



Potomac Elementary School

School Board Agenda

February 8, 2016

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.”*

7:00 PM

Public Input:

Consent Agenda:

Chair Vann

1. Minutes January 11, 2016
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

1. Teacher Reports
2. Principal's Report
3. Clerks Report
4. Board Professional Development Reports

Principal Williams
Jill Thornton
Board Members

Old Business:

1. School Board Calendar
2. Policy Reviews and Additions - second reading
 - 4330 – Community Use of School Facilities (review)
 - 4330F – Facilities Use Agreement (review)
 - 5122F-Authorization to Release Information, Including Consent to Fingerprint Background Check (review)

Chair Vann
Chair Vann

New Business:

1. Out of District Attendance Agreement
2. Call for an Election
3. Negotiation Committee - PACE

Principal Williams
Chair Vann
Chair Vann

Next Meeting March 14, 2016 – 7:00 pm



Potomac Elementary School

School Board Minutes

for

January 11, 2016

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: Craig Nelson and Kelsy Ployhar. 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 = \$29,012.38, Total Payroll = \$60,518.32

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 Dec 1, 2015 - \$25,710.27; End Balance Dec 31, 2015 - \$24,896.74

Kelsy moved to approve the consent agenda. Craig seconded the motion. **Passed 3-0**

Pine Cove Consulting Technology Presentation

Brandan Bassett and Matt Hall came to the board meeting to present information on Pine Cove and their mission. They are a family company that is focused on educational needs in technology. They noticed a need for technology advisors for rural schools in particular. Their core belief is all students deserve the same education and the same opportunities. What they do is help schools develop a sustainable technology solution that includes equipment replacement and budgeting considerations. They do this by analyzing the schools needs and developing a sustainable plan that can be budgeted for. They do not charge a consulting fee for this. They work to get a schools business by developing a good plan, and implementing it through an agreed on budget that is paid for with a monthly fee. When there is any problem with the system or a piece of equipment, they fix or replace it.

Teacher Reports – Classroom Volunteers

Terri Klein reported on volunteers in the school. She said the support that the volunteers provide is huge. In just the 1st and 2nd grades volunteers provide 18.5 hours help at a minimum. 3rd grade has about 4 hours per week, and 4th grade about 2. Cliff feels that is a big tribute to the teachers. He said it would not work if the teachers didn't work with the volunteers so they are included and feel helpful. Terri agreed, and said she does some training with her volunteers.

Principals Report

Our enrollment is at 91 students.

Asbestos testing- The State requires schools to test for asbestos every three years. The last report we have is from 2010. Abatement Contractors of Montana came in on the 1st to do a current assessment and took some samples. We'll get a report within a couple weeks.

Furnace- I had to have maintenance done on the furnaces over winter break. The company, Design Air, is going to come in and look at repairing our duct work. I became aware that it is not connected going into Abby's room upstairs, in which case her room is often 20 degrees different in temperature to Sarah's room.

Special Education- I have been teaching special education students for about 2 ½ hours a day as well as completing new evaluations and IEP's. Some weeks are much busier than others!

Adult Ed- Adult education classes will begin this month. Crissina Quinn will be teaching classes on using Google, and Sarah will be teaching a 5 week class on chimes in April. We are still looking for anyone interested in teaching a class or requests for certain classes. There is a sign-up sheet in the office and a link on our website.

Grants- We received the \$15,000 from Missoula Parks and Recreation. We were denied the Plum Creek Grant. Apparently funds are less and more people requesting it this year than in the past. I'll keep looking for new grants to apply for. We also received \$1500 from Missoula Electric to purchase a new sound system.

Our winter benchmark testing in MAPS and AIMSweb will begin next week.

Other items I've been working on:

- School calendar- I've begun working on next year's calendar and begun conversations with staff on it.
- Employment application paperwork- This needed updating. It will also be available on the website once ready.
- Observations
- Required inspection upgrades to the Kitchen and Kitchen Storage. PTC is donating \$5,000 towards this requirement. The plan and cost for the upgrades will be on a future agenda to discuss.

Upcoming-

1/15- Staff Professional Development- Standards based grading

1/19- Two Valley Stage field trip K-8 to Seeley Swan High School

1/21- End of 2nd quarter

2/1-2/6- Missoula Children's Theater

2/3-2/4 Parent Teacher Conferences

Clerks Report

Jill Thornton added a quick reference on expenditure codes to the claims detail and expenditure detail included in the board packet. She also posted the Board calendar on the website. It can be found through the drop down menu under Trustees on the home page.

Board Professional Development Reports

Craig, Kelsy and Cliff all attended the Potomac School Christmas Show. Craig has been continuing work on planning the January 23rd Dodge Ball Tournament and went with Explorers to the Nutcracker. He said it was a great program, and some of the students wouldn't have had the opportunity to go without Explorers. Kelsy also participated in two archery practices and went with the students to watch them ski. Cliff has been coaching archery. He would like to see more students participate and said it is possible by including it in Physical Education during school. The only requirement for that is teacher certification.

School Board Calendar

The School Board Calendar has been posted on the school web site, with 'subject to change' noted on it. It can be found through the drop down menu under Trustees on the home page.

Policy Reviews and Additions

Kelsy moved to approve the second reading of policy numbers 2110, 2158, 4330P, 5222 and 6410 with changes noted. Craig seconded the motion. **Passed 3-0**

Personnel

Victoria Richardson has notified Angie that she will not be returning next year. Craig moved to open the position. Kelsy seconded the motion. **Passed 3-0**

Out of District Attendance Agreement

Angie recommended approving attendance agreements for students. Kelsy moved to approve the attendance agreements. Craig seconded the motion. **Passed 3-0**

Committee for PEA Insurance Discussion

Cliff and Kelsy will be the boards committee for the PEA Insurance discussion, with Craig observing.

Policy Reviews and Additions – first reading

Policy numbers 4330, 4330F and 5122F were read with changes noted. The last reading will be at the February meeting.

Principal Review

Chair Vann closed the meeting for the Principal review.
The meeting was reopened at 9:39

Adjourn

Vice-Chair Ployhar adjourned the Board meeting at 9:40 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
14201 8958S 101198	AMERICAN EXPRESS	209.39				
1	CC-361 01/06/16 Sharpeners, Icemelt	81.94		101	625	
	COSTCO		CC Accounting: 101-	-100-2600-610		
2	CC-361 01/06/16 QB accounting	94.49		101	625	
	COSTCO		CC Accounting: 101-	-100-2500-680		
3	CC-361 01/22/16 Vanilla	19.98		112	625	
	COSTCO		CC Accounting: 112-	-910-3100-570		
4	CC-361 01/13/16 Maint Supplies	12.98		101	625	
	HOME DEPOT/GECF		CC Accounting: 101-	-100-2600-610		
14200 8974S 101220	ANGIE WILLIAMS	135.00				
1	1516181 01/28/16 Mileage to Helena Conf	135.00		101	100-2400	582
14224 8975S 101166	BUSINESS CARD 8181	207.81				
1	CC-362 01/06/16 Supplies	72.13		101	625	
	KCDA PURCHASING COOPERATIVE		CC Accounting: 101-	-100-1000-610		
2	CC-362 01/20/16 Supplies	135.68		101	625	
	KCDA PURCHASING COOPERATIVE		CC Accounting: 101-	-100-1000-610		
14202 8959S 101125	BUSINESS CARD 8901	666.66				
1	CC-363 12/30/16 Staff Coffee/HotChoc	136.60		101	625	
	HERBERGERS		CC Accounting: 101-	-100-2600-610		
2	CC-363 01/06/16 Mailings	18.40		101	625	
	USPS		CC Accounting: 101-	-100-2500-532		
3	CC-363 01/06/16 #10 Window Envelopes	34.99		101	625	
	STAPLES		CC Accounting: 101-	-100-2500-610		
4	CC-363 01/08/16 W2 forms/envelopes	23.35		101	625	
	AMAZON		CC Accounting: 101-	-100-2500-610		
5	CC-363 01/12/16 Spelling B/Science Fair Medals	70.92		101	625	
	JONES SCHOOL SUPPLY CO., INC		CC Accounting: 101-	-100-1000-610		
6	CC-363 01/15/16 Mailing & Stamps	198.40		101	625	
	USPS		CC Accounting: 101-	-100-2500-532		
7	CC-363 01/20/16 Annual LogMeIn Access	149.00		101	625	
	LOG ME IN		CC Accounting: 101-	-100-2500-330		

