PR 170600 11                                        | Employer Contributions |                    | / /           | 6/17 |                                   | 6.12      |
| PR 170602 11                                        | Employer Contributions |                    | / /           | 6/17 |                                   | 29.77     |
| Object Total:                                       |                        |                    |               |      |                                   | 35.89     |
| 260 Health Insurance                                |                        |                    |               |      |                                   |           |
| PR 170600 12                                        | Employer Contributions |                    | / /           | 6/17 |                                   | 340.19    |
| PR 170602 12                                        | Employer Contributions |                    | / /           | 6/17 |                                   | 340.20    |
| Object Total:                                       |                        |                    |               |      |                                   | 680.39    |
| 330 Other Professional                              |                        |                    |               |      |                                   |           |
| CL 14623 1                                          | Notary State Fee       |                    | 05/31/17      | 6/17 | 100985 MONTANA SECRETARY OF STATE | 25.00     |
| Object Total:                                       |                        |                    |               |      |                                   | 25.00     |

| Fund/Account/<br>Doc/Line #                          | Description             | Invoice    | Invoice<br>Date | Acct.<br>Per. | Vendor                          | Amount                           |
|------------------------------------------------------|-------------------------|------------|-----------------|---------------|---------------------------------|----------------------------------|
| 101 GENERAL FUND                                     |                         |            |                 |               |                                 |                                  |
| E 100-2500 Regular Ed. Programs-Sup. Serv.-Business  |                         |            |                 |               |                                 |                                  |
| 531 Telephone                                        |                         |            |                 |               |                                 |                                  |
| CL 14649 1                                           | Monthly Cellular Charge | 9787553328 | 06/15/17        | 6/17          | 101359 VERIZON                  | 98.70                            |
| CL 14649 3                                           | Taxes/Fees              | 9787553328 | 06/15/17        | 6/17          | 101359 VERIZON                  | 8.26                             |
|                                                      |                         |            |                 |               |                                 | Object Total: 106.96             |
| 532 Postage                                          |                         |            |                 |               |                                 |                                  |
| CC 437 1                                             | Stamp rolls             | 101218     | 06/08/17        | 6/17          |                                 | 147.00                           |
|                                                      |                         |            |                 |               |                                 | Object Total: 147.00             |
| 582 Travel Out-of-Dist.                              |                         |            |                 |               |                                 |                                  |
| CL 14615 1                                           | Clerk 2017 Conference   | 4487       | 04/25/17        | 6/17          | 199 MT ASSOC OF SCHOOL BUSINESS | 225.00                           |
| CL 14615 2                                           | Annual MASBO Dues       | 4487       | 04/25/17        | 6/17          | 199 MT ASSOC OF SCHOOL BUSINESS | 75.00                            |
| CL 14638 1                                           | Clerk Conf Hotel        | 1617180    | 06/16/17        | 6/17          | 101301 CITI CARDS               | 259.80                           |
| CL 14643 1                                           | Fuel for Clerk Conf     | 1617262    | 06/16/17        | 6/17          | 100964 JILL THORNTON            | 26.38                            |
|                                                      |                         |            |                 |               |                                 | Object Total: 845.98             |
| 610 Supplies                                         |                         |            |                 |               |                                 |                                  |
| CL 14649 2                                           | Equipment Chgs          | 9787553328 | 06/15/17        | 6/17          | 101359 VERIZON                  | 78.72                            |
|                                                      |                         |            |                 |               |                                 | Object Total: 78.72              |
|                                                      |                         |            |                 |               |                                 | Program-Function Total: 7,593.34 |
| E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant |                         |            |                 |               |                                 |                                  |
| 114 Custodial/Maint                                  |                         |            |                 |               |                                 |                                  |
| PR 170600 13                                         | Payroll Expenditure     |            | / /             | 6/17          |                                 | 1,380.00                         |
| PR 170602 13                                         | Payroll Expenditure     |            | / /             | 6/17          |                                 | 1,125.60                         |
|                                                      |                         |            |                 |               |                                 | Object Total: 2,505.60           |
| 250 Workers' Comp.                                   |                         |            |                 |               |                                 |                                  |
| PR 170600 14                                         | Employer Contributions  |            | / /             | 6/17          |                                 | 108.51                           |
| PR 170602 14                                         | Employer Contributions  |            | / /             | 6/17          |                                 | 87.70                            |
|                                                      |                         |            |                 |               |                                 | Object Total: 196.21             |
| 260 Health Insurance                                 |                         |            |                 |               |                                 |                                  |
| PR 170600 15                                         | Employer Contributions  |            | / /             | 6/17          |                                 | 253.80                           |
| PR 170602 15                                         | Employer Contributions  |            | / /             | 6/17          |                                 | 270.00                           |
|                                                      |                         |            |                 |               |                                 | Object Total: 523.80             |

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| 101 GENERAL FUND                                     |                            |           |                 |               |                                    |          |
| E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant |                            |           |                 |               |                                    |          |
| 330 Other Professional                               |                            |           |                 |               |                                    |          |
| CL 14597 1                                           | Water Testing Services     | 100-17    | 06/08/17        | 6/17          | 101345 B HENSEL ENTERPRISES, INC   | 180.00   |
| CL 14607 1                                           | Arsenic Water Test         |           | 05/25/17        | 6/17          | 76 CULLIGAN WATER                  | 60.00    |
| CL 14608 1                                           | Drinking Water Certi Fee   | 5r1708003 | 05/12/17        | 6/17          | 100873 DEPT OF ENVIRON QUALITY     | 30.00    |
| CL 14628 1                                           | Printer Maintenance        | 259646    | 05/04/17        | 6/17          | 100977 WESTERN BUSINESS EQUIPMENT, | 99.60    |
| CL 14631 1                                           | IOC's School               | 8623      | 05/24/17        | 6/17          | 101312 CRISP WATER TECHNOLOGIES,   | 390.00   |
| Object Total:                                        |                            |           |                 |               |                                    | 759.60   |
| 412 Electricity                                      |                            |           |                 |               |                                    |          |
| CL 14619 1                                           | Electric School            |           | 05/30/17        | 6/17          | 10 MISSOULA ELECTRIC COOP INC      | 588.87   |
| CL 14619 2                                           | Electric School            |           | 06/30/17        | 6/17          | 10 MISSOULA ELECTRIC COOP INC      | 588.50   |
| Object Total:                                        |                            |           |                 |               |                                    | 1,177.37 |
| 431 Disposal Services                                |                            |           |                 |               |                                    |          |
| CL 14621 1                                           | Disposal Services School   |           | 05/28/17        | 6/17          | 9 REPUBLIC SERVICES #889           | 126.32   |
| CL 14621 2                                           | Disposal Services School   |           | 06/28/17        | 6/17          | 9 REPUBLIC SERVICES #889           | 126.33   |
| Object Total:                                        |                            |           |                 |               |                                    | 252.65   |
| 520 Insurance                                        |                            |           |                 |               |                                    |          |
| CL 14624 1                                           | Insurance Renewal 17-18    |           | 06/06/17        | 6/17          | 148 MT SCHOOLS PROPERTY &          | 7,600.00 |
| Object Total:                                        |                            |           |                 |               |                                    | 7,600.00 |
| 531 Telephone                                        |                            |           |                 |               |                                    |          |
| CL 14598 1                                           | Telephone Services         |           | 05/30/17        | 6/17          | 3 BLACKFOOT TELEPHONE              | 575.74   |
| CL 14598 2                                           | Telephone Services         |           | 06/30/17        | 6/17          | 3 BLACKFOOT TELEPHONE              | 575.26   |
| Object Total:                                        |                            |           |                 |               |                                    | 1,151.00 |
| 610 Supplies                                         |                            |           |                 |               |                                    |          |
| CC 433 1                                             | Maint Supplies             | 45        | 05/02/17        | 6/17          |                                    | 11.97    |
| CC 433 2                                             | Maint Supplies             | 101219    | 05/07/17        | 6/17          |                                    | 42.50    |
| CC 433 3                                             | Maint Supplies             | 45        | 05/08/17        | 6/17          |                                    | 29.98    |
| CC 433 4                                             | Diesel Fuel and Gasoline   | 101185    | 05/26/17        | 6/17          |                                    | 14.00    |
| CC 433 5                                             | Diesel Fuel                | 101185    | 06/08/17        | 6/17          |                                    | 11.00    |
| CC 440 2                                             | Cart Tires                 | 101353    | 06/13/17        | 6/17          |                                    | 37.98    |
| CC 440 3                                             | Backpk Spr, Paint Supplies | 101354    | 06/15/17        | 6/17          |                                    | 90.59    |
| CL 14617 1                                           | Maint Supplies             | 920201    | 05/04/17        | 6/17          | 64 MISSOULA TEXTILE SERVICES       | 116.20   |
| CL 14617 2                                           | Maint Supplies             | 925013    | 05/18/17        | 6/17          | 64 MISSOULA TEXTILE SERVICES       | 118.45   |
| CL 14617 3                                           | Maint Supplies             | 929819    | 06/01/17        | 6/17          | 64 MISSOULA TEXTILE SERVICES       | 108.71   |
| CL 14617 4                                           | Maint Supplies             |           | 06/30/17        | 6/17          | 64 MISSOULA TEXTILE SERVICES       | 345.00   |
| CL 14637 1                                           | Maint Supplies             | 361778    | 06/22/17        | 6/17          | 123 BRUCO INC                      | 227.44   |
| Object Total:                                        |                            |           |                 |               |                                    | 1,153.82 |

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| 101 GENERAL FUND                                              |                            |                    |                    |                                  |           |
| Program-Function Total:                                       |                            |                    |                    |                                  | 15,320.05 |
| E 100-2620 Regular Ed. Programs-Operation of Community Center |                            |                    |                    |                                  |           |
| 114 Custodial/Maint                                           |                            |                    |                    |                                  |           |
| PR 170600 16                                                  | Payroll Expenditure        |                    | / / 6/17           |                                  | 1,380.00  |
| PR 170602 16                                                  | Payroll Expenditure        |                    | / / 6/17           |                                  | 1,125.60  |
| Object Total:                                                 |                            |                    |                    |                                  | 2,505.60  |
| 250 Workers' Comp.                                            |                            |                    |                    |                                  |           |
| PR 170600 17                                                  | Employer Contributions     |                    | / / 6/17           |                                  | 108.51    |
| PR 170602 17                                                  | Employer Contributions     |                    | / / 6/17           |                                  | 87.70     |
| Object Total:                                                 |                            |                    |                    |                                  | 196.21    |
| 260 Health Insurance                                          |                            |                    |                    |                                  |           |
| PR 170600 18                                                  | Employer Contributions     |                    | / / 6/17           |                                  | 253.80    |
| PR 170602 18                                                  | Employer Contributions     |                    | / / 6/17           |                                  | 270.00    |
| Object Total:                                                 |                            |                    |                    |                                  | 523.80    |
| 330 Other Professional                                        |                            |                    |                    |                                  |           |
| CL 14631 2                                                    | IOC's Comm Ctr             | 8623               | 05/24/17 6/17      | 101312 CRISP WATER TECHNOLOGIES, | 390.00    |
| Object Total:                                                 |                            |                    |                    |                                  | 390.00    |
| 412 Electricity                                               |                            |                    |                    |                                  |           |
| CL 14619 3                                                    | Electric Comm Ctr          |                    | 05/30/17 6/17      | 10 MISSOULA ELECTRIC COOP INC    | 558.02    |
| CL 14619 4                                                    | Electric Comm Ctr          |                    | 06/30/17 6/17      | 10 MISSOULA ELECTRIC COOP INC    | 558.50    |
| Object Total:                                                 |                            |                    |                    |                                  | 1,116.52  |
| 431 Disposal Services                                         |                            |                    |                    |                                  |           |
| CL 14621 3                                                    | Disposal Services Comm Ctr |                    | 05/28/17 6/17      | 9 REPUBLIC SERVICES #889         | 126.33    |
| CL 14621 4                                                    | Disposal Services Comm Ctr |                    | 06/28/17 6/17      | 9 REPUBLIC SERVICES #889         | 126.32    |
| Object Total:                                                 |                            |                    |                    |                                  | 252.65    |
| 450 Rentals                                                   |                            |                    |                    |                                  |           |
| CL 14620 2                                                    | Comm Ctr Lease             |                    | 06/12/17 6/17      | 8 POTOMAC GREENOUGH COMMUNITY    | 1,200.00  |
| Object Total:                                                 |                            |                    |                    |                                  | 1,200.00  |
| Program-Function Total:                                       |                            |                    |                    |                                  | 6,184.78  |



