



# Potomac Elementary School

## School Board Agenda

February 13, 2017

Phone (406) 244-5581

Fax (406) 244-5840

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

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

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**6:00 PM**

**Professional Development Discussion**

**7:00 PM**

**Public Input:**

**Consent Agenda:**

Chair Vann

1. Minutes January 9, 2017
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

**Reports:**

1. Teacher Reports K Burtch – Art  
T Klein – Writing
2. Principal’s Report
3. Clerks Report
4. Board Professional Development Reports

Kris Burtch &  
Terri Klein  
Principal Williams  
Jill Thornton  
Board Members

**Old Business:**

1. School Board Calendar

Chair Vann

**New Business:**

1. Personnel
2. Kindergarten Student Approval
3. Call for an Election
4. Transportation Contingencies
5. MTSBA Customized Policy Services Agreement &  
Policy Maintenance Services
6. Negotiation Committees – Majestic Bus Services &  
Potomac Greenough Community Center

Principal Williams  
Principal Williams  
Chair Vann  
Principal Williams  
Chair Vann  
Chair Vann

**Next Meeting March 13, 2017 – 7:00 pm**



# Potomac Elementary School

## School Board Minutes

for

January 9, 2017

Phone (406) 244-5581

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### Call to Order

Board Chair Cliff Vann called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Those trustees present were: Gary Long, Jason Nordberg and Kelsy Ployhar. Angie Williams, Principal and Jill Thornton, Clerk were also in attendance.

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

### Consent Agenda

Warrant Lists – Total Claims = \$21,877.75. Total Payroll = \$63,894.53

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On Dec 1, 2016 - \$30,415.70 thru Dec 31, 2016 - \$31,241.60

Jason moved to approve the consent agenda. Gary seconded the motion. **Passed 4-0**

### Teacher Presentations

*Sarah Schmill* is teaching a class on Chimes. This year they performed their music at the Community Medical Center, the Missoula Senior Center and the Mall. There are usually more students that can participate in her class due to the number of chimes the school owns and the number she can borrow. First choice for taking the class is given to the 7<sup>th</sup> and 8<sup>th</sup> grades, with the possibility of 5<sup>th</sup> through 8<sup>th</sup> grade depending on the number of students.

Cliff asked what it would cost to add more chimes to our sets. Sarah said the chimes cost approximately \$1,800 per set of 10, and another set would go a long way to reaching more of the students who would like to participate.

*Raynee Clairmont* teaches PE, Music (with Drama), Art, Typing, Reading and Math (graphing/proportions). Now she is adding Archery to that list! When asked about needs for her classes, she said additional art supplies for 2<sup>nd</sup> through 6<sup>th</sup> grade would be great.

### Principals Report

**Winter program-** The winter program was a great success. Thanks to Ms. Clairmont, Ms. Burtch and all the staff for working so hard on it!

**Grants-** We've received a grant for \$1500 from Missoula Electric to purchase technology.

**Adult Education-** I've scheduled Steve Thompson to come teach an Avalanche Awareness class on February 10<sup>th</sup> & 11<sup>th</sup>. This will be a Friday evening class at the Community Center and a Saturday field day.

**Sports-** Girls basketball season begins January 30<sup>th</sup>. Dawn Downs will be coaching.

**Board of Trustees..... 2**

I plan to attend a Mandt training with Ms. Burtch in Kalispell on Friday, January 6. The Mandt System is an approach to preventing and de-escalating problem behaviors. I'll just be taking the one class, but Ms. Burtch will be taking a second class to receive certification.

On the 18<sup>th</sup>, I also will be attending a training in Missoula on the McKinney-Vento Act and changes that effect school districts. This act is a federal law that ensures that homeless students are given enrollment and educational stability immediately. As the Homeless Liaison for our school, I am required to take training periodically.

- January 10- Two Valley Stage performance-Maracuja 1:00-1:45
- January 19- End of 2<sup>nd</sup> quarter
- January 20- Teacher work day-report cards
- January 23- Miss Montana visit 8:15
- February 10- Teacher work day-Kathleen Dent- Standards Based Grading
- February 10-11 Avalanche Awareness Class

**Clerks Report** No Report.

**Board Professional Development Reports**

Jason attended the Christmas Program and reviewed the Board Packet with Jill. Kelsy participated in the Archery program.

**Personnel**

Jason moved to offer Angie Williams a contract for the 2017-2018 school year. Gary seconded the motion. **Passed 4-0**

**Adjourn**

Chair Vann adjourned the Board meeting at 7:32 pm.

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Cliff Vann, Chair	date	Jill M Thornton, Clerk	date
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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
14515	9252S 101018	ABOVE BOARD CONSTRUCTION	347.50						
1		151882 01/31/17 Jan 2nd, 9th & Feb 1st Snowplo	277.50		101	100-2600	330		
2		151884 01/31/17 Jan 6th Snowplowing	70.00		101	100-2600	330		
14520	9253S	3 BLACKFOOT TELEPHONE COOPERATI	503.46						
1		02/01/17 Telephone	503.46		101	100-2600	531		
14518	9254S 101303	BUSINESS CARD 6227	24.81						
1		10/28/16 Maint Supplies	43.98		101	100-2600	610		
2		11/23/16 Maint Supplies	10.00		101	100-2600	610		
3		01/25/17 Supplies	-31.82		101	100-2600	610		
4		01/25/17 Supplies	2.65		101	100-2600	610		
14516	9255S 101166	BUSINESS CARD 8181	3.71						
1		11/23/16 USPS (Nov Correction)	3.71		101	100-2500	532		
14519	9256S 101306	BUSINESS CARD 8399	321.03						
1		1048580 11/09/16 Behavioral Training - Novembe	49.75		101	100-1000	582		
2		1892377771 11/13/16 Maint Supplies - November	6.00		101	100-2600	610		
3		12/30/16 Supplies	-20.00		101	100-2400	610		
4		1439929 01/04/17 Jones Spelling Bee Medals	58.98		101	100-1000	610		
5		01/27/17 MAEMSP Conf Hotel	209.36		101	100-2400	582		
6		01/25/17 Supplies	2.15		101	100-2400	610		
7		01/21/17 Maint Supplies	14.79		101	100-2600	610		
14517	9257S 101329	BUSINESS CARD 8695	376.60						
1		921785 01/20/17 Msla Parks & Rec Explorers	130.25		115	100-1000	582	121	
2		142952 01/20/17 Westside Lanes	93.95		115	100-1000	582	121	
3		10/27/16 Walmart - November	37.92		115	100-1000	582	121	
4		11/10/16 Walmart - November	62.81		115	100-1000	582	121	
5		11/18/16 Clay Studio - November	80.00		115	100-1000	582	121	
6		12/30/16 Supplies	-31.02		115	100-1000	610	121	
7		01/25/17 Supplies	2.69		115	100-1000	610	121	
14521	9258S	42 CENEX HARVEST STATES	2,024.10						
1		123251 01/10/17 Heating Fuel	2,024.10		101	100-2600	411		
14522	9259S 101312	CRISP WATER TECHNOLOGIES, INC	170.00						
1		7813 01/01/17 Monthly Water Testing Fee	85.00		101	100-2600	330		
2		7943 02/01/17 Monthly Water Testing Fee	85.00		101	100-2600	330		
14523	9260S 101164	DISCOVERY SKI CORP	717.00						
1		Pot-1 02/03/17 Explorers to Discovery Ski	717.00		115	100-1000	582	121	

**Quick Reference for Expenditure Coding**

Fund Codes	Program Codes	Function Codes	Object Codes
101 General Fund	100's Regular Programs	1000's Instruction	100's Personnel Salaries
110 Trans Fund	120's Contingency Funds	2225's School Library	200's Personnel Benefits
112 Food Fund	280's Special Education	2310's Board of Trustees	300's Prof Services
114 Retirement Fund	300's State Grants	2400's Administration	400's Purchased Property
115 Misc Fund	400's Federal Grants	2500's Business Services	500's Other Purchased
117 Adult Ed Fund	700's Extracurricular	2600's Operations & Maint	600's Supplies & Materials
128 Tech Fund	800's Community Services	2620's Comm Ctr Oper & Maint	700's Prop & Equip Acquisition
161 Bldg Reserve Fund	910's Food Services	2700's Student Transportation	800's Other Expenditures
		3100's Food Services	
		3500's Extracurricular	