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	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
8	CC-363 01/23/16 KTEA-3 Scoring lyr Subscrip	35.00		101 625		
	NCS PEARSON, INC		CC Accounting: 101-	-100-1000-610		
14204	8960S 42 CENEX HARVEST STATES	1,347.20				
1	112715 01/12/16 Heating Fuel	1,347.20		101	100-2600	411
140204	8973S 101228 CRISSINA QUINN	30.88				
1	Roseaures 01/14/16 Explorers Supplies	6.38		115	100-1000	610 102
2	DolllarSto 01/15/16 Explorers Supplies	24.50		115	100-1000	610 102
14205	8961S 76 CULLIGAN WATER	64.48				
1	5051 01/22/16 TChlor & Water Test Packets	64.48		101	100-2600	610
14207	8962S 101127 EVANS BASIC CARPENTRY	100.00				
1	636 01/16/16 Evans Basic Carpentry	57.98		101	100-2620	330
2	636 01/16/16 Supplies	42.02		101	100-2620	610
14208	8963S 176 FOOD SERVICES OF AMERICA	1,920.37				
1	8242069 01/06/16 Food	526.63		112	910-3100	570
2	8242069 01/06/16 Ck 8217 from V	-83.78		112	910-3100	570
3	8248942 01/13/16 Food	741.42		112	910-3100	570
4	8248942 01/13/16 Ck 8217 from V	-36.02		112	910-3100	570
5	8255725 01/20/16 Food	530.32		112	910-3100	570
6	8255725 01/20/16 Ck 2250 from 8th Gr	-50.88		112	910-3100	570
7	8262697 01/27/16 Food	18.08		112	910-3100	570
8	8262696 01/27/16 Food	276.94		112	910-3100	570
9	8262696 01/27/16 Ck 8221 from V	-2.34		112	910-3100	570
14209	8964S 101200 GLACIER ICE RINK	160.00				
1	428-1 01/29/16 Explorers Ice Rink Rental	160.00		115	100-1000	516 121
14210	8965S 82 MAJESTIC BUS SERVICE, INC	9,709.20				
1	5351 01/08/16 Explorers to Discovery	493.89		115	100-1000	516 121
2	5352 01/19/16 Students to Seeley Lk	195.00		115	103-2700	513 136
3	5353 01/22/16 Explorers to Condon	260.66		115	100-1000	516 121
4	5354 01/29/16 Explorers to Glacier Ice Rink	92.66		115	100-1000	516 121
5	5355 02/01/16 Bus Contract	8,331.70		110	100-2700	513
6	5356 02/01/16 Morrison Lane	335.29		110	100-2700	513
14212	8966S 101261 MISS MONTANA SCHOLARSHIP PROGRAM	100.00				
1	01/27/16 Miss MT School Presentation	100.00		101	100-1000	330

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			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14213	8967S	10 MISSOULA ELECTRIC COOP INC	2,084.33					
1		01/27/16 School Electric	940.86		101	100-2600	412	
2		01/27/16 Comm Ctr Electirc	1,143.47		101	100-2620	412	
14211	8968S	64 MISSOULA TEXTILE SERVICES	397.67					
1		756774 12/31/15 Maint Supplies	141.61		101	100-2600	610	
2		761073 01/14/16 Maint Supplies	128.03		101	100-2600	610	
3		765820 01/28/16 Maint Supplies	128.03		101	100-2600	610	
14216	8969S	274 MONTANA CRIMINAL RECORDS	23.25					
1		02/01/16 Federal Fingerprint Volunteers	23.25		101	100-2500	330	
14215	8970S	101009 MOUNTAIN WEST DYNAMARK	4,760.00					
1		6166 10/04/15 Comm Ctr New Alarm System	4,760.00		161	100-2600	460	122
14214	8971S	13 MTSBA	1,505.00					
1		31258 05/31/16 MTSBA Dues	1,499.00		101	100-2310	810	
2		31258 05/31/16 MTSBA Trustee Ins	6.00		101	100-2310	810	
14217	8972S	100842 POTOMAC SCHOOL PETTY CASH	401.91					
1		01/04/16 Science Reimbursement	66.91		101	100-1000	610	
2		01/15/16 Para PASS Training Gail/Diane	200.00		101	100-1000	330	
3		01/19/16 Explorers 12-11 Trip Reimb	135.00		115	100-1000	516	121
14218	8951S	101105 RDO (TRIPLE W) EQUIPMENT	346.57					
1		W01880 01/13/16 Mower Annual Maint & Repair	346.57		101	100-2600	440	
14223	8952S	9 REPUBLIC SERVICES #889	246.44					
1		01/28/16 Disposal Services School	123.22		101	100-2600	431	
2		01/28/16 Disposal Services Comm Ctr	123.22		101	100-2620	431	
14220	8953S	41 SCHOOL SPECIALTY INC	41.70					
1		115770337 01/27/16 School Supplies	41.70		101	100-1000	610	
14219	8954S	101089 SCOTT DAVIS	50.00					
1		1516174 01/16/16 Mileage for Tractor Maint	50.00		101	100-2600	330	
14221	8955S	101262 SWAN VALLEY CONNECTIONS	500.00					
1		01/06/16 11-13 Explorers Education Prog	250.00		115	100-1000	516	121
2		01/25/16 01-22 Explorers Education Prog	250.00		115	100-1000	516	121
14222	8956S	100977 WESTERN BUSINESS EQUIPMENT, INC	90.94					
1		112699 01/20/16 Color Printer parts/labor	90.94		101	100-1000	330	

of Claims 24 Total: 25,098.80

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
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		3100's Food Services	
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Example
101-100-2600-411 is a Regular General Fund Expenditure for School Heating Fuel

02/05/16
17:01:42

POTOMAC ELEMENTARY SCHOOL
Credit Card Transactions Paid by Credit Card Vendor
For the Accounting Period: 2/16

Page: 1 of 1
Report ID: CC100

CC Vendor	Check#	Claim#	CC #	PO #	Check		Vendor Paid	Description	Amount	Fund Org	Prg-Func-Obj	Proj
					Ln#	Per						
AMERICAN EXPRESS	8958	14201	361		1	2/16	COSTCO	Sharpeners, Icemelt	81.94	101	100-2600-610	
	8958	14201	361		2	2/16	COSTCO	QB accounting	94.49	101	100-2500-680	
	8958	14201	361		3	2/16	COSTCO	Vanilla	19.98	112	910-3100-570	
	8958	14201	361		4	2/16	HOME DEPOT/GEFC	Maint Supplies	12.98	101	100-2600-610	
								Total	209.39			
BUSINESS CARD 818	8975	14224	362		1	2/16	KCDA PURCHASING C	Supplies	72.13	101	100-1000-610	
	8975	14224	362		2	2/16	KCDA PURCHASING C	Supplies	135.68	101	100-1000-610	
							Total	207.81				
BUSINESS CARD 890	8959	14202	363		1	2/16	HERBERGERS	Staff Coffee/HotChoc	136.60	101	100-2600-610	
	8959	14202	363		2	2/16	USPS	Mailings	18.40	101	100-2500-532	
	8959	14202	363		3	2/16	STAPLES	#10 Window Envelopes	34.99	101	100-2500-610	
	8959	14202	363		4	2/16	AMAZON	W2 forms/envelopes	23.35	101	100-2500-610	
	8959	14202	363		5	2/16	JONES SCHOOL SUPP	Spelling B/Science	70.92	101	100-1000-610	
	8959	14202	363		6	2/16	USPS	Mailing & Stamps	198.40	101	100-2500-532	
	8959	14202	363		7	2/16	LOG ME IN	Annual LogMeIn	149.00	101	100-2500-330	
	8959	14202	363		8	2/16	NCS PEARSON, INC	KTEA-3 Scoring lyr	35.00	101	100-1000-610	
							Total	666.66				
Grand Total:									1083.86			

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
HOL HOURS (Holiday Pay)	52.00		917.06
J001 HOURS (REGULAR SUB)	21.50		1,720.00
J007 HOURS (21 CENTURY AIDE)	19.38		310.08
J008 HOURS (21 CENTURY TEAC)	18.33		366.60
J011 HOURS (21ST CENT ADMIN)	80.25		1,605.00
PERS HOURS (Personal Time Used)	18.25		438.24
REG HOURS (Regular Time)	2,261.22		41,806.05
SICK HOURS (Sick Time)	167.00		2,459.00
STIP HOURS (Stipend)	0.00		36.59
GROSS PAY	49,658.62	0.00	
NET PAY	30,899.19	0.00	
NET PAY (CHECKS)	1,697.51		
NET PAY (DIRECT DEPOSIT)	29,201.68		
ACCIDENT/AFA	92.18	0.00	
ANNUITY-HORACE	200.00	0.00	
DISABILITY	62.00	0.00	
FIT	3,691.01	0.00	
FLEX PLAN	383.50	0.00	
HEALTH - MUST	4,671.85	8,304.00	
LIFE/AFA	21.00	0.00	
MEDICARE	645.16	645.16	
P.E.R.S.	700.70	709.58	
PACE	74.10	0.00	
PEA/MEA	403.44	0.00	
SIT	1,741.00	0.00	
SOCIAL SECURITY	2,758.63	2,758.63	
TRS	3,297.36	3,507.75	
UNEMPL. INSUR.	0.00	193.67	
UNUM LIFE INS C	17.50	11.20	
WORKERS' COMP	0.00	533.15	
1ST INTERSTATE	4,335.66	0.00	
CS	1,119.12	0.00	
FSBMSLA	4,425.92	0.00	
GB	3,481.30	0.00	
MFCU	5,449.09	0.00	
PSCU	2,468.21	0.00	
TRB	4,259.93	0.00	
USB	1,981.91	0.00	
WSB	1,680.54	0.00	
FIT/SIT BASE	40,295.53	0.00	
MEDICARE BASE	44,493.59	0.00	
PERS BASE	8,869.76	0.00	
SOC SEC BASE	44,493.59	0.00	
TRS BASE	40,458.64	0.00	
UN BASE	49,658.62	0.00	
WC BASE	49,658.62	0.00	

Total 16,663.14

Total Payroll Expense (Gross Pay + Employer Contributions): 66,321.76

02/05/16
18:21:10

POTOMAC ELEMENTARY SCHOOL
Claims and/or Payroll Checks List
For the Accounting Period: 2/16

