



Potomac Elementary School

School Board Agenda

December 14, 2015

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www.potomacschoolmontana.us

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

7:00 PM

Public Input:

Consent Agenda:

Chair Vann

1. Minutes November 9, 2015
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

1. Teacher Reports Sarah – Adult Ed,
Terri - Classroom Projects & PEA
2. Principal's Report
3. Clerks Report
4. Board Professional Development Reports

Sarah Schmill &
Terri Klein
Principal Williams
Jill Thornton
Board Members

Old Business:

1. Athletic Field Final Grant Submittal
2. Principal Review Process
3. School Board Calendar
4. Strategic Plan
5. Policy Reviews and Additions
 - 2110 – Instruction Objectives (addition)
 - 2158 – Instruction – Family engagement (addition)
 - 4330P – Community Relation Rules and Regulations for Building Use (addition)
 - 5222 – Personnel Evaluation (review)
 - 6410 – Administration Evaluation (addition)

Gary Long
Chair Vann
Chair Vann
Chair Vann
Chair Vann

New Business:

1. Personnel - Karry Betson, Substitute
2. Out of District Attendance Agreement

Principal Williams
Principal Williams

Next Meeting January 11, 2016 – 7:00 pm



Potomac Elementary School

School Board Minutes

for

November 9, 2015

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 Jason Nordberg. Jill Thornton, clerk, and Angie Williams, Principal, were also in attendance.

Public Input (for issues not on the agenda) None

Consent Agenda

Warrant Lists – Total Claims = \$23,693.64, Total Payroll = \$64,032.18

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – Beg. Balance Oct 1, 2015 - \$21,014.57; End Balance Oct 31, 2015 - \$25,968.97

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

Teacher Reports

Sarah Schmill said the students rode a total of 1,408 miles on their bicycles for the Bike a Thon fundraiser, which raised over \$5,000. This year became the new number one for miles and funds. One student rode 40.3 miles themselves. Alicia Vanderheiden coordinated with Free Cycles Missoula for the fundraiser.

Sarah is also teaching an elective in Chimes. All girls in the 5th through 8th grade signed up for this elective. This year they will be playing a new music piece from the movie 'Frozen'.

Kristy Pohlman talked about her class learning to make prototypes by creating their idea, considering the problems with achieving their idea, and solving the problems. They are also writing to pen pals, and learning the basics of poetry with our 'Poet in the School' program. Cliff asked if the lessons they are learning in poetry carry over to other classroom work. Kristy said they do.

Principals Report

Our enrollment is at 91 students.

Sports- Volleyball has finished. The girls had a great season and finished 5th in the tournament. Boys' basketball has begun. I attended the boys' basketball coaches meeting on October 14th to schedule games. Tad and Dawn Downs are coaching. Damian is assisting when he can. We have 14 boys playing.

MCEL- October 15th and 16th were statewide professional development days for educators. I attended the MCEL conference in Billings. I attended some good presentations on legal issues, RTI in schools, E-rate and more. I strongly encourage the Board to attend this in the future. It is also a great opportunity to meet other Boards and administrators from around the state and toss ideas around.

Explorer's- Crissina has been doing some great things with Explorer's. Please check out the website for a rundown. Attendance has been up to 21 kids!

Time for Tots- Time for Tots is running smoothly. There are 7-9 kids that attended regularly.

Missoula Repertory Theater- The Missoula Repertory Theater came on the 28th for the 5-8. They performed a play and then worked with the students. They really enjoyed it.

Art Mobile- The Art Mobile is coming November 9th. This travelling art show exhibits art from Montana artists in a wide variety of media. There will be a presentation and then 3 different art lessons for K-2, 3-5 and 6-8. It's always amazing to see the creativity from the kids when given this opportunity.

EEE Grant- We received the EEE grant again. I'll be taking a couple students to a luncheon in Missoula to receive it on November 19th. This is to be used for technology.

Misc- So far this fall I have completed the Civil Rights Data Collection (CRDC), TEAMS (Jill and I), the Title I report and the Continuous School Improvement Plan (CSIP). In the past the CSIP has been contracted out to another party to complete for \$600 a year. I've also been attending the WMASS (Superintendent) meetings in Missoula once a month.

Upcoming-

- 11/5- Basketball game home against Bonner
- 11/9- Art Mobile
- 11/10- Basketball game home against Desmet
- 11/11&11/12- Parent Teacher Conferences 5:30-8:30
- 11/12- Basketball game away Target Range
- 11/17- Basketball game home against Frenchtown
- 11/18- Two Valley Stage 4-8 Field trip to Seeley Elementary
- 11/19- 5th/6th field trip
 - Jack Gladstone here
 - Basketball game home against Desmet
- 11/24- Basketball game away Frenchtown
- 11/25 - 11/27 - Thanksgiving Break

Board Professional Development Reports

Kelsy attended the PTC meetings, was in class with the students on Mondays, and punched cards at the Bike a Thon. Craig is continuing to work with the 8th grade class fundraisers – Movie Night, Pie Auction night and putting together a Dodge Ball Tournament. Cliff attended the Pie Auction night, and worked with the 8th grade on their firewood fundraising sales.

Athletic Complex Update

The preliminary report is being worked on, and needs a few pictures for it. Going forward – refurbishing the grandstands and working on the long jump are next. The fence will be completed in spring. Surveying what the teachers would like to see in an outdoor classroom, and raising the funds for it are for the next phase.

Principal Review Process

The board would like Angie to set goals that tie in with a current strategic plan. A review for our last strategic plan is in new business on the agenda, and since it relates to this item, it was discussed next.

Strategic Plan

The schools last strategic plan is listed below. With many of the tactics/strategies accomplished, the plan was reviewed for updates. Goal number 1 on technology and hardware is updated to focus on a long range tech plan that considers how to keep our technology up to date and the costs involved with that. Goal number 2 on bullying has a team and plan in

place, and will be ongoing. Once a goal is a part of our culture, the board would like to focus on new goals for each year so this goal will be removed from the strategic plan list. Goal number 3 was to complete the Potomac Athletic Complex. Our Athletic Complex is now usable, and the board would now like to focus on community engagement. Goal number 4, celebrating the Potomac School Centennial, has been completed. Goal number 5 focused on finding outside funding, which will now be an administrative action, and not in the strategic plan. Goals number 6 – 11, as well as 14, all relate to excellence in education. These will be combined to be a focus on ‘Raising the Bar’ in education for all areas. Goal number 12, increasing student participation, was discussed as a board and focused on the board going to the students to hear their voices. They will attend student council meetings as one way to accomplish this. This goal will be rewritten as making the ‘school board assessable to all stakeholders’. Goal number 13 – enhancing extracurricular programs, has been discussed as part of the annual budget. As we do not currently have a Boosters club, and covering sports in the school budget is hard to justify with our other educational expenses, this will go on hold. Goal number 15 is basically community engagement, and will continue to be a goal in our strategic plan. And Goal number 16, enhance our fine arts program, will also stay on our strategic plan.

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
1. Provide the latest technology hardware and training to our staff and students.	-Administration -Board -VISTA -Tech Committee -Explorers -PTC	A) Library location/adult ed classes (funding through Adult Ed) B) FEASIBILITY STUDY/GRANT: Move Library to out building (adult ed, tech lab); New library space needs to be expanded (long term); the library has limited public access; prepare old library space for classroom use; Community Center adult ed; Church purchase if available C) Tech update; OPI computers; Adult ed tech redistribution; System maintenance contractor; Network, hardware, and software evaluation (university tech department)	A, B) Summer 2013 - move material; Feasibility Study as grant money is available; Library opens in K-building fall 2013 C) Summer 2013 - Updated lab, contracted tech support, Tech Eval of software, hardware, network	Library moved, history and adult ed classes have been offered Entire district updated with OPI computers
2. Address bullying.	-Staff, -Student Council -Board -Explorers	A) Team building : PE, Structured Recess, etc. with debrief time B) School wide acronym or theme for expectations; C) Develop culture of anti-bullying with Student Council participation and staff development	A) Annual survey B) Spring 2013 C) Ongoing - Survey based instruction and intervention	PE, HIT trips are focused areas for anti-bullying practices. School wide acronym not developed; student council has agreed to take on the task
3. Enhance our outdoor sports programs and community participation through the	-Administration - Grant Writing Team -PTC	A) Pioneer Festival B) PTC, Boosters, grants that leverage our history; Promote the field (photo); C) Community uses/games: soccer (spring/fall), summer camps	A) June 2013 B,C) October 2013 - Additional activities available on the PCRC	Pioneer festival June 2013 Field continues redevelopment with PTC and

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
completion of the Potomac Athletic Complex				booster support (Trail run) Softball offered spring 2014
4. June 29, 2013: Celebrate the Centennial of Potomac School (1913)	-U of M Oral History dept.; -Pioneer Fest. Committee; -Comm Arts; -Administration -Staff	A) Pioneer Festival , PTC, Boosters, grants that leverage our history, B) Promote the field (photo); community uses/games C) Centennial Book (VISTA coordination with U of M); coffee table photo book; U of M oral history D) Centennial themed coursework in the school ; student contribution	A, B) June 2013 C) May 2013 D) School Year 2013-2014	Pioneer Festival June 2013 History grants continue momentum through course offered by Clay Scott and part of Explorers programming.
5. Improve the capacity for and increase the use of outside funding/resources to our school.	- Staff - Grant Writing Team - Board - PTC - Boosters	A) Library location/adult ed classes(funding through Adult ed)/ tech update; B) FEASIBILITY STUDY/GRANT ; Move Library to out building (adult ed, tech lab); New library space needs to be expanded (long term); prepare old library space for classroom use; Community Center adult ed; Church property purchase if available C) Grant writing, levies, bond : levy, increased (open) enrollment numbers, renew contracts w grant writer	A) Fall 2013 - Offer Adult Ed courses B) Fall 2013 - Secure feasibility grant for library C) Spring 2013 - Maintenance Levy; renew grant writer contract	Grant writer; successfully raised +\$170k (2013); +90k (2014 to date) Library moved. Positive open enrollment attention generated through Explorers (swim/fencing)

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
<p>6. Improve student communication skills (written)</p>	<p>-Comm Arts -Administration -Explorers -Staff</p>	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core: Writing Handbook, quality over quantity, expanded recipients, newsletter, letters to the editor, grant writing) B) Typing fluency coursework (gr 3-8) C) Creative Studies (Written proposal, presentations), Integrated Advanced Studies program, Multi-media expressions of a verbal/nonverbal nature; monitor typing D) Student Council and “My Voice Survey”(gr 6,7,8); Outlining student council objectives, purpose, needed materials, Newsletter articles E) Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions F) Journalism elective: creating a newsletter/publication to be sent out to public (year book); website tab highlighting student writing.</p>	<p>A) Spring 2015 - MontCAS test B) Reported via report cards C) May 2013 - Explorer/C.S. showcase night D) Winter 2013 E) May 2013 - PTC and/or PGCC F) Fall 2013 - create a Journalism elective</p>	<p>Integrated HIT trip writing in SS and science.</p> <p>Typing fluency increased from two years ago (expectations have risen)</p> <p>My Voice Survey given annually and used in winter staff meetings for school culture</p>
<p>7. Improve student communication skills (verbal, multi-media)</p>	<p>-Comm Arts -Administration -VISTA -Student Council -Staff -Explorers</p>	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core: Public/Peer Presentation B) Creative Studies (presentations), Integrated Advanced Studies program, individualized education structure; Multi-media expressions of a verbal/nonverbal nature; website tab highlighting student products. C) Student Council: “My Voice Survey”(gr 6,7,8); Outlining student council objectives D) Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions E) Experiential Learning: MCT production, Science Olympiad/Fair, Poetry Outloud; science fair processes, Explorer: Robotics, K-4 Enrichment course products, Classroom Products</p>	<p>A) Annually B) Annual presentation night C) Whole school presentations (4) highlighting student participation/products D) May 2013 E) Annually</p>	<p>8th grade HIT trip presentations to outside funders/board</p> <p>Elective (robotic/science Olympiad)</p> <p>Music/poetry performances that include recitations</p> <p>Increased experiential/interactive learning opportunities (PTC, Explorers)</p>

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
8. Establish min typing fluency benchmarks: 4th (20WPM), 6th (30WPM), 8th (40 WPM).	-Staff	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core: newsletter, letters to the editor, grant writing); typing fluency coursework (gr 3-8)</p> <p>B) Creative Studies (Written proposal, presentations), Integrated Advanced Studies program, monitor typing</p> <p>C) Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions</p> <p>D) Journalism elective: creating a newsletter/publication to be sent out to public (year book); website tab highlighting student writing.</p> <p>E) Typing Curriculum: Grades 3-8</p>	A-E) Reported via report card	<p>Typing expectations increased (2013-2014)</p> <p>Student progressed</p> <p>Creative studies proposals (ie music perform, short story, fishing pole, crayon art, etc.)</p>
9. Meet and/or exceed individual proficiency standards (Math, Science, Reading).	-Staff -Board -VISTA -Explorers	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core: Writing Handbook, revisions of “one” over quantity of many – quality over quantity, expanded recipients.... newsletter, letters to the editor, grant writing); typing fluency coursework (gr 3-8)</p> <p>B) Academic structure/practice: Enrichment: k-4; math alignment; All students meet and/or exceed individual proficiency standards, “proficiency” growth as determined by AIMSweb and MAP; PLC Staff meetings; SAT team</p>	A) Fall 2013- B) Spring 2014- Student profile containing all data, growth charts	<p>Writing handbook updated (fall 2013)</p> <p>MAP: reading scores remain high; math scores continue to climb</p> <p>MonCAS testing elim.</p>
10. Determine the factors of an effective math program	-Staff -VISTA	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core</p> <p>B) Surveys/data collection of community, Parent and student surveys (VISTA); Conferences (school climate, math survey)</p> <p>C) Growth comparisons (prior yrs); AIMSweb and MAP testing results, Placement % in HS courses; placement within Potomac math; SPED placement; Individual Growth v. expected growth</p>	A) June 2013 B) Ongoing C) Monthly PLC meetings; Annual report from HHS	Math program analyzed through TOSA data sheet according to individual, class, and district trends

