



Potomac Elementary School

School Board Agenda

January 11, 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 December 14, 2015
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

- | | |
|---|--------------------|
| 1. Pine Cove Consulting Tech Presentation | Brandan Bassett |
| 2. Teacher Reports Terri – Classroom Volunteers | Terri Klein |
| 3. Principal’s Report | Principal Williams |
| 4. Clerks Report | Jill Thornton |
| 5. Board Professional Development Reports | Board Members |

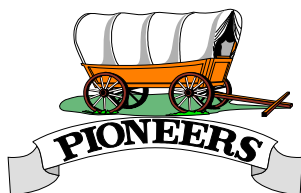
Old Business:

- | | |
|--|------------|
| 1. School Board Calendar | Chair Vann |
| 2. Policy Reviews and Additions – second reading | Chair Vann |
| 2110 – Instruction Objectives (addition) | |
| 2158 – Instruction – Family engagement (addition) | |
| 4330P – Community Relation Rules and Regulations for Building Use (addition) | |
| 5222 – Personnel Evaluation (review) | |
| 6410 – Administration Evaluation (addition) | |

New Business:

- | | |
|---|--------------------|
| 1. Personnel - Victoria Richardson not returning next year | Principal Williams |
| 2. Out of District Attendance Agreement(s) | Principal Williams |
| 3. Committee for PEA Insurance Discussion | Chair Vann |
| 4. Policy Reviews and Additions - first reading | Chair Vann |
| 4330 – Community Use of School Facilities (review) | |
| 4330F – Facilities Use Agreement (review) | |
| 5122F-Authorization to Release Information, Including Consent to Fingerprint Background Check
(review) | |
| 5. Principal Review | Chair Vann |

Next Meeting February 8, 2016 – 7:00 pm



Potomac Elementary School

School Board Minutes

for

December 14, 2015

Phone (406) 244-5581

Fax (406) 244-5840

www.potomacschoolmontana.us

*“Potomac School equips each student for his/her future
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Call to Order

Board Vice-Chair Kelsy Ployhar called the meeting to order at 7:03 pm by leading all in the Pledge of Allegiance. Those trustees present were: Gary Long, Craig Nelson and Jason Nordberg. Jill Thornton, clerk, and Angie Williams, Principal, were also in attendance.

Public Input (for issues not on the agenda) None

Consent Agenda

Warrant Lists – Total Claims = \$20,955.45, Total Payroll = \$62,833.00

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 Nov 1, 2015 - \$25,968.97; End Balance Nov 30, 2015 - \$25,710.27

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

Teacher Reports

Sarah Schmill brought her Chimes Elective students to perform in Missoula for the Senior Center, Hunters Glen and at the Mall. They performed 10 songs each time. She is hoping to hold an Adult Ed chimes class after the New Year, possibly on Thursday evenings.

Terri Klein told the board about the K through 3rd grade drive for PJ's to donate to the Watsons Children Center. Scholastic matches each PJ donated with a book for the children at the center. Last year the students had 42 PJ donations, and to date this year they have a little over 30 donations.

Terri said she is working with her class on creative writing. They are creating their own pet reindeer, and telling about their pet. They also have some 'elf' pen pals they are writing to. They receive letters back and continue the correspondence. It has been a great lesson.

Terri wanted to ask the board if the union could have a discussion with the board or a board committee on an insurance issue in their contract. Setting up a committee will be on the next meeting agenda.

The last thing Terri wanted to do was to let the board know what has been noticed by the staff concerning our principal, Angie Williams. She has been a visible principal, coming in early and staying until the staff is gone so she is available. This year Angie was the first principal to actually complete the teaching staff evaluations on time. She has been responsive to staff, checking options for issues a staff member brings up and always coming back to staff to follow up on those issues. She cares about the students and staff, spending time in classes to be aware of what is going on in the school. Angie coordinates her schedule to make all her commitments, which includes making sure she is on time for the classroom she teaches in. At the beginning of each week, she notifies the staff of her schedule, and other items coming up that week. And she always responds quickly to e-mails. In conclusion, she is a fantastic principal, and greatly appreciated!

Principals Report

Our enrollment is at 89 students.

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

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

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

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

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

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

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

Upcoming-

12/16- Winter program 6:30

12/21-1/1- Winter break

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

1/21- End of 2nd Quarter

Clerks Report

When Jill Thornton met with Jason Nordberg to go over the current Treasurer Report and Reconciliation, Purchase Orders and Invoices for the School, Purchase Orders/Invoices for Petty Cash and Student Accounts, and Timesheets with Paystubs, Jason asked if there was an explanation of the codes used by the school for accounting. He felt it would be beneficial for the board to have something like that to look at when they review the Consent Agenda. Jill presented pages from OPI's Accounting Manual that explain the codes used in Potomac's Chart of Accounts. These codes are used to describe all of the financial resources used during a fiscal year, and tie in with Montana States accounting at the end of year in our Trustees Financial Summary. Each month, the claims detail and expenditure detail included in the board packet has these codes displayed. Jill will condense these Accounting Manual pages to an easier to read format that can be included each month so the board can have a quick reference on expenditure codes.

Board Professional Development Reports

Jason spent time with Jill Thornton, our clerk, prior to the board meeting to complete our new monthly accounting review. This consisted of reviewing the current Treasurer Report and Reconciliation, Purchase Orders and Invoices for the

School, Purchase Orders and Invoices for Petty Cash and Student Accounts, and Timesheets with Paystubs. He felt it was time well spent.

Gary and Craig attended Boys Basketball. Craig has also been continuing work with the 8th grade class, and has been developing a 'Dodge ball' tournament fundraiser for them, and he attended a Chimes presentation.

Athletic Complex Update

The final letter to the Missoula County Parks Board for the Potomac Community Recreation Complex has been submitted. This was the last requirement for the Capital Improvement Matching Grants Program funds to be awarded.

Principal Review Process

The Potomac School Principal Evaluation format chosen by the board was included with the packet to review with the goals for the year that Angie presented. She categorized her goals under the headings used in our Priority Plan (which was adapted from our Strategic Plan). Those headings are Academic Achievement, Administrative Stewardship, Campus Pride and Family and Community. Angie's goals are:

Academic Achievement

- Create a smooth process in our academic program to meet the needs of all our students regardless of needs
 - Ability based math
 - Title I
 - Special Education
- Increase academic excellence in all areas
 - Standards based grading, AdvancEd, professional development, PEAK (Performance Excellence for All Kids)
- Develop a fine arts program
 - Two Valley Stage
- Increase our early childhood program
 - Time for Tots

Administrative Stewardship

- Seek grants and other ways to supplement our income
 - EEE, Missoula Electric, Plum Creek, Smart Schools grants, contract with Woodman
- Technology sustainability plan
 - Pine Cove Consulting

Campus Pride

- Create a plan for maintenance and improvements of buildings and grounds, including Athletic Complex
- Follow up on security training and updates to facilities.
 - Drills
 - Bus radio
 - Meeting with emergency services

Family and Community

- Newsletter
- Visibility

Based on those goals, and the principals performance to date, the School Board will complete the Potomac School Principal Evaluation to be discussed at the January Board meeting.

School Board Calendar

The School Board Calendar will be posted on the school web site from now on, with 'subject to change' noted on it.

Strategic Plan

The Strategic Plan was adapted to categorize the schools goals under four headings. This is now our Priority Plan.

Potomac District 11 Priority Plan

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

Academic Achievement

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

Campus Pride

- Student Safety
- Facility Integrity and Efficiency
- Athletic Complex

Administrative Stewardship

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

Family and Community

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

Policy Reviews and Additions

Policy numbers 2110, 2158, 4330P, 5222 and 6410 were read with changes noted. The last reading will be at the January meeting.

Personnel

Angie recommends the school board hire Karry Betson as a substitute teacher. Jason moved to hire Karry Betson as a substitute teacher pending a clear background check. Gary seconded the motion. **Passed 4-0**

Out of District Attendance Agreement

Angie recommends approving attendance at Potomac School of 3 out of district students. Gary moved to approve the attendance at Potomac School of the 3 out of district students. Craig seconded the motion. **Passed 4-0**

Adjourn

Vice-Chair Ployhar adjourned the Board meeting at 8:07 pm.