Page: 1 of 1
Report ID: W100X

Claims

Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes
8951	SC	101105 RDO (TRIPLE W) EQUIPMENT	346.57	2/16	02/09/16	
8952	SC	9 REPUBLIC SERVICES #889	246.44	2/16	02/09/16	
8953	SC	41 SCHOOL SPECIALTY INC	41.70	2/16	02/09/16	
8954	SC	101089 SCOTT DAVIS	50.00	2/16	02/09/16	
8955	SC	101262 SWAN VALLEY CONNECTIONS	500.00	2/16	02/09/16	
8956	SC	100977 WESTERN BUSINESS EQUIPMENT, INC	90.94	2/16	02/09/16	
8957	V	Mistake - Voided Check	0	/ 0	/ /	
8958	SC	101198 AMERICAN EXPRESS	209.39	2/16	02/09/16	
8959	SC	101125 BUSINESS CARD 8901	666.66	2/16	02/09/16	
8960	SC	42 CENEX HARVEST STATES	1347.20	2/16	02/09/16	
8961	SC	76 CULLIGAN WATER	64.48	2/16	02/09/16	
8962	SC	101127 EVANS BASIC CARPENTRY	100.00	2/16	02/09/16	
8963	SC	176 FOOD SERVICES OF AMERICA	1920.37	2/16	02/09/16	
8964	SC	101200 GLACIER ICE RINK	160.00	2/16	02/09/16	
8965	SC	82 MAJESTIC BUS SERVICE, INC	9709.20	2/16	02/09/16	
8966	SC	101261 MISS MONTANA SCHOLARSHIP PROGRAM	100.00	2/16	02/09/16	
8967	SC	10 MISSOULA ELECTRIC COOP INC	2084.33	2/16	02/09/16	
8968	SC	64 MISSOULA TEXTILE SERVICES	397.67	2/16	02/09/16	
8969	SC	274 MONTANA CRIMINAL RECORDS	23.25	2/16	02/09/16	
8970	SC	101009 MOUNTAIN WEST DYNAMARK	4760.00	2/16	02/09/16	
8971	SC	13 MTSBA	1505.00	2/16	02/09/16	
8972	SC	100842 POTOMAC SCHOOL PETTY CASH	401.91	2/16	02/09/16	
8973	SC	101228 CRISSINA QUINN	30.88	2/16	02/09/16	
8974	SC	101220 ANGIE WILLIAMS	135.00	2/16	02/09/16	
8975	SC	101166 BUSINESS CARD 8181	207.81	2/16	02/09/16	

Claims Total # of Checks: 25 Total: 25098.80

Grand Total # of Checks: 25 Total: 25098.80

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Potomac Student Accounts
General Ledger
As of January 31, 2016

Date	Num	Name	Memo	Debit	Credit	Balance
Petty Cash						940.00
01/01/2016	1186	Kristina Davis	Science Supplies		14.41	925.59
01/04/2016	1187	spectrUMDiscoveryArea	Science Field Trip		52.50	873.09
01/15/2016	dep		QB PTC	94.50		967.59
01/15/2016	1188	MEA MFT	PASS Training		200.00	767.59
01/19/2016	1189	Zootown Arts Community Center	12-11 Explorers		135.00	632.59
Total Petty Cash				94.50	401.91	632.59
Two Rivers accts						24,896.74
Band						30.44
01/26/2016			Funds Transfer to Music		30.44	0.00
Total Band				0.00	30.44	0.00
Bike-a-Thon						11,331.21
01/19/2016	2246	Dawn Downs	BBasketball Banquet		80.92	11,250.29
01/26/2016	2248	MCT	Rapunzel 15-16		1,500.00	9,750.29
Total Bike-a-Thon				0.00	1,580.92	9,750.29
Book Fair						274.55
Cheerleaders						58.54
01/26/2016			Funds Transfer to Student Activities		58.54	0.00
Total Cheerleaders				0.00	58.54	0.00
Class of 2015						731.63
01/15/2016			Funds Transfer to 8th Gr Fund		731.63	0.00
Total Class of 2015				0.00	731.63	0.00
Class of 2016						990.65
01/04/2016	dep		Pampered Chef, Dodgeball, Hoag Donation	611.97		1,602.62
01/15/2016	dep		12-9-15 BBall Concessions	110.70		1,713.32
01/26/2016	dep		Dodge Ball	5,780.74		7,494.06
01/26/2016	dep		Dodge Ball	5.00		7,499.06
Total Class of 2016				6,508.41	0.00	7,499.06
8th Grade Fund						1,601.63
01/15/2016			Funds Transfer from Class of 2015	731.63		2,333.26
Total 8th Grade Fund				731.63	0.00	2,333.26
Explorers						2,280.00
01/15/2016	dep		Ski Trip	709.00		2,989.00
Total Explorers				709.00	0.00	2,989.00
Math Counts Team						11.51
01/26/2016			Funds Transfer to Student Activities		11.51	0.00
Total Math Counts Team				0.00	11.51	0.00
Music						758.38
01/26/2016			Funds Transfer from Band	30.44		788.82
Total Music				30.44	0.00	788.82
Pioneer Field Account						11.50
01/26/2016	2249	Potomac School	Combine with School Pioneer Field fund		11.50	0.00
Total Pioneer Field Account				0.00	11.50	0.00
Recycling						585.97
01/26/2016			Funds Transfer to Student Activities		585.97	0.00
Total Recycling				0.00	585.97	0.00

Potomac Student Accounts
General Ledger
 As of January 31, 2016

Date	Num	Name	Memo	Debit	Credit	Balance
Science Activity						2,010.96
Outdoor School						386.51
Robotics						363.74
Misc Science Donations						1,138.58
Olympiad						122.13
Total Science Activity						2,010.96
Ski Trip						151.53
01/26/2016			Funds Transfer to Student Activities		151.53	0.00
Total Ski Trip				0.00	151.53	0.00
Student Activities						251.05
01/15/2016	dep		Box Tops	43.50		294.55
01/15/2016	dep		Elective Field Trip	35.90		330.45
01/15/2016	dep		Nutcracker Payments	45.00		375.45
01/26/2016	dep	EYH Missoula	STEM Conference for Girls donation	129.96		505.41
01/26/2016			Funds Transfer from Cheerleaders	58.54		563.95
01/26/2016			Funds Transfer from Ski Trip	151.53		715.48
01/26/2016			Funds Transfer from Math Counts Team	11.51		726.99
01/26/2016			Funds Transfer from Recycling	585.97		1,312.96
Total Student Activities				1,061.91	0.00	1,312.96
Student Council						3,817.19
Total Two Rivers accts				9,041.39	3,162.04	30,776.09

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 16

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	152,705.44	303,331.00	303,331.00	150,625.56	50 %
113 Professional Other	0.00	560.00	0.00	0.00	-560.00	*** %
117 Teacher's Aides	184.42	1,344.73	1,820.00	1,820.00	475.27	73 %
122 Prof/Ed/Sub Teachers	1,782.22	3,825.19	11,276.00	11,276.00	7,450.81	33 %
250 Workers' Comp.	169.10	1,029.92	1,956.00	1,956.00	926.08	52 %
260 Health Insurance	4,064.46	28,897.67	48,261.00	48,261.00	19,363.33	59 %
330 Other Professional	390.94	853.81	3,000.00	3,000.00	2,146.19	28 %
582 Travel Out-of-Dist.	0.00	0.00	300.00	300.00	300.00	0 %
610 Supplies	422.34	6,268.50	11,200.00	11,200.00	4,931.50	55 %
640 Books	0.00	2,645.45	3,000.00	3,000.00	354.55	88 %
680 Software	0.00	780.00	260.00	260.00	-520.00	300 %
810 Dues and Fees	0.00	100.00	0.00	0.00	-100.00	*** %
Function Total:	32,291.08	199,010.71	384,404.00	384,404.00	185,393.29	51 %
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	1,505.00	1,505.00	1,450.00	1,450.00	-55.00	103 %
Function Total:	1,505.00	2,673.36	2,900.00	2,900.00	226.64	92 %
2400 School Admi n.						
111 Administrative	3,750.00	30,000.00	45,000.00	45,000.00	15,000.00	66 %
115 Office/Clerical	2,416.86	11,998.73	23,333.00	23,333.00	11,334.27	51 %
250 Workers' Comp.	38.27	266.44	424.00	424.00	157.56	62 %
260 Health Insurance	904.20	6,691.94	10,850.00	10,850.00	4,158.06	61 %
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.	135.00	693.26	300.00	300.00	-393.26	231 %
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:	7,244.33	50,282.72	93,308.00	93,308.00	43,025.28	53 %
2500 Sup. Serv. -Business						
111 Administrative	1,908.72	13,360.99	22,905.00	22,905.00	9,544.01	58 %
250 Workers' Comp.	11.83	82.87	142.00	142.00	59.13	58 %
260 Health Insurance	324.00	2,268.00	3,888.00	3,888.00	1,620.00	58 %
330 Other Professional	172.25	4,858.75	8,447.00	8,447.00	3,588.25	57 %
532 Postage	216.80	526.24	1,569.00	1,569.00	1,042.76	33 %
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	58.34	58.34	430.00	430.00	371.66	13 %
680 Software	94.49	94.49	240.00	240.00	145.51	39 %
810 Dues and Fees	0.00	110.00	125.00	125.00	15.00	88 %
Function Total:	2,786.43	21,391.85	38,744.00	38,744.00	17,352.15	55 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 16

