



Potomac Elementary School

School Board Agenda

June 10, 2019

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 May 13 & 20, 2019
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

- | | |
|--|--------------------------------|
| 1. 8 th grade trip report | 8 th grade students |
| 2. Teacher Reports: Ashley Olsen ‘Engaging Literacy through
Indian Education for All and Science’
Terri Klein ‘Goal Setting’ | Ashley Olsen
Terri Klein |
| 3. Principal’s Report | Principal Rouse |
| 4. Clerk’s Report | Jill Thornton |
| 5. Board Professional Development | Board Members |

Old Business:

- | | |
|---------------------------|------------|
| 1. School Board Calendar | Chair Vann |
| 2. Certified Negotiations | Chair Vann |

New Business:

- | | |
|---|-----------------|
| 1. Personnel – Grant Funded Position – Jessica Van Kerkhove | Principal Rouse |
| 2. 2019-2020 Explorers Program Coordinator/Supervisor Christi Taillefer | Principal Rouse |
| 3. Approval of Credit Card for Jen Vogel | Jill Thornton |
| 4. Consider Appointment to the Potomac School Board – Nicole Zupan | Chair Vann |
| 5. Board Meetings – Add End of Year Meeting June 24th | Chair Vann |
| 6. July Board Meeting | Chair Vann |

Next Meeting June 24, 2019 – 7:00 pm



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for

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Call to Order

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

Public Input (for issues not on the agenda) None

Minutes - Craig moved to approve the minutes from April 8, 2019. Kelsy seconded the motion. **Passed 4-0**

Board Reorganization

1. Seat New Trustee: Cliff Vann was elected by acclamation to a 3 year term. Craig Nelson stepped down from Trustee position.
2. Cliff Vann was sworn in.
3. Select Officers:
Kelsy nominated Cliff Vann to serve as Board Chair. Gary seconded the motion. **Passed 3-0**
Gary nominated Kelsy Ployhar to serve as Vice Chair. Cliff seconded the motion. **Passed 3-0.**
4. Appoint Business Manager/Clerk
Kelsy moved to appoint Jill Thornton as Business Manager/Clerk of the District. Gary seconded the motion. **Passed 3-0**

Consent Agenda

Warrant Lists – Total Claims = \$58,594.23. Total Payroll = \$72,094.44.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On Apr 1, 2019 - \$40,158.32 thru Apr 30, 2019 - \$41,488.26.

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

Teacher Presentations

Jen Vogel talked about our student Jackson. Working with him required an emergency medical plan and training, though no medical intervention has been necessary. He has a great bond with Christi, and has been showing great advances.

Karry Betson has worked with the consultant through our MCLP grant for her kindergarten class to work with Math books and vocabulary. The students pick up the math and vocabulary quickly.

Principals Report

All of the following activities and accomplishments would not have been possible without the full cooperation and engagement of all of the Potomac School staff members.

- **Teaching and Learning- MCLP Grant**

- We had our last MCLP grant day for the school year on Friday, May 10th. During that day-long session, we reviewed our progress thus far relative to the goals of our grant. We also discussed our innovative grant award and plans for the 2019-20 school year.
- As the board members are aware the focus of our MCLP grant is literacy, and we have been addressing literacy not only in our language arts and in our math classes, but also we have been integrating literacy strategies in our science and social studies classes as well. For 2019-20 this integration of literacy will be expanded to our physical education program as well. Research evidence supports the idea that movement enhancing learning by increasing student engagement and by memories centers of the brain that are linking to movement. We also know from observing our students that they are keenly engaged during dramatic play or performing arts such as the Missoula Children’s theater or the 2 Valleys dramatic performance workshops. We are going to integrate literacy, movement, creative dramatics, performing arts, and physical education strategies to engage our students.
- Picture, if you will, K-3 students who are being exposed to one of Grimm’s fairy tales with all its drama and interesting characters. Now add to that picture our students working in small groups to extend that fairy tale by placing it in a Potomac Valley setting in the year 2019. Creating new characters and adding new plots to the story. The students would write their “screen play” based on the original Grimm’s fairy tale but with their unique twists. As the students prepare to present their new tale to their fellow students, there would be plenty of opportunity for students to engage in active physical activities.
- Assuming that the student population at Potomac School continue on the current trend of between 5 and 10 students per grade level, there will be a point where it may be necessary for our regular classroom teachers to assume responsibility for teaching the required elements of physical education in order to save the additional costs associated with having a standalone P.E. teacher. If this is the case, our teachers will have had an opportunity to observe how one can integrate physical education with the other content courses and lessons.
- The administration will be requesting to add a grant-funded position to accomplish this innovative integrated approach to teaching physical education and literacy for the 2019-20 school year with the clear understanding that the continuation of funding for this pilot program is dependent on the availability of grant funds.

- **Budget and Finance**

- We have received notification that will continue to receive some REAP funding for 2019-20. Most of these dollars are currently earmarked as going to support the Explorers program for 2019-20.
- We were also notified that we will receiving \$8,900 in E-Rate funds. The E-Rate regulations have been changing, so I am not completely clear as to what can now be purchased with these funds. For example, E-Rate used to provide schools with heavily discounted rates for cell phones and services. This discounting has been significantly reduced recently. Most of our current E-Rate allocation now goes towards Internet connectivity and services provided by Blackfoot Communications.
- We are anticipating an additional \$10,000 as part of our innovative program literacy grant from OPI for next year. This will help offset some of the costs associated with the proposed interventionist position that we are proposing for next year out of the grant.

- **Student Activities**

- Our track season is going well. Our students performed well in the areas that we have been able to compete. We should have some students qualify for the final meet of the year later this month. We appreciate the time and effort of our track coaches this year: Ike Wallace and Beth Copenhaver.

- The eighth graders are in Texas this week at Texas A&M University at Galveston. They should be having a great experience. We appreciate the hard work of the students and the support of their parents during the fund-raising efforts. A special thanks goes to Beth Copenhaver for her encouragement of the students.

- **Facilities**

- We have received a preliminary bid to install sidewalks around the south side of the main building that will make it possible for someone in a wheelchair to navigate from the west side of our building to the east side as well as access the playground slab area.
- We plan to submit a grant application to the historical foundation in the fall to help with the costs of replacing the wooden ramp with a concrete one.
- PTC has approved the expenditure of funds to help offset a significant portion of the costs for the sidewalks as well as the addition of a new 20' x 35' slab on the playground and a new discus ring at the track. We still need to secure a bid for dirt work for the sidewalk project.
- Greg and I will be replacing a number of boards on our large wooden play structure in June. The PTC funds also will help with this expense.
- We are waiting for a final approval from the county health department of our plan to remodel the kitchen and to do the necessary upgrades in the main building for our lunch and breakfast programs. We do not have the cost estimates for this remodel project at this time.
- In order to better serve the needs of our special education students, we will be moving the special education room to the main floor. This means that the current 2/3 classroom will move downstairs to the current Title I room. The Title I resources will be moved to the current special education room.

- **Safety**

- As part of our sidewalk project, we are removing those areas in our existing sidewalks that are uneven.

Clerks Report - None

Board Professional Development Reports

Gary noted that very few school levies were voted in. Kelsy attended the Parent/Teacher meeting, track and worked with Cliff on Certified Negotiations. Cliff is also training through his work to be a special presenter.

School Board Calendar – Add “What it means to be a School Board Member” to the May meeting.

Certified Negotiations

Cliff and Kelsy have been working with the teachers to get to an agreement that ensures payroll for starting teachers is competitive, all compensation is adjusted for inflation and payroll for the general fund stays within the 80% of total funds. There has been no final decision at this point.

Personnel

Kelsy moved to accept John ‘Ike’ Wallace non-renewal. Gary seconded the motion. **Passed 3-0**

Kelsy moved to approve a new partially grant-funded position as a teacher and interventionist for the 2019-2020 school year. Gary seconded the motion. Kelsy moved to table the motion until the proposal is reworked by John Rouse. Gary seconded the motion to table the 1st motion. **Passed 3-0**

Gary moved to approve Sarah Duello as Instructional Aide for the 2019-2020 school year. Kelsy seconded the motion. **Passed 3-0**

Gary moved to approve the intent to hire the following Classified for the 2019-2020 school year: Gail Abbott for Title Aide, Debra Blodget for Cook, Connie Buresh for Special Ed Aide, Janette Ployhar for Secretary and Greg Stevens for Custodian. Kelsy seconded the motion. **Passed 3-0**

Bus Routes

There are no changes to the existing bus routes. Kelsy moves to approve the bus routes. Gary seconded the motion. **Passed 3-0**

Missoula County Election Contract

Kelsy moved to approve the Missoula County Election contract. Gary seconded the motion. **Passed 3-0**

Discussion – moving January and May Board Meetings

Cliff just wanted to bring up the possibility of moving the January and May board meetings from Monday to Tuesday due to personal preference. The discussion came to the conclusion that there will always be something interfering with a few meetings and the board decided to maintain the second Monday of the month schedule.