Example  
101-100-2600-411 is a Regular General Fund Expenditure for School Heating Fuel

Claim Warrant	Vendor #/Name	Amount				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
14524	9261S 101333 INSTALLATIONS, INC	422.93				
1	PSC-001 01/05/17 Safety Kitchen Work	422.93		161	100-2600	460 122
14525	9262S 101132 KCDA PURCHASING COOPERATIVE	50.93				
1	300117287 01/17/17 School Supplies	50.93		101	100-1000	610
14526	9263S 82 MAJESTIC BUS SERVICE, INC	9,279.45				
1	5988 01/17/17 5th-8th to Seeley Lake`	149.25		115	100-1000	582 102
2	5989 01/20/17 Explorers to Missoula	116.50		115	100-1000	582 121
3	5990 01/30/17 Morrison Lane	348.70		110	100-2700	513
4	5991 01/30/17 Bus Contract	8,665.00		110	100-2700	513
14527	9264S 10 MISSOULA ELECTRIC COOP INC	2,391.08				
1	01/27/17 School Electric	1,098.36		101	100-2600	412
2	01/27/17 Comm Electric	1,292.72		101	100-2620	412
14528	9265S 64 MISSOULA TEXTILE SERVICES	200.89				
1	S0874139 12/15/16 Maint Supplies	9.79		101	100-2600	610
2	882021 01/12/17 Maint Supplies	121.02		101	100-2600	610
3	887215 01/26/17 Maint Supplies	116.52		101	100-2600	610
4	C884227 01/13/17 Credit Maint Supplies	-26.86		101	100-2600	610
5	C889477 01/27/17 Credit Maint Supplies	-19.58		101	100-2600	610
14529	9266S 274 MONTANA CRIMINAL RECORDS	27.25				
1	02/07/17 Hughart Background Check	27.25		101	100-2500	330
14530	9267S 13 MTSBA	1,570.10				
1	32426 02/01/17 17-18 Dues	1,565.00		101	100-2310	810
2	32426 02/01/17 17-18 Trustee Insurance	5.10		101	100-2310	810
14535	9268S 100842 POTOMAC SCHOOL PETTY CASH	72.20				
1	01/10/17 Pearson Supplies	35.00		101	100-1000	610
2	01/10/17 Sysco	19.95		112	910-3100	570
3	01/12/17 Pathfinder Help Wanted Ads	17.25		101	100-2500	540
14531	9269S 9 REPUBLIC SERVICES #889	251.42				
1	01/28/17 Disposal Services School	125.71		101	100-2600	431
2	01/28/17 Disposal Services Comm Ctr	125.71		101	100-2620	431
14532	9270S 25 SYSCO FOOD SERVICES OF MT INC	2,401.39				
1	143056918 01/03/17 Food	243.18		112	910-3100	570
2	143056807 01/03/17 Food Credit	-19.53		112	910-3100	570
3	143062206 01/06/17 Food	461.38		112	910-3100	570
4	143062206 01/06/17 Supplies	12.85		112	910-3100	610
5	143067343 01/10/17 Food	233.94		112	910-3100	570
6	143067213 01/10/17 Food Credit	-46.67		112	910-3100	570
7	143072132 01/13/17 Food	295.04		112	910-3100	570

**Quick Reference for Expenditure Coding**

Fund Codes	Program Codes	Function Codes	Object Codes
101 General Fund	100's Regular Programs	1000's Instruction	100's Personnel Salaries
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112 Food Fund	280's Special Education	2310's Board of Trustees	300's Prof Services
114 Retirement Fund	300's State Grants	2400's Administration	400's Purchased Property
115 Misc Fund	400's Federal Grants	2500's Business Services	500's Other Purchased
117 Adult Ed Fund	700's Extracurricular	2600's Operations & Maint	600's Supplies & Materials
128 Tech Fund	800's Community Services	2620's Comm Ctr Oper & Maint	700's Prop & Equip Acquisition
161 Bldg Reserve Fund	910's Food Services	2700's Student Transportation	800's Other Expenditures

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
8	143072132 01/13/17 Supplies	47.95		112	910-3100	610
9	143076219 01/17/17 Food	56.69		112	910-3100	570
10	143076220 01/17/17 Food	197.17		112	910-3100	570
11	143076220 01/17/17 Supplies	57.80		112	910-3100	610
12	4301076P 01/17/17 Food Credit	-12.85		112	910-3100	570
13	143080816 01/20/17 Food	283.14		112	910-3100	570
14	143085125 01/24/17 Food	192.42		112	910-3100	570
15	143089604 01/27/17 Food	100.15		112	910-3100	570
16	143094263 01/31/17 Food	217.81		112	910-3100	570
17	143094264 01/31/17 Food	80.92		112	910-3100	570
14533	9271S 101288 WESTERN MT PROF LEARNING	700.00				
1	2334 12/08/16 Mandt Training AW & KB	125.00		101	100-1000	330
2	2350 01/06/17 Mandt Training KB	275.00		101	100-1000	330
3	2403 02/05/17 All Staff Standards Based Grad	300.00		101	100-1000	330
# of Claims 20		Total: 21,855.85				

21,855.85

### Quick Reference for Expenditure Coding

Fund Codes	Program Codes	Function Codes	Object Codes
101 General Fund	100's Regular Programs	1000's Instruction	100's Personnel Salaries
110 Trans Fund	120's Contingency Funds	2225's School Library	200's Personnel Benefits
112 Food Fund	280's Special Education	2310's Board of Trustees	300's Prof Services
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115 Misc Fund	400's Federal Grants	2500's Business Services	500's Other Purchased
117 Adult Ed Fund	700's Extracurricular	2600's Operations & Maint	600's Supplies & Materials
128 Tech Fund	800's Community Services	2620's Comm Ctr Oper & Maint	700's Prop & Equip Acquisition
161 Bldg Reserve Fund	910's Food Services	2700's Student Transportation	800's Other Expenditures
		3100's Food Services	
		3500's Extracurricular	

Example  
101-100-2600-411 is a Regular General Fund Expenditure for School Heating Fuel

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
HOL HOURS (Holiday Pay)	49.00		834.88
J001 HOURS (REGULAR SUB)	4.50		360.00
J007 HOURS (21 CENTURY AIDE)	48.52		806.41
J011 HOURS (21ST CENT ADMIN)	61.00		1,266.97
PERS HOURS (Personal Time Used)	28.00		603.93
REG HOURS (Regular Time)	2,404.07		43,907.86
SICK HOURS (Sick Time)	26.00		397.88
TEMP HOURS (Temp Employee Time)	61.58		843.03
VACA HOURS (Vacation Time Used)	50.03		794.93
GROSS PAY	49,815.89	0.00	
NET PAY	31,647.31	0.00	
NET PAY (CHECKS)	5,206.72		
NET PAY (DIRECT DEPOSIT)	26,440.59		
ACCIDENT/AFA	47.45	0.00	
ADD'L MUST	284.33	0.00	
ANNUITY - AMFID	60.00	0.00	
ANNUITY-HORACE	200.00	0.00	
CANCER/AFA	16.30	0.00	
FIT	3,532.26	0.00	
FLEX PLAN	687.50	0.00	
HEALTH - MUST	3,685.00	8,942.00	
MEDICARE	652.79	652.79	
P.E.R.S.	737.19	755.86	
PACE	83.01	0.00	
PEA/MEA	437.09	0.00	
SIT	1,682.00	0.00	
SOCIAL SECURITY	2,791.21	2,791.21	
TAXED CANCER	4.60	0.00	
TRS	3,251.85	3,499.21	
UNEMPL. INSUR.	0.00	184.32	
UNUM LIFE INS C	16.00	11.20	
WORKERS' COMP	0.00	675.91	
1ST INTERSTATE	1,571.87	0.00	
CAB	1,301.45	0.00	
CS	1,898.63	0.00	
FSBMSLA	2,759.64	0.00	
MECU	3,692.17	0.00	
MFCU	3,739.94	0.00	
MFIRSTCU	1,742.00	0.00	
PSCU	2,233.19	0.00	
TRB	3,760.28	0.00	
USB	2,043.87	0.00	
WSB	1,697.55	0.00	
FIT/SIT BASE	40,830.27	0.00	
MEDICARE BASE	45,019.31	0.00	
PERS BASE	9,331.56	0.00	
SOC SEC BASE	45,019.31	0.00	
TRS BASE	39,899.95	0.00	
UN BASE	49,815.89	0.00	
WC BASE	49,815.89	0.00	
Total		17,512.50	
Total Payroll Expense (Gross Pay + Employer Contributions):		67,328.39	