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	749.20	5,537.62	9,790.00	9,790.00	4,252.38	56 %
250 Workers' Comp.	57.45	424.66	751.00	751.00	326.34	56 %
260 Health Insurance	242.80	1,700.43	3,240.00	3,240.00	1,539.57	52 %
330 Other Professional	50.00	2,255.00	3,537.00	3,537.00	1,282.00	63 %
411 Gas	1,347.20	1,756.64	7,488.00	7,488.00	5,731.36	23 %
412 Electricity	940.86	4,259.98	8,370.00	8,370.00	4,110.02	50 %
431 Disposal Services	123.22	862.60	1,470.00	1,470.00	607.40	58 %
440 Repair and Maint.	346.57	346.57	0.00	0.00	-346.57	*** %
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	693.67	2,904.76	7,500.00	7,500.00	4,595.24	38 %
810 Dues and Fees	0.00	100.00	100.00	100.00	0.00	100 %
Function Total :	4,550.97	23,004.32	54,768.00	54,768.00	31,763.68	42 %
2620 Operation of Community Center						
114 Custodial /Maint	749.21	5,537.45	9,790.00	9,790.00	4,252.55	56 %
250 Workers' Comp.	57.45	424.62	751.00	751.00	326.38	56 %
260 Health Insurance	242.80	1,700.37	3,240.00	3,240.00	1,539.63	52 %
330 Other Professional	57.98	522.88	975.00	975.00	452.12	53 %
412 Electricity	1,143.47	5,147.24	8,278.00	8,278.00	3,130.76	62 %
431 Disposal Services	123.22	862.59	1,470.00	1,470.00	607.41	58 %
450 Rentals	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
610 Supplies	42.02	114.63	400.00	400.00	285.37	28 %
810 Dues and Fees	0.00	100.00	100.00	100.00	0.00	100 %
Function Total :	2,416.15	14,409.78	26,204.00	26,204.00	11,794.22	54 %
Program Total :	50,793.96	310,772.74	602,578.00	602,578.00	291,805.26	51 %
120 CONTINGENCY FUNDS						
2400 School Admi n.						
112 Professional Ed.	351.59	351.59	0.00	0.00	-351.59	*** %
250 Workers' Comp.	2.18	2.18	0.00	0.00	-2.18	*** %
330 Other Professional	0.00	1,101.30	0.00	0.00	-1,101.30	*** %
Function Total :	353.77	1,455.07	0.00	0.00	-1,455.07	*** %
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	0.00	1,104.00	0.00	4,500.00	3,396.00	24 %
Function Total :	0.00	1,104.00	6,000.00	6,000.00	4,896.00	18 %
Program Total :	353.77	8,945.48	30,949.00	30,949.00	22,003.52	28 %
128 Technology						
2500 Sup. Serv. -Business						
330 Other Professional	0.00	7,237.90	8,000.00	8,000.00	762.10	90 %
610 Supplies	0.00	557.95	2,300.00	2,300.00	1,742.05	24 %
680 Software	0.00	362.00	600.00	600.00	238.00	60 %
Function Total :	0.00	8,157.85	10,900.00	10,900.00	2,742.15	74 %
Program Total :	0.00	8,157.85	10,900.00	10,900.00	2,742.15	74 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 16

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Program Group Total :	51,147.73	327,876.07	644,427.00	644,427.00	316,550.93	50 %
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	2,556.05	11,765.27	13,138.00	13,138.00	1,372.73	89 %
250 Workers' Comp.	15.86	73.00	233.00	233.00	160.00	31 %
260 Health Insurance	507.47	2,538.30	12,960.00	12,960.00	10,421.70	19 %
Function Total :	3,079.38	14,376.57	50,704.00	50,704.00	36,327.43	28 %
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 :	3,079.38	15,939.98	52,704.00	52,704.00	36,764.02	30 %
Program Group Total :	3,079.38	15,939.98	52,704.00	52,704.00	36,764.02	30 %
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	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 :	0.00	1,009.90	600.00	600.00	-409.90	168 %
Program Total :	0.00	1,009.90	600.00	600.00	-409.90	168 %
Program Group Total :	0.00	1,009.90	600.00	600.00	-409.90	168 %
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
116 Cooks	553.41	2,703.36	6,549.00	6,549.00	3,845.64	41 %
250 Workers' Comp.	3.44	16.79	503.00	503.00	486.21	3 %
260 Health Insurance	540.96	3,786.80	6,480.00	6,480.00	2,693.20	58 %
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 :	1,097.81	6,506.95	15,452.00	15,452.00	8,945.05	42 %
Program Total :	1,097.81	6,506.95	15,452.00	15,452.00	8,945.05	42 %
Program Group Total :	1,097.81	6,506.95	15,452.00	15,452.00	8,945.05	42 %
Fund Total :	55,324.92	351,332.90	716,207.00	716,207.00	364,874.10	49 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 16

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	795.29	5,567.09	9,544.00	9,544.00	3,976.91	58 %
250 Workers' Comp.	4.94	34.58	59.00	59.00	24.42	58 %
260 Health Insurance	135.00	945.00	1,620.00	1,620.00	675.00	58 %
Function Total :	935.23	6,546.67	11,223.00	11,223.00	4,676.33	58 %
2700 Student Transp.						
111 Administrative	1,250.00	10,000.00	15,000.00	15,000.00	5,000.00	66 %
250 Workers' Comp.	7.76	56.26	93.00	93.00	36.74	60 %
260 Health Insurance	121.40	971.20	1,620.00	1,620.00	648.80	59 %
513 Bus Contractors	8,666.99	52,001.94	87,483.00	87,483.00	35,481.06	59 %
515 Trans. Contingency	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
610 Supplies	0.00	550.00	0.00	0.00	-550.00	*** %
Function Total :	10,046.15	63,579.40	106,696.00	106,696.00	43,116.60	59 %
Program Total :	10,981.38	70,126.07	117,919.00	117,919.00	47,792.93	59 %
Program Group Total :	10,981.38	70,126.07	117,919.00	117,919.00	47,792.93	59 %
Fund Total :	10,981.38	70,126.07	117,919.00	117,919.00	47,792.93	59 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 16

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	1,693.30	8,313.20	17,056.00	17,056.00	8,742.80	48 %
250 Workers' Comp.	129.85	637.50	1,308.00	1,308.00	670.50	48 %
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	1,940.35	10,318.22	20,000.00	20,000.00	9,681.78	51 %
582 Travel Out-of-Dist.	0.00	0.00	600.00	600.00	600.00	0 %
610 Supplies	0.00	1,287.66	1,450.00	1,450.00	162.34	88 %
810 Dues and Fees	0.00	85.00	250.00	250.00	165.00	34 %
Function Total :	3,763.50	20,841.58	41,914.00	41,914.00	21,072.42	49 %
Program Total :	3,763.50	20,841.58	41,914.00	41,914.00	21,072.42	49 %
Program Group Total :	3,763.50	20,841.58	41,914.00	41,914.00	21,072.42	49 %
Fund Total :	3,763.50	20,841.58	41,914.00	41,914.00	21,072.42	49 %

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.	2,039.81	11,840.83	25,972.00	25,972.00	14,131.17	45 %
220 Teachers' Retirement	2,345.42	13,720.39	29,824.00	29,824.00	16,103.61	46 %
230 PERS	6.40	6.40	0.00	0.00	-6.40	*** %
240 Unemployment Comp.	106.52	331.15	1,745.00	1,745.00	1,413.85	18 %
Function Total:	4,498.15	25,898.77	57,541.00	57,541.00	31,642.23	45 %
2400 School Admin.						
210 Social Security/Med.	388.33	3,070.86	4,558.00	4,558.00	1,487.14	67 %
220 Teachers' Retirement	325.13	2,926.11	4,679.00	4,679.00	1,752.89	62 %
230 PERS	193.35	959.90	1,772.00	1,772.00	812.10	54 %
240 Unemployment Comp.	24.05	178.39	330.00	330.00	151.61	54 %
Function Total:	930.86	7,135.26	11,339.00	11,339.00	4,203.74	62 %
2500 Sup. Serv. -Business						
210 Social Security/Med.	164.56	1,002.38	1,572.00	1,572.00	569.62	63 %
230 PERS	216.32	1,514.25	2,555.00	2,555.00	1,040.75	59 %
240 Unemployment Comp.	10.55	73.85	135.00	135.00	61.15	54 %
Function Total:	391.43	2,590.48	4,262.00	4,262.00	1,671.52	60 %
2600 Oper. & Maint. Plant						
210 Social Security/Med.	55.66	416.72	710.00	710.00	293.28	58 %
230 PERS	59.93	443.01	770.00	770.00	326.99	57 %
240 Unemployment Comp.	2.92	21.58	41.00	41.00	19.42	52 %
Function Total:	118.51	881.31	1,521.00	1,521.00	639.69	57 %
2620 Operation of Community Center						
210 Social Security/Med.	55.65	416.66	710.00	710.00	293.34	58 %
230 PERS	59.94	443.00	753.00	753.00	310.00	58 %
240 Unemployment Comp.	2.92	21.61	41.00	41.00	19.39	52 %
Function Total:	118.51	881.27	1,504.00	1,504.00	622.73	58 %
2700 Student Transp.						
210 Social Security/Med.	95.63	478.15	1,115.00	1,115.00	636.85	42 %
220 Teachers' Retirement	108.37	541.89	1,350.00	1,350.00	808.11	40 %
240 Unemployment Comp.	4.88	24.40	68.00	68.00	43.60	35 %
Function Total:	208.88	1,044.44	2,533.00	2,533.00	1,488.56	41 %
Program Total:	6,266.34	38,431.53	78,700.00	78,700.00	40,268.47	48 %
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 %
2400 School Admin.						
210 Social Security/Med.	26.90	26.90	0.00	0.00	-26.90	*** %
220 Teachers' Retirement	30.48	30.48	0.00	0.00	-30.48	*** %
240 Unemployment Comp.	1.37	1.37	0.00	0.00	-1.37	*** %
Function Total:	58.75	58.75	0.00	0.00	-58.75	*** %
Program Total:	58.75	58.75	547.00	547.00	488.25	10 %
Program Group Total:	6,325.09	38,490.28	79,247.00	79,247.00	40,756.72	48 %