Discussion of Potomac School District #11 Board Policy 3612 and Related Documents

Principal Rouse just wanted to notify the board of the need for a public meeting to allow discussion on this policy and related documents. No questions were brought forward on policy 3612 and related documents.

Adjourn

Chair Vann adjourned the Board meeting at 9:32 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date



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Call to Order

Board Chair Cliff Vann called the meeting to order at 6:00 pm by leading all in the Pledge of Allegiance. Those trustees present were: and Kelsy Ployhar and Steven Van Grinsven. Jill Thornton, Clerk and John Rouse, Principal were also in attendance.

Public Input (for issues not on the agenda) None

Personnel

Kelsy moved to approve Christianna Taillefer for a full time teaching position for the 2019-2020 school year. Steven seconded the motion. **Passed 3-0**

Steven moved to approve a new partially grant-funded position as a teacher and interventionist for the 2019-2020 school year. Kelsy seconded the motion. **Passed 3-0**

Adjourn

Chair Vann adjourned the Board meeting at 6:08 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
15107	9805S 101110	AMY VANN	329.80					
1		1819532 05/28/19 Library Books	329.80		115	423-1000	610	423
15108	9806S	232 BIG SKY RESTAURANT SUPPLY INC	332.00					
1		91693 03/21/19 Kitchen Supplies	332.00		112	910-3100	610	
15111	9807S 101396	CAPITAL ONE BANK	12,648.61					
1		CC-608 04/26/19 Mailing	2.05		101	625		
			CC Accounting: 101-		-100-2500-532			
		USPS						
2		CC-608 04/26/19 MCLP Staff Lunch Meeting	161.40		115	625		423
			CC Accounting: 115-		-423-1000-610-423			
		FAMOUS DAVES						
3		CC-608 05/01/19 Office Canon Toner	82.29		101	625		
			CC Accounting: 101-		-100-1000-610			
		AMAZON						
4		CC-608 05/04/19 Phone - JR	56.26		101	625		
			CC Accounting: 101-		-100-2400-531			
		VERIZON						
5		CC-608 05/04/19 Phone - JT	56.25		101	625		
			CC Accounting: 101-		-100-2500-531			
		VERIZON						
6		CC-608 05/06/19 Fire Alarm Batteriy Comm Ctr	28.00		101	625		
			CC Accounting: 101-		-100-2620-610			
		BATTERIES PLUS						
7		CC-608 05/06/19 Fire Alarm Batteriy School	28.00		101	625		
			CC Accounting: 101-		-100-2600-610			
		BATTERIES PLUS						
8		CC-608 05/09/19 Mailing	1.60		101	625		
			CC Accounting: 101-		-100-2500-532			
		USPS						
9		CC-608 05/13/19 MCLP Supplies	49.28		115	625		423
			CC Accounting: 115-		-423-1000-610-423			
		AMAZON						
10		CC-608 05/14/19 Sophos Licensing	748.00		101	625		
			CC Accounting: 101-		-128-2500-680			
		INGRAM MICRO						
11		CC-608 05/15/19 School Electric	850.64		101	625		
			CC Accounting: 101-		-100-2600-412			
		MISSOULA ELECTRIC COOP INC						
12		CC-608 05/15/19 Comm Ctr Electric	931.38		101	625		
			CC Accounting: 101-		-100-2620-412			
		MISSOULA ELECTRIC COOP INC						
13		CC-608 05/18/19 School Disposal Services	142.85		101	625		
			CC Accounting: 101-		-100-2600-431			
		REPUBLIC SERVICES #889						
14		CC-608 05/18/19 Comm Ctr Disposal Services	142.84		101	625		
			CC Accounting: 101-		-100-2620-431			
		REPUBLIC SERVICES #889						

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
15	CC-608 05/20/19 Telephone	558.35		101 625		
		CC Accounting: 101-		-100-2600-531		
	BLACKFOOT TELEPHONE COOPERATI					
16	CC-609 04/29/19 MCLP Book	22.40		115 625		423
		CC Accounting: 115-		-423-1000-610-423		
	AMAZON					
17	CC-609 05/14/19 MCLP Multiplication Bundle	28.00		115 625		423
		CC Accounting: 115-		-423-1000-610-423		
	TEACHERS PAY TEACHERS					
18	CC-609 05/15/19 MCLP Books	55.92		115 625		423
		CC Accounting: 115-		-423-1000-610-423		
	AMAZON					
19	CC-609 05/24/19 MCLP Student Books	1,333.00		115 625		423
		CC Accounting: 115-		-423-1000-610-423		
	SCHOLASTIC BOOK CLUBS					
20	CC-610 05/06/19 MCLP Books	57.50		115 625		423
		CC Accounting: 115-		-423-1000-610-423		
	SCHOLASTIC BOOK CLUBS					
21	CC-610 05/21/19 Supplies	1.57		101 625		
		CC Accounting: 101-		-100-1000-610		
	SHOPKO					
22	CC-610 05/23/19 MCLP Books	495.00		115 625		423
		CC Accounting: 115-		-423-1000-610-423		
	SCHOLASTIC BOOK CLUBS					
23	CC-611 04/25/19 PTC Reimb Gift Cards	100.00		101 625		
		CC Accounting: 101-		-100-1000-610		
	CULLYS					
24	CC-611 04/25/19 MCLP Meeting	18.75		115 625		423
		CC Accounting: 115-		-423-1000-610-423		
	PANDA EXPRESS					
25	CC-611 04/28/19 Door Seals & Moen Adapter	28.92		101 625		
		CC Accounting: 101-		-100-2600-610		
	AMAZON					
26	CC-611 04/30/19 Math Content Testing	139.95		101 625		
		CC Accounting: 101-		-100-2400-330		
	ETS PRAXIS					
27	CC-611 05/02/19 MCLP 10 pack journals	15.20		115 625		423
		CC Accounting: 115-		-423-1000-610-423		
	AMAZON					
28	CC-611 05/09/19 MCLP Planning Meeting	39.76		115 625		423
		CC Accounting: 115-		-423-1000-610-423		
	HUHOT MONGOLIAN GRILL					
29	CC-611 05/10/19 MCLP Meeting	10.89		115 625		423
		CC Accounting: 115-		-423-1000-610-423		
	WAL-MART					
30	CC-611 05/11/19 MCLP Meeting	122.50		115 625		423
		CC Accounting: 115-		-423-1000-610-423		
	CULLYS					

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
31	CC-611 05/22/19 MCLP Meeting	10.38		115 625		423
	CULLYS					
	CC Accounting: 115-			-423-1000-610-423		
32	CC-611 05/23/19 MCLP Books	3,456.64		115 625		423
	AMAZON					
	CC Accounting: 115-			-423-1000-610-423		
33	CC-612 05/07/19 Maintenance Supplies	16.00		101 625		
	AMAZON					
	CC Accounting: 101-			-100-2600-610		
34	CC-612 05/08/19 Maintenance Supplies	246.45		101 625		
	USA CLEAN, INC					
	CC Accounting: 101-			-100-2600-610		
35	CC-612 05/08/19 Maintenance Supplies	9.98		101 625		
	LOWES					
	CC Accounting: 101-			-100-2600-610		
36	CC-612 05/10/19 Maintenance Supplies	288.22		101 625		
	AMAZON					
	CC Accounting: 101-			-100-2600-610		
37	CC-612 05/10/19 Security Supplies	36.43		101 625		
	ACE HARDWARE					
	CC Accounting: 101-			-100-2600-610		
38	CC-612 05/14/19 Water Oper Certification Renew	30.00		101 625		
	MONTANA DEPT OF ENVIRON QUALI					
	CC Accounting: 101-			-100-2600-810		
39	CC-613 04/26/19 Explorers Field Trip	60.00		115 625		202
	MISSOULA INSECTARIUM					
	CC Accounting: 115-			-100-1000-582-202		
40	CC-613 05/03/19 Explorers Field Trip	240.00		115 625		202
	UNPARALLELED MOVEMENT					
	CC Accounting: 115-			-100-1000-582-202		
41	CC-613 05/10/19 Track & Field Meeting	110.00		101 625		
	BIG DIPPER ICE CREAM					
	CC Accounting: 101-			-710-3500-610		
42	CC-614 05/20/19 Die Cut Machine and Supplies	600.00		101 625		
	ELLISON EDUCATION					
	CC Accounting: 101-			-100-1000-610		
43	CC-614 05/21/19 School Supplies	754.13		101 625		
	KCDA PURCHASING COOPERATIVE					
	CC Accounting: 101-			-100-1000-610		
44	CC-616 04/29/19 Food	91.27		112 625		
	SMART FOOD SERVICE					
	CC Accounting: 112-			-910-3100-570		
45	CC-616 04/29/19 Supplies	8.96		112 625		
	SMART FOOD SERVICE					
	CC Accounting: 112-			-910-3100-610		
46	CC-616 05/01/19 Food	27.73		112 625		
	CORY'S VALLEY MARKET					
	CC Accounting: 112-			-910-3100-570		