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
11. Communicate the factors of an effective math program.	-Staff, -VISTA -Grant Writing Team	A) Communication: Webpage; State of Potomac, Newsletter (mail out a district level newsletter intended for ALL residents; find sponsors..Docs, Subway, Cullys to offset mailer rate), New Media; (MontCAS scores; MAP; AIMSweb; Engrade (more descriptive of topic); High school feedback on placements); classroom calendars (more descriptive of topic), pacing guide; Common Core report card supplement highlights quarterly	A) Ongoing	Math program results (district) are shared in the spring (2014) via email, parent letter, website
12. Increase student participation in all areas related to “their future.”	-Student Council -Staff -Board -PTC -VISTA	A) 4-day week - Surveys used to monitor needs B) Creative Studies (Written proposal, presentations), C) Integrated Advanced Studies program , Sister class/mentor with Polson, individualized education structure; D) Multi-media expressions of a verbal/nonverbal nature; monitor typing E) Student Council: <i>Outlining student council objectives, purpose, materials. Newsletter articles</i> F) “My Voice Survey” (gr 6,7,8)	A) March 2014 Revisit at Board meeting B) Annual Spring Student Showcase C) Summer 2013 Committee generates ideas with initial draft ready for August Board meeting D) Ongoing- integrated in courses E) Sept 2013 Student council newsletter section; Quarterly Presentations to students F) Annually (Dec)	4-day survey meets needs of families (survey results) and academics through increased math, reading, and experiential opportunities HIT trips (8 th gr, Sheep Mtn, robotics, 7 th gr Outdoor school, increased field trips... PTC); Advanced Studies students experience increased opportunities through creative studies and integrated skill courses

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
<p>13. Enhance our extracurricular programs.</p>	<p>-Explorers -Administration -Boosters -Board</p>	<p>A) Library location/adult ed classes(funding through Adult ed)/ tech update; B) FEASIBILITY STUDY/GRANT; Move Library to out building (adult ed, tech lab?); New library space needs to be expanded (long term); the library designated as limited as public access; prepare old library space for classroom use; Community Center adult ed; Church purchase if available C) Explorers: Showcase student work (Comm Center?); Local artists (Jason/Penelope); Grad students U of M (music units); Summer Camps, Weekday Clubs; H.I.T.; Sports, robotic D) Release time for Creative Studies project related to art/music; (Band and/or other fine art instruction during CS course time)</p>	<p>A, B) Library: Summer 2013 - move material; Feasibility Study as grant money is available; Library opens in K-building fall 2013 C) April 2014 - Board revisits data D) Fall 2013 - Explorer showcase night (partnered with C.S. night) E) Spring 2013</p>	<p>Library open three days a week and during the summer</p> <p>Explorers: robotics, 7th grade outdoor school, HIT trips... 8th grade, Sheep Mtn</p> <p>Creative Studies: showcases at State of Potomac and Volunteer Dinner</p>

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
<p>14. Integrate critical thinking (CT) into all academic and behavioral settings.</p>	<p>-Staff -Student Council -PTC -Board -Explorers</p>	<p>A) 4-day week - Extended, sustained student contact time B) Staff development and integration of practice to align, integrate and exercise Common Core: Writing Handbook, revisions of “one” over quantity quality over quantity, expanded recipients.... newsletter, letters to the editor, grant writing) C) Creative Studies (Written proposal, presentations), Integrated G/T program, Sister class/mentor with Polson, individualized education structure; Multi-media expressions of a verbal/nonverbal nature; monitor typing D) Student Council and “My Voice Survey”(gr 6,7,8); Outlining student council objectives, purpose, Newsletter article E) Team building (PE, Structured Recess, with debrief time); develop culture of anti-bullying with Student Council participation and staff development F) Release time for CS project related to art/music; Math alignment, Enrichment G) Explorers: MCT; Science Olympiad, Science Fair, Poetry Outloud, Robotics, weekday clubs, HIT trip, Summer Camps, H) Journalism Elective, Newsletter elective, I) Surveys & data collection, HS placement, Growth models J) Staff Meetings: PLC staff meetings; SAT meetings</p>	<p>A) March 2014 - Board revisits B) Fall 2013 - Journalism course, C) May 2013 - Showcase Night for C.S. products D) December 2012 E) October 2013 F) Spring Semester 2013 G) Spring 2013 H) Fall or Spring semester 13/14 I) August 2013 Board meeting J) Ongoing</p>	<p>Singapore Math integration; Creative Studies; 8th gr HIT; Explorers programming options; Multiple surveys for students (My Voice, food program, explorers)</p> <p>Staff meetings on Fridays incorporated planning for : increased writing options/integration, experiential learning options</p>

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
<p>15. Improve the visibility and communication regarding Potomac School to the broader community.</p>	<p>-Administration -Staff -Board -VISTA -PTC -Boosters</p>	<p>A) Community Center Partnership: Open Gym, Fencing, (more activities for hte community), WinterFest; Developing a good relationship with the CC board (and other organizations) to partner on activities and work together on community ideas. B) Communication: Webpage; State of Potomac, Newsletter (mail out a district level newsletter intended for ALL residents; find sponsors..Docs, Subway, Cullys to offset mailer rate), New Media; (MontCAS scores; MAP; AIMSweb; Engrade (more descriptive of topic); High school feedback on placements); surveys; classroom calendars (more descriptive of topic), pacing guide; Common Core report card supplement highlights (quarterly) C) Reaching out professionally to other schools, organization; KPAX, KECI, Missoulia, and larger state or national venues D) Student Council - Student Council action within newsletter, more visible involvement in community E) Social Media: Facebook, LinkedIn (can we take advantage of the discussion thread)</p>	<p>A) Ongoing B) Fall 2013 - sponsored newsletter, broadcast journalism option C) Spring 2014 - two staff present at a conference regarding what we are doing at Potomac D) May 2013 - Student Council reporting in Newsletter regularly E) May 2013 - Improved Facebook following (Likes)</p>	<p>Facebook count increased 20% Presentation to MT AGATE conference Webpage viewed by someone in +43 of 50 states Missoulia and KPAX articles over the past two years Gold Star Teacher (Davis); MTSBA Admin of yr (Johnson)</p>

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
<p>15. Improve the visibility and communication regarding Potomac School to the broader community. (same #15)</p>	<p>-Administration -Staff -Board -VISTA -PTC -Boosters</p>	<p>A) Library location/adult ed classes(funding through Adult ed)/ tech update; B) FEASIBILITY STUDY/GRANT; Move Library to out building (adult ed, tech lab?); New library space needs to be expanded (long term);designate the library as limited public access; prepare old library space for classroom use; Community Center adult ed; Church purchase if available C) Advertising school’s strengths – News articles, web presence, tv news, social networking, events, Student outreach (chimes, poetry out loud, art in Missoula Library) Donations/charity done by school (Chicks n’ Chaps), Signage for Potomac Valley location, Monument for school (more than a bear) D) Surveys/data collection of community (VISTA) Conferences (school climate, math survey) E) Pioneer Festival, PTC, Boosters, grants that leverage our history; soccer (spring/fall), summer camps; Promote the field (photo); community uses/game. F) Staff presenting at more conferences, U of M? G) Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions H) Teacher webpages: to parents, abroad I) Student performances related to coursework (CS, Electives, etc.)</p>	<p>A,B) Library: Summer 2013 - move material; Feasibility Study as grant money is available; Library opens in K-building fall 2013 C) Spring 2013 - Advertising campaign in place (1st step) D) May 2013 - Surveys ready for end of year data collection E) May 2013 F) Spring 2014 - two staff present at conferences re: Potomac School G) May 2013 - Book produced for Festival (June) H) May 2013 - Survey results return regarding teacher webpage usage/effect I) May 2013- C.S. night shared with Explorer showcase night</p>	<p>Adult ed classes offered (5) Radio broadcast promoting Race to Nowhere and philosophy of Potomac shared Surveys regarding 4-day week, food program, and explorers program help form decision making Pioneer Festival ’13 successful; all school reunion Presented at U of M (Johnson)</p>
<p>16. Enhance our fine arts program.</p>	<p>-Staff -PTC -VISTA -Explorers</p>	<p>A) Explorers B) Showcase student work (Comm Center?); C) Local artists; Grad students U of M (music units); D) Release time for CS project related to art/music; (Band and/or other fine art instruction during IS course time)</p>	<p>A,B) Showcase night C) May 2013 - schedule reflects local artist instruction D) May 2013 - C.S. night</p>	<p>Armobile visited (Spring 2013) Elective/CS project (middle)</p>

School Board Calendar

Our School Board Calendar will be revised to add the approval of the principal contract in April. The school board will also have one representative per month review financial documentation with our clerk, Jill, on the Friday before each board meeting in her office. Next month, December, will start with Jason. January will be Craig, February – Gary, March – Cliff, April – Kelsy, May – Jason, and June – Craig.

Personnel

Angie recommended the board hire two custodial substitutes – Tara Andel and Randy Russ. Kelsy moved to hire Tara Andel and Randy Russ as custodial subs pending clear background checks. Craig seconded the motion. **Passed 5-0**

Angie also recommended the school board hire Kailey Mayo as Potomac’s counselor for 2 days per month. She will do both classroom and individual counseling. The estimated cost to the school will be approximately \$4,000 this year. Jason moved to hire Kailey Mayo as Potomac’s school counselor pending a clear background check. Kelsy seconded the motion. **Passed 5-0**

Policy Reviews and Additions

This agenda item will be moved to next month’s meeting in December.

Adjourn

Chair Vann adjourned the Board meeting at 9:25 pm.

Cliff Vann, Chair

date Jill M Thornton, Clerk

date

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
14161	8913S 101198 AMERICAN EXPRESS	8.97					
1	CC-353 11/09/15 Food	8.97		112 625			
	CULLYS		CC Accounting: 112-	-910-3100-570			
14165	8914S 232 BIG SKY RESTAURANT SUPPLY INC	111.25					
1	71845 11/24/15 Kitchen Supplies	111.25		112 910-3100		610	
14162	8915S 101225 BUSINESS CARD 3334	1,161.55					
1	CC-354 11/04/15 Maint - Light bulbs	43.96	CC Accounting: 101-	-100-2600-610	101 625		
	LOWES						
2	CC-354 11/10/15 Science Supplies	57.70	CC Accounting: 101-	-100-1000-610	101 625		
	KELVIN EDUCATIONAL						
3	CC-354 11/16/15 Sound System	649.99	CC Accounting: 101-	-100-1000-610	101 625		
	MUSICIANS FRIEND, INC						
4	CC-354 11/16/15 VB Coach Visa Cards	409.90	CC Accounting: 101-	-710-3500-610	101 625		
	BONNER TRUCK STOP						
14163	8916S 101166 BUSINESS CARD 8181	56.01					
1	CC-355 11/04/15 Supplies	54.15	CC Accounting: 101-	-100-1000-610	101 625		
	KCDA PURCHASING COOPERATIVE						
2	CC-355 11/13/15 Postage	1.86	CC Accounting: 101-	-100-2500-532	101 625		
	USPS						
14164	8917S 101125 BUSINESS CARD 8901	143.68					
1	CC-356 10/27/15 No Weapons Signs	36.00	CC Accounting: 101-	-100-1000-610	101 625		
	COMPLIANCE SIGNS						
2	CC-356 10/28/15 Maint - Exit Sign Bulbs	49.90	CC Accounting: 101-	-100-2600-610	101 625		
	ACE HARDWARE						
3	CC-356 11/06/15 Postage	51.08	CC Accounting: 101-	-100-2500-532	101 625		
	USPS						
4	CC-356 11/11/15 Postage	6.70	CC Accounting: 101-	-100-2500-532	101 625		
	USPS						

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14166	8918S	42 CENEX HARVEST STATES	409.44					
1		112511 11/10/15 Heating Fuel	409.44		101	100-2600	411	
14167	8919S 100898	COMPUTER GUYS INC.	3,009.39					
1		82685 09/25/15 Labor 9-25	390.00		101	128-2500	330	
2		82685 09/25/15 Video Card, 8400 GC Nvidia	69.99		101	128-2500	610	
3		82727 10/23/15 Labor 10-23	747.50		101	128-2500	330	
4		82743 10/30/15 Labor 10-30	747.50		101	128-2500	330	
5		82743 10/30/15 2 Gigabit Ethernet Switches	1.40		101	128-2500	610	
6		82743 10/30/15 C3230 Battery Packs (2)	8.00		101	128-2500	610	
7		82744 11/03/15 11-3 Labor	342.50		101	128-2500	330	
8		82758 11/06/15 11-6 Labor	702.50		101	128-2500	330	
14168	8920S 101177	EDUCATIONAL INNOVATIONS	61.85					
1		697544-1 11/06/15 Science Supplies	61.85		101	100-1000	610	
14169	8921S	176 FOOD SERVICES OF AMERICA	1,510.10					
1		8190738 11/11/15 Food	448.88		112	910-3100	570	
2		8197643 11/18/15 Food	362.65		112	910-3100	570	
3		8190738 11/18/15 Supplies	72.60		112	910-3100	610	
4		8204755 11/25/15 Food	182.62		112	910-3100	570	
5		8190738 11/25/15 Supplies	62.55		112	910-3100	610	
6		8210693 12/02/15 Food	380.80		112	910-3100	570	
7		8190738 12/02/15 Supplies	36.36		112	910-3100	610	
8		8190738 12/02/15 Supplies	-36.36		112	910-3100	610	
14171	8922S	82 MAJESTIC BUS SERVICE, INC	9,470.64					
1		5255 11/12/15 BBasketball to Target Range	115.05		115	103-2700	513	136
2		5256 11/13/15 Explorers to Conden	289.79		115	100-1000	516	121
3		5257 11/18/15 4th - 8th to Seeley Lake	118.95		115	103-2700	513	136
4		5258 11/19/15 5th & 6th to Msla Art Museum	123.86		115	103-2700	513	136
5		5259 11/24/15 BBasketball to Frenchtown	156.00		115	103-2700	513	136
6		5260 12/01/15 Bus Contract	8,331.70		110	100-2700	513	
7		5261 12/01/15 Morrison Lane	335.29		110	100-2700	513	
14173	8923S	10 MISSOULA ELECTRIC COOP INC	1,910.36					
1		11/30/15 School Electric	746.61		101	100-2600	412	
2		11/30/15 Comm Ctr Electric	1,163.75		101	100-2620	412	
14172	8924S	64 MISSOULA TEXTILE SERVICES	282.11					
1		738409 11/05/15 Maint Supplies	134.50		101	100-2600	610	
2		742845 11/19/15 Maint Supplies	147.61		101	100-2600	610	

