



Potomac Elementary School

School Board Agenda

January 9, 2017

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."*

6:30 pm

Professional Development Discussion

Principal Williams

7:00 pm

Public Input:

Consent Agenda:

Chair Vann

1. Minutes December 12, 2016
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

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

Sarah Schmill &
Raynee Clairmont
Principal Williams
Jill Thornton
Board Members

Old Business:

1. School Board Calendar

Chair Vann

New Business:

- 1.

Next Meeting February 14, 2017 – 7:00 pm



Potomac Elementary School

School Board Minutes for November & December, 2016

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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 Craig Nelson. Angie Williams, Principal and Jill Thornton, Clerk were also in attendance.

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

Consent Agenda

November Consent Agenda

Warrant Lists – Total Claims = \$26,899.01. Total Payroll = \$65,479.23

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – Oct 1, 2016 - \$25,159.15 thru Oct 31, 2016 - \$31,071.94

December Consent Agenda

Warrant Lists – Total Claims = \$18,481.87. Total Payroll = \$66,924.37

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – Nov 1, 2016 - \$31,071.94 thru Nov 30, 2016 - \$30,415.70

Jason moved to approve the consent agendas. Craig seconded the motion. **Passed 4-0**

Teacher Presentations

Karry Betson and Terri Klein both explained how the Literacy Conference they attended in summer is applying in their classrooms.

Karry has been doing author studies with her Kindergarten. They study an author and the moral lesson the book is presenting and then they do writing and craft projects to show what they learned.

Terri has her 1st grade read a book, then they talk about the author's ideas. After that the students write their own story.

Both teachers felt it was an amazing conference and they have been able to use what they learned in their classrooms!

Principals Reports

November 2016

Veteran's Assembly- Our breakfast and assembly went really well. Our speaker was Senior Master Sergeant English who has spent 20+ years in the National Guard Air Force. It was enjoyable watching the student's

enthusiasm, and they asked some great questions. We had over 10 veterans attend. I hope that this can become an annual event.

Parent Teacher Conferences- Parent teacher conferences went well. The teachers and I were really busy preparing for the end of the quarter with using the math standards for the first time and a new report card system with Infinite Campus. We pulled it together though and from now we'll be able to continue adding more standards and streamlining our report cards. We received positive feedback from parents!

Basketball- We have 15 boys playing basketball. Brad and Sam Hall are coaching. Mrs. Clairmont has also been a big help at practices. We have a great team with lots of enthusiasm from all!

EEE Grant- We received Amazon gift cards totaling \$450 from the EEE Grant. I took 2 students Thursday to the luncheon in Missoula to receive the cards.

Upcoming-

- November 15th- 5th/6th field trip UM
- November 15th- Home game against Lolo
- November 17th- Home game against Desmet
- November 22nd - 2 Valley Stage - Brass Quintet 1 pm
- November 22nd- Home game against Clinton
- November 23rd-25th No school
- November 29th- Home game against Target Range
- December 1st-Away game Seeley
- December 2nd- Teacher Work Day

December 2016

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

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

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

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

Accomplishments for the month

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

Upcoming-

- December 13- Championship game 1:15 Adam's Center
- December 15- 5/8 Elective field trip
- December 21- Winter Program 6:30
- December 26-30 Winter break

Clerks Report Jill Thornton presented a preliminary detail of the school's \$703,435 General Fund budget for discussion.

Board Professional Development Reports

Craig attended the Veterans Breakfast and Assembly. He also read the MTSBA Question of the Week on November 4th and thought it would be a good thing to bring to the board. Jason went to Employment Law training. And Cliff trained two teachers, Crissina Quinn and Raynee Clairmont, in 'Archery in the Schools'

Board Calendar

Changes to make to the board calendar are: move the Principal Evaluation to December, and move intent to rehire the Principal from April to January.