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
47	CC-616 05/06/19 Food	124.15		112 625		
	SMART FOOD SERVICE		CC Accounting: 112-	-910-3100-570		
48	CC-616 05/12/19 Food	32.82		112 625		
	SMART FOOD SERVICE		CC Accounting: 112-	-910-3100-570		
49	CC-616 05/12/19 Supplies	29.71		112 625		
	SMART FOOD SERVICE		CC Accounting: 112-	-910-3100-610		
50	CC-616 05/17/19 Food	51.12		112 625		
	SMART FOOD SERVICE		CC Accounting: 112-	-910-3100-570		
51	CC-616 05/17/19 Supplies	56.70		112 625		
	SMART FOOD SERVICE		CC Accounting: 112-	-910-3100-610		
52	CC-616 05/24/19 Food	62.55		112 625		
	SMART FOOD SERVICE		CC Accounting: 112-	-910-3100-570		
53	CC-616 05/24/19 Supplies	12.82		112 625		
	SMART FOOD SERVICE		CC Accounting: 112-	-910-3100-610		
54	05/16/19 Amazon Credit	-16.00		101 100-1000		610
15112	9808S 101385 COMPUTER FOUNDATION	233.75				
1	1178 05/16/19 Network Monitoring	85.00		101 128-2500		330
2	1178 05/16/19 Diagnose Frontline Ed Access	63.75		101 128-2500		330
3	1178 05/16/19 CIPA Compliance Issue Correcti	85.00		101 128-2500		330
15113	9809S 101406 CUSTOM EDUCATIONAL CONSULTING	5,000.00				
1	1409 05/17/19 MCLP Consult 5-9 & 5-10	5,000.00		115 423-1000		330 423
15121	9815S 101456 HANDLEY TRANSPORTATION, INC	5.97				
1	181909 06/07/19 Add'l Fuel Preschool Trans	5.97		110 510-2700		515
15114	9810S 101284 INFINITE CAMPUS, INC	1,540.00				
1	05/15/19 Annual License & Support	1,540.00		101 100-2500		330
15122	9816S 82 MAJESTIC BUS SERVICE, INC	10,724.30				
1	7542 05/02/19 7th & 8th to U of M	97.51		115 100-1000		582 101
2	7543 05/03/19 Explorers to Unparalleled Move	167.16		115 100-1000		582 202
3	7544 05/03/19 Track to Big Sky	172.41		115 100-1000		582 101
4	7545 05/08/19 Council Grove Field Trip	153.28		115 100-1000		582 101
5	7546 05/10/19 Track to Frenchtown	340.84		115 100-1000		582 101
6	7547 05/21/19 Track to Big Sky	155.42		115 100-1000		582 101
7	7622 06/01/19 Add'l Fuel	177.23		110 100-2700		513
8	7628 06/01/19 Bus Contract	9,460.45		110 100-2700		513

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
15115	9811S	64 MISSOULA TEXTILE SERVICES	217.50					
1		1170526 05/09/19 Maintenance Supplies	108.75		101	100-2600	610	
2		1175337 05/23/19 Maintenance Supplies	108.75		101	100-2600	610	
15116	9812S	101009 MOUNTAIN WEST DYNAMARK	390.00					
1		10604 05/21/19 New Horn Strobes Fire Alarms	390.00		161	190-2600	460	122
15117	9813S	25 SYSCO FOOD SERVICES OF MT INC	4,212.57					
1		243248375 05/01/19 Supplies	681.59		112	910-3100	610	
2		243231557 04/19/19 Shipping	4.70		112	910-3100	570	
3		243252165 05/03/19 Food	827.22		112	910-3100	570	
4		243252165 05/03/19 Supplies	46.98		112	910-3100	610	
5		243262269 05/10/19 Food	586.66		112	910-3100	570	
6		243272190 05/17/19 Food	559.52		112	910-3100	570	
7		243281611 05/24/19 Food	449.89		112	910-3100	570	
8		243281611 05/24/19 Supplies	77.46		112	910-3100	610	
9		243291161 05/31/19 Food	978.55		112	910-3100	570	
15118	9814S	101180 WCP SOLUTIONS	837.50					
1		11207509 05/15/19 Annual Paper Order	435.50		101	100-1000	610	
2		11207509 05/15/19 Annual Paper Order	402.00		115	420-1000	610	328
		# of Claims 12	Total: 36,472.00					
			36,472.00					

Total for Payroll Checks

	Employee	Employer	Amount
J001 HOURS (REGULAR SUB)	16.50		1,320.00
J006 HOURS (TOSA)	64.00		1,494.40
J009 HOURS (EXPLORERS AIDE)	33.14		497.10
J011 HOURS (EXPLORERS ADMIN)	4.00		80.00
J013 HOURS (MCLP TEACHERS)	10.00		2,608.13
OVER HOURS (Overtime)	2.95		70.40
PERS HOURS (Personal Time Used)	26.45		524.76
REG HOURS (Regular Time)	5,682.94		118,018.55
SICK HOURS (Sick Time)	35.25		668.49
VACA HOURS (Vacation Time Used)	43.50		622.77
GROSS PAY	125,904.60	0.00	
NET PAY	76,202.90	0.00	
NET PAY (CHECKS)	2,472.15		
NET PAY (DIRECT DEPOSIT)	73,730.75		
ACCIDENT/AFA	100.20	0.00	
ADD'L MUST	352.80	0.00	
ANNUITY - AMFID	405.00	0.00	
AXA EQUITABLE	4,181.82	0.00	
DISABILITY	117.00	0.00	
FIT	6,206.61	0.00	
FLEX PLAN	941.66	0.00	
HEALTH - MUST	12,353.00	17,820.00	
MEDICARE	1,559.02	1,559.02	
P.E.R.S.	972.08	1,021.29	
PACE	75.00	0.00	
PEA/MEA	1,355.31	0.00	
SIT	4,892.00	0.00	
SOCIAL SECURITY	6,665.98	6,665.98	
TRS	8,869.82	9,762.17	
UNEMPL. INSUR.	0.00	428.09	
UNUM LIFE INS C	54.40	0.00	
VALIC	600.00	0.00	
WORKERS' COMP	0.00	936.43	
1ST INTERSTATE	2,284.27	0.00	
CAB	323.48	0.00	
CS	6,917.41	0.00	
FSBMSLA	5,575.79	0.00	
METROCU	1,293.93	0.00	
MFCU	7,922.50	0.00	
PSCU	7,061.76	0.00	
STKMN	4,527.75	0.00	
USB	6,537.20	0.00	
USBNATIONAL	7,764.23	0.00	
WFB	14,103.29	0.00	
WFBMINN	3,940.53	0.00	
WSB	5,478.61	0.00	
FIT/SIT BASE	97,073.82	0.00	
MEDICARE BASE	107,515.72	0.00	
PERS BASE	12,304.80	0.00	
SOC SEC BASE	107,515.72	0.00	
TRS BASE	108,831.90	0.00	
UN BASE	125,904.60	0.00	
WC BASE	125,881.13	0.00	
Total		38,192.98	
Total Payroll Expense (Gross Pay + Employer Contributions):		164,097.58	

Potomac Student Accounts
General Ledger
 As of May 31, 2019

Date	Num	Name	Memo	Debit	Credit	Balance
Petty Cash						103.57
05/13/2019	2382	Shakespear in the Schools	Reimb Petty Cash	800.00		903.57
05/14/2019	dep		Checks, 5th gr Book, Mt Criminal Rec, MCCHD	96.43		1,000.00
05/30/2019	1336	Montana Criminal Records	Records Check		25.00	975.00
Total Petty Cash				896.43	25.00	975.00
Two Rivers accts						41,488.26
Bike-a-Thon						14,395.50
05/13/2019	2382	Shakespear in the Schools	Reimb Petty Cash		800.00	13,595.50
Total Bike-a-Thon				0.00	800.00	13,595.50
Book Fair						331.69
Class of 2019						9,012.26
05/02/2019	dep		Seed Money	50.00		9,062.26
05/13/2019	2385	Capital One	United Air, Rms and Expedia		3,963.28	5,098.98
05/14/2019	dep		McDaniel	250.00		5,348.98
05/31/2019	dep		Yard Cleanup	85.00		5,433.98
Total Class of 2019				385.00	3,963.28	5,433.98
8th Grade Fund						3,886.35
Donation Bake Sale - Staff Conc						728.86
S.t.r.e.a.m. (explorers)						1,017.92
Music						1,192.68
Science Activity						608.38
Outdoor School						122.51
05/13/2019	2383	Capital One	Krispy Kreme Gift Card Purchases		1,000.00	-877.49
05/31/2019	dep		Krispy Kreme Sales	1,931.00		1,053.51
Total Outdoor School				1,931.00	1,000.00	1,053.51
Robotics						363.74
Olympiad						122.13
Total Science Activity				1,931.00	1,000.00	1,539.38
Student Activities						7,455.19
05/14/2019	dep		Deposit	55.10		7,510.29
Total Student Activities				55.10	0.00	7,510.29
Student Council						2,859.43
Total Two Rivers accts				2,371.10	5,763.28	38,096.08