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14178	8930S 101002	ABBY STITT	15.00					
1		1247 12/31/15 Fingerprint Reimb	15.00		101	100-2500	330	
14179	8931S 101018	ABOVE BOARD CONSTRUCTION	210.00					
1		151493 12/11/15 Snowplowing	210.00		101	100-2600	330	
14180	8932S 101198	AMERICAN EXPRESS	59.33					
1		CC-357 12/02/15 Santees Granola	39.75		112	625		
			CC Accounting: 112-		-910-3100-570			
2		CC-357 12/14/15 Costco food	19.58		112	625		
			CC Accounting: 112-		-910-3100-570			
14181	8933S 101258	BIG ROCK METAL WORKS	110.00					
1		2030 12/11/15 22 MT Key Chains Explorers	110.00		115	100-1000	610	121
14184	8934S	232 BIG SKY RESTAURANT SUPPLY INC	98.00					
1		70964 12/04/15 Kitchen Supplies	98.00		112	910-3100	610	
14199	8935S 101225	BUSINESS CARD 3334	808.88					
1		CC-358 12/17/15 Nat'l Geographic Bee Registrat	100.00		101	625		
			CC Accounting: 101-		-100-1000-810			
2		CC-358 12/19/15 Lowes Maint Supplies	22.95		101	625		
			CC Accounting: 101-		-100-2600-610			
3		CC-358 12/21/15 Motorola Bus Radio	550.00		110	625		
			CC Accounting: 110-		-100-2700-610			
4		CC-358 12/22/15 Houghton Mifflin Math Bks	89.95		101	625		
			CC Accounting: 101-		-100-1000-640			
5		CC-358 12/21/15 Ace - maint Supplies	45.98		101	625		
			CC Accounting: 101-		-100-2600-610			
14182	8936S 101166	BUSINESS CARD 8181	142.16					
1		CC-359 11/25/15 Supplies	33.66		101	625		
			CC Accounting: 101-		-100-1000-610			
2		CC-359 12/04/15 Supplies	108.50		101	625		
			CC Accounting: 101-		-100-1000-610			
14183	8937S 101184	BUSINESS CARD 9423	4.29					
1		CC-360 12/22/15 Maint Supplies	4.29		101	625		
			CC Accounting: 101-		-100-2600-610			
14185	8938S 101023	CHAD MANNING	50.00					
1		NovDec 12/31/15 Water Testing - School	25.00		101	100-2600	330	
2		NovDec 12/31/15 Water Testing - Comm Ctr	25.00		101	100-2620	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
14187	8939S 100898	COMPUTER GUYS INC.	3,130.07					
1		82404 09/03/15 Tech Maint August	864.00		101	128-2500	330	
2		82404 09/03/15 1 G Ram Nvidia 8400 Card	69.99		101	128-2500	610	
3		82644 10/16/15 Win 7 Enterprise Reformat	747.50		101	128-2500	330	
4		82672 10/02/15 Win 7 Enterprise Reformat	567.50		101	128-2500	330	
5		82743b 10/30/15 Switches for Mac Carts	358.58		101	128-2500	610	
6		82801 11/13/15 Win 7 Enterprise Reformat	522.50		101	128-2500	330	
14188	8940S 101228	CRISSINA QUINN	29.62					
1		Walmart 12/17/15 Explorer Supplies	29.62		115	100-1000	610	121
14186	8941S	76 CULLIGAN WATER	274.90					
1		826578 12/09/15 CommCtr Ultraviolet Water Main	274.90		101	100-2620	330	
14189	8942S 101006	DESIGN AIR, INC.	409.50					
1		9772 12/22/15 Both Oil Furnaces Maint	409.50		101	100-2600	330	
14190	8943S	176 FOOD SERVICES OF AMERICA	1,204.96					
1		8218249 12/09/15 Food	712.94		112	910-3100	570	
2		8218249 12/09/15 Supplies	36.36		112	910-3100	610	
3		8225378 12/16/15 Food	111.26		112	910-3100	570	
4		8225378 12/16/15 Supplies	54.29		112	910-3100	610	
5		8236180 12/30/15 Food	290.11		112	910-3100	570	
14191	8944S 101250	KAILEY MAYO	1,101.30					
1		NovDec 12/31/15 Counseling Services	1,001.25		101	120-2400	330	
2		NovDec 12/31/15 Mileage	100.05		101	120-2400	330	
14193	8945S	82 MAJESTIC BUS SERVICE, INC	9,545.68					
1		5299 12/03/15 BBasketball to Seeley	118.95		115	103-2700	513	136
2		5300 12/07/15 BBasketball to Clinton	89.70		115	103-2700	513	136
3		5301 12/10/15 BBasketball to Frenchtown	154.05		115	103-2700	513	136
4		5302 12/11/15 Explorers to Stevensville/Msla	225.38		115	100-1000	516	121
5		5303 12/15/15 5th - 8th to Missoula Field Tr	195.06		115	103-2700	513	136
6		5304 12/18/15 Explorers to U of M MT Theater	95.55		115	100-1000	516	121
7		5305 12/31/15 Bus Contract	8,331.70		110	100-2700	513	
8		5306 12/31/15 Morrison Lane	335.29		110	100-2700	513	
14194	8946S	10 MISSOULA ELECTRIC COOP INC	2,230.32					
1		Dec 12/30/15 School Electric	956.02		101	100-2600	412	
2		Dec 12/30/15 Comm Ctr Electric	1,274.30		101	100-2620	412	

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	
Example		3500's Extracurricular	

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
14195	8947S	64 MISSOULA TEXTILE SERVICES	284.68					
1		747469 12/03/15 Maint Supplies	148.52		101	100-2600	610	
2		752030 12/17/15 Maint Supplies	136.16		101	100-2600	610	
14196	8948S	274 MONTANA CRIMINAL RECORDS	27.25					
1		12/31/15 Background Check	27.25		101	100-2500	330	
14192	8949S 101009	MOUNTAIN WEST DYNAMARK	9,030.00					
1		12/31/15 Security Upgrades Bldg Reserve	9,030.00		161	100-2600	460	
14197	8950S	9 REPUBLIC SERVICES #889	246.44					
1		1665986 12/28/15 Disposal Services School	123.22		101	100-2600	431	
2		1665986 12/28/15 Disposal Services Comm Ctr	123.22		101	100-2620	431	
		# of Claims 21	Total: 29,012.38					

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							

Fund/Account	Amount
101 GENERAL FUND	
101	\$8,384.79
110 TRANSPORTATION FUND	
101	\$9,216.99
112 FOOD SERVICES FUND	
101	\$1,362.29
115 MISC. PROGRAMS FUND	
101	\$1,018.31
161 BUILDING RESERVE	
101	\$9,030.00
Total:	\$29,012.38

CC Vendor	Check#	Claim#	CC #	PO #	Ln#	Per	Vendor Paid	Description	Amount	Fund Org	Prg-Func-Obj	Proj
AMERICAN EXPRESS	8932	14180	357		1	1/16		Santees Granola	39.75	112	910-3100-570	
	8932	14180	357		2	1/16		Costco food	19.58	112	910-3100-570	
	Total									59.33		
BUSINESS CARD 333	8935	14199	358		1	1/16		Nat'l Geographic Bee	100.00	101	100-1000-810	
	8935	14199	358		2	1/16		Lowe's Maint Supplies	22.95	101	100-2600-610	
	8935	14199	358		3	1/16		Motorola Bus Radio	550.00	110	100-2700-610	
	8935	14199	358		4	1/16		Houghton Mifflin	89.95	101	100-1000-640	
	8935	14199	358		5	1/16		Ace - maint Supplies	45.98	101	100-2600-610	
Total									808.88			
BUSINESS CARD 818	8936	14182	359		1	1/16		Supplies	33.66	101	100-1000-610	
	8936	14182	359		2	1/16		Supplies	108.50	101	100-1000-610	
Total									142.16			
BUSINESS CARD 942	8937	14183	360		1	1/16		Maint Supplies	4.29	101	100-2600-610	
Total									4.29			
Grand Total:									1014.66			

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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

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
HOL HOURS (Holiday Pay)	52.00		1,018.65
J001 HOURS (REGULAR SUB)	11.50		920.00
J007 HOURS (21 CENTURY AIDE)	25.68		410.88
J011 HOURS (21ST CENT ADMIN)	64.50		1,290.00
REG HOURS (Regular Time)	2,008.41		39,114.84
SICK HOURS (Sick Time)	105.50		1,953.15
GROSS PAY	44,707.52	0.00	
NET PAY	27,454.63	0.00	
NET PAY (CHECKS)	1,658.89		
NET PAY (DIRECT DEPOSIT)	25,795.74		
ACCIDENT/AFA	92.18	0.00	
ANNUITY-HORACE	200.00	0.00	
DISABILITY	62.00	0.00	
FIT	3,544.76	0.00	
FLEX PLAN	383.50	0.00	
HEALTH - MUST	4,174.01	8,304.00	
LIFE/AFA	21.00	0.00	
MEDICARE	580.59	580.59	
P.E.R.S.	570.43	577.67	
PACE	74.10	0.00	
PEA/MEA	403.44	0.00	
SIT	1,613.00	0.00	
SOCIAL SECURITY	2,482.51	2,482.51	
TRS	3,033.87	3,227.44	
UNEMPL. INSUR.	0.00	174.35	
UNUM LIFE INS C	17.50	11.20	
WORKERS' COMP	0.00	453.04	
1ST INTERSTATE	4,118.09	0.00	
FSBMSLA	2,861.01	0.00	
GB	3,481.30	0.00	
MFCU	5,290.54	0.00	
PSCU	2,165.54	0.00	
TRB	4,216.81	0.00	
USB	1,981.91	0.00	
WSB	1,680.54	0.00	
FIT/SIT BASE	36,236.03	0.00	
MEDICARE BASE	40,040.33	0.00	
PERS BASE	7,220.81	0.00	
SOC SEC BASE	40,040.33	0.00	
TRS BASE	37,225.41	0.00	
WC BASE	44,707.52	0.00	
Total		15,810.80	
Total Payroll Expense (Gross Pay + Employer Contributions):		60,518.32	