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|---------------------------------------------------|--------------------------------|---------|-----------------|---------------|------------------------------|-------------------------|------------|
| 101 GENERAL FUND                                  |                                |         |                 |               |                              |                         |            |
| E 120-2400 CONTINGENCY FUNDS-School Admin.        |                                |         |                 |               |                              |                         |            |
| 112 Professional Ed.                              |                                |         |                 |               |                              |                         |            |
| PR 170600 19                                      | Payroll Expenditure            |         | / /             | 6/17          |                              | 837.12                  |            |
|                                                   |                                |         |                 |               |                              | Object Total:           | 837.12     |
| 250 Workers' Comp.                                |                                |         |                 |               |                              |                         |            |
| PR 170600 20                                      | Employer Contributions         |         | / /             | 6/17          |                              | 5.34                    |            |
|                                                   |                                |         |                 |               |                              | Object Total:           | 5.34       |
|                                                   |                                |         |                 |               |                              | Program-Function Total: | 842.46     |
| E 120-3500 CONTINGENCY FUNDS-Extracurricular/Ath. |                                |         |                 |               |                              |                         |            |
| 582 Travel Out-of-Dist.                           |                                |         |                 |               |                              |                         |            |
| CL 14614 1                                        | Track to Frenchtown            | 6325    | 05/05/17        | 6/17          | 82 MAJESTIC BUS SERVICE, INC | 257.10                  |            |
| CL 14614 3                                        | Track to Frenchtown            | 6327    | 05/11/17        | 6/17          | 82 MAJESTIC BUS SERVICE, INC | 250.32                  |            |
| CL 14614 4                                        | Track to Frenchtown            | 6328    | 05/16/17        | 6/17          | 82 MAJESTIC BUS SERVICE, INC | 125.37                  |            |
| CL 14614 6                                        | 4th grade to Fort Missoula     | 6330    | 05/25/17        | 6/17          | 82 MAJESTIC BUS SERVICE, INC | 137.37                  |            |
| CL 14614 7                                        | Field Trip to Seeley Ranger St | 6331    | 05/31/17        | 6/17          | 82 MAJESTIC BUS SERVICE, INC | 167.16                  |            |
|                                                   |                                |         |                 |               |                              | Object Total:           | 937.32     |
|                                                   |                                |         |                 |               |                              | Program-Function Total: | 937.32     |
| E 280-1000 Special Education-Instruction          |                                |         |                 |               |                              |                         |            |
| 112 Professional Ed.                              |                                |         |                 |               |                              |                         |            |
| PR 170600 21                                      | Payroll Expenditure            |         | / /             | 6/17          |                              | 1,567.90                |            |
| PR 170601 4                                       | Payroll Expenditure            |         | / /             | 6/17          |                              | 3,135.78                |            |
| PR 170602 19                                      | Payroll Expenditure            |         | / /             | 6/17          |                              | 41.88                   |            |
|                                                   |                                |         |                 |               |                              | Object Total:           | 4,745.56   |
| 117 Teacher's Aides                               |                                |         |                 |               |                              |                         |            |
| JV 1405 2                                         | Salary                         |         | / /             | 6/17          |                              | -13,440.00              |            |
| PR 170600 22                                      | Payroll Expenditure            |         | / /             | 6/17          |                              | 404.51                  |            |
| PR 170602 20                                      | Employer Contributions         |         | / /             | 6/17          |                              | 1.40                    |            |
| PR 170602 21                                      | Payroll Expenditure            |         | / /             | 6/17          |                              | 789.50                  |            |
|                                                   |                                |         |                 |               |                              | Object Total:           | -12,244.59 |
| 119 Other Sup. Salaries                           |                                |         |                 |               |                              |                         |            |
| PR 170600 23                                      | Payroll Expenditure            |         | / /             | 6/17          |                              | 2,035.35                |            |
| PR 170602 22                                      | Payroll Expenditure            |         | / /             | 6/17          |                              | 411.75                  |            |
|                                                   |                                |         |                 |               |                              | Object Total:           | 2,447.10   |

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| 101 GENERAL FUND                              |                                |                    |               |      |                             |           |
| E 280-1000 Special Education-Instruction      |                                |                    |               |      |                             |           |
| 250 Workers' Comp.                            |                                |                    |               |      |                             |           |
| PR 170600 24                                  | Employer Contributions         | / /                | 6/17          |      |                             | 25.55     |
| PR 170601 5                                   | Employer Contributions         | / /                | 6/17          |      |                             | 20.00     |
| PR 170602 23                                  | Employer Contributions         | / /                | 6/17          |      |                             | 7.85      |
| Object Total:                                 |                                |                    |               |      |                             | 53.40     |
| 260 Health Insurance                          |                                |                    |               |      |                             |           |
| PR 170600 25                                  | Employer Contributions         | / /                | 6/17          |      |                             | 407.93    |
| PR 170601 6                                   | Employer Contributions         | / /                | 6/17          |      |                             | 648.00    |
| PR 170602 24                                  | Employer Contributions         | / /                | 6/17          |      |                             | 161.58    |
| Object Total:                                 |                                |                    |               |      |                             | 1,217.51  |
| Program-Function Total:                       |                                |                    |               |      |                             | -3,781.02 |
| E 280-6200 Special Education-Resources Trans. |                                |                    |               |      |                             |           |
| 920 Res.Trans. Other Sch                      |                                |                    |               |      |                             |           |
| CL 14616 2                                    | 16-17 Spec Ed Education Servcs | 05/30/17           | 6/17          |      | 140 MISSOULA AREA EDUCATION | 13,440.00 |
| CL 14651 1                                    | Preschool Tuition for 16-17    | 03/15/17           | 6/17          |      | 140 MISSOULA AREA EDUCATION | 10,931.52 |
| Object Total:                                 |                                |                    |               |      |                             | 24,371.52 |
| Program-Function Total:                       |                                |                    |               |      |                             | 24,371.52 |
| E 910-3100 Food Services-Food Services        |                                |                    |               |      |                             |           |
| 116 Cooks                                     |                                |                    |               |      |                             |           |
| PR 170600 26                                  | Payroll Expenditure            | / /                | 6/17          |      |                             | 404.51    |
| PR 170602 25                                  | Employer Contributions         | / /                | 6/17          |      |                             | 1.40      |
| PR 170602 26                                  | Payroll Expenditure            | / /                | 6/17          |      |                             | 789.62    |
| Object Total:                                 |                                |                    |               |      |                             | 1,195.53  |
| 120 Temporary Salaries                        |                                |                    |               |      |                             |           |
| PR 170600 27                                  | Payroll Expenditure            | / /                | 6/17          |      |                             | 237.90    |
| Object Total:                                 |                                |                    |               |      |                             | 237.90    |
| 250 Workers' Comp.                            |                                |                    |               |      |                             |           |
| PR 170600 28                                  | Employer Contributions         | / /                | 6/17          |      |                             | 21.29     |
| PR 170602 27                                  | Employer Contributions         | / /                | 6/17          |      |                             | 4.98      |
| Object Total:                                 |                                |                    |               |      |                             | 26.27     |

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| 101 GENERAL FUND                       |                        |                    |               |      |                         |            |
| E 910-3100 Food Services-Food Services |                        |                    |               |      |                         |            |
| 260 Health Insurance                   |                        |                    |               |      |                         |            |
| PR 170600 29                           | Employer Contributions |                    | / /           | 6/17 |                         | 643.37     |
| PR 170602 28                           | Employer Contributions |                    | / /           | 6/17 |                         | 1,241.62   |
|                                        |                        |                    |               |      | Object Total:           | 1,884.99   |
|                                        |                        |                    |               |      | Program-Function Total: | 3,344.69   |
|                                        |                        |                    |               |      | Fund Total:             | 176,140.08 |

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| 110 TRANSPORTATION FUND                             |                        |                    |               |      |                              |           |
| E 100-2500 Regular Ed. Programs-Sup. Serv.-Business |                        |                    |               |      |                              |           |
| 111 Administrative                                  |                        |                    |               |      |                              |           |
| PR 170600 32                                        | Payroll Expenditure    |                    | / /           | 6/17 |                              | 380.64    |
| PR 170602 31                                        | Payroll Expenditure    |                    | / /           | 6/17 |                              | 1,870.70  |
| Object Total:                                       |                        |                    |               |      |                              | 2,251.34  |
| 250 Workers' Comp.                                  |                        |                    |               |      |                              |           |
| PR 170600 33                                        | Employer Contributions |                    | / /           | 6/17 |                              | 2.43      |
| PR 170602 32                                        | Employer Contributions |                    | / /           | 6/17 |                              | 11.82     |
| Object Total:                                       |                        |                    |               |      |                              | 14.25     |
| 260 Health Insurance                                |                        |                    |               |      |                              |           |
| PR 170600 34                                        | Employer Contributions |                    | / /           | 6/17 |                              | 135.00    |
| PR 170602 33                                        | Employer Contributions |                    | / /           | 6/17 |                              | 135.00    |
| Object Total:                                       |                        |                    |               |      |                              | 270.00    |
| Program-Function Total:                             |                        |                    |               |      |                              | 2,535.59  |
| E 100-2700 Regular Ed. Programs-Student Transp.     |                        |                    |               |      |                              |           |
| 111 Administrative                                  |                        |                    |               |      |                              |           |
| PR 170600 35                                        | Payroll Expenditure    |                    | / /           | 6/17 |                              | 1,333.33  |
| PR 170602 34                                        | Payroll Expenditure    |                    | / /           | 6/17 |                              | 1,675.00  |
| Object Total:                                       |                        |                    |               |      |                              | 3,008.33  |
| 250 Workers' Comp.                                  |                        |                    |               |      |                              |           |
| PR 170600 36                                        | Employer Contributions |                    | / /           | 6/17 |                              | 8.50      |
| PR 170602 35                                        | Employer Contributions |                    | / /           | 6/17 |                              | 10.58     |
| Object Total:                                       |                        |                    |               |      |                              | 19.08     |
| 260 Health Insurance                                |                        |                    |               |      |                              |           |
| PR 170600 37                                        | Employer Contributions |                    | / /           | 6/17 |                              | 126.91    |
| Object Total:                                       |                        |                    |               |      |                              | 126.91    |
| 513 Bus Contractors                                 |                        |                    |               |      |                              |           |
| CL 14614 8                                          | Morrison Lane          | 6332               | 05/31/17      | 6/17 | 82 MAJESTIC BUS SERVICE, INC | 348.70    |
| CL 14614 9                                          | Bus Contract           | 6333               | 05/31/17      | 6/17 | 82 MAJESTIC BUS SERVICE, INC | 8,665.00  |
| Object Total:                                       |                        |                    |               |      |                              | 9,013.70  |
| Program-Function Total:                             |                        |                    |               |      |                              | 12,168.02 |