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.					
JV 1464 1	Teacher salaries		/ / 6/19		-1,232.48
PR 190600 1	Payroll Expenditure		/ / 6/19		22,897.74
PR 190601 1	Payroll Expenditure		/ / 6/19		45,795.42
Object Total:					67,460.68
117 Teacher's Aides					
JV 1469 1	Title Payroll		/ / 6/19		-2,138.00
PR 190600 2	Payroll Expenditure		/ / 6/19		254.06
Object Total:					-1,883.94
122 Prof/Ed/Sub Teachers					
PR 190600 3	Payroll Expenditure		/ / 6/19		1,200.00
PR 190601 2	Payroll Expenditure		/ / 6/19		120.00
Object Total:					1,320.00
250 Workers' Comp.					
JV 1469 6	Title WC		/ / 6/19		-11.00
PR 190600 4	Employer Contributions		/ / 6/19		126.13
PR 190601 3	Employer Contributions		/ / 6/19		237.80
Object Total:					352.93
260 Health Insurance					
JV 1469 8	Title Health		/ / 6/19		-537.62
PR 190600 5	Employer Contributions		/ / 6/19		3,610.02
PR 190601 4	Employer Contributions		/ / 6/19		7,560.00
Object Total:					10,632.40
610 Supplies					
CC 608 3	Office Canon Toner	101219	05/01/19 6/19		82.29
CC 610 2	Supplies	242	05/21/19 6/19		1.57
CC 611 1	PTC Reimb Gift Cards	101185	04/25/19 6/19		100.00
CC 614 1	Die Cut Machine and Supplies	101509	05/20/19 6/19		600.00
CC 614 2	School Supplies	101132	05/21/19 6/19		754.13
CC 619 1	Bin for Chime Binders	242	05/27/19 6/19		9.99
CC 622 3	Office Supplies	101219	06/04/19 6/19		2.99
CL 15111 54	Amazon Credit		05/16/19 6/19	101396 CAPITAL ONE BANK	-16.00
CL 15118 1	Annual Paper Order	11207509	05/15/19 6/19	101180 WCP SOLUTIONS	435.50
JV 1467 1	Title Supplies		/ / 6/19		-129.93
Object Total:					1,840.54

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date Per.	Vendor	Amount
101 GENERAL FUND					
E 100-1000 Regular Ed. Programs-Instruction					
640 Books					
JV 1467 2	Title Supplies		/ / 6/19		-102.19
					Object Total: -102.19
					Program-Function Total: 79,620.42
E 100-2400 Regular Ed. Programs-School Admin.					
111 Administrative					
PR 190600 6	Payroll Expenditure		/ / 6/19		5,707.92
PR 190603 1	Payroll Expenditure		/ / 6/19		5,707.92
					Object Total: 11,415.84
115 Office/Clerical					
PR 190600 7	Payroll Expenditure		/ / 6/19		2,256.95
					Object Total: 2,256.95
250 Workers' Comp.					
PR 190600 8	Employer Contributions		/ / 6/19		41.25
PR 190603 2	Employer Contributions		/ / 6/19		29.56
					Object Total: 70.81
260 Health Insurance					
PR 190600 9	Employer Contributions		/ / 6/19		540.00
					Object Total: 540.00
330 Other Professional					
CC 611 4	Math Content Testing	101517	04/30/19 6/19		139.95
					Object Total: 139.95
531 Telephone					
CC 608 4	Phone - JR	101359	05/04/19 6/19		56.26
CC 617 9	Phone JR	101359	06/07/19 6/19		55.31
					Object Total: 111.57
					Program-Function Total: 14,535.12
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business					

POTOMAC ELEMENTARY SCHOOL
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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
JV 1469 3	Title Payroll		/ /	6/19		-5,228.00
PR 190600 10	Payroll Expenditure		/ /	6/19		2,627.66
PR 190603 3	Payroll Expenditure		/ /	6/19		2,627.66
Object Total:						27.32
250 Workers' Comp.						
JV 1469 10	Title WC		/ /	6/19		-27.00
PR 190600 11	Employer Contributions		/ /	6/19		13.61
PR 190603 4	Employer Contributions		/ /	6/19		13.61
Object Total:						0.22
260 Health Insurance						
JV 1469 12	Title Health		/ /	6/19		-1,026.00
PR 190600 12	Employer Contributions		/ /	6/19		513.00
PR 190603 5	Employer Contributions		/ /	6/19		513.00
Object Total:						
330 Other Professional						
CL 15114 1	Annual License & Support	05/15/19	6/19		101284 INFINITE CAMPUS, INC	1,540.00
Object Total:						1,540.00
531 Telephone						
CC 608 5	Phone - JT	101359	05/04/19	6/19		56.25
CC 617 10	Phone JT	101359	06/07/19	6/19		55.30
Object Total:						111.55
532 Postage						
CC 608 1	Mailing	101218	04/26/19	6/19		2.05
CC 608 8	Mailing	101218	05/09/19	6/19		1.60
CC 617 1	2 Rolls Stamps	101218	05/29/19	6/19		110.00
CC 617 2	Mailing	101218	06/06/19	6/19		4.31
Object Total:						117.96
582 Travel Out-of-Dist.						
CC 617 3	Clerk Conf Hotel	101452	06/14/19	6/19		307.74
Object Total:						307.74
Program-Function Total:						2,104.79

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
114 Custodial/Maint						
PR 190600 13	Payroll Expenditure		/ /	6/19		1,134.69
					Object Total:	1,134.69
250 Workers' Comp.						
PR 190600 14	Employer Contributions		/ /	6/19		73.52
					Object Total:	73.52
260 Health Insurance						
PR 190600 15	Employer Contributions		/ /	6/19		270.00
					Object Total:	270.00
412 Electricity						
CC 608 11	School Electric	10	05/15/19	6/19		850.64
CC 617 5	School Electric	10	06/15/19	6/19		669.68
					Object Total:	1,520.32
431 Disposal Services						
CC 608 13	School Disposal Services	9	05/18/19	6/19		142.85
CC 617 7	School Disposal	9	06/17/19	6/19		142.84
CC 617 8	Comm Ctr Disposal	9	06/17/19	6/19		142.85
					Object Total:	428.54
440 Repair and Maint.						
JV 1465 1	Exterior Door Lock Controls		/ /	6/19		-524.78
					Object Total:	-524.78
531 Telephone						
CC 608 15	Telephone	3	05/20/19	6/19		558.35
CC 617 4	Telephone	3	06/20/19	6/19		548.43
					Object Total:	1,106.78
610 Supplies						
CC 608 7	Fire Alarm Batteriy School	101514	05/06/19	6/19		28.00
CC 611 3	Door Seals & Moen Adapter	101219	04/28/19	6/19		28.92
CC 612 1	Maintenance Supplies	101219	05/07/19	6/19		16.00
CC 612 2	Maintenance Supplies	101400	05/08/19	6/19		246.45
CC 612 3	Maintenance Supplies	51	05/08/19	6/19		9.98
CC 612 4	Maintenance Supplies	101219	05/10/19	6/19		288.22
CC 612 5	Security Supplies	35	05/10/19	6/19		36.43
CC 620 3	Keys	35	05/28/19	6/19		9.98

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
CC 621 1	Maint Supplies 19-20	123	05/30/19	6/19		2,456.50
CC 621 2	Mower Blades & Fuel	101508	05/31/19	6/19		116.31
CL 15115 1	Maintenance Supplies	1170526	05/09/19	6/19	64 MISSOULA TEXTILE SERVICES	108.75
CL 15115 2	Maintenance Supplies	1175337	05/23/19	6/19	64 MISSOULA TEXTILE SERVICES	108.75
						Object Total: 3,454.29
810 Dues and Fees						
CC 612 6	Water Oper Certification Renew	74	05/14/19	6/19		30.00
						Object Total: 30.00
						Program-Function Total: 7,493.36
E 100-2620 Regular Ed. Programs-Operation of Community Center						
114 Custodial/Maint						
PR 190600 16	Payroll Expenditure		/ /	6/19		1,134.58
						Object Total: 1,134.58
250 Workers' Comp.						
PR 190600 17	Employer Contributions		/ /	6/19		73.51
						Object Total: 73.51
260 Health Insurance						
PR 190600 18	Employer Contributions		/ /	6/19		270.00
						Object Total: 270.00
412 Electricity						
CC 608 12	Comm Ctr Electric	10	05/15/19	6/19		931.38
CC 617 6	Comm Ctr Electric	10	06/15/19	6/19		888.02
						Object Total: 1,819.40
431 Disposal Services						
CC 608 14	Comm Ctr Disposal Services	9	05/18/19	6/19		142.84
						Object Total: 142.84
610 Supplies						
CC 608 6	Fire Alarm Batteriy Comm Ctr	101514	05/06/19	6/19		28.00
						Object Total: 28.00
						Program-Function Total: 3,468.33