Potomac Student Accounts  
**General Ledger**  
 As of January 31, 2017

Date	Num	Name	Memo	Debit	Credit	Balance
<b>Petty Cash</b>						<b>1,065.00</b>
01/10/2017	1241	Pearson	School Supplies		35.00	1,030.00
01/10/2017	1242	Sysco	School Supplies		19.95	1,010.05
01/10/2017	1243	Montana Repertory Theater	VOID:	0.00		1,010.05
01/12/2017	1244	Pathfinder	Help Wanted Ads		17.25	992.80
<b>Total Petty Cash</b>				<b>0.00</b>	<b>72.20</b>	<b>992.80</b>
<b>Two Rivers accts</b>						<b>31,241.60</b>
<b>Bike-a-Thon</b>						<b>13,481.00</b>
01/04/2017	2285	Business Card 2009	BBasketball Pizza Party		87.00	13,394.00
01/04/2017	dep		BBasketball Pizza Party	63.00		13,457.00
01/10/2017	2286	Zootown Arts Community Center	8th Art Field Trip		95.00	13,362.00
01/10/2017	2287	Montana Repertory Theater	2016 Performance Final Bill		550.00	12,812.00
<b>Total Bike-a-Thon</b>				<b>63.00</b>	<b>732.00</b>	<b>12,812.00</b>
<b>Book Fair</b>						<b>336.69</b>
<b>Class of 2017</b>						<b>2,628.81</b>
<b>8th Grade Fund</b>						<b>2,333.26</b>
<b>Donation Bake Sale</b>						<b>878.48</b>
<b>S.t.r.e.a.m. (explorers)</b>						<b>4,787.00</b>
<b>Music</b>						<b>788.82</b>
01/03/2017	2285	Business Card 2009	Chimes		254.30	534.52
<b>Total Music</b>				<b>0.00</b>	<b>254.30</b>	<b>534.52</b>
<b>Science Activity</b>						<b>841.51</b>
<b>Outdoor School</b>						<b>217.06</b>
<b>Robotics</b>						<b>363.74</b>
<b>Misc Science Donations</b>						<b>138.58</b>
<b>Olympiad</b>						<b>122.13</b>
<b>Total Science Activity</b>						<b>841.51</b>
<b>Student Activities</b>						<b>1,550.60</b>
<b>Student Council</b>						<b>3,615.43</b>
<b>Total Two Rivers accts</b>				<b>63.00</b>	<b>986.30</b>	<b>30,318.30</b>



02/11/17  
15:29:12

POTOMAC ELEMENTARY SCHOOL  
Expenditure Detail  
For the Accounting Periods: 2/17 - 2/17

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Report ID: B180

Funds 101- 114

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
112 Professional Ed.						
PR 170200 1	Payroll Expenditure		/ /	2/17		25,705.27
					Object Total:	25,705.27
117 Teacher's Aides						
PR 170200 2	Payroll Expenditure		/ /	2/17		2,302.55
					Object Total:	2,302.55
122 Prof/Ed/Sub Teachers						
PR 170200 3	Payroll Expenditure		/ /	2/17		1,110.00
					Object Total:	1,110.00
250 Workers' Comp.						
PR 170200 4	Employer Contributions		/ /	2/17		185.63
					Object Total:	185.63
260 Health Insurance						
PR 170200 5	Employer Contributions		/ /	2/17		4,808.97
					Object Total:	4,808.97
330 Other Professional						
CL 14533 1	Mandt Training AW & KB	2334	12/08/16	2/17	101288 WESTERN MT PROF LEARNING	125.00
CL 14533 2	Mandt Training KB	2350	01/06/17	2/17	101288 WESTERN MT PROF LEARNING	275.00
CL 14533 3	All Staff Standards Based Grad	2403	02/05/17	2/17	101288 WESTERN MT PROF LEARNING	300.00
					Object Total:	700.00
582 Travel Out-of-Dist.						
CL 14519 1	Behavioral Training - November	1048580	11/09/16	2/17	101306 BUSINESS CARD 8399	49.75
					Object Total:	49.75
610 Supplies						
CL 14519 4	Jones Spelling Bee Medals	1439929	01/04/17	2/17	101306 BUSINESS CARD 8399	58.98
CL 14525 1	School Supplies	300117287	01/17/17	2/17	101132 KCDA PURCHASING COOPERATIVE	50.93
CL 14535 1	Pearson Supplies		01/10/17	2/17	100842 POTOMAC SCHOOL PETTY CASH	35.00
					Object Total:	144.91
					Program-Function Total:	35,007.08

02/11/17  
15:29:12

POTOMAC ELEMENTARY SCHOOL  
Expenditure Detail  
For the Accounting Periods: 2/17 - 2/17

Page: 2 of 12  
Report ID: B180

Funds 101- 114

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount	
101 GENERAL FUND							
E 100-2310 Regular Ed. Programs-Board of Trustees							
810 Dues and Fees							
CL 14530 1	17-18 Dues	32426	02/01/17	2/17	13 MTSBA	1,565.00	
CL 14530 2	17-18 Trustee Insurance	32426	02/01/17	2/17	13 MTSBA	5.10	
						Object Total:	1,570.10
						Program-Function Total:	1,570.10
E 100-2400 Regular Ed. Programs-School Admin.							
111 Administrative							
PR 170200 6	Payroll Expenditure		/ /	2/17		4,000.00	
						Object Total:	4,000.00
115 Office/Clerical							
PR 170200 7	Payroll Expenditure		/ /	2/17		2,200.23	
						Object Total:	2,200.23
250 Workers' Comp.							
PR 170200 8	Employer Contributions		/ /	2/17		39.54	
						Object Total:	39.54
260 Health Insurance							
PR 170200 9	Employer Contributions		/ /	2/17		920.70	
						Object Total:	920.70
582 Travel Out-of-Dist.							
CL 14519 5	MAEMSP Conf Hotel		01/27/17	2/17	101306 BUSINESS CARD 8399	209.36	
						Object Total:	209.36
610 Supplies							
CL 14519 3	Supplies		12/30/16	2/17	101306 BUSINESS CARD 8399	-20.00	
CL 14519 6	Supplies		01/25/17	2/17	101306 BUSINESS CARD 8399	2.15	
						Object Total:	-17.85
						Program-Function Total:	7,351.98
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business							
111 Administrative							
PR 170200 10	Payroll Expenditure		/ /	2/17		959.22	
						Object Total:	959.22

02/11/17  
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Funds 101- 114

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
250 Workers' Comp.						
PR 170200 11	Employer Contributions	/ /	2/17			6.12
					Object Total:	6.12
260 Health Insurance						
PR 170200 12	Employer Contributions	/ /	2/17			340.20
					Object Total:	340.20
330 Other Professional						
CL 14529 1	Hughart Background Check	02/07/17	2/17		274 MONTANA CRIMINAL RECORDS	27.25
					Object Total:	27.25
532 Postage						
CL 14516 1	USPS (Nov Correction)	11/23/16	2/17		101166 BUSINESS CARD 8181	3.71
					Object Total:	3.71
540 Advertising						
CL 14535 3	Pathfinder Help Wanted Ads	01/12/17	2/17		100842 POTOMAC SCHOOL PETTY CASH	17.25
					Object Total:	17.25
					Program-Function Total:	1,353.75
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
114 Custodial/Maint						
PR 170200 13	Payroll Expenditure	/ /	2/17			1,362.75
					Object Total:	1,362.75
250 Workers' Comp.						
PR 170200 14	Employer Contributions	/ /	2/17			107.15
					Object Total:	107.15
260 Health Insurance						
PR 170200 15	Employer Contributions	/ /	2/17			253.80
					Object Total:	253.80
330 Other Professional						
CL 14515 1	Jan 2nd, 9th & Feb 1st Snowplo	151882	01/31/17	2/17	101018 ABOVE BOARD CONSTRUCTION	277.50
CL 14515 2	Jan 6th Snowplowing	151884	01/31/17	2/17	101018 ABOVE BOARD CONSTRUCTION	70.00
CL 14522 1	Monthly Water Testing Fee	7813	01/01/17	2/17	101312 CRISP WATER TECHNOLOGIES,	85.00
CL 14522 2	Monthly Water Testing Fee	7943	02/01/17	2/17	101312 CRISP WATER TECHNOLOGIES,	85.00