12/09/15
14:32:30

POTOMAC ELEMENTARY SCHOOL
Claim Details
For the Accounting Period: 12/15

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
14170	8925S	274 MONTANA CRIMINAL RECORDS		31.25				
1		12/14/15 Background Cks		31.25		101	100-2500	330
14174	8926S	100842 POTOMAC SCHOOL PETTY CASH		894.24				
1		12/01/15 Ref Ck Reimbursements		744.00		101	120-3500	810
2		12/01/15 Background Ck Reimb		42.25		101	100-2500	330
3		12/01/15 Tech Supplies		49.99		101	128-2500	610
4		12/01/15 Elective Field Trip		58.00		101	100-1000	610
14176	8927S	9 REPUBLIC SERVICES #889		246.44				
1		11/30/15 Disposal Services - School		123.22		101	100-2600	431
2		11/30/15 Disposal Services - Comm Ctr		123.22		101	100-2620	431
14175	8928S	101257 SHALISE AUSTIN		25.00				
1		09/16/15 Reimb		25.00		101	100-1000	610
14177	8929S	100977 WESTERN BUSINESS EQUIPMENT, INC		1,623.17				
1		89837 10/19/15 All Toners Office Color Copier		800.00		101	100-1000	610
2		90090 10/21/15 Color Copier Maint		96.35		101	100-1000	330
3		90090 10/21/15 Color Copier Parts		426.82		101	100-1000	610
4		97760 11/19/15 Annual Comm Ctr Copier		300.00		101	100-1000	610
		# of Claims 17		Total: 20,955.45				
				20,955.45				

POTOMAC ELEMENTARY SCHOOL
Credit Card Transactions Paid by Credit Card Vendor
For the Accounting Period: 12/15

CC Vendor	Check#	Claim#	CC #	PO #	Ln#	Per	Check Vendor Paid	Description	Amount	Fund	Org	Prg-Func-Obj	Proj
AMERICAN EXPRESS	8913	14161	353		1	12/15	CULLYS	Food	8.97	112		910-3100-570	
							Total		8.97				
BUSINESS CARD 333	8915	14162	354		1	12/15	LOWES	Maint - Light bulbs	43.96	101		100-2600-610	
	8915	14162	354		2	12/15	KELVIN EDUCATIONA	Science Supplies	57.70	101		100-1000-610	
	8915	14162	354		3	12/15	MUSICIANS FRIEND,	Sound System	649.99	101		100-1000-610	
	8915	14162	354		4	12/15	BONNER TRUCK STOP	VB Coach Visa Cards	409.90	101		710-3500-610	
							Total		1161.55				
BUSINESS CARD 818	8916	14163	355		1	12/15	KCDA PURCHASING C	Supplies	54.15	101		100-1000-610	
	8916	14163	355		2	12/15	USPS	Postage	1.86	101		100-2500-532	
							Total		56.01				
BUSINESS CARD 890	8917	14164	356		1	12/15	COMPLIANCE SIGNS	No Weapons Signs	36.00	101		100-1000-610	
	8917	14164	356		2	12/15	ACE HARDWARE	Maint - Exit Sign	49.90	101		100-2600-610	
	8917	14164	356		3	12/15	USPS	Postage	51.08	101		100-2500-532	
	8917	14164	356		4	12/15	USPS	Postage	6.70	101		100-2500-532	
							Total		143.68				
Grand Total :									1370.21				

Total for Payroll Checks

	Employee	Employer	Amount
HOL HOURS (Holiday Pay)	44.00		620.69
J001 HOURS (REGULAR SUB)	2.50		200.00
J007 HOURS (21 CENTURY AIDE)	28.66		458.56
J011 HOURS (21ST CENT ADMIN)	73.00		1,460.00
PERS HOURS (Personal Time Used)	19.00		331.26
REG HOURS (Regular Time)	2,169.35		43,409.72
SICK HOURS (Sick Time)	8.00		134.43
VOLN HOURS (Volunteer Time)	1.00		1,593.33
GROSS PAY	46,614.66	0.00	
NET PAY	28,902.83	0.00	
NET PAY (CHECKS)	1,267.71		
NET PAY (DIRECT DEPOSIT)	27,635.12		
ACCIDENT/AFA	92.18	0.00	
ANNUITY-HORACE	200.00	0.00	
DISABILITY	62.00	0.00	
FIT	3,633.79	0.00	
FLEX PLAN	383.50	0.00	
HEALTH - MUST	4,176.00	8,304.00	
LIFE/AFA	21.00	0.00	
MEDICARE	608.20	608.20	
P.E.R.S.	675.51	684.07	
PACE	74.10	0.00	
PEA/MEA	403.44	0.00	
SIT	1,676.00	0.00	
SOCIAL SECURITY	2,600.65	2,600.65	
TRS	3,087.96	3,284.99	
UNEMPL. INSUR.	0.00	181.79	
UNUM LIFE INS C	17.50	11.20	
WORKERS' COMP	0.00	543.44	
1ST INTERSTATE	4,351.13	0.00	
FSBMSLA	4,102.41	0.00	
GB	3,477.35	0.00	
MFCU	5,283.45	0.00	
PSCU	2,165.74	0.00	
TRB	4,591.79	0.00	
USB	1,982.31	0.00	
WSB	1,680.94	0.00	
FIT/SIT BASE	37,982.01	0.00	
MEDICARE BASE	41,945.48	0.00	
PERS BASE	8,550.76	0.00	
SOC SEC BASE	41,945.48	0.00	
TRS BASE	37,889.21	0.00	
WC BASE	48,207.99	0.00	

Total 16,218.34
 Total Payroll Expense (Gross Pay + Employer Contributions): 62,833.00
 Payroll Register + Volunteer Payroll Register = Payroll Summary

Potomac Student Accounts
General Ledger
 As of November 30, 2015

Date	Num	Name	Memo	Deposits	Checks	Balance
Petty Cash						472.04
11/02/2015	1167	Referee	11-2-15 BBasketball		62.00	410.04
11/02/2015	1168	Referee	11-2-15 BBasketball		62.00	348.04
11/03/2015	1169	Montana Criminal Records	Background Check		27.25	320.79
11/05/2015	1170	Referee	11-5-15 BBasketball		62.00	258.79
11/05/2015	1171	Referee	11-5-15 BBasketball		62.00	196.79
11/05/2015	1172	Tara Andell	Background Ck Reimb		15.00	181.79
11/10/2015	1173	Referee	11-10-15 BBasketball		31.00	150.79
11/10/2015	1174	Referee	11-10-15 BBasketball		31.00	119.79
11/16/2015	1175	Abby Stitt	Teacher Ipad Supplies Reimb		49.99	69.80
11/17/2015	1176	Referee	11-17-15 BBasketball		62.00	7.80
11/17/2015	1177	Referee	11-17-15 BBasketball		62.00	-54.20
11/17/2015	dep		Ref Cks & Explorers Reimb	467.96		413.76
11/19/2015	1178	Referee	11-19-15 BBasketball		31.00	382.76
11/19/2015	1179	Referee	11-19-15 BBasketball		31.00	351.76
Total Petty Cash				467.96	588.24	351.76
Two Rivers accts						25,968.97
Band						30.44
Bike-a-Thon						12,246.35
11/01/2015	2234	Free Cycles Missoula	Bike A Thon Donation		100.00	12,146.35
11/05/2015	2236	Montana Repertory Theater	Mt Rep Presentation		550.00	11,596.35
11/08/2015	2235	Business Card 3334	Bike a Thon Volunteer's Lunch		60.35	11,536.00
Total Bike-a-Thon				0.00	710.35	11,536.00
Book Fair						274.55
Cheerleaders						58.54
Class of 2015						731.63
Class of 2016						1,391.00
11/06/2015	dep		Pie's and Scentsy Fundraiser	451.65		1,842.65
11/10/2015			8th grade funds moved from Recycling	200.00		2,042.65
Total Class of 2016				651.65	0.00	2,042.65
8th Grade Fund						1,601.63
Explorers						2,280.00
Math Counts Team						11.51
Music						769.14
Pioneer Field Account						11.50
Recycling						785.97
11/10/2015			8th grade funds moved to Class of 2016		200.00	585.97
Total Recycling				0.00	200.00	585.97
Science Activity						1,010.96
Outdoor School						386.51
Robotics						363.74
Misc Science Donations						138.58
Olympiad						122.13
Total Science Activity						1,010.96
Ski Trip						151.53
Student Activities						729.05
Student Council						3,885.17
Total Two Rivers accts				651.65	910.35	25,710.27

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 12 / 15

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
112 Professional Ed.	25,277.60	102,150.23	303,331.00	303,331.00	201,180.77	33 %
117 Teacher's Aides	173.45	1,022.94	1,820.00	1,820.00	797.06	56 %
122 Prof/Ed/Sub Teachers	226.39	1,782.97	11,276.00	11,276.00	9,493.03	15 %
250 Workers' Comp.	192.85	697.98	1,956.00	1,956.00	1,258.02	35 %
260 Health Insurance	4,622.56	20,439.07	48,261.00	48,261.00	27,821.93	42 %
330 Other Professional	96.35	462.87	3,000.00	3,000.00	2,537.13	15 %
582 Travel Out-of-Dist.	0.00	0.00	300.00	300.00	300.00	0 %
610 Supplies	2,469.51	5,704.00	11,200.00	11,200.00	5,496.00	50 %
640 Books	0.00	2,555.50	3,000.00	3,000.00	444.50	85 %
680 Software	0.00	780.00	260.00	260.00	-520.00	300 %
Function Total :	33,058.71	135,595.56	384,404.00	384,404.00	248,808.44	35 %
2225 School Library						
640 Books	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %
Function Total :	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %
2310 Board of Trustees						
330 Other Professional	0.00	1,124.36	800.00	800.00	-324.36	140 %
350 Contracted Services	0.00	44.00	650.00	650.00	606.00	6 %
810 Dues and Fees	0.00	0.00	1,450.00	1,450.00	1,450.00	0 %
Function Total :	0.00	1,168.36	2,900.00	2,900.00	1,731.64	40 %
2400 School Admi n.						
111 Administrative	3,750.00	22,500.00	45,000.00	45,000.00	22,500.00	50 %
115 Office/Clerical	2,238.51	8,033.22	23,333.00	23,333.00	15,299.78	34 %
250 Workers' Comp.	37.16	195.29	424.00	424.00	228.71	46 %
260 Health Insurance	904.20	4,883.54	10,850.00	10,850.00	5,966.46	45 %
330 Other Professional	0.00	583.35	9,656.00	9,656.00	9,072.65	6 %
550 Printing & Binding	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
582 Travel Out-of-Dist.	0.00	558.26	300.00	300.00	-258.26	186 %
640 Books	0.00	24.00	200.00	200.00	176.00	12 %
810 Dues and Fees	0.00	25.00	1,545.00	1,545.00	1,520.00	1 %
Function Total :	6,929.87	36,802.66	93,308.00	93,308.00	56,505.34	39 %
2500 Sup. Serv. -Business						
111 Administrative	1,908.71	9,543.55	22,905.00	22,905.00	13,361.45	41 %
250 Workers' Comp.	11.84	59.20	142.00	142.00	82.80	41 %
260 Health Insurance	324.00	1,620.00	3,888.00	3,888.00	2,268.00	41 %
330 Other Professional	73.50	4,644.25	8,447.00	8,447.00	3,802.75	54 %
532 Postage	59.64	309.44	1,569.00	1,569.00	1,259.56	19 %
540 Advertising	0.00	32.17	57.00	57.00	24.83	56 %
582 Travel Out-of-Dist.	0.00	0.00	941.00	941.00	941.00	0 %
610 Supplies	0.00	0.00	430.00	430.00	430.00	0 %
680 Software	0.00	0.00	240.00	240.00	240.00	0 %
810 Dues and Fees	0.00	110.00	125.00	125.00	15.00	88 %
Function Total :	2,377.69	16,318.61	38,744.00	38,744.00	22,425.39	42 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 12 / 15