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POTOMAC ELEMENTARY SCHOOL  
Expenditure Detail  
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Fund Total: 14,703.61

| Fund/Account/<br>Doc/Line #            | Description            | Invoice    | Invoice<br>Date | Acct.<br>Per. | Vendor                       | Amount   |
|----------------------------------------|------------------------|------------|-----------------|---------------|------------------------------|----------|
| 112 FOOD SERVICES FUND                 |                        |            |                 |               |                              |          |
| E 910-3100 Food Services-Food Services |                        |            |                 |               |                              |          |
| 116 Cooks                              |                        |            |                 |               |                              |          |
| PR 170600 40                           | Payroll Expenditure    |            | / /             | 6/17          |                              | 2,019.00 |
| PR 170602 38                           | Payroll Expenditure    |            | / /             | 6/17          |                              | 1,486.95 |
| Object Total:                          |                        |            |                 |               |                              | 3,505.95 |
| 250 Workers' Comp.                     |                        |            |                 |               |                              |          |
| PR 170600 41                           | Employer Contributions |            | / /             | 6/17          |                              | 158.76   |
| PR 170602 39                           | Employer Contributions |            | / /             | 6/17          |                              | 115.86   |
| Object Total:                          |                        |            |                 |               |                              | 274.62   |
| 570 Food Services                      |                        |            |                 |               |                              |          |
| CC 434 1                               | Food                   | 101328     | 04/26/17        | 6/17          |                              | 10.56    |
| CC 434 2                               | Food                   | 101223     | 04/26/17        | 6/17          |                              | 42.02    |
| CC 434 3                               | Food                   | 100942     | 04/30/17        | 6/17          |                              | 7.98     |
| CC 434 4                               | Food                   | 101328     | 05/02/17        | 6/17          |                              | 10.34    |
| CC 434 5                               | Food                   | 101328     | 05/07/17        | 6/17          |                              | 30.26    |
| CC 434 6                               | Food                   | 101223     | 05/07/17        | 6/17          |                              | 23.24    |
| CC 434 7                               | Food                   | 101328     | 05/10/17        | 6/17          |                              | 10.10    |
| CC 434 8                               | Food                   | 100942     | 05/16/17        | 6/17          |                              | 71.37    |
| CC 434 9                               | Food                   | 101223     | 05/21/17        | 6/17          |                              | 54.28    |
| CC 434 10                              | Food                   | 101275     | 05/21/17        | 6/17          |                              | 5.99     |
| CC 434 11                              | Food                   | 101185     | 05/23/17        | 6/17          |                              | 4.18     |
| CC 434 12                              | Food                   | 101223     | 05/31/17        | 6/17          |                              | 6.99     |
| CC 434 13                              | Food                   | 101328     | 06/09/17        | 6/17          |                              | 14.85    |
| CL 14625 1                             | Food                   | 143226372  | 05/02/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 140.32   |
| CL 14625 2                             | Food                   | 143226373  | 05/02/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 171.83   |
| CL 14625 5                             | Food                   | 143236434  | 05/09/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 429.80   |
| CL 14625 6                             | Food                   | 143236435  | 05/09/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 208.62   |
| CL 14625 7                             | Food                   | 143246230  | 05/16/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 324.49   |
| CL 14625 8                             | Food                   | 143246231  | 05/16/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 141.95   |
| CL 14625 9                             | Food                   | 143251298  | 05/19/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 356.59   |
| CL 14625 10                            | Food                   | 143256138  | 05/23/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 211.01   |
| CL 14625 11                            | Food                   | 143261460  | 05/26/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 142.08   |
| CL 14625 12                            | Food                   | 143261461  | 05/26/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 186.05   |
| CL 14625 13                            | Food                   | 143273805  | 06/02/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 104.55   |
| CL 14625 14                            | Food                   | 1432730806 | 06/02/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 150.62   |
| CL 14625 15                            | Food                   | 143278513  | 06/06/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | 134.20   |
| CL 14625 16                            | Food                   | 143239700  | 05/11/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | -46.87   |
| CL 14625 17                            | Food                   | 143278409  | 06/06/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | -8.25    |
| CL 14625 18                            | Food                   | 143281456  | 06/08/17        | 6/17          | 25 SYSCO FOOD SERVICES OF MT | -39.17   |
| Object Total:                          |                        |            |                 |               |                              | 2,899.98 |

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POTOMAC ELEMENTARY SCHOOL  
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| 112 FOOD SERVICES FUND                 |                 |                    |               |      |                              |                         |          |
| E 910-3100 Food Services-Food Services |                 |                    |               |      |                              |                         |          |
| 582 Travel Out-of-Dist.                |                 |                    |               |      |                              |                         |          |
| CC 441 1                               | Cook Conf Hotel | 101355             | 06/21/17      | 6/17 |                              | 203.58                  |          |
|                                        |                 |                    |               |      |                              | Object Total:           | 203.58   |
| 610 Supplies                           |                 |                    |               |      |                              |                         |          |
| CL 14625 3                             | Supplies        | 143226374          | 05/02/17      | 6/17 | 25 SYSCO FOOD SERVICES OF MT | 61.89                   |          |
| CL 14625 4                             | Supplies        | 143236433          | 05/09/17      | 6/17 | 25 SYSCO FOOD SERVICES OF MT | 42.13                   |          |
|                                        |                 |                    |               |      |                              | Object Total:           | 104.02   |
|                                        |                 |                    |               |      |                              | Program-Function Total: | 6,988.15 |
|                                        |                 |                    |               |      |                              | Fund Total:             | 6,988.15 |

| Fund/Account/<br>Doc/Line #                   | Description            | Invoice<br>Invoice | Acct.<br>Date | Per. | Vendor                  | Amount    |
|-----------------------------------------------|------------------------|--------------------|---------------|------|-------------------------|-----------|
| 114 RETIREMENT FUND                           |                        |                    |               |      |                         |           |
| E 100-1000 Regular Ed. Programs-Instruction   |                        |                    |               |      |                         |           |
| 210 Social Security/Med.                      |                        |                    |               |      |                         |           |
| PR 170600 44                                  | Employer Contributions | / /                | 6/17          |      |                         | 2,080.68  |
| PR 170601 9                                   | Employer Contributions | / /                | 6/17          |      |                         | 3,650.36  |
| PR 170602 42                                  | Employer Contributions | / /                | 6/17          |      |                         | 169.87    |
|                                               |                        |                    |               |      | Object Total:           | 5,900.91  |
| 220 Teachers' Retirement                      |                        |                    |               |      |                         |           |
| PR 170600 45                                  | Employer Contributions | / /                | 6/17          |      |                         | 2,483.76  |
| PR 170601 10                                  | Employer Contributions | / /                | 6/17          |      |                         | 4,508.69  |
| PR 170602 43                                  | Employer Contributions | / /                | 6/17          |      |                         | 210.19    |
|                                               |                        |                    |               |      | Object Total:           | 7,202.64  |
| 230 PERS                                      |                        |                    |               |      |                         |           |
| PR 170600 46                                  | Employer Contributions | / /                | 6/17          |      |                         | 3.15      |
|                                               |                        |                    |               |      | Object Total:           | 3.15      |
| 240 Unemployment Comp.                        |                        |                    |               |      |                         |           |
| PR 170600 47                                  | Employer Contributions | / /                | 6/17          |      |                         | 105.82    |
| PR 170601 11                                  | Employer Contributions | / /                | 6/17          |      |                         | 190.24    |
| PR 170602 44                                  | Employer Contributions | / /                | 6/17          |      |                         | 8.87      |
|                                               |                        |                    |               |      | Object Total:           | 304.93    |
|                                               |                        |                    |               |      | Program-Function Total: | 13,411.63 |
| E 100-2400 Regular Ed. Programs-School Admin. |                        |                    |               |      |                         |           |
| 210 Social Security/Med.                      |                        |                    |               |      |                         |           |
| PR 170600 48                                  | Employer Contributions | / /                | 6/17          |      |                         | 392.52    |
| PR 170602 45                                  | Employer Contributions | / /                | 6/17          |      |                         | 398.38    |
|                                               |                        |                    |               |      | Object Total:           | 790.90    |
| 220 Teachers' Retirement                      |                        |                    |               |      |                         |           |
| PR 170600 49                                  | Employer Contributions | / /                | 6/17          |      |                         | 350.80    |
| PR 170602 46                                  | Employer Contributions | / /                | 6/17          |      |                         | 440.70    |
|                                               |                        |                    |               |      | Object Total:           | 791.50    |
| 230 PERS                                      |                        |                    |               |      |                         |           |
| PR 170600 50                                  | Employer Contributions | / /                | 6/17          |      |                         | 183.87    |
| PR 170602 47                                  | Employer Contributions | / /                | 6/17          |      |                         | 152.57    |
|                                               |                        |                    |               |      | Object Total:           | 336.44    |



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|------------------------------------------------------|------------------------|--------------------|---------------|------|--------|----------|
| 114 RETIREMENT FUND                                  |                        |                    |               |      |        |          |
| E 100-2400 Regular Ed. Programs-School Admin.        |                        |                    |               |      |        |          |
| 240 Unemployment Comp.                               |                        |                    |               |      |        |          |
| PR 170600 51                                         | Employer Contributions |                    | / /           | 6/17 |        | 23.19    |
| PR 170602 48                                         | Employer Contributions |                    | / /           | 6/17 |        | 25.47    |
| Object Total:                                        |                        |                    |               |      |        | 48.66    |
| Program-Function Total:                              |                        |                    |               |      |        | 1,967.50 |
| E 100-2500 Regular Ed. Programs-Sup. Serv.-Business  |                        |                    |               |      |        |          |
| 210 Social Security/Med.                             |                        |                    |               |      |        |          |
| PR 170600 52                                         | Employer Contributions |                    | / /           | 6/17 |        | 43.99    |
| PR 170602 49                                         | Employer Contributions |                    | / /           | 6/17 |        | 436.35   |
| Object Total:                                        |                        |                    |               |      |        | 480.34   |
| 230 PERS                                             |                        |                    |               |      |        |          |
| PR 170600 53                                         | Employer Contributions |                    | / /           | 6/17 |        | 108.53   |
| PR 170602 50                                         | Employer Contributions |                    | / /           | 6/17 |        | 539.96   |
| Object Total:                                        |                        |                    |               |      |        | 648.49   |
| 240 Unemployment Comp.                               |                        |                    |               |      |        |          |
| PR 170600 54                                         | Employer Contributions |                    | / /           | 6/17 |        | 4.96     |
| PR 170602 51                                         | Employer Contributions |                    | / /           | 6/17 |        | 24.36    |
| Object Total:                                        |                        |                    |               |      |        | 29.32    |
| Program-Function Total:                              |                        |                    |               |      |        | 1,158.15 |
| E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant |                        |                    |               |      |        |          |
| 210 Social Security/Med.                             |                        |                    |               |      |        |          |
| PR 170600 55                                         | Employer Contributions |                    | / /           | 6/17 |        | 102.70   |
| PR 170602 52                                         | Employer Contributions |                    | / /           | 6/17 |        | 81.95    |
| Object Total:                                        |                        |                    |               |      |        | 184.65   |
| 230 PERS                                             |                        |                    |               |      |        |          |
| PR 170600 56                                         | Employer Contributions |                    | / /           | 6/17 |        | 111.77   |
| PR 170602 53                                         | Employer Contributions |                    | / /           | 6/17 |        | 92.30    |
| Object Total:                                        |                        |                    |               |      |        | 204.07   |
| 240 Unemployment Comp.                               |                        |                    |               |      |        |          |
| PR 170600 57                                         | Employer Contributions |                    | / /           | 6/17 |        | 5.11     |
| PR 170602 54                                         | Employer Contributions |                    | / /           | 6/17 |        | 4.16     |
| Object Total:                                        |                        |                    |               |      |        | 9.27     |

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|---------------------------------------------------------------|------------------------|--------------------|---------------|------|--------|--------|
| 114 RETIREMENT FUND                                           |                        |                    |               |      |        |        |
| Program-Function Total:                                       |                        |                    |               |      |        | 397.99 |
| E 100-2620 Regular Ed. Programs-Operation of Community Center |                        |                    |               |      |        |        |
| 210 Social Security/Med.                                      |                        |                    |               |      |        |        |
| PR 170600 58                                                  | Employer Contributions | / /                | 6/17          |      |        | 102.70 |
| PR 170602 55                                                  | Employer Contributions | / /                | 6/17          |      |        | 81.96  |
| Object Total:                                                 |                        |                    |               |      |        | 184.66 |
| 230 PERS                                                      |                        |                    |               |      |        |        |
| PR 170600 59                                                  | Employer Contributions | / /                | 6/17          |      |        | 111.79 |
| PR 170602 56                                                  | Employer Contributions | / /                | 6/17          |      |        | 92.30  |
| Object Total:                                                 |                        |                    |               |      |        | 204.09 |
| 240 Unemployment Comp.                                        |                        |                    |               |      |        |        |
| PR 170600 60                                                  | Employer Contributions | / /                | 6/17          |      |        | 5.10   |
| PR 170602 57                                                  | Employer Contributions | / /                | 6/17          |      |        | 4.17   |
| Object Total:                                                 |                        |                    |               |      |        | 9.27   |
| Program-Function Total:                                       |                        |                    |               |      |        | 398.02 |
| E 100-2700 Regular Ed. Programs-Student Transp.               |                        |                    |               |      |        |        |
| 210 Social Security/Med.                                      |                        |                    |               |      |        |        |
| PR 170600 61                                                  | Employer Contributions | / /                | 6/17          |      |        | 102.00 |
| PR 170602 58                                                  | Employer Contributions | / /                | 6/17          |      |        | 128.14 |
| Object Total:                                                 |                        |                    |               |      |        | 230.14 |
| 220 Teachers' Retirement                                      |                        |                    |               |      |        |        |
| PR 170600 62                                                  | Employer Contributions | / /                | 6/17          |      |        | 116.93 |
| PR 170602 59                                                  | Employer Contributions | / /                | 6/17          |      |        | 146.89 |
| Object Total:                                                 |                        |                    |               |      |        | 263.82 |
| 240 Unemployment Comp.                                        |                        |                    |               |      |        |        |
| PR 170600 63                                                  | Employer Contributions | / /                | 6/17          |      |        | 4.94   |
| PR 170602 60                                                  | Employer Contributions | / /                | 6/17          |      |        | 6.20   |
| Object Total:                                                 |                        |                    |               |      |        | 11.14  |
| Program-Function Total:                                       |                        |                    |               |      |        | 505.10 |
| E 120-2400 CONTINGENCY FUNDS-School Admin.                    |                        |                    |               |      |        |        |