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Funds 101- 114

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
Object Total:						517.50
411 Gas						
CL 14521 1	Heating Fuel	123251	01/10/17	2/17	42 CENEX HARVEST STATES	2,024.10
Object Total:						2,024.10
412 Electricity						
CL 14527 1	School Electric		01/27/17	2/17	10 MISSOULA ELECTRIC COOP INC	1,098.36
Object Total:						1,098.36
431 Disposal Services						
CL 14531 1	Disposal Services School		01/28/17	2/17	9 REPUBLIC SERVICES #889	125.71
Object Total:						125.71
531 Telephone						
CL 14520 1	Telephone		02/01/17	2/17	3 BLACKFOOT TELEPHONE	503.46
Object Total:						503.46
610 Supplies						
CL 14518 1	Maint Supplies		10/28/16	2/17	101303 BUSINESS CARD 6227	43.98
CL 14518 2	Maint Supplies		11/23/16	2/17	101303 BUSINESS CARD 6227	10.00
CL 14518 3	Supplies		01/25/17	2/17	101303 BUSINESS CARD 6227	-31.82
CL 14518 4	Supplies		01/25/17	2/17	101303 BUSINESS CARD 6227	2.65
CL 14519 2	Maint Supplies - November	1892377771	11/13/16	2/17	101306 BUSINESS CARD 8399	6.00
CL 14519 7	Maint Supplies		01/21/17	2/17	101306 BUSINESS CARD 8399	14.79
CL 14528 1	Maint Supplies	S0874139	12/15/16	2/17	64 MISSOULA TEXTILE SERVICES	9.79
CL 14528 2	Maint Supplies	882021	01/12/17	2/17	64 MISSOULA TEXTILE SERVICES	121.02
CL 14528 3	Maint Supplies	887215	01/26/17	2/17	64 MISSOULA TEXTILE SERVICES	116.52
CL 14528 4	Credit Maint Supplies	C884227	01/13/17	2/17	64 MISSOULA TEXTILE SERVICES	-26.86
CL 14528 5	Credit Maint Supplies	C889477	01/27/17	2/17	64 MISSOULA TEXTILE SERVICES	-19.58
Object Total:						246.49
Program-Function Total:						6,239.32
E 100-2620 Regular Ed. Programs-Operation of Community Center						
114 Custodial/Maint						
PR 170200 16	Payroll Expenditure		/ /	2/17		1,362.75
Object Total:						1,362.75

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Funds 101- 114

Fund/Account/ Doc/Line #	Description	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND					
E 100-2620 Regular Ed. Programs-Operation of Community Center					
250 Workers' Comp.					
PR 170200 17	Employer Contributions	/ /	2/17		107.16
				Object Total:	107.16
260 Health Insurance					
PR 170200 18	Employer Contributions	/ /	2/17		253.80
				Object Total:	253.80
412 Electricity					
CL 14527 2	Comm Electric	01/27/17	2/17	10 MISSOULA ELECTRIC COOP INC	1,292.72
				Object Total:	1,292.72
431 Disposal Services					
CL 14531 2	Disposal Services Comm Ctr	01/28/17	2/17	9 REPUBLIC SERVICES #889	125.71
				Object Total:	125.71
				Program-Function Total:	3,142.14
E 280-1000 Special Education-Instruction					
112 Professional Ed.					
PR 170200 19	Payroll Expenditure	/ /	2/17		1,567.90
				Object Total:	1,567.90
250 Workers' Comp.					
PR 170200 20	Employer Contributions	/ /	2/17		10.00
				Object Total:	10.00
260 Health Insurance					
PR 170200 21	Employer Contributions	/ /	2/17		304.56
				Object Total:	304.56
				Program-Function Total:	1,882.46
E 910-3100 Food Services-Food Services					
116 Cooks					
PR 170200 22	Payroll Expenditure	/ /	2/17		397.94
				Object Total:	397.94

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Funds 101- 114

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
101 GENERAL FUND						
E 910-3100 Food Services-Food Services						
120 Temporary Salaries						
PR 170200 23	Payroll Expenditure	/ /	2/17			322.86
					Object Total:	322.86
250 Workers' Comp.						
PR 170200 24	Employer Contributions	/ /	2/17			27.92
					Object Total:	27.92
260 Health Insurance						
PR 170200 25	Employer Contributions	/ /	2/17			635.78
					Object Total:	635.78
					Program-Function Total:	1,384.50
					Fund Total:	57,931.33

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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 170200 28	Payroll Expenditure	/ /	2/17			380.64
					Object Total:	380.64
250 Workers' Comp.						
PR 170200 29	Employer Contributions	/ /	2/17			2.43
					Object Total:	2.43
260 Health Insurance						
PR 170200 30	Employer Contributions	/ /	2/17			135.00
					Object Total:	135.00
					Program-Function Total:	518.07
E 100-2700 Regular Ed. Programs-Student Transp.						
111 Administrative						
PR 170200 31	Payroll Expenditure	/ /	2/17			1,333.33
					Object Total:	1,333.33
250 Workers' Comp.						
PR 170200 32	Employer Contributions	/ /	2/17			8.50
					Object Total:	8.50
260 Health Insurance						
PR 170200 33	Employer Contributions	/ /	2/17			126.90
					Object Total:	126.90
513 Bus Contractors						
CL 14526 3	Morrison Lane	5990	01/30/17	2/17	82 MAJESTIC BUS SERVICE, INC	348.70
CL 14526 4	Bus Contract	5991	01/30/17	2/17	82 MAJESTIC BUS SERVICE, INC	8,665.00
					Object Total:	9,013.70
					Program-Function Total:	10,482.43
					Fund Total:	11,000.50

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Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
112 FOOD SERVICES FUND						
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 170200 36	Payroll Expenditure		/ /	2/17		1,910.25
					Object Total:	1,910.25
250 Workers' Comp.						
PR 170200 37	Employer Contributions		/ /	2/17		150.21
					Object Total:	150.21
570 Food Services						
CL 14532 1	Food	143056918	01/03/17	2/17	25 SYSCO FOOD SERVICES OF MT	243.18
CL 14532 2	Food Credit	143056807	01/03/17	2/17	25 SYSCO FOOD SERVICES OF MT	-19.53
CL 14532 3	Food	143062206	01/06/17	2/17	25 SYSCO FOOD SERVICES OF MT	461.38
CL 14532 5	Food	143067343	01/10/17	2/17	25 SYSCO FOOD SERVICES OF MT	233.94
CL 14532 6	Food Credit	143067213	01/10/17	2/17	25 SYSCO FOOD SERVICES OF MT	-46.67
CL 14532 7	Food	143072132	01/13/17	2/17	25 SYSCO FOOD SERVICES OF MT	295.04
CL 14532 9	Food	143076219	01/17/17	2/17	25 SYSCO FOOD SERVICES OF MT	56.69
CL 14532 10	Food	143076220	01/17/17	2/17	25 SYSCO FOOD SERVICES OF MT	197.17
CL 14532 12	Food Credit	4301076P	01/17/17	2/17	25 SYSCO FOOD SERVICES OF MT	-12.85
CL 14532 13	Food	143080816	01/20/17	2/17	25 SYSCO FOOD SERVICES OF MT	283.14
CL 14532 14	Food	143085125	01/24/17	2/17	25 SYSCO FOOD SERVICES OF MT	192.42
CL 14532 15	Food	143089604	01/27/17	2/17	25 SYSCO FOOD SERVICES OF MT	100.15
CL 14532 16	Food	143094263	01/31/17	2/17	25 SYSCO FOOD SERVICES OF MT	217.81
CL 14532 17	Food	143094264	01/31/17	2/17	25 SYSCO FOOD SERVICES OF MT	80.92
CL 14535 2	Sysco		01/10/17	2/17	100842 POTOMAC SCHOOL PETTY CASH	19.95
					Object Total:	2,302.74
610 Supplies						
CL 14532 4	Supplies	143062206	01/06/17	2/17	25 SYSCO FOOD SERVICES OF MT	12.85
CL 14532 8	Supplies	143072132	01/13/17	2/17	25 SYSCO FOOD SERVICES OF MT	47.95
CL 14532 11	Supplies	143076220	01/17/17	2/17	25 SYSCO FOOD SERVICES OF MT	57.80
					Object Total:	118.60
					Program-Function Total:	4,481.80
					Fund Total:	4,481.80