Personnel

Angie recommends the rehire of Kathy Kimmel as a sub for the 16-17 school year. Jason moved to rehire Kathy Kimmel as a sub for the 16-17 school year. Craig seconded the motion. **Passed 4-0**

12 Out of District Students

Craig moved to acknowledge 12 students attending out of district schools. Gary seconded the motion. **Passed 4-0**

*Meeting closed at 8:05 pm for Principal Review
Meeting reopened at 9:08 pm.*

Adjourn

Chair Vann adjourned the Board meeting at 9:08 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
14489	9227S 101018 ABOVE BOARD CONSTRUCTION	235.00				
1	151867 12/31/16 Snow Plowing	235.00		101	:	330
14490	9228S 101220 ANGIE WILLIAMS	130.54				
1	1617124 01/04/17 Mileage Reimb to Mandt Traini	130.54		101	:	582
14504	9229S 3 BLACKFOOT TELEPHONE COOPERATI	541.09				
1	01/01/17 Telephone Bill	541.09		101	:	531
14491	9230S 101316 BUSINESS CARD 2009	74.60				
1	CC-413 12/22/16 Geo Bee Winners Supplies	43.50		101	:	
				CC Accounting: 101- -100-1000-610		
	CULLYS					
2	CC-413 12/22/16 Supplies	31.10		101	625	
				CC Accounting: 101- -100-1000-610		
14492	9231S 101303 BUSINESS CARD 6227	496.81				
1	CC-414 12/07/16 New Commercial Vacuum	415.00		101	625	
				CC Accounting: 101- -100-2600-610		
	MONTANA BROOM & BRUSH					
2	CC-414 12/13/16 Snow Roof Rake	49.99		101	€25	
				CC Accounting: 101- -100-2600-610		
	ACE HARDWARE					
3	CC-414 12/13/16 Supplies	31.82		101	€25	
				CC Accounting: 101- -100-2600-610		
14493	9232S 101304 BUSINESS CARD 6973	144.81				
1	CC-415 11/28/16 Food	23.12		112	625	
				CC Accounting: 112- -910-3100-570		
	WAL-MART					
2	CC-415 12/02/16 Supplies	9.00		112	€25	
				CC Accounting: 112- -910-3100-610		
	DOLLAR TREE					
3	CC-415 12/07/16 Food	7.35		112	€25	
				CC Accounting: 112- -910-3100-570		
	CORY'S VALLEY MARKET					
4	CC-415 12/13/16 Food	21.65		112	€25	
				CC Accounting: 112- -910-3100-570		
	CORY'S VALLEY MARKET					
5	CC-415 12/17/16 Food	53.69		112	€25	
				CC Accounting: 112- -910-3100-570		
	WAL-MART					
6	CC-415 12/23/16 Supplies	30.00		112	€25	
				CC Accounting: 112- -910-3100-610		

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

01/07/17
16:03:27

POTOMAC ELEMENTARY SCHOOL
Claim Details
For the Accounting Period: 1/17

Page: 2 of 4
Report ID: AP100

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
14494	9233S 101166 BUSINESS CARD 8181	1.00				
1	CC-416 12/23/16 Supplies	1.00		101 625		
			CC Accounting: 101-	-100-1000-610		
14495	9234S 101306 BUSINESS CARD 8399	36.45				
1	CC-417 12/07/16 WMASS Meeting	16.45		101 625		
			CC Accounting: 101-	-100-2400-582		
	HOLIDAY INN					
2	CC-417 12/22/16 Supplies	20.00		101 625		
			CC Accounting: 101-	-100-2400-610		
14496	9235S 101329 BUSINESS CARD 8695	210.02				
1	CC-418 12/16/16 Explorers at Ice Rink	179.00		115 625		121
			CC Accounting: 115-	-100-1000-582-121		
	GLACIER ICE RINK					
2	CC-418 12/22/16 Supplies	31.02		115 625		121
			CC Accounting: 115-	-100-1000-610-121		
14498	9236S 101301 CITI CARDS	57.00				
1	CC-419 12/01/16 Title Supply Labels	57.00		115 625		327
			CC Accounting: 115-	-420-1000-610-327		
	MY ASSET TAG - SMART SIGN					
14497	9237S 100898 COMPUTER GUYS INC.	2,373.58				
1	84107 08/17/16 4 MACs Clean Parti & OS Reinst	405.00		101 128-2500		330
2	84639 12/06/16 ESET AntiVirus 3 Yr Renewal	1,534.98		101 128-2500		330
3	84668 12/12/16 Clerk Computer Installation	433.60		101 128-2500		330
14499	9238S 76 CULLIGAN WATER	62.00				
1	866576 11/29/16 Hanna Test Viles (2)	62.00		101 100-2600		610
14502	9238S 76 CULLIGAN WATER	495.00				
1	279036 12/22/16 Ultraviolet Bulbs (2)	477.00		101 100-2620		610
2	279036 12/22/16 2501 Filter	18.00		101 100-2620		610
14500	9239S 101292 DEBRA BLODGETT	33.08				
1	12/19/16 Food	2.18		112 910-3100		570
2	12/31/16 Maintenance Supplies	5.92		112 910-3100		610
3	12/19/16 Maintenance Supplies	24.98		112 910-3100		610
14503	9240S 101132 KCDA PURCHASING COOPERATIVE	167.62				
1	300104039 11/21/16 Supplies	163.90		101 100-1000		610
2	300104299 11/22/16 Supplies	3.72		101 100-1000		610

