



# Potomac Elementary School

## School Board Agenda

December 12, 2016

Phone (406) 244-5581

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[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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**6:30 pm**

**Professional Development Discussion**

Principal Williams

**7:00 pm**

**Public Input:**

**Consent Agenda:**

Chair Vann

1. Minutes October 10, 2016
2. Warrant List – Nov/Dec
3. Business Card – Nov/Dec
4. Petty Cash – Nov/Dec
5. Extracurricular – Nov/Dec

**Reports:**

1. Teacher Presentations - Literacy Conference  
applications in Kindergarten and 1<sup>st</sup> grade
2. Principal's Report
3. Clerks Report – 16-17 Budget
4. Board Professional Development Reports

Karry Betson &  
Terri Klein  
Principal Williams  
Jill Thornton  
Board Members

**Old Business:**

1. School Board Calendar

Chair Vann

**New Business:**

1. Personnel – Kathleen Kimmel – Sub
2. 1 through 12 Out of District Students
3. Principal Review

Principal Williams  
Principal Williams  
Chair Vann

**Next Meeting January 9, 2017 – 7:00 pm**

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
14472 9209S	3 BLACKFOOT TELEPHONE COOPERATI 12/01/16 Telephone	193.67		101	100-2600	531
14471 9210S 101321	BUSINESS CARD	72.55				
1	CC-409 10/30/16 Food	25.06		112	625	
	WAL-MART		CC Accounting: 112-	-910-3100-570		
2	CC-409 11/23/16 Postage	3.71		101	625	
	USPS		CC Accounting: 101-	-100-2500-532		
3	CC-409 11/18/16 Explorers Trip	80.00		115	625	121
	CLAY STUDIO OF MISSOULA		CC Accounting: 115-	-100-1000-582-121		
4	CC-409 11/10/16 Explorers Baking Supplies	62.81		115	625	121
	WAL-MART		CC Accounting: 115-	-100-1000-582-121		
5	CC-409 10/27/16 Explorers Candy Making Supplie	37.92		115	625	121
	WAL-MART		CC Accounting: 115-	-100-1000-582-121		
6	CC-409 10/28/16 Lightbulbs	43.98		101	625	
	ACE HARDWARE		CC Accounting: 101-	-100-2600-610		
7	CC-409 11/23/16 Fuel for Tractor	10.00		101	625	
	CULLYS		CC Accounting: 101-	-100-2600-610		
8	CC-409 11/06/16 Veterans Day Supplies	3.32		101	625	
	PARTY AMERICA		CC Accounting: 101-	-100-1000-610		
9	CC-409 11/15/16 Refund Water School Fee	-250.00		101	625	
	MSU CONFERENCE SERVICES		CC Accounting: 101-	-100-2600-330		
10	CC-409 11/09/16 Behavioral Training Lunch (4)	49.75		101	625	
	STONE OF ACCORD		CC Accounting: 101-	-100-1000-582		
11	CC-409 11/13/16 Keys	6.00		101	625	
	ACE HARDWARE		CC Accounting: 101-	-100-2600-610		
14474 9211S 101301	CITI CARDS	411.91				
1	CC-411 10/28/16 Coach Gift Card	203.95		101	625	
	EXXON MOBIL		CC Accounting: 101-	-710-3500-610		
2	CC-411 11/02/16 W2 Forms & Envelopes	30.61		101	625	
	COSTCO		CC Accounting: 101-	-100-2500-610		
3	CC-411 11/10/16 3 rolls stamps	141.00		101	625	
	USPS		CC Accounting: 101-	-100-2500-532		

POTOMAC ELEMENTARY SCHOOL  
Claim Details  
For the Accounting Period: 12/16

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
4	CC-411 11/16/16 Envelope Postage	6.45		101 625		
	USPS		CC Accounting: 101-	-100-2500-532		
5	CC-411 11/18/16 Kindergarten Supplies	29.90		101 625		
	ETA HAND 2 MI ND		CC Accounting: 101-	-100-1000-610		
14473	9212S 101312 CRISP WATER TECHNOLOGIES, INC	170.00				
1	7523 11/09/16 Nov Water Operational Fee	85.00		101 100-2600		330
2	7523 12/01/16 Dec Water Operational Fee	85.00		101 100-2600		330
14475	9213S 169 DIAMOND IMAGING INC	45.00				
1	5307 12/01/16 Library Toner Cartridge	45.00		101 100-1000		610
14476	9214S 357 JANETTE PLOYHAR	30.77				
1	11/13/16 Office Supplies	30.77		101 100-1000		610
14477	9215S 100990 JOHN P HUBLEY	630.00				
1	1006 11/30/16 E-Rate Submittal	630.00		101 100-2500		330
14478	9216S 82 MAJESTIC BUS SERVICE, INC	9,708.32				
1	5917 11/01/16 Boys BBall to Clinton	93.53		115 103-2700		513 136
2	5918 11/03/16 5th & 6th to Missoula Art Muse	114.51		115 103-2700		513 136
3	5919 11/04/16 Explorers Field Trip	108.48		115 100-1000		582 121
4	5920 11/09/16 Boys BBall to Hellgate	147.26		115 103-2700		513 136
5	5921 11/15/16 5th & 6th to U of M	127.36		115 103-2700		513 136
6	5922 11/18/16 Explorers to Missoula	103.48		115 100-1000		582 121
7	5923 12/01/16 Morrison Lane	348.70		110 100-2700		513
8	5924 12/01/16 Bus Contract	8,665.00		110 100-2700		513
14479	9217S 10 MISSOULA ELECTRIC COOP INC	1,582.16				
1	11/30/16 School Electric	575.48		101 100-2600		412
2	11/30/16 Comm Center electric	1,006.68		101 100-2620		412
14480	9218S 64 MISSOULA TEXTILE SERVICES	216.79				
1	858626 11/03/16 Maint Supplies	104.49		101 100-2600		610
2	863332 11/17/16 Maint Supplies	112.30		101 100-2600		610
14481	9219S 134 MONTANA DEPT OF PUBLIC HEALTH	85.00				
1	12/01/16 2017 Retail Food License	85.00		112 910-3100		810
14482	9220S 101325 MONTANA ELECTRONICS CO	227.00				
1	836 11/23/16 Bus Radio Battery	162.00		110 100-2700		610
2	836 11/23/16 Radio Maintenance	65.00		110 100-2700		330