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114 RETIREMENT FUND						
E 100-1000 Regular Ed. Programs-Instruction						
210 Social Security/Med.						
PR 170200 40	Employer Contributions	/ /	2/17			2,119.19
					Object Total:	2,119.19
220 Teachers' Retirement						
PR 170200 41	Employer Contributions	/ /	2/17			2,493.82
					Object Total:	2,493.82
230 PERS						
PR 170200 42	Employer Contributions	/ /	2/17			38.43
					Object Total:	38.43
240 Unemployment Comp.						
PR 170200 43	Employer Contributions	/ /	2/17			107.76
					Object Total:	107.76
					Program-Function Total:	4,759.20
E 100-2400 Regular Ed. Programs-School Admin.						
210 Social Security/Med.						
PR 170200 44	Employer Contributions	/ /	2/17			387.20
					Object Total:	387.20
220 Teachers' Retirement						
PR 170200 45	Employer Contributions	/ /	2/17			350.80
					Object Total:	350.80
230 PERS						
PR 170200 46	Employer Contributions	/ /	2/17			178.22
					Object Total:	178.22
240 Unemployment Comp.						
PR 170200 47	Employer Contributions	/ /	2/17			22.93
					Object Total:	22.93
					Program-Function Total:	939.15

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114 RETIREMENT FUND					
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business					
210 Social Security/Med.					
PR 170200 48	Employer Contributions	/ /	2/17		43.99
				Object Total:	43.99
230 PERS					
PR 170200 49	Employer Contributions	/ /	2/17		108.53
				Object Total:	108.53
240 Unemployment Comp.					
PR 170200 50	Employer Contributions	/ /	2/17		4.96
				Object Total:	4.96
				Program-Function Total:	157.48
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant					
210 Social Security/Med.					
PR 170200 51	Employer Contributions	/ /	2/17		101.37
				Object Total:	101.37
230 PERS					
PR 170200 52	Employer Contributions	/ /	2/17		110.39
				Object Total:	110.39
240 Unemployment Comp.					
PR 170200 53	Employer Contributions	/ /	2/17		5.04
				Object Total:	5.04
				Program-Function Total:	216.80
E 100-2620 Regular Ed. Programs-Operation of Community Center					
210 Social Security/Med.					
PR 170200 54	Employer Contributions	/ /	2/17		101.39
				Object Total:	101.39
230 PERS					
PR 170200 55	Employer Contributions	/ /	2/17		110.38
				Object Total:	110.38

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date Per.	Vendor	Amount
114 RETIREMENT FUND					
E 100-2620 Regular Ed. Programs-Operation of Community Center					
240 Unemployment Comp.					
PR 170200 56	Employer Contributions	/ /	2/17		5.04
				Object Total:	5.04
				Program-Function Total:	216.81
E 100-2700 Regular Ed. Programs-Student Transp.					
210 Social Security/Med.					
PR 170200 57	Employer Contributions	/ /	2/17		101.99
				Object Total:	101.99
220 Teachers' Retirement					
PR 170200 58	Employer Contributions	/ /	2/17		116.93
				Object Total:	116.93
240 Unemployment Comp.					
PR 170200 59	Employer Contributions	/ /	2/17		4.94
				Object Total:	4.94
				Program-Function Total:	223.86
E 280-1000 Special Education-Instruction					
210 Social Security/Med.					
PR 170200 60	Employer Contributions	/ /	2/17		119.20
				Object Total:	119.20
220 Teachers' Retirement					
PR 170200 61	Employer Contributions	/ /	2/17		137.50
				Object Total:	137.50
240 Unemployment Comp.					
PR 170200 62	Employer Contributions	/ /	2/17		5.80
				Object Total:	5.80
				Program-Function Total:	262.50
E 910-3100 Food Services-Food Services					

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date Per.	Vendor	Amount
114 RETIREMENT FUND					
E 910-3100 Food Services-Food Services					
210 Social Security/Med.					
PR 170200 63	Employer Contributions	/ /	2/17		188.34
				Object Total:	188.34
220 Teachers' Retirement					
PR 170200 64	Employer Contributions	/ /	2/17		34.90
				Object Total:	34.90
230 PERS					
PR 170200 65	Employer Contributions	/ /	2/17		154.73
				Object Total:	154.73
240 Unemployment Comp.					
PR 170200 66	Employer Contributions	/ /	2/17		9.73
				Object Total:	9.73
				Program-Function Total:	387.70
				Fund Total:	7,163.50

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Funds 115- 115

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
111 Administrative						
121 21st Century Grant						
PR 170200 68	Payroll Expenditure	/ /	2/17			1,266.97
					Project Total:	1,266.97
					Object Total:	1,266.97
117 Teacher's Aides						
121 21st Century Grant						
PR 170200 69	Payroll Expenditure	/ /	2/17			925.81
					Project Total:	925.81
					Object Total:	925.81
210 Social Security/Med.						
121 21st Century Grant						
PR 170200 70	Employer Contributions	/ /	2/17			166.49
					Project Total:	166.49
					Object Total:	166.49
220 Teachers' Retirement						
121 21st Century Grant						
PR 170200 71	Employer Contributions	/ /	2/17			143.84
					Project Total:	143.84
					Object Total:	143.84
230 PERS						
121 21st Century Grant						
PR 170200 72	Employer Contributions	/ /	2/17			40.38
					Project Total:	40.38
					Object Total:	40.38
240 Unemployment Comp.						
121 21st Century Grant						
PR 170200 73	Employer Contributions	/ /	2/17			8.11
					Project Total:	8.11
					Object Total:	8.11
250 Workers' Comp.						
121 21st Century Grant						
PR 170200 74	Employer Contributions	/ /	2/17			13.99
					Project Total:	13.99
					Object Total:	13.99
260 Health Insurance						
121 21st Century Grant						
PR 170200 75	Employer Contributions	/ /	2/17			568.69
					Project Total:	568.69
					Object Total:	568.69
582 Travel Out-of-Dist.						
121 21st Century Grant						
CL 14517 1	Msla Parks & Rec Explorers	921785	01/20/17	2/17	101329 BUSINESS CARD 8695	130.25
CL 14517 2	Westside Lanes	142952	01/20/17	2/17	101329 BUSINESS CARD 8695	93.95
CL 14517 3	Walmart - November		10/27/16	2/17	101329 BUSINESS CARD 8695	37.92
CL 14517 4	Walmart - November		11/10/16	2/17	101329 BUSINESS CARD 8695	62.81
CL 14517 5	Clay Studio - November		11/18/16	2/17	101329 BUSINESS CARD 8695	80.00
CL 14523 1	Explorers to Discovery Ski	Pot-1	02/03/17	2/17	101164 DISCOVERY SKI CORP	717.00