114 RETIREMENT FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200 Special Programs						
280 Special Education						
1000 Instruction						
210 Social Security/Med.	120.74	525.96	1,016.00	1,016.00	490.04	51 %
220 Teachers' Retirement	221.60	1,020.03	1,262.00	1,262.00	241.97	80 %
240 Unemployment Comp.	9.97	45.90	62.00	62.00	16.10	74 %
Function Total :	352.31	1,591.89	2,340.00	2,340.00	748.11	68 %
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 :	352.31	1,591.89	5,663.00	5,663.00	4,071.11	28 %
Program Group Total :	352.31	1,591.89	5,663.00	5,663.00	4,071.11	28 %
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
210 Social Security/Med.	53.41	401.88	525.00	525.00	123.12	76 %
220 Teachers' Retirement	47.98	234.38	187.00	187.00	-47.38	125 %
230 PERS	135.46	665.05	1,328.00	1,328.00	662.95	50 %
240 Unemployment Comp.	8.76	42.97	81.00	81.00	38.03	53 %
Function Total :	245.61	1,344.28	2,121.00	2,121.00	776.72	63 %
Program Total :	245.61	1,344.28	2,121.00	2,121.00	776.72	63 %
Program Group Total :	245.61	1,344.28	2,121.00	2,121.00	776.72	63 %
Fund Total :	6,923.01	41,426.45	87,031.00	87,031.00	45,604.55	47 %

117 ADULT EDUCATION 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						
100 Personnel Serv. -Sal.	0.00	100.00	0.00	0.00	-100.00	*** %
250 Workers' Comp.	0.00	0.62	0.00	0.00	-0.62	*** %
260 Health Insurance	0.00	242.10	0.00	0.00	-242.10	*** %
Function Total :	0.00	342.72	0.00	0.00	-342.72	*** %
Program Total :	0.00	342.72	0.00	0.00	-342.72	*** %
Program Group Total :	0.00	342.72	0.00	0.00	-342.72	*** %
600 Adult Continuing Ed.						
600 Adult Continuing Ed.						
2322 Community Relations						
111 Administrative	70.00	70.00	0.00	0.00	-70.00	*** %
250 Workers' Comp.	0.44	0.44	0.00	0.00	-0.44	*** %
260 Health Insurance	18.52	18.52	0.00	0.00	-18.52	*** %
610 Supplies	0.00	0.00	10,454.00	10,454.00	10,454.00	0 %
Function Total :	88.96	88.96	10,454.00	10,454.00	10,365.04	0 %
Program Total :	88.96	88.96	10,454.00	10,454.00	10,365.04	0 %
Program Group Total :	88.96	88.96	10,454.00	10,454.00	10,365.04	0 %
Fund Total :	88.96	431.68	10,454.00	10,454.00	10,022.32	4 %

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 %

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	4,760.00	13,790.00	16,387.00	16,387.00	2,597.00	84 %
School Safety Transfer to Building						
Function Total :	4,760.00	13,790.00	16,387.00	16,387.00	2,597.00	84 %
Program Total :	4,760.00	13,790.00	16,387.00	16,387.00	2,597.00	84 %
Program Group Total :	4,760.00	13,790.00	16,387.00	16,387.00	2,597.00	84 %
Fund Total :	4,760.00	13,790.00	16,387.00	16,387.00	2,597.00	84 %
Grand Total :	81,841.77	497,948.68	994,578.00	994,578.00	496,629.32	50 %

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (67) 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 %
610 Supplies	30.88	30.88	0.00	0.00	-30.88	*** %
Function Total :	30.88	30.88	4,283.21	4,283.21	4,252.33	***
Program Total :	30.88	30.88	4,283.21	4,283.21	4,252.33	0 %
Program Group Total :	30.88	30.88	4,283.21	4,283.21	4,252.33	0 %
Project Total :	30.88	30.88	4,283.21	4,283.21	4,252.33	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						

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (67) Committed
400 Other Instructional						
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	1,605.00	8,864.00	18,055.00	18,055.00	9,191.00	49 %
112 Professional Ed.	366.60	4,004.10	9,000.00	9,000.00	4,995.90	44 %
117 Teacher's Aides	310.08	3,538.81	4,320.00	4,320.00	781.19	81 %
210 Social Security/Med.	169.04	1,223.47	2,655.50	2,655.50	1,432.03	46 %
220 Teachers' Retirement	197.82	1,293.26	2,921.50	2,921.50	1,628.24	44 %
240 Unemployment Comp.	8.90	63.95	149.00	149.00	85.05	42 %
250 Workers' Comp.	14.16	101.84	184.00	184.00	82.16	55 %
260 Health Insurance	499.41	508.55	5,940.00	5,940.00	5,431.45	8 %
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	1,642.21	4,820.60	6,500.00	6,500.00	1,679.40	74 %
582 Travel Out-of-Dist.	0.00	709.94	1,000.00	1,000.00	290.06	70 %
610 Supplies	0.00	441.10	558.00	558.00	116.90	79 %
Function Total :	4,813.22	25,569.62	59,679.00	59,679.00	34,109.38	79
Program Total :	4,813.22	25,569.62	59,679.00	59,679.00	34,109.38	42 %
Program Group Total :	4,813.22	25,569.62	59,679.00	59,679.00	34,109.38	42 %
Project Total :	4,813.22	25,569.62	59,679.00	59,679.00	34,109.38	42 %
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	0.00	0.00	0 %
Function Total :	0.00	0.00	10,858.33	0.00	0.00	0
Program Total :	0.00	0.00	10,858.33	0.00	0.00	0 %

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (67) Committed
106 Pioneer Field						
2600 Oper. & Maint. Plant						
460 Minor Construction	0.00	29,990.43	0.00	30,858.33	867.90	97 %
Function Total :	0.00	29,990.43	0.00	30,858.33	867.90	97
Program Total :	0.00	29,990.43	0.00	30,858.33	867.90	97 %
Program Group Total :	0.00	29,990.43	10,858.33	30,858.33	867.90	97 %
Project Total :	0.00	29,990.43	10,858.33	30,858.33	867.90	97 %
136 Donations for Students						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
103 Local Donations - Student Activity						
2700 Student Transp.						
513 Bus Contractors	195.00	2,765.79	5,342.26	5,342.26	2,576.47	51 %
Function Total :	195.00	2,765.79	5,342.26	5,342.26	2,576.47	51
Program Total :	195.00	2,765.79	5,342.26	5,342.26	2,576.47	51 %
Program Group Total :	195.00	2,765.79	5,342.26	5,342.26	2,576.47	51 %
Project Total :	195.00	2,765.79	5,342.26	5,342.26	2,576.47	51 %
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	3,199.31	9,598.00	9,598.00	6,398.69	33 %
117 Teacher's Aides	1,864.06	9,847.01	10,200.00	10,200.00	352.99	96 %
210 Social Security/Med.	193.70	949.91	1,515.00	1,515.00	565.09	62 %
220 Teachers' Retirement	230.95	1,131.11	1,677.00	1,677.00	545.89	67 %
240 Unemployment Comp.	10.39	50.89	92.00	92.00	41.11	55 %
250 Workers' Comp.	16.53	80.95	113.00	113.00	32.05	71 %
260 Health Insurance	633.18	3,696.06	6,588.00	6,588.00	2,891.94	56 %

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (67) Committed
610 Supplies	0.00	0.00	1,455.00	1,455.00	1,455.00	0 %
Function Total :	3,748.64	18,955.24	31,238.00	31,238.00	12,282.76	0
2300 General Admin						
111 Administrative	477.18	3,340.25	5,726.00	5,726.00	2,385.75	58 %
210 Social Security/Med.	29.03	176.88	437.00	437.00	260.12	40 %
230 PERS	38.18	267.25	390.00	390.00	122.75	68 %
240 Unemployment Comp.	1.86	13.02	25.00	25.00	11.98	52 %
250 Workers' Comp.	2.97	20.73	33.00	33.00	12.27	62 %
260 Health Insurance	81.00	567.00	972.00	972.00	405.00	58 %
Function Total :	630.22	4,385.13	7,583.00	7,583.00	3,197.87	58
Program Total :	4,378.86	23,340.37	38,821.00	38,821.00	15,480.63	60 %
Program Group Total :	4,378.86	23,340.37	38,821.00	38,821.00	15,480.63	60 %
Project Total :	4,378.86	23,340.37	38,821.00	38,821.00	15,480.63	60 %
515 Early Start Program						
115 MISC. PROGRAMS FUND						
500 Non-Public Sch/Prog						
515 Early Start						
1000 Instruction						
119 Other Sup. Salaries	148.00	450.60	1,000.00	1,000.00	549.40	45 %
210 Social Security/Med.	11.33	34.48	0.00	0.00	-34.48	*** %
240 Unemployment Comp.	0.58	1.77	0.00	0.00	-1.77	*** %
250 Workers' Comp.	0.92	2.80	0.00	0.00	-2.80	*** %
640 Books	0.00	25.94	200.00	200.00	174.06	12 %
Function Total :	160.83	515.59	1,200.00	1,200.00	684.41	12
Program Total :	160.83	515.59	1,200.00	1,200.00	684.41	42 %
Program Group Total :	160.83	515.59	1,200.00	1,200.00	684.41	42 %
Project Total :	160.83	515.59	1,200.00	1,200.00	684.41	42 %
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	% (67) 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 :	9,578.79	90,144.68	172,990.18	192,990.18	102,845.50	46 %

**** 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 160200 1	Payroll Expenditure		/ /	2/16		25,277.60
						Object Total : 25,277.60
117 Teacher's Aides						
PR 160200 2	Payroll Expenditure		/ /	2/16		184.42
						Object Total : 184.42
122 Prof/Ed/Sub Teachers						
PR 160200 3	Payroll Expenditure		/ /	2/16		1,782.22
						Object Total : 1,782.22
250 Workers' Comp.						
PR 160200 4	Employer Contributions		/ /	2/16		169.10
						Object Total : 169.10
260 Health Insurance						
PR 160200 5	Employer Contributions		/ /	2/16		4,064.46
						Object Total : 4,064.46
330 Other Professional						
CL 14212 1	Miss MT School Presentation		01/27/16	2/16	101261 MISS MONTANA SCHOLARSHIP	100.00
CL 14217 2	Para PASS Training Gail/Diane		01/15/16	2/16	100842 POTOMAC SCHOOL PETTY CASH	200.00
CL 14222 1	Color Printer parts/Labor	112699	01/20/16	2/16	100977 WESTERN BUSINESS EQUIPMENT,	90.94
						Object Total : 390.94
610 Supplies						
CC 362 1	Supplies	101132	01/06/16	2/16		72.13
CC 362 2	Supplies	101132	01/20/16	2/16		135.68
CC 363 5	Spelling B/Science Fair Medals	101163	01/12/16	2/16		70.92
CC 363 8	KTEA-3 Scoring 1yr Subscrip	100993	01/23/16	2/16		35.00
CL 14217 1	Science Reimbursement		01/04/16	2/16	100842 POTOMAC SCHOOL PETTY CASH	66.91
CL 14220 1	School Supplies	115770337	01/27/16	2/16	41 SCHOOL SPECIALTY INC	41.70
						Object Total : 422.34
						Program-Function Total : 32,291.08

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2310 Regular Ed. Programs-Board of Trustees						
810 Dues and Fees						
CL 14214 1	MTSBA Dues	31258	05/31/16	2/16	13 MTSBA	1,499.00
CL 14214 2	MTSBA Trustee Ins	31258	05/31/16	2/16	13 MTSBA	6.00
Object Total :						1,505.00
Program-Function Total :						1,505.00
E 100-2400 Regular Ed. Programs-School Admin.						
111 Administrative						
PR 160200 6	Payroll Expenditure		/ /	2/16		3,750.00
Object Total :						3,750.00
115 Office/Clerical						
PR 160200 7	Payroll Expenditure		/ /	2/16		2,416.86
Object Total :						2,416.86
250 Workers' Comp.						
PR 160200 8	Employer Contributions		/ /	2/16		38.27
Object Total :						38.27
260 Health Insurance						
PR 160200 9	Employer Contributions		/ /	2/16		904.20
Object Total :						904.20
582 Travel Out-of-Dist.						
CL 14200 1	Mileage to Helena Conf	1516181	01/28/16	2/16	101220 ANGIE WILLIAMS	135.00
Object Total :						135.00
Program-Function Total :						7,244.33
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 160200 10	Payroll Expenditure		/ /	2/16		1,908.72
Object Total :						1,908.72
250 Workers' Comp.						
PR 160200 11	Employer Contributions		/ /	2/16		11.83
Object Total :						11.83

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						
260 Health Insurance						
PR 160200 12	Employer Contributions		/ /	2/16		324.00
Object Total:						324.00
330 Other Professional						
CC 363 7	Annual LogMeIn Access	101260	01/20/16	2/16		149.00
CL 14216 1	Federal Fingerprint Volunteers		02/01/16	2/16	274 MONTANA CRIMINAL RECORDS	23.25
Object Total:						172.25
532 Postage						
CC 363 2	Mailings	101218	01/06/16	2/16		18.40
CC 363 6	Mailing & Stamps	101218	01/15/16	2/16		198.40
Object Total:						216.80
610 Supplies						
CC 363 3	#10 Window Envelopes	33	01/06/16	2/16		34.99
CC 363 4	W2 forms/envelopes	101219	01/08/16	2/16		23.35
Object Total:						58.34
680 Software						
CC 361 2	QB accounting	101223	01/06/16	2/16		94.49
Object Total:						94.49
Program-Function Total:						2,786.43
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
114 Custodial/Maint						
PR 160200 13	Payroll Expenditure		/ /	2/16		749.20
Object Total:						749.20
250 Workers' Comp.						
PR 160200 14	Employer Contributions		/ /	2/16		57.45
Object Total:						57.45
260 Health Insurance						
PR 160200 15	Employer Contributions		/ /	2/16		242.80
Object Total:						242.80

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
330 Other Professional						
CL 14219 1	Mileage for Tractor Maint	1516174	01/16/16	2/16	101089 SCOTT DAVIS	50.00
						Object Total: 50.00
411 Gas						
CL 14204 1	Heating Fuel	112715	01/12/16	2/16	42 CENEX HARVEST STATES	1,347.20
						Object Total: 1,347.20
412 Electricity						
CL 14213 1	School Electric		01/27/16	2/16	10 MISSOULA ELECTRIC COOP INC	940.86
						Object Total: 940.86
431 Disposal Services						
CL 14223 1	Disposal Services School		01/28/16	2/16	9 REPUBLIC SERVICES #889	123.22
						Object Total: 123.22
440 Repair and Maint.						
CL 14218 1	Mower Annual Maint & Repair	W01880	01/13/16	2/16	101105 RDO (TRIPLE W) EQUIPMENT	346.57
						Object Total: 346.57
610 Supplies						
CC 361 1	Sharpeners, Icemelet	101223	01/06/16	2/16		81.94
CC 361 4	Maint Supplies	45	01/13/16	2/16		12.98
CC 363 1	Staff Coffee/HotChoc	101259	12/30/16	2/16		136.60
CL 14205 1	TChlor & Water Test Packets	5051	01/22/16	2/16	76 CULLIGAN WATER	64.48
CL 14211 1	Maint Supplies	756774	12/31/15	2/16	64 MISSOULA TEXTILE SERVICES	141.61
CL 14211 2	Maint Supplies	761073	01/14/16	2/16	64 MISSOULA TEXTILE SERVICES	128.03
CL 14211 3	Maint Supplies	765820	01/28/16	2/16	64 MISSOULA TEXTILE SERVICES	128.03
						Object Total: 693.67
						Program-Function Total: 4,550.97
E 100-2620 Regular Ed. Programs-Operation of Community Center						
114 Custodial/Maint						
PR 160200 16	Payroll Expenditure		/ /	2/16		749.21
						Object Total: 749.21

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2620 Regular Ed. Programs-Operation of Community Center						
250 Workers' Comp.						
PR 160200 17	Employer Contributions		/ /	2/16		57.45
					Object Total:	57.45
260 Health Insurance						
PR 160200 18	Employer Contributions		/ /	2/16		242.80
					Object Total:	242.80
330 Other Professional						
CL 14207 1	Evans Basic Carpentry	636	01/16/16	2/16	101127 EVANS BASIC CARPENTRY	57.98
					Object Total:	57.98
412 Electricity						
CL 14213 2	Comm Ctr Electric		01/27/16	2/16	10 MISSOULA ELECTRIC COOP INC	1,143.47
					Object Total:	1,143.47
431 Disposal Services						
CL 14223 2	Disposal Services Comm Ctr		01/28/16	2/16	9 REPUBLIC SERVICES #889	123.22
					Object Total:	123.22
610 Supplies						
CL 14207 2	Supplies	636	01/16/16	2/16	101127 EVANS BASIC CARPENTRY	42.02
					Object Total:	42.02
					Program-Function Total:	2,416.15
E 120-2400 CONTINGENCY FUNDS-School Admi n.						
112 Professional Ed.						
PR 160200 19	Payroll Expenditure		/ /	2/16		351.59
					Object Total:	351.59
250 Workers' Comp.						
PR 160200 20	Employer Contributions		/ /	2/16		2.18
					Object Total:	2.18
					Program-Function Total:	353.77

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 280-1000 Special Education-Instruction						
117 Teacher's Aides						
PR 160200 21	Payroll Expenditure	/ /	2/16			2,556.05
					Object Total:	2,556.05
250 Workers' Comp.						
PR 160200 22	Employer Contributions	/ /	2/16			15.86
					Object Total:	15.86
260 Health Insurance						
PR 160200 23	Employer Contributions	/ /	2/16			507.47
					Object Total:	507.47
					Program-Function Total:	3,079.38
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 160200 24	Payroll Expenditure	/ /	2/16			553.41
					Object Total:	553.41
250 Workers' Comp.						
PR 160200 25	Employer Contributions	/ /	2/16			3.44
					Object Total:	3.44
260 Health Insurance						
PR 160200 26	Employer Contributions	/ /	2/16			540.96
					Object Total:	540.96
					Program-Function Total:	1,097.81
					Fund Total:	55,324.92

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
110 TRANSPORTATION FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 160200 29	Payroll Expenditure	/ /	2/16			795.29
						Object Total: 795.29
250 Workers' Comp.						
PR 160200 30	Employer Contributions	/ /	2/16			4.94
						Object Total: 4.94
260 Health Insurance						
PR 160200 31	Employer Contributions	/ /	2/16			135.00
						Object Total: 135.00
						Program-Function Total: 935.23
E 100-2700 Regular Ed. Programs-Student Transp.						
111 Administrative						
PR 160200 32	Payroll Expenditure	/ /	2/16			1,250.00
						Object Total: 1,250.00
250 Workers' Comp.						
PR 160200 33	Employer Contributions	/ /	2/16			7.76
						Object Total: 7.76
260 Health Insurance						
PR 160200 34	Employer Contributions	/ /	2/16			121.40
						Object Total: 121.40
513 Bus Contractors						
CL 14210 5	Bus Contract	5355	02/01/16	2/16	82 MAJESTIC BUS SERVICE, INC	8,331.70
CL 14210 6	Morrison Lane	5356	02/01/16	2/16	82 MAJESTIC BUS SERVICE, INC	335.29
						Object Total: 8,666.99
						Program-Function Total: 10,046.15
						Fund Total: 10,981.38

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
112 FOOD SERVICES FUND						
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 160200 37	Payroll Expenditure	/ /	2/16			1,693.30
					Object Total:	1,693.30
250 Workers' Comp.						
PR 160200 38	Employer Contributions	/ /	2/16			129.85
					Object Total:	129.85
570 Food Services						
CC 361 3	Vanilla	101223	01/22/16	2/16		19.98
CL 14208 1	Food	8242069	01/06/16	2/16	176 FOOD SERVICES OF AMERICA	526.63
CL 14208 2	Ck 8217 from V	8242069	01/06/16	2/16	176 FOOD SERVICES OF AMERICA	-83.78
CL 14208 3	Food	8248942	01/13/16	2/16	176 FOOD SERVICES OF AMERICA	741.42
CL 14208 4	Ck 8217 from V	8248942	01/13/16	2/16	176 FOOD SERVICES OF AMERICA	-36.02
CL 14208 5	Food	8255725	01/20/16	2/16	176 FOOD SERVICES OF AMERICA	530.32
CL 14208 6	Ck 2250 from 8th Gr	8255725	01/20/16	2/16	176 FOOD SERVICES OF AMERICA	-50.88
CL 14208 7	Food	8262697	01/27/16	2/16	176 FOOD SERVICES OF AMERICA	18.08
CL 14208 8	Food	8262696	01/27/16	2/16	176 FOOD SERVICES OF AMERICA	276.94
CL 14208 9	Ck 8221 from V	8262696	01/27/16	2/16	176 FOOD SERVICES OF AMERICA	-2.34
					Object Total:	1,940.35
					Program-Function Total:	3,763.50
					Fund Total:	3,763.50

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-1000 Regular Ed. Programs-Instruction						
210 Social Security/Med.						
PR 160200 41	Employer Contributions		/ /	2/16		2,039.81
					Object Total :	2,039.81
220 Teachers' Retirement						
PR 160200 42	Employer Contributions		/ /	2/16		2,345.42
					Object Total :	2,345.42
230 PERS						
PR 160200 43	Employer Contributions		/ /	2/16		6.40
					Object Total :	6.40
240 Unemployment Comp.						
PR 160200 44	Employer Contributions		/ /	2/16		106.52
					Object Total :	106.52
					Program-Function Total :	4,498.15
E 100-2400 Regular Ed. Programs-School Admin.						
210 Social Security/Med.						
PR 160200 45	Employer Contributions		/ /	2/16		388.33
					Object Total :	388.33
220 Teachers' Retirement						
PR 160200 46	Employer Contributions		/ /	2/16		325.13
					Object Total :	325.13
230 PERS						
PR 160200 47	Employer Contributions		/ /	2/16		193.35
					Object Total :	193.35
240 Unemployment Comp.						
PR 160200 48	Employer Contributions		/ /	2/16		24.05
					Object Total :	24.05
					Program-Function Total :	930.86

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
210 Social Security/Med.						
PR 160200 49	Employer Contributions	/ /	2/16			164.56
					Object Total:	164.56
230 PERS						
PR 160200 50	Employer Contributions	/ /	2/16			216.32
					Object Total:	216.32
240 Unemployment Comp.						
PR 160200 51	Employer Contributions	/ /	2/16			10.55
					Object Total:	10.55
					Program-Function Total:	391.43
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
210 Social Security/Med.						
PR 160200 52	Employer Contributions	/ /	2/16			55.66
					Object Total:	55.66
230 PERS						
PR 160200 53	Employer Contributions	/ /	2/16			59.93
					Object Total:	59.93
240 Unemployment Comp.						
PR 160200 54	Employer Contributions	/ /	2/16			2.92
					Object Total:	2.92
					Program-Function Total:	118.51
E 100-2620 Regular Ed. Programs-Operation of Community Center						
210 Social Security/Med.						
PR 160200 55	Employer Contributions	/ /	2/16			55.65
					Object Total:	55.65
230 PERS						
PR 160200 56	Employer Contributions	/ /	2/16			59.94
					Object Total:	59.94

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2620 Regular Ed. Programs-Operation of Community Center						
240 Unemployment Comp.						
PR 160200 57	Employer Contributions	/ /	2/16			2.92
					Object Total:	2.92
					Program-Function Total:	118.51
E 100-2700 Regular Ed. Programs-Student Transp.						
210 Social Security/Med.						
PR 160200 58	Employer Contributions	/ /	2/16			95.63
					Object Total:	95.63
220 Teachers' Retirement						
PR 160200 59	Employer Contributions	/ /	2/16			108.37
					Object Total:	108.37
240 Unemployment Comp.						
PR 160200 60	Employer Contributions	/ /	2/16			4.88
					Object Total:	4.88
					Program-Function Total:	208.88
E 120-2400 CONTINGENCY FUNDS-School Adm n.						
210 Social Security/Med.						
PR 160200 61	Employer Contributions	/ /	2/16			26.90
					Object Total:	26.90
220 Teachers' Retirement						
PR 160200 62	Employer Contributions	/ /	2/16			30.48
					Object Total:	30.48
240 Unemployment Comp.						
PR 160200 63	Employer Contributions	/ /	2/16			1.37
					Object Total:	1.37
					Program-Function Total:	58.75
E 280-1000 Special Education-Instruction						

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 280-1000 Special Education-Instruction						
210 Social Security/Med.						
PR 160200 64	Employer Contributions	/ /	2/16			120.74
					Object Total:	120.74
220 Teachers' Retirement						
PR 160200 65	Employer Contributions	/ /	2/16			221.60
					Object Total:	221.60
240 Unemployment Comp.						
PR 160200 66	Employer Contributions	/ /	2/16			9.97
					Object Total:	9.97
					Program-Function Total:	352.31
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 160200 67	Employer Contributions	/ /	2/16			53.41
					Object Total:	53.41
220 Teachers' Retirement						
PR 160200 68	Employer Contributions	/ /	2/16			47.98
					Object Total:	47.98
230 PERS						
PR 160200 69	Employer Contributions	/ /	2/16			135.46
					Object Total:	135.46
240 Unemployment Comp.						
PR 160200 70	Employer Contributions	/ /	2/16			8.76
					Object Total:	8.76
					Program-Function Total:	245.61
					Fund Total:	6,923.01

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 160200 72	Payroll Expenditure	/ /	2/16			1,605.00
					Project Total:	1,605.00
					Object Total:	1,605.00
112 Professional Ed.						
121 21st Century Grant						
PR 160200 73	Payroll Expenditure	/ /	2/16			366.60
					Project Total:	366.60
					Object Total:	366.60
117 Teacher's Aides						
121 21st Century Grant						
PR 160200 74	Payroll Expenditure	/ /	2/16			310.08
					Project Total:	310.08
					Object Total:	310.08
210 Social Security/Med.						
121 21st Century Grant						
PR 160200 75	Employer Contributions	/ /	2/16			169.04
					Project Total:	169.04
					Object Total:	169.04
220 Teachers' Retirement						
121 21st Century Grant						
PR 160200 76	Employer Contributions	/ /	2/16			197.82
					Project Total:	197.82
					Object Total:	197.82
240 Unemployment Comp.						
121 21st Century Grant						
PR 160200 77	Employer Contributions	/ /	2/16			8.90
					Project Total:	8.90
					Object Total:	8.90
250 Workers' Comp.						
121 21st Century Grant						
PR 160200 78	Employer Contributions	/ /	2/16			14.16
					Project Total:	14.16
					Object Total:	14.16
260 Health Insurance						
121 21st Century Grant						
PR 160200 79	Employer Contributions	/ /	2/16			499.41
					Project Total:	499.41
					Object Total:	499.41
516 Field Trips						
121 21st Century Grant						
CL 14209 1	Explorers Ice Rink Rental	428-1	01/29/16	2/16	101200 GLACIER ICE RINK	160.00
CL 14210 1	Explorers to Discovery	5351	01/08/16	2/16	82 MAJESTIC BUS SERVICE, INC	493.89
CL 14210 3	Explorers to Condon	5353	01/22/16	2/16	82 MAJESTIC BUS SERVICE, INC	260.66
CL 14210 4	Explorers to Glacier Ice Rink	5354	01/29/16	2/16	82 MAJESTIC BUS SERVICE, INC	92.66
CL 14217 3	Explorers 12-11 Trip Reimb		01/19/16	2/16	100842 POTOMAC SCHOOL PETTY CASH	135.00
CL 14221 1	11-13 Explorers Education Prog		01/06/16	2/16	101262 SWAN VALLEY CONNECTIONS	250.00

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000	Regular Ed. Programs-Instruction					
CL 14221 2	01-22 Explorers Education Prog	01/25/16	2/16	101262	SWAN VALLEY CONNECTIONS	250.00
					Project Total:	1,642.21
					Object Total:	1,642.21
610 Supplies						
102 Explorers						
CL 140204 1	Explorers Supplies	Roseaures	01/14/16	2/16	101228 CRISSINA QUIINN	6.38
CL 140204 2	Explorers Supplies	DollarSto	01/15/16	2/16	101228 CRISSINA QUIINN	24.50
					Project Total:	30.88
					Object Total:	30.88
					Program-Function Total:	4,844.10
E 103-2700	Local Donations - Student Activity-Student Transp.					
513 Bus Contractors						
136 Donations for Students						
CL 14210 2	Students to Seeley Lk	5352	01/19/16	2/16	82 MAJESTIC BUS SERVICE, INC	195.00
					Project Total:	195.00
					Object Total:	195.00
					Program-Function Total:	195.00
E 420-1000	Title I-Instruction					
112 Professional Ed.						
326 Title 2015-2016						
PR 160200 80	Payrol Expenditure	/ /	2/16			799.83
					Project Total:	799.83
					Object Total:	799.83
117 Teacher's Aides						
326 Title 2015-2016						
PR 160200 81	Payrol Expenditure	/ /	2/16			1,864.06
					Project Total:	1,864.06
					Object Total:	1,864.06
210 Social Security/Med.						
326 Title 2015-2016						
PR 160200 82	Employer Contributions	/ /	2/16			193.70
					Project Total:	193.70
					Object Total:	193.70
220 Teachers' Retirement						
326 Title 2015-2016						
PR 160200 83	Employer Contributions	/ /	2/16			230.95
					Project Total:	230.95
					Object Total:	230.95
240 Unemployment Comp.						
326 Title 2015-2016						
PR 160200 84	Employer Contributions	/ /	2/16			10.39
					Project Total:	10.39
					Object Total:	10.39