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| 114 RETIREMENT FUND                        |                          |                    |               |      |                         |           |
| E 120-2400 CONTINGENCY FUNDS-School Admin. |                          |                    |               |      |                         |           |
| 210 Social Security/Med.                   |                          |                    |               |      |                         |           |
| PR 170600 64                               | Employer Contributions   | / /                | 6/17          |      |                         | 64.04     |
|                                            |                          |                    |               |      | Object Total:           | 64.04     |
| 220 Teachers' Retirement                   |                          |                    |               |      |                         |           |
| PR 170600 65                               | Employer Contributions   | / /                | 6/17          |      |                         | 73.42     |
|                                            |                          |                    |               |      | Object Total:           | 73.42     |
| 240 Unemployment Comp.                     |                          |                    |               |      |                         |           |
| PR 170600 66                               | Employer Contributions   | / /                | 6/17          |      |                         | 3.10      |
|                                            |                          |                    |               |      | Object Total:           | 3.10      |
|                                            |                          |                    |               |      | Program-Function Total: | 140.56    |
| E 280-1000 Special Education-Instruction   |                          |                    |               |      |                         |           |
| 210 Social Security/Med.                   |                          |                    |               |      |                         |           |
| JV 1405 5                                  | Social Security/Medicare | / /                | 6/17          |      |                         | -1,028.00 |
| PR 170600 67                               | Employer Contributions   | / /                | 6/17          |      |                         | 303.75    |
| PR 170601 12                               | Employer Contributions   | / /                | 6/17          |      |                         | 235.30    |
| PR 170602 61                               | Employer Contributions   | / /                | 6/17          |      |                         | 90.63     |
|                                            |                          |                    |               |      | Object Total:           | -398.32   |
| 220 Teachers' Retirement                   |                          |                    |               |      |                         |           |
| JV 1405 7                                  | Teachers Retirement      | / /                | 6/17          |      |                         | -1,179.00 |
| PR 170600 68                               | Employer Contributions   | / /                | 6/17          |      |                         | 267.28    |
| PR 170601 13                               | Employer Contributions   | / /                | 6/17          |      |                         | 275.00    |
| PR 170602 62                               | Employer Contributions   | / /                | 6/17          |      |                         | 98.50     |
|                                            |                          |                    |               |      | Object Total:           | -538.22   |
| 230 PERS                                   |                          |                    |               |      |                         |           |
| PR 170600 69                               | Employer Contributions   | / /                | 6/17          |      |                         | 77.76     |
| PR 170602 63                               | Employer Contributions   | / /                | 6/17          |      |                         | 9.84      |
|                                            |                          |                    |               |      | Object Total:           | 87.60     |
| 240 Unemployment Comp.                     |                          |                    |               |      |                         |           |
| JV 1405 9                                  | Unemployment             | / /                | 6/17          |      |                         | -43.00    |
| PR 170600 70                               | Employer Contributions   | / /                | 6/17          |      |                         | 14.83     |
| PR 170601 14                               | Employer Contributions   | / /                | 6/17          |      |                         | 11.60     |
| PR 170602 64                               | Employer Contributions   | / /                | 6/17          |      |                         | 4.60      |
|                                            |                          |                    |               |      | Object Total:           | -11.97    |

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| 114 RETIREMENT FUND                           |                            |                    |               |      |                             |           |
| Program-Function Total:                       |                            |                    |               |      |                             | -860.91   |
| E 280-6200 Special Education-Resources Trans. |                            |                    |               |      |                             |           |
| 920 Res.Trans. Other Sch                      |                            |                    |               |      |                             |           |
| CL 14616 1                                    | Annual Retirement to Co-op | 05/30/17           | 6/17          |      | 140 MISSOULA AREA EDUCATION | 3,260.68  |
| Object Total:                                 |                            |                    |               |      |                             | 3,260.68  |
| Program-Function Total:                       |                            |                    |               |      |                             | 3,260.68  |
| E 910-3100 Food Services-Food Services        |                            |                    |               |      |                             |           |
| 210 Social Security/Med.                      |                            |                    |               |      |                             |           |
| PR 170600 71                                  | Employer Contributions     | / /                | 6/17          |      |                             | 190.51    |
| PR 170602 65                                  | Employer Contributions     | / /                | 6/17          |      |                             | 133.93    |
| Object Total:                                 |                            |                    |               |      |                             | 324.44    |
| 220 Teachers' Retirement                      |                            |                    |               |      |                             |           |
| PR 170600 72                                  | Employer Contributions     | / /                | 6/17          |      |                             | 35.47     |
| PR 170602 66                                  | Employer Contributions     | / /                | 6/17          |      |                             | 69.25     |
| Object Total:                                 |                            |                    |               |      |                             | 104.72    |
| 230 PERS                                      |                            |                    |               |      |                             |           |
| PR 170600 73                                  | Employer Contributions     | / /                | 6/17          |      |                             | 163.54    |
| PR 170602 67                                  | Employer Contributions     | / /                | 6/17          |      |                             | 121.93    |
| Object Total:                                 |                            |                    |               |      |                             | 285.47    |
| 240 Unemployment Comp.                        |                            |                    |               |      |                             |           |
| PR 170600 74                                  | Employer Contributions     | / /                | 6/17          |      |                             | 9.84      |
| PR 170602 68                                  | Employer Contributions     | / /                | 6/17          |      |                             | 8.42      |
| Object Total:                                 |                            |                    |               |      |                             | 18.26     |
| Program-Function Total:                       |                            |                    |               |      |                             | 732.89    |
| Fund Total:                                   |                            |                    |               |      |                             | 21,111.61 |

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| 115 MISC. PROGRAMS FUND                     |                        |                    |                    |        |                |          |
| E 100-1000 Regular Ed. Programs-Instruction |                        |                    |                    |        |                |          |
| 111 Administrative                          |                        |                    |                    |        |                |          |
| 121 21st Century Grant                      |                        |                    |                    |        |                |          |
| PR 170600 76                                | Payroll Expenditure    | / /                | 6/17               |        | 1,318.90       |          |
| PR 170602 70                                | Payroll Expenditure    | / /                | 6/17               |        | 2,154.68       |          |
|                                             |                        |                    |                    |        | Project Total: | 3,473.58 |
|                                             |                        |                    |                    |        | Object Total:  | 3,473.58 |
| 117 Teacher's Aides                         |                        |                    |                    |        |                |          |
| 121 21st Century Grant                      |                        |                    |                    |        |                |          |
| PR 170600 77                                | Payroll Expenditure    | / /                | 6/17               |        | 657.04         |          |
| PR 170602 71                                | Payroll Expenditure    | / /                | 6/17               |        | 1,517.05       |          |
|                                             |                        |                    |                    |        | Project Total: | 2,174.09 |
|                                             |                        |                    |                    |        | Object Total:  | 2,174.09 |
| 210 Social Security/Med.                    |                        |                    |                    |        |                |          |
| 121 21st Century Grant                      |                        |                    |                    |        |                |          |
| PR 170600 78                                | Employer Contributions | / /                | 6/17               |        | 146.70         |          |
| PR 170602 72                                | Employer Contributions | / /                | 6/17               |        | 252.74         |          |
|                                             |                        |                    |                    |        | Project Total: | 399.44   |
|                                             |                        |                    |                    |        | Object Total:  | 399.44   |
| 220 Teachers' Retirement                    |                        |                    |                    |        |                |          |
| 121 21st Century Grant                      |                        |                    |                    |        |                |          |
| PR 170600 79                                | Employer Contributions | / /                | 6/17               |        | 161.63         |          |
| PR 170602 73                                | Employer Contributions | / /                | 6/17               |        | 322.01         |          |
|                                             |                        |                    |                    |        | Project Total: | 483.64   |
|                                             |                        |                    |                    |        | Object Total:  | 483.64   |
| 230 PERS                                    |                        |                    |                    |        |                |          |
| 121 21st Century Grant                      |                        |                    |                    |        |                |          |
| PR 170600 80                                | Employer Contributions | / /                | 6/17               |        | 10.77          |          |
|                                             |                        |                    |                    |        | Project Total: | 10.77    |
|                                             |                        |                    |                    |        | Object Total:  | 10.77    |
| 240 Unemployment Comp.                      |                        |                    |                    |        |                |          |
| 121 21st Century Grant                      |                        |                    |                    |        |                |          |
| PR 170600 81                                | Employer Contributions | / /                | 6/17               |        | 7.31           |          |
| PR 170602 74                                | Employer Contributions | / /                | 6/17               |        | 13.58          |          |
|                                             |                        |                    |                    |        | Project Total: | 20.89    |
|                                             |                        |                    |                    |        | Object Total:  | 20.89    |
| 250 Workers' Comp.                          |                        |                    |                    |        |                |          |
| 121 21st Century Grant                      |                        |                    |                    |        |                |          |
| PR 170600 82                                | Employer Contributions | / /                | 6/17               |        | 12.60          |          |
| PR 170602 75                                | Employer Contributions | / /                | 6/17               |        | 23.19          |          |
|                                             |                        |                    |                    |        | Project Total: | 35.79    |
|                                             |                        |                    |                    |        | Object Total:  | 35.79    |
| 260 Health Insurance                        |                        |                    |                    |        |                |          |
| 121 21st Century Grant                      |                        |                    |                    |        |                |          |
| PR 170600 83                                | Employer Contributions | / /                | 6/17               |        | 556.11         |          |
| PR 170602 76                                | Employer Contributions | / /                | 6/17               |        | 1,348.87       |          |
|                                             |                        |                    |                    |        | Project Total: | 1,904.98 |
|                                             |                        |                    |                    |        | Object Total:  | 1,904.98 |