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
114 Custodial /Maint	746.74	4,117.38	9,790.00	9,790.00	5,672.62	42 %
250 Workers' Comp.	57.27	315.74	751.00	751.00	435.26	42 %
260 Health Insurance	242.80	1,214.83	3,240.00	3,240.00	2,025.17	37 %
330 Other Professional	0.00	1,560.50	3,537.00	3,537.00	1,976.50	44 %
411 Gas	409.44	409.44	7,488.00	7,488.00	7,078.56	5 %
412 Electricity	746.61	2,363.10	8,370.00	8,370.00	6,006.90	28 %
431 Disposal Services	123.22	616.16	1,470.00	1,470.00	853.84	41 %
520 Insurance	0.00	0.00	8,022.00	8,022.00	8,022.00	0 %
531 Telephone	0.00	2,856.06	4,500.00	4,500.00	1,643.94	63 %
610 Supplies	375.97	1,853.19	7,500.00	7,500.00	5,646.81	24 %
810 Dues and Fees	0.00	100.00	100.00	100.00	0.00	100 %
Function Total :	2,702.05	15,406.40	54,768.00	54,768.00	39,361.60	28 %
2620 Operation of Community Center						
114 Custodial /Maint	746.75	4,117.20	9,790.00	9,790.00	5,672.80	42 %
250 Workers' Comp.	57.26	315.72	751.00	751.00	435.28	42 %
260 Health Insurance	242.80	1,214.77	3,240.00	3,240.00	2,025.23	37 %
330 Other Professional	0.00	165.00	975.00	975.00	810.00	16 %
412 Electricity	1,163.75	2,729.47	8,278.00	8,278.00	5,548.53	32 %
431 Disposal Services	123.22	616.15	1,470.00	1,470.00	853.85	41 %
450 Rentals	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
610 Supplies	0.00	72.61	400.00	400.00	327.39	18 %
810 Dues and Fees	0.00	100.00	100.00	100.00	0.00	100 %
Function Total :	2,333.78	9,330.92	26,204.00	26,204.00	16,873.08	35 %
Program Total :	47,402.10	214,622.51	602,578.00	602,578.00	387,955.49	35 %
120 CONTINGENCY FUNDS						
2600 Oper. & Maint. Plant						
440 Repair and Maint.	0.00	198.93	4,500.00	4,500.00	4,301.07	4 %
460 Minor Construction	0.00	6,187.48	20,449.00	20,449.00	14,261.52	30 %
Function Total :	0.00	6,386.41	24,949.00	24,949.00	18,562.59	25 %
3500 Extracurricular/Ath.						
150 Stipends	0.00	0.00	6,000.00	1,500.00	1,500.00	0 %
810 Dues and Fees	744.00	1,104.00	0.00	4,500.00	3,396.00	24 %
Function Total :	744.00	1,104.00	6,000.00	6,000.00	4,896.00	18 %
Program Total :	744.00	7,490.41	30,949.00	30,949.00	23,458.59	24 %
128 Technology						
2500 Sup. Serv. -Business						
330 Other Professional	2,930.00	4,536.40	8,000.00	8,000.00	3,463.60	56 %
610 Supplies	129.38	129.38	2,300.00	2,300.00	2,170.62	5 %
680 Software	0.00	362.00	600.00	600.00	238.00	60 %
Function Total :	3,059.38	5,027.78	10,900.00	10,900.00	5,872.22	46 %
Program Total :	3,059.38	5,027.78	10,900.00	10,900.00	5,872.22	46 %
Program Group Total :	51,205.48	227,140.70	644,427.00	644,427.00	417,286.30	35 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 12 / 15

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200 Special Programs						
280 Special Education						
1000 Instruction						
112 Professional Ed.	0.00	0.00	24,373.00	24,373.00	24,373.00	0 %
117 Teacher's Aides	2,340.89	7,468.54	13,138.00	13,138.00	5,669.46	56 %
250 Workers' Comp.	14.52	46.34	233.00	233.00	186.66	19 %
260 Health Insurance	504.34	1,490.51	12,960.00	12,960.00	11,469.49	11 %
Function Total :	2,859.75	9,005.39	50,704.00	50,704.00	41,698.61	17 %
6200 Resources Trans.						
920 Res. Trans. Other Sch	0.00	1,563.41	2,000.00	2,000.00	436.59	78 %
Function Total :	0.00	1,563.41	2,000.00	2,000.00	436.59	78 %
Program Total :	2,859.75	10,568.80	52,704.00	52,704.00	42,135.20	20 %
Program Group Total :	2,859.75	10,568.80	52,704.00	52,704.00	42,135.20	20 %
300 Vocational Programs						
365 Indian Ed						
1000 Instruction						
112 Professional Ed.	0.00	0.00	3,024.00	3,024.00	3,024.00	0 %
Function Total :	0.00	0.00	3,024.00	3,024.00	3,024.00	0 %
Program Total :	0.00	0.00	3,024.00	3,024.00	3,024.00	0 %
Program Group Total :	0.00	0.00	3,024.00	3,024.00	3,024.00	0 %
700						
710 School Sponsored Ext						
3500 Extracurricular/Ath.						
610 Supplies	409.90	409.90	0.00	0.00	-409.90	*** %
810 Dues and Fees	0.00	600.00	600.00	600.00	0.00	100 %
Function Total :	409.90	1,009.90	600.00	600.00	-409.90	168 %
Program Total :	409.90	1,009.90	600.00	600.00	-409.90	168 %
Program Group Total :	409.90	1,009.90	600.00	600.00	-409.90	168 %
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
116 Cooks	520.47	1,737.86	6,549.00	6,549.00	4,811.14	26 %
250 Workers' Comp.	3.23	10.79	503.00	503.00	492.21	2 %
260 Health Insurance	540.96	2,704.88	6,480.00	6,480.00	3,775.12	41 %
570 Food Services	0.00	0.00	1,520.00	1,520.00	1,520.00	0 %
582 Travel Out-of-Dist.	0.00	0.00	400.00	400.00	400.00	0 %
Function Total :	1,064.66	4,453.53	15,452.00	15,452.00	10,998.47	28 %
Program Total :	1,064.66	4,453.53	15,452.00	15,452.00	10,998.47	28 %
Program Group Total :	1,064.66	4,453.53	15,452.00	15,452.00	10,998.47	28 %
Fund Total :	55,539.79	243,172.93	716,207.00	716,207.00	473,034.07	33 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 12 / 15

110 TRANSPORTATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2500 Sup. Serv. -Business						
111 Administrative	795.30	3,976.50	9,544.00	9,544.00	5,567.50	41 %
250 Workers' Comp.	4.94	24.70	59.00	59.00	34.30	41 %
260 Health Insurance	135.00	675.00	1,620.00	1,620.00	945.00	41 %
Function Total :	935.24	4,676.20	11,223.00	11,223.00	6,546.80	41 %
2700 Student Transp.						
111 Administrative	1,250.00	7,500.00	15,000.00	15,000.00	7,500.00	50 %
250 Workers' Comp.	7.76	40.74	93.00	93.00	52.26	43 %
260 Health Insurance	121.40	728.40	1,620.00	1,620.00	891.60	44 %
513 Bus Contractors	8,666.99	34,667.96	87,483.00	87,483.00	52,815.04	39 %
515 Trans. Contingency	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
Function Total :	10,046.15	42,937.10	106,696.00	106,696.00	63,758.90	40 %
Program Total :	10,981.39	47,613.30	117,919.00	117,919.00	70,305.70	40 %
Program Group Total :	10,981.39	47,613.30	117,919.00	117,919.00	70,305.70	40 %
Fund Total :	10,981.39	47,613.30	117,919.00	117,919.00	70,305.70	40 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 12 / 15

112 FOOD SERVICES FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
116 Cooks	1,637.57	5,471.01	17,056.00	17,056.00	11,584.99	32 %
250 Workers' Comp.	125.58	419.55	1,308.00	1,308.00	888.45	32 %
330 Other Professional	0.00	0.00	250.00	250.00	250.00	0 %
440 Repair and Maint.	0.00	200.00	1,000.00	1,000.00	800.00	20 %
570 Food Services	1,383.92	7,204.23	20,000.00	20,000.00	12,795.77	36 %
582 Travel Out-of-Dist.	0.00	0.00	600.00	600.00	600.00	0 %
610 Supplies	246.40	1,099.01	1,450.00	1,450.00	350.99	75 %
810 Dues and Fees	0.00	85.00	250.00	250.00	165.00	34 %
Function Total :	3,393.47	14,478.80	41,914.00	41,914.00	27,435.20	34 %
Program Total :	3,393.47	14,478.80	41,914.00	41,914.00	27,435.20	34 %
Program Group Total :	3,393.47	14,478.80	41,914.00	41,914.00	27,435.20	34 %
Fund Total :	3,393.47	14,478.80	41,914.00	41,914.00	27,435.20	34 %

114 RETIREMENT FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
210 Social Security/Med.	1,914.61	7,836.12	25,972.00	25,972.00	18,135.88	30 %
220 Teachers' Retirement	2,217.02	9,105.60	29,824.00	29,824.00	20,718.40	30 %
240 Unemployment Comp.	-187.29	121.94	1,745.00	1,745.00	1,623.06	6 %
Function Total :	3,944.34	17,063.66	57,541.00	57,541.00	40,477.34	29 %
2400 School Admin.						
210 Social Security/Med.	374.68	2,360.62	4,558.00	4,558.00	2,197.38	51 %
220 Teachers' Retirement	325.12	2,275.86	4,679.00	4,679.00	2,403.14	48 %
230 PERS	179.08	642.66	1,772.00	1,772.00	1,129.34	36 %
240 Unemployment Comp.	23.35	133.68	330.00	330.00	196.32	40 %
Function Total :	902.23	5,412.82	11,339.00	11,339.00	5,926.18	47 %
2500 Sup. Serv. -Business						
210 Social Security/Med.	164.55	673.26	1,572.00	1,572.00	898.74	42 %
230 PERS	216.32	1,081.61	2,555.00	2,555.00	1,473.39	42 %
240 Unemployment Comp.	10.55	52.75	135.00	135.00	82.25	39 %
Function Total :	391.42	1,807.62	4,262.00	4,262.00	2,454.38	42 %
2600 Oper. & Maint. Plant						
210 Social Security/Med.	55.48	311.38	710.00	710.00	398.62	43 %
230 PERS	59.74	329.39	770.00	770.00	440.61	42 %
240 Unemployment Comp.	2.91	16.05	41.00	41.00	24.95	39 %
Function Total :	118.13	656.82	1,521.00	1,521.00	864.18	43 %
2620 Operation of Community Center						
210 Social Security/Med.	55.46	311.34	710.00	710.00	398.66	43 %
230 PERS	59.74	329.38	753.00	753.00	423.62	43 %
240 Unemployment Comp.	2.91	16.07	41.00	41.00	24.93	39 %
Function Total :	118.11	656.79	1,504.00	1,504.00	847.21	43 %
2700 Student Transp.						
210 Social Security/Med.	95.63	286.89	1,115.00	1,115.00	828.11	25 %
220 Teachers' Retirement	108.38	325.14	1,350.00	1,350.00	1,024.86	24 %
240 Unemployment Comp.	4.88	14.64	68.00	68.00	53.36	21 %
Function Total :	208.89	626.67	2,533.00	2,533.00	1,906.33	24 %
Program Total :	5,683.12	26,224.38	78,700.00	78,700.00	52,475.62	33 %
120 CONTINGENCY FUNDS						
1000 Instruction						
210 Social Security/Med.	0.00	0.00	517.00	517.00	517.00	0 %
240 Unemployment Comp.	0.00	0.00	30.00	30.00	30.00	0 %
Function Total :	0.00	0.00	547.00	547.00	547.00	0 %
Program Total :	0.00	0.00	547.00	547.00	547.00	0 %
Program Group Total :	5,683.12	26,224.38	79,247.00	79,247.00	53,022.62	33 %
200 Special Programs						
280 Special Education						
1000 Instruction						
210 Social Security/Med.	104.75	351.69	1,016.00	1,016.00	664.31	34 %
220 Teachers' Retirement	202.95	647.51	1,262.00	1,262.00	614.49	51 %
240 Unemployment Comp.	9.14	29.14	62.00	62.00	32.86	47 %
Function Total :	316.84	1,028.34	2,340.00	2,340.00	1,311.66	43 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 12 / 15

114 RETIREMENT FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200 Special Programs						
280 Special Education						
6200 Resources Trans.						
920 Res. Trans. Other Sch	0.00	0.00	3,323.00	3,323.00	3,323.00	0 %
Function Total :	0.00	0.00	3,323.00	3,323.00	3,323.00	0 %
Program Total :	316.84	1,028.34	5,663.00	5,663.00	4,634.66	18 %
Program Group Total :	316.84	1,028.34	5,663.00	5,663.00	4,634.66	18 %
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
210 Social Security/Med.	84.56	309.43	525.00	525.00	215.57	58 %
220 Teachers' Retirement	45.12	150.67	187.00	187.00	36.33	80 %
230 PERS	131.01	437.68	1,328.00	1,328.00	890.32	32 %
240 Unemployment Comp.	8.42	28.12	81.00	81.00	52.88	34 %
Function Total :	269.11	925.90	2,121.00	2,121.00	1,195.10	43 %
Program Total :	269.11	925.90	2,121.00	2,121.00	1,195.10	43 %
Program Group Total :	269.11	925.90	2,121.00	2,121.00	1,195.10	43 %
Fund Total :	6,269.07	28,178.62	87,031.00	87,031.00	58,852.38	32 %

117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
600 Adult Continuing Ed.						
600 Adult Continuing Ed.						
2322 Community Relations						
610 Supplies	0.00	0.00	10,454.00	10,454.00	10,454.00	0%
Function Total:	0.00	0.00	10,454.00	10,454.00	10,454.00	0%
Program Total:	0.00	0.00	10,454.00	10,454.00	10,454.00	0%
Program Group Total:	0.00	0.00	10,454.00	10,454.00	10,454.00	0%
Fund Total:	0.00	0.00	10,454.00	10,454.00	10,454.00	0%

128 TECHNOLOGY FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
680 Software	0.00	0.00	4,666.00	4,666.00	4,666.00	0 %
Function Total :	0.00	0.00	4,666.00	4,666.00	4,666.00	0 %
Program Total :	0.00	0.00	4,666.00	4,666.00	4,666.00	0 %
Program Group Total :	0.00	0.00	4,666.00	4,666.00	4,666.00	0 %
Fund Total :	0.00	0.00	4,666.00	4,666.00	4,666.00	0 %