12/12/16  
17:35:58

POTOMAC ELEMENTARY SCHOOL  
Claim Details  
For the Accounting Period: 12/16

Page: 3 of 3  
Report ID: AP100

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
14483	9221S 240 MONTANA NATURAL HISTORY CENTE	20.00				
1	15 10/14/16 Visi ting Naturalist in the Sch	220.00		101	100-1000	330
2	15 10/14/16 Visi ting Naturalist Scholarshi	-200.00		101	100-1000	330
14484	9222S 100842 POTOMAC SCHOOL PETTY CASH	612.00				
1	11/30/16 Referees	612.00		101	120-3500	810
14485	9223S 9 REPUBLIC SERVICES #889	251.42				
1	11/28/16 Dispos al Services School	125.71		101	100-2600	431
2	11/28/16 Dispos al Services Comm Ctr	125.71		101	100-2620	431
14488	9226S 25 SYSCO FOOD SERVICES OF MT INC	3,374.23				
1	611011620 11/01/16 Food	49.26		112	910-3100	570
2	611011621 11/01/16 Food	375.19		112	910-3100	570
3	611041200 11/04/16 Food	236.64		112	910-3100	570
4	611081496 11/08/16 Food	447.32		112	910-3100	570
5	611081497 11/08/16 Food	169.13		112	910-3100	570
6	611110548 11/11/16 Food	334.31		112	910-3100	570
7	611151355 11/15/16 Food	146.58		112	910-3100	570
8	611151356 11/15/16 Food	544.13		112	910-3100	570
9	611181197 11/18/16 Food	22.06		112	910-3100	570
10	143002553 11/22/16 Food	102.80		112	910-3100	570
11	143002554 11/22/16 Food	491.95		112	910-3100	570
12	143010609 11/29/16 Food	454.86		112	910-3100	570
14486	9224S 101251 TASTE BUDS KITCHEN	540.00				
1	11/04/16 Explorers Field Trip	540.00		115	100-1000	582 121
14487	9225S 100977 WESTERN BUSI NESS EQUIPMENT, INC	311.05				
1	202984 11/21/16 Annual Bi zhub250	311.05		101	100-1000	610
# of Cl ai ms 18		Total :	18,481.87			

18,481.87

POTOMAC ELEMENTARY SCHOOL  
Credit Card Transactions Paid by Credit Card Vendor  
For the Accounting Period: 12/16

CC Vendor	Check#	Claim#	CC #	PO #	Check		Vendor Paid	Description	Amount	Fund Org	Prg-Func-Obj	Proj
					Ln#	Per						
Business Card	9210	14471	409		1	12/16	WAL-MART	Food	25.06	112	910-3100-570	
	9210	14471	409		2	12/16	USPS	Postage	3.71	101	100-2500-532	
	9210	14471	409		3	12/16	CLAY STUDIO OF MI	Explorers Trip	80.00	115	100-1000-582	121
	9210	14471	409		4	12/16	WAL-MART	Explorers Baking	62.81	115	100-1000-582	121
	9210	14471	409		5	12/16	WAL-MART	Explorers Candy	37.92	115	100-1000-582	121
	9210	14471	409		6	12/16	ACE HARDWARE	Lightbulbs	43.98	101	100-2600-610	
	9210	14471	409		7	12/16	CULLYS	Fuel for Tractor	10.00	101	100-2600-610	
	9210	14471	409		8	12/16	PARTY AMERICA	Veterans Day	3.32	101	100-1000-610	
	9210	14471	409		9	12/16	MSU CONFERENCE SE	Refund Water School	-250.00	101	100-2600-330	
	9210	14471	409		10	12/16	STONE OF ACCORD	Behavioral Training	49.75	101	100-1000-582	
	9210	14471	409		11	12/16	ACE HARDWARE	Keys	6.00	101	100-2600-610	
							Total		72.55			
CITI CARDS	9211	14474	411		1	12/16	EXXON MOBIL	Coach Gift Card	203.95	101	710-3500-610	
	9211	14474	411		2	12/16	COSTCO	W2 Forms & Envelopes	30.61	101	100-2500-610	
	9211	14474	411		3	12/16	USPS	3 rolls stamps	141.00	101	100-2500-532	
	9211	14474	411		4	12/16	USPS	Envelope Postage	6.45	101	100-2500-532	
	9211	14474	411		5	12/16	ETA HAND 2 MIND	Kindergarten	29.90	101	100-1000-610	
							Total		411.91			
							Grand Total :		484.46			

Total for Payroll Checks

	Employee	Employer	Amount
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HOL HOURS (Holiday Pay)	49.00		935.89
J001 HOURS (REGULAR SUB)	6.00		480.00
J007 HOURS (21 CENTURY AIDE)	22.99		382.09
J008 HOURS (21 CENTURY TEAC)	4.50		93.47
J011 HOURS (21ST CENT ADMIN)	62.00		1,287.74
PERS HOURS (Personal Time Used)	9.25		182.25
REG HOURS (Regular Time)	2,400.83		45,684.01
SICK HOURS (Sick Time)	10.00		158.34
TEMP HOURS (Temp Employee Time)	27.00		262.17
VOLN HOURS (Volunteer Time)	1.00		1,060.01
GROSS PAY	49,465.96	0.00	
NET PAY	31,396.30	0.00	
NET PAY (CHECKS)	3,985.34		
NET PAY (DIRECT DEPOSIT)	27,410.96		
ACCIDENT/AFA	47.45	0.00	
ADD'L MUST	284.33	0.00	
ANNUITY - AMFID	60.00	0.00	
ANNUITY-HORACE	200.00	0.00	
CANCER/AFA	16.30	0.00	
FIT	3,487.14	0.00	
FLEX PLAN	687.50	0.00	
HEALTH - MUST	3,685.00	8,942.00	
MEDICARE	647.70	647.70	
P.E.R.S.	741.01	759.76	
PACE	83.01	0.00	
PEA/MEA	437.09	0.00	
SIT	1,652.00	0.00	
SOCIAL SECURITY	2,769.51	2,769.51	
TAXED CANCER	4.60	0.00	
TRS	3,251.02	3,498.29	
UNEMPL. INSUR.	0.00	183.03	
UNUM LIFE INS C	16.00	11.20	
WORKERS' COMP	0.00	646.92	
1ST INTERSTATE	1,288.48	0.00	
CAB	1,061.99	0.00	
CS	1,897.83	0.00	
FSBMSLA	4,013.73	0.00	
MECU	3,688.42	0.00	
MFCU	4,051.56	0.00	
MFIRSTCU	1,602.42	0.00	
PSCU	2,308.23	0.00	
TRB	3,758.58	0.00	
USB	2,043.02	0.00	
WSB	1,696.70	0.00	
FIT/SIT BASE	40,477.35	0.00	
MEDICARE BASE	44,669.38	0.00	
PERS BASE	9,379.78	0.00	
SOC SEC BASE	44,669.38	0.00	
TRS BASE	39,889.55	0.00	
UN BASE	49,465.96	0.00	
WC BASE	50,525.97	0.00	