| Fund/Account/<br>Doc/Line #                          | Description                    | Invoice | Invoice<br>Date | Acct.<br>Per. | Vendor                           | Amount                            |
|------------------------------------------------------|--------------------------------|---------|-----------------|---------------|----------------------------------|-----------------------------------|
| 115 MISC. PROGRAMS FUND                              |                                |         |                 |               |                                  |                                   |
| E 100-1000 Regular Ed. Programs-Instruction          |                                |         |                 |               |                                  |                                   |
| 450 Rentals                                          |                                |         |                 |               |                                  |                                   |
| 121 21st Century Grant                               |                                |         |                 |               |                                  |                                   |
| CL 14620 1                                           | Comm Ctr Lease                 |         | 06/12/17        | 6/17          | 8 POTOMAC GREENOUGH COMMUNITY    | 6,396.00                          |
|                                                      |                                |         |                 |               |                                  | Project Total: 6,396.00           |
|                                                      |                                |         |                 |               |                                  | Object Total: 6,396.00            |
| 582 Travel Out-of-Dist.                              |                                |         |                 |               |                                  |                                   |
| 121 21st Century Grant                               |                                |         |                 |               |                                  |                                   |
| CC 432 13                                            | MBI 21st Cent Conference       | 273     | 06/02/17        | 6/17          |                                  | 114.00                            |
| CL 14614 2                                           | Explorers to Lubrecht          | 6326    | 05/05/17        | 6/17          | 82 MAJESTIC BUS SERVICE, INC     | 110.53                            |
| CL 14614 5                                           | Explorers to U of M            | 6329    | 05/19/17        | 6/17          | 82 MAJESTIC BUS SERVICE, INC     | 93.53                             |
|                                                      |                                |         |                 |               |                                  | Project Total: 318.06             |
| 102 S.T.R.E.A.M. (Explorers)                         |                                |         |                 |               |                                  |                                   |
| CL 14644 1                                           | 2nd/3rd to Morrell Falls       | 6351    | 06/08/17        | 6/17          | 82 MAJESTIC BUS SERVICE, INC     | 173.24                            |
|                                                      |                                |         |                 |               |                                  | Project Total: 173.24             |
| 121 21st Century Grant                               |                                |         |                 |               |                                  |                                   |
| CL 14644 2                                           | Wk of 6/19 to 6/23 Explorers   | 6362    | 06/23/17        | 6/17          | 82 MAJESTIC BUS SERVICE, INC     | 1,090.93                          |
| CL 14645 1                                           | Parks & Rec Explorers Camp Wk  | 573     | 06/23/17        | 6/17          | 338 MISSOULA PARKS AND           | 559.25                            |
|                                                      |                                |         |                 |               |                                  | Project Total: 1,650.18           |
|                                                      |                                |         |                 |               |                                  | Object Total: 2,141.48            |
| 610 Supplies                                         |                                |         |                 |               |                                  |                                   |
| 121 21st Century Grant                               |                                |         |                 |               |                                  |                                   |
| CC 436 1                                             | Explorer Supplies              | 100942  | 06/02/17        | 6/17          |                                  | 20.28                             |
| CC 436 2                                             | Explorer Supplies              | 101297  | 06/05/17        | 6/17          |                                  | 12.98                             |
| CC 436 3                                             | Explorer Supplies              | 101185  | 06/05/17        | 6/17          |                                  | 3.98                              |
| CC 442 1                                             | Explorers Supplies             | 101219  | 06/12/17        | 6/17          |                                  | 23.12                             |
| CC 442 2                                             | Conference                     | 101356  | 06/19/17        | 6/17          |                                  | 9.30                              |
| CL 14648 1                                           | Explorers Supplies             | 1617266 | 06/20/17        | 6/17          | 101358 RUTH WEIS                 | 8.24                              |
|                                                      |                                |         |                 |               |                                  | Project Total: 77.90              |
|                                                      |                                |         |                 |               |                                  | Object Total: 77.90               |
|                                                      |                                |         |                 |               |                                  | Program-Function Total: 17,118.56 |
| E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant |                                |         |                 |               |                                  |                                   |
| 460 Minor Construction                               |                                |         |                 |               |                                  |                                   |
| 648 Capital Investment and Deferred Maintenance      |                                |         |                 |               |                                  |                                   |
| CC 435 1                                             | Maint Supplies                 | 35      | 05/05/17        | 6/17          |                                  | 17.99                             |
| CC 439 1                                             | Supplies                       | 101219  | 06/20/17        | 6/17          |                                  | 27.99                             |
| CC 439 3                                             | Maint - Speaker Cable          | 101219  | 06/20/17        | 6/17          |                                  | 47.98                             |
| CC 439 4                                             | Fountain Faucet                | 101219  | 06/20/17        | 6/17          |                                  | 29.77                             |
| CC 439 6                                             | Drinking Fountains             | 101219  | 06/21/17        | 6/17          |                                  | 1,022.74                          |
| CL 14609 1                                           | 3 pcs Safety Glass Replacement | 773     | 05/07/17        | 6/17          | 101127 EVANS BASIC CARPENTRY     | 1,607.81                          |
| CL 14639 1                                           | New Windows/Insulation Main Fl | 136     | 04/12/17        | 6/17          | 101127 EVANS BASIC CARPENTRY     | 9,358.65                          |
| CL 14646 1                                           | Noxious Weeds Track/Field      | 758     | 06/15/17        | 6/17          | 101357 MONTURE CREEK LAND        | 850.00                            |
| CL 14647 1                                           | Sophos AP 55C 3 yr Warr        | 5077C   | 05/10/17        | 6/17          | 101338 PINE COVE CONSULTING, LLC | 541.80                            |
|                                                      |                                |         |                 |               |                                  | Project Total: 13,504.73          |
|                                                      |                                |         |                 |               |                                  | Object Total: 13,504.73           |
|                                                      |                                |         |                 |               |                                  | Program-Function Total: 13,504.73 |

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|----------------------------------|------------------------|--------------------|--------------------|-------------------------|----------|
| 115 MISC. PROGRAMS FUND          |                        |                    |                    |                         |          |
| E 420-1000 Title I-Instruction   |                        |                    |                    |                         |          |
| 117 Teacher's Aides              |                        |                    |                    |                         |          |
| 327 Title 2016-2017              |                        |                    |                    |                         |          |
| PR 170600 84                     | Payroll Expenditure    |                    | / / 6/17           |                         | 2,637.32 |
| PR 170602 77                     | Payroll Expenditure    |                    | / / 6/17           |                         | 2,041.21 |
|                                  |                        |                    |                    | Project Total:          | 4,678.53 |
|                                  |                        |                    |                    | Object Total:           | 4,678.53 |
| 210 Social Security/Med.         |                        |                    |                    |                         |          |
| 327 Title 2016-2017              |                        |                    |                    |                         |          |
| PR 170600 85                     | Employer Contributions |                    | / / 6/17           |                         | 121.20   |
| PR 170602 78                     | Employer Contributions |                    | / / 6/17           |                         | 117.05   |
|                                  |                        |                    |                    | Project Total:          | 238.25   |
|                                  |                        |                    |                    | Object Total:           | 238.25   |
| 220 Teachers' Retirement         |                        |                    |                    |                         |          |
| 327 Title 2016-2017              |                        |                    |                    |                         |          |
| PR 170600 86                     | Employer Contributions |                    | / / 6/17           |                         | 231.29   |
| PR 170602 79                     | Employer Contributions |                    | / / 6/17           |                         | 179.02   |
|                                  |                        |                    |                    | Project Total:          | 410.31   |
|                                  |                        |                    |                    | Object Total:           | 410.31   |
| 240 Unemployment Comp.           |                        |                    |                    |                         |          |
| 327 Title 2016-2017              |                        |                    |                    |                         |          |
| PR 170600 87                     | Employer Contributions |                    | / / 6/17           |                         | 9.76     |
| PR 170602 80                     | Employer Contributions |                    | / / 6/17           |                         | 7.55     |
|                                  |                        |                    |                    | Project Total:          | 17.31    |
|                                  |                        |                    |                    | Object Total:           | 17.31    |
| 250 Workers' Comp.               |                        |                    |                    |                         |          |
| 327 Title 2016-2017              |                        |                    |                    |                         |          |
| PR 170600 88                     | Employer Contributions |                    | / / 6/17           |                         | 16.81    |
| PR 170602 81                     | Employer Contributions |                    | / / 6/17           |                         | 12.89    |
|                                  |                        |                    |                    | Project Total:          | 29.70    |
|                                  |                        |                    |                    | Object Total:           | 29.70    |
| 260 Health Insurance             |                        |                    |                    |                         |          |
| 327 Title 2016-2017              |                        |                    |                    |                         |          |
| PR 170600 89                     | Employer Contributions |                    | / / 6/17           |                         | 514.64   |
| PR 170602 82                     | Employer Contributions |                    | / / 6/17           |                         | 1,083.05 |
|                                  |                        |                    |                    | Project Total:          | 1,597.69 |
|                                  |                        |                    |                    | Object Total:           | 1,597.69 |
|                                  |                        |                    |                    | Program-Function Total: | 6,971.79 |
| E 420-2300 Title I-General Admin |                        |                    |                    |                         |          |
| 111 Administrative               |                        |                    |                    |                         |          |
| 327 Title 2016-2017              |                        |                    |                    |                         |          |
| PR 170600 90                     | Payroll Expenditure    |                    | / / 6/17           |                         | 182.71   |
| PR 170602 83                     | Payroll Expenditure    |                    | / / 6/17           |                         | 897.93   |
|                                  |                        |                    |                    | Project Total:          | 1,080.64 |
|                                  |                        |                    |                    | Object Total:           | 1,080.64 |

| Fund/Account/<br>Doc/Line #                 | Description              | Invoice<br>Invoice | Acct.<br>Date | Per. | Vendor                  | Amount    |
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| 115 MISC. PROGRAMS FUND                     |                          |                    |               |      |                         |           |
| E 420-2300 Title I-General Admin            |                          |                    |               |      |                         |           |
| 210 Social Security/Med.                    |                          |                    |               |      |                         |           |
| 327 Title 2016-2017                         |                          |                    |               |      |                         |           |
| PR 170600 91                                | Employer Contributions   | / /                | 6/17          |      |                         | 6.00      |
| PR 170602 84                                | Employer Contributions   | / /                | 6/17          |      |                         | 59.50     |
|                                             |                          |                    |               |      | Project Total:          | 65.50     |
|                                             |                          |                    |               |      | Object Total:           | 65.50     |
| 230 PERS                                    |                          |                    |               |      |                         |           |
| 327 Title 2016-2017                         |                          |                    |               |      |                         |           |
| PR 170600 92                                | Employer Contributions   | / /                | 6/17          |      |                         | 14.80     |
| PR 170602 85                                | Employer Contributions   | / /                | 6/17          |      |                         | 73.63     |
|                                             |                          |                    |               |      | Project Total:          | 88.43     |
|                                             |                          |                    |               |      | Object Total:           | 88.43     |
| 240 Unemployment Comp.                      |                          |                    |               |      |                         |           |
| 327 Title 2016-2017                         |                          |                    |               |      |                         |           |
| PR 170600 93                                | Employer Contributions   | / /                | 6/17          |      |                         | 0.67      |
| PR 170602 86                                | Employer Contributions   | / /                | 6/17          |      |                         | 3.32      |
|                                             |                          |                    |               |      | Project Total:          | 3.99      |
|                                             |                          |                    |               |      | Object Total:           | 3.99      |
| 250 Workers' Comp.                          |                          |                    |               |      |                         |           |
| 327 Title 2016-2017                         |                          |                    |               |      |                         |           |
| PR 170600 94                                | Employer Contributions   | / /                | 6/17          |      |                         | 1.16      |
| PR 170602 87                                | Employer Contributions   | / /                | 6/17          |      |                         | 5.68      |
|                                             |                          |                    |               |      | Project Total:          | 6.84      |
|                                             |                          |                    |               |      | Object Total:           | 6.84      |
| 260 Health Insurance                        |                          |                    |               |      |                         |           |
| 327 Title 2016-2017                         |                          |                    |               |      |                         |           |
| PR 170600 95                                | Employer Contributions   | / /                | 6/17          |      |                         | 64.81     |
| PR 170602 88                                | Employer Contributions   | / /                | 6/17          |      |                         | 64.80     |
|                                             |                          |                    |               |      | Project Total:          | 129.61    |
|                                             |                          |                    |               |      | Object Total:           | 129.61    |
|                                             |                          |                    |               |      | Program-Function Total: | 1,375.01  |
| E 456-1000 IDEA Part B FlowThru-Instruction |                          |                    |               |      |                         |           |
| 112 Professional Ed.                        |                          |                    |               |      |                         |           |
| 783 IDEA Part B                             |                          |                    |               |      |                         |           |
| JV 1405 1                                   | Salary                   | / /                | 6/17          |      |                         | 13,440.00 |
|                                             |                          |                    |               |      | Project Total:          | 13,440.00 |
|                                             |                          |                    |               |      | Object Total:           | 13,440.00 |
| 210 Social Security/Med.                    |                          |                    |               |      |                         |           |
| 783 IDEA Part B                             |                          |                    |               |      |                         |           |
| JV 1405 4                                   | Social Security/Medicare | / /                | 6/17          |      |                         | 1,028.00  |
|                                             |                          |                    |               |      | Project Total:          | 1,028.00  |
|                                             |                          |                    |               |      | Object Total:           | 1,028.00  |
| 220 Teachers' Retirement                    |                          |                    |               |      |                         |           |
| 783 IDEA Part B                             |                          |                    |               |      |                         |           |
| JV 1405 6                                   | Teachers Retirement      | / /                | 6/17          |      |                         | 1,179.00  |
|                                             |                          |                    |               |      | Project Total:          | 1,179.00  |
|                                             |                          |                    |               |      | Object Total:           | 1,179.00  |



06/27/17  
19:44:42

POTOMAC ELEMENTARY SCHOOL  
Expenditure Detail  
For the Accounting Periods: 6/17 - 6/17