Potomac Student Accounts
General Ledger
 As of December 31, 2015

Date	Num	Name	Memo	Debit	Credit	Balance
Petty Cash						351.76
12/01/2015	1180	Referee	12-01-15 BBasketball		62.00	289.76
12/01/2015	1181	Referee	12-01-15 BBasketball		62.00	227.76
12/02/2015	1182	Zootown Arts Community Center	Elective Class Field Trip		58.00	169.76
12/02/2015	1183	Garden City Ballet	TBReimb from Student Activities		235.00	-65.24
12/08/2015	dep		Reimb from Student Activities	235.00		169.76
12/08/2015	1184	Referee	12-9-15 BBasketball		62.00	107.76
12/08/2015	1185	Referee	12-9-15 BBasketball		62.00	45.76
12/15/2015	dep		Deposit	894.24		940.00
Total Petty Cash				1,129.24	541.00	940.00
Two Rivers accts						25,710.27
Band						30.44
Bike-a-Thon						11,536.00
12/03/2015	2238	Sarah Schmill	Bike A Thon Celebration		19.79	11,516.21
12/03/2015	dep		Bike A Thon Donation	40.00		11,556.21
12/08/2015	2241	Business Card 3334	Bike A Thon Prize Gift Cards		225.00	11,331.21
Total Bike-a-Thon				40.00	244.79	11,331.21
Book Fair						274.55
Cheerleaders						58.54
Class of 2015						731.63
Class of 2016						2,042.65
12/02/2015	2237	Long Beach Marine Institute	1st Dep for Trip		1,404.00	638.65
12/03/2015	dep		Cully's Chili Field Sales	352.00		990.65
Total Class of 2016				352.00	1,404.00	990.65
8th Grade Fund						1,601.63
Explorers						2,280.00
Math Counts Team						11.51
Music						769.14
12/03/2015	2238	Sarah Schmill	Sheet Music for Chimes		10.76	758.38
12/03/2015	dep	Karl Tyler	Music Stand Donation	755.40		1,513.78
12/08/2015	2242	Business Card 3334	Music Stand Payment		755.40	758.38
Total Music				755.40	766.16	758.38
Pioneer Field Account						11.50
Recycling						585.97
Science Activity						1,010.96
Outdoor School						386.51
Robotics						363.74
Misc Science Donations						138.58
12/02/2015	dep	EYH Missoula	Donation from University STEM EYH Program	1,000.00		1,138.58
Total Misc Science Donations				1,000.00	0.00	1,138.58
Olympiad						122.13
Total Science Activity				1,000.00	0.00	2,010.96
Ski Trip						151.53

Potomac Student Accounts
General Ledger
 As of December 31, 2015

Date	Num	Name	Memo	Debit	Credit	Balance
Student Activities						729.05
12/02/2015	dep		Ref Ck Reimb	72.00		801.05
12/03/2015	dep		Nutcracker Payments	165.00		966.05
12/04/2015	2240	Potomac Petty Cash	Nutcracker		235.00	731.05
12/04/2015	2239		VOID:	0.00		731.05
12/15/2015	2244	LifeTouch	Yearbook Deposit		480.00	251.05
Total Student Activities				237.00	715.00	251.05
Student Council						3,885.17
12/09/2015	2243	Terri Lynn Klein	Donation for PJ fundraising		50.00	3,835.17
12/15/2015	2245	Sarah Schmill	Dance Supplies		17.98	3,817.19
Total Student Council				0.00	67.98	3,817.19
Total Two Rivers accts				2,384.40	3,197.93	24,896.74

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 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.	25,277.61	127,427.84	303,331.00	303,331.00	175,903.16	42 %
113 Professional Other	560.00	560.00	0.00	0.00	-560.00	*** %
117 Teacher's Aides	137.37	1,160.31	1,820.00	1,820.00	659.69	63 %
122 Prof/Ed/Sub Teachers	260.00	2,042.97	11,276.00	11,276.00	9,233.03	18 %
250 Workers' Comp.	162.84	860.82	1,956.00	1,956.00	1,095.18	44 %
260 Health Insurance	4,394.14	24,833.21	48,261.00	48,261.00	23,427.79	51 %
330 Other Professional	0.00	462.87	3,000.00	3,000.00	2,537.13	15 %
582 Travel Out-of-Dist.	0.00	0.00	300.00	300.00	300.00	0 %
610 Supplies	142.16	5,846.16	11,200.00	11,200.00	5,353.84	52 %
640 Books	89.95	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	100.00	100.00	0.00	0.00	-100.00	*** %
Function Total:	31,124.07	166,719.63	384,404.00	384,404.00	217,684.37	43 %
2225 School Library						
640 Books	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %
Function Total:	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %
2310 Board of Trustees						
330 Other Professional	0.00	1,124.36	800.00	800.00	-324.36	140 %
350 Contracted Services	0.00	44.00	650.00	650.00	606.00	6 %
810 Dues and Fees	0.00	0.00	1,450.00	1,450.00	1,450.00	0 %
Function Total:	0.00	1,168.36	2,900.00	2,900.00	1,731.64	40 %
2400 School Admin.						
111 Administrative	3,750.00	26,250.00	45,000.00	45,000.00	18,750.00	58 %
115 Office/Clerical	1,548.65	9,581.87	23,333.00	23,333.00	13,751.13	41 %
250 Workers' Comp.	32.88	228.17	424.00	424.00	195.83	53 %
260 Health Insurance	904.20	5,787.74	10,850.00	10,850.00	5,062.26	53 %
330 Other Professional	0.00	583.35	9,656.00	9,656.00	9,072.65	6 %
550 Printing & Binding	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
582 Travel Out-of-Dist.	0.00	558.26	300.00	300.00	-258.26	186 %
640 Books	0.00	24.00	200.00	200.00	176.00	12 %
810 Dues and Fees	0.00	25.00	1,545.00	1,545.00	1,520.00	1 %
Function Total:	6,235.73	43,038.39	93,308.00	93,308.00	50,269.61	46 %
2500 Sup. Serv.-Business						
111 Administrative	1,908.72	11,452.27	22,905.00	22,905.00	11,452.73	49 %
250 Workers' Comp.	11.84	71.04	142.00	142.00	70.96	50 %
260 Health Insurance	324.00	1,944.00	3,888.00	3,888.00	1,944.00	50 %
330 Other Professional	42.25	4,686.50	8,447.00	8,447.00	3,760.50	55 %
532 Postage	0.00	309.44	1,569.00	1,569.00	1,259.56	19 %
540 Advertising	0.00	32.17	57.00	57.00	24.83	56 %
582 Travel Out-of-Dist.	0.00	0.00	941.00	941.00	941.00	0 %
610 Supplies	0.00	0.00	430.00	430.00	430.00	0 %
680 Software	0.00	0.00	240.00	240.00	240.00	0 %
810 Dues and Fees	0.00	110.00	125.00	125.00	15.00	88 %
Function Total:	2,286.81	18,605.42	38,744.00	38,744.00	20,138.58	48 %