129 FLEX FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
440 Repair and Maint.	0.00	0.00	1,726.00	1,726.00	1,726.00	0 %
Function Total :	0.00	0.00	1,726.00	1,726.00	1,726.00	0 %
Program Total :	0.00	0.00	1,726.00	1,726.00	1,726.00	0 %
Program Group Total :	0.00	0.00	1,726.00	1,726.00	1,726.00	0 %
Fund Total :	0.00	0.00	1,726.00	1,726.00	1,726.00	0 %

161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
460-122 Minor Construction	0.00	0.00	16,387.00	16,387.00	16,387.00	0 %
School Safety Transfer to Building						
Function Total :	0.00	0.00	16,387.00	16,387.00	16,387.00	0 %
Program Total :	0.00	0.00	16,387.00	16,387.00	16,387.00	0 %
Program Group Total :	0.00	0.00	16,387.00	16,387.00	16,387.00	0 %
Fund Total :	0.00	0.00	16,387.00	16,387.00	16,387.00	0 %
Grand Total :	76,183.72	333,443.65	996,304.00	996,304.00	662,860.35	33 %

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (50) Committed
101 Local Donations						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
610 Supplies	0.00	738.00	10,418.09	10,418.09	9,680.09	7 %
Function Total :	0.00	738.00	10,418.09	10,418.09	9,680.09	7
Program Total :	0.00	738.00	10,418.09	10,418.09	9,680.09	7 %
Program Group Total :	0.00	738.00	10,418.09	10,418.09	9,680.09	7 %
Project Total :	0.00	738.00	10,418.09	10,418.09	9,680.09	7 %
102 Explorers						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
582 Travel Out-of-Dist.	0.00	0.00	4,283.21	4,283.21	4,283.21	0 %
Function Total :	0.00	0.00	4,283.21	4,283.21	4,283.21	0
Program Total :	0.00	0.00	4,283.21	4,283.21	4,283.21	0 %
Program Group Total :	0.00	0.00	4,283.21	4,283.21	4,283.21	0 %
Project Total :	0.00	0.00	4,283.21	4,283.21	4,283.21	0 %
103 Campus Maintenance Fund						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
460 Minor Construction	0.00	20.00	85.00	85.00	65.00	23 %
Function Total :	0.00	20.00	85.00	85.00	65.00	23
Program Total :	0.00	20.00	85.00	85.00	65.00	23 %
Program Group Total :	0.00	20.00	85.00	85.00	65.00	23 %
Project Total :	0.00	20.00	85.00	85.00	65.00	23 %
115 REAP 14-15						
115 MISC. PROGRAMS FUND						
400 Other Instructional						

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (50) Committed
412 REAP						
1000 Instruction						
330 Other Professional	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
Function Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19
Program Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
Program Group Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
Project Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
121 21st Century Grant						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
111 Administrative	1,460.00	5,869.00	18,055.00	18,055.00	12,186.00	32 %
112 Professional Ed.	0.00	3,637.50	9,000.00	9,000.00	5,362.50	40 %
117 Teacher's Aides	458.56	2,817.85	4,320.00	4,320.00	1,502.15	65 %
210 Social Security/Med.	140.18	918.74	2,655.50	2,655.50	1,736.76	34 %
220 Teachers' Retirement	166.34	939.31	2,921.50	2,921.50	1,982.19	32 %
240 Unemployment Comp.	7.47	48.03	149.00	149.00	100.97	32 %
250 Workers' Comp.	11.91	76.50	184.00	184.00	107.50	41 %
260 Health Insurance	1.48	7.74	5,940.00	5,940.00	5,932.26	0 %
330 Other Professional	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
450 Rentals	0.00	0.00	6,396.00	6,396.00	6,396.00	0 %
516 Field Trips	289.79	2,587.62	6,500.00	6,500.00	3,912.38	39 %
582 Travel Out-of-Dist.	0.00	709.94	1,000.00	1,000.00	290.06	70 %
610 Supplies	0.00	571.32	558.00	558.00	-13.32	102 %
Function Total :	2,535.73	18,183.55	59,679.00	59,679.00	41,495.45	102
Program Total :	2,535.73	18,183.55	59,679.00	59,679.00	41,495.45	30 %
Program Group Total :	2,535.73	18,183.55	59,679.00	59,679.00	41,495.45	30 %
Project Total :	2,535.73	18,183.55	59,679.00	59,679.00	41,495.45	30 %
130 Pioneer Field Grant Monies						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
330 Other Professional	0.00	0.00	10,858.33	10,858.33	10,858.33	0 %
Function Total :	0.00	0.00	10,858.33	10,858.33	10,858.33	0
Program Total :	0.00	0.00	10,858.33	10,858.33	10,858.33	0 %
106 Pioneer Field						

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (50) Committed
2600 Oper. & Maint. Plant						
460 Minor Construction	0.00	29,990.43	0.00	5,000.00	-24,990.43	599 %
Function Total :	0.00	29,990.43	0.00	5,000.00	-24,990.43	599 %
Program Total :	0.00	29,990.43	0.00	5,000.00	-24,990.43	189 %
Program Group Total :	0.00	29,990.43	10,858.33	15,858.33	-14,132.10	189 %
Project Total :	0.00	29,990.43	10,858.33	15,858.33	-14,132.10	189 %
136 Donations for Students						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
103 Local Donations - Student Activity						
2700 Student Transp.						
513 Bus Contractors	513.86	2,013.03	5,342.26	5,342.26	3,329.23	37 %
Function Total :	513.86	2,013.03	5,342.26	5,342.26	3,329.23	37 %
Program Total :	513.86	2,013.03	5,342.26	5,342.26	3,329.23	37 %
Program Group Total :	513.86	2,013.03	5,342.26	5,342.26	3,329.23	37 %
Project Total :	513.86	2,013.03	5,342.26	5,342.26	3,329.23	37 %
212 Blackfoot Challenge Grant						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
516 Field Trips	0.00	0.00	310.00	310.00	310.00	0 %
Function Total :	0.00	0.00	310.00	310.00	310.00	0 %
Program Total :	0.00	0.00	310.00	310.00	310.00	0 %
Program Group Total :	0.00	0.00	310.00	310.00	310.00	0 %
Project Total :	0.00	0.00	310.00	310.00	310.00	0 %
326 Title 2015-2016						
115 MISC. PROGRAMS FUND						
400 Other Instructional						
420 Title I						
1000 Instruction						
112 Professional Ed.	799.83	1,599.66	9,598.00	9,598.00	7,998.34	16 %
117 Teacher's Aides	1,738.41	6,685.99	10,200.00	10,200.00	3,514.01	65 %
210 Social Security/Med.	184.69	604.50	1,515.00	1,515.00	910.50	39 %
220 Teachers' Retirement	220.06	718.37	1,677.00	1,677.00	958.63	42 %
240 Unemployment Comp.	9.90	32.32	92.00	92.00	59.68	35 %
250 Workers' Comp.	15.74	51.41	113.00	113.00	61.59	45 %
260 Health Insurance	594.66	2,517.80	6,588.00	6,588.00	4,070.20	38 %
610 Supplies	0.00	0.00	1,455.00	1,455.00	1,455.00	0 %

*** POs ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (50) Committed
Function Total :	3,563.29	12,210.05	31,238.00	31,238.00	19,027.95	0
2300 General Admin						
111 Administrative	477.18	2,385.90	5,726.00	5,726.00	3,340.10	41 %
210 Social Security/Med.	29.04	118.82	437.00	437.00	318.18	27 %
230 PERS	38.18	190.89	390.00	390.00	199.11	48 %
240 Unemployment Comp.	1.86	9.30	25.00	25.00	15.70	37 %
250 Workers' Comp.	2.96	14.80	33.00	33.00	18.20	44 %
260 Health Insurance	81.00	405.00	972.00	972.00	567.00	41 %
Function Total :	630.22	3,124.71	7,583.00	7,583.00	4,458.29	41
Program Total :	4,193.51	15,334.76	38,821.00	38,821.00	23,486.24	39 %
Program Group Total :	4,193.51	15,334.76	38,821.00	38,821.00	23,486.24	39 %
Project Total :	4,193.51	15,334.76	38,821.00	38,821.00	23,486.24	39 %
515 Early Start Program						
115 MISC. PROGRAMS FUND						
500 Non-Public Sch/Prog						
515 Early Start						
1000 Instruction						
119 Other Sup. Salaries	68.30	201.30	1,000.00	1,000.00	798.70	20 %
210 Social Security/Med.	5.22	15.40	0.00	0.00	-15.40	*** %
240 Unemployment Comp.	0.27	0.79	0.00	0.00	-0.79	*** %
250 Workers' Comp.	0.42	1.25	0.00	0.00	-1.25	*** %
640 Books	0.00	25.94	200.00	200.00	174.06	12 %
Function Total :	74.21	244.68	1,200.00	1,200.00	955.32	12
Program Total :	74.21	244.68	1,200.00	1,200.00	955.32	20 %
Program Group Total :	74.21	244.68	1,200.00	1,200.00	955.32	20 %
Project Total :	74.21	244.68	1,200.00	1,200.00	955.32	20 %
648 Capital Investment and Deferred Maintenance						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
460 Minor Construction	0.00	5,750.00	32,813.51	32,813.51	27,063.51	17 %
Function Total :	0.00	5,750.00	32,813.51	32,813.51	27,063.51	17
Program Total :	0.00	5,750.00	32,813.51	32,813.51	27,063.51	17 %
Program Group Total :	0.00	5,750.00	32,813.51	32,813.51	27,063.51	17 %
Project Total :	0.00	5,750.00	32,813.51	32,813.51	27,063.51	17 %
658 Indian Ed 07-08						
115 MISC. PROGRAMS FUND						

*** POs ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (50) Committed
300 Vocational Programs						
365 Indian Ed						
1000 Instruction						
610 Supplies	0.00	0.00	790.60	790.60	790.60	0 %
Function Total :	0.00	0.00	790.60	790.60	790.60	0
Program Total :	0.00	0.00	790.60	790.60	790.60	0 %
Program Group Total :	0.00	0.00	790.60	790.60	790.60	0 %
Project Total :	0.00	0.00	790.60	790.60	790.60	0 %
659 Indian Ed 2008-2009						
115 MISC. PROGRAMS FUND						
300 Vocational Programs						
365 Indian Ed						
1000 Instruction						
610 Supplies	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Function Total :	0.00	0.00	1,081.88	1,081.88	1,081.88	0
Program Total :	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Program Group Total :	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Project Total :	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Grand Total :	7,317.31	73,698.45	172,990.18	177,990.18	104,291.73	41 %

**** Report totals by Fiscal Year, not Project date range.

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 151200 1	Payroll Expenditure		/ /	12/15		25,277.60
						Object Total : 25,277.60
117 Teacher's Aides						
PR 151200 2	Payroll Expenditure		/ /	12/15		173.45
						Object Total : 173.45
122 Prof/Ed/Sub Teachers						
PR 151200 3	Payroll Expenditure		/ /	12/15		226.39
						Object Total : 226.39
250 Workers' Comp.						
PR 151200 4	Employer Contributions		/ /	12/15		192.85
						Object Total : 192.85
260 Health Insurance						
PR 151200 5	Employer Contributions		/ /	12/15		4,622.56
						Object Total : 4,622.56
330 Other Professional						
CL 14177 2	Color Copier Maint	90090	10/21/15	12/15	100977 WESTERN BUSINESS EQUIPMENT,	96.35
						Object Total : 96.35
610 Supplies						
CC 354 2	Science Supplies	101253	11/10/15	12/15		57.70
CC 354 3	Sound System	101254	11/16/15	12/15		649.99
CC 355 1	Supplies	101132	11/04/15	12/15		54.15
CC 356 1	No Weapons Signs	101256	10/27/15	12/15		36.00
CL 14168 1	Science Supplies	697544-1	11/06/15	12/15	101177 EDUCATIONAL INNOVATIONS	61.85
CL 14174 4	Elective Field Trip		12/01/15	12/15	100842 POTOMAC SCHOOL PETTY CASH	58.00
CL 14175 1	Reimb		09/16/15	12/15	101257 SHALISE AUSTIN	25.00
CL 14177 1	All Toners Office Color Copier	89837	10/19/15	12/15	100977 WESTERN BUSINESS EQUIPMENT,	800.00
CL 14177 3	Color Copier Parts	90090	10/21/15	12/15	100977 WESTERN BUSINESS EQUIPMENT,	426.82
CL 14177 4	Annual Comm Ctr Copier	97760	11/19/15	12/15	100977 WESTERN BUSINESS EQUIPMENT,	300.00
						Object Total : 2,469.51
						Program-Function Total : 33,058.71

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2400 Regular Ed. Programs-School Adm n.						
111 Administrative						
PR 151200 6	Payrol l Expendi ture	/ /	12/15			3,750.00
					Object Total :	3,750.00
115 Office/Clerical						
PR 151200 7	Payrol l Expendi ture	/ /	12/15			2,238.51
					Object Total :	2,238.51
250 Workers' Comp.						
PR 151200 8	Empl oyer Contri buti ons	/ /	12/15			37.16
					Object Total :	37.16
260 Health Insurance						
PR 151200 9	Empl oyer Contri buti ons	/ /	12/15			904.20
					Object Total :	904.20
					Program-Function Total :	6,929.87
E 100-2500 Regular Ed. Programs-Sup. Serv. -Business						
111 Administrative						
PR 151200 10	Payrol l Expendi ture	/ /	12/15			1,908.71
					Object Total :	1,908.71
250 Workers' Comp.						
PR 151200 11	Empl oyer Contri buti ons	/ /	12/15			11.84
					Object Total :	11.84
260 Health Insurance						
PR 151200 12	Empl oyer Contri buti ons	/ /	12/15			324.00
					Object Total :	324.00
330 Other Professional						
CL 14170 1	Background Cks	12/14/15	12/15		274 MONTANA CRIMINAL RECORDS	31.25
CL 14174 2	Background Ck Reimb	12/01/15	12/15		100842 POTOMAC SCHOOL PETTY CASH	42.25
					Object Total :	73.50