Total 17,458.41  
 Total Payroll Expense (Gross Pay + Employer Contributions): 66,924.37  
 Payroll Register + Volunteer Payroll Register = Payroll Summary

Potomac Student Accounts  
**General Ledger**  
 As of November 30, 2016

Date	Num	Name	Memo	Debit	Credit	Balance
<b>Petty Cash</b>						<b>972.75</b>
11/03/2016	1229	Casey Lang	11-3 Game		36.00	936.75
11/03/2016	1230	Jeren Robinson	11-3 Game		36.00	900.75
11/08/2016	dep	Potomac School	Petty Cash Change Bag	65.00		965.75
11/15/2016	1231	Tom Leinart	11-15 Game		72.00	893.75
11/15/2016	1232	Alex Presnell	VOID: 11-15 Game	0.00		893.75
11/17/2016	1236	Dustin Sutton	11-15 Game		72.00	821.75
11/17/2016	1233	Peter Hanson	11-17 Game		54.00	767.75
11/17/2016	1234	Tyler Grutsch	11-17 Game		54.00	713.75
11/22/2016	1237	Luke Olson	11-22 Game		72.00	641.75
11/22/2016	1238	Ben Johnson	11-22 Game		72.00	569.75
11/29/2016	1239	Jard Trinastich	11-29 Game		72.00	497.75
11/29/2016	1240	Nate Whitemanhuntshim	11-29 Game		72.00	425.75
<b>Total Petty Cash</b>				<b>65.00</b>	<b>612.00</b>	<b>425.75</b>
<b>Two Rivers accts</b>						<b>31,071.94</b>
<b>Bike-a-Thon</b>						<b>13,782.44</b>
11/11/2016	2279	Business Card 2009	Refreshments		52.44	13,730.00
11/11/2016	2280	Business Card 2009	Gift Cards		249.00	13,481.00
<b>Total Bike-a-Thon</b>				<b>0.00</b>	<b>301.44</b>	<b>13,481.00</b>
<b>Book Fair</b>						<b>501.69</b>
11/11/2016	2284	Scholastic	Books		75.00	426.69
11/11/2016	2282	Scholastic	Books		59.00	367.69
11/11/2016	2283	Scholastic	Books		31.00	336.69
<b>Total Book Fair</b>				<b>0.00</b>	<b>165.00</b>	<b>336.69</b>
<b>Class of 2017</b>						<b>1,812.91</b>
<b>8th Grade Fund</b>						<b>2,333.26</b>
<b>Donation Bake Sale</b>						<b>878.48</b>
<b>S.t.r.e.a.m. (explorers)</b>						<b>4,787.00</b>
<b>Music</b>						<b>788.82</b>
<b>Science Activity</b>						<b>841.51</b>
<b>Outdoor School</b>						<b>217.06</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>841.51</b>
<b>Student Activities</b>						<b>1,540.60</b>
<b>Student Council</b>						<b>3,805.23</b>
11/11/2016	2281	Sysco	Veterans Breakfast		189.80	3,615.43
<b>Total Student Council</b>				<b>0.00</b>	<b>189.80</b>	<b>3,615.43</b>
<b>Total Two Rivers accts</b>				<b>65.00</b>	<b>1,268.24</b>	<b>30,841.45</b>

## **Principal's Report**

**December 2016**

**Basketball-** The boys have played great this season! They will be playing in the small schools' championship game at the Adam's center Tuesday. They're pretty excited.

**Website Accessibility-** I've been made aware of school districts being put on notice about their websites not being handicap accessible according to new regulations from the DOJ. In order to become compliant, I have taken our website down and have begun looking into creating a new accessible one.

**MACC-** I notified you earlier this year that the schools belonging to the Missoula Area Curriculum Consortium discussed withdrawing and having their own curriculum directors to fulfill the state requirements. Official withdrawal needed to occur before the first of the year. As the District's appointed representative, I gave written notice to the MACC that Potomac would no longer be a member beginning with the 2017-18 school year.

**Safety Committee-** We received a surprise visit from the Department of Labor and Industry this last week. I had been notified that schools were receiving such visits across the state. We were given a small list of things to accomplish, one of which is to establish a safety committee. We're supposed to get a written report soon, and I'll be going over it with the committee.