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-1000 Title I-Instruction						
250 Workers' Comp.						
326 Title 2015-2016						
PR 160200 85	Employer Contributions	/ /	2/16			16.53
					Project Total:	16.53
					Object Total:	16.53
260 Health Insurance						
326 Title 2015-2016						
PR 160200 86	Employer Contributions	/ /	2/16			633.18
					Project Total:	633.18
					Object Total:	633.18
					Program-Function Total:	3,748.64
E 420-2300 Title I-General Admin						
111 Administrative						
326 Title 2015-2016						
PR 160200 87	Payroll Expenditure	/ /	2/16			477.18
					Project Total:	477.18
					Object Total:	477.18
210 Social Security/Med.						
326 Title 2015-2016						
PR 160200 88	Employer Contributions	/ /	2/16			29.03
					Project Total:	29.03
					Object Total:	29.03
230 PERS						
326 Title 2015-2016						
PR 160200 89	Employer Contributions	/ /	2/16			38.18
					Project Total:	38.18
					Object Total:	38.18
240 Unemployment Comp.						
326 Title 2015-2016						
PR 160200 90	Employer Contributions	/ /	2/16			1.86
					Project Total:	1.86
					Object Total:	1.86
250 Workers' Comp.						
326 Title 2015-2016						
PR 160200 91	Employer Contributions	/ /	2/16			2.97
					Project Total:	2.97
					Object Total:	2.97
260 Health Insurance						
326 Title 2015-2016						
PR 160200 92	Employer Contributions	/ /	2/16			81.00
					Project Total:	81.00
					Object Total:	81.00
					Program-Function Total:	630.22

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 515-1000 Early Start-Instruction						
119 Other Sup. Salaries						
515 Early Start Program						
PR 160200 93	Payroll Expenditure	/ /	2/16			148.00
					Project Total:	148.00
					Object Total:	148.00
210 Social Security/Med.						
515 Early Start Program						
PR 160200 94	Employer Contributions	/ /	2/16			11.33
					Project Total:	11.33
					Object Total:	11.33
240 Unemployment Comp.						
515 Early Start Program						
PR 160200 95	Employer Contributions	/ /	2/16			0.58
					Project Total:	0.58
					Object Total:	0.58
250 Workers' Comp.						
515 Early Start Program						
PR 160200 96	Employer Contributions	/ /	2/16			0.92
					Project Total:	0.92
					Object Total:	0.92
					Program-Function Total:	160.83
					Fund Total:	9,578.79

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
117 ADULT EDUCATION FUND						
E 600-2322 Adult Continuing Ed.-Community Relations						
111 Administrative						
PR 160200 103	Payroll Expenditure	/ /	2/16			70.00
					Object Total :	70.00
250 Workers' Comp.						
PR 160200 107	Employer Contributions	/ /	2/16			0.44
					Object Total :	0.44
260 Health Insurance						
PR 160200 108	Employer Contributions	/ /	2/16			18.52
					Object Total :	18.52
					Program-Function Total :	88.96
					Fund Total :	88.96

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 14215 1	Comm Ctr New Alarm System	6166	10/04/15	2/16	101009 MOUNTAIN WEST DYNAMARK	4,760.00
Project Total:						4,760.00
Object Total:						4,760.00
Program-Function Total:						4,760.00
Fund Total:						4,760.00

Principal's Report

February 2016

Our enrollment is at 94 students. Student count was February 1st, and we were able to report 93 students!

January Wrap up- January was a busy month. We completed our Winter benchmark testing with MAPS and AIMSweb. I heard many reports of students' improvements since Fall. We had the geography bee and spelling bee. Miss Montana came and spoke about bullying to all the kids at an assembly.

I went to the state principal's conference in Helena. The focus was on literacy and the speakers gave me a lot to bring back to the teachers. I am looking into taking all of the teachers to a *Literacy in Motion* conference this summer. It will present a good opportunity for focused professional development as a team, and I think will help us with our implementation of standards based grading.

Kristina, Sarah and I also attended the MontCAS conference in Missoula which was presented by OPI. The window for the Smarter Balance assessments will be open from March 23-May 27 for 3rd-8th. This will assess Math and ELA. We'll still be doing the paper based CRT Science assessment for 4th and 8th graders.

Girl's basketball has begun. We have 6 girls participating. Dawn Downs and Lyndi Oien are coaching. Our first game is Tuesday at 4 at home.

Technology Report- We've received bids on our E-Rate proposal to update our infrastructure. It would include new cabling, wireless access points, firewall, switches and installation. Our E-Rate should pay for this less about \$1000 that we would have to pay. This is a really good opportunity to get started on our sustainability plan. The next step I am taking is to evaluate the efficiency and uses of the computers we have now. We have such a varying age of systems now that we need to realize what systems need to be recycled and which ones still have use left in them. Then we'll come up with a plan of rotation, and in the process simplify and organize what we have.

That's where coming up with a technology sustainability budget will come in. If we consider what Brandon and Mike from Pine Cove Consulting proposed, we could maintain our technology and know what it's going to cost us every month/year. I need to know from the Board whether you want to run a technology levy to help with this.

Kitchen Report with Victoria- Victoria will be at the meeting to discuss the kitchen and storeroom updates.

Grants- We received a \$400 grant from Phyllis Washington Foundation and \$250 from Blackfoot Telephone for the Missoula Children's Theater performance.

Other items I've been working on:

- School calendar
- Updating handbook with school/bus discipline procedures
- Observations
- Preparing for all staff evaluations

Upcoming-

2/15- No school

2/18- Hellgate counselors coming to visit with 8th graders

2/26- Teacher workday

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
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

FACILITIES USE AGREEMENT
Potomac School District

This Use Agreement made this _____ day of _____, 20__, and effective immediately, by and between POTOMAC SCHOOL DISTRICT, hereinafter referred to as "School", and _____, hereinafter referred to as "User".

Premises and Conditions

Premises – For and in condition of the terms and covenants of this agreement to be performed by User, all of which User accepts, School hereby permits User to use the School District facilities described as:

Date(s) the facilities are to be used: _____
User agrees to use and permit the use of only those School District facilities specifically granted to User.

Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, nicotine products, *narcotics, stimulants* or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. That no illegal games of chance or lotteries will be permitted.
3. *That no profane language, quarreling or fighting will be permitted.*
34. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
45. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.

Obligation of Lessee

1. User shall maintain the premises clean and free from debris at all times.
2. User shall repair and pay for all damages to the premises caused by its employees, patrons, agents, members of its operation on the premises.
3. User shall permit School and its agents free access to enter into and upon the premises at all reasonable times for the purpose of inspecting same and to make any necessary improvements.
4. User acknowledges that it has received a list of additional obligations, and it hereby consents to those obligations and agrees to adhere to and follow the same, and they are hereby made a part of this agreement.
5. User shall comply with all city, county, and state ordinances, regulations, and statutes that are applicable to User's use of the premises.
6. User shall at all times cooperate with the school district's personnel.

Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility, which are not the result of fraud, willful injury to a person or property, or willful or negligent violation of a law.

Non-Discrimination

The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

District's Rights

The District reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes.

DATED this ____ day of _____, 20__.

_____ **School District:**

Requesting Organization or Individual:

By _____

By _____

Address _____

Phone _____

Additional Obligations _____

**AUTHORIZATION TO RELEASE INFORMATION,
INCLUDING CONSENT TO FINGERPRINT BACKGROUND CHECK**

5122F

To Whom It May Concern:

I, _____, am seeking employment, volunteer assignment, and/or approval to be selected as an on-call substitute with Potomac School District (the District). I hereby expressly authorize release of any and all information of a confidential or privileged nature, **including confidential criminal justice information as defined in § 44-5-103(3), MCA**, to the staff of the District and its agents.

I have have not [*check one*] been convicted or adjudicated* of any crime in any jurisdiction, besides minor traffic offenses. Attached, if necessary, is a complete description of the circumstances surrounding the crime(s) of which I have been convicted or adjudicated in any jurisdiction. I acknowledged that I have the right to obtain a copy of the fingerprint background check obtained by the District and to challenge its accuracy if necessary. I further acknowledge that my access to children may be denied prior to completion of the fingerprint background check. * *Adjudication – A passing of judgment of a court of law or a decision of a judge.*

I hereby release the District and any organization, company, institution, or person furnishing information to the District and its agents as expressly authorized above, from any liability for damages which may result from any dissemination of the information requested, subject to provisions of Title 44, Chapter 5, Part 3, MCA. An applicants fingerprint background check will be at my expense and will be deducted from the initial paycheck, unless other arrangements are made with the District Office. reimbursed by the district upon hire.

All statements and information provided within this application and attachments, if any, are true and complete. I understand that omission or misrepresentation of material fact may result in refusal of or suspension from employment.

This document is effective until revoked in writing by me.

SIGNATURE

DATE

Print full name: _____

Print full address: _____

_____ STREET CITY STATE ZIP
Birth Date: _____ Social Security Number: _____

STATE OF MONTANA)

: ss.

County of _____)

On this _____ day of _____, 20____, before me, a Notary Public for the state of Montana, personally appeared _____, known to me to be the person named in the foregoing Authorization to Release Information, and acknowledged to me that _____ executed the same as _____ free act and deed for the purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year in this certificate first above written.

(S E A L)

[name]
NOTARY PUBLIC for the state of Montana
Residing at _____, Montana
My commission expires: _____

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 3rd day of May, 2016, 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.
- Approval of additional levies to operate and maintain the Technology fund will also be requested.

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 8th day of February, 2016.

Jill Thornton, Clerk of the Board

Cliff Vann, Board Chair

No further proceedings were conducted relating to the election.

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Jill Thornton, Clerk of the Board

Cliff Vann, Board Chair

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