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Funds 115- 115

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount	
115 MISC. PROGRAMS FUND							
E 100-1000 Regular Ed. Programs-Instruction							
						Project Total:	1,121.93
102 S.T.R.E.A.M. (Explorers)							
CL 14526 1	5th-8th to Seeley Lake`	5988	01/17/17	2/17	82 MAJESTIC BUS SERVICE, INC	149.25	
						Project Total:	149.25
121 21st Century Grant							
CL 14526 2	Explorers to Missoula	5989	01/20/17	2/17	82 MAJESTIC BUS SERVICE, INC	116.50	
						Project Total:	116.50
						Object Total:	1,387.68
610 Supplies							
121 21st Century Grant							
CL 14517 6	Supplies		12/30/16	2/17	101329 BUSINESS CARD 8695	-31.02	
CL 14517 7	Supplies		01/25/17	2/17	101329 BUSINESS CARD 8695	2.69	
						Project Total:	-28.33
						Object Total:	-28.33
						Program-Function Total:	4,493.63
E 420-1000 Title I-Instruction							
117 Teacher's Aides							
327 Title 2016-2017							
PR 170200 76	Payroll Expenditure		/ /	2/17		2,524.72	
						Project Total:	2,524.72
						Object Total:	2,524.72
210 Social Security/Med.							
327 Title 2016-2017							
PR 170200 77	Employer Contributions		/ /	2/17		108.84	
						Project Total:	108.84
						Object Total:	108.84
220 Teachers' Retirement							
327 Title 2016-2017							
PR 170200 78	Employer Contributions		/ /	2/17		221.42	
						Project Total:	221.42
						Object Total:	221.42
240 Unemployment Comp.							
327 Title 2016-2017							
PR 170200 79	Employer Contributions		/ /	2/17		9.34	
						Project Total:	9.34
						Object Total:	9.34
250 Workers' Comp.							
327 Title 2016-2017							
PR 170200 80	Employer Contributions		/ /	2/17		16.10	
						Project Total:	16.10
						Object Total:	16.10
260 Health Insurance							
327 Title 2016-2017							
PR 170200 81	Employer Contributions		/ /	2/17		540.00	
						Project Total:	540.00
						Object Total:	540.00
						Program-Function Total:	3,420.42

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-2300 Title I-General Admin						
111 Administrative						
327 Title 2016-2017						
PR 170200 82	Payroll Expenditure	/ /	2/17			182.70
					Project Total:	182.70
					Object Total:	182.70
210 Social Security/Med.						
327 Title 2016-2017						
PR 170200 83	Employer Contributions	/ /	2/17			6.00
					Project Total:	6.00
					Object Total:	6.00
230 PERS						
327 Title 2016-2017						
PR 170200 84	Employer Contributions	/ /	2/17			14.80
					Project Total:	14.80
					Object Total:	14.80
240 Unemployment Comp.						
327 Title 2016-2017						
PR 170200 85	Employer Contributions	/ /	2/17			0.67
					Project Total:	0.67
					Object Total:	0.67
250 Workers' Comp.						
327 Title 2016-2017						
PR 170200 86	Employer Contributions	/ /	2/17			1.16
					Project Total:	1.16
					Object Total:	1.16
260 Health Insurance						
327 Title 2016-2017						
PR 170200 87	Employer Contributions	/ /	2/17			64.80
					Project Total:	64.80
					Object Total:	64.80
					Program-Function Total:	270.13
					Fund Total:	8,184.18

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
161 BUILDING RESERVE						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
460 Minor Construction						
122 School Safety Transfer to Building Reserve						
CL 14524 1	Safety Kitchen Work	PSC-001	01/05/17	2/17	101333 INSTALLATIONS, INC	422.93
Project Total:						422.93
Object Total:						422.93
Program-Function Total:						422.93
Fund Total:						422.93



POTOMAC ELEMENTARY SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 2 / 17

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.	25,705.27	152,637.10	305,439.00	305,439.00	152,801.90	49 %
117 Teacher's Aides	2,302.55	9,690.88	14,768.00	14,768.00	5,077.12	65 %
122 Prof/Ed/Sub Teachers	1,110.00	3,400.33	7,600.00	7,600.00	4,199.67	44 %
250 Workers' Comp.	185.63	1,137.55	1,700.00	1,700.00	562.45	66 %
260 Health Insurance	4,808.97	28,673.40	54,972.00	54,972.00	26,298.60	52 %
330 Other Professional	700.00	2,656.00	1,600.00	1,600.00	-1,056.00	166 %
516 Field Trips	0.00	0.00	400.00	400.00	400.00	0 %
582 Travel Out-of-Dist.	49.75	220.89	1,700.00	1,700.00	1,479.11	12 %
610 Supplies	144.91	5,080.04	13,000.00	13,000.00	7,919.96	39 %
640 Books	0.00	828.31	2,800.00	2,800.00	1,971.69	29 %
680 Software	0.00	0.00	800.00	800.00	800.00	0 %
810 Dues and Fees	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	35,007.08	204,324.50	404,879.00	404,879.00	200,554.50	50 %
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	631.39	1,200.00	1,200.00	568.61	52 %
610 Supplies	0.00	140.00	0.00	0.00	-140.00	*** %
810 Dues and Fees	1,570.10	1,570.10	1,600.00	1,600.00	29.90	98 %
Function Total:	1,570.10	2,341.49	2,800.00	2,800.00	458.51	83 %
2400 School Admin.						
111 Administrative	4,000.00	28,000.00	48,000.00	48,000.00	20,000.00	58 %
115 Office/Clerical	2,200.23	11,959.26	23,917.00	23,917.00	11,957.74	50 %
250 Workers' Comp.	39.54	253.29	375.00	375.00	121.71	67 %
260 Health Insurance	920.70	5,904.90	11,340.00	11,340.00	5,435.10	52 %
330 Other Professional	0.00	772.20	4,300.00	4,300.00	3,527.80	17 %
580 Travel	0.00	299.46	0.00	0.00	-299.46	*** %
582 Travel Out-of-Dist.	209.36	1,635.18	900.00	900.00	-735.18	181 %
610 Supplies	-17.85	32.14	0.00	0.00	-32.14	*** %
640 Books	0.00	0.00	80.00	80.00	80.00	0 %
810 Dues and Fees	0.00	25.00	1,500.00	1,500.00	1,475.00	1 %
Function Total:	7,351.98	48,881.43	90,412.00	90,412.00	41,530.57	54 %
2500 Sup. Serv.-Business						
111 Administrative	959.22	11,162.69	20,773.00	20,773.00	9,610.31	53 %
250 Workers' Comp.	6.12	70.38	110.00	110.00	39.62	63 %
260 Health Insurance	340.20	2,041.20	4,089.00	4,089.00	2,047.80	49 %
330 Other Professional	27.25	3,748.75	11,000.00	11,000.00	7,251.25	34 %
532 Postage	3.71	458.18	800.00	800.00	341.82	57 %
540 Advertising	17.25	57.15	100.00	100.00	42.85	57 %
582 Travel Out-of-Dist.	0.00	125.00	750.00	750.00	625.00	16 %
610 Supplies	0.00	256.31	55.00	55.00	-201.31	466 %
680 Software	0.00	0.00	100.00	100.00	100.00	0 %
681 Computer Software	0.00	295.00	0.00	0.00	-295.00	*** %
810 Dues and Fees	0.00	110.00	195.00	195.00	85.00	56 %
Function Total:	1,353.75	18,324.66	37,972.00	37,972.00	19,647.34	48 %