### **Accomplishments for the month**

- Teacher observations
- Title I desk review report
- Special Education reports and meetings

### **Upcoming-**

**December 13-** Championship game 1:15 Adam's Center

**December 15-** 5/8 Elective field trip

**December 21-** Winter Program 6:30

**December 26-30** Winter break



Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
112 Professional Ed.						
PR 161200 1	Payroll Expenditure		/ /	12/16		25,705.27
						Object Total : 25,705.27
117 Teacher's Aides						
PR 161200 2	Payroll Expenditure		/ /	12/16		2,466.66
						Object Total : 2,466.66
122 Prof/Ed/Sub Teachers						
PR 161200 3	Payroll Expenditure		/ /	12/16		676.63
						Object Total : 676.63
250 Workers' Comp.						
PR 161200 4	Employer Contributions		/ /	12/16		220.39
						Object Total : 220.39
260 Health Insurance						
PR 161200 5	Employer Contributions		/ /	12/16		4,828.51
						Object Total : 4,828.51
330 Other Professional						
CL 14483 1	Visiting Naturalist in the Sch	15	10/14/16	12/16	240 MONTANA NATURAL HISTORY	220.00
CL 14483 2	Visiting Naturalist Scholarshi	15	10/14/16	12/16	240 MONTANA NATURAL HISTORY	-200.00
						Object Total : 20.00
582 Travel Out-of-Dist.						
CC 409 10	Behavioral Training Lunch (4)	101324	11/09/16	12/16		49.75
						Object Total : 49.75
610 Supplies						
CC 409 8	Veterans Day Supplies	101323	11/06/16	12/16		3.32
CC 411 5	Kindergarten Supplies	101274	11/18/16	12/16		29.90
CL 14475 1	Library Toner Cartridge	5307	12/01/16	12/16	169 DIAMOND IMAGING INC	45.00
CL 14476 1	Office Supplies		11/13/16	12/16	357 JANETTE PLOYHAR	30.77
CL 14487 1	Annual Bizhub250	202984	11/21/16	12/16	100977 WESTERN BUSINESS EQUIPMENT,	311.05
						Object Total : 420.04
						Program-Function Total : 34,387.25

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2400 Regular Ed. Programs-School Admin.						
111 Administrative						
PR 161200 6	Payroll Expenditure		/ /	12/16		4,000.00
					Object Total :	4,000.00
115 Office/Clerical						
PR 161200 7	Payroll Expenditure		/ /	12/16		2,343.84
					Object Total :	2,343.84
250 Workers' Comp.						
PR 161200 8	Employer Contributions		/ /	12/16		40.45
					Object Total :	40.45
260 Health Insurance						
PR 161200 9	Employer Contributions		/ /	12/16		920.70
					Object Total :	920.70
					Program-Function Total :	7,304.99
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 161200 10	Payroll Expenditure		/ /	12/16		1,731.05
					Object Total :	1,731.05
250 Workers' Comp.						
PR 161200 11	Employer Contributions		/ /	12/16		11.04
					Object Total :	11.04
260 Health Insurance						
PR 161200 12	Employer Contributions		/ /	12/16		340.20
					Object Total :	340.20
330 Other Professional						
CL 14477 1	E-Rate Submittal	1006	11/30/16	12/16	100990 JOHN P HUBLEY	630.00
					Object Total :	630.00
532 Postage						
CC 409 2	Postage	101218	11/23/16	12/16		3.71
CC 411 3	3 rolls stamps	101218	11/10/16	12/16		141.00
CC 411 4	Envelope Postage	101218	11/16/16	12/16		6.45

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
						Object Total :
						151.16
610 Supplies						
CC 411 2	W2 Forms & Envelopes	101223	11/02/16	12/16		30.61
						Object Total :
						30.61
						Program-Function Total :
						2,894.06
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
114 Custodial/Maint						
PR 161200 13	Payroll Expenditure		/ /	12/16		1,257.90
						Object Total :
						1,257.90
250 Workers' Comp.						
PR 161200 14	Employer Contributions		/ /	12/16		98.90
						Object Total :
						98.90
260 Health Insurance						
PR 161200 15	Employer Contributions		/ /	12/16		253.80
						Object Total :
						253.80
330 Other Professional						
CC 409 9	Refund Water School Fee	273	11/15/16	12/16		-250.00
CL 14473 1	Nov Water Operational Fee	7523	11/09/16	12/16	101312 CRISP WATER TECHNOLOGIES,	85.00
CL 14473 2	Dec Water Operational Fee	7523	12/01/16	12/16	101312 CRISP WATER TECHNOLOGIES,	85.00
						Object Total :
						-80.00
412 Electricity						
CL 14479 1	School Electric		11/30/16	12/16	10 MISSOULA ELECTRIC COOP INC	575.48
						Object Total :
						575.48
431 Disposal Services						
CL 14485 1	Disposal Services School		11/28/16	12/16	9 REPUBLIC SERVICES #889	125.71
						Object Total :
						125.71
531 Telephone						
CL 14472 1	Telephone		12/01/16	12/16	3 BLACKFOOT TELEPHONE	193.67
						Object Total :
						193.67

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
610 Supplies						
CC 409 6	Lightbulbs	35	10/28/16	12/16		43.98
CC 409 7	Fuel for Tractor	101185	11/23/16	12/16		10.00
CC 409 11	Keys	35	11/13/16	12/16		6.00
CL 14480 1	Maint Supplies	858626	11/03/16	12/16	64 MISSOULA TEXTILE SERVICES	104.49
CL 14480 2	Maint Supplies	863332	11/17/16	12/16	64 MISSOULA TEXTILE SERVICES	112.30
Object Total :						276.77
Program-Function Total :						2,702.23
E 100-2620 Regular Ed. Programs-Operation of Community Center						
114 Custodial/Maint						
PR 161200 16	Payroll Expenditure		/ /	12/16		1,257.90
Object Total :						1,257.90
250 Workers' Comp.						
PR 161200 17	Employer Contributions		/ /	12/16		98.92
Object Total :						98.92
260 Health Insurance						
PR 161200 18	Employer Contributions		/ /	12/16		253.80
Object Total :						253.80
412 Electricity						
CL 14479 2	Comm Center electric		11/30/16	12/16	10 MISSOULA ELECTRIC COOP INC	1,006.68
Object Total :						1,006.68
431 Disposal Services						
CL 14485 2	Disposal Services Comm Ctr		11/28/16	12/16	9 REPUBLIC SERVICES #889	125.71
Object Total :						125.71
Program-Function Total :						2,743.01
E 120-3500 CONTINGENCY FUNDS-Extracurricular/Ath.						
810 Dues and Fees						
CL 14484 1	Referees		11/30/16	12/16	100842 POTOMAC SCHOOL PETTY CASH	612.00
Object Total :						612.00
Program-Function Total :						612.00

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 280-1000 Special Education-Instruction						
112 Professional Ed.						
PR 161200 19	Payroll Expenditure		/ /	12/16		1,567.90
					Object Total :	1,567.90
250 Workers' Comp.						
PR 161200 20	Employer Contributions		/ /	12/16		10.00
					Object Total :	10.00
260 Health Insurance						
PR 161200 21	Employer Contributions		/ /	12/16		304.56
					Object Total :	304.56
					Program-Function Total :	1,882.46
E 710-3500 School Sponsored Ext-Extracurricular/Ath.						
610 Supplies						
CC 411 1	Coach Gift Card	101265	10/28/16	12/16		203.95
					Object Total :	203.95
					Program-Function Total :	203.95
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 161200 22	Payroll Expenditure		/ /	12/16		342.29
					Object Total :	342.29
250 Workers' Comp.						
PR 161200 23	Employer Contributions		/ /	12/16		2.18
					Object Total :	2.18
260 Health Insurance						
PR 161200 24	Employer Contributions		/ /	12/16		640.67
					Object Total :	640.67
					Program-Function Total :	985.14
					Fund Total :	53,715.09

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount	
110 TRANSPORTATION FUND							
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business							
111 Administrative							
PR 161200 27	Payroll Expenditure		/ /	12/16		686.92	
						Object Total :	686.92
250 Workers' Comp.							
PR 161200 28	Employer Contributions		/ /	12/16		4.38	
						Object Total :	4.38
260 Health Insurance							
PR 161200 29	Employer Contributions		/ /	12/16		135.00	
						Object Total :	135.00
						Program-Function Total :	826.30
E 100-2700 Regular Ed. Programs-Student Transp.							
111 Administrative							
PR 161200 30	Payroll Expenditure		/ /	12/16		1,333.33	
						Object Total :	1,333.33
250 Workers' Comp.							
PR 161200 31	Employer Contributions		/ /	12/16		8.50	
						Object Total :	8.50
260 Health Insurance							
PR 161200 32	Employer Contributions		/ /	12/16		126.90	
						Object Total :	126.90
330 Other Professional							
CL 14482 2	Radio Maintenance	836	11/23/16	12/16	101325 MONTANA ELECTRONICS CO	65.00	
						Object Total :	65.00
513 Bus Contractors							
CL 14478 7	Morrison Lane	5923	12/01/16	12/16	82 MAJESTIC BUS SERVICE, INC	348.70	
CL 14478 8	Bus Contract	5924	12/01/16	12/16	82 MAJESTIC BUS SERVICE, INC	8,665.00	
						Object Total :	9,013.70

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POTOMAC ELEMENTARY SCHOOL  
Expenditure Detail  
For the Accounting Periods: 12/16 - 12/16

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Date	Acct. Per.	Vendor	Amount
110 TRANSPORTATION FUND						
E 100-2700 Regular Ed. Programs-Student Transp.						
610 Supplies						
CL 14482 1	Bus Radio Battery	836	11/23/16	12/16	101325 MONTANA ELECTRONICS CO	162.00
Object Total :						162.00
Program-Function Total :						10,709.43
Fund Total :						11,535.73

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POTOMAC ELEMENTARY SCHOOL  
Expenditure Detail  
For the Accounting Periods: 12/16 - 12/16

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
112 FOOD SERVICES FUND						
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 161200 35	Payroll Expenditure		/ /	12/16		1,567.80
					Object Total :	1,567.80
250 Workers' Comp.						
PR 161200 36	Employer Contributions		/ /	12/16		123.28
					Object Total :	123.28
570 Food Services						
CC 409 1	Food	100942	10/30/16	12/16		25.06
					Object Total :	25.06
810 Dues and Fees						
CL 14481 1	2017 Retail Food License		12/01/16	12/16	134 MONTANA DEPT OF PUBLIC	85.00
					Object Total :	85.00
					Program-Function Total :	1,801.14
					Fund Total :	1,801.14



Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-1000 Regular Ed. Programs-Instruction						
210 Social Security/Med.						
PR 161200 39	Employer Contributions	/ /	12/16			2,098.16
					Object Total :	2,098.16
220 Teachers' Retirement						
PR 161200 40	Employer Contributions	/ /	12/16			2,505.75
					Object Total :	2,505.75
230 PERS						
PR 161200 41	Employer Contributions	/ /	12/16			6.48
					Object Total :	6.48
240 Unemployment Comp.						
PR 161200 42	Employer Contributions	/ /	12/16			106.76
					Object Total :	106.76
					Program-Function Total :	4,717.15
E 100-2400 Regular Ed. Programs-School Admi n.						
210 Social Security/Med.						
PR 161200 43	Employer Contributions	/ /	12/16			398.17
					Object Total :	398.17
220 Teachers' Retirement						
PR 161200 44	Employer Contributions	/ /	12/16			350.80
					Object Total :	350.80
230 PERS						
PR 161200 45	Employer Contributions	/ /	12/16			189.85
					Object Total :	189.85
240 Unemployment Comp.						
PR 161200 46	Employer Contributions	/ /	12/16			23.47
					Object Total :	23.47
					Program-Function Total :	962.29

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
210 Social Security/Med.						
PR 161200 47	Employer Contributions	/ /	12/16			126.46
					Object Total :	126.46
230 PERS						
PR 161200 48	Employer Contributions	/ /	12/16			195.85
					Object Total :	195.85
240 Unemployment Comp.						
PR 161200 49	Employer Contributions	/ /	12/16			8.95
					Object Total :	8.95
					Program-Function Total :	331.26
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
210 Social Security/Med.						
PR 161200 50	Employer Contributions	/ /	12/16			93.37
					Object Total :	93.37
230 PERS						
PR 161200 51	Employer Contributions	/ /	12/16			101.89
					Object Total :	101.89
240 Unemployment Comp.						
PR 161200 52	Employer Contributions	/ /	12/16			4.66
					Object Total :	4.66
					Program-Function Total :	199.92
E 100-2620 Regular Ed. Programs-Operation of Community Center						
210 Social Security/Med.						
PR 161200 53	Employer Contributions	/ /	12/16			93.35
					Object Total :	93.35
230 PERS						
PR 161200 54	Employer Contributions	/ /	12/16			101.89
					Object Total :	101.89

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2620 Regular Ed. Programs-Operation of Community Center						
240 Unemployment Comp.						
PR 161200 55	Employer Contributions		/ /	12/16		4.65
					Object Total :	4.65
					Program-Function Total :	199.89
E 100-2700 Regular Ed. Programs-Student Transp.						
210 Social Security/Med.						
PR 161200 56	Employer Contributions		/ /	12/16		102.00
					Object Total :	102.00
220 Teachers' Retirement						
PR 161200 57	Employer Contributions		/ /	12/16		116.93
					Object Total :	116.93
240 Unemployment Comp.						
PR 161200 58	Employer Contributions		/ /	12/16		4.93
					Object Total :	4.93
					Program-Function Total :	223.86
E 280-1000 Special Education-Instruction						
210 Social Security/Med.						
PR 161200 59	Employer Contributions		/ /	12/16		119.20
					Object Total :	119.20
220 Teachers' Retirement						
PR 161200 60	Employer Contributions		/ /	12/16		137.50
					Object Total :	137.50
240 Unemployment Comp.						
PR 161200 61	Employer Contributions		/ /	12/16		5.80
					Object Total :	5.80
					Program-Function Total :	262.50
E 910-3100 Food Services-Food Services						

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POTOMAC ELEMENTARY SCHOOL  
Expenditure Detail  
For the Accounting Periods: 12/16 - 12/16

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 161200 62	Employer Contributions		/ /	12/16		133.08
					Object Total :	133.08
220 Teachers' Retirement						
PR 161200 63	Employer Contributions		/ /	12/16		30.02
					Object Total :	30.02
230 PERS						
PR 161200 64	Employer Contributions		/ /	12/16		126.99
					Object Total :	126.99
240 Unemployment Comp.						
PR 161200 65	Employer Contributions		/ /	12/16		7.06
					Object Total :	7.06
					Program-Function Total :	297.15
					Fund Total :	7,194.02

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
111 Administrative						
121 21st Century Grant						
PR 161200 67	Payrol l Expendi ture	/ /	12/16			1,287.74
					Project Total :	1,287.74
					Object Total :	1,287.74
112 Professional Ed.						
121 21st Century Grant						
PR 161200 68	Payrol l Expendi ture	/ /	12/16			93.47
					Project Total :	93.47
					Object Total :	93.47
117 Teacher' s Ai des						
121 21st Century Grant						
PR 161200 69	Payrol l Expendi ture	/ /	12/16			544.24
					Project Total :	544.24
					Object Total :	544.24
210 Soci al Securi ty/Med.						
121 21st Century Grant						
PR 161200 70	Empl oyer Contri buti ons	/ /	12/16			141.91
					Project Total :	141.91
					Object Total :	141.91
220 Teachers' Retirement						
121 21st Century Grant						
PR 161200 71	Empl oyer Contri buti ons	/ /	12/16			157.93
					Project Total :	157.93
					Object Total :	157.93
230 PERS						
121 21st Century Grant						
PR 161200 72	Empl oyer Contri buti ons	/ /	12/16			10.10
					Project Total :	10.10
					Object Total :	10.10
240 Unempl oymen t Comp.						
121 21st Century Grant						
PR 161200 73	Empl oyer Contri buti ons	/ /	12/16			7.12
					Project Total :	7.12
					Object Total :	7.12
250 Workers' Comp.						
121 21st Century Grant						
PR 161200 74	Empl oyer Contri buti ons	/ /	12/16			12.29
					Project Total :	12.29
					Object Total :	12.29
260 Heal th Insurance						
121 21st Century Grant						
PR 161200 75	Empl oyer Contri buti ons	/ /	12/16			574.06
					Project Total :	574.06
					Object Total :	574.06

Fund/Account/ Doc/Line #	Description	Invoic e	Invoi ce	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
582 Travel Out-of-Dist.						
121 21st Century Grant						
CC 409 3	Explorers Trip	101322	11/18/16	12/16		80.00
CC 409 4	Explorers Baking Supplies	100942	11/10/16	12/16		62.81
CC 409 5	Explorers Candy Making Supplie	100942	10/27/16	12/16		37.92
CL 14478 3	Explorers Field Trip	5919	11/04/16	12/16	82 MAJESTIC BUS SERVICE, INC	108.48
CL 14478 6	Explorers to Missoula	5922	11/18/16	12/16	82 MAJESTIC BUS SERVICE, INC	103.48
CL 14486 1	Explorers Field Trip		11/04/16	12/16	101251 TASTE BUDS KITCHEN	540.00
					Project Total :	932.69
					Object Total :	932.69
					Program-Function Total :	3,761.55
E 103-2700 Local Donations - Student Activity-Student Transp.						
513 Bus Contractors						
136 Donations for Students						
CL 14478 1	Boys BBall to Clinton	5917	11/01/16	12/16	82 MAJESTIC BUS SERVICE, INC	93.53
CL 14478 2	5th & 6th to Missoula Art Muse	5918	11/03/16	12/16	82 MAJESTIC BUS SERVICE, INC	114.51
CL 14478 4	Boys BBall to Heligate	5920	11/09/16	12/16	82 MAJESTIC BUS SERVICE, INC	147.26
CL 14478 5	5th & 6th to U of M	5921	11/15/16	12/16	82 MAJESTIC BUS SERVICE, INC	127.36
					Project Total :	482.66
					Object Total :	482.66
					Program-Function Total :	482.66
E 420-1000 Title I-Instruction						
117 Teacher's Aides						
327 Title 2016-2017						
PR 161200 76	Payrol Expenditure		/ /	12/16		2,273.30
					Project Total :	2,273.30
					Object Total :	2,273.30
210 Social Security/Med.						
327 Title 2016-2017						
PR 161200 77	Employer Contributions		/ /	12/16		94.26
					Project Total :	94.26
					Object Total :	94.26
220 Teachers' Retirement						
327 Title 2016-2017						
PR 161200 78	Employer Contributions		/ /	12/16		199.36
					Project Total :	199.36
					Object Total :	199.36
240 Unemployment Comp.						
327 Title 2016-2017						
PR 161200 79	Employer Contributions		/ /	12/16		8.41
					Project Total :	8.41
					Object Total :	8.41