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| 115 MISC. PROGRAMS FUND                     |              |                    |               |      |                         |           |
| E 456-1000 IDEA Part B FlowThru-Instruction |              |                    |               |      |                         |           |
| 240 Unemployment Comp.                      |              |                    |               |      |                         |           |
| 783 IDEA Part B                             |              |                    |               |      |                         |           |
| JV 1405 8                                   | Unemployment |                    | / /           | 6/17 |                         | 43.00     |
|                                             |              |                    |               |      | Project Total:          | 43.00     |
|                                             |              |                    |               |      | Object Total:           | 43.00     |
|                                             |              |                    |               |      | Program-Function Total: | 15,690.00 |
|                                             |              |                    |               |      | Fund Total:             | 54,660.09 |

| Fund/Account/<br>Doc/Line #                 | Description                    | Invoice<br>Invoice | Invoice<br>Date | Acct.<br>Per. | Vendor               | Amount   |
|---------------------------------------------|--------------------------------|--------------------|-----------------|---------------|----------------------|----------|
| 117 ADULT EDUCATION FUND                    |                                |                    |                 |               |                      |          |
| E 100-1000 Regular Ed. Programs-Instruction |                                |                    |                 |               |                      |          |
| 610 Supplies                                |                                |                    |                 |               |                      |          |
| CC 432 14                                   | Principal MacBook Pro Purchase | 101349             | 06/07/17        | 6/17          |                      | 1,199.99 |
| CC 439 5                                    | Secretary MAC                  | 101349             | 06/21/17        | 6/17          |                      | 1,299.99 |
| CL 14629 1                                  | 20 Lenovo N42 Chromebook       | 17104              | 05/16/17        | 6/17          | 101352 VIG SOLUTIONS | 3,799.80 |
| Object Total:                               |                                |                    |                 |               |                      | 6,299.78 |
| Program-Function Total:                     |                                |                    |                 |               |                      | 6,299.78 |
| Fund Total:                                 |                                |                    |                 |               |                      | 6,299.78 |

# POTOMAC SCHOOL BOARD CALENDAR

*Trustee review  
Friday before  
monthly meeting*

*(Now on School Website, drop down under Trustee Tab)*

## **July**

**Steven**

## **August**

Prior Year Trustee Financial Summary approval  
Current Year Budget approval  
Professional Responsibilities and Goals for Principal  
Set Principal Evaluation Date  
Approve Classified Offer of Employment

**Craig**

## **September**

Appointment for Missoula Area Curriculum Consortium  
School Strategic Plan & Goals  
8th Grade Trip

**Kelsy**

## **October**

**Gary**

## **November**

**Cliff**

## **December**

Review Strategic Plan & Goals Progress  
Principal Evaluation

**Steven**

## **January**

Approve Principal offer of employment

**Craig**

## **February**

Call for an Election  
Adopt resolution for any special levy  
Audit Review and Approval – when completed

**Kelsy**

## **March**

Next Year Calendar committee report  
Preliminary General Fund Budget Review  
Negotiation Committees (in negotiation years)  
Student Behavior & Discipline Review

**Gary**

## **April**

Community Center Lease Negotiations (in negotiation years)  
Approval of Health Insurance Contract  
Approve Certified offer of employment

**Cliff**

## **May**

Canvass the election  
Reorganize the Board  
Appoint the Business Manager/Clerk  
Seat New Trustees  
Authorize Board Signatures/Deletions  
Approval of Election Contract with County  
Approval of Bus Routes

**Steven**

## **June**

Audit Contract Review and Approval  
Policy Review

**COLLECTIVE BARGAINING  
AGREEMENT**

**between**

**POTOMAC ASSOCIATION OF  
CLASSIFIED EMPLOYEES**

**and**

**POTOMAC SCHOOL DISTRICT**

**2016~~7~~-2017~~9~~**

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THIS AGREEMENT is entered into by and between the Board of Trustees, Potomac Elementary School District, Missoula County, Montana, hereinafter called the “Board” or “District,” and the Potomac Association of Classified Employees (PACE) hereinafter called the “Union” or “PACE”, an affiliate of the MEA-MFT, the National Education Association (NEA), the American Federation of Teachers (AFT) and the AFL-CIO hereinafter called the “Union.”

## **ARTICLE I: RECOGNITION**

### **1.1 Union Recognition**

The District hereby recognizes the Union as the exclusive representative of the classified employees for the purpose of collective bargaining with respect to wages, hours, fringe benefits, and other conditions of employment.

## **ARTICLE II: DEFINITIONS**

### **2.1 Appropriate Unit**

The appropriate unit shall include all classified employee positions except those managerial, supervisory, and confidential positions exempted by the Montana Public Employees Collective Bargaining Act. The appropriate unit shall also exclude positions included in other bargaining units.

### **2.2 Employee**

Unless otherwise indicated, the term “employee,” as used in this Agreement, shall mean employees who are members of the appropriate unit as defined above.

### **2.3 Board**

The Board or District is the Board of Trustees of the school district(s) and its agents or representatives.

### **2.4 Union**

The Potomac Association of Classified Employees a unit of the MEA-MFT, the National Education Association (NEA), the American Federation of Teachers (AFT) and the AFL-CIO and its officers, agents, and representatives.

### **2.5 Administrator**

The Administrator is the representative of the Board who is responsible for general supervision of all classified employees.

## **ARTICLE III: UNION RIGHTS**

### **3.1 Right to Organize**

The Board agrees that employees shall have full freedom of Union, self-organization, and the designation of representatives of their own choosing to negotiate the terms and conditions of their employment, and to engage in other concerted activities for the purpose of collectively bargaining or other mutual aid and protection free from interference, restraint, or coercion by the Board or its agents.

### **3.2 Union Business and Communications**

The Union and its representatives will be permitted to conduct Union business on school property. The Union may use district school buildings for meetings. The Union may post notices on staff bulletin boards so long as the materials are business related and not derogatory toward the district, the trustees or staff of the Potomac school district. The Union may use employee mailboxes, and use school-owned equipment, including computers. Employees will be allowed to make and receive telephone calls and other forms of communication before or after the workday. During the workday telephone calls and other forms of communication shall be restricted to the duty free lunch or break times.

### **3.3 Exclusive Rights of the Union**

The rights and privileges of the Union as set forth in this Agreement shall be granted to the Union and to no other competing organization.

### **3.4 Union Leave**

Union members who are officers or designated representatives of the Union may take leave without loss of pay for Union business. The Union president or designee shall notify the Administrator at least one working day in advance of the day(s) to be taken. Union leave will be limited to three (3) days per year.

## **ARTICLE IV: DUES, FEES AND PAYROLL DEDUCTIONS**

### **4.1 Union Security**

#### **4.1.1 Authorized Deductions**

The Board agrees to deduct the voluntary dues in equal installments from the salary of each Union member who has given the Board written authorization the amount of annual membership dues, fees, and other moneys and will remit the same to the treasurer of the Union within ten (10) days following the deduction. The Union's membership application form will serve as the recognized authorization form. The Union shall certify to the Board the amount of the annual dues and related moneys to be deducted for each employee. Dues deduction authorizations received by the Board during the school year will be prorated over the remaining payments of the employee's current salary.

## **4.2 Other Legal Deductions**

The Board agrees to make other legal deductions for social security, employee's retirement, state and federal withholding taxes, flex (cafeteria/section 125) plan and upon written authorization from the employee, the Board shall deduct from the salary of employees the amount of the appropriate remittance for financial institutions, annuities, and any other programs approved by the Union and the Board.

## **ARTICLE V: DISTRICT RIGHTS**

The PACE recognizes that the District has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the School District to the full extent authorized by law, as stated in Section – 39-31-303, Montana Code Annotated. The PACE recognizes that the District has the exclusive right to develop, implement and execute policy. Such action is not in violation of any provision of this Agreement nor is the action grievable by the PACE.

Public employees and their representatives shall recognize prerogatives of the public employers to operate and manage their affairs in such areas as but not limited to:

- a) Directing employees
- b) Hire, promote, transfer, assign, and retain employees
- c) Relieve employees from duties because of lack of work or funds, or under conditions where continuation of such work be inefficient or non-productive
- d) Maintain the efficiency of government operations
- e) Determine the methods, means, job classification, and personnel by which government operations are conducted
- f) Take whatever actions may be necessary to carry out the missions of the agency in situations of emergency
- g) Establish the methods and processes by which work is performed

## **ARTICLE VI: EMPLOYEE RIGHTS**

### **6.1 Appearances Before Employer**

An employee shall be entitled to have a Union representative present during investigatory meetings or other required meetings before the Board or its agents concerning any matter that the employee reasonably believes could adversely affect the conditions of the employee's employment.

### **6.2 Just Cause**

No permanent employee shall be disciplined, discharged, or otherwise deprived of any employment advantages without just cause. A permanent employee is one who has satisfied a 180 calendar day probationary period.



## **ARTICLE VII: HOURS AND WORKING CONDITIONS**

### **7.1 Supervision**

The Administrator and/or his or her posted designee is responsible for the supervision of all classified employees.

### **7.2 Staff Meetings**

The District recognizes the need for good communication with all employees. The District will schedule quarterly or more often staff meetings for all employees of the district to discuss general district operations. Some classified employees may be required to attend certified staff meetings at the Administrator's discretion. In other than an emergency situation, union employees will be informed one day prior to a schedule change that will affect the daily routine of a staff person due to activities arranged by a teacher or the school district.

### **7.3 Assignments, Transfers and Vacancies**

#### **7.3.1 Assignments and Transfers**

The Board may make necessary assignments and transfers of employees. Said assignments and transfers shall be made after taking into account the appropriate qualifications, seniority, and desires of the employee(s) to be transferred or reassigned. No employee will be involuntarily reassigned or transferred to a position for which the employee is unqualified unless adequate training is provided. An involuntary transfer shall not result in reduction of per hour wage for the employee who is involuntarily transferred, though new hours the employee receives as a result of the involuntary transfer will be dictated by the position and needs of the District.

#### **7.3.2 Vacancies**

Vacancies shall be posted in the District office and on employee bulletin boards in addition to advertising publicly. Employees who meet the required skills, capabilities, and qualifications for the position will be given the opportunity to apply and compete with external applicants.

#### **7.3.3 Substitute Work**

An employee temporarily placed in a higher paid position, will be paid the higher position's base salary after three days in the position.

### **7.4. Work Hours and Breaks**

The regular workday shall be outlined in individual employee contracts. Each workday shall include duty free lunch period of not less than thirty (30) minutes. Employees shall be entitled to breaks as outlined under Federal and State regulations. Nothing contained in this agreement shall constitute a guarantee of hours worked. The hours worked shall be set by the District in accordance with the needs of the district.

## **7.5 Work Week**

The regular workweek will be Monday through Saturday, unless alternative work schedules have been agreed to by the employee and the district.

## **7.6 Evaluation**

### **7.6.1**

Employees shall be observed in the performance of their work assignments for the purpose of an annual evaluation by the administrator or the employee's immediate supervisor. All evaluations will be completed by April 1.

### **7.6.2**

Employees will be evaluated by direct observation of the employee's work. All employees will be advised as to the evaluation procedure and criteria to be used at the time of employment. Nothing contained herein restricts the administrator or supervisor from informally observing an employee's work, or using these informal observations as part of the employee's evaluation.

### **7.6.3**

Within one week of the completion of an evaluation by an administrator of an employee, an evaluation meeting with the administrator or employee's immediate supervisor and the employee will be scheduled to review the observation(s) and written evaluation.

### **7.6.4**

The employee may respond in writing to the evaluation.

### **7.6.5**

Any substantial complaint regarding an employee made by any complainant, which may be used in any manner of evaluation, shall be called to the attention of that employee. An investigation of the complaint shall be initiated at the discretion of the administrator. The employee shall be given an opportunity to respond to and/or rebut such complaint.

## **ARTICLE VIII: LEAVES AND ABSENCES**

### **8.1 Sick Leave**

#### **8.1.1 Sick Leave Accumulation**

Sick leave shall be credited, accumulated and be paid out upon termination in accordance with Montana Statute 2-18-618.

#### **8.1.2 Use of Sick Leave**

Employees may use sick leave for illness; injury; medical disability; maternity related disability, including prenatal care, birth, miscarriage, abortion; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; necessary care or attendance to an immediate family member and death or funeral for an immediate family member. Immediate family is defined as the employee's spouse, parents, children, brother, sister, grandchildren, grandparents, and like relations of the employee's spouse, whether natural or adoptive, and any other person residing in the employee's household.