POTOMAC ELEMENTARY SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 2 / 17

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	1,362.75	7,502.24	15,600.00	15,600.00	8,097.76	48 %
250 Workers' Comp.	107.15	584.73	750.00	750.00	165.27	77 %
260 Health Insurance	253.80	1,522.84	3,240.00	3,240.00	1,717.16	47 %
330 Other Professional	517.50	4,281.43	5,050.00	5,050.00	768.57	84 %
411 Gas	2,024.10	2,656.35	3,500.00	3,500.00	843.65	75 %
412 Electricity	1,098.36	4,854.65	8,000.00	8,000.00	3,145.35	60 %
431 Disposal Services	125.71	913.07	1,470.00	1,470.00	556.93	62 %
440 Repair and Maint.	0.00	950.00	0.00	0.00	-950.00	*** %
520 Insurance	0.00	0.00	8,600.00	8,600.00	8,600.00	0 %
531 Telephone	503.46	3,557.12	7,000.00	7,000.00	3,442.88	50 %
582 Travel Out-of-Dist.	0.00	0.00	550.00	550.00	550.00	0 %
610 Supplies	246.49	3,775.59	7,500.00	7,500.00	3,724.41	50 %
810 Dues and Fees	0.00	100.00	100.00	100.00	0.00	100 %
Function Total:	6,239.32	30,698.02	61,360.00	61,360.00	30,661.98	50 %
2620 Operation of Community Center						
114 Custodial/Maint	1,362.75	7,501.73	15,600.00	15,600.00	8,098.27	48 %
250 Workers' Comp.	107.16	584.79	750.00	750.00	165.21	77 %
260 Health Insurance	253.80	1,522.76	3,240.00	3,240.00	1,717.24	46 %
330 Other Professional	0.00	1,208.00	850.00	850.00	-358.00	142 %
412 Electricity	1,292.72	3,564.60	10,000.00	10,000.00	6,435.40	35 %
431 Disposal Services	125.71	881.27	1,470.00	1,470.00	588.73	59 %
450 Rentals	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
610 Supplies	0.00	1,173.48	400.00	400.00	-773.48	293 %
810 Dues and Fees	0.00	100.00	100.00	100.00	0.00	100 %
Function Total:	3,142.14	16,536.63	33,610.00	33,610.00	17,073.37	49 %
6200 Resources Trans.						
610 Supplies	0.00	48.96	0.00	0.00	-48.96	*** %
Function Total:	0.00	48.96	0.00	0.00	-48.96	*** %
Program Total:	54,664.37	321,155.69	633,283.00	633,283.00	312,127.31	50 %
120 CONTINGENCY FUNDS						
2400 School Admin.						
112 Professional Ed.	0.00	596.25	2,500.00	2,500.00	1,903.75	23 %
250 Workers' Comp.	0.00	3.80	10.00	10.00	6.20	38 %
Function Total:	0.00	600.05	2,510.00	2,510.00	1,909.95	23 %
3500 Extracurricular/Ath.						
610 Supplies	0.00	0.00	1,640.00	1,640.00	1,640.00	0 %
810 Dues and Fees	0.00	792.00	1,500.00	1,500.00	708.00	52 %
Function Total:	0.00	792.00	3,140.00	3,140.00	2,348.00	25 %
Program Total:	0.00	1,392.05	5,650.00	5,650.00	4,257.95	24 %
128 Technology						
2500 Sup. Serv.-Business						
330 Other Professional	0.00	4,144.63	8,500.00	8,500.00	4,355.37	48 %
610 Supplies	0.00	0.00	800.00	800.00	800.00	0 %
680 Software	0.00	0.00	360.00	360.00	360.00	0 %
Function Total:	0.00	4,144.63	9,660.00	9,660.00	5,515.37	42 %
Program Total:	0.00	4,144.63	9,660.00	9,660.00	5,515.37	42 %
Program Group Total:	54,664.37	326,692.37	648,593.00	648,593.00	321,900.63	50 %

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.	1,567.90	11,497.92	18,815.00	18,815.00	7,317.08	61 %
117 Teacher's Aides	0.00	47.84	9,000.00	9,000.00	8,952.16	0 %
250 Workers' Comp.	10.00	73.18	135.00	135.00	61.82	54 %
260 Health Insurance	304.56	2,233.44	7,128.00	7,128.00	4,894.56	31 %
Function Total:	1,882.46	13,852.38	35,078.00	35,078.00	21,225.62	39 %
6200 Resources Trans.						
920 Res.Trans. Other Sch	0.00	1,590.65	2,800.00	2,800.00	1,209.35	56 %
Function Total:	0.00	1,590.65	2,800.00	2,800.00	1,209.35	56 %
Program Total:	1,882.46	15,443.03	37,878.00	37,878.00	22,434.97	40 %
Program Group Total:	1,882.46	15,443.03	37,878.00	37,878.00	22,434.97	40 %
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	0.00	203.95	0.00	0.00	-203.95	*** %
810 Dues and Fees	0.00	600.00	600.00	600.00	0.00	100 %
Function Total:	0.00	803.95	600.00	600.00	-203.95	133 %
Program Total:	0.00	803.95	600.00	600.00	-203.95	133 %
Program Group Total:	0.00	803.95	600.00	600.00	-203.95	133 %
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
116 Cooks	397.94	1,925.56	3,692.00	3,692.00	1,766.44	52 %
120 Temporary Salaries	322.86	548.62	0.00	0.00	-548.62	*** %
250 Workers' Comp.	27.92	421.21	30.00	30.00	-391.21	*** %
260 Health Insurance	635.78	3,744.19	7,776.00	7,776.00	4,031.81	48 %
570 Food Services	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
582 Travel Out-of-Dist.	0.00	0.00	400.00	400.00	400.00	0 %
Function Total:	1,384.50	6,639.58	13,398.00	13,398.00	6,758.42	49 %
Program Total:	1,384.50	6,639.58	13,398.00	13,398.00	6,758.42	49 %
Program Group Total:	1,384.50	6,639.58	13,398.00	13,398.00	6,758.42	49 %
Fund Total:	57,931.33	349,578.93	703,493.00	703,493.00	353,914.07	49 %

POTOMAC ELEMENTARY SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 2 / 17

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	380.64	3,790.24	7,556.12	7,556.12	3,765.88	50 %
250 Workers' Comp.	2.43	24.21	52.56	52.56	28.35	46 %
260 Health Insurance	135.00	810.00	1,620.00	1,620.00	810.00	50 %
Function Total:	518.07	4,624.45	9,228.68	9,228.68	4,604.23	50 %
2700 Student Transp.						
111 Administrative	1,333.33	9,333.31	16,000.00	16,000.00	6,666.69	58 %
250 Workers' Comp.	8.50	59.06	102.00	102.00	42.94	57 %
260 Health Insurance	126.90	888.30	1,518.00	1,518.00	629.70	58 %
330 Other Professional	0.00	65.00	0.00	0.00	-65.00	*** %
513 Bus Contractors	9,013.70	54,082.20	90,137.00	90,137.00	36,054.80	60 %
610 Supplies	0.00	162.00	0.00	0.00	-162.00	*** %
Function Total:	10,482.43	64,589.87	107,757.00	107,757.00	43,167.13	59 %
Program Total:	11,000.50	69,214.32	116,985.68	116,985.68	47,771.36	59 %
Program Group Total:	11,000.50	69,214.32	116,985.68	116,985.68	47,771.36	59 %
500 Non-Public Sch/Prog						
510 Head Start						
2700 Student Transp.						
515 Trans. Contingency	0.00	3,308.74	6,618.00	6,618.00	3,309.26	49 %
Function Total:	0.00	3,308.74	6,618.00	6,618.00	3,309.26	49 %
Program Total:	0.00	3,308.74	6,618.00	6,618.00	3,309.26	49 %
Program Group Total:	0.00	3,308.74	6,618.00	6,618.00	3,309.26	49 %
Fund Total:	11,000.50	72,523.06	123,603.68	123,603.68	51,080.62	58 %

POTOMAC ELEMENTARY SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 2 / 17

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	1,910.25	9,557.83	16,000.00	16,000.00	6,442.17	59 %
250 Workers' Comp.	150.21	383.56	1,500.00	1,500.00	1,116.44	25 %
570 Food Services	2,302.74	15,248.35	23,200.00	23,200.00	7,951.65	65 %
610 Supplies	118.60	2,058.63	1,500.00	1,500.00	-558.63	137 %
810 Dues and Fees	0.00	170.00	170.00	170.00	0.00	100 %
Function Total:	4,481.80	27,418.37	42,370.00	42,370.00	14,951.63	64 %
Program Total:	4,481.80	27,418.37	42,370.00	42,370.00	14,951.63	64 %
Program Group Total:	4,481.80	27,418.37	42,370.00	42,370.00	14,951.63	64 %
Fund Total:	4,481.80	27,418.37	42,370.00	42,370.00	14,951.63	64 %
Grand Total:	73,413.63	449,520.36	869,466.68	869,466.68	419,946.32	51 %

## **Principal's Report**

### **February 2017**

We just had our spring count day and enrollment is at 97. The end of the 2nd quarter was last month. Hard to believe we're halfway through the year already. It's been a busy month.

We had our spelling bee. Ashbeigh Hall won the school bee, so she will be representing the school at the county bee on the 23rd in Missoula.

I've been working on the Safety review and the Title I Desk Review. We've successfully passed the Safety review, and I just completed compiling the required items for the Title I review. A couple of things that need to be done for both reports to be completely corrected are a revised student handbook and a staff handbook. I'm working on getting both of those done.