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	671.04	4,788.42	9,790.00	9,790.00	5,001.58	48 %
250 Workers' Comp.	51.47	367.21	751.00	751.00	383.79	48 %
260 Health Insurance	242.80	1,457.63	3,240.00	3,240.00	1,782.37	44 %
330 Other Professional	644.50	2,205.00	3,537.00	3,537.00	1,332.00	62 %
411 Gas	0.00	409.44	7,488.00	7,488.00	7,078.56	5 %
412 Electricity	956.02	3,319.12	8,370.00	8,370.00	5,050.88	39 %
431 Disposal Services	123.22	739.38	1,470.00	1,470.00	730.62	50 %
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	357.90	2,211.09	7,500.00	7,500.00	5,288.91	29 %
810 Dues and Fees	0.00	100.00	100.00	100.00	0.00	100 %
Function Total:	3,046.95	18,453.35	54,768.00	54,768.00	36,314.65	33 %
2620 Operation of Community Center						
114 Custodial/Maint	671.04	4,788.24	9,790.00	9,790.00	5,001.76	48 %
250 Workers' Comp.	51.45	367.17	751.00	751.00	383.83	48 %
260 Health Insurance	242.80	1,457.57	3,240.00	3,240.00	1,782.43	44 %
330 Other Professional	299.90	464.90	975.00	975.00	510.10	47 %
412 Electricity	1,274.30	4,003.77	8,278.00	8,278.00	4,274.23	48 %
431 Disposal Services	123.22	739.37	1,470.00	1,470.00	730.63	50 %
450 Rentals	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
610 Supplies	0.00	72.61	400.00	400.00	327.39	18 %
810 Dues and Fees	0.00	100.00	100.00	100.00	0.00	100 %
Function Total:	2,662.71	11,993.63	26,204.00	26,204.00	14,210.37	45 %
Program Total:	45,356.27	259,978.78	602,578.00	602,578.00	342,599.22	43 %
120 CONTINGENCY FUNDS						
2400 School Admin.						
330 Other Professional	1,101.30	1,101.30	0.00	0.00	-1,101.30	*** %
Function Total:	1,101.30	1,101.30	0.00	0.00	-1,101.30	*** %
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:	1,101.30	8,591.71	30,949.00	30,949.00	22,357.29	27 %
128 Technology						
2500 Sup. Serv.-Business						
330 Other Professional	2,701.50	7,237.90	8,000.00	8,000.00	762.10	90 %
610 Supplies	428.57	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:	3,130.07	8,157.85	10,900.00	10,900.00	2,742.15	74 %
Program Total:	3,130.07	8,157.85	10,900.00	10,900.00	2,742.15	74 %
Program Group Total:	49,587.64	276,728.34	644,427.00	644,427.00	367,698.66	42 %

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200 Special Programs						
280 Special Education						
1000 Instruction						
112 Professional Ed.	0.00	0.00	24,373.00	24,373.00	24,373.00	0 %
117 Teacher's Aides	1,740.68	9,209.22	13,138.00	13,138.00	3,928.78	70 %
250 Workers' Comp.	10.80	57.14	233.00	233.00	175.86	24 %
260 Health Insurance	540.32	2,030.83	12,960.00	12,960.00	10,929.17	15 %
Function Total:	2,291.80	11,297.19	50,704.00	50,704.00	39,406.81	22 %
6200 Resources Trans.						
920 Res.Trans. Other Sch	0.00	1,563.41	2,000.00	2,000.00	436.59	78 %
Function Total:	0.00	1,563.41	2,000.00	2,000.00	436.59	78 %
Program Total:	2,291.80	12,860.60	52,704.00	52,704.00	39,843.40	24 %
Program Group Total:	2,291.80	12,860.60	52,704.00	52,704.00	39,843.40	24 %
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	412.09	2,149.95	6,549.00	6,549.00	4,399.05	32 %
250 Workers' Comp.	2.56	13.35	503.00	503.00	489.65	2 %
260 Health Insurance	540.96	3,245.84	6,480.00	6,480.00	3,234.16	50 %
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:	955.61	5,409.14	15,452.00	15,452.00	10,042.86	35 %
Program Total:	955.61	5,409.14	15,452.00	15,452.00	10,042.86	35 %
Program Group Total:	955.61	5,409.14	15,452.00	15,452.00	10,042.86	35 %
Fund Total:	52,835.05	296,007.98	716,207.00	716,207.00	420,199.02	41 %

110 TRANSPORTATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2500 Sup. Serv.-Business						
111 Administrative	795.30	4,771.80	9,544.00	9,544.00	4,772.20	49 %
250 Workers' Comp.	4.94	29.64	59.00	59.00	29.36	50 %
260 Health Insurance	135.00	810.00	1,620.00	1,620.00	810.00	50 %
Function Total:	935.24	5,611.44	11,223.00	11,223.00	5,611.56	50 %
2700 Student Transp.						
111 Administrative	1,250.00	8,750.00	15,000.00	15,000.00	6,250.00	58 %
250 Workers' Comp.	7.76	48.50	93.00	93.00	44.50	52 %
260 Health Insurance	121.40	849.80	1,620.00	1,620.00	770.20	52 %
513 Bus Contractors	8,666.99	43,334.95	87,483.00	87,483.00	44,148.05	49 %
515 Trans. Contingency	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
610 Supplies	550.00	550.00	0.00	0.00	-550.00	*** %
Function Total:	10,596.15	53,533.25	106,696.00	106,696.00	53,162.75	50 %
Program Total:	11,531.39	59,144.69	117,919.00	117,919.00	58,774.31	50 %
Program Group Total:	11,531.39	59,144.69	117,919.00	117,919.00	58,774.31	50 %
Fund Total:	11,531.39	59,144.69	117,919.00	117,919.00	58,774.31	50 %

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	1,148.89	6,619.90	17,056.00	17,056.00	10,436.10	38 %
250 Workers' Comp.	88.10	507.65	1,308.00	1,308.00	800.35	38 %
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	1,173.64	8,377.87	20,000.00	20,000.00	11,622.13	41 %
582 Travel Out-of-Dist.	0.00	0.00	600.00	600.00	600.00	0 %
610 Supplies	188.65	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:	2,599.28	17,078.08	41,914.00	41,914.00	24,835.92	40 %
Program Total:	2,599.28	17,078.08	41,914.00	41,914.00	24,835.92	40 %
Program Group Total:	2,599.28	17,078.08	41,914.00	41,914.00	24,835.92	40 %
Fund Total:	2,599.28	17,078.08	41,914.00	41,914.00	24,835.92	40 %

114 RETIREMENT FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
210 Social Security/Med.	1,964.90	9,801.02	25,972.00	25,972.00	16,170.98	37 %
220 Teachers' Retirement	2,269.37	11,374.97	29,824.00	29,824.00	18,449.03	38 %
240 Unemployment Comp.	102.69	224.63	1,745.00	1,745.00	1,520.37	12 %
Function Total:	4,336.96	21,400.62	57,541.00	57,541.00	36,140.38	37 %
2400 School Admin.						
210 Social Security/Med.	321.91	2,682.53	4,558.00	4,558.00	1,875.47	58 %
220 Teachers' Retirement	325.12	2,600.98	4,679.00	4,679.00	2,078.02	55 %
230 PERS	123.89	766.55	1,772.00	1,772.00	1,005.45	43 %
240 Unemployment Comp.	20.66	154.34	330.00	330.00	175.66	46 %
Function Total:	791.58	6,204.40	11,339.00	11,339.00	5,134.60	54 %
2500 Sup. Serv.-Business						
210 Social Security/Med.	164.56	837.82	1,572.00	1,572.00	734.18	53 %
230 PERS	216.32	1,297.93	2,555.00	2,555.00	1,257.07	50 %
240 Unemployment Comp.	10.55	63.30	135.00	135.00	71.70	46 %
Function Total:	391.43	2,199.05	4,262.00	4,262.00	2,062.95	51 %
2600 Oper. & Maint. Plant						
210 Social Security/Med.	49.68	361.06	710.00	710.00	348.94	50 %
230 PERS	53.69	383.08	770.00	770.00	386.92	49 %
240 Unemployment Comp.	2.61	18.66	41.00	41.00	22.34	45 %
Function Total:	105.98	762.80	1,521.00	1,521.00	758.20	50 %
2620 Operation of Community Center						
210 Social Security/Med.	49.67	361.01	710.00	710.00	348.99	50 %
230 PERS	53.68	383.06	753.00	753.00	369.94	50 %
240 Unemployment Comp.	2.62	18.69	41.00	41.00	22.31	45 %
Function Total:	105.97	762.76	1,504.00	1,504.00	741.24	50 %
2700 Student Transp.						
210 Social Security/Med.	95.63	382.52	1,115.00	1,115.00	732.48	34 %
220 Teachers' Retirement	108.38	433.52	1,350.00	1,350.00	916.48	32 %
240 Unemployment Comp.	4.88	19.52	68.00	68.00	48.48	28 %
Function Total:	208.89	835.56	2,533.00	2,533.00	1,697.44	32 %
Program Total:	5,940.81	32,165.19	78,700.00	78,700.00	46,534.81	40 %
120 CONTINGENCY FUNDS						
1000 Instruction						
210 Social Security/Med.	0.00	0.00	517.00	517.00	517.00	0 %
240 Unemployment Comp.	0.00	0.00	30.00	30.00	30.00	0 %
Function Total:	0.00	0.00	547.00	547.00	547.00	0 %
Program Total:	0.00	0.00	547.00	547.00	547.00	0 %
Program Group Total:	5,940.81	32,165.19	79,247.00	79,247.00	47,081.81	40 %
200 Special Programs						
280 Special Education						
1000 Instruction						
210 Social Security/Med.	53.53	405.22	1,016.00	1,016.00	610.78	39 %
220 Teachers' Retirement	150.92	798.43	1,262.00	1,262.00	463.57	63 %
240 Unemployment Comp.	6.79	35.93	62.00	62.00	26.07	57 %
Function Total:	211.24	1,239.58	2,340.00	2,340.00	1,100.42	52 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 16