POTOMAC ELEMENTARY SCHOOL
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Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 128-2500 Technology-Sup. Serv.-Business						
330 Other Professional						
CL 15112 1	Network Monitoring	1178	05/16/19	6/19	101385 COMPUTER FOUNDATION	85.00
CL 15112 2	Diagnose Frontline Ed Access	1178	05/16/19	6/19	101385 COMPUTER FOUNDATION	63.75
CL 15112 3	CIPA Compliance Issue Correcti	1178	05/16/19	6/19	101385 COMPUTER FOUNDATION	85.00
Object Total:						233.75
680 Software						
CC 608 10	Sophos Licensing	101515	05/14/19	6/19		748.00
JV 1467 3	Title Supplies		/ /	6/19		-196.20
Object Total:						551.80
Program-Function Total:						785.55
E 280-1000 Special Education-Instruction						
112 Professional Ed.						
PR 190600 19	Payroll Expenditure		/ /	6/19		3,325.49
PR 190601 5	Payroll Expenditure		/ /	6/19		6,651.05
Object Total:						9,976.54
117 Teacher's Aides						
PR 190600 20	Payroll Expenditure		/ /	6/19		1,967.40
Object Total:						1,967.40
122 Prof/Ed/Sub Teachers						
PR 190600 21	Payroll Expenditure		/ /	6/19		280.76
Object Total:						280.76
250 Workers' Comp.						
PR 190600 22	Employer Contributions		/ /	6/19		28.86
PR 190601 6	Employer Contributions		/ /	6/19		34.44
Object Total:						63.30
260 Health Insurance						
PR 190600 23	Employer Contributions		/ /	6/19		35.62
PR 190601 7	Employer Contributions		/ /	6/19		1,080.00
Object Total:						1,115.62
Program-Function Total:						13,403.62

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Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 365-1000 Indian Ed-Instruction						
112 Professional Ed.						
JV 1464 2	Teacher salaries		/ /	6/19		1,232.48
						Object Total: 1,232.48
						Program-Function Total: 1,232.48
E 710-3500 School Sponsored Ext-Extracurricular/Ath.						
610 Supplies						
CC 613 3	Track & Field Meeting	101519	05/10/19	6/19		110.00
						Object Total: 110.00
						Program-Function Total: 110.00
E 910-3100 Food Services-Food Services						
260 Health Insurance						
PR 190600 24	Employer Contributions		/ /	6/19		540.00
						Object Total: 540.00
						Program-Function Total: 540.00
						Fund Total: 123,293.67

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
110 TRANSPORTATION FUND						
E 100-2700 Regular Ed. Programs-Student Transp.						
513 Bus Contractors						
CL 15122 7	Add'l Fuel	7622	06/01/19	6/19	82 MAJESTIC BUS SERVICE, INC	177.23
CL 15122 8	Bus Contract	7628	06/01/19	6/19	82 MAJESTIC BUS SERVICE, INC	9,460.45
Object Total:						9,637.68
Program-Function Total:						9,637.68
E 510-2700 Head Start-Student Transp.						
515 Trans. Contingency						
CL 15121 1	Add'l Fuel Preschool Trans	181909	06/07/19	6/19	101456 HANDLEY TRANSPORTATION, INC	5.97
Object Total:						5.97
Program-Function Total:						5.97
Fund Total:						9,643.65

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
112 FOOD SERVICES FUND						
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 190600 27	Payroll Expenditure		/ /	6/19		2,526.43
					Object Total:	2,526.43
250 Workers' Comp.						
PR 190600 28	Employer Contributions		/ /	6/19		162.16
					Object Total:	162.16
570 Food Services						
CC 616 1	Food	101335	04/29/19	6/19		91.27
CC 616 3	Food	101328	05/01/19	6/19		27.73
CC 616 4	Food	101335	05/06/19	6/19		124.15
CC 616 5	Food	101335	05/12/19	6/19		32.82
CC 616 7	Food	101335	05/17/19	6/19		51.12
CC 616 9	Food	101335	05/24/19	6/19		62.55
CL 15117 2	Shipping	243231557	04/19/19	6/19	25 SYSCO FOOD SERVICES OF MT	4.70
CL 15117 3	Food	243252165	05/03/19	6/19	25 SYSCO FOOD SERVICES OF MT	827.22
CL 15117 5	Food	243262269	05/10/19	6/19	25 SYSCO FOOD SERVICES OF MT	586.66
CL 15117 6	Food	243272190	05/17/19	6/19	25 SYSCO FOOD SERVICES OF MT	559.52
CL 15117 7	Food	243281611	05/24/19	6/19	25 SYSCO FOOD SERVICES OF MT	449.89
CL 15117 9	Food	243291161	05/31/19	6/19	25 SYSCO FOOD SERVICES OF MT	978.55
					Object Total:	3,796.18
610 Supplies						
CC 616 2	Supplies	101335	04/29/19	6/19		8.96
CC 616 6	Supplies	101335	05/12/19	6/19		29.71
CC 616 8	Supplies	101335	05/17/19	6/19		56.70
CC 616 10	Supplies	101335	05/24/19	6/19		12.82
CL 15108 1	Kitchen Supplies	91693	03/21/19	6/19	232 BIG SKY RESTAURANT SUPPLY	332.00
CL 15117 1	Supplies	243248375	05/01/19	6/19	25 SYSCO FOOD SERVICES OF MT	681.59
CL 15117 4	Supplies	243252165	05/03/19	6/19	25 SYSCO FOOD SERVICES OF MT	46.98
CL 15117 8	Supplies	243281611	05/24/19	6/19	25 SYSCO FOOD SERVICES OF MT	77.46
					Object Total:	1,246.22
					Program-Function Total:	7,730.99
					Fund Total:	7,730.99

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
113 TUITION FUND						
E 280-1000 Special Education-Instruction						
117 Teacher's Aides						
PR 190600 31	Payroll Expenditure		/ /	6/19		815.40
					Object Total:	815.40
250 Workers' Comp.						
PR 190600 32	Employer Contributions		/ /	6/19		4.22
					Object Total:	4.22
260 Health Insurance						
PR 190600 33	Employer Contributions		/ /	6/19		142.46
					Object Total:	142.46
					Program-Function Total:	962.08
					Fund Total:	962.08

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-1000 Regular Ed. Programs-Instruction						
210 Social Security/Med.						
JV 1469 17	Title SS/Medi	/ /	6/19			-74.00
PR 190600 36	Employer Contributions	/ /	6/19			1,706.25
PR 190601 10	Employer Contributions	/ /	6/19			3,122.93
					Object Total:	4,755.18
220 Teachers' Retirement						
JV 1469 19	Title TRS	/ /	6/19			-217.00
PR 190600 37	Employer Contributions	/ /	6/19			1,965.92
PR 190601 11	Employer Contributions	/ /	6/19			4,107.82
					Object Total:	5,856.74
240 Unemployment Comp.						
JV 1469 21	Title Unempl	/ /	6/19			-7.00
PR 190600 38	Employer Contributions	/ /	6/19			82.80
PR 190601 12	Employer Contributions	/ /	6/19			156.13
					Object Total:	231.93
					Program-Function Total:	10,843.85
E 100-2400 Regular Ed. Programs-School Admin.						
210 Social Security/Med.						
PR 190600 39	Employer Contributions	/ /	6/19			343.33
PR 190603 8	Employer Contributions	/ /	6/19			276.70
					Object Total:	620.03
220 Teachers' Retirement						
PR 190600 40	Employer Contributions	/ /	6/19			476.61
PR 190603 9	Employer Contributions	/ /	6/19			512.00
					Object Total:	988.61
230 PERS						
PR 190600 41	Employer Contributions	/ /	6/19			187.33
					Object Total:	187.33
240 Unemployment Comp.						
PR 190600 42	Employer Contributions	/ /	6/19			27.08
PR 190603 10	Employer Contributions	/ /	6/19			19.41
					Object Total:	46.49

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
114 RETIREMENT FUND						
Program-Function Total:						1,842.46
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
210 Social Security/Med.						
JV 1469 23	Title SS/Medi	/ /	6/19			-319.00
PR 190600 43	Employer Contributions	/ /	6/19			160.72
PR 190603 11	Employer Contributions	/ /	6/19			155.20
Object Total:						-3.08
230 PERS						
JV 1469 25	Title PERS	/ /	6/19			-552.00
PR 190600 44	Employer Contributions	/ /	6/19			218.09
PR 190603 12	Employer Contributions	/ /	6/19			218.09
Object Total:						-115.82
240 Unemployment Comp.						
JV 1469 27	Title Unempl	/ /	6/19			-23.00
PR 190600 45	Employer Contributions	/ /	6/19			8.93
PR 190603 13	Employer Contributions	/ /	6/19			8.93
Object Total:						-5.14
Program-Function Total:						-124.04
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
210 Social Security/Med.						
PR 190600 46	Employer Contributions	/ /	6/19			40.35
Object Total:						40.35
230 PERS						
PR 190600 47	Employer Contributions	/ /	6/19			82.57
Object Total:						82.57
240 Unemployment Comp.						
PR 190600 48	Employer Contributions	/ /	6/19			3.86
Object Total:						3.86
Program-Function Total:						126.78
E 100-2620 Regular Ed. Programs-Operation of Community Center						