**Personnel-** I recommend hiring Dani Hughart, Jane Lewis and Alleluia Noell as substitute teachers.

**Policy-** I spoke with Joe Brott at MTSBA about contracting with them to go through and update our policy. MTSBA can update our policy for \$850 and then we will be on a maintenance plan for 5 years for an additional \$600. I recommend the Board approve this contract.

**February 15-** Home game Desmet

**February 16-** Home game Hellgate

**February 18-**Avalanche Safety class 9-1 @Lubrecht

**February 20-** No school

**February 21-**Away game Clinton

**February 27-** Away game Frenchtown

**February 28-** Away game Hellgate

**March 7-** Home game Desmet

**March 9-** Home game Clinton

# POTOMAC SCHOOL BOARD CALENDAR

*Trustee review  
Friday before  
monthly meeting*

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

## **July**

## **August**

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

*Craig - 3pm*

## **September**

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

*Kelsy*

## **October**

*Gary*

## **November**

*Jason*

## **December**

Review Strategic Plan & Goals Progress  
Principal Evaluation

*Jason*

## **January**

Approve Principal offer of employment

*Craig*

## **February**

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

*Kelsy*

## **March**

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

*Gary*

## **April**

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

*Jason*

## **May**

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

*Cliff*

## **June**

Audit Contract Review and Approval

# Trustee Resolution Calling for an Election

BE IT RESOLVED, the Board of Trustees for Potomac School District #11, Missoula County, Montana, will hold the Annual Regular School Election by mail ballot on Tuesday, the 2<sup>nd</sup> day of May, 2017, which date is not less than forty (70) days after the passage of this resolution.

The election will be conducted by *Mail Ballot*. Voting will end at 8:00 p.m. on the Election Day. The designated place of deposit for the mail ballot election will be located at the Missoula County Courthouse.

The purpose of the mail ballot election is to:

- Elect Two (2) trustees for a three-year term.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Jill Thornton, election administrator, to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

RESOLVED this 13<sup>th</sup> day of February, 2017.

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Jill Thornton, Clerk of the Board

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Kelsy Ployhar, Vice-Chair

No further proceedings were conducted relating to the election.



## CONTRACT DISCUSSION FOR TRANSPORTATION CONTINGENCIES 16-17

**Linda Maass**, Director of the Missoula Area Education Cooperative is a proponent of busses instead of Individual Transportation Contracts for pre-k students requiring the school to pay for transportation to Missoula. This is her explanation:

In a nutshell, transportation is one of the special education related services, which means, in part, that it's provided at no cost to parents. Whether or not a student needs special ed. transportation hinges on the answer to the question, "does the child need this related service in order to benefit from their special ed. program?" For a pre-school child, whose services occur off site, the answer to that question is usually yes, since we don't run buses for non-disabled preschool children.

School districts can offer a parent an "Individual Transportation Contract" however the parent is under no obligation to accept. If a school provides the bus transportation and parent turns it down, then the school is off the hook.

Furthermore, we cannot compel the parent to give us a reason for why they won't or can't do this. Also, if a school can share costs with another district or districts, it's often the most cost effective (particularly with more than one student). Keep in mind that a possible (worse case) scenario could be that the school offers the parent an Individual Transportation Contract, parent accepts for a period of time but then changes their mind. Result: school has paid parent for the ITC and then also has to pony up for bus transportation; sometimes that's even more money. I'm happy to answer further questions or attend a school board meeting. Hope this helps...Linda

---

**Based** on that information, and as discussed earlier this year, Potomac is currently working with Clinton, Desmet and Bonner to use a bus for our special ed pre-k students.

These are the current year (16-17) bus transportation costs for special ed pre-k students (from Tom Stack, Clinton):

$$127 \text{ days} \times \$307.94 = \mathbf{\$39,108.38} \quad (\$39,108.38 / 4 = \$9,777.10)$$

Clinton School does the paperwork for On-Schedule County & State Transportation reimbursement. That results in a reimbursement to them of \$12,638.50 (they anticipate that being more in the future). This results in a savings on the contract to Bonner, Desmet and Potomac of \$3,159.63 each on their portion of the contract with Hadley Transportation.

$$\$39,108.38 - 12,638.50 = \mathbf{\$26,469.88} \text{ so } \$26,469.88 / 4 \text{ schools} = \mathbf{\$6,617.47} \text{ (Current Transportation Cost for Potomac)}$$

Handley Transportation also requires a fuel floor for fuel costs which exceed \$3.00 per gallon (same as Majestic with our busses). Any excess will be billed to the four schools monthly by Handley Transportation to be paid directly to the company.

---

**Tom Stack**, Superintendent of Clinton School has worked with all the schools and is presenting this proposed contract:

**PROPOSED COSTS FOR A 5 YR CONTRACT FOR BONNER, POTOMAC, DESMET & CLINTON:** (based on 100 miles/day)

Year 17-18	\$ 40,300.00 (example - minus ~ \$12,638.50 / 4 equals \$6,915.38 for Potomac's 17-18 Trans Fund)
Year 18-19	\$ 41,500.00
Year 19-20	\$ 43,000.00
Year 20-21	\$ 44,100.00
Year 21-22	\$ 45,400.00

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**POTOMAC'S PAST COSTS WITH INDIVIDUAL TRANSPORTATION CONTRACTS (contracts with the individual parents)**

Year 10-11	\$ 0
Year 11-12	\$ 0
Year 12-13	\$ 401
Year 13-14	\$ 660
Year 14-15	\$ 2,927
Year 15-16	\$ 0



**POLICY SERVICES AGREEMENT  
CUSTOMIZED SERVICES**

This Contract made and entered into between the MONTANA SCHOOL BOARDS ASSOCIATION (hereinafter referred to as “MTSBA”) and the POTOMAC SCHOOL DISTRICT (hereinafter referred to as the “District”).

1. **Association Responsibilities.** The Association agrees to provide the Policy Services that are specifically requested by the District.
2. **District Responsibilities.** The District agrees to provide MTSBA with the needed and requested documents in order to assist the District in providing the services requested.
3. **Fees.** Fees are based on the actual time spent by the consultant and/or attorney performing the services. Our current fee for our Customized Policy Services is \$850.00.
4. **Other Charges.** In addition to the fees set forth hereinabove, the District agrees to reimburse MTSBA for all costs and expenses, including mileage, meals, hotels, etc. Reimbursement for fees and other charges shall be made within thirty (30) days of the date they are billed to the District.
5. **Entire Agreement.** This contract constitutes the entire agreement between the District and the Montana School Boards Association with respect to Customized Policy Services and supersedes any and/or all such prior agreements, representations, statements, negotiations, and undertakings.

Approved for MTSBA by:

Approved for District by:

\_\_\_\_\_  
Lance L. Melton  
Executive Director  
Montana School Boards Association

\_\_\_\_\_  
Board Chair  
\_\_\_\_\_ School District

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



POLICY MAINTENANCE SERVICES AGREEMENT BETWEEN THE MONTANA SCHOOL BOARDS ASSOCIATION (“MTSBA”) AND POTOMAC SCHOOL DISTRICT (“THE DISTRICT”).

This Agreement entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between MTSBA and the DISTRICT modifying the Custom Policy Analysis relating to the provision of maintenance of the District’s policies as follows:

1. MTSBA has enhanced its maintenance services to the District by posting your District’s revised policies on our website and alerting you via e-mail that the policy has been changed and is available for immediate downloading;
2. The District will be automatically on MTSBA’s policy maintenance program for five years to maintain the District’s policies on a monthly basis to ensure it meets current local, state, and federal law, with the same custom fit as the original. The maintenance fee will be billed on a prorated basis for the remainder of the fiscal year. For the next ensuing fiscal year the District will be billed the \$600 as a maintenance fee. For every year thereafter, the annual maintenance fee will increase by CPI-U. At the conclusion of the five year period the District and Association, upon mutual agreement of the cost, may extend the maintenance part of this agreement for another five (5) years and beyond if agreed to between the parties.

Approved for MTSBA by:

Approved for District by:

\_\_\_\_\_  
Lance L. Melton  
Executive Director  
Montana School Boards Association  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Board Chair  
Potomac School District  
Dated: \_\_\_\_\_

Attest: \_\_\_\_\_  
District Clerk  
Dated: \_\_\_\_\_