114 RETIREMENT FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200 Special Programs						
280 Special Education						
6200 Resources Trans.						
920 Res.Trans. Other Sch	0.00	0.00	3,323.00	3,323.00	3,323.00	0 %
Function Total:	0.00	0.00	3,323.00	3,323.00	3,323.00	0 %
Program Total:	211.24	1,239.58	5,663.00	5,663.00	4,423.42	21 %
Program Group Total:	211.24	1,239.58	5,663.00	5,663.00	4,423.42	21 %
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
210 Social Security/Med.	39.04	348.47	525.00	525.00	176.53	66 %
220 Teachers' Retirement	35.73	186.40	187.00	187.00	0.60	99 %
230 PERS	91.91	529.59	1,328.00	1,328.00	798.41	39 %
240 Unemployment Comp.	6.09	34.21	81.00	81.00	46.79	42 %
Function Total:	172.77	1,098.67	2,121.00	2,121.00	1,022.33	51 %
Program Total:	172.77	1,098.67	2,121.00	2,121.00	1,022.33	51 %
Program Group Total:	172.77	1,098.67	2,121.00	2,121.00	1,022.33	51 %
Fund Total:	6,324.82	34,503.44	87,031.00	87,031.00	52,527.56	39 %

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.	100.00	100.00	0.00	0.00	-100.00	*** %
250 Workers' Comp.	0.62	0.62	0.00	0.00	-0.62	*** %
260 Health Insurance	242.10	242.10	0.00	0.00	-242.10	*** %
Function Total:	342.72	342.72	0.00	0.00	-342.72	*** %
Program Total:	342.72	342.72	0.00	0.00	-342.72	*** %
Program Group Total:	342.72	342.72	0.00	0.00	-342.72	*** %
600 Adult Continuing Ed.						
600 Adult Continuing Ed.						
2322 Community Relations						
610 Supplies	0.00	0.00	10,454.00	10,454.00	10,454.00	0 %
Function Total:	0.00	0.00	10,454.00	10,454.00	10,454.00	0 %
Program Total:	0.00	0.00	10,454.00	10,454.00	10,454.00	0 %
Program Group Total:	0.00	0.00	10,454.00	10,454.00	10,454.00	0 %
Fund Total:	342.72	342.72	10,454.00	10,454.00	10,111.28	3 %

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POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
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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 %

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POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 16

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129 FLEX FUND

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

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POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
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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	9,030.00	9,030.00	16,387.00	16,387.00	7,357.00	55 %
School Safety Transfer to Building						
Function Total:	9,030.00	9,030.00	16,387.00	16,387.00	7,357.00	55 %
Program Total:	9,030.00	9,030.00	16,387.00	16,387.00	7,357.00	55 %
Program Group Total:	9,030.00	9,030.00	16,387.00	16,387.00	7,357.00	55 %
Fund Total:	9,030.00	9,030.00	16,387.00	16,387.00	7,357.00	55 %
Grand Total:	82,663.26	416,106.91	996,304.00	996,304.00	580,197.09	41 %

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (58) Committed
101 Local Donations						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
610 Supplies	0.00	738.00	10,418.09	10,418.09	9,680.09	7 %
Function Total :	0.00	738.00	10,418.09	10,418.09	9,680.09	7
Program Total :	0.00	738.00	10,418.09	10,418.09	9,680.09	7 %
Program Group Total :	0.00	738.00	10,418.09	10,418.09	9,680.09	7 %
Project Total :	0.00	738.00	10,418.09	10,418.09	9,680.09	7 %
102 Explorers						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
582 Travel Out-of-Dist.	0.00	0.00	4,283.21	4,283.21	4,283.21	0 %
Function Total :	0.00	0.00	4,283.21	4,283.21	4,283.21	0
Program Total :	0.00	0.00	4,283.21	4,283.21	4,283.21	0 %
Program Group Total :	0.00	0.00	4,283.21	4,283.21	4,283.21	0 %
Project Total :	0.00	0.00	4,283.21	4,283.21	4,283.21	0 %
103 Campus Maintenance Fund						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
460 Minor Construction	0.00	20.00	85.00	85.00	65.00	23 %
Function Total :	0.00	20.00	85.00	85.00	65.00	23
Program Total :	0.00	20.00	85.00	85.00	65.00	23 %
Program Group Total :	0.00	20.00	85.00	85.00	65.00	23 %
Project Total :	0.00	20.00	85.00	85.00	65.00	23 %
115 REAP 14-15						
115 MISC. PROGRAMS FUND						
400 Other Instructional						

*** POs ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (58) Committed
412 REAP						
1000 Instruction						
330 Other Professional	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
Function Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
Program Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
Program Group Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
Project Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
121 21st Century Grant						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
111 Administrative	1,390.00	7,259.00	18,055.00	18,055.00	10,796.00	40 %
112 Professional Ed.	0.00	3,637.50	9,000.00	9,000.00	5,362.50	40 %
117 Teacher's Aides	410.88	3,228.73	4,320.00	4,320.00	1,091.27	74 %
210 Social Security/Med.	135.69	1,054.43	2,655.50	2,655.50	1,601.07	39 %
220 Teachers' Retirement	156.13	1,095.44	2,921.50	2,921.50	1,826.06	37 %
240 Unemployment Comp.	7.02	55.05	149.00	149.00	93.95	36 %
250 Workers' Comp.	11.18	87.68	184.00	184.00	96.32	47 %
260 Health Insurance	1.40	9.14	5,940.00	5,940.00	5,930.86	0 %
330 Other Professional	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
450 Rentals	0.00	0.00	6,396.00	6,396.00	6,396.00	0 %
516 Field Trips	320.93	2,908.55	6,500.00	6,500.00	3,591.45	44 %
582 Travel Out-of-Dist.	0.00	709.94	1,000.00	1,000.00	290.06	70 %
610 Supplies	139.62	710.94	558.00	558.00	-152.94	127 %
Function Total :	2,572.85	20,756.40	59,679.00	59,679.00	38,922.60	127 %
Program Total :	2,572.85	20,756.40	59,679.00	59,679.00	38,922.60	34 %
Program Group Total :	2,572.85	20,756.40	59,679.00	59,679.00	38,922.60	34 %
Project Total :	2,572.85	20,756.40	59,679.00	59,679.00	38,922.60	34 %
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 %
106 Pioneer Field						

*** POs ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (58) Committed
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	557.76	2,570.79	5,342.26	5,342.26	2,771.47	48 %
Function Total :	557.76	2,570.79	5,342.26	5,342.26	2,771.47	48
Program Total :	557.76	2,570.79	5,342.26	5,342.26	2,771.47	48 %
Program Group Total :	557.76	2,570.79	5,342.26	5,342.26	2,771.47	48 %
Project Total :	557.76	2,570.79	5,342.26	5,342.26	2,771.47	48 %
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.	799.82	2,399.48	9,598.00	9,598.00	7,198.52	25 %
117 Teacher's Aides	1,296.96	7,982.95	10,200.00	10,200.00	2,217.05	78 %
210 Social Security/Med.	151.71	756.21	1,515.00	1,515.00	758.79	49 %
220 Teachers' Retirement	181.79	900.16	1,677.00	1,677.00	776.84	53 %
240 Unemployment Comp.	8.18	40.50	92.00	92.00	51.50	44 %
250 Workers' Comp.	13.01	64.42	113.00	113.00	48.58	57 %
260 Health Insurance	545.08	3,062.88	6,588.00	6,588.00	3,525.12	46 %
610 Supplies	0.00	0.00	1,455.00	1,455.00	1,455.00	0 %