01/07/17
16:03:27

POTOMAC ELEMENTARY SCHOOL
Claim Details
For the Accounting Period: 1/17

Page: 3 of 4
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14505	9241S	82 MAJESTIC BUS SERVICE, INC	9,724.24					
1		5980 12/01/16 BBasketball to Seeley Lake	177.11		115	100-1000	582	102
2		5981 12/06/16 BBasketball to Clinton	125.37		115	100-1000	582	102
3		5982 12/13/16 BBasketball to Adam's	170.23		115	100-1000	582	102
4		5983 12/15/16 Field Trip to 6 locations Msla	85.57		115	100-1000	582	102
5		5984 12/16/16 Explorers to UM & Ice Rink	152.26		115	100-1000	582	121
6		5985 01/01/17 Bus Contract	8,665.00		110	100-2700	513	
7		5986 01/01/17 Morrison Lane	348.70		110	100-2700	513	
14506	9242S	10 MISSOULA ELECTRIC COOP INC	1,883.46					
1		12/29/16 School Electric	832.35		101	100-2600	412	
2		12/29/16 Comm Ctr Electric	1,051.11		101	100-2600	412	
14507	9243S	64 MISSOULA TEXTILE SERVICES	338.82					
1		868016 12/01/16 Maintenance Supplies	108.55		101	100-2600	610	
2		872754 12/15/16 Maintenance Supplies	103.31		101	100-2600	610	
3		877578 12/29/16 Maintenance Supplies	126.96		101	100-2600	610	
14508	9244S	9 REPUBLIC SERVICES #889	251.42					
1		12/28/16 School Disposal Services	125.71		101	100-2600	431	
2		12/28/16 Comm Ctr Disposal Services	125.71		101	100-2620	431	
14509	9245S	100955 SCHOOL ADMINISTRATORS OF MONTANA	205.00					
1		2327 12/16/16 Winter Conf Registration	205.00		101	100-2400	582	
14510	9246S	41 SCHOOL SPECIALTY INC	226.91					
1		3081026533 12/01/16 School supplies	226.91		101	100-1000	610	
14511	9247S	101332 SOLE STONE	426.52					
1		8340 12/12/16 Classroom First Aid Kits	426.52		101	100-1000	610	
14512	9248S	101269 SUPPLY WORKS	182.91					
1		387767080 12/29/16 Comm Ctr Floor Machine Main	182.91		101	100-2620	610	
14513	9249S	25 SYSCO FOOD SERVICES OF MT INC	3,494.87					
1		143018985 12/13/16 Supplies	88.24		112	910-3100	610	
2		143021737 12/06/16 Food	99.76		112	910-3100	570	
3		143021737 12/06/16 Supplies	22.06		112	910-3100	610	
4		143021738 12/06/16 Food	164.90		112	910-3100	570	
5		143021740 12/06/16 Food	1,014.56		112	910-3100	570	
6		143021740 12/06/16 Supplies	23.16		112	910-3100	610	
7		143027536 12/09/16 Food	57.56		112	910-3100	570	
8		143027537 12/09/16 Food	231.41		112	910-3100	570	
9		143031712 12/13/16 Food	233.02		112	910-3100	570	
10		143031713 12/13/16 Food	163.89		112	910-3100	570	
11		143040275 12/20/16 Food	161.16		112	910-3100	570	
12		143051571 12/30/16 Food	122.98		112	910-3100	570	

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
13	143051570 12/30/16 Food	945.74		112	910-3100	570
14	143051570 12/30/16 Supplies	166.43		112	910-3100	610
14501	9250S 101331 UM DEPT OF PHYSICS & ASTRONOMY	60.00				
1	1720 12/08/16 Explorers to PFNAC Planetarium	60.00		115	100-1000	582 121
14514	9251S 101288 WESTERN MT PROF LEARNING	25.00				
1	2322 12/08/16 ESSA Presentation 1-18-17	25.00		101	100-2400	582
# of Claims 26		Total: 21,877.75				