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Fund/Account/ Doc/Line #	Description	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND					
E 100-2620 Regular Ed. Programs-Operation of Community Center					
210 Social Security/Med.					
PR 190600 49	Employer Contributions	/ /	6/19		40.34
				Object Total:	40.34
230 PERS					
PR 190600 50	Employer Contributions	/ /	6/19		82.56
				Object Total:	82.56
240 Unemployment Comp.					
PR 190600 51	Employer Contributions	/ /	6/19		3.85
				Object Total:	3.85
				Program-Function Total:	126.75
E 280-1000 Special Education-Instruction					
210 Social Security/Med.					
PR 190600 52	Employer Contributions	/ /	6/19		486.64
PR 190601 13	Employer Contributions	/ /	6/19		494.03
				Object Total:	980.67
220 Teachers' Retirement					
PR 190600 53	Employer Contributions	/ /	6/19		538.32
PR 190601 14	Employer Contributions	/ /	6/19		596.60
				Object Total:	1,134.92
240 Unemployment Comp.					
PR 190600 54	Employer Contributions	/ /	6/19		21.74
PR 190601 15	Employer Contributions	/ /	6/19		22.62
				Object Total:	44.36
				Program-Function Total:	2,159.95
E 910-3100 Food Services-Food Services					
210 Social Security/Med.					
PR 190600 55	Employer Contributions	/ /	6/19		159.11
				Object Total:	159.11

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POTOMAC ELEMENTARY SCHOOL
Expenditure Detail
For the Accounting Periods: 6/19 - 6/19

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
114 RETIREMENT FUND						
E 910-3100 Food Services-Food Services						
230 PERS						
PR 190600 56	Employer Contributions		/ /	6/19		209.69
					Object Total:	209.69
240 Unemployment Comp.						
PR 190600 57	Employer Contributions		/ /	6/19		8.59
					Object Total:	8.59
					Program-Function Total:	377.39
					Fund Total:	15,353.14

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount	
115 MISC. PROGRAMS FUND							
E 100-1000 Regular Ed. Programs-Instruction							
582 Travel Out-of-Dist.							
202 Explorers							
CC 613 1	Explorers Field Trip	101286	04/26/19	6/19		60.00	
CC 613 2	Explorers Field Trip	101501	05/03/19	6/19		240.00	
						Project Total:	300.00
101 Local Donations for Students							
CL 15122 1	7th & 8th to U of M	7542	05/02/19	6/19	82 MAJESTIC BUS SERVICE, INC	97.51	
						Project Total:	97.51
202 Explorers							
CL 15122 2	Explorers to Unparalleled Move	7543	05/03/19	6/19	82 MAJESTIC BUS SERVICE, INC	167.16	
						Project Total:	167.16
101 Local Donations for Students							
CL 15122 3	Track to Big Sky	7544	05/03/19	6/19	82 MAJESTIC BUS SERVICE, INC	172.41	
CL 15122 4	Council Grove Field Trip	7545	05/08/19	6/19	82 MAJESTIC BUS SERVICE, INC	153.28	
CL 15122 5	Track to Frenchtown	7546	05/10/19	6/19	82 MAJESTIC BUS SERVICE, INC	340.84	
CL 15122 6	Track to Big Sky	7547	05/21/19	6/19	82 MAJESTIC BUS SERVICE, INC	155.42	
						Project Total:	821.95
						Object Total:	1,386.62
610 Supplies							
101 Local Donations for Students							
CC 622 1	School Calendar Magnets	101522	06/03/19	6/19		171.51	
						Project Total:	171.51
						Object Total:	171.51
						Program-Function Total:	1,558.13
E 412-1000 REAP-Instruction							
111 Administrative							
119 REAP 18-19							
PR 190600 59	Payroll Expenditure		/ /	6/19		80.00	
						Project Total:	80.00
						Object Total:	80.00
117 Teacher's Aides							
119 REAP 18-19							
PR 190600 60	Payroll Expenditure		/ /	6/19		497.10	
						Project Total:	497.10
						Object Total:	497.10
210 Social Security/Med.							
119 REAP 18-19							
PR 190600 61	Employer Contributions		/ /	6/19		43.01	
						Project Total:	43.01
						Object Total:	43.01
220 Teachers' Retirement							
119 REAP 18-19							
PR 190600 62	Employer Contributions		/ /	6/19		51.77	
						Project Total:	51.77
						Object Total:	51.77

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date Per.	Vendor	Amount
115 MISC. PROGRAMS FUND					
E 412-1000 REAP-Instruction					
240 Unemployment Comp.					
119 REAP 18-19					
PR 190600 63	Employer Contributions	/ /	6/19		1.96
				Project Total:	1.96
				Object Total:	1.96
250 Workers' Comp.					
119 REAP 18-19					
PR 190600 64	Employer Contributions	/ /	6/19		2.99
				Project Total:	2.99
				Object Total:	2.99
260 Health Insurance					
119 REAP 18-19					
PR 190600 65	Employer Contributions	/ /	6/19		100.83
				Project Total:	100.83
				Object Total:	100.83
				Program-Function Total:	777.66
E 420-1000 Title I-Instruction					
117 Teacher's Aides					
328 Title 2018-2019					
JV 1469 2	Title Payroll	/ /	6/19		2,138.00
PR 190600 66	Payroll Expenditure	/ /	6/19		2,286.45
				Project Total:	4,424.45
				Object Total:	4,424.45
210 Social Security/Med.					
328 Title 2018-2019					
JV 1469 18	Title SS/Medi	/ /	6/19		74.00
PR 190600 67	Employer Contributions	/ /	6/19		80.06
				Project Total:	154.06
				Object Total:	154.06
220 Teachers' Retirement					
328 Title 2018-2019					
JV 1469 20	Title TRS	/ /	6/19		217.00
PR 190600 68	Employer Contributions	/ /	6/19		205.09
				Project Total:	422.09
				Object Total:	422.09
240 Unemployment Comp.					
328 Title 2018-2019					
JV 1469 22	Title Unempl	/ /	6/19		7.00
PR 190600 69	Employer Contributions	/ /	6/19		7.77
				Project Total:	14.77
				Object Total:	14.77
250 Workers' Comp.					
328 Title 2018-2019					
JV 1469 7	Title WC	/ /	6/19		11.00
PR 190600 70	Employer Contributions	/ /	6/19		11.84
				Project Total:	22.84
				Object Total:	22.84

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-1000 Title I-Instruction						
260 Health Insurance						
328 Title 2018-2019						
JV 1469 9	Title Health	/ /	6/19			537.62
PR 190600 71	Employer Contributions	/ /	6/19			486.00
					Project Total:	1,023.62
					Object Total:	1,023.62
310 Official/Admin. Srv.						
328 Title 2018-2019						
JV 1468 2	Title Community Support	/ /	6/19			106.15
					Project Total:	106.15
					Object Total:	106.15
610 Supplies						
328 Title 2018-2019						
JV 1466 2	Annual Paper Order	/ /	6/19			402.00
JV 1467 4	Title Supplies	/ /	6/19			428.32
JV 1468 1	Title Community Support	/ /	6/19			-106.15
					Project Total:	724.17
					Object Total:	724.17
					Program-Function Total:	6,892.15
E 420-2300 Title I-General Admin						
111 Administrative						
328 Title 2018-2019						
JV 1469 4	Title Payroll	/ /	6/19			5,228.00
PR 190600 72	Payroll Expenditure	/ /	6/19			138.30
PR 190603 15	Payroll Expenditure	/ /	6/19			138.30
					Project Total:	5,504.60
					Object Total:	5,504.60
210 Social Security/Med.						
328 Title 2018-2019						
JV 1469 24	Title SS/Medi	/ /	6/19			319.00
PR 190600 73	Employer Contributions	/ /	6/19			8.46
PR 190603 16	Employer Contributions	/ /	6/19			8.17
					Project Total:	335.63
					Object Total:	335.63
230 PERS						
328 Title 2018-2019						
JV 1469 26	Title PERS	/ /	6/19			552.00
PR 190600 74	Employer Contributions	/ /	6/19			11.48
PR 190603 17	Employer Contributions	/ /	6/19			11.48
					Project Total:	574.96
					Object Total:	574.96
240 Unemployment Comp.						
328 Title 2018-2019						
JV 1469 28	Title Unempl	/ /	6/19			23.00
PR 190600 75	Employer Contributions	/ /	6/19			0.47
PR 190603 18	Employer Contributions	/ /	6/19			0.47
					Project Total:	23.94
					Object Total:	23.94