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv. -Business						
532 Postage						
CC 355 2	Postage	101218	11/13/15	12/15		1.86
CC 356 3	Postage	101218	11/06/15	12/15		51.08
CC 356 4	Postage	101218	11/11/15	12/15		6.70
Object Total :						59.64
Program-Function Total :						2,377.69
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
114 Custodial/Maint						
PR 151200 13	Payroll Expenditure		/ /	12/15		746.74
Object Total :						746.74
250 Workers' Comp.						
PR 151200 14	Employer Contributions		/ /	12/15		57.27
Object Total :						57.27
260 Health Insurance						
PR 151200 15	Employer Contributions		/ /	12/15		242.80
Object Total :						242.80
411 Gas						
CL 14166 1	Heating Fuel	112511	11/10/15	12/15	42 CENEX HARVEST STATES	409.44
Object Total :						409.44
412 Electricity						
CL 14173 1	School Electric		11/30/15	12/15	10 MISSOULA ELECTRIC COOP INC	746.61
Object Total :						746.61
431 Disposal Services						
CL 14176 1	Disposal Services - School		11/30/15	12/15	9 REPUBLIC SERVICES #889	123.22
Object Total :						123.22
610 Supplies						
CC 354 1	Maint - Light bulbs	51	11/04/15	12/15		43.96
CC 356 2	Maint - Exit Sign Bulbs	35	10/28/15	12/15		49.90
CL 14172 1	Maint Supplies	738409	11/05/15	12/15	64 MISSOULA TEXTILE SERVICES	134.50
CL 14172 2	Maint Supplies	742845	11/19/15	12/15	64 MISSOULA TEXTILE SERVICES	147.61
Object Total :						375.97

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
Program-Function Total :						2,702.05
E 100-2620 Regular Ed. 114 Custodial /Maint	Programs-Operation of Community Center					
PR 151200 16	Payroll Expenditure	/ /	12/15			746.75
Object Total :						746.75
250 Workers' Comp.						
PR 151200 17	Employer Contributions	/ /	12/15			57.26
Object Total :						57.26
260 Health Insurance						
PR 151200 18	Employer Contributions	/ /	12/15			242.80
Object Total :						242.80
412 Electricity						
CL 14173 2	Comm Ctr Electric	11/30/15	12/15		10 MISSOULA ELECTRIC COOP INC	1,163.75
Object Total :						1,163.75
431 Disposal Services						
CL 14176 2	Disposal Services - Comm Ctr	11/30/15	12/15		9 REPUBLIC SERVICES #889	123.22
Object Total :						123.22
Program-Function Total :						2,333.78
E 120-3500 CONTINGENCY FUNDS-Extracurricular/Ath. 810 Dues and Fees						
CL 14174 1	Ref Ck Reimbursements	12/01/15	12/15		100842 POTOMAC SCHOOL PETTY CASH	744.00
Object Total :						744.00
Program-Function Total :						744.00
E 128-2500 Technology-Sup. Serv. -Business 330 Other Professional						
CL 14167 1	Labor 9-25	82685	09/25/15	12/15	100898 COMPUTER GUYS INC.	390.00
CL 14167 3	Labor 10-23	82727	10/23/15	12/15	100898 COMPUTER GUYS INC.	747.50
CL 14167 4	Labor 10-30	82743	10/30/15	12/15	100898 COMPUTER GUYS INC.	747.50
CL 14167 7	11-3 Labor	82744	11/03/15	12/15	100898 COMPUTER GUYS INC.	342.50
CL 14167 8	11-6 Labor	82758	11/06/15	12/15	100898 COMPUTER GUYS INC.	702.50
Object Total :						2,930.00

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 128-2500 Technology-Sup. Serv. -Business						
610 Supplies						
CL 14167 2	Video Card, 8400 GC Nvidia	82685	09/25/15	12/15	100898 COMPUTER GUYS INC.	69.99
CL 14167 5	2 Gigabit Ethernet Switches	82743	10/30/15	12/15	100898 COMPUTER GUYS INC.	1.40
CL 14167 6	C3230 Battery Packs (2)	82743	10/30/15	12/15	100898 COMPUTER GUYS INC.	8.00
CL 14174 3	Tech Supplies		12/01/15	12/15	100842 POTOMAC SCHOOL PETTY CASH	49.99
Object Total :						129.38
Program-Function Total :						3,059.38
E 280-1000 Special Education-Instruction						
117 Teacher's Aides						
PR 151200 19	Payroll Expenditure		/ /	12/15		2,340.89
Object Total :						2,340.89
250 Workers' Comp.						
PR 151200 20	Employer Contributions		/ /	12/15		14.52
Object Total :						14.52
260 Health Insurance						
PR 151200 21	Employer Contributions		/ /	12/15		504.34
Object Total :						504.34
Program-Function Total :						2,859.75
E 710-3500 School Sponsored Ext-Extracurricular/Ath.						
610 Supplies						
CC 354 4	VB Coach Visa Cards	101255	11/16/15	12/15		409.90
Object Total :						409.90
Program-Function Total :						409.90
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 151200 22	Payroll Expenditure		/ /	12/15		520.47
Object Total :						520.47
250 Workers' Comp.						
PR 151200 23	Employer Contributions		/ /	12/15		3.23
Object Total :						3.23

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 910-3100 Food Services-Food Services						
260 Health Insurance						
PR 151200 24	Employer Contributions	/ /	12/15			540.96
					Object Total:	540.96
					Program-Function Total:	1,064.66
					Fund Total:	55,539.79

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount	
110 TRANSPORTATION FUND							
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business							
111 Administrative							
PR 151200 27	Payroll Expenditure	/ /	12/15			795.30	
						Object Total:	795.30
250 Workers' Comp.							
PR 151200 28	Employer Contributions	/ /	12/15			4.94	
						Object Total:	4.94
260 Health Insurance							
PR 151200 29	Employer Contributions	/ /	12/15			135.00	
						Object Total:	135.00
						Program-Function Total:	935.24
E 100-2700 Regular Ed. Programs-Student Transp.							
111 Administrative							
PR 151200 30	Payroll Expenditure	/ /	12/15			1,250.00	
						Object Total:	1,250.00
250 Workers' Comp.							
PR 151200 31	Employer Contributions	/ /	12/15			7.76	
						Object Total:	7.76
260 Health Insurance							
PR 151200 32	Employer Contributions	/ /	12/15			121.40	
						Object Total:	121.40
513 Bus Contractors							
CL 14171 6	Bus Contract	5260	12/01/15	12/15	82 MAJESTIC BUS SERVICE, INC	8,331.70	
CL 14171 7	Morrison Lane	5261	12/01/15	12/15	82 MAJESTIC BUS SERVICE, INC	335.29	
						Object Total:	8,666.99
						Program-Function Total:	10,046.15
						Fund Total:	10,981.39

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date Per.	Vendor	Amount
112 FOOD SERVICES FUND					
E 910-3100 Food Services-Food Services					
116 Cooks					
PR 151200 35	Payroll Expenditure	/ /	12/15		1,637.57
				Object Total:	1,637.57
250 Workers' Comp.					
PR 151200 36	Employer Contributions	/ /	12/15		125.58
				Object Total:	125.58
570 Food Services					
CC 353 1	Food	101185	11/09/15 12/15		8.97
CL 14169 1	Food	8190738	11/11/15 12/15	176 FOOD SERVICES OF AMERICA	448.88
CL 14169 2	Food	8197643	11/18/15 12/15	176 FOOD SERVICES OF AMERICA	362.65
CL 14169 4	Food	8204755	11/25/15 12/15	176 FOOD SERVICES OF AMERICA	182.62
CL 14169 6	Food	8210693	12/02/15 12/15	176 FOOD SERVICES OF AMERICA	380.80
				Object Total:	1,383.92
610 Supplies					
CL 14165 1	Kitchen Supplies	71845	11/24/15 12/15	232 BIG SKY RESTAURANT SUPPLY	111.25
CL 14169 3	Supplies	8190738	11/18/15 12/15	176 FOOD SERVICES OF AMERICA	72.60
CL 14169 5	Supplies	8190738	11/25/15 12/15	176 FOOD SERVICES OF AMERICA	62.55
CL 14169 7	Supplies	8190738	12/02/15 12/15	176 FOOD SERVICES OF AMERICA	36.36
CL 14169 8	Supplies	8190738	12/02/15 12/15	176 FOOD SERVICES OF AMERICA	-36.36
				Object Total:	246.40
				Program-Function Total:	3,393.47
				Fund Total:	3,393.47

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-1000 Regular Ed. Programs-Instruction						
210 Social Security/Med.						
PR 151200 39	Employer Contributions	/ /	12/15			1,914.61
					Object Total:	1,914.61
220 Teachers' Retirement						
PR 151200 40	Employer Contributions	/ /	12/15			2,217.02
					Object Total:	2,217.02
240 Unemployment Comp.						
JV 1338 1	Unemployment Expenditure	/ /	12/15			-287.42
PR 151200 41	Employer Contributions	/ /	12/15			100.13
					Object Total:	-187.29
					Program-Function Total:	3,944.34
E 100-2400 Regular Ed. Programs-School Admin.						
210 Social Security/Med.						
PR 151200 42	Employer Contributions	/ /	12/15			374.68
					Object Total:	374.68
220 Teachers' Retirement						
PR 151200 43	Employer Contributions	/ /	12/15			325.12
					Object Total:	325.12
230 PERS						
PR 151200 44	Employer Contributions	/ /	12/15			179.08
					Object Total:	179.08
240 Unemployment Comp.						
PR 151200 45	Employer Contributions	/ /	12/15			23.35
					Object Total:	23.35
					Program-Function Total:	902.23
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
210 Social Security/Med.						
PR 151200 46	Employer Contributions	/ /	12/15			164.55
					Object Total:	164.55

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv. -Business						
230 PERS						
PR 151200 47	Employer Contributions	/ /	12/15			216.32
					Object Total:	216.32
240 Unemployment Comp.						
PR 151200 48	Employer Contributions	/ /	12/15			10.55
					Object Total:	10.55
					Program-Function Total:	391.42
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
210 Social Security/Med.						
PR 151200 49	Employer Contributions	/ /	12/15			55.48
					Object Total:	55.48
230 PERS						
PR 151200 50	Employer Contributions	/ /	12/15			59.74
					Object Total:	59.74
240 Unemployment Comp.						
PR 151200 51	Employer Contributions	/ /	12/15			2.91
					Object Total:	2.91
					Program-Function Total:	118.13
E 100-2620 Regular Ed. Programs-Operation of Community Center						
210 Social Security/Med.						
PR 151200 52	Employer Contributions	/ /	12/15			55.46
					Object Total:	55.46
230 PERS						
PR 151200 53	Employer Contributions	/ /	12/15			59.74
					Object Total:	59.74
240 Unemployment Comp.						
PR 151200 54	Employer Contributions	/ /	12/15			2.91
					Object Total:	2.91
					Program-Function Total:	118.11

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2700 Regular Ed. Programs-Student Transp.						
210 Social Security/Med.						
PR 151200 55	Employer Contributions	/ /	12/15			95.63
					Object Total:	95.63
220 Teachers' Retirement						
PR 151200 56	Employer Contributions	/ /	12/15			108.38
					Object Total:	108.38
240 Unemployment Comp.						
PR 151200 57	Employer Contributions	/ /	12/15			4.88
					Object Total:	4.88
					Program-Function Total:	208.89
E 280-1000 Special Education-Instruction						
210 Social Security/Med.						
PR 151200 58	Employer Contributions	/ /	12/15			104.75
					Object Total:	104.75
220 Teachers' Retirement						
PR 151200 59	Employer Contributions	/ /	12/15			202.95
					Object Total:	202.95
240 Unemployment Comp.						
PR 151200 60	Employer Contributions	/ /	12/15			9.14
					Object Total:	9.14
					Program-Function Total:	316.84
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 151200 61	Employer Contributions	/ /	12/15			84.56
					Object Total:	84.56
220 Teachers' Retirement						
PR 151200 62	Employer Contributions	/ /	12/15			45.12
					Object Total:	45.12

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 910-3100 Food Services-Food Services						
230 PERS						
PR 151200 63	Employer Contributions	/ /	12/15			131.01
					Object Total:	131.01
240 Unemployment Comp.						
PR 151200 64	Employer Contributions	/ /	12/15			8.42
					Object Total:	8.42
					Program-Function Total:	269.11
					Fund Total:	6,269.07

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
111 Administrative						
121 21st Century Grant						
PR 151200 66	Payroll Expenditure	/ /	12/15			1,460.00
					Project Total:	1,460.00
					Object Total:	1,460.00
117 Teacher's Aides						
121 21st Century Grant						
PR 151200 67	Payroll Expenditure	/ /	12/15			458.56
					Project Total:	458.56
					Object Total:	458.56
210 Social Security/Med.						
121 21st Century Grant						
PR 151200 68	Employer Contributions	/ /	12/15			140.18
					Project Total:	140.18
					Object Total:	140.18
220 Teachers' Retirement						
121 21st Century Grant						
PR 151200 69	Employer Contributions	/ /	12/15			166.34
					Project Total:	166.34
					Object Total:	166.34
240 Unemployment Comp.						
121 21st Century Grant						
PR 151200 70	Employer Contributions	/ /	12/15			7.47
					Project Total:	7.47
					Object Total:	7.47
250 Workers' Comp.						
121 21st Century Grant						
PR 151200 71	Employer Contributions	/ /	12/15			11.91
					Project Total:	11.91
					Object Total:	11.91
260 Health Insurance						
121 21st Century Grant						
PR 151200 72	Employer Contributions	/ /	12/15			1.48
					Project Total:	1.48
					Object Total:	1.48
516 Field Trips						
121 21st Century Grant						
CL 14171 2	Explorers to Conden	5256	11/13/15	12/15	82 MAJESTIC BUS SERVICE, INC	289.79
					Project Total:	289.79
					Object Total:	289.79
					Program-Function Total:	2,535.73
E 103-2700 Local Donations - Student Activity-Student Transp.						