21,877.75

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

01/07/17
16:11:29

POTOMAC ELEMENTARY SCHOOL
Credit Card Transactions Paid by Credit Card Vendor
For the Accounting Period: 1/17

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							
BUSINESS CARD 200	9230	14491	413		1	1/17	CULLYS	Geo Bee Winners	43.50	101		100-1000-610	
	9230	14491	413		2	1/17		Supplies	31.10	101		100-1000-610	
	Total								74.60				
BUSINESS CARD 622	9231	14492	414		1	1/17	MONTANA BROOM & B	New Commercial	415.00	101		100-2600-610	
	9231	14492	414		2	1/17	ACE HARDWARE	Snow Roof Rake	49.99	101		100-2600-610	
	9231	14492	414		3	1/17		Supplies	31.82	101		100-2600-610	
Total								496.81					
BUSINESS CARD 697	9232	14493	415		1	1/17	WAL-MART	Food	23.12	112		910-3100-570	
	9232	14493	415		2	1/17	DOLLAR TREE	Supplies	9.00	112		910-3100-610	
	9232	14493	415		3	1/17	CORY'S VALLEY MAR	Food	7.35	112		910-3100-570	
	9232	14493	415		4	1/17	CORY'S VALLEY MAR	Food	21.65	112		910-3100-570	
	9232	14493	415		5	1/17	WAL-MART	Food	53.69	112		910-3100-570	
	9232	14493	415		6	1/17		Supplies	30.00	112		910-3100-610	
Total								144.81					
BUSINESS CARD 818	9233	14494	416		1	1/17		Supplies	1.00	101		100-1000-610	
	Total								1.00				
BUSINESS CARD 839	9234	14495	417		1	1/17	HOLIDAY INN	WMASS Meeting	16.45	101		100-2400-582	
	9234	14495	417		2	1/17		Supplies	20.00	101		100-2400-610	
Total								36.45					
BUSINESS CARD 869	9235	14496	418		1	1/17	GLACIER ICE RINK	Explorers at Ice	179.00	115		100-1000-582	121
	9235	14496	418		2	1/17		Supplies	31.02	115		100-1000-610	121
Total								210.02					
CITI CARDS	9236	14498	419		1	1/17	MY ASSET TAG - SM	Title Supply Labels	57.00	115		420-1000-610	327
	Total								57.00				
Grand Total:									1020.69				

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
HOL HOURS (Holiday Pay)	49.00		1,155.16
J001 HOURS (REGULAR SUB)	5.50		440.00
J007 HOURS (21 CENTURY AIDE)	15.50		257.61
J008 HOURS (21 CENTURY TEAC)	1.50		31.16
J011 HOURS (21ST CENT ADMIN)	60.75		1,261.78
OVER HOURS (Overtime)	0.09		2.03
PERS HOURS (Personal Time Used)	32.25		645.39
REG HOURS (Regular Time)	2,211.56		42,290.79
SICK HOURS (Sick Time)	45.75		824.90
GROSS PAY	46,908.82	0.00	
NET PAY	29,329.99	0.00	
NET PAY (CHECKS)	4,117.53		
NET PAY (DIRECT DEPOSIT)	25,212.46		
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	3,432.73	0.00	
FLEX PLAN	687.50	0.00	
HEALTH - MUST	3,685.00	8,942.00	
MEDICARE	610.62	610.62	
P.E.R.S.	690.41	707.89	
PACE	83.01	0.00	
PEA/MEA	437.09	0.00	
SIT	1,602.00	0.00	
SOCIAL SECURITY	2,610.97	2,610.97	
TAXED CANCER	4.60	0.00	
TRS	3,110.82	3,347.42	
UNEMPL. INSUR.	0.00	173.58	
UNUM LIFE INS C	16.00	11.20	
WORKERS' COMP	0.00	582.03	
1ST INTERSTATE	1,133.80	0.00	
CAB	943.40	0.00	
CS	1,898.63	0.00	
FSBMSLA	2,514.46	0.00	
MECU	3,692.17	0.00	
MFCU	3,666.01	0.00	
MFIRSTCU	1,603.86	0.00	
PSCU	2,258.43	0.00	
TRB	3,760.28	0.00	
USB	2,043.87	0.00	
WSB	1,697.55	0.00	
FIT/SIT BASE	38,111.01	0.00	
MEDICARE BASE	42,112.24	0.00	
PERS BASE	8,739.50	0.00	
SOC SEC BASE	42,112.24	0.00	
TRS BASE	38,169.32	0.00	
UN BASE	46,908.82	0.00	
WC BASE	46,908.14	0.00	
Total		16,985.71	
Total Payroll Expense (Gross Pay + Employer Contributions):		63,894.53	