*** POs ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (58) Committed
Function Total :	2,996.55	15,206.60	31,238.00	31,238.00	16,031.40	0
2300 General Admin						
111 Administrative	477.17	2,863.07	5,726.00	5,726.00	2,862.93	50 %
210 Social Security/Med.	29.03	147.85	437.00	437.00	289.15	33 %
230 PERS	38.18	229.07	390.00	390.00	160.93	58 %
240 Unemployment Comp.	1.86	11.16	25.00	25.00	13.84	44 %
250 Workers' Comp.	2.96	17.76	33.00	33.00	15.24	53 %
260 Health Insurance	81.00	486.00	972.00	972.00	486.00	50 %
Function Total :	630.20	3,754.91	7,583.00	7,583.00	3,828.09	50
Program Total :	3,626.75	18,961.51	38,821.00	38,821.00	19,859.49	48 %
Program Group Total :	3,626.75	18,961.51	38,821.00	38,821.00	19,859.49	48 %
Project Total :	3,626.75	18,961.51	38,821.00	38,821.00	19,859.49	48 %
515 Early Start Program						
115 MISC. PROGRAMS FUND						
500 Non-Public Sch/Prog						
515 Early Start						
1000 Instruction						
119 Other Sup. Salaries	101.30	302.60	1,000.00	1,000.00	697.40	30 %
210 Social Security/Med.	7.75	23.15	0.00	0.00	-23.15	*** %
240 Unemployment Comp.	0.40	1.19	0.00	0.00	-1.19	*** %
250 Workers' Comp.	0.63	1.88	0.00	0.00	-1.88	*** %
640 Books	0.00	25.94	200.00	200.00	174.06	12 %
Function Total :	110.08	354.76	1,200.00	1,200.00	845.24	12
Program Total :	110.08	354.76	1,200.00	1,200.00	845.24	29 %
Program Group Total :	110.08	354.76	1,200.00	1,200.00	845.24	29 %
Project Total :	110.08	354.76	1,200.00	1,200.00	845.24	29 %
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	% (58) 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 :	6,867.44	80,565.89	172,990.18	192,990.18	112,424.29	41 %

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

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
112 Professional Ed.						
PR 160100 1	Payroll Expenditure	/ /	1/16			25,277.61
					Object Total :	25,277.61
113 Professional Other						
PR 160100 2	Payroll Expenditure	/ /	1/16			560.00
					Object Total :	560.00
117 Teacher's Aides						
PR 160100 3	Payroll Expenditure	/ /	1/16			137.37
					Object Total :	137.37
122 Prof/Ed/Sub Teachers						
JV 1339 1	Pay	/ /	1/16			-100.00
PR 160100 4	Payroll Expenditure	/ /	1/16			360.00
					Object Total :	260.00
250 Workers' Comp.						
JV 1339 3	Work Comp	/ /	1/16			-0.62
PR 160100 5	Employer Contributions	/ /	1/16			163.46
					Object Total :	162.84
260 Health Insurance						
JV 1339 5	Health Ins	/ /	1/16			-242.00
JV 1339 7	Life Ins	/ /	1/16			-0.10
PR 160100 6	Employer Contributions	/ /	1/16			4,636.24
					Object Total :	4,394.14
610 Supplies						
CC 359 1	Supplies	11/25/15	1/16			33.66
CC 359 2	Supplies	12/04/15	1/16			108.50
					Object Total :	142.16
640 Books						
CC 358 4	Houghton Mifflin Math Bks	12/22/15	1/16			89.95
					Object Total :	89.95

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
810 Dues and Fees						
CC 358 1	Nat'l Geographic Bee Registrat	12/17/15	1/16			100.00
						Object Total: 100.00
						Program-Function Total: 31,124.07
E 100-2400 Regular Ed. Programs-School Adm'n.						
111 Administrative						
PR 160100 7	Payroll Expenditure	/ /	1/16			3,750.00
						Object Total: 3,750.00
115 Office/Clerical						
PR 160100 8	Payroll Expenditure	/ /	1/16			1,548.65
						Object Total: 1,548.65
250 Workers' Comp.						
PR 160100 9	Employer Contributions	/ /	1/16			32.88
						Object Total: 32.88
260 Health Insurance						
PR 160100 10	Employer Contributions	/ /	1/16			904.20
						Object Total: 904.20
						Program-Function Total: 6,235.73
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 160100 11	Payroll Expenditure	/ /	1/16			1,908.72
						Object Total: 1,908.72
250 Workers' Comp.						
PR 160100 12	Employer Contributions	/ /	1/16			11.84
						Object Total: 11.84
260 Health Insurance						
PR 160100 13	Employer Contributions	/ /	1/16			324.00
						Object Total: 324.00

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv. -Business						
330 Other Professional						
CL 14178 1	Fingerprint Reimb	1247	12/31/15	1/16	101002 ABBY STITT	15.00
CL 14196 1	Background Check		12/31/15	1/16	274 MONTANA CRIMINAL RECORDS	27.25
Object Total:						42.25
Program-Function Total:						2,286.81
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
114 Custodial/Maint						
PR 160100 14	Payroll Expenditure		/ /	1/16		671.04
Object Total:						671.04
250 Workers' Comp.						
PR 160100 15	Employer Contributions		/ /	1/16		51.47
Object Total:						51.47
260 Health Insurance						
PR 160100 16	Employer Contributions		/ /	1/16		242.80
Object Total:						242.80
330 Other Professional						
CL 14179 1	Snowplowing	151493	12/11/15	1/16	101018 ABOVE BOARD CONSTRUCTION	210.00
CL 14185 1	Water Testing - School	NovDec	12/31/15	1/16	101023 CHAD MANNING	25.00
CL 14189 1	Both Oil Furnaces Maint	9772	12/22/15	1/16	101006 DESIGN AIR, INC.	409.50
Object Total:						644.50
412 Electricity						
CL 14194 1	School Electric	Dec	12/30/15	1/16	10 MISSOULA ELECTRIC COOP INC	956.02
Object Total:						956.02
431 Disposal Services						
CL 14197 1	Disposal Services School	1665986	12/28/15	1/16	9 REPUBLIC SERVICES #889	123.22
Object Total:						123.22
610 Supplies						
CC 358 2	Lowes Maint Supplies		12/19/15	1/16		22.95
CC 358 5	Ace - maint Supplies		12/21/15	1/16		45.98
CC 360 1	Maint Supplies		12/22/15	1/16		4.29
CL 14195 1	Maint Supplies	747469	12/03/15	1/16	64 MISSOULA TEXTILE SERVICES	148.52
CL 14195 2	Maint Supplies	752030	12/17/15	1/16	64 MISSOULA TEXTILE SERVICES	136.16

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
						Object Total:
						357.90
						Program-Function Total:
						3,046.95
E 100-2620 Regular Ed. Programs-Operation of Community Center						
114 Custodial/Maint						
PR 160100 17	Payroll Expenditure		/ /	1/16		671.04
						Object Total:
						671.04
250 Workers' Comp.						
PR 160100 18	Employer Contributions		/ /	1/16		51.45
						Object Total:
						51.45
260 Health Insurance						
PR 160100 19	Employer Contributions		/ /	1/16		242.80
						Object Total:
						242.80
330 Other Professional						
CL 14185 2	Water Testing - Comm Ctr	NovDec	12/31/15	1/16	101023 CHAD MANNING	25.00
CL 14186 1	CommCtr Ultraviolet Water Main	826578	12/09/15	1/16	76 CULLIGAN WATER	274.90
						Object Total:
						299.90
412 Electricity						
CL 14194 2	Comm Ctr Electric	Dec	12/30/15	1/16	10 MISSOULA ELECTRIC COOP INC	1,274.30
						Object Total:
						1,274.30
431 Disposal Services						
CL 14197 2	Disposal Services Comm Ctr	1665986	12/28/15	1/16	9 REPUBLIC SERVICES #889	123.22
						Object Total:
						123.22
						Program-Function Total:
						2,662.71
E 120-2400 CONTINGENCY FUNDS-School Admin.						
330 Other Professional						
CL 14191 1	Counseling Services	NovDec	12/31/15	1/16	101250 KAI LEY MAYO	1,001.25
CL 14191 2	Mileage	NovDec	12/31/15	1/16	101250 KAI LEY MAYO	100.05
						Object Total:
						1,101.30
						Program-Function Total:
						1,101.30

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 128-2500 Technology-Sup. Serv. -Business						
330 Other Professional						
CL 14187 1	Tech Maint August	82404	09/03/15	1/16	100898 COMPUTER GUYS INC.	864.00
CL 14187 3	Win 7 Enterprise Reformat	82644	10/16/15	1/16	100898 COMPUTER GUYS INC.	747.50
CL 14187 4	Win 7 Enterprise Reformat	82672	10/02/15	1/16	100898 COMPUTER GUYS INC.	567.50
CL 14187 6	Win 7 Enterprise Reformat	82801	11/13/15	1/16	100898 COMPUTER GUYS INC.	522.50
Object Total :						2,701.50
610 Supplies						
CL 14187 2	1 G Ram Nvidia 8400 Card	82404	09/03/15	1/16	100898 COMPUTER GUYS INC.	69.99
CL 14187 5	Switches for Mac Carts	82743b	10/30/15	1/16	100898 COMPUTER GUYS INC.	358.58
Object Total :						428.57
Program-Function Total :						3,130.07
E 280-1000 Special Education-Instruction						
117 Teacher's Aides						
PR 160100 20	Payroll Expenditure		/ /	1/16		1,740.68
Object Total :						1,740.68
250 Workers' Comp.						
PR 160100 21	Employer Contributions		/ /	1/16		10.80
Object Total :						10.80
260 Health Insurance						
PR 160100 22	Employer Contributions		/ /	1/16		540.32
Object Total :						540.32
Program-Function Total :						2,291.80
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 160100 23	Payroll Expenditure		/ /	1/16		412.09
Object Total :						412.09
250 Workers' Comp.						
PR 160100 24	Employer Contributions		/ /	1/16		2.56
Object Total :						2.56