### **8.2 Sick Leave Bank**

#### **8.2.1 Membership**

Membership in the sick leave bank shall be open to classified personnel that are members of PACE. Only the people who contribute to the sick leave bank can use the sick leave bank. A donation of a minimum of two (2) sick days per year by January 20<sup>th</sup> of each year will allow a member access to the sick leave bank for the entire year. No other donations will be required for that year. At the employees discretion additional donations of days to the bank may be made.

#### **8.2.2 Cap on Days Drawn from the Bank**

The cap on the number of days an individual can draw per request is twenty (20). A member must deplete his/her accumulated sick leave and annual leave days before requesting days from the sick leave bank.

#### **8.2.3 Use of Bank Days**

Days from the sick leave bank may be used only for emergency and catastrophic illnesses of self or immediate family (immediate family as defined in the collective bargaining agreement). Up to twenty (20) days may be granted for a non-emergency pregnancy leave.

#### **8.2.4 Donated Days**

Once sick leave days have been donated, they become exclusive property of the sick leave bank. Unused sick leave days in the bank will be carried forward into the following school years.

### **8.2.5 Administration of Sick Leave Bank**

The sick leave bank will be administered by the committee as defined in the collective bargaining agreement.

Decisions will be made by a simple majority vote of the committee.

The sick leave bank committee shall:

- a. Keep all records
- b. Charge all incoming sick leave bank members one (1) or more sick leave days as initial dues
- c. Receive and approve or deny requests for sick leave bank days, as well as determine the number of days to be granted. If a committee member is requesting days from the sick leave bank, the alternate member will take his/her vote.
- d. When the sick leave bank accumulates one hundred (100) days of sick leave no donation of days will be required by current employees until the days in the bank drops below fifty (50) days.
- e.

The PACE appointed \_\_\_\_\_ and \_\_\_\_\_ to the committee.  
\_\_\_\_\_ was appointed alternate.

### **8.2.6 District Held Harmless**

The Association agrees to indemnify and hold harmless the District, the Board, each individual Board member and all administrators against any and all claims, suits, or other forms of liability, and all court costs and attorney's fees arising out of the provisions in this Agreement between the parties for the administration and application of the sick leave bank. The defense of any such claims, demands, suits or other forms of liability shall be under the control of the Association and its attorneys.

### **8.3 Bereavement Leave**

The Board will provide five (5) days of leave with pay to each employee to attend to the death of a member of the employee's immediate family as defined in 8.1.2. Bereavement leave is not cumulative from year to year.

### **8.4 Holidays**

Employees shall receive paid holidays in accordance with Section 20-1-305, MCA.

## **8.5 Annual Vacation Leave**

Employees shall be entitled to annual vacation leave at full pay in accordance with Montana Statute 2-18-611 through 2-18-612. Annual vacation leave for full-time employees will accrue at a rate of:

- 15 working days for employees of 10 years or less service;
- 18 days for 10 through 15 years of service;
- 21 days for 15 through 20 years of service;
- 24 days for 20 years on.

Vacation for part-time employees will be prorated.

## **8.6 Civic Leave**

Employees shall be entitled to Civic Leave at full pay in accordance with Montana Statute 2-18-619, MCA. Employees will forward the fees and allowances they receive as a result of this service to the District, in accordance with Section 2-18-619, MCA.

# **ARTICLE IX: COMPENSATION AND FRINGE BENEFIT**

## **9.1 Wages**

### **9.1.1. Base Wage**

The minimum base wage for all new classified employees will be paid according to the wage schedule agreed upon by the Union and the Board in Appendix B.

#### **9.1.1.1 Pay Schedule**

Increases for ~~2016-2017~~ **2017-2018 & 2018-2019** for current, non-probationary employees will be ~~2.5~~ **3%** per year above the employees ~~2015-2016~~ **2016-2017 & 2017-2018** wages, and a ~~2.5~~ **3%** increase will be applied to the ~~2015-2016~~ **2017-2018 & 2018-2019** base wages resulting in a new ~~2016-2017~~ **2017-2018 & 2018-2019** base wage in Appendix B. Wages are effective July 1, ~~2016~~ **2017 and July 1, 2018.**

### **9.1.2 Pay Periods**

Pay warrants will be issued the day after the regular monthly Board meeting. If a pay day falls on a day when school is not in session, pay checks will be issued on the immediately preceding work day. If there is a discrepancy with an employee's time sheet, it will be discussed with the employee in a timely manner and any adjustments made prior to the date warrants are scheduled to be issued.

### **9.1.3 Overtime**

Employees who work more than 40 hours in a regular week will be paid at one and one-half (1-1/2) times their regular hourly wage rate. Employees who work on Sundays, holidays, vacation, or other approved leave days, shall be paid double their regular hourly rate for a minimum of two (2) hours. All overtime will have prior approval of Administration.

## **9.2 Mileage Allowance**

Employees required by the district in the course of their work to drive personal vehicles shall receive a car allowance equal to the current year's State's rate of reimbursement as stated in Section 2-18-503, MCA. All mileage reimbursements will have prior approval of Administrator.

## **9.3 Health Insurance**

The District will make available single coverage health insurance for all classified employees who are employed for twenty (20) or more hours per week, paying a maximum \$540.00 per month of the single party premium. Voluntary options for additional coverage shall be taken pre-tax through payroll.

If a session of the Montana Legislature enacts a statewide K12-Public School Health Insurance Program during the term of this Agreement, the parties mutually agree to bargain over the impact of participating in the program should either party give notice to the other within ninety (90) days of its enactment of its intention to bargain over these matters.

## **9.4 PERS/TRS**

The Board will be a participating employer in the Montana Public Employees Retirement System (PERS) and Montana Teacher Retirement System (TRS) and all employees will be members of PERS/TRS as appropriate for his/her position.

## **ARTICLE X: LAYOFF AND RECALL**

### **10.1 Seniority**

Seniority is the length of service within a job classification. If two (2) or more employees have the same date of employment, seniority will be determined by lot (flipping a coin or drawing numbers from a hat) within thirty (30) days after employment.

A separate seniority list will be maintained for each of the following job areas:

- a Custodial and Maintenance
- b Food Service
- c Clerical
- d Paraprofessional

### **10.2 Seniority List Placement**

Each employee will be included on the appropriate seniority list(s) according to his/her current position(s) and any previous positions held with the district.

### **10.3 Layoffs and Recall**

In the event of a layoff, employees will be laid off in the order of least senior within a job classification. Employees to be laid off will be given at least twenty (20) days notice before the effective date of the layoff.

Employees may be on recall status for a period of up to one (1) year. Notice of recall will be made by certified mail to the employee's last known address. It is the employee's responsibility to notify the District of any change of address. Failure to accept recall within twenty (20) days of receipt of the notice will constitute forfeiture of further recall rights.

## **ARTICLE XI: GRIEVANCE PROCEDURE**

### **11.1 Definitions**

A grievance is a written claim by a grievant that there has been a violation, or misinterpretation of the terms of this Agreement.

### **11.2 Days**

Days shall mean employee work days, except as otherwise indicated.

#### **11.2.1 Release Time**

When it is necessary for a Union representative or grievant to attend a meeting or hearing held in connection with a grievance, he or she will be released from normal duties, without loss of pay if the activity cannot be reasonably conducted outside the working hours.

### **11.3. Grievant**

A grievant is an employee, or group of employees, or the Association filing a grievance.

### **11.4 Procedure**

Grievance form in Appendix A will be used to record the grievance process.

#### **11.4.1 Step I, Supervisor**

The parties acknowledge that it is usually desirable for an employee and the appropriate supervisor to resolve problems through free and informal communications. Within ten (10) days of the occurrence of or knowledge of the act or condition which is the basis of the complaint, the grievant shall present the grievance in writing to the administrator, who will arrange for a meeting to take place within five (5) days after receipt of the grievance. The grievant, the Union, and the supervisor may be present for the meeting. The administrator shall provide the grievant and the Union with a written answer to the grievance within five (5) days after the meeting. Such answer shall include the reasons upon which the decision was based.

### **11.4.2 Step II, Board**

If the grievant or the Union is not satisfied with the disposition of the grievance at Step I, or if no decision has been rendered within ten (10) days after presentation of the grievance, then the grievance may be referred to the Board of Trustees. The Chairperson of the Board shall arrange for a meeting with the grievant and the Union to take place within thirty (30) days after receipt of the appeal. The parties shall have the right to include in the presentation such witnesses and representatives as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Board will have ten (10) days to provide the grievant and the Union a written decision, together with the reasons for the decision.

### **11.4.3 Step III, Binding Arbitration**

#### **11.4.3.1 Submission to Arbitration**

If the Union is not satisfied with the disposition of the grievance at Step II, or if no disposition has been made within the period above provided, the Union may submit the grievance before an impartial arbitrator. The Union shall exercise its right of arbitration by giving the Board written notice of its intention to arbitrate within thirty (30) days of the decision at Step II. If any question arises as to arbitrability, such question will be ruled upon by the arbitrator selected to hear the dispute.

#### **11.4.3.2 Selection of Arbitrator**

After notice of submission to arbitration, the Union will request from the Montana Board of Personnel Appeals (BOPA) a list of seven (7) qualified arbitrators. Within ten (10) days of receipt, each party shall alternately strike names from the list, and the name remaining shall be the arbitrator.

The arbitrator shall consider the grievance and render a decision. The arbitrator's decision shall be final and binding upon the parties.

### **11.5 Jurisdiction of the Arbitrator**

#### **11.5.1 Scope**

The arbitrator shall decide all substantive and procedural arbitrability issues.

#### **11.5.2 Enforceability**

The award of the arbitrator may be entered in any court of competent jurisdiction should either party fail to implement the award. If either party challenges the award of the arbitrator, and the initiating party does not prevail in the litigation, such party shall bear the full costs of such action including, but not limited to, the adverse party's court costs, legal fees and other related expenses incurred as a result of defending such action. The



parties shall be bound by those provisions of state law regarding procedure following an award (27-5-311 through 27-5-324, MCA) not inconsistent with this agreement.

### **11.6 Arbitration Costs**

The fees and expenses of the arbitrator shall be shared equally by the parties. If one of the parties wants a transcript of the arbitration proceedings, the party requesting the transcript will pay the costs of the transcript. If both parties request transcripts, they shall share equally the costs.

### **11.7 Exceptions to Time Limits**

#### **11.7.1 Extensions of Time**

The time limits provided in this Article shall be strictly observed unless extended by written agreement of the parties.

### **11.8 No Reprisals**

No reprisals of any kind will be taken by the Board against any person because of participation in this grievance procedure.

### **11.9 Personnel Files**

Access to an employee's personnel files shall be limited to the employee or designee, the Administrator, the Board, and the Union. Union/designee shall obtain written authorization from the individual employee before accessing the file. An employee and/or his/her designee have the right to review and photocopy the contents of their personnel files. There shall be only one (1) personnel file kept on each employee.

## **ARTICLE XII: HEALTH AND WELFARE**

### **12.1 First Aid Supplies**

The District will maintain first aid supplies in central office and kitchen.

### **12.2 Safety Hazards**

Employees will report all safety hazards to their immediate supervisor so such can be reported and investigated by the District.

## **ARTICLE XIII: EFFECT OF AGREEMENT**

### **13.1 Changes In Agreement**

No change shall be made in any provision of this Agreement or any other term of employment except by mutual consent of the parties.

### **13.2 Savings Clause**

If any provision of this Agreement or any application thereof is finally held to be illegal, then such provision or application shall be deemed invalid, to the extent required by such decision, but all other provisions or applications shall continue in full force and effect. At the request of either party, bargaining shall commence immediately to modify or replace the invalid provision(s) according to the intent of the parties.

## **ARTICLE XIV: DURATION OF AGREEMENT**

### **14.1 Effective Period**

This Agreement shall be effective as of July 1, 2016 and shall continue in full force and effect until June 30, 2017.

### **14.2 Renewal and Reopening of Agreement**

This Agreement will automatically renew and continue in full force and effect for additional periods of one year unless either party gives notice to the other party, not later than ninety (90) days prior to the expiration date of its desire to reopen certain provisions of this agreement and/or additions to this Agreement, and to bargain over the terms of these provisions. In the event a successor Agreement is not agreed upon before the termination date of this Agreement, all provisions of this Agreement shall remain in full force and effect until a successor agreement is reached. All wages, benefits, and working conditions agreed upon in the successor agreement will be retroactive to the termination of this Agreement.

**14.3 Date and Signatures**

This Agreement signed this 14<sup>th</sup> 29<sup>th</sup> day of ~~March, 2016~~ June, 2017.

IN WITNESS THEREOF:

\_\_\_\_\_  
\_\_\_\_\_

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For the Potomac Association of Classified Employees (PACE)

\_\_\_\_\_  
\_\_\_\_\_

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For the Board of Trustees of the Potomac School District

**APPENDIX A  
Grievance Form**

Initiated by \_\_\_\_\_ Date filed \_\_\_\_\_

School \_\_\_\_\_ Assignment \_\_\_\_\_

1. Date of Occurrence \_\_\_\_\_

2. Statement of Issue \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Action requested or relief sought \_\_\_\_\_

\_\_\_\_\_

(attach additional sheets if necessary)

**LEVEL ONE**

Decision \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Administrator \_\_\_\_\_ Date \_\_\_\_\_

Response of person(s) initiating communication \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of initiator \_\_\_\_\_ Date \_\_\_\_\_

**LEVEL TWO**

1. Date received by Board \_\_\_\_\_ Date heard by the Board \_\_\_\_\_

2. Decision of Board \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Board Chair \_\_\_\_\_ Date \_\_\_\_\_

3. Initiator's response \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Initiator \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX B BASE WAGE

The minimum starting wage for a newly hired employee of the District will be as follows:

|                   | 2016-2017                   | 2018-2019 |
|-------------------|-----------------------------|-----------|
| Kitchen Assistant | <del>-\$ 9.71</del> \$10.00 | \$10.30   |
| Head Cook         | <del>-\$12.11</del> \$12.47 | \$12.84   |
| Custodian         | <del>-\$10.76</del> \$11.08 | \$11.41   |
| Head Custodian    | <del>-\$12.79</del> \$13.17 | \$13.57   |
| Secretary         | <del>-\$10.10</del> \$10.40 | \$10.71   |
| Para I            | <del>-\$ 9.71</del> \$10.00 | \$10.30   |
| Para II           | <del>-\$11.44</del> \$11.78 | \$12.13   |

The administrator may increase the starting wage based on number of years of experience in the job category prior to employment with the District.

Any annual adjustment to the minimum starting wages will also be applied to the wages of the current staff in the specific job category by the same percentage.

A Paraprofessional employed by the District that meets the requirements for paraprofessional qualifications as specified in ESEA and described in ESEA-Compliant District Guidelines, shall be classified as a Paraprofessional II.

If a session of the Montana Legislature increases school funding during the term of this Agreement, the parties mutually agree to bargain over the increased funding available to the district, should either party give notice to the other within ninety (90) days of its enactment of its intention to bargain over these matters.

POTOMAC ELEMENTARY

Adopted on:  
Reviewed on:  
Revised on:

7400

FINANCIAL MANAGEMENT

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Credit Card Use

The Board of Trustees permits the use of District credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals that will be issued a District credit card will be maintained in the business office and reported to the Board each year at its meeting in **October**. All credit cards will be preapproved by the Board and will be in the name of the District.

The District shall establish a credit line not to exceed \$ \_\_\_\_\_ (~~e.g., \$2,500~~) for each card issued and an aggregate credit limit of **\$25,000 (e.g., \$25,000)** for all cards issued to the District.

Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District’s policy on purchasing.

Users must take proper care of District credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the business office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The Superintendent shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card, and a copy of this policy and accompanying regulations shall be given to each cardholder.

The District Clerk shall monitor the use of each credit card every month and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross Reference:     7320   Purchasing  
                          7335   Personal Reimbursements  
                          7336   Travel Allowances and Expenses

Legal Reference:     § 2-7-503, MCA           Financial reports and audits of local government entities

# POTOMACELEMENTARY

8205 - R

FINANCIAL MANAGEMENT

Adopted on:

Reviewed on:

Revised on:

Page 1 of 2

## Meal Charge Policy

*Note: For the purpose of this policy, parent includes guardian, caretaker relative, and any adult responsible for the care of the child.*

The goal of the Potomac School District is to allow children to receive the nutrition they need to stay focused during the school day. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The District complies with Federal USDA policies on meal charging and debt collection. All meal charges must be paid directly to the Potomac School District.

If a student is without meal money, the administration will take action deemed necessary to collect unpaid meal charges while ensuring the nutritional needs of the student are met in providing the student with a regular meal. If financial hardship exists, parents and families will be encouraged to apply for free or reduced price lunches for their child(ren).

(Below are examples that could be incorporated into the district meal charge policy.)

### Meal Charges

~~**Option:** A student is allowed to charge no more than \_\_\_\_\_ meals. After the \_\_\_\_\_ meal is charged, the parent must send money to pay the charges or send meals from home with your child. If there are financial problems, please contact the school and we will implement a payment program. [A la carte items may not be charged.]~~

~~**Option:** Students will pay for meals at the district's published standard rate [each day, weekly, monthly]. A student will be allowed to charge a maximum of \_\_\_\_\_ meals to their account after their balance reaches zero. Once a student has charged those \_\_\_\_\_ meals, he/she will not be allowed to charge a la carte items.~~

~~**Option:** Students/Parents pay for meals in advance via [enter website address if applicable] or with a check payable to \_\_\_\_\_. Further details are available on our webpage at [enter web address]. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.~~

~~**Option:** If there are no available funds in the student's account, he/she will be given a breakfast or lunch on account. A notice and/or letter will be sent home with the child requesting payment. A regular meal will be served until the account is balanced or if the student has money in hand for the current meal.~~

### Zero-Balance Prevention

~~**Option:** Parents are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year.~~



~~**Option:** Parents can track balances themselves online [insert web address], sign up for meal notification for free, and set up an auto payment low balance threshold by following the links to the [insert web address].~~

~~**Option:** Every student may access their meal account at [insert web address].~~

~~**Option:** The student may check with the [cashiers, lunch supervisor] to see the balance of their account at any time.~~

~~**Refunds** for withdrawn or graduating students. A written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.~~

1. An attempt will be made to contact the responsible party to refund remaining funds for a student leaving or graduating from the district.
2. Positive fund balances will be rolled over to the next school year unless a written request for a refund is received by the Potomac Principal within two weeks of the end of school.
3. At any time, excess funds will be refunded when a written request for those funds is received by the Principal within two weeks of the student departure.

~~**Option:** Unclaimed Funds must be requested within one school year. Unclaimed funds will become the property of the Potomac School District Food Service Program.~~

Uncollected meal debt will be sent to collections per state and/or federal guidelines.

~~**The language below is to be used for those school districts who are on the Community Eligibility Provisions (CEP) program.**~~

~~**The School District** has eliminated the risk for unpaid meal charges by participating in the Community Eligibility Provisions (CEP) program, which is a meal service option for schools and school districts operating the school meal programs in high poverty communities. CEP allows the school to provide breakfast and lunch at no cost to all enrolled children without the need to collect applications or establish individual eligibility for a four year period, thereby increasing access to school meals and eliminating unpaid meal charges.~~

Legal Reference: <https://www.fns.usda.gov/school-meals/policy>  
Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265  
Child Nutrition Act 1966, 42 United States Code (USC) Section 1771 et seq. Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.  
Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485  
7 Code of Federal Regulations (CFR) Parts 15B, 210 and 220

# IN-DISTRICT SPECIAL EDUCATION PERMISSIVE LEVY CALCULATOR

Districts with structure changes should contact the OPI to ensure accuracy of calculations

| Enter LE |      | LE Name      |
|----------|------|--------------|
| Elem LE: | 0589 | Potomac Elem |
| HS LE:   |      |              |
| K12 LE:  |      |              |

\*Districts with an approved and accredited junior high school, 7th and 8th grade program or middle school calculate the tuition levy using the high school ANB rate

\*\* Unaccredited 7 -8 programs

**SEE INSTRUCTIONS FOR USING THIS CALCULATOR BELOW**

Use this calculator to identify the amount that may be levied from the district's Tuition fund (13). Districts have the option of levying either the estimated cost in the year of enrollment or the actual cost in the year following enrollment. If estimated costs are not realized the district must reduce their levy in the subsequent year. Expenditures from the Tuition and Transportation funds will count toward the district's Maintenance of Effort (MOE) calculation.

|                                         | Elementary |           | High School |          | K-12     |          |
|-----------------------------------------|------------|-----------|-------------|----------|----------|----------|
|                                         | 2017       | 2018      | 2017        | 2018     | 2017     | 2018     |
| Student's Total SPED Costs K-6 or K-8** | 10,571     |           |             |          |          |          |
| Student's Total SPED Costs 7-8*         |            |           |             |          |          |          |
| Student's Total SPED Costs 9-12         |            |           |             |          |          |          |
| a. SPED Allowable Cost Payment          | 14,462.40  | 15,116.00 | -           | -        | -        | -        |
| Current Year ANB                        | 96         | 2         | -           | -        | -        | -        |
|                                         | 150.65     | 7,558.00  |             |          |          |          |
| b. Federal Allocation                   | 21,166.00  | 22,021.00 | -           | -        | -        | -        |
| AIM October Enrollment                  | 91         | 94        | -           | -        | -        | -        |
|                                         | 232.59     | 234.27    | -           | -        | -        | -        |
| c. Per Student Entitlement              | 5,444.00   | 5,471.00  | 6,970.00    | 7,005.00 | 5,444.00 | 5,471.00 |
|                                         | 6,970.00   | 7,005.00  |             |          | 6,970.00 | 7,005.00 |
| d. Basic Entitlement E                  | 50,895     | -         |             |          | -        | -        |
| Basic Entitlement M                     | -          | -         |             |          | -        | -        |
| Basic Entitlement H                     |            |           | -           | -        | -        | -        |
| Budget Limit ANB E                      | 77         | -         |             |          | -        | -        |
| Budget Limit ANB M                      | -          | -         |             |          | -        | -        |
| Budget Limit ANB H                      |            |           |             |          | -        | -        |
|                                         | 660.97     | -         |             |          | -        | -        |
| e. 4 Funding Components                 | 34,709.70  | 38,386.07 |             |          | -        | -        |
| Budget Limit ANB                        | 100        | 100       | -           | -        | -        | -        |
|                                         | 347.10     | 383.86    | -           | -        | -        | -        |
| Total Amount to Levy                    | 3,735.43   |           |             |          |          |          |

# Change in Levies imposed for 2017-2018

| <i>Fund Supported</i> | <i>Estimated Change<br/>in Revenues</i> | <i>Estimated<br/>Change in Mills</i> | <i>Estimated Annual Impact<br/>Home of \$100,000*</i> | <i>Estimated Annual Impact<br/>Home of \$200,000*</i> |
|-----------------------|-----------------------------------------|--------------------------------------|-------------------------------------------------------|-------------------------------------------------------|
| Transportation        | \$13,844.46                             | 7.34                                 | \$9.91                                                | \$19.81                                               |
| Tuition               | \$3,735.43                              | 1.98                                 | \$2.67                                                | \$5.35                                                |
| Building Reserve      | \$18,867.90                             | 10.00                                | \$13.50                                               | \$27.00                                               |
| <b>Total</b>          | <b>\$36,447.79</b>                      | <b>19.32</b>                         | <b>\$26.08</b>                                        | <b>\$52.16</b>                                        |

# 16-17 Calculation Sheet for Transportation Costs

## Potomac Elementary Transportation Fund Calcs

## Amt from Transportation Fund

Name                      Salary out of      Health      Work  
                                 Transportation      Costs      Comp

Payroll costs:

|                              |                    |                 |        |                     |
|------------------------------|--------------------|-----------------|--------|---------------------|
| Rouse                        | \$19,950.00        | 0.00            | 117.71 | \$20,067.71         |
| Thornton                     | \$8,562.00         | 1,814.00        | 50.52  | \$10,426.52         |
| <b>Transportation Costs:</b> |                    |                 |        |                     |
| Bus Contract                 |                    |                 |        | \$91,849.00         |
|                              | Morrison Lane      |                 |        | \$3,688.80          |
| Spec Ed Contract             |                    |                 |        | \$7,575.00          |
| 3% Contingency               |                    |                 |        | \$4,000.00          |
|                              | <b>\$28,512.00</b> | <b>1,814.00</b> |        | <b>\$137,607.02</b> |

|                                 |                           |
|---------------------------------|---------------------------|
| Calculated Transportation costs | \$137,607.02              |
| 2016-2017 budget                | \$123,762.56              |
|                                 | <b><u>\$13,844.46</u></b> |

Reserves                      \$27,521.40