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-1000 Title I-Instruction						
250 Workers' Comp.						
327 Title 2016-2017						
PR 161200 80	Employer Contributions	/ /	12/16			14.49
					Project Total :	14.49
					Object Total :	14.49
260 Health Insurance						
327 Title 2016-2017						
PR 161200 81	Employer Contributions	/ /	12/16			510.20
					Project Total :	510.20
					Object Total :	510.20
					Program-Function Total :	3,100.02
E 420-2300 Title I-General Admin						
111 Administrative						
327 Title 2016-2017						
PR 161200 82	Payroll Expenditure	/ /	12/16			329.72
					Project Total :	329.72
					Object Total :	329.72
210 Social Security/Med.						
327 Title 2016-2017						
PR 161200 83	Employer Contributions	/ /	12/16			17.25
					Project Total :	17.25
					Object Total :	17.25
230 PERS						
327 Title 2016-2017						
PR 161200 84	Employer Contributions	/ /	12/16			26.71
					Project Total :	26.71
					Object Total :	26.71
240 Unemployment Comp.						
327 Title 2016-2017						
PR 161200 85	Employer Contributions	/ /	12/16			1.22
					Project Total :	1.22
					Object Total :	1.22
250 Workers' Comp.						
327 Title 2016-2017						
PR 161200 86	Employer Contributions	/ /	12/16			2.10
					Project Total :	2.10
					Object Total :	2.10
260 Health Insurance						
327 Title 2016-2017						
PR 161200 87	Employer Contributions	/ /	12/16			64.80
					Project Total :	64.80
					Object Total :	64.80
					Program-Function Total :	441.80
					Fund Total :	7,786.03





POTOMAC ELEMENTARY SCHOOL  
Expenditure Budget  
For the Year: 2016 - 2017

101 GENERAL FUND

Program-Function-Object	Actuals				Current	%	Prelim.	Budget	Final	%
	12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
100 Regular Ed. Programs										
112 Professional Ed.			4,002		0	0%		0	0	0%
113 Professional Other		3,130	2,995		0	0%		0	0	0%
115 Office/Clerical	17,675	19,339	21,419	22,658	22,638	100%	23,917	0	23,917	105%
\$23,917 Ployhar										
170 Vacation Leave	1,006				0	0%		0	0	0%
250 Workers' Comp.	332	339	393	370	369	100%	375	0	375	101%
260 Health Insurance	11,272	11,649	11,461	11,771	10,849	108%	11,340	0	11,340	104%
330 Other Professional	2,995	12,097	5,770	4,302	4,302	100%	4,300	0	4,300	99%
540 Advertising		5			0	0%		0	0	0%
582 Travel Out-of-Dist.	360	218	277	907	907	100%	900	0	900	99%
610 Supplies	51	149			0	0%		0	0	0%
640 Books	86	270		83	83	100%	80	0	80	96%
810 Dues and Fees	687		1,564	2,770	2,770	100%	1,500	0	1,500	54%
Function Total:	80,626	96,353	94,298	92,856	90,668	102%	90,412	0	90,412	99%
2500 Sup. Serv.-Business										
111 Administrative	16,434	21,880	21,749	24,053	23,808	101%	20,773	0	20,773	87%
\$20,773 Thornton@ 63%										
170 Vacation Leave	1,167				0	0%		0	0	0%
250 Workers' Comp.	92	98	114	117	109	107%	110	0	110	100%
260 Health Insurance	3,867	2,787	3,564	4,239	3,888	109%	4,089	0	4,089	105%
330 Other Professional	9,734	10,811	8,127	10,902	10,972	99%	11,000	0	11,000	100%
532 Postage	657	1,093	569	708	769	92%	800	0	800	104%
540 Advertising	309	13	52	90	121	74%	100	0	100	82%
582 Travel Out-of-Dist.		693	1,356	189	741	26%	750	0	750	101%
583 Travel Out-of-Dist.	633				0	0%		0	0	0%
610 Supplies	1,209	229	758	58	58	100%	55	0	55	94%
640 Books		18			0	0%		0	0	0%
680 Software	3,007	131	240	94	94	100%	100	0	100	106%
810 Dues and Fees	75	450	250	185	185	100%	195	0	195	105%
Function Total:	37,184	38,203	36,779	40,635	40,745	100%	37,972	0	37,972	93%
2600 Oper. & Maint. Plant										
114 Custodial/Maint	6,125	7,163	9,176	9,422	10,069	94%	15,600	0	15,600	154%
\$15,600 Ruff @ 50%										
120 Temporary Salaries	1,560	897			0	0%		0	0	0%
170 Vacation Leave	234				0	0%		0	0	0%
250 Workers' Comp.	539	537	600	591	591	100%	750	0	750	126%
260 Health Insurance	2,686	3,510	2,962	3,178	2,914	109%	3,240	0	3,240	111%
330 Other Professional	4,137	4,838	3,910	5,042	5,037	100%	5,050	0	5,050	100%
411 Gas	6,462	8,881	6,168	2,826	2,826	100%	3,500	0	3,500	123%
412 Electricity	6,110	11,006	8,238	7,764	7,764	100%	8,000	0	8,000	103%
431 Disposal Services	2,588	2,299	1,840	1,471	1,471	100%	1,470	0	1,470	99%
440 Repair and Maint.	1,840	2,534			0	0%		0	0	0%
460 Minor Construction		2,671	10,344	282	282	100%		0	0	0%

101 GENERAL FUND

Program-Function-Object	Actuals				Current	%	Prelim.	Budget	Final	%
	12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
100 Regular Ed. Programs										
520 Insurance	7,201	7,604	8,022	8,423	8,423	100%	8,600	0	8,600	102%
	\$-8,600 Possible to pay next year									
531 Telephone	1,834	7,088	4,338	5,390	5,390	100%	7,000	0	7,000	129%
	\$7,000 Increase due to e-rate dropping some coverage									
582 Travel Out-of-Dist.		224			0	0%	550	0	550	****%
610 Supplies	7,966	7,307	14,942	11,593	7,500	155%	7,500	0	7,500	100%
810 Dues and Fees		170	100	100	100	100%	100	0	100	100%
Function Total:	49,282	66,729	70,640	56,082	52,367	107%	61,360	0	61,360	117%
2620 Operation of Community										
114 Custodial/Maint	6,184	7,163	9,176	9,421	10,069	94%	15,600	0	15,600	154%
	\$15,600 Ruff @ 50%									
170 Vacation Leave	234				0	0%		0	0	0%
250 Workers' Comp.	421	413	600	591	591	100%	750	0	750	126%
260 Health Insurance	2,686	3,510	2,962	3,178	2,914	109%	3,240	0	3,240	111%
330 Other Professional	1,829	1,078	1,376	848	975	87%	850	0	850	87%
412 Electricity	8,275	7,294	8,258	9,729	9,729	100%	10,000	0	10,000	102%
431 Disposal Services		607	1,106	1,471	1,471	100%	1,470	0	1,470	99%
440 Repair and Maint.	811	230			0	0%		0	0	0%
450 Rentals	4,596	1,200	1,200	1,200	1,200	100%	1,200	0	1,200	100%
	\$-1,200 Possible to pay next year									
610 Supplies	1,365	559	370	135	400	34%	400	0	400	100%
810 Dues and Fees		100	100	100	100	100%	100	0	100	100%
Function Total:	26,401	22,154	25,148	26,673	27,449	97%	33,610	0	33,610	122%
2700 Student Transp.										
515 Trans. Contingency			453		0	0%		0	0	0%
Function Total:			453		0	***%		0	0	0%
Program Total	535,982	582,741	637,611	615,314	613,652	100%	633,283		633,283	103%
120 CONTINGENCY FUNDS										
1000 Instruction										
117 Teacher's Aides	1,112				0	0%		0	0	0%
160 Sick Leave Term. Pay	3,111				0	0%		0	0	0%
180 Retention Pay	14,000		2,000		0	0%		0	0	0%
250 Workers' Comp.	198				0	0%		0	0	0%
330 Other Professional	5,200		5,000		0	0%		0	0	0%
610 Supplies	2,407				0	0%		0	0	0%
660 Minor Equipment-New	8,390			8,067	0	***%		0	0	0%
Function Total:	34,418		7,000	8,067	0	***%		0	0	0%
2400 School Admin.										
112 Professional Ed.				2,421	2,421	100%	2,500	0	2,500	103%
	\$2,500 Counselor									



101 GENERAL FUND

Program-Function-Object	Actuals				Current	%	Prelim.	Budget	Final	%
	12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
280 Special Education										
6200 Resources Trans.										
920 Res.Trans. Other Sch	14,014	12,103	17,774	11,192	11,192	100%	2,800	0	2,800	25%
Function Total:	14,014	12,103	17,774	11,192	11,192	100%	2,800	0	2,800	25%
Program Total	36,604	41,370	37,957	38,068	37,264	102%	37,878		37,878	101%
365 Indian Ed										
1000 Instruction										
112 Professional Ed.		3,362	3,362	3,024	3,024	100%	3,024	0	3,024	100%
122 Prof/Ed/Sub Teachers	682				0	0%		0	0	0%
330 Other Professional	1,175				0	0%		0	0	0%
582 Travel Out-of-Dist.	95				0	0%		0	0	0%
610 Supplies	189				0	0%		0	0	0%
Function Total:	2,141	3,362	3,362	3,024	3,024	100%	3,024	0	3,024	100%
Program Total	2,141	3,362	3,362	3,024	3,024	100%	3,024		3,024	100%
710 School Sponsored Ext										
3500 Extracurricular/Ath.										
810 Dues and Fees	475	540	600	600	600	100%	600	0	600	100%
Function Total:	475	540	600	600	600	100%	600	0	600	100%
Program Total	475	540	600	600	600	100%	600		600	100%
910 Food Services										
3100 Food Services										
116 Cooks	10,402	9,923	2,208	5,351	5,348	100%	3,692	0	3,692	69%
\$3,692 James @ 20%										
120 Temporary Salaries	82	522			0	0%		0	0	0%
170 Vacation Leave	434				0	0%		0	0	0%
250 Workers' Comp.	635	546	20	26	28	93%	30	0	30	107%
260 Health Insurance	5,907	9,672	5,820	2,259	0	***%	7,776	0	7,776	*****%
\$-6,480 Possible savings in Health Ins if Food Fund				it						
330 covers Other Professional		177		324	0	***%		0	0	0%
570 Food Services		3,014	1,521		0	0%	1,500	0	1,500	*****%
\$-1,500 Possible savings if all food covered by Food Fund										
580 Travel		311			0	0%		0	0	0%
582 Travel Out-of-Dist.				117	0	***%	400	0	400	*****%
610 Supplies		131	508		0	0%		0	0	0%
Function Total:	17,460	24,296	10,077	8,077	5,376	150%	13,398	0	13,398	249%
Program Total	17,460	24,296	10,077	8,077	5,376	150%	13,398		13,398	249%
						73%				71%
Fund Total:	635,237	680,114	707,339	716,206	716,205	100%	703,493	0	703,493	0%
Grand Total:	635,237	680,114	707,339	716,206	716,205		703,493	0	703,493	

# POTOMAC SCHOOL BOARD CALENDAR

*Trustee review  
Friday before  
monthly meeting*

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

## **July**

## **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 - 3pm*

## **September**

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

*Kelsy*

## **October**

*Gary*

## **November**

*Jason*

## **December**

Review Strategic Plan & Goals Progress

*Cliff*

## **January**

Principal Evaluation

*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  
Approve Principal offer of employment

*Jason*

## **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

*Cliff*

## **June**

Audit Contract Review and Approval