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 910-3100 Food Services-Food Services						
260 Health Insurance						
PR 160100 25	Employer Contributions	/ /	1/16			540.96
					Object Total:	540.96
					Program-Function Total:	955.61
					Fund Total:	52,835.05

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 160100 28	Payroll Expenditure		/ /	1/16		795.30
						Object Total: 795.30
250 Workers' Comp.						
PR 160100 29	Employer Contributions		/ /	1/16		4.94
						Object Total: 4.94
260 Health Insurance						
PR 160100 30	Employer Contributions		/ /	1/16		135.00
						Object Total: 135.00
						Program-Function Total: 935.24
E 100-2700 Regular Ed. Programs-Student Transp.						
111 Administrative						
PR 160100 31	Payroll Expenditure		/ /	1/16		1,250.00
						Object Total: 1,250.00
250 Workers' Comp.						
PR 160100 32	Employer Contributions		/ /	1/16		7.76
						Object Total: 7.76
260 Health Insurance						
PR 160100 33	Employer Contributions		/ /	1/16		121.40
						Object Total: 121.40
513 Bus Contractors						
CL 14193 7	Bus Contract	5305	12/31/15	1/16	82 MAJESTIC BUS SERVICE, INC	8,331.70
CL 14193 8	Morrison Lane	5306	12/31/15	1/16	82 MAJESTIC BUS SERVICE, INC	335.29
						Object Total: 8,666.99
610 Supplies						
CC 358 3	Motorola Bus Radio		12/21/15	1/16		550.00
						Object Total: 550.00
						Program-Function Total: 10,596.15

01/08/16
15:20:23

POTOMAC ELEMENTARY SCHOOL
Expenditure Detail
For the Accounting Periods: 1/16 - 1/16

Page: 8 of 19
Report ID: B180

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date Per.	Vendor	Amount
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Fund Total: 11,531.39

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 160100 36	Payroll Expenditure		/ /	1/16		1,148.89
Object Total :						1,148.89
250 Workers' Comp.						
PR 160100 37	Employer Contributions		/ /	1/16		88.10
Object Total :						88.10
570 Food Services						
CC 357 1	Santees Granola		12/02/15	1/16		39.75
CC 357 2	Costco food		12/14/15	1/16		19.58
CL 14190 1	Food	8218249	12/09/15	1/16	176 FOOD SERVICES OF AMERICA	712.94
CL 14190 3	Food	8225378	12/16/15	1/16	176 FOOD SERVICES OF AMERICA	111.26
CL 14190 5	Food	8236180	12/30/15	1/16	176 FOOD SERVICES OF AMERICA	290.11
Object Total :						1,173.64
610 Supplies						
CL 14184 1	Kitchen Supplies	70964	12/04/15	1/16	232 BIG SKY RESTAURANT SUPPLY	98.00
CL 14190 2	Supplies	8218249	12/09/15	1/16	176 FOOD SERVICES OF AMERICA	36.36
CL 14190 4	Supplies	8225378	12/16/15	1/16	176 FOOD SERVICES OF AMERICA	54.29
Object Total :						188.65
Program-Function Total :						2,599.28
Fund Total :						2,599.28

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 160100 40	Employer Contributions	/ /	1/16			1,964.90
					Object Total:	1,964.90
220 Teachers' Retirement						
PR 160100 41	Employer Contributions	/ /	1/16			2,269.37
					Object Total:	2,269.37
240 Unemployment Comp.						
PR 160100 42	Employer Contributions	/ /	1/16			102.69
					Object Total:	102.69
					Program-Function Total:	4,336.96
E 100-2400 Regular Ed. Programs-School Admin.						
210 Social Security/Med.						
PR 160100 43	Employer Contributions	/ /	1/16			321.91
					Object Total:	321.91
220 Teachers' Retirement						
PR 160100 44	Employer Contributions	/ /	1/16			325.12
					Object Total:	325.12
230 PERS						
PR 160100 45	Employer Contributions	/ /	1/16			123.89
					Object Total:	123.89
240 Unemployment Comp.						
PR 160100 46	Employer Contributions	/ /	1/16			20.66
					Object Total:	20.66
					Program-Function Total:	791.58
E 100-2500 Regular Ed. Programs-Sup. Serv. -Business						
210 Social Security/Med.						
PR 160100 47	Employer Contributions	/ /	1/16			164.56
					Object Total:	164.56

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						
230 PERS						
PR 160100 48	Employer Contributions	/ /		1/16		216.32
					Object Total:	216.32
240 Unemployment Comp.						
PR 160100 49	Employer Contributions	/ /		1/16		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 160100 50	Employer Contributions	/ /		1/16		49.68
					Object Total:	49.68
230 PERS						
PR 160100 51	Employer Contributions	/ /		1/16		53.69
					Object Total:	53.69
240 Unemployment Comp.						
PR 160100 52	Employer Contributions	/ /		1/16		2.61
					Object Total:	2.61
					Program-Function Total:	105.98
E 100-2620 Regular Ed. Programs-Operation of Community Center						
210 Social Security/Med.						
PR 160100 53	Employer Contributions	/ /		1/16		49.67
					Object Total:	49.67
230 PERS						
PR 160100 54	Employer Contributions	/ /		1/16		53.68
					Object Total:	53.68
240 Unemployment Comp.						
PR 160100 55	Employer Contributions	/ /		1/16		2.62
					Object Total:	2.62
					Program-Function Total:	105.97

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2700 Regular Ed. Programs-Student Transp.						
210 Social Security/Med.						
PR 160100 56	Employer Contributions	/ /		1/16		95.63
					Object Total:	95.63
220 Teachers' Retirement						
PR 160100 57	Employer Contributions	/ /		1/16		108.38
					Object Total:	108.38
240 Unemployment Comp.						
PR 160100 58	Employer Contributions	/ /		1/16		4.88
					Object Total:	4.88
					Program-Function Total:	208.89
E 280-1000 Special Education-Instruction						
210 Social Security/Med.						
PR 160100 59	Employer Contributions	/ /		1/16		53.53
					Object Total:	53.53
220 Teachers' Retirement						
PR 160100 60	Employer Contributions	/ /		1/16		150.92
					Object Total:	150.92
240 Unemployment Comp.						
PR 160100 61	Employer Contributions	/ /		1/16		6.79
					Object Total:	6.79
					Program-Function Total:	211.24
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 160100 62	Employer Contributions	/ /		1/16		39.04
					Object Total:	39.04
220 Teachers' Retirement						
PR 160100 63	Employer Contributions	/ /		1/16		35.73
					Object Total:	35.73

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 910-3100 Food Services-Food Services						
230 PERS						
PR 160100 64	Employer Contributions		/ /	1/16		91.91
					Object Total:	91.91
240 Unemployment Comp.						
PR 160100 65	Employer Contributions		/ /	1/16		6.09
					Object Total:	6.09
					Program-Function Total:	172.77
					Fund Total:	6,324.82

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
111 Administrative						
121 21st Century Grant						
PR 160100 67	Payroll Expenditure	/ /	1/16			1,390.00
					Project Total:	1,390.00
					Object Total:	1,390.00
117 Teacher's Aides						
121 21st Century Grant						
PR 160100 68	Payroll Expenditure	/ /	1/16			410.88
					Project Total:	410.88
					Object Total:	410.88
210 Social Security/Med.						
121 21st Century Grant						
PR 160100 69	Employer Contributions	/ /	1/16			135.69
					Project Total:	135.69
					Object Total:	135.69
220 Teachers' Retirement						
121 21st Century Grant						
PR 160100 70	Employer Contributions	/ /	1/16			156.13
					Project Total:	156.13
					Object Total:	156.13
240 Unemployment Comp.						
121 21st Century Grant						
PR 160100 71	Employer Contributions	/ /	1/16			7.02
					Project Total:	7.02
					Object Total:	7.02
250 Workers' Comp.						
121 21st Century Grant						
PR 160100 72	Employer Contributions	/ /	1/16			11.18
					Project Total:	11.18
					Object Total:	11.18
260 Health Insurance						
121 21st Century Grant						
PR 160100 73	Employer Contributions	/ /	1/16			1.40
					Project Total:	1.40
					Object Total:	1.40
516 Field Trips						
121 21st Century Grant						
CL 14193 4	Explorers to Stevensville/Ms1a 5302	12/11/15	1/16		82 MAJESTIC BUS SERVICE, INC	225.38
CL 14193 6	Explorers to U of M MT Theater 5304	12/18/15	1/16		82 MAJESTIC BUS SERVICE, INC	95.55
					Project Total:	320.93
					Object Total:	320.93
610 Supplies						
121 21st Century Grant						
CL 14181 1	22 MT Key Chains Explorers	2030	12/11/15	1/16	101258 BIG ROCK METAL WORKS	110.00
CL 14188 1	Explorer Supplies	Wal mart	12/17/15	1/16	101228 CRISSINA QUIINN	29.62
					Project Total:	139.62
					Object Total:	139.62

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
Program-Function Total :						2,572.85
E 103-2700 Local Donations - Student Activity-Student Transp.						
513 Bus Contractors						
136 Donations for Students						
CL 14193 1	BBasketball to Seeley	5299	12/03/15	1/16	82 MAJESTIC BUS SERVICE, INC	118.95
CL 14193 2	BBasketball to Clinton	5300	12/07/15	1/16	82 MAJESTIC BUS SERVICE, INC	89.70
CL 14193 3	BBasketball to Frenchtown	5301	12/10/15	1/16	82 MAJESTIC BUS SERVICE, INC	154.05
CL 14193 5	5th - 8th to Missoula Field Tr	5303	12/15/15	1/16	82 MAJESTIC BUS SERVICE, INC	195.06
Project Total :						557.76
Object Total :						557.76
Program-Function Total :						557.76
E 420-1000 Title I-Instruction						
112 Professional Ed.						
326 Title 2015-2016						
PR 160100 74	Payroll Expenditure		/ /	1/16		799.82
Project Total :						799.82
Object Total :						799.82
117 Teacher's Aides						
326 Title 2015-2016						
PR 160100 75	Payroll Expenditure		/ /	1/16		1,296.96
Project Total :						1,296.96
Object Total :						1,296.96
210 Social Security/Med.						
326 Title 2015-2016						
PR 160100 76	Employer Contributions		/ /	1/16		151.71
Project Total :						151.71
Object Total :						151.71
220 Teachers' Retirement						
326 Title 2015-2016						
PR 160100 77	Employer Contributions		/ /	1/16		181.79
Project Total :						181.79
Object Total :						181.79
240 Unemployment Comp.						
326 Title 2015-2016						
PR 160100 78	Employer Contributions		/ /	1/16		8.18
Project Total :						8.18
Object Total :						8.18
250 Workers' Comp.						
326 Title 2015-2016						
PR 160100 79	Employer Contributions		/ /	1/16		13.01
Project Total :						13.01
Object Total :						13.01
260 Health Insurance						
326 Title 2015-2016						
PR 160100 80	Employer Contributions		/ /	1/16		545.08
Project Total :						545.08
Object Total :						545.08

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
Program-Function Total :						2,996.55
E 420-2300 Title I-General Admin						
111 Administrative						
326 Title 2015-2016						
PR 160100 81	Payroll Expenditure	/ /	1/16			477.17
Project Total :						477.17
Object Total :						477.17
210 Social Security/Med.						
326 Title 2015-2016						
PR 160100 82	Employer Contributions	/ /	1/16			29.03
Project Total :						29.03
Object Total :						29.03
230 PERS						
326 Title 2015-2016						
PR 160100 83	Employer Contributions	/ /	1/16			38.18
Project Total :						38.18
Object Total :						38.18
240 Unemployment Comp.						
326 Title 2015-2016						
PR 160100 84	Employer Contributions	/ /	1/16			1.86
Project Total :						1.86
Object Total :						1.86
250 Workers' Comp.						
326 Title 2015-2016						
PR 160100 85	Employer Contributions	/ /	1/16			2.96
Project Total :						2.96
Object Total :						2.96
260 Health Insurance						
326 Title 2015-2016						
PR 160100 86	Employer Contributions	/ /	1/16			81.00
Project Total :						81.00
Object Total :						81.00
Program-Function Total :						630.20
E 515-1000 Early Start-Instruction						
119 Other Sup. Salaries						
515 Early Start Program						
PR 160100 87	Payroll Expenditure	/ /	1/16			101.30
Project Total :						101.30
Object Total :						101.30
210 Social Security/Med.						
515 Early Start Program						
PR 160100 88	Employer Contributions	/ /	1/16			7.75
Project Total :						7.75
Object Total :						7.75

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 515-1000 Early Start-Instruction						
240 Unemployment Comp.						
515 Early Start Program						
PR 160100 89	Employer Contributions	/ /		1/16		0.40
					Project Total:	0.40
					Object Total:	0.40
250 Workers' Comp.						
515 Early Start Program						
PR 160100 90	Employer Contributions	/ /		1/16		0.63
					Project Total:	0.63
					Object Total:	0.63
					Program-Function Total:	110.08
					Fund Total:	6,867.44

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
117 ADULT EDUCATION FUND						
E 100-1000 Regular Ed. Programs-Instruction						
100 Personnel Serv. -Sal.						
JV 1339 2	Pay		/ /	1/16		100.00
						Object Total :
						100.00
250 Workers' Comp.						
JV 1339 4	Work Comp		/ /	1/16		0.62
						Object Total :
						0.62
260 Health Insurance						
JV 1339 6	Health Ins		/ /	1/16		242.00
JV 1339 8	Life Ins		/ /	1/16		0.10
						Object Total :
						242.10
						Program-Function Total :
						342.72
						Fund Total :
						342.72

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
161 BUILDING RESERVE						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
460 Minor Construction						
CL 14192 1	Security Upgrades Bldg Reserve	12/31/15	1/16		101009 MOUNTAIN WEST DYNAMARK	9,030.00
JV 1340 1	Minor Construction	/ /	1/16			-9,030.00
122 School Safety Transfer to Building Reserve						
JV 1340 2	Minor Construction	/ /	1/16			9,030.00
Project Total:						9,030.00
Object Total:						9,030.00
Program-Function Total:						9,030.00
Fund Total:						9,030.00

Principal's Report January 2016

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

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

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

Potomac Elementary

Adopted on:

Reviewed on:

Revised on:

2110

INSTRUCTION

Objectives

Continuous Progress Education

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

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

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

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

Potomac Elementary

Adopted on:

Reviewed on:

Revised on:

2158 - R

INSTRUCTION

Page 1 of 2

Family Engagement Policy

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

Parent/Family Involvement Goals and Plan

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

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

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

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

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

Potomac Elementary

Adopted on:

Revised on:

4330P

COMMUNITY RELATION

Revised on:

Rules and Regulations for Building Use

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

1 **Potomac Elementary**

2
3 **PERSONNEL**

5222

4
5 Evaluation of Non-Administrative Staff

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

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

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

26
27 Policy History:

28 Adopted on: March 14, 2011

29 Reviewed on:

30 Revised on:

1 **Potomac Elementary**

2
3 **COMMUNITY RELATIONS**

4330

4
5 Community Use of School Facilities

6
7 School facilities are available to the community for educational, civic, cultural, and other
8 noncommercial uses consistent with the public interest, when such use will not interfere with the
9 school program or school-sponsored activities. Use of school facilities for school purposes has
10 precedence over all other uses. Persons on school premises must abide by District conduct rules
11 at all times.

12
13 *Policy 4330P provides rules and regulations for use of school facilities.* Individuals and
14 organizations shall be granted the use of school facilities ~~at no cost~~. The administrator ~~shall~~ *has*
15 developed procedures to manage community use of school facilities, which ~~shall be~~ *has been*
16 reviewed and approved by the Board. Use of school facilities requires the Principal’s approval
17 and is subject to the procedures.

18
19 The Principal shall approve and schedule various uses of the school facilities. ~~A master calendar~~
20 ~~will be kept in the office for scheduling dates to avoid conflicts during the school year.~~

21
22 Requests for the use of school facilities must be submitted to the Principal’s office *at least 10*
23 *days* in advance of the event.

24
25
26
27 Legal Reference: § 20-7-805, MCA Recreational use of school facilities secondary
28 *Lamb’s Chapel v. Center Moriches Union Free School*
29 *Dist.*, 113 S.Ct. 2141

30
31 Policy History:

32 Adopted on: February 14, 2011

33 Reviewed on:

34 Revised on:

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: _____