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date Per.	Vendor	Amount
115 MISC. PROGRAMS FUND					
E 420-2300 Title I-General Admin					
250 Workers' Comp.					
328 Title 2018-2019					
JV 1469 11	Title WC	/ /	6/19		27.00
PR 190600 76	Employer Contributions	/ /	6/19		0.72
PR 190603 19	Employer Contributions	/ /	6/19		0.72
				Project Total:	28.44
				Object Total:	28.44
260 Health Insurance					
328 Title 2018-2019					
JV 1469 14	Title Health	/ /	6/19		1,026.00
PR 190600 77	Employer Contributions	/ /	6/19		27.00
PR 190603 20	Employer Contributions	/ /	6/19		27.00
				Project Total:	1,080.00
				Object Total:	1,080.00
				Program-Function Total:	7,547.57
E 423-1000 MT Comprehensive Literacy Project-Instruction					
112 Professional Ed.					
423 MT Comprehensive Literacy Project Number					
PR 190600 78	Payroll Expenditure	/ /	6/19		8,271.19
PR 190601 17	Payroll Expenditure	/ /	6/19		6,902.13
				Project Total:	15,173.32
				Object Total:	15,173.32
117 Teacher's Aides					
423 MT Comprehensive Literacy Project Number					
PR 190600 79	Payroll Expenditure	/ /	6/19		560.00
				Project Total:	560.00
				Object Total:	560.00
210 Social Security/Med.					
423 MT Comprehensive Literacy Project Number					
PR 190600 80	Employer Contributions	/ /	6/19		628.69
PR 190601 18	Employer Contributions	/ /	6/19		471.01
				Project Total:	1,099.70
				Object Total:	1,099.70
220 Teachers' Retirement					
423 MT Comprehensive Literacy Project Number					
PR 190600 81	Employer Contributions	/ /	6/19		688.92
PR 190601 19	Employer Contributions	/ /	6/19		619.12
				Project Total:	1,308.04
				Object Total:	1,308.04
240 Unemployment Comp.					
423 MT Comprehensive Literacy Project Number					
PR 190600 82	Employer Contributions	/ /	6/19		30.02
PR 190601 20	Employer Contributions	/ /	6/19		23.46
				Project Total:	53.48
				Object Total:	53.48

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 423-1000 MT Comprehensive Literacy Project-Instruction						
250 Workers' Comp.						
423 MT Comprehensive Literacy Project Number						
PR 190600 83	Employer Contributions		/ /	6/19		45.75
PR 190601 21	Employer Contributions		/ /	6/19		35.74
Project Total:						81.49
Object Total:						81.49
260 Health Insurance						
423 MT Comprehensive Literacy Project Number						
PR 190600 84	Employer Contributions		/ /	6/19		1,025.07
PR 190601 22	Employer Contributions		/ /	6/19		1,080.00
Project Total:						2,105.07
Object Total:						2,105.07
330 Other Professional						
423 MT Comprehensive Literacy Project Number						
CC 620 1	Phonemic Webinar Betson	101521	05/30/19	6/19		30.00
CC 620 2	Phonemic Webinar Klein/Olsen	101521	06/03/19	6/19		60.00
CL 15113 1	MCLP Consult 5-9 & 5-10	1409	05/17/19	6/19	101406 CUSTOM EDUCATIONAL	5,000.00
Project Total:						5,090.00
Object Total:						5,090.00
582 Travel Out-of-Dist.						
423 MT Comprehensive Literacy Project Number						
CC 619 2	Airline for Kansas Coach Insti	101416	05/31/19	6/19		503.00
Project Total:						503.00
Object Total:						503.00
610 Supplies						
423 MT Comprehensive Literacy Project Number						
CC 608 2	MCLP Staff Lunch Meeting	101445	04/26/19	6/19		161.40
CC 608 9	MCLP Supplies	101219	05/13/19	6/19		49.28
CC 609 1	MCLP Book	101219	04/29/19	6/19		22.40
CC 609 2	MCLP Multiplication Bundle	101175	05/14/19	6/19		28.00
CC 609 3	MCLP Books	101219	05/15/19	6/19		55.92
CC 609 4	MCLP Student Books	101057	05/24/19	6/19		1,333.00
CC 610 1	MCLP Books	101057	05/06/19	6/19		57.50
CC 610 3	MCLP Books	101057	05/23/19	6/19		495.00
CC 611 2	MCLP Meeting	101516	04/25/19	6/19		18.75
CC 611 5	MCLP 10 pack journals	101219	05/02/19	6/19		15.20
CC 611 6	MCLP Planning Meeting	101518	05/09/19	6/19		39.76
CC 611 7	MCLP Meeting	100942	05/10/19	6/19		10.89
CC 611 8	MCLP Meeting	101185	05/11/19	6/19		122.50
CC 611 9	MCLP Meeting	101185	05/22/19	6/19		10.38
CC 611 10	MCLP Books	101219	05/23/19	6/19		3,456.64
CC 618 1	MCLP Book	101520	04/23/19	6/19		35.15
CC 618 2	MCLP Books	101219	05/28/19	6/19		308.18
CC 618 3	MCLP Books	101219	05/28/19	6/19		289.75
CC 618 4	MCLP Books	101219	05/29/19	6/19		247.85
CC 618 5	MCLP Math Books	101475	05/30/19	6/19		314.65
CC 620 4	Learning Resources Gears	101219	06/05/19	6/19		24.74
CC 622 2	MCLP Library Books	55	05/28/19	6/19		403.60
CL 15107 1	Library Books	1819532	05/28/19	6/19	101110 AMY VANN	329.80

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POTOMAC ELEMENTARY SCHOOL
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Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 423-1000 MT Comprehensive Literacy Project-Instruction						
CL 15118 2	Annual Paper Order	11207509	05/15/19	6/19	101180 WCP SOLUTIONS	402.00
JV 1466 1	Annual Paper Order		/ /	6/19		-402.00
					Project Total:	7,830.34
					Object Total:	7,830.34
					Program-Function Total:	33,804.44
					Fund Total:	50,579.95

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POTOMAC ELEMENTARY SCHOOL
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Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
161 BUILDING RESERVE						
E 190-2600 SB 348 Expenditure Program-Oper. & Maint. Plant						
460 Minor Construction						
122 School Safety Transfer to Building Reserve						
CL 15116 1	New Horn Strobes Fire Alarms	10604	05/21/19	6/19	101009 MOUNTAIN WEST DYNAMARK	390.00
JV 1465 2	Exterior Door Lock Controls		/ /	6/19		524.78
Project Total:						914.78
Object Total:						914.78
Program-Function Total:						914.78
Fund Total:						914.78

Potomac Student Accounts

General Ledger

As of June 30, 2019

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Two Rivers accts							0.00
Class of 2019							0.00
Transfer	09/11/2018			Funds Transfer	500.00		500.00
Check	09/11/2018	2358	Cash	Concession Seed Money		50.00	450.00
Deposit	09/26/2018	dep		9-11 Concessions	33.50		483.50
Deposit	09/26/2018	dep		9-18 Concessions	118.45		601.95
Deposit	09/26/2018	dep		9-19 Concessions	94.00		695.95
Deposit	09/26/2018	dep		9-25 Concessions	91.05		787.00
Deposit	09/27/2018	dep		9-27 Concessions	145.00		932.00
Deposit	10/08/2018	dep		10-8 Concessions	80.50		1,012.50
Deposit	10/10/2018	dep		10-10 Concessions	130.00		1,142.50
Deposit	10/24/2018	dep		Lawn Cleanup Income	60.00		1,202.50
Check	10/25/2018	2363	Launa Henry	Concession purchases		222.63	979.87
Deposit	11/08/2018	dep		10-26 Carnival Concessio...	173.00		1,152.87
Deposit	11/08/2018	dep		10-26 Carnival Tickets	205.00		1,357.87
Deposit	11/08/2018	dep		10-29 Concessions	116.52		1,474.39
Deposit	11/08/2018	dep		10-30 Concessions	127.66		1,602.05
Deposit	11/18/2018	dep		11-15 Concessions	161.66		1,763.71
Deposit	11/22/2018	dep		11-19 Concessions	171.50		1,935.21
Deposit	11/28/2018	dep		Gift Wrapping	92.61		2,027.82
Deposit	11/28/2018	dep		11-27 Concessions	180.40		2,208.22
Deposit	11/28/2018	dep		Gift Wrapping	33.34		2,241.56
Check	12/04/2018	2369	Launa Henry	8th Grade Concessions F...		240.25	2,001.31
Deposit	12/19/2018	dep		12-8 Craft Fair Concessio...	182.50		2,183.81
Deposit	12/19/2018	dep		12-11 Concessions	79.00		2,262.81
Deposit	12/19/2018	dep		12-15 Dinner	657.00		2,919.81
Deposit	02/01/2019	dep		Christmas comes home	7.00		2,926.81
Deposit	02/01/2019	dep		Christmas Program Art A...	75.00		3,001.81
Deposit	02/01/2019	dep		12-21-18 Movie Night	212.82		3,214.63
Deposit	02/02/2019	dep		Dodge Ball Tournament	540.50		3,755.13
Deposit	02/03/2019	dep		Superbowl Fundraiser	552.00		4,307.13
Deposit	02/05/2019	dep		2-5-19 Concessions	59.50		4,366.63
Deposit	02/14/2019	dep		2-14-19 Concessions	38.00		4,404.63
Deposit	02/20/2019	dep		2-20-19 Concessions	128.50		4,533.13
Deposit	02/20/2019	dep		CandyGrams	417.59		4,950.72
Deposit	02/24/2019	dep		Chili Cookoff	264.00		5,214.72
Deposit	02/27/2019	dep		CandyGrams	2.00		5,216.72
Deposit	02/27/2019	dep		2-27-19 Concessions	44.40		5,261.12
Deposit	03/01/2019	dep		3-1-19 Movie Night	84.50		5,345.62
Check	03/06/2019	2376	Launa Henry	Concession Candy & Food		148.34	5,197.28
Deposit	03/06/2019	dep		3-4-19 Concessions	80.50		5,277.78
Deposit	03/14/2019	dep		PTC Bingo Support \$	400.00		5,677.78
Deposit	03/14/2019	dep		Poetry & Pie	763.50		6,441.28
Deposit	03/15/2019	dep		Blackfoot Communications	600.00		7,041.28
Deposit	03/15/2019	dep		Poetry & Pie	135.00		7,176.28
Deposit	03/22/2019	dep		Noodle Express Fundraiser	114.79		7,291.07
Deposit	03/22/2019	dep		3-17 Concessions	105.19		7,396.26
Deposit	04/05/2019	dep		03-31 Concessions	126.50		7,522.76
Check	04/08/2019	2379	Capital One	United Flights		500.00	7,022.76
Deposit	04/17/2019	dep		Yard Cleanup	200.00		7,222.76
Deposit	04/18/2019	dep		March Madness	1,000.00		8,222.76
Deposit	04/18/2019	dep		Donation	170.00		8,392.76
Deposit	04/18/2019	dep		Soap Making	280.00		8,672.76
Deposit	04/19/2019	dep		Movie Night	126.50		8,799.26
Deposit	04/22/2019	dep		Concessions	3.00		8,802.26
Deposit	04/30/2019	dep		Yard Cleanups	210.00		9,012.26
Deposit	05/02/2019	dep		Seed Money	50.00		9,062.26
Check	05/13/2019	2385	Capital One	United Air, Rms and Exp...		3,963.28	5,098.98
Deposit	05/14/2019	dep		McDaniel	250.00		5,348.98
Deposit	05/31/2019	dep		Yard Cleanup	85.00		5,433.98
Check	06/02/2019	2388	Damian G...	Parking on Trip		2.00	5,431.98
Check	06/05/2019	2387	Launa Henry	Cash for 8th grade trip		250.00	5,181.98
Check	06/10/2019	2386	Capital One	8th grade trip		4,692.20	489.78
Total Class of 2019					10,558.48	10,068.70	489.78
Total Two Rivers accts					10,558.48	10,068.70	489.78