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount	
115 MISC. PROGRAMS FUND							
E 103-2700 Local Donations - Student Activity-Student Transp.							
513 Bus Contractors							
136 Donations for Students							
CL 14171 1	BBasketball to Target Range	5255	11/12/15	12/15	82 MAJESTIC BUS SERVICE, INC	115.05	
CL 14171 3	4th - 8th to Seeley Lake	5257	11/18/15	12/15	82 MAJESTIC BUS SERVICE, INC	118.95	
CL 14171 4	5th & 6th to Msla Art Museum	5258	11/19/15	12/15	82 MAJESTIC BUS SERVICE, INC	123.86	
CL 14171 5	BBasketball to Frenchtown	5259	11/24/15	12/15	82 MAJESTIC BUS SERVICE, INC	156.00	
						Project Total:	513.86
						Object Total:	513.86
						Program-Function Total:	513.86
E 420-1000 Title I-Instruction							
112 Professional Ed.							
326 Title 2015-2016							
PR 151200 73	Payroll Expenditure		/ /	12/15		799.83	
						Project Total:	799.83
						Object Total:	799.83
117 Teacher's Aides							
326 Title 2015-2016							
PR 151200 74	Payroll Expenditure		/ /	12/15		1,738.41	
						Project Total:	1,738.41
						Object Total:	1,738.41
210 Social Security/Med.							
326 Title 2015-2016							
PR 151200 75	Employer Contributions		/ /	12/15		184.69	
						Project Total:	184.69
						Object Total:	184.69
220 Teachers' Retirement							
326 Title 2015-2016							
PR 151200 76	Employer Contributions		/ /	12/15		220.06	
						Project Total:	220.06
						Object Total:	220.06
240 Unemployment Comp.							
326 Title 2015-2016							
PR 151200 77	Employer Contributions		/ /	12/15		9.90	
						Project Total:	9.90
						Object Total:	9.90
250 Workers' Comp.							
326 Title 2015-2016							
PR 151200 78	Employer Contributions		/ /	12/15		15.74	
						Project Total:	15.74
						Object Total:	15.74
260 Health Insurance							
326 Title 2015-2016							
PR 151200 79	Employer Contributions		/ /	12/15		594.66	
						Project Total:	594.66
						Object Total:	594.66
						Program-Function Total:	3,563.29

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
E 420-2300 Title I-General Admin						
111 Administrative						
326 Title 2015-2016						
PR 151200 80	Payrol l Expendi ture	/ /	12/15			477.18
					Project Total :	477.18
					Object Total :	477.18
210 Social Securi ty/Med.						
326 Title 2015-2016						
PR 151200 81	Empl oyer Contri buti ons	/ /	12/15			29.04
					Project Total :	29.04
					Object Total :	29.04
230 PERS						
326 Title 2015-2016						
PR 151200 82	Empl oyer Contri buti ons	/ /	12/15			38.18
					Project Total :	38.18
					Object Total :	38.18
240 Unemployment Comp.						
326 Title 2015-2016						
PR 151200 83	Empl oyer Contri buti ons	/ /	12/15			1.86
					Project Total :	1.86
					Object Total :	1.86
250 Workers' Comp.						
326 Title 2015-2016						
PR 151200 84	Empl oyer Contri buti ons	/ /	12/15			2.96
					Project Total :	2.96
					Object Total :	2.96
260 Heal th Insurance						
326 Title 2015-2016						
PR 151200 85	Empl oyer Contri buti ons	/ /	12/15			81.00
					Project Total :	81.00
					Object Total :	81.00
					Program-Functi on Total :	630.22
E 515-1000 Early Start-Instructi on						
119 Other Sup. Salaries						
515 Early Start Program						
PR 151200 86	Payrol l Expendi ture	/ /	12/15			68.30
					Project Total :	68.30
					Object Total :	68.30
210 Social Securi ty/Med.						
515 Early Start Program						
PR 151200 87	Empl oyer Contri buti ons	/ /	12/15			5.22
					Project Total :	5.22
					Object Total :	5.22
240 Unemployment Comp.						
515 Early Start Program						
PR 151200 88	Empl oyer Contri buti ons	/ /	12/15			0.27
					Project Total :	0.27
					Object Total :	0.27

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POTOMAC ELEMENTARY SCHOOL
Expenditure Detail
For the Accounting Periods: 12/15 - 12/15

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 515-1000	Early Start-Instruction					
250	Workers' Comp.					
515	Early Start Program					
PR 151200 89	Employer Contributions	/ /	12/15			0.42
					Project Total:	0.42
					Object Total:	0.42
					Program-Function Total:	74.21
					Fund Total:	7,317.31

Principal's Report

December 2015

Our enrollment is at 89 students.

Sports- Boys' basketball is just finishing up. They had a great season, worked hard and made a lot of improvements. Thanks to Coaches Tad and Dawn Downs for their time and dedication to our program.

8th Grade Transition- I've gone to a couple meetings that have been set up by Missoula County Public Schools to improve communication between the feeder schools and Hellgate, Big Sky and Sentinel. The purpose is to make the transition from 8th grade to high school easier for families and schools. The last meeting I went to had administration and counselors from all of the schools. It was a great opportunity to get questions answered and establish contacts.

Two Valley Stage- I've been asked to be on the board for the Two Valley Stage in Seeley as the Potomac contact. Next month, we will be taking all of the students to Seeley Swan High School to watch the performance of Tanya Gabrielian, a world renowned pianist. I'm working on getting her here at Potomac for an afternoon of workshops with the students while she's in Montana. Next year, we'll be able to have each performer at our school for an informance and workshops!

Counselor- Our new counselor, Kailey Mayo, has been coming in as scheduled, and it is going very well. She is well-liked by the staff and students! Thank you for your support in getting her here. She's a great addition to our school.

Grants- We received \$1000 from the U of M as an award for having the best participation at the Expanding Your Horizons STEM conference last spring. EYH is a nonprofit organization that works to inspire girls to pursue opportunities in science, technology, engineering and mathematics. All but one of our girls had gone, giving us the greatest percentage of participation.

Technology- We've been meeting with Pine Cove Consulting to come up with a sustainability plan for our technology. Pine Cove has been working with schools across the state for 20 years and has helped many, especially rural, create a technology plan that meets the needs of the students, teachers and budget. The teachers and I are discussing real needs to simplify what we have and make it easier to manage. I'm hoping to have something concrete to discuss at the next meeting.

Our winter program is Wednesday at 6:30. Ms. Ryan has been working hard with the students to put on a show for everyone, and we'll also hear from Ms. Schmill's ladies and their chimes.

Upcoming-

12/16- Winter program 6:30

12/21-1/1- Winter break

1/15- Teacher work day- PD with Kathleen Dent on Standards Based Grading

1/21- End of 2nd Quarter

CHART OF ACCOUNTS

3-0600.00 EXPENDITURE AND OTHER FINANCING USES

3-0600.10 EXPENDITURE AND OTHER FINANCING USES ACCOUNT STRUCTURE

Expenditure and other financing uses accounts have a normal debit balance and are used to describe all of the financial resources used during a fiscal year.

These accounts are nominal accounts and always begin each fiscal year with a zero balance. During the fiscal year, school districts have the option of recording the total debits and credits in these accounts on a monthly basis to the 802 Expenditure and Other Financing Uses Control account. When the 802 control account is used, the total of all subsidiary expenditure and other financing uses account balances must equal the balance in the 802 control account. This is usually checked on a monthly basis.

At the end of the fiscal period, the subsidiary expenditure and other financing uses accounts **or** the 802 Expenditure and Other Financing Uses Control account are transferred (“closed out”) to 970 Unreserved Fund Balance. Expenditure and other financing uses accounts appear in the operating statement prepared at the close of the fiscal year.

The account structure for expenditure and other uses accounts includes the following dimensions:

X X X	X X	X X X	X X X X	X X X	X X X
Fund	Oper Unit (Optional)	Program	Function	Object	Project Reporter

Fund - The fund numbers are described in detail in Section 3-0200.10 of this manual.

Operational Unit Dimension - The operational unit has several common uses for school districts: (1) to identify attendance centers, (2) as a budgetary unit designator, and (3) as a means of segregating costs by building structure. **Title I requires grant expenditures be tracked by building.**

This code is designed to be used primarily at the discretion of the individual school district. Some districts may desire to account for costs by physical structure (building). An example of this is shown below.

- 01 Central Administration Building
- 11 Anderson Elementary
- 12 Ryan Elementary
- 13 Bryant Elementary
- 14 Central Elementary
- 15 Hawthorne Elementary
- 16 Jefferson Elementary
- 21 Washington Junior High
- 22 Lincoln Junior High
- 31 Central High School
- 32 East High School

CHART OF ACCOUNTS

3-0600.10 EXPENDITURE AND OTHER FINANCING USES ACCOUNT STRUCTURE (cont'd)

Program Dimension - A program is a plan of activities and procedures designed to accomplish a predetermined objective or set of objectives. This dimension provides the school district the framework to classify expenditures by program for cost determination purposes. Programs are classified in the following broad categories:

100	Regular Programs
200	Special Programs
300	State Grants
400	Federal Grants
500	Non-Public School Programs
600	Adult Education Programs
700	Extracurricular Programs & American Recovery & Reinvestment Act (ARRA). ARRA coding is provided at the following link - http://www.opi.mt.gov/pdf/schoolfinance/ARRA/Guidance_ARRA.pdf
800	Community Services Programs
900	Enterprise Programs

Function Dimension - The function dimension describes the type of activity within a fund and program. It includes the area subfunctions, activities, and subactivities performed to accomplish general objectives. Expenditures are classified by function to provide comparability between communities and states and to assist in decision making. Functions are classified in the following broad categories:

Current Expenditures / Functions 1000 – 3000

1000	Instruction
2100	Support Services - Students
2200	Support Services - Instructional Staff
2300	Support Services - General Administration
2400	Support Services - School Administration
2500	Support Services - Business Services
2600	Support Services - Operations and Maintenance of Plant
2700	Support Services - Student Transportation
2800	Support Services - Central
3100	Non-Educational Services - Food Services
3200	Non-Educational Services - Other Enterprise Services
3300	Non-Educational Services - Community Services
3400	Non-Educational Services - Extracurricular Activities
3500	Non-Educational Services - Extracurricular Athletics

Facilities Acquisitions, Debt Service, and Other Financing Uses / Functions 4000 - 6000

4000	Facilities Acquisitions
5000	Debt Service
6000	Other Financing Uses

CHART OF ACCOUNTS

3-0600.10 EXPENDITURE AND OTHER FINANCING USES ACCOUNT STRUCTURE (cont'd)

Object Code Dimension - The object code refers to the good or service obtained. Objects are classified in the following broad categories:

Current Expenditures:

- 100 Personal Services—Salaries
- 200 Personal Services—Employee Benefits
- 300 Purchased Professional and Technical Services
- 400 Purchased Property Services
- 500 Other Purchased Services
- 600 Supplies and Materials
- 700 Property and Equipment Acquisition
- 800 Other Expenditures

Adjustments to Beginning Fund Balance:

- 892 Material Prior Period Expenditure Adjustments

Other Uses of Funds:

- 900 Other Uses of Funds

3-0600.20 PROJECT REPORTER CODES See Topic 3-0500.30



Potomac Elementary School

29750 Potomac Road
Bonner, Montana 59823

Phone (406) 244-5581
Fax (406) 244-5840
www.potomacschoolmontana.us

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

November 1, 2015

Missoula County Park Board
c/o Christine Dascenzo
200 W Broadway
Missoula, MT 59802-4292

Dear Christine Dascenzo and the Missoula County Park Board,

Thank you once again for your support of our continued development of the Potomac Community Recreation Complex through the Capital Improvement Matching Grants Program. We are pleased to share this report detailing our 2015 accomplishments. ***Per grant requirements, please find Phase III project receipts totaling more than \$30,200 at the end of this letter.***

The funding support received from the County represents roughly one half of the total current project expenditures (\$30,200) for the partial implementation of Phase III. Numerous hours of in-kind professional services donated by local residents Dale Hinkle, PE and Gary Long, Project Manager were also paramount to our success.

Current project expenditures of \$30,200 for Phase III included the following:

- imported and graded 40 cubic yards of compost and top soil for the playing field,
- imported and graded 300 tons of clean fill for slope and outdoor classroom (pavilion) pad,
- imported, graded and compacted 310 tons of track sand, and
- imported and graded 150 tons of gravel for parking and outdoor classroom (pavilion) pad.

Costs included in this total paid for approximately a third of the planned parking area as we need to raise the next \$20,000 to finish Phase III. Our latrine was inspected and since it is a contained unit the County decided it did not need to be filled in. We continue our fundraising efforts!

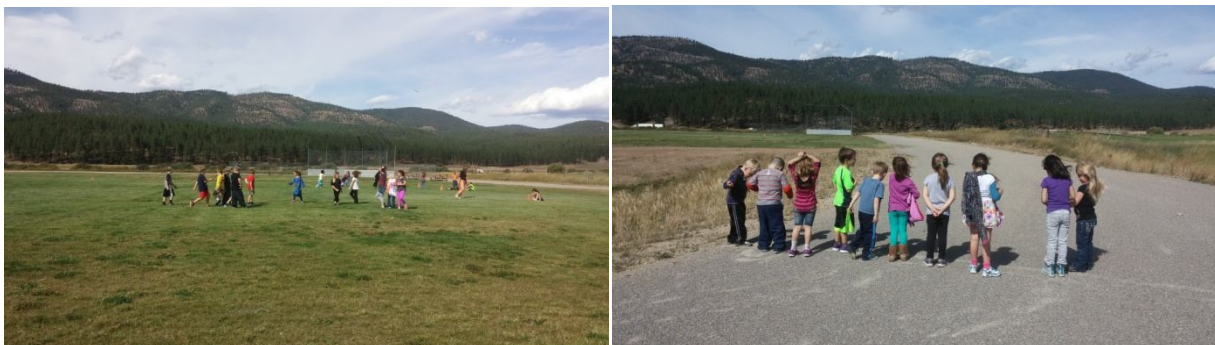


Views of our new running track.

OVERVIEW

The Potomac School District 11 playground and the Potomac Greenough Community Center (PGCC) gymnasium are the only community park / service facilities between Bonner and Seeley Lake in Missoula County. These facilities serve a critical role and are used regularly by the community at large, but the community is lacking an appropriate space for healthy outdoor recreation and education. The School is providing leadership in the creation of the Potomac Community Recreation Complex on a 5+ acre lot of land east of the school building and north of the PGCC.

The Recreation Complex is a long term project guided by a comprehensive construction plan completed in early 2012. Since that time, the infrastructure has been completed. The grass is looking fantastic, and our track is being enjoyed by our many PE classes. This complex benefits not only students, but the communities of Potomac and Greenough as a whole.



Field and Running Track being used by our Physical Education Classes

We will continue fundraising for the completion of phase III in the Summer of 2016, and for phase IV, which will include an outdoor classroom / pavilion, additional parking, fencing, signage and lighting.

CONCLUSION

The successful completion of this portion of phase III gives the Potomac valley and school an irrigated, multi-purpose grassed field, baseball field, a finished running track, and some parking. This is already supporting a variety of school athletic and community recreational and educational activities. The field is

being actively used as the community and school continues fundraising to complete additional phases of our plan.

Since the beginning of my contract here at Potomac School in July, I have been impressed with the dedication of the school and community to complete this project. The endless possibilities of this community recreational area promote a growing and positive outlook on the values that we wish to instill in our children. Plans are in place to hold gatherings and family fun activities in the years to come. It has been an honor to be a part of this inspiring project. Please contact me if you have any questions and thank you for your support.

Sincerely,

Angie Williams, Principal
Potomac School District 11
awilliams@potomacschoolmontana.us
406.244.55581

Phase III Cash Expenditures:

\$29,990.43 for

- importing and grading 40 cubic yards of compost and top soil for the playing field,
- importing and grading 300 tons of clean fill for slope and outdoor classroom (pavilion) pad,
- importing, grading and compacting 310 tons of track sand, and
- importing and grading 150 tons of gravel for parking and outdoor classroom (pavilion) pad.

\$222.70 for

- seed for newly graded areas

\$30,213.13 Total

Phase III In Kind:

\$6,060.00 for

- Engineering Services

Potomac School Principal Evaluation

Please rate the Principal on the following elements using a scale of 1 to 5, with 0 for Not Observed. Your comments are strongly encouraged.

5 <i>Highly Exceeds Expectations</i>	4 <i>Exceeds Expectations</i>	3 <i>Meets Expectations</i>	2 <i>Needs Improvement</i>	1 <i>Unacceptable</i>	0 <i>Not Observed</i>
--	---	---	--	---------------------------------	-------------------------------------

1. Vision - The Principal has a clear vision of the future of the organization as reflected in the Potomac School Priority Plan and can articulate that vision. Score (0-5) ____

Your Comments:

2. Effectiveness - The Principal can effectively apply, monitor and implement the Potomac School Priority Plan, working towards defined goals. Score (0-5) ____

Your Comments:

3. Critical Thinking and Decision Making - The Principal effectively analyzes issues and utilizes best practices to determine appropriate action for resolution, including regularly updating goals to meet changing conditions and address emerging issues. Score (0-5) ____

Your Comments:

4. Judgment, Persistence and Transparency - The Principal shows respect and integrity while developing consensus and continuously working toward solutions. Score (0-5) ____

Your Comments:

5. Team Building - The Principal creates a climate for collaboration and a capacity for distributed leadership with high expectations, resulting in a team environment for continuous and sustained improvement. The Principal builds and sustains positive relationships with all key internal stakeholders including staff, unions, administrators and board members. Score (0-5) ____

Your Comments:

6. Resource Management - There are effective, understandable processes in place to manage human, capital, technological and fiscal resources for a safe and healthy environment. The Board is regularly informed about significant resource management issues. Score (0-5) ____

Your Comments:

7. Representing the District: The Principal represents the district to the community in a professional manner, and seeks out opportunities to engage, collaborate and promote an understanding of the mission, accomplishments and challenges of the District in the community as well as at the statewide level. Score (0-5) ____

Your Comments:

8. Communication with the Board: The Principal communicates well with all members of the Board of Trustees, providing appropriate information at and between meetings. Score (0-5) ____

Your Comments:

9. Leadership – The Principal promotes the success of every student through a school culture and instructional program conducive to high student achievement and quality staff development, including accountability systems to monitor and evaluate the impact of the instructional programs. Score (0-5) ____

Your Comments:

10. Advocacy – The Principal promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal and cultural context on local, state and as needed - national decisions affecting student learning. Score (0-5) ____

Your Comments:

What are the Principal's Major Strengths?

1.

2.

What are the Areas That Need Further Development?

1.

2.

What Assistance or Resources Are Needed To Address Developmental Needs?

1.

2.

Principal Overall Performance Rating: (Circle One)

Highly Exceeds Expectations

Exceeds Expectations

Meets Expectations

Needs Improvement

Unacceptable

POTOMAC SCHOOL BOARD CALENDAR

*Trustee review
Friday before
monthly meeting*

July

August

- Prior Year Trustee Financial Summary approval
- Current Year Budget approval
- School Strategic Plan & Goals
- Professional Responsibilities and Goals for Principal
- Set Principal Evaluation Dates
- Approve Classified Offer of Employment

September

- Appointment for Missoula Area Curriculum Consortium

October

- 8th Grade HIT approval

November

- Review Strategic Plan & Goals Progress

Jason - 2pm

December

- 1st Principal Evaluation

Craig - 10am

January

Gary - 4pm

February

- Call for an Election
- Adopt resolution for any special levy
- Audit Review and Approval

Cliff

March

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

Kelsy

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

Craig

June

- Audit Contract Review and Approval

Potomac District 11 Priority Plan

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

Academic Achievement

- Culture of Learning Excellence
- Engaging Curriculum
- Ability Based
- Prioritize Professional Development
- Explorers Experience

Administrative Stewardship

- Financial Accountability
- Grant Utilization
- Trusted and Transparent
- Market our attributes for growth
- Technology Plan

Campus Pride

- Student Safety
- Facility Integrity and Efficiency
- Athletic Complex

Family and Community

- Promote Small Community Culture
- Engaged with local resources
- Encourage and Welcome Family Involvement

Potomac Elementary

Adopted on:

Reviewed on:

Revised on:

2110

INSTRUCTION

Objectives

Continuous Progress Education

The Board acknowledges its responsibility to develop and implement a curriculum designed to provide for sequential intellectual and skill development necessary for students to progress on a continuous basis through elementary school.

The ~~Superintendent~~ *Principal* is directed to develop instructional programs which will enable each student to learn at the student's best rate. The instructional program will strive to provide for:

1. Placement of a student at the student's functional level;
2. Learning materials and methods of instruction considered to be most appropriate to the student's learning style; and
3. Evaluation to determine if the desired student outcomes have been achieved.

Each year, the ~~Superintendent~~ *Principal* will determine the degree to which such instructional programs are being developed and implemented. Accomplishment reports submitted annually will provide the Board with the necessary information to make future program improvement decisions.

Potomac Elementary

Adopted on:

Reviewed on:

Revised on:

2158 - R

INSTRUCTION

Page 1 of 2

Family Engagement Policy

The Potomac School District Board of Trustees believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Office of Public Instruction (OPI), the district, parents/families and the community.

Parent/Family Involvement Goals and Plan

The Board of Trustees recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote families to actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class;
2. Promote families and school staff to engage in regular, two-way meaningful communication about student learning;
3. Promote families and school staff to continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
4. Empower parents to be advocates for their own and other children, to ensure that students are treated equitably and have access to learning opportunities that will support their success;
5. Encourage families and school staff to be partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and

- 1
2
3
4 6. Encourage families and school staff to collaborate with members of the community to
5 connect students, families, and staff to expand learning opportunities, community
6 services, and civic participation.
7

8 The district's plan for meeting these goals is to:
9

- 10 1. Provide activities that will educate parents regarding the intellectual and developmental
11 needs of their children at all age levels. This will include promoting cooperation between
12 the district and other agencies or school/community groups (such as parent-teacher
13 groups, ~~Head-Start~~, etc.) to furnish learning opportunities and disseminate information
14 regarding parenting skills and child/adolescent development.
15
16 2. Implement strategies to involve parents/families in the educational process, including:
17
18 < Keeping parents/families informed of opportunities for involvement and
19 encouraging participation in various programs.
20
21 < Providing access to educational resources for parents/families to use together with
22 their children.
23
24 < Keeping parents/families informed of the objectives of district educational
25 programs as well as of their child's participation and progress within these
26 programs.
27
28
29 3. Enable families to participate in the education of their children through a variety of roles.
30 For example, parents/family members should be given opportunities to provide input into
31 district policies and volunteer time within the classrooms and school programs.
32
33 4. Provide professional development opportunities for teachers and staff to enhance their
34 understanding of effective parent/family involvement strategies.
35
36 5. Perform regular evaluations of parent/family involvement at each school and at the
37 district level.
38
39 6. Provide access, upon request, to any instructional material used as part of the educational
40 curriculum.
41
42 7. If practical, provide information in a language understandable to parents.
43
44

Potomac Elementary

Adopted on:

Revised on:

4330P

COMMUNITY RELATION

Revised on:

Rules and Regulations for Building Use

- Applications requesting use of the school facility must be presented to the building administrator at least ten (10) days in advance of the time desired and must be signed by a qualified representative of the organization desiring to use the building.
- The school premises shall not be available before ~~5~~ 6:00 p.m. on school days, except under special conditions.
- ~~Rental~~ *Facility Use* fees are as follows: ~~(Example) Gym ——— \$100 + custodian~~ *\$50 Cleaning Deposit*
Fees ~~(will)~~-(may) be waived for private nonprofit groups that do not charge admission fees. Religious groups or organizations will be charged ~~rental~~ *facility use* fees as listed above.
- The use of the school premises will be denied when, in the opinion of the ~~Superintendent~~ *Principal* or the Board, such use may be construed to be solely for commercial purposes, there is a probability of damage or injury to school property, or the activity is deemed to be improper to hold in school buildings.
- In case of loss or damage to school property, the organization and/or individual signing the request shall be fully responsible and liable.
- The District reserves the right to require a certificate of insurance from the renting agency.
- No furniture or apparatus shall be moved or displaced without permission.
- No access to other rooms in the building shall be permitted unless designated by agreement.
- There shall be no narcotics, drugs (including tobacco or nicotine products), stimulants, or alcohol used or sold in or about school buildings and premises, nor shall profane language, quarreling, fighting, or illegal gambling be permitted. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.
- ~~Wax, or other preparations ordinarily used on dance floors, is not to be used on gymnasium floors.~~
- The ~~Superintendent~~ *Principal* may require a school employee to be present during use of the building by the non-school organization. In such case, the requesting organization will pay for the employee expense (i.e., custodians, overtime).
- When the school official finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of the Facilities Use Agreement.

1 **Potomac Elementary**

2
3 **PERSONNEL**

5222

4
5 Evaluation of Non-Administrative Staff

6
7 Each non-administrative staff member's job performance will be evaluated by the Principal ~~staff~~
8 ~~member's direct supervisor~~. *Non-tenured certified staff shall be evaluated, at a minimum, on at*
9 *least an annual basis. Tenured certified staff members may be evaluated according to the terms*
10 *stated in the current collective bargaining agreement if applicable. ~~The evaluation process~~*
11 ~~includes scheduled annual evaluations using forms applicable to the job classification and~~
12 ~~description, and day-to-day appraisals.~~ *The evaluation model shall be aligned with applicable*
13 *district goals, standards of the Board of Public Education, and the district's mentorship and*
14 *induction program. It shall identify what skill sets are to be evaluated, include both summative*
15 *and formative elements, and include an assessment of the educator's effectiveness in supporting*
16 *every student in meeting rigorous learning goals through the performance of the educator's*
17 *duties.*

18
19 The Principal ~~supervisor~~ will provide a copy of the completed evaluation to the staff member
20 and will provide opportunity to discuss the evaluation. The original should be signed by the staff
21 member and filed with the Principal ~~Supervisor~~ *Superintendent*. If the staff member refuses to sign the
22 evaluation, the Principal ~~supervisor~~ should note the refusal *and submit the evaluation to the*
23 *Superintendent. Put it in their file.*

24
25 *Legal Reference: ARM 10.55.701(4)(a)(b) Board of Trustees*

26
27 Policy History:

28 Adopted on: March 14, 2011

29 Reviewed on:

30 Revised on:

Potomac Elementary

Adopted on:
Reviewed on:
Revised on:

6410 - R

ADMINISTRATION

Evaluation of Administrative Staff

Each administrator will be evaluated annually, in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation will be based on job descriptions, accomplishment of annual goals and performance objectives, and established evaluative criteria.

The ~~Superintendent~~ *School Board* shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the ~~Superintendent~~ *School Board* shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens, and programs; and staff evaluation.

Both the evaluator and the administrator involved in the evaluation will sign the written evaluation report and retain a copy for their records. A person being evaluated has the right to submit and attach a written statement to the evaluation within a reasonable time following the evaluation conference.

Cross Reference: 6140 Duties and Qualifications of Administrative Staff Other Than Superintendent

Legal Reference: 10.55.701, ARM Board of Trustees