Potomac Student Accounts
General Ledger
As of December 31, 2016

	Date	Num	Name	Memo	Debit	Credit	Balance
Petty Cash							425.75
	12/01/2016	dep	Mt Criminal Records Reimb		27.25		453.00
	12/13/2016	dep	Referee Reimb		612.00		1,065.00
Total Petty Cash					639.25	0.00	1,065.00
Two Rivers accts							30,415.70
Bike-a-Thon							13,481.00
Book Fair							336.69
Class of 2017							1,812.91
	12/10/2016	dep	Pig Roast		25.00		1,837.91
	12/10/2016	dep	11-10 Concessions		49.00		1,886.91
	12/10/2016	dep	11-22 Concessions		32.00		1,918.91
	12/10/2016	dep	11-15 Concessions		38.75		1,957.66
	12/10/2016	dep	10-06 Concessions		116.00		2,073.66
	12/10/2016	dep	Chili cook-off		445.00		2,518.66
	12/10/2016	dep	11-17 Concessions		84.00		2,602.66
	12/10/2016	dep	11-19 Concessions		26.15		2,628.81
Total Class of 2017					815.90	0.00	2,628.81
8th Grade Fund							2,333.26
Donation Bake Sale							878.48
S.t.r.e.a.m. (explorers)							4,787.00
Music							788.82
Science Activity							841.51
			Outdoor School				217.06
			Robotics				363.74
			Misc Science Donations				138.58
			Olympiad				122.13
Total Science Activity							841.51
Student Activities							1,540.60
	12/10/2016	dep	Shirts		10.00		1,550.60
Total Student Activities					10.00	0.00	1,550.60
Student Council							3,615.43
Total Two Rivers accts					825.90	0.00	31,241.60

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
330 Other Professional						
CL 14489 1	Snow Plowing	151867	12/31/16	1/17	101018 ABOVE BOARD CONSTRUCTION	235.00
						Object Total : 235.00
610 Supplies						
CC 413 1	Geo Bee Winners Supplies	101185	12/22/16	1/17		43.50
CC 413 2	Supplies		12/22/16	1/17		31.10
CC 416 1	Supplies		12/23/16	1/17		1.00
CL 14503 1	Supplies	300104039	11/21/16	1/17	101132 KCDA PURCHASING COOPERATIVE	163.90
CL 14503 2	Supplies	300104299	11/22/16	1/17	101132 KCDA PURCHASING COOPERATIVE	3.72
CL 14510 1	School supplies	3081026533	12/01/16	1/17	41 SCHOOL SPECIALTY INC	226.91
CL 14511 1	Classroom First Aid Kits	8340	12/12/16	1/17	101332 SOLE STONE	426.52
						Object Total : 896.65
						Program-Function Total : 1,131.65
E 100-2400 Regular Ed. Programs-School Admin.						
582 Travel Out-of-Dist.						
CC 417 1	WMASS Meeting	100899	12/07/16	1/17		16.45
CL 14490 1	Mileage Reimb to Mandt Trainin	1617124	01/04/17	1/17	101220 ANGIE WILLIAMS	130.54
CL 14509 1	Winter Conf Registration	2327	12/16/16	1/17	100955 SCHOOL ADMINI STRATORS OF	205.00
CL 14514 1	ESSA Presentation 1-18-17	2322	12/08/16	1/17	101288 WESTERN MT PROF LEARNING	25.00
						Object Total : 376.99
610 Supplies						
CC 417 2	Supplies		12/22/16	1/17		20.00
						Object Total : 20.00
						Program-Function Total : 396.99
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
412 Electricity						
CL 14506 1	School Electric		12/29/16	1/17	10 MISSOULA ELECTRIC COOP INC	832.35
CL 14506 2	Comm Ctr Electric		12/29/16	1/17	10 MISSOULA ELECTRIC COOP INC	1,051.11
						Object Total : 1,883.46
431 Disposal Services						
CL 14508 1	School Disposal Servi ces		12/28/16	1/17	9 REPUBLIC SERVICES #889	125.71
						Object Total : 125.71

Fund/Account/ Doc/Line #	Description	Invoic e	Invoi ce Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
531 Telephone						
CL 14504 1	Telephone Bill		01/01/17	1/17	3 BLACKFOOT TELEPHONE	541.09
						Object Total :
						541.09
610 Supplies						
CC 414 1	New Commercial Vacuum	101326	12/07/16	1/17		415.00
CC 414 2	Snow Roof Rake	35	12/13/16	1/17		49.99
CC 414 3	Supplies		12/13/16	1/17		31.82
CL 14499 1	Hanna Test Viles (2)	866576	11/29/16	1/17	76 CULLIGAN WATER	62.00
CL 14507 1	Maintenance Supplies	868016	12/01/16	1/17	64 MISSOULA TEXTILE SERVICES	108.55
CL 14507 2	Maintenance Supplies	872754	12/15/16	1/17	64 MISSOULA TEXTILE SERVICES	103.31
CL 14507 3	Maintenance Supplies	877578	12/29/16	1/17	64 MISSOULA TEXTILE SERVICES	126.96
						Object Total :
						897.63
						Program-Function Total :
						3,447.89
E 100-2620 Regular Ed. Programs-Operation of Community Center						
431 Disposal Services						
CL 14508 2	Comm Ctr Disposal Services		12/28/16	1/17	9 REPUBLIC SERVICES #889	125.71
						Object Total :
						125.71
610 Supplies						
CL 14502 1	Ultraviolet Bulbs (2)	279036	12/22/16	1/17	76 CULLIGAN WATER	477.00
CL 14502 2	2501 Filter	279036	12/22/16	1/17	76 CULLIGAN WATER	18.00
CL 14512 1	Comm Ctr Floor Machine Maint	387767080	12/29/16	1/17	101269 SUPPLY WORKS	182.91
						Object Total :
						677.91
						Program-Function Total :
						803.62
E 128-2500 Technology-Sup. Serv. -Business						
330 Other Professional						
CL 14497 1	4 MACs Clean Parti & OS Reinst	84107	08/17/16	1/17	100898 COMPUTER GUYS INC.	405.00
CL 14497 2	ESET AntiVirus 3 Yr Renewal	84639	12/06/16	1/17	100898 COMPUTER GUYS INC.	1,534.98
CL 14497 3	Clerk Computer Installation	84668	12/12/16	1/17	100898 COMPUTER GUYS INC.	433.60
						Object Total :
						2,373.58
						Program-Function Total :
						2,373.58
						Fund Total :
						8,153.73

01/07/17
16:12:14

POTOMAC ELEMENTARY SCHOOL
Expenditure Detail
For the Accounting Periods: 1/17 - 1/17

Page: 3 of 5
Report ID: B180

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
110 TRANSPORTATION FUND						
E 100-2700 Regular Ed. Programs-Student Transp.						
513 Bus Contractors						
CL 14505 6	Bus Contract	5985	01/01/17	1/17	82 MAJESTIC BUS SERVICE, INC	8,665.00
CL 14505 7	Morrison Lane	5986	01/01/17	1/17	82 MAJESTIC BUS SERVICE, INC	348.70
Object Total :						9,013.70
Program-Function Total :						9,013.70
Fund Total :						9,013.70

Fund/Account/ Doc/Line #		Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
112 FOOD SERVICES FUND							
E 910-3100 Food Services-Food Services							
570 Food Services							
CC	415 1	Food	100942	11/28/16	1/17		23.12
CC	415 3	Food	101328	12/07/16	1/17		7.35
CC	415 4	Food	101328	12/13/16	1/17		21.65
CC	415 5	Food	100942	12/17/16	1/17		53.69
CL	14500 1	Food		12/19/16	1/17	101292 DEBRA BLODGETT	2.18
CL	14513 2	Food	143021737	12/06/16	1/17	25 SYSCO FOOD SERVICES OF MT	99.76
CL	14513 4	Food	143021738	12/06/16	1/17	25 SYSCO FOOD SERVICES OF MT	164.90
CL	14513 5	Food	143021740	12/06/16	1/17	25 SYSCO FOOD SERVICES OF MT	1,014.56
CL	14513 7	Food	143027536	12/09/16	1/17	25 SYSCO FOOD SERVICES OF MT	57.56
CL	14513 8	Food	143027537	12/09/16	1/17	25 SYSCO FOOD SERVICES OF MT	231.41
CL	14513 9	Food	143031712	12/13/16	1/17	25 SYSCO FOOD SERVICES OF MT	233.02
CL	14513 10	Food	143031713	12/13/16	1/17	25 SYSCO FOOD SERVICES OF MT	163.89
CL	14513 11	Food	143040275	12/20/16	1/17	25 SYSCO FOOD SERVICES OF MT	161.16
CL	14513 12	Food	143051571	12/30/16	1/17	25 SYSCO FOOD SERVICES OF MT	122.98
CL	14513 13	Food	143051570	12/30/16	1/17	25 SYSCO FOOD SERVICES OF MT	945.74
Object Total :							3,302.97
610 Supplies							
CC	415 2	Supplies	101327	12/02/16	1/17		9.00
CC	415 6	Supplies		12/23/16	1/17		30.00
CL	14500 2	Maintenance Supplies		12/31/16	1/17	101292 DEBRA BLODGETT	5.92
CL	14500 3	Maintenance Supplies		12/19/16	1/17	101292 DEBRA BLODGETT	24.98
CL	14513 1	Supplies	143018985	12/13/16	1/17	25 SYSCO FOOD SERVICES OF MT	88.24
CL	14513 3	Supplies	143021737	12/06/16	1/17	25 SYSCO FOOD SERVICES OF MT	22.06
CL	14513 6	Supplies	143021740	12/06/16	1/17	25 SYSCO FOOD SERVICES OF MT	23.16
CL	14513 14	Supplies	143051570	12/30/16	1/17	25 SYSCO FOOD SERVICES OF MT	166.43
Object Total :							369.79
Program-Function Total :							3,672.76
Fund Total :							3,672.76

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
582 Travel Out-of-Dist.						
121 21st Century Grant						
CC 418 1	Explorers at Ice Rink	101200	12/16/16	1/17		179.00
CL 14501 1	Explorers to PFNAC Planetarium	1720	12/08/16	1/17	101331 UM DEPT OF PHYSICS &	60.00
						Project Total :
						239.00
102 S. T. R. E. A. M. (Explorers)						
CL 14505 1	BBasketball to Seeley Lake	5980	12/01/16	1/17	82 MAJESTIC BUS SERVICE, INC	177.11
CL 14505 2	BBasketball to Clinton	5981	12/06/16	1/17	82 MAJESTIC BUS SERVICE, INC	125.37
CL 14505 3	BBasketball to Adam's	5982	12/13/16	1/17	82 MAJESTIC BUS SERVICE, INC	170.23
CL 14505 4	Field Trip to 6 Locations Msl a	5983	12/15/16	1/17	82 MAJESTIC BUS SERVICE, INC	85.57
						Project Total :
						558.28
121 21st Century Grant						
CL 14505 5	Explorers to UM & Ice Rink	5984	12/16/16	1/17	82 MAJESTIC BUS SERVICE, INC	152.26
						Project Total :
						152.26
102 S. T. R. E. A. M. (Explorers)						
JV 1381 2	Student Field Trips/Athletics		/ /	1/17		854.99
						Project Total :
						854.99
						Object Total :
						1,804.53
610 Supplies						
121 21st Century Grant						
CC 418 2	Supplies		12/22/16	1/17		31.02
						Project Total :
						31.02
						Object Total :
						31.02
						Program-Function Total :
						1,835.55
E 103-2700 Local Donations - Student Activity-Student Transp.						
513 Bus Contractors						
136 Donations for Students						
JV 1381 1	Student Field Trips/Athletics		/ /	1/17		-854.99
						Project Total :
						-854.99
						Object Total :
						-854.99
						Program-Function Total :
						-854.99
E 420-1000 Title I-Instruction						
610 Supplies						
327 Title 2016-2017						
CC 419 1	Title Supply Labels	101330	12/01/16	1/17		57.00
						Project Total :
						57.00
						Object Total :
						57.00
						Program-Function Total :
						57.00
						Fund Total :
						1,037.56

Principal's Report

January 2017

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 10th & 11th. This will be a Friday evening class at the Community Center and a Saturday field day.

Sports- Girls basketball season begins January 30th. Dawn Downs will be coaching.

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 18th, 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 2nd 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



Nov 4, 2016 4:31 PM

[Kris Goss](#)



November 4, 2016

Welcome to *Question of the Week*. Each week the Montana School Boards Association will provide a briefing on a legal issue facing Montana's school districts. If you would like to submit a question please contact MTSBA on this forum or at kgoss@mtsba.org.

Question:

What issues should a school district consider when preparing for an extended student trip to a distant location?

Response:

Extended school trips are a common occurrence in districts around Montana. These trips can promote specific educational benefits that relate directly back to the mission of the school district. But they require careful planning and attention to a few important items. There are several issues associated with extended student trips that have to be considered: 1) how is the trip financed; 2) what is the insurance coverage during the trip; 3) does school policy govern during the trip; and 4) whether the chaperones are present.

The issue of paying for the cost of the trip dictates the review of the other issues noted below. If the students are raising funds through a district-supported student club then depositing the funds in a district account, using district letterhead, or supplying the district's tax identification number as part of the fundraising, the school district must assert that the event constitutes a school sponsored trip. When a trip is sponsored by the school district it requires the district to secure insurance coverage for the trip and supply chaperones to enforce district policy as discussed below. This school-based fundraising process also means the funds raised are public resources subject to district policy and state law. They may not be used in a manner inconsistent with their intended purpose. This includes a prohibition on redistribution to students who chose not to join the trip.

The next issue is insurance coverage. If the district endorses or supports the trip, then it should be considered a school trip and expect the school would likely be liable for incidents that occur during the trip. In this situation the district would be required to take all necessary steps to ensure such exposure was limited by managing the trip as a school function in accordance with district policy. Districts should always consult with the insurance carrier to identify exactly what would be covered during the trip and whether any additional coverage details should be addressed depending on the circumstances.

This leads to the question of applicability of school policy. Any trip that occurs through the support or endorsement of the district means that school policy will apply at all times during the preparation for the trip and the trip itself. Throughout the planning process, the advisor or sponsor of the

student group will be expected to be in contact with the administration to ensure the trip is educationally relevant and beneficial to the students. This especially includes administrative approval of vendors used to organize the trip. During fundraising, the resources secured will have to be handled, deposited and withdrawn in accordance with district policy. During the trip, including periods of travel, district policy will be in full effect. This includes supervision expectations for staff and volunteers and behavior expectations for students. Traveling out of the district, state or country does not mean that district policy is no longer applies to students and staff.

District policy is in effect on a school trip. This requires the school district to provide full chaperone supervision by district staff and background-checked volunteers at all times during the trip. This ensures students are supervised, kept safe, and that misconduct is promptly handled. The school district is also required to adopt and honor a safety protocol to govern the trip in the event of an emergency. These are important items that ensure the trip is conducted in accordance with educational goals outlined in the planning phase and that that district policies are upheld until students return home to parental supervision.

There are situations where trips are not school sponsored. In these situations, the district should have limited involvement in the planning and execution of the trip. District policy would not cover the trip and the district's insurance coverage does not apply. This does not prevent students, parents, or staff while working off district time from organizing trips. Accommodations such as allowing rooms to conduct meetings and displaying flyers in hallways do not imply an endorsement of such trips. These accommodations may be made if it is clear that the district is not affiliated with the trip. However, if the group is going to rent a district bus or other equipment for the trip it should be done in accordance with the district's facilities use agreement. This means the students will pay a rental fee, secure their own insurance coverage either as a group or individually, the district has proof of that coverage prior to renting the bus or equipment, the District is expressly stated to not be covering the trip, and the group is considered a distinct entity from the District.

The final issue is that of whether district policy and discipline procedures, including the authority of chaperones, applies when the trip is after students have graduated. While the students are no longer enrolled and the district has very limited authority to discipline for poor behavior, the district's policies will still be in effect. While a student may not be disciplined the following school year, they still could be sent home from the trip or face other sanctions. Students should be expected to conduct themselves in accordance with district expectations while on a school trip and may be asked to sign an agreement to that effect prior to departure.

School trips may be an important educational opportunity that create long-lasting memories. These trips should be organized for a specific educational purposes and be carefully planned to meet that purpose. This planning includes carefully monitored fundraising, using reputable vendors, securing effective chaperones and regular meetings with families and students to outline expectations. These expectations are outlined in school district policy – which is in effect for school trips. By honoring all these guidelines, districts will ensure compliance with insurance coverage policies and provide a safe and educationally beneficial school trip.

Kris Goss
Senior Counsel/Outreach Manager
Montana School Boards Association
Helena MT

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