Potomac Elementary School

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Bonner, Montana 59823

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

Principal’s Report June 2019

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

All of the following activities and accomplishments would not have been possible without the full cooperation and engagement of all of the Potomac School staff members.

- **Teaching and Learning- MCLP Grant**

- We have had a productive and successful year with our MCLP grant. Here is a recap of some of the milestones from the year:
 - Began our full implementation of our instructional coaching program using Abby Stitt as our in-house coach and Leah Esmont as our outside-of-the-district instructional coach. In addition, we received some support in this area from Terri Barclay from Montana OPI.
 - As a staff we designed an instructional framework that reflects the overall purpose of our grant while also highlighted some specific instructional components that are expected to be present in every classroom every day. This framework has provided the staff members with a common terminology for what is happening in the classrooms. It has also served as a guide for our instructional classroom walkthroughs.
 - Our teachers have utilized video technology to record themselves during the act of teaching as a tool for self-improvement.
 - Our teachers have participated in some quality professional development either at the OPI-sponsored conferences or at the Plain Talk conference in New Orleans.
 - We have spent around \$170,000 this year from grant funds to secure instructional equipment and supplies, consultants, and travel.
 - We have maintained a singular focus on literacy across all grade levels, and as a result have seen some significant gains in most of the identified areas of need.
 - We received recognition from Montana OPI for our work in literacy in the form of an additional innovative awards grant for \$10,000 additional dollars.
- We will be recommending the employment of an individual to serve as an interventionist/social studies teacher to be funded out of the grant for the 2019-20 school year.

- **Budget and Finance**

- We have received notification that will continue to receive some REAP funding for 2019-20.
- The administration recommends funding the Explorers program from the REAP funds as we did for the 2018-19 school year. Christi Taillefer is being recommended to serve as the

program coordinator and supervisor of the Explorer program for 2019-20. She will arrange for alternate coverage for the Fridays that we scheduled for professional development or the Explorers program will not be offered on those dates.

- **Student Activities**

- The staff has been discussing our eighth grade end-of-the-year culminating experience, and we have some changes we would like to recommend for the future eighth grade trips. There is a meeting scheduled for next year's eighth graders and their parents on Tuesday, June 11th, to discuss some changes to the eighth grade end-of-the-year experience.
- The seventh graders spent three days at the Outdoor School at Camp Utmost with Kristina Davis last week.
- Our End-of-the-Year assembly is scheduled for June 12th at 3:15pm.
- Kindergarten and Eighth Grade graduation is scheduled for 6:30 pm on June 12th.

- **Facilities**

- We are planning to install sidewalks around the south side of the main building that will make it possible for someone in a wheelchair to navigate from the west side of our building to the east side as well as access the playground slab area.
- PTC has approved the expenditure of funds to help offset a significant portion of the costs for the sidewalks as well as the addition of a new 20' x 35' slab on the playground.
- Greg and I will be replacing a number of boards on our large wooden play structure in June. The PTC funds also will help with this expense.
- We received a final approval from the county health department of our plan to remodel the kitchen. They did not approve our plan to do the necessary upgrades in the main building for our lunch and breakfast programs; therefore, in order to continue offering breakfast in the main building, we will need to use all packaged food items. We do not have the cost estimates for this remodel project at this time.
- In order to better serve the needs of our special education students, we will be moving the special education room to the main floor. This means that the current 2/3 classroom will move downstairs to the current Title I room. The Title I resources will be moved to the current special education room.

- **Safety**

- As part of our sidewalk project, we are resurfacing those areas in our existing sidewalks that are uneven.

Respectfully submitted:

John P. Rouse, Principal

POTOMAC SCHOOL BOARD CALENDAR

Trustee review

Steven	August Prior Year Trustee Financial Summary approval Current Year Budget approval Approve Classified Offer of Employment
Craig	September Appointment for Missoula Area Curriculum Consortium
Kelsy	October School Strategic Plan & Goals 8th Grade Trip Professional Responsibilities and Goals for Principal
Gary	November Discuss the evaluation process for the principal
Cliff	December Review Strategic Plan & Goals Progress Principal Evaluation At Christmas Program – “What it means to be a School Board Member”
Steven	January Approve Principal intent to hire
Craig	February Call for an Election - Adopt resolution for any special levy Consideration & Adaptation of Resolution estimating changes in Revenues/Mills from Adult Ed, Transportation, Building Reserve and Tuition Funds
Kelsy	March Next Year School Calendar committee report Preliminary General Fund Budget Review Negotiation Committees (in negotiation years)
Gary	April Community Center Lease Negotiations (in negotiation years) Approval of Health Insurance Contract Approve Certified intent to hire Approve Clerk intent to hire
Cliff	May Canvass the election Reorganize the Board Appoint the Business Manager/Clerk Seat New Trustees, Authorize Board Signatures/Deletions Discussion – “What it means to be a School Board Member” Approval of Bus Routes Approve Clerk Contract Consider discussion/committee for future levy Committee to work with the Community Center New Trustee’s Discussion – “What it means to be a School Board Member”
Steven	June Approval of Election Contract with County Policy Review

When submitted by Auditor Audit Review and Approval and Audit Contract Review and Approval

1 **Potomac Elementary**

2
3 **THE BOARD OF TRUSTEES**

1113

4
5 Vacancies

6
7 A trustee position becomes vacant before the expiration of a term, when any of the following
8 occurs:

- 9
- 10 1. Death of the incumbent;
- 11 2. Resignation, in writing, filed with the Clerk;
- 12 3. Incumbent moves out of the nominating district, establishing residence elsewhere;
- 13 4. Incumbent is no longer a registered elector of the District under the provisions of § 20-
- 14 20-301, MCA;
- 15 5. Incumbent is absent from the District for sixty (60) consecutive days;
- 16 6. Incumbent fails to attend three (3) consecutive meetings of the trustees without good
- 17 reason;
- 18 7. Incumbent has been removed under the provisions of § 20-3-310, MCA; or
- 19 8. Incumbent ceases to have the capacity to hold office under any other provision of law.
- 20

21 A trustee position also shall be vacant when an elected candidate fails to qualify.

22
23 When a trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill
24 such vacancy by appointment. The Board will receive applications from any qualified persons
25 seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate
26 to fill the position.

27
28 Should the Board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the
29 county superintendent shall appoint, in writing, a competent person to fill such vacancy. An
30 appointee shall qualify by completing and filing an oath of office with the county superintendent
31 within fifteen (15) days after receiving notice of the appointment and shall serve until the next
32 regularly scheduled school election and a successor has qualified.

33
34
35
36 Cross Reference: 1240 Duties of Individual Trustees

37
38 Legal References: § 20-3-308, MCA Vacancy of trustee position
39 § 20-3-309, MCA Filling vacated trustee position – appointee
40 qualification and term of office

41
42 Policy History:

43 Adopted on: October 11, 2010

44 Reviewed on:

45 Revised on: