



Potomac Elementary School

School Board Agenda

June 24, 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 June 10, 2019
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Old Business:

1. Certified Negotiations

Chair Vann

New Business:

Chair Vann

1. Policy reviews and additions.

Additions:

- 1425 Abstentions from Voting
- 1512F Relationships Defined and Chart
- 5120P Fingerprint Background Handling Procedure
- 5223 Personal Conduct
- 8425 Service Animals
- 8425P Service Animal Allowance Procedure

Reviews

- 1112 Resignation
- 1113 Vacancies
- 1512 Conflict of Interest
- 1610 Annual Goals and Objectives
- 1700 Uniform Complaint Procedure
- 2100 School Year Calendar and Day
- 2160 Title I Parent and Family Engagement
- 3110 Entrance, Placement and Transfer
- 3125 Education of Homeless Children
- 3225 Sexual Harassment, Sexual Intimidation and Sexual Misconduct
- 4301 Visitors to Schools
- 4315 Visitor and Spectator Conduct
- 4340 Public Access to District Records
- 4410 Relations with Law Enforcement and Child Protective Agencies
- 5012 Sexual Harassment, Sexual Intimidation and Sexual Misconduct in the Workplace
- 5256 Reduction in Force
- 8225 Tobacco Free Policy

Next Meeting June 24, 2019 – 7:00 pm



Potomac Elementary School

School Board Minutes

For

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.”

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, 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

Consent Agenda

Minutes of May 13 and 20, 2019 were on the Consent Agenda

Warrant Lists – Total Claims = \$36,472.00. Total Payroll = \$164,097.58

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On May 1, 2019 - \$41,488.26 thru May 31, 2019 - \$38,096.08

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

Teacher Reports

Ashley Olsen's students are studying plants, focusing on the Bitterroot Flower. That covered the science of seeds and plants, the cultural significance of the Bitterroot flower culturally, and all this was brought into the literacy program.

Terri Klein has started working on her student's goal setting.

Principal's 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 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.

Board Professional Development

Cliff and Kelsy have continued working with the teachers on negotiations. Gary has been reading school notices from the MTSBA. Kelsy also attended Track.

School Board Calendar – No changes

Certified Negotiations

Cliff and Kelsy have completed negotiations. Most of the current agreements are on language. The school day discussion was to lengthen it by 50 minutes per day. Compensation discussion is to stay on current step in the matrix while receiving a 3.2 % increase in pay for 2019-2020, and move a regular step in the matrix in 2020-2021.

Personnel

Based on Principal Rouse recommendation, Kelsy moved to hire Jessica Van Kerkhove contingent on an approved background check for our Grant Funded position. Gary seconded the motion. **Passed 4-0**

Based on Principal Rouse recommendation, Gary moved to approve Christi Taillefer for our 2019-2020 Explorers Program Coordinator/Supervisor. Steven seconded the motion. **Passed 4-0**

Approval Credit Card for Jen Vogel

Kelsy moved to approve a credit card for Jen Vogel. Steven seconded the motion. **Passed 4-0**

Consider Appointment to the Potomac School Board – Nicole Zupan

Gary moved to approve the appointment of Nicole Zupan to the Potomac School Board. Steven seconded the motion. **Passed 4-0** Nicole read the oath of office and was seated with the board.

Add End of Year Meeting June 24th

Kelsy moved to add an end of fiscal year meeting on Monday June 24th. Gary seconded the motion. **Passed 5-0**

July Board Meeting

Steven moved to cancel the July board meeting. Kelsy seconded the motion. **Passed 5-0**

Adjourn

Board Chair Vann adjourned the Board meeting at 9:51 pm.

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
15126	9817S 101528 CANDICE HALL	43.00				
1	06/21/19 Lunch Reimbursement	43.00		112	910-3100	570
15125	9818S 101396 CAPITAL ONE BANK	24,050.96				
1	CC-617 05/29/19 2 Rolls Stamps	110.00		101	625	
	USPS		CC Accounting: 101-	-100-2500-532		
2	CC-617 06/14/19 Clerk Conf Hotel	307.74		101	625	
	BEST WESTERN		CC Accounting: 101-	-100-2500-582		
3	CC-617 06/20/19 Telephone	548.43		101	625	
	BLACKFOOT TELEPHONE COOPERATI		CC Accounting: 101-	-100-2600-531		
4	CC-617 06/15/19 School Electric	669.68		101	625	
	MISSOULA ELECTRIC COOP INC		CC Accounting: 101-	-100-2600-412		
5	CC-617 06/15/19 Comm Ctr Electric	888.02		101	625	
	MISSOULA ELECTRIC COOP INC		CC Accounting: 101-	-100-2620-412		
6	CC-617 06/17/19 School Disposal	142.84		101	625	
	REPUBLIC SERVICES #889		CC Accounting: 101-	-100-2600-431		
7	CC-617 06/17/19 Comm Ctr Disposal	142.85		101	625	
	REPUBLIC SERVICES #889		CC Accounting: 101-	-100-2600-431		
8	CC-617 06/07/19 Phone JR	55.31		101	625	
	VERIZON		CC Accounting: 101-	-100-2400-531		
9	CC-617 06/07/19 Phone JT	55.30		101	625	
	VERIZON		CC Accounting: 101-	-100-2500-531		
10	CC-617 06/10/19 Annual Fee	50.00		101	625	
	BREAKOUT, INC		CC Accounting: 101-	-100-1000-610		
11	CC-617 06/18/19 Science Interactive 7 yrs	7,718.04		115	625	423
	PEARSON EDUCATION		CC Accounting: 115-	-423-1000-610-423		
12	CC-617 06/20/19 Mailings & Postage	60.80		101	625	
	USPS		CC Accounting: 101-	-100-2500-532		
13	CC-618 04/23/19 MCLP Book	35.15		115	625	423
	NAT'L SCIENCE TEACHERS ASSN		CC Accounting: 115-	-423-1000-610-423		
14	CC-618 05/28/19 MCLP Books	312.16		115	625	423
	AMAZON		CC Accounting: 115-	-423-1000-610-423		
15	CC-618 05/28/19 MCLP Books	281.76		115	625	423
	AMAZON		CC Accounting: 115-	-423-1000-610-423		

Claim Warrant	Vendor #/Name	Amount	Acct/Source/					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
16	CC-618 05/29/19 MCLP Books	247.85		115	625			423
	AMAZON		CC Accounting: 115-	-423-1000-610-423				
17	CC-618 05/30/19 MCLP Math Books	314.65		115	625			423
	HAND 2 MIND		CC Accounting: 115-	-423-1000-610-423				
18	CC-618 06/06/19 MCLP Subscription	148.50		115	625			423
	TIME FOR KIDS		CC Accounting: 115-	-423-1000-610-423				
19	CC-618 06/06/19 Class Supplies Stitt	106.68		101	625			
	SCHOOL SPECIALTY INC		CC Accounting: 101-	-100-1000-610				
20	CC-618 06/11/19 Class Supplies Schmill	176.75		101	625			
	SCHOOL SPECIALTY INC		CC Accounting: 101-	-100-1000-610				
21	CC-618 06/11/19 MCLP Supplies	43.60		115	625			423
	SCHOOL SPECIALTY INC		CC Accounting: 115-	-423-1000-610-423				
22	CC-618 06/11/19 MCLP Supplies	29.00		115	625			423
	AMAZON		CC Accounting: 115-	-423-1000-610-423				
23	CC-618 05/28/19 MCLP Supplies	7.99		115	625			423
	AMAZON		CC Accounting: 115-	-423-1000-610-423				
24	CC-618 05/30/19 MCLP Supplies	6.00		115	625			423
	SCHOLASTIC BOOK CLUBS		CC Accounting: 115-	-423-1000-610-423				
25	CC-619 05/27/19 Bin for Chime Binders	9.99		101	625			
	SHOPKO		CC Accounting: 101-	-100-1000-610				
26	CC-619 05/31/19 Airline for Kansas Coach Insti	503.00		115	625			423
	UNITED AIRLINES		CC Accounting: 115-	-423-1000-582-423				
27	CC-619 06/14/19 MCLP Supplies	139.20		115	625			423
	AMAZON		CC Accounting: 115-	-423-1000-610-423				
28	CC-619 06/11/19 Class Supplies	35.87		101	625			
	K12 SCHOOL SUPPLIES		CC Accounting: 101-	-100-1000-610				
29	CC-620 05/30/19 Phonemic Webinar Betson	30.00		115	625			423
	HEGGERTY.ORG		CC Accounting: 115-	-423-1000-330-423				
30	CC-620 06/03/19 Phonemic Webinar Klei n/Ol sen	60.00		115	625			423
	HEGGERTY.ORG		CC Accounting: 115-	-423-1000-330-423				
31	CC-620 05/28/19 Keys	9.98		101	625			
	ACE HARDWARE		CC Accounting: 101-	-100-2600-610				

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
32	CC-620 06/05/19 Learning Resources Gears	24.74		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
33	CC-620 06/11/19 MCLP Macbook Air	1,245.00		115 625		423
	APPLE INC	CC Accounting: 115-		-423-1000-610-423		
34	CC-620 06/13/19 School Supplies	52.43		101 625		
	STAPLES	CC Accounting: 101-		-100-1000-610		
35	CC-620 06/11/19 Class Supplies Klein	97.33		101 625		
	ORIENTAL TRADING COMPANY INC	CC Accounting: 101-		-100-1000-610		
36	CC-620 06/13/19 Annual Subscription Betson	109.95		101 625		
	LEARNING A-Z	CC Accounting: 101-		-100-1000-610		
37	CC-620 06/11/19 MCLP Plain Talk Conf Rms	1,977.76		115 625		423
	HILTON HOTELS	CC Accounting: 115-		-423-1000-582-423		
38	CC-620 06/14/19 Class Supplies Olsen	75.55		101 625		
	AMAZON	CC Accounting: 101-		-100-1000-610		
39	CC-620 06/14/19 Class Supplies Olsen	11.99		101 625		
	AMAZON	CC Accounting: 101-		-100-1000-610		
40	CC-620 06/10/19 Kitchen Sinks	1,621.93		101 625		
	WEBSTAIRANT STORE	CC Accounting: 101-		-100-2620-460		
41	CC-620 06/10/19 Classroom Movers	250.00		101 625		
	TWO MEN AND A TRUCK MOVERS	CC Accounting: 101-		-100-2600-330		
42	CC-620 05/27/19 MCLP Library	578.09		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
43	CC-620 06/13/19 MCLP Supplies	9.70		115 625		423
	WAL-MART	CC Accounting: 115-		-423-1000-610-423		
44	CC-621 05/30/19 Maint Supplies 19-20	2,115.93		101 625		
	BRUCO INC	CC Accounting: 101-		-100-2600-610		
45	CC-621 05/31/19 Mower Blades & Fuel	116.31		101 625		
	JOHN DEERE STORE	CC Accounting: 101-		-100-2600-610		
46	CC-621 06/14/19 School Maint	304.45		101 625		
	HOME DEPOT/GEFC	CC Accounting: 101-		-100-2600-610		
47	CC-621 06/18/19 Kitchen Remodel Supplies	107.44		101 625		
	LOWES	CC Accounting: 101-		-100-2620-610		

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
48	CC-622 06/03/19 School Calendar Magnets	171.51		115 625		101
	MAGNET STREET	CC Accounting: 115-		-100-1000-610-101		
49	CC-622 05/28/19 MCLP Library Books	360.80		115 625		423
	BOUND TO STAY BOUND BOOKS INC	CC Accounting: 115-		-423-1000-610-423		
50	CC-622 06/04/19 Office Supplies	2.99		101 625		
	AMAZON	CC Accounting: 101-		-100-1000-610		
51	CC-622 06/11/19 PreK Supplies	180.01		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
52	CC-622 06/12/19 Magnetic White Brd Taillefer	329.99		101 625		
	AMAZON	CC Accounting: 101-		-100-1000-610		
53	CC-622 06/11/19 School Supplies	100.49		101 625		
	SCHOOL SPECIALTY INC	CC Accounting: 101-		-100-1000-610		
54	CC-622 06/14/19 Class Supplies Taillefer	99.32		101 625		
	SCHOOL SPECIALTY INC	CC Accounting: 101-		-100-1000-610		
55	CC-622 06/11/19 Athletic Supplies	86.18		101 625		
	AMAZON	CC Accounting: 101-		-100-1000-610		
56	CC-622 06/11/19 Class Supplies Taillefer	18.58		101 625		
	AMAZON	CC Accounting: 101-		-100-1000-610		
57	CC-622 06/11/19 End of Year Plaques etc	199.75		101 625		
	ALL AMERICAN TROPHY	CC Accounting: 101-		-100-1000-610		
58	CC-624 06/12/19 Food	56.96		101 625		
	CORY' S VALLEY MARKET	CC Accounting: 101-		-910-3100-570		
59	CC-624 06/10/19 Food	25.91		101 625		
	COSTCO	CC Accounting: 101-		-910-3100-570		
60	CC-624 06/05/19 Food	51.11		101 625		
	SMART FOOD SERVICE	CC Accounting: 101-		-910-3100-570		
61	CC-624 06/05/19 Supplies	27.77		101 625		
	WAL-MART	CC Accounting: 101-		-910-3100-610		
62	CC-624 05/29/19 Food	24.56		101 625		
	CORY' S VALLEY MARKET	CC Accounting: 101-		-910-3100-570		
63	CC-624 06/19/19 Annual Membership	137.00		112 625		
	SCHOOL NUTRITION ASSOCIATION	CC Accounting: 112-		-910-3100-810		

POTOMAC ELEMENTARY SCHOOL
Claim Details
For the Accounting Period: 6/19

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
64	CC-625 06/09/19 Science Supplies	68.99		101	625	
	EAI EDUCATION		CC Accounting: 101-	-100-1000-610		
65	CC-625 06/14/19 Science Supplies	163.30		101	625	
	SCHOOL SPECIALTY INC		CC Accounting: 101-	-100-1000-610		
15128	9819S 100964 JILL THORNTON	171.35				
1	USPS 06/06/19 Mailing	4.31		101	100-2500	532
2	06/14/19 Mileage to Clerk Conf	167.04		101	100-2500	582
15129	9820S 100977 KELLEY IMAGING	2,238.50				
1	537821 06/07/19 Annual Office Copier Maint	2,238.50		101	100-1000	610
15130	9821S 64 MISSOULA TEXTILE SERVICES	221.30				
1	1179843 06/06/19 Maint Supplies	108.75		101	100-2600	610
2	1184758 06/20/19 Maint Supplies	112.55		101	100-2600	610
15131	9822S 218 MONTANA ENVIRONMENTAL LABORATORY	151.00				
1	1905741 06/13/19 Lean Copper Water Tests	151.00		101	100-2600	330
15127	9823S 101009 MOUNTAIN WEST DYNAMARK	276.00				
1	10635 06/01/19 Annual Monitoring Alarms	276.00		101	100-2600	330
15139	9830S 148 MT SCHOOLS PROPERTY & LIABILITY	7,720.00				
1	06/30/19 Annual Prop and Liability Ins	7,720.00		101	100-2600	520
15138	9831S 8 POTOMAC GREENOUGH COMMUNITY CENTER	12,596.00				
1	06/30/19 Annual Lease	12,596.00		101	100-2620	450
15132	9824S 101529 SHANNON BUSH	6.40				
1	06/14/19 Lunch Reimbursement	6.40		112	910-3100	570
15133	9825S 25 SYSCO FOOD SERVICES OF MT INC	161.15				
1	243272190a 05/17/19 Food	161.15		112	910-3100	570
15134	9826S 101513 TEMP RIGHT SERVICE	8,070.00				
1	06/24/19 Kitchen Upgrades	8,070.00		101	100-2620	440
15135	9827S 101530 THORSON ELECTRIC	686.03				
1	1705 06/19/19 Kitchen Upgrade Electrical	686.03		101	100-2620	440
	# of Claims 13	Total:				56,391.69
						56,391.69

06/21/19
19:42:46

POTOMAC ELEMENTARY SCHOOL
Claim Details
For the Accounting Period: 7/19

Page: 1 of 1
Report ID: AP100

Claim Warrant	Vendor #/Name	Amount				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
15137	9829S 100842 POTOMAC SCHOOL PETTY CASH	1,000.00				
1	07/01/19 Open Petty Cash for 19-20	1,000.00		101	100-1000	610
	# of Claims 1	Total:				
		1,000.00				

Total for Payroll Checks

	Employee	Employer	Amount
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HOL HOURS (Holiday Pay)	41.00		631.16
J001 HOURS (REGULAR SUB)	14.75		1,180.00
J006 HOURS (TOSA)	44.00		1,027.40
J009 HOURS (EXPLORERS AIDE)	16.17		242.55
J011 HOURS (EXPLORERS ADMIN)	2.00		40.00
REG HOURS (Regular Time)	606.28		9,632.64
SICK HOURS (Sick Time)	12.00		168.56
TRMV HOURS (Vacation Leave Termination)	375.57		6,816.95
VACA HOURS (Vacation Time Used)	25.50		382.50
VOLN HOURS (Volunteer Time)	1.00		2,488.57
GROSS PAY	20,121.76	0.00	
NET PAY	10,513.60	0.00	
NET PAY (CHECKS)	1,836.93		
NET PAY (DIRECT DEPOSIT)	8,676.67		
ADD'L MUST	35.62	0.00	
ANNUITY - AMFID	300.00	0.00	
FIT	105.26	0.00	
FLEX PLAN	220.83	0.00	
HEALTH - MUST	6,324.00	5,010.00	
MEDICARE	191.55	191.55	
P.E.R.S.	798.40	848.93	
PACE	75.00	0.00	
SIT	266.00	0.00	
SOCIAL SECURITY	819.01	819.01	
TRS	440.89	485.25	
UNEMPL. INSUR.	0.00	68.44	
UNUM DEP LIFE	3.00	0.00	
UNUM LIFE	17.40	0.00	
UNUM LIFE INS C	11.20	3.20	
WORKERS' COMP	0.00	519.83	
1ST INTERSTATE	2,606.81	0.00	
CAB	464.67	0.00	
FSBMSLA	3,266.85	0.00	
METROCU	1,858.67	0.00	
MFCU	59.52	0.00	
WFB	420.15	0.00	
FIT/SIT BASE	11,970.42	0.00	
MEDICARE BASE	13,209.71	0.00	
PERS BASE	10,106.36	0.00	
SOC SEC BASE	13,209.71	0.00	
TRS BASE	5,409.70	0.00	
UN BASE	20,121.76	0.00	
WC BASE	22,610.33	0.00	
Total		7,946.21	
Total Payroll Expense (Gross Pay + Employer Contributions):		28,067.97	

Potomac Student Accounts
General Ledger
 As of June 30, 2019

Date	Num	Name	Memo	Debit	Credit	Balance
Petty Cash						975.00
06/20/2019	dep		18-19 Petty Cash Bag RTB	30.20		1,005.20
06/20/2019	dep		18-19 Petty Cash JPloyhar	20.00		1,025.20
06/25/2019	1338	Potomac School	Return 18-19 Petty Cash Acct to Gen Fund		1,025.20	0.00
Total Petty Cash				50.20	1,025.20	0.00
Two Rivers accts						38,096.08
Bike-a-Thon						13,595.50
Book Fair						331.69
Class of 2019						5,433.98
06/02/2019	2388	Damian Gaglia	Parking on Trip		2.00	5,431.98
06/05/2019	2387	Launa Henry	Cash for 8th grade trip		250.00	5,181.98
06/10/2019	2386	Capital One	8th grade trip		4,692.20	489.78
06/24/2019	2393	Capital One	8th grade trip		21.40	468.38
06/24/2019	2394	Beth Copenhagen	Dodgeball expenses		247.70	220.68
06/24/2019	2395	Launa Henry	Graduation		86.49	134.19
Total Class of 2019				0.00	5,299.79	134.19
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
06/06/2019	2389	Malmark	Chimes Maint		15.15	1,177.53
Total Music				0.00	15.15	1,177.53
Science Activity						1,539.38
Outdoor School						1,053.51
06/06/2019	2385	Wild Skies Raptor Center	Outdoor School Presentation		75.00	978.51
06/10/2019	2391	Dept of Physics and Astronomy	Outdoor School Spring Camp		220.00	758.51
06/10/2019	2390	Camp Utmost	Outdoor School Spring Camp		600.00	158.51
06/11/2019	dep		Krispy Kreme Sales	60.00		218.51
06/24/2019	2392	Capital One	Outdoor School Expenses		117.51	101.00
Total Outdoor School				60.00	1,012.51	101.00
Robotics						363.74
Olympiad						122.13
Total Science Activity				60.00	1,012.51	586.87
Student Activities						7,510.29
06/20/2019	dep		Yearbooks	790.00		8,300.29
Total Student Activities				790.00	0.00	8,300.29
Student Council						2,859.43
Total Two Rivers accts				850.00	6,327.45	32,618.63

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
112 Professional Ed.						
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
PR 190604 1	Payroll Expenditure		/ /	6/19		3,355.58
Object Total :						1,471.64
122 Prof/Ed/Sub Teachers						
PR 190600 3	Payroll Expenditure		/ /	6/19		1,200.00
PR 190601 2	Payroll Expenditure		/ /	6/19		120.00
PR 190604 2	Payroll Expenditure		/ /	6/19		2,846.40
Object Total :						4,166.40
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
PR 190604 3	Employer Contributions		/ /	6/19		32.13
PR 190606 1	Employer Contributions		/ /	6/19		52.26
Object Total :						437.32
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
PR 190604 4	Employer Contributions		/ /	6/19		1,325.69
Object Total :						11,958.09
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 617 11	Annual Fee	101419	06/10/19	6/19		50.00
CC 618 7	Class Supplies Stitt	41	06/06/19	6/19		106.68
CC 618 8	Class Supplies Schmill	41	06/11/19	6/19		176.75

Fund/Account/ Doc/Line #	Description	Invoic e	Invoic e	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
CC 619 1	Bin for Chime Binders	242	05/27/19	6/19		9.99
CC 619 4	Class Supplies	101524	06/11/19	6/19		35.87
CC 620 6	School Supplies	33	06/13/19	6/19		52.43
CC 620 7	Class Supplies Klein	278	06/11/19	6/19		97.33
CC 620 8	Annual Subscription Betson	101282	06/13/19	6/19		109.95
CC 620 10	Class Supplies Olsen	101219	06/14/19	6/19		75.55
CC 620 11	Class Supplies Olsen	101219	06/14/19	6/19		11.99
CC 622 3	Office Supplies	101219	06/04/19	6/19		2.99
CC 622 5	Magnetic White Brd Taillefer	101219	06/12/19	6/19		329.99
CC 622 6	School Supplies	41	06/11/19	6/19		100.49
CC 622 7	Class Supplies Taillefer	41	06/14/19	6/19		99.32
CC 622 8	Athletic Supplies	101219	06/11/19	6/19		86.18
CC 622 9	Class Supplies Taillefer	101219	06/11/19	6/19		18.58
CC 622 10	End of Year Plaques etc	117	06/11/19	6/19		199.75
CC 625 1	Science Supplies	181	06/09/19	6/19		68.99
CC 625 2	Science Supplies	41	06/14/19	6/19		163.30
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
CL 15129 1	Annual Office Copier Maint	537821	06/07/19	6/19	100977 KELLEY IMAGING	2,238.50
JV 1467 1	Title Supplies		/ /	6/19		-129.93
JV 1473 3	Petty Cash RTB		/ /	6/19		-1,025.20
					Object Total :	4,836.99
640 Books						
JV 1467 2	Title Supplies		/ /	6/19		-102.19
					Object Total :	-102.19
					Program-Function Total :	90,228.93
E 100-2400 Regular Ed. Programs-School Admi n.						
111 Administrative						
PR 190600 6	Payrol l Expendi ture		/ /	6/19		5,707.92
PR 190603 1	Payrol l Expendi ture		/ /	6/19		5,707.92
					Object Total :	11,415.84
115 Office/Clerical						
PR 190600 7	Payrol l Expendi ture		/ /	6/19		2,256.95
PR 190604 5	Payrol l Expendi ture		/ /	6/19		2,975.16
					Object Total :	5,232.11
250 Workers' Comp.						
PR 190600 8	Empl oyer Contri buti ons		/ /	6/19		41.25
PR 190603 2	Empl oyer Contri buti ons		/ /	6/19		29.56
PR 190604 6	Empl oyer Contri buti ons		/ /	6/19		15.41

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount	
101 GENERAL FUND							
E 100-2400 Regular Ed. Programs-School Admin.							
						Object Total :	86.22
260 Health Insurance							
PR 190600 9	Employer Contributions		/ /	6/19		540.00	
PR 190604 7	Employer Contributions		/ /	6/19		1,080.00	
						Object Total :	1,620.00
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 :	18,605.69
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	
PR 190604 8	Payroll Expenditure		/ /	6/19		1,035.68	
						Object Total :	1,063.00
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	
PR 190604 9	Employer Contributions		/ /	6/19		5.36	
						Object Total :	5.58
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	
PR 190604 10	Employer Contributions		/ /	6/19		540.00	
						Object Total :	540.00

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 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 13	Mailings & Postage	101218	06/20/19	6/19		60.80
CL 15128 1	Mailing	USPS	06/06/19	6/19	100964 JILL THORNTON	4.31
						Object Total : 178.76
582 Travel Out-of-Dist.						
CC 617 3	Clerk Conf Hotel	101452	06/14/19	6/19		307.74
CL 15128 2	Mileage to Clerk Conf		06/14/19	6/19	100964 JILL THORNTON	167.04
						Object Total : 474.78
						Program-Function Total : 3,913.67
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
114 Custodial/Maint						
PR 190600 13	Payroll Expenditure		/ /	6/19		1,134.69
PR 190604 11	Payroll Expenditure		/ /	6/19		1,437.28
						Object Total : 2,571.97
250 Workers' Comp.						
PR 190600 14	Employer Contributions		/ /	6/19		73.52
PR 190604 12	Employer Contributions		/ /	6/19		93.11
						Object Total : 166.63
260 Health Insurance						
PR 190600 15	Employer Contributions		/ /	6/19		270.00
PR 190604 13	Employer Contributions		/ /	6/19		540.02
						Object Total : 810.02

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
330 Other Professional						
CC 620 13	Classroom Movers	101526	06/10/19	6/19		250.00
CL 15127 1	Annual Monitoring Alarms	10635	06/01/19	6/19	101009 MOUNTAIN WEST DYNAMARK	276.00
CL 15131 1	Lean Copper Water Tests	1905741	06/13/19	6/19	218 MONTANA ENVIRONMENTAL	151.00
Object Total :						677.00
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
520 Insurance						
CL 15139 1	Annual Prop and Liability Ins		06/30/19	6/19	148 MT SCHOOLS PROPERTY &	7,720.00
Object Total :						7,720.00
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
CC 621 1	Maint Supplies 19-20	123	05/30/19	6/19		2,115.93
CC 621 2	Mower Blades & Fuel	101508	05/31/19	6/19		116.31
CC 621 3	School Maint	45	06/14/19	6/19		304.45

Fund/Account/ Doc/Line #	Description	Invoic e	Invoic Date	Acct. Per.	Vendor	Amount	
101 GENERAL FUND							
E 100-2600 Regular Ed.	Programs-Oper. & Maint. Plant						
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	
CL 15130 1	Maint Supplies	1179843	06/06/19	6/19	64 MISSOULA TEXTILE SERVICES	108.75	
CL 15130 2	Maint Supplies	1184758	06/20/19	6/19	64 MISSOULA TEXTILE SERVICES	112.55	
						Object Total :	3,639.47
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 :	18,145.95
E 100-2620 Regular Ed.	Programs-Operation of Community Center						
114 Custodial/Maint							
PR 190600 16	Payroll Expenditure		/ /	6/19		1,134.58	
PR 190604 14	Payroll Expenditure		/ /	6/19		1,437.26	
						Object Total :	2,571.84
250 Workers' Comp.							
PR 190600 17	Employer Contributions		/ /	6/19		73.51	
PR 190604 15	Employer Contributions		/ /	6/19		93.13	
						Object Total :	166.64
260 Health Insurance							
PR 190600 18	Employer Contributions		/ /	6/19		270.00	
PR 190604 16	Employer Contributions		/ /	6/19		539.98	
						Object Total :	809.98
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
440 Repair and Maint.							
CL 15134 1	Kitchen Upgrades		06/24/19	6/19	101513 TEMP RIGHT SERVICE	8,070.00	
CL 15135 1	Kitchen Upgrade Electrical	1705	06/19/19	6/19	101530 THORSON ELECTRIC	686.03	
						Object Total :	8,756.03

Fund/Account/ Doc/Line #	Description	Invoic Invoic	Invoic Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2620 Regular Ed. Programs-Operation of Community Center						
450 Rentals						
CL 15138 1	Annual Lease		06/30/19	6/19	8 POTOMAC GREENOUGH COMMUNITY	12,596.00
						Object Total : 12,596.00
460 Minor Construction						
CC 620 12	Kitchen Sinks	101525	06/10/19	6/19		1,621.93
						Object Total : 1,621.93
610 Supplies						
CC 608 6	Fire Alarm Battery Comm Ctr	101514	05/06/19	6/19		28.00
CC 621 4	Kitchen Remodel Supplies	51	06/18/19	6/19		107.44
						Object Total : 135.44
						Program-Function Total : 28,620.10
E 120-2600 CONTINGENCY FUNDS-Oper. & Maint. Plant						
460 Minor Construction						
JV 1470 1	Building Reserve from Gen Fund		/ /	6/19		6,349.60
						Object Total : 6,349.60
						Program-Function Total : 6,349.60
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

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 280-1000 Special Education-Instruction						
117 Teacher's Aides						
PR 190600 20	Payroll Expenditure	/ /		6/19		1,967.40
PR 190604 17	Payroll Expenditure	/ /		6/19		1,840.74
Object Total :						3,808.14
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
PR 190604 18	Employer Contributions	/ /		6/19		9.51
Object Total :						72.81
260 Health Insurance						
PR 190600 23	Employer Contributions	/ /		6/19		35.62
PR 190601 7	Employer Contributions	/ /		6/19		1,080.00
PR 190604 19	Employer Contributions	/ /		6/19		153.34
Object Total :						1,268.96
Program-Function Total :						15,407.21
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						

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 910-3100 Food Services-Food Services						
260 Health Insurance						
PR 190600 24	Employer Contributions		/ /	6/19		540.00
PR 190604 20	Employer Contributions		/ /	6/19		150.00
Object Total :						690.00
570 Food Services						
CC 624 1	Food	101328	06/12/19	6/19		56.96
CC 624 2	Food	101223	06/10/19	6/19		25.91
CC 624 3	Food	101335	06/05/19	6/19		51.11
CC 624 5	Food	101328	05/29/19	6/19		24.56
Object Total :						158.54
610 Supplies						
CC 624 4	Supplies	100942	06/05/19	6/19		27.77
Object Total :						27.77
Program-Function Total :						876.31
Fund Total :						184,275.49

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 Date	Acct. 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
PR 190604 23	Payroll Expenditure		/ /	6/19		3,220.98
Object Total :						5,747.41
250 Workers' Comp.						
PR 190600 28	Employer Contributions		/ /	6/19		162.16
PR 190604 24	Employer Contributions		/ /	6/19		208.68
Object Total :						370.84
260 Health Insurance						
PR 190604 25	Employer Contributions		/ /	6/19		3.20
Object Total :						3.20
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
CL 15126 1	Lunch Reimbursement		06/21/19	6/19	101528 CANDICE HALL	43.00
CL 15132 1	Lunch Reimbursement		06/14/19	6/19	101529 SHANNON BUSH	6.40
CL 15133 1	Food	243272190a	05/17/19	6/19	25 SYSCO FOOD SERVICES OF MT	161.15
Object Total :						4,006.73
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

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
112 FOOD SERVICES FUND						
E 910-3100 Food Services-Food Services						
810 Dues and Fees						
CC 624 6	Annual Membership	101285	06/19/19	6/19		137.00
Object Total :						137.00
Program-Function Total :						11,511.40
Fund Total :						11,511.40

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
PR 190604 28	Payroll Expenditure		/ /	6/19		1,690.13
Object Total :						2,505.53
250 Workers' Comp.						
PR 190600 32	Employer Contributions		/ /	6/19		4.22
PR 190604 29	Employer Contributions		/ /	6/19		8.77
Object Total :						12.99
260 Health Insurance						
PR 190600 33	Employer Contributions		/ /	6/19		142.46
PR 190604 30	Employer Contributions		/ /	6/19		613.40
Object Total :						755.86
Program-Function Total :						3,274.38
Fund Total :						3,274.38

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
PR 190604 33	Employer Contributions	/ /	6/19		335.55
				Object Total :	5,090.73
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
PR 190604 34	Employer Contributions	/ /	6/19		285.61
				Object Total :	6,142.35
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
PR 190604 35	Employer Contributions	/ /	6/19		21.10
				Object Total :	253.03
				Program-Function Total :	11,486.11
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
PR 190604 36	Employer Contributions	/ /	6/19		122.55
				Object Total :	742.58
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
PR 190604 37	Employer Contributions	/ /	6/19		249.91
				Object Total :	437.24

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2400 Regular Ed. Programs-School Admin.						
240 Unemployment Comp.						
PR 190600 42	Employer Contributions	/ /	6/19			27.08
PR 190603 10	Employer Contributions	/ /	6/19			19.41
PR 190604 38	Employer Contributions	/ /	6/19			10.12
Object Total :						56.61
Program-Function Total :						2,225.04
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
PR 190604 39	Employer Contributions	/ /	6/19			31.01
Object Total :						27.93
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			220.86
PR 190604 40	Employer Contributions	/ /	6/19			87.00
Object Total :						-26.05
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
PR 190604 41	Employer Contributions	/ /	6/19			3.52
Object Total :						-1.62
Program-Function Total :						0.26
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
210 Social Security/Med.						
PR 190600 46	Employer Contributions	/ /	6/19			40.35
PR 190604 42	Employer Contributions	/ /	6/19			11.86
Object Total :						52.21
230 PERS						
PR 190600 47	Employer Contributions	/ /	6/19			82.57
PR 190604 43	Employer Contributions	/ /	6/19			120.73
Object Total :						203.30

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
240 Unemployment Comp.						
PR 190600 48	Employer Contributions		/ /	6/19		3.86
PR 190604 44	Employer Contributions		/ /	6/19		4.90
Object Total :						8.76
Program-Function Total :						264.27
E 100-2620 Regular Ed. Programs-Operation of Community Center						
210 Social Security/Med.						
PR 190600 49	Employer Contributions		/ /	6/19		40.34
PR 190604 45	Employer Contributions		/ /	6/19		11.88
Object Total :						52.22
230 PERS						
PR 190600 50	Employer Contributions		/ /	6/19		82.56
PR 190604 46	Employer Contributions		/ /	6/19		120.73
Object Total :						203.29
240 Unemployment Comp.						
PR 190600 51	Employer Contributions		/ /	6/19		3.85
PR 190604 47	Employer Contributions		/ /	6/19		4.87
Object Total :						8.72
Program-Function Total :						264.23
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
PR 190604 48	Employer Contributions		/ /	6/19		255.48
Object Total :						1,236.15
220 Teachers' Retirement						
PR 190600 53	Employer Contributions		/ /	6/19		538.32
PR 190601 14	Employer Contributions		/ /	6/19		596.60
PR 190604 49	Employer Contributions		/ /	6/19		175.72
Object Total :						1,310.64

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 280-1000 Special Education-Instruction						
240 Unemployment Comp.						
PR 190600 54	Employer Contributions	/ /	6/19			21.74
PR 190601 15	Employer Contributions	/ /	6/19			22.62
PR 190604 50	Employer Contributions	/ /	6/19			12.02
Object Total :						56.38
Program-Function Total :						2,603.17
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 190600 55	Employer Contributions	/ /	6/19			159.11
PR 190604 51	Employer Contributions	/ /	6/19			221.90
Object Total :						381.01
230 PERS						
PR 190600 56	Employer Contributions	/ /	6/19			209.69
PR 190604 52	Employer Contributions	/ /	6/19			270.56
Object Total :						480.25
240 Unemployment Comp.						
PR 190600 57	Employer Contributions	/ /	6/19			8.59
PR 190604 53	Employer Contributions	/ /	6/19			10.95
Object Total :						19.54
Program-Function Total :						880.80
Fund Total :						17,723.88

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MI SC. 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
PR 190604 55	Payroll Expenditure		/ /	6/19		40.00
						Project Total :
						120.00
						Object Total :
						120.00
117 Teacher's Aides						
119 REAP 18-19						
PR 190600 60	Payroll Expenditure		/ /	6/19		497.10
PR 190604 56	Payroll Expenditure		/ /	6/19		242.55
						Project Total :
						739.65
						Object Total :
						739.65
210 Social Security/Med.						
119 REAP 18-19						
PR 190600 61	Employer Contributions		/ /	6/19		43.01
PR 190604 57	Employer Contributions		/ /	6/19		20.33
						Project Total :
						63.34
						Object Total :
						63.34

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
E 412-1000 REAP-Instruction						
220 Teachers' Retirement						
119 REAP 18-19						
PR 190600 62	Employer Contributions	/ /	6/19			51.77
PR 190604 58	Employer Contributions	/ /	6/19			23.92
					Project Total :	75.69
					Object Total :	75.69
240 Unemployment Comp.						
119 REAP 18-19						
PR 190600 63	Employer Contributions	/ /	6/19			1.96
PR 190604 59	Employer Contributions	/ /	6/19			0.96
					Project Total :	2.92
					Object Total :	2.92
250 Workers' Comp.						
119 REAP 18-19						
PR 190600 64	Employer Contributions	/ /	6/19			2.99
PR 190604 60	Employer Contributions	/ /	6/19			1.47
					Project Total :	4.46
					Object Total :	4.46
260 Health Insurance						
119 REAP 18-19						
PR 190600 65	Employer Contributions	/ /	6/19			100.83
PR 190604 61	Employer Contributions	/ /	6/19			67.57
					Project Total :	168.40
					Object Total :	168.40
					Program-Function Total :	1,174.46
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

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-1000 Title I-Instruction						
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
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

Fund/Account/ Doc/Li ne #	Descr iption	Invoi ce Invoi ce	Invoi ce Date	Acct. Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
E 420-2300 Title I-General Admin						
230 PERS						
328 Title 2018-2019						
JV 1469 26	Title PERS	/ /	6/19			552.00
PR 190600 74	Empl oyer Contri buti ons	/ /	6/19			11.48
PR 190603 17	Empl oyer Contri buti ons	/ /	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	Empl oyer Contri buti ons	/ /	6/19			0.47
PR 190603 18	Empl oyer Contri buti ons	/ /	6/19			0.47
					Project Total :	23.94
					Object Total :	23.94
250 Workers' Comp.						
328 Title 2018-2019						
JV 1469 11	Title WC	/ /	6/19			27.00
PR 190600 76	Empl oyer Contri buti ons	/ /	6/19			0.72
PR 190603 19	Empl oyer Contri buti ons	/ /	6/19			0.72
					Project Total :	28.44
					Object Total :	28.44
260 Heal th Insurance						
328 Title 2018-2019						
JV 1469 14	Title Heal th	/ /	6/19			1,026.00
PR 190600 77	Empl oyer Contri buti ons	/ /	6/19			27.00
PR 190603 20	Empl oyer Contri buti ons	/ /	6/19			27.00
					Project Total :	1,080.00
					Object Total :	1,080.00
					Program-Functi on Total :	7,547.57
E 423-1000 MT Comprehensive Li teracy Project-Instructi on						
112 Professi onal Ed.						
423 MT Comprehensive Li teracy Project Number						
PR 190600 78	Payrol l Expendi ture	/ /	6/19			8,271.19
PR 190601 17	Payrol l Expendi ture	/ /	6/19			6,902.13
					Project Total :	15,173.32
					Object Total :	15,173.32
117 Teacher' s Ai des						
423 MT Comprehensive Li teracy Project Number						
PR 190600 79	Payrol l Expendi ture	/ /	6/19			560.00
					Project Total :	560.00
					Object Total :	560.00
210 Soci al Securi ty/Med.						
423 MT Comprehensive Li teracy Project Number						
PR 190600 80	Empl oyer Contri buti ons	/ /	6/19			628.69
PR 190601 18	Empl oyer Contri buti ons	/ /	6/19			471.01
					Project Total :	1,099.70
					Object Total :	1,099.70

Fund/Account/ Doc/Line #	Description	Invoic e	Invoic e	Acct. Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
E 423-1000 MT Comprehensive Literacy Project-Instruction						
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
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
CC 620 9	MCLP Plain Talk Conf Rms	101487	06/11/19	6/19		1,977.76
CL 15123 1	Literacy Institute July 22-26	1966	05/17/19	6/19	101523 TRANSFORMATIVE READING	850.00
Project Total :						3,330.76
Object Total :						3,330.76
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

Fund/Account/ Doc/Line #		Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND							
E 423-1000 MT Comprehensive Literacy Project-Instruction							
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	617 12	Science Interactive 7 yrs	69	06/18/19	6/19		7,718.04
CC	618 1	MCLP Book	101520	04/23/19	6/19		35.15
CC	618 2	MCLP Books	101219	05/28/19	6/19		312.16
CC	618 3	MCLP Books	101219	05/28/19	6/19		281.76
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	618 6	MCLP Subscription	270	06/06/19	6/19		148.50
CC	618 9	MCLP Supplies	41	06/11/19	6/19		43.60
CC	618 10	MCLP Supplies	101219	06/11/19	6/19		29.00
CC	618 11	MCLP Supplies	101219	05/28/19	6/19		7.99
CC	618 12	MCLP Supplies	101057	05/30/19	6/19		6.00
CC	619 3	MCLP Supplies	101219	06/14/19	6/19		139.20
CC	620 4	Learning Resources Gears	101219	06/05/19	6/19		24.74
CC	620 5	MCLP Macbook Air	101059	06/11/19	6/19		1,245.00
CC	620 16	MCLP Library	101219	05/27/19	6/19		578.09
CC	620 17	MCLP Supplies	100942	06/13/19	6/19		9.70
CC	622 2	MCLP Library Books	55	05/28/19	6/19		360.80
CC	622 4	PreK Supplies	101219	06/11/19	6/19		180.01
CL	15107 1	Library Books	1819532	05/28/19	6/19	101110 AMY VANN	329.80
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 :							17,888.66
Object Total :							17,888.66
Program-Function Total :							46,690.52
Fund Total :							63,862.83

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
E 191-2600 SB 307 Building Reserve-Oper. & Maint. Plant						
440 Repair and Maint.						
JV 1470 2	Building Reserve from Gen Fund		/ /	6/19		-6,349.60
Object Total :						-6,349.60
Program-Function Total :						-6,349.60
Fund Total :						-5,434.82

1 **Potomac Elementary**

2
3 **THE BOARD OF TRUSTEES**

1425

4
5 Abstentions From Voting

6
7 Section 20-3-323(2), MCA, requires the minutes of each Board meeting to include the voting records of
8 each trustee present. As a general rule trustees should vote on all issues, unless casting a vote would be a
9 violation of law. Under Montana law, instances in which it would be unlawful or inappropriate for a
10 trustee to cast a vote on a particular issue include but are not necessarily limited to **situations when the**
11 **Board is considering hiring the relative of a trustee.**

- 12
- 13 ~~1. When casting a vote would directly and substantially affect, to its economic benefit, a~~
- 14 ~~business or other undertaking in which the trustee either has a substantial financial interest~~
- 15 ~~or in which the trustee is engaged as counsel, consultant, representative, or agent;~~
- 16
- 17 ~~2. When casting a vote would directly and substantially affect a business or other undertaking~~
- 18 ~~to its economic detriment, where a trustee has a substantial personal interest in a competing~~
- 19 ~~firm or undertaking;~~
- 20
- 21 ~~3. When casting a vote would cause a trustee to have a pecuniary interest, either directly or~~
- 22 ~~indirectly, in a contract made by the trustee (while acting in the trustee's official capacity)~~
- 23 ~~or by the Board; and~~
- 24
- 25 ~~4. When casting a vote would put the trustee in the position of an agent or solicitor in the sale~~
- 26 ~~or supply of goods or services to the District.~~
- 27

28 In addition, a trustee shall be allowed to abstain from voting to avoid the appearance of impropriety or the
29 appearance of a perceived conflict. If a trustee abstains from voting, the abstention should be recorded in
30 the minutes and may include an explanation of the reasons for the abstention. The Board discourages
31 abstentions, unless the reasons are substantiated as provided herein.

32		
33		
34		
35	Legal References:	§ 2-2-105, MCA Ethical requirements for public officers and public
36		employees
37		§ 2-2-121, MCA Rules of conduct for public officers and public
38		employees
39		§ 2-2-302, MCA Appointment of relative to office of trust or emolument
40		unlawful – exceptions – publication of notice
41		§ 20-1-201, MCA School officers not to act as agents
42		§ 20-3-323, MCA District policy and record of acts
43		§ 20-9-204, MCA Conflicts of interests, letting contracts, and calling for
44		bids
45		

46 Policy History:
47 Adopted on:
48 Reviewed on:
49 Revised on:

1 **Potomac Elementary**

2
3 **THE BOARD OF TRUSTEES**

1512F

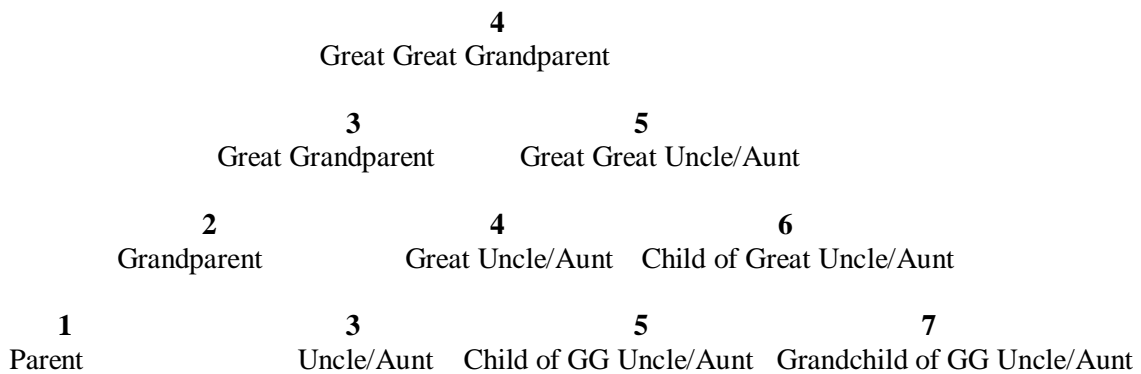
4
5 Relationships Defined and Chart

6
7 Definitions

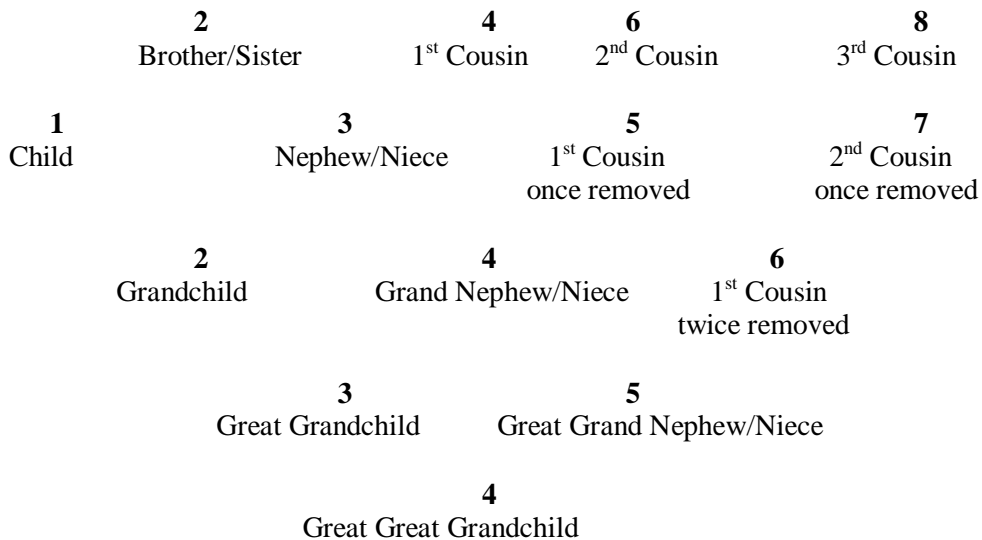
8
9 Affinity is the legal relationship arising as the result of marriage. Relationship by affinity
10 terminates upon the death of one of the spouses or other dissolution of marriage, except when the
11 marriage has resulted in issue still living.

12
13 Consanguinity is a relationship by blood relation. Relationship by consanguinity is confirmed by
14 being descended from the same ancestor. Kinship determined by consanguinity may not be
15 terminated.

16
17 Degrees of Consanguinity



32 **Trustee**



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Degrees of Affinity

			3
			Great Grandparent-in-law or Step Great Grandparent
		2	
		Grandparent-in-law or Step Grandparent	
	1		3
	Father/Mother-in-law or Step Parent		Uncle/Aunt-in-law Or Step Uncle/Aunt
Trustee	1	2	
	Spouse	Brother/Sister-in-law Or Step Sibling	
	1		3
	Step Child or Son/Daughter-in-law		Nephew/Niece-in-law or Step Nephew/Niece
		2	
		Step Grandchild or Grandchild-in-law	
			3
			Step Great Grandchild or Great Grandchild-in-law

Policy History:
Adopted on:
Reviewed on:
Revised on:

1 **Potomac Elementary**

2
3 **PERSONNEL**

4
5
6 Fingerprint Background Handling Procedure

- 7
- 8 1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers or
9 recommended for hire by the School District need to be fingerprinted.
 - 10 2. The School District will obtain a signed waiver from all applicants and provide written
11 communication of applicant rights (Applicant Rights and Consent to Fingerprint Form 5122F).
12 The Applicant Rights and Consent to Fingerprint Form will be kept on file for 5 years or for the
13 length of employment, which ever is longer. The form will be filed in the employees Personnel
14 File.
15

16
17 Authority to Fingerprint

18
19 The School District will [OPTION 1] send candidates recommended for hire to _____ to
20 obtain fingerprinting; [OPTION 2] process candidates recommended for hire fingerprints.

21
22 Applicants will complete two (2) fingerprint cards following instructions on the card to fill out the
23 information. District office personnel will add information in the box regarding reason to be
24 fingerprinted.

25
26 A spreadsheet of those fingerprinted is kept by the School District to identify the individual, position
27 being hired for, date of fingerprint, date print received and date print billed.

28
29 The School District staff that have received training by CRISS will process the fingerprints and send them
30 to the DOJ.

31
32 Determination Procedures

33
34 Personnel staff that have been trained by CRISS and granted access to criminal history record information
35 will receive the background results through their Montana State File Transfer account.

- 36 a. Results are reviewed for determination of eligibility to hire.
- 37 b. Any adverse reports are presented to the appropriate administrator for final approval.
- 38 c. Determination is noted on a determination form and kept in a locked file cabinet.

39
40 Storage Procedure

41
42 Printed background is stored in a locked file cabinet in a sealed envelope marked “confidential”. This file
43 cabinet is only accessible to staff that have received CRISS training.

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4 Dissemination Procedure

5 **[OPTION 1]**

6 Dissemination can only be authorized to personnel within an authorized school district for the purpose
7 which is consistent with the original request of the CHRI.

- 8 a. Requesting individual must submit a completed dissemination request form.
9 b. Requesting individual must have worked at least five (5) days prior to the request.
10 c. All disseminated copies shall be marked with "Copy".
11 d. The dissemination must be recorded on a dissemination log.
12 i. The log will be maintained for three (3) years from date of entry.
13 ii. The information on the dissemination log will include:
14 1. Date record was shared
15 2. Who sent the request (personnel name and district; only
16 CRISS trained personnel can disseminate information)
17 3. How the request was fulfilled.
18 iii. Dissemination requests are mailed, faxed or emailed to the requesting representative of
19 the district.
20

21 **[OPTION 2]**

22 The School District will not disseminate any fingerprint information.
23

24 Destruction Procedure

- 25
26 • Criminal history record information will be stored with the personnel file in a sealed envelope
27 marked "confidential" for two (2) years or the length of employment, whichever comes first. The
28 School District utilizes shredding for destruction of information no longer needed.
29 • Dissemination logs are destroyed 3 years from date of entry.
30

31 Training Procedure

- 32
33 • Local Agency Security Officer (LASO)
34 ○ Signed user agreement between district and CRISS
35 • Privacy and Security Training
36 ○ CRISS training on CHRI required to receive background reports
37
38

39 Policy History:

40 Promulgated on:

41 Reviewed on:

42 Revised on:

1 **Potomac Elementary**

2
3 **PERSONNEL**

5223

4
5 Personal Conduct

6
7 School District employees will abide by all district policies, state and federal laws in the course
8 of their employment. Where applicable, employees will abide by and honor the professional
9 educator code of conduct.

10
11 All employees are expected to maintain high standards of honesty, integrity, professionalism,
12 decorum, and impartiality in the conduct of District business. All employees shall maintain
13 appropriate employee-student relationship boundaries in all respects, including personal, speech,
14 print, and digital communications.

15
16 **While on school property, employees shall not injure or threaten to injure another person;**
17 **damage another’s property or that of the District except when acting in self-defense or the**
18 **defense of another. While on school property, employees shall not use, control, possess or**
19 **transfer any weapon or any item that could be reasonably considered to be a weapon as**
20 **defined in Policies 3310 and 3311. “School property” means within school buildings, in**
21 **vehicles used for school purposes, or on grounds leased or owned by the school district.**

22
23 In accordance with state law, an employee shall not dispense or utilize any information gained
24 from employment with the District, accept gifts or benefits, or participate in business enterprises
25 or employment that creates a conflict of interest with the faithful and impartial discharge of the
26 employee’s District duties. A District employee, before acting in a manner which might impinge
27 on any fiduciary duty, may disclose the nature of the private interest which would create a
28 conflict. Care should be taken to avoid using or avoid the appearance of using official positions
29 and confidential information for personal advantage or gain.

30
31 Further, employees are expected to hold confidential all information deemed not to be for public
32 consumption as determined by state law and Board policy. Employees also will respect the
33 confidentiality of people served in the course of an employee’s duties and use information gained
34 in a responsible manner. The Board may discipline, up to and including discharge, any
35 employee who discloses confidential and/or private information learned during the course of the
36 employee’s duties or learned as a result of the employee’s participation in a closed (executive)
37 session of the Board. Discretion should be used even within the school system’s own network of
38 communication and confidential information should only be communicated on a need to know
39 basis.

40
41 Administrators and supervisors may set forth specific rules and regulations governing staff
42 conduct on the job within a particular building.

43
44 Cross Reference: Professional Educators of Montana Code of Ethics
45 Policy 3310 – Student Discipline
46 Policy 3311 – Firearms and Weapons

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Legal Reference: § 20-1-201, MCA School officers not to act as agents
 Title 2, Chapter 2, Part 1 Standards of Conduct
 § 39-2-102, MCA What belongs to employer
 § 45-8-361, MCA Possession or allowing possession of
 a weapon in a school building
 § 204-302, MCA Discipline And Punishment Of Pupils --
 Definition Of Corporal Punishment --
 Penalty -- Defense

Policy History:
Adopted on:
Reviewed on:
Revised on:

1 **Potomac Elementary**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8425

4
5 Service Animals

6 For the purposes of this policy, state law defines a service animal as a dog or any other animal
7 that is individually trained to do work or perform tasks for the benefit of an individual with a
8 disability. Federal law definition of a disability includes a physical, sensory, psychiatric,
9 intellectual, or other mental disability.

10
11 The District shall permit the use of a miniature horse by an individual with a disability,
12 according to the assessments factors as outlined in Policy 8425P, if the miniature horse has been
13 individually trained to do work or perform tasks for the benefit of the individual with a disability.

14
15 The School District will permit the use of service animals by an individual with a disability
16 according to state and federal regulations. **The School District will honor requests for service**
17 **animals in accordance with the applicable Section 504 or Special Education policy adopted**
18 **by the Board of Trustees.** The work or tasks performed by a service animal must be directly
19 related to the handler's disability.

20
21 Examples of work or tasks **performed by the service animal to accommodate an identified**
22 **disability** include, but are not limited to, assisting individuals who are blind or have low vision
23 with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the
24 presence of people or sounds, providing nonviolent protection or rescue work, pulling a
25 wheelchair, assisting an individual during a seizure, alerting individuals to the presence of
26 allergens, retrieving items such as medicine or the telephone, providing physical support and
27 assistance with balance and stability to individuals with mobility disabilities, and helping persons
28 with psychiatric and neurological disabilities by preventing or interrupting impulsive or
29 destructive behaviors.

30
31 The crime deterrent effects of an animal's presence and the provision of emotional support, well-
32 being, comfort, or companionship do not constitute work or tasks for the purposes of this
33 definition.

34
35 The District may ask an individual with a disability to remove a service animal from the
36 premises if:

- 37 • The animal is out of control and the animal's handler does not take effective action to
38 control it; or
- 39 • The animal is not housebroken

40
41 The District is not responsible for the care or supervision of the service animal.

42
43 Individuals with disabilities shall be permitted to be accompanied by their service animals in all
44 areas of the District's facilities where members of the public, participants in services, programs
45 or activities, or invitees, as relevant, are allowed to go.

1 Cross Reference: Policy 8425P Procedure for allowance of service animals
2 ~~Policy 8425F~~ ~~Service Animals in District Facilities Form~~
3 Policy 2161 Special Education
4 Policy 2162 Section 504 of the Rehabilitation Act of 1973
5 Policy

6 Legal Reference: 28 CFR 35.136 Service Animals
7 28 CFR 35.104 Definitions
8 49-4-203(2), MCA Definitions

9 Policy History:

10 Adopted on:

11 Reviewed on:

12 Revised on:

1 **Potomac Elementary**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8425P

4
5 Service Animal Allowance Procedure

6
7 **The School District will honor requests for service animals by students or staff in**
8 **accordance with the applicable Section 504 or Special Education policy adopted by the**
9 **Board of Trustees.**

10 The following procedures have been developed which will help guide the
11 administration when a request for the use of a service animal has been presented by an individual
12 with a disability.

13 *Inquiries:* The administration shall not ask about the nature or extent of a person's disability, but
14 may make two inquiries to determine whether an animal qualifies as a service animal. The
15 administration may ask if the animal is required because of a disability and what work or task the
16 animal has been trained to perform. The administration shall not require documentation, such as
17 proof that the animal has been certified, trained, or licensed as a service animal. Generally, the
18 administration may not make these inquiries about a service animal when it is readily apparent
19 that an animal is trained to do work or perform tasks for an individual with a disability (*e.g.*, the
20 dog is observed guiding an individual who is blind or has low vision, pulling a person's
21 wheelchair, or providing assistance with stability or balance to an individual with an observable
22 mobility disability).

23
24 *Exclusions:* The administration may ask the individual to remove the service animal from the
25 premises if the animal is out of control and the handler does not take effective action to control
26 it, or if the animal is not housebroken. If the administration properly excludes the service
27 animal, it shall give the individual the opportunity to participate in the service, program, or
28 activity without having the service animal on the premises.

29
30 *Surcharges:* The administration shall not ask or require the individual to pay a surcharge, even if
31 people who are accompanied by pets are required to pay fees, or to comply with other
32 requirements generally not applicable to people without pets. If the District normally charges
33 individuals for the damage they cause, the individual may be charged for damage caused by his
34 or her service animal.

35
36 *Miniature horses assessment factors:* In determining whether reasonable modifications can be
37 made to allow a miniature horse into a specific facility, the District shall consider:

- 38
39
- 40 • The type, size, and weight of the miniature horse
 - 41 • Whether the miniature horse is housebroken, and
 - 42 • Whether the miniature horse's presence in a specific facility compromises legitimate
43 safety requirements that are necessary for safe operation.

44 Policy History:
45 Promulgated on:
46 Reviewed on:

1 **Potomac Elementary**

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3 **THE BOARD OF TRUSTEES**

1112

4

5 Resignation

6

7 The resignation of a trustee **of the District** ~~must be submitted in writing to the Clerk~~ **must be in**
8 **writing, must stipulate an effective date, and must be submitted to the Clerk of the District.**

9 ~~A resignation is effective seventy two (72) hours after its submission unless withdrawn during~~
10 ~~that period by the trustee through written notification of withdrawal made to the Clerk.~~

11

12

13 [Trustees retiring from the Board may be recognized for their service to the District by
14 presentation of a service plaque or other appropriate activities.]

15

16

17 Legal Reference: § 2-16-502, MCA Resignations
18 § 20-3-308, MCA Vacancy of trustee position

19

20 Policy History:

21 Adopted on:

22 Reviewed on:

23 Revised on:

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 trustee;
- 11 2. ~~Resignation, in writing~~ **The effective date stipulated in the written resignation of the**
12 **trustee** filed with the Clerk;
- 13 3. Trustee moves out of the nominating district, establishing residence elsewhere;
- 14 4. Trustee is no longer a registered elector of the District under the provisions of § 20-20-
- 15 301, MCA;
- 16 5. Trustee is absent from the District for sixty (60) consecutive days;
- 17 6. Trustee fails to attend three (3) consecutive meetings of the trustees without good excuse;
- 18 7. Trustee has been removed under the provisions of § 20-3-310, MCA; or
- 19 8. Trustee ceases to have the capacity to hold office under any other provision of law.
- 20 9. A trustee position also shall be vacant when an elected candidate fails to qualify.

21
22 When a trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill
23 such vacancy by appointment. The Board will receive applications from any qualified persons
24 seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate
25 to fill the position.

26
27 Should the Board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the
28 county superintendent shall appoint, in writing, a competent person to fill such vacancy. An
29 appointee shall qualify by completing and filing an oath of office with the county superintendent
30 within fifteen (15) days after receiving notice of the appointment and shall serve until the next
31 regularly scheduled school election and a successor has qualified.

32
33
34
35 Cross Reference: 1240 Duties of Individual Trustees
36 1112 Resignations

37
38 Legal References: **§ 2-16-501(3), MCA Vacancies created**
39 § 20-3-308, MCA Vacancy of trustee position
40 § 20-3-309, MCA Filling vacated trustee position – appointee
41 qualification and term of office

42
43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:

4
5 Conflict of Interest

6
7 A trustee may not:

- 8
9 1. Engage in a substantial financial transaction for the trustee’s private business purpose,
10 with a person whom the trustee inspects or supervises in the course of official duties.
11
12 2. Perform an official act directly and substantially affecting, to its economic benefit, a
13 business or other undertaking in which the trustee either has a substantial financial
14 interest or is engaged as counsel, consultant, representative, or agent.
15
16 3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
17
18 4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when
19 the trustee has more than a ten percent (10%) interest in the corporation. A contract does
20 not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments
21 or deposits in financial institutions that are in the business of loaning or receiving money,
22 when such investments or deposits are made on a rotating or ratable basis among
23 financial institutions in the community or when there is only one (1) financial institution
24 in the community; or 3) contracts for professional services other than salaried services or
25 for maintenance or repair services or supplies when the services or supplies are not
26 reasonably available from other sources, if the interest of any Board member and a
27 determination of such lack of availability are entered in the minutes of the Board meeting
28 at which the contract is considered.
29
30 5. Be employed in any capacity by the District, with the exception of officiating at athletic
31 competitions under the auspices of the Montana Officials Association.
32
33 **6. Perform an official act directly and substantially affecting a business or other**
34 **undertaking to its economic detriment when the officer or employee has a**
35 **substantial personal interest in a competing firm or undertaking.**
36
37 **7. Perform an official act directly and substantially affecting to its economic benefit a**
38 **business or other undertaking in which the officer or employee either has a**
39 **substantial financial interest or is engaged as counsel, consultant, representative, or**
40 **agent.**
41
42 8. Appoint to a position of trust or emolument any person related or connected by
43 consanguinity within the fourth (4th) degree or by affinity within the second (2nd) degree.
44
45 a. This prohibition does not apply to the issuance of an employment contract to a
46 person as a substitute teacher who is not employed as a substitute teacher for more

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than thirty (30) consecutive school days.

- b. This prohibition does not apply to the renewal of an employment contract of a person related to a Board member, who was initially hired before the Board member assumed the trustee position.
- c. This prohibition does not apply if trustees comply with the following requirements: 1) **All trustees**, except the trustee related to the person to be employed or appointed, vote to employ the related person; 2) the trustee related to the person to be employed abstains from voting; and 3) the trustees give fifteen (15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

Policy History:

- Adopted on:
- Reviewed on:
- Revised on:

2
3 THE BOARD OF TRUSTEES

4
5 Annual Goals and Objectives

6
7 Each year, during the month of _____ (OPTIONAL), the Board will formulate or
8 review the ~~annual objectives for the District and will have available a written~~
9 ~~comprehensive philosophy of education with goals that reflect the District’s philosophy of~~
10 ~~education. The philosophy of education and goals shall be in writing and shall be available~~
11 ~~to all.~~

12
13 ~~At the conclusion of the year, the Superintendent shall submit a report to the Board which~~
14 ~~reflects the degree to which annual objectives have been accomplished.~~

15
16 goals of the District that reflect the district’s strategic plan of education. At the conclusion
17 of each school year, the Principal shall report to the Board information which reflects the
18 accomplishments towards the goals of the District.

19
20 The Chairperson may appoint a committee of the Board, to include the Principal to
21 annually review the goals and report to the Board.

22
23 Cross Reference: MTSBA Strategic Governance Policy Series – 1000SG

24
25 Legal Reference: 10.55.701(2)(a), ARM Board of Trustees

26
27 Policy History:

28 Adopted on:

29 Reviewed on:

30 Revised on:

4
5 Uniform Complaint Procedure

6
7 The Board establishes this Uniform Complaint Procedure as a means to address complaints
8 arising within the District. This Uniform Complaint Procedure is intended to be used for all
9 complaints except those governed by a specific process in state or federal law that supersedes
10 this process or collective bargaining agreement. Matters covered by a collective bargaining
11 agreement will be reviewed in accordance with the terms of the applicable agreement.
12

13 The District requests all individuals to use this complaint procedure, when the individual
14 believes the Board or its employees or agents have violated the individual’s rights under: ~~(1)~~
15 ~~Montana constitutional, statutory, or administrative law; (2) United States constitutional,~~
16 ~~statutory, or regulatory law; or (3) state or federal law or~~ Board policy.
17

18 The District will endeavor to respond to and resolve complaints without resorting to this formal
19 complaint procedure and, when a complaint is filed, to address the complaint promptly and
20 equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder
21 will not be impaired by a person’s pursuit of other remedies. Use of this complaint procedure is
22 not a prerequisite to pursue other remedies and use of this complaint procedure does not extend
23 any filing deadline related to pursuit of other remedies.
24

25 Deadlines requiring District action in this procedure may be extended for reasons related
26 but not limited to the District’s retention of legal counsel and District investigatory
27 procedures.
28

29 ~~The Principal has the authority to contract with an independent investigator at any time~~
30 ~~during the complaint procedure process. Within fifteen (15) calendar days of the~~
31 ~~Principal’s receipt of the independent investigator’s report and recommendation, the~~
32 ~~Principal will respond to the complaint and take such administrative steps as the Principal~~
33 ~~deems appropriate and necessary.~~
34

35 Level 1: Informal

36
37 An individual with a complaint is first encouraged to discuss it with the appropriate ~~teacher,~~
38 ~~counselor,~~ employee or building administrator, with the objective of resolving the matter
39 promptly and informally. An exception is that a complaint of sexual harassment should be
40 discussed directly with an administrator not involved in the alleged harassment.
41

42 Level 2: Principal

43
44 When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed
45 and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event
46 or incident giving rise to the complaint, including any school personnel involved; and (3) the

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4 remedy or resolution requested. The written complaint must be filed within thirty (30) calendar
5 days of the event or incident or from the date an individual could reasonably become aware of
6 such event or incident. **The applicability of the deadline is subject to review by the Principal**
7 **to ensure the intent of this uniform complaint procedure is honored.**
8

9 When a complaint alleges violation of Board policy or procedure, the Principal will investigate
10 and attempt to resolve the complaint. The Principal will respond in writing to the complaint,
11 within thirty (30) calendar days of the Principal's receipt of the complaint.
12

13 If either the complainant ~~or the person against whom the complaint is filed is dissatisfied~~ has
14 **reason to believe the Principal's decision was made in error, with the administrator's**
15 **decision, the complainant** may request, in writing, that the Board review the
16 Principal's decision. (See Level 3.) This request must be submitted to the Board
17 within fifteen (15) calendar days of the Principal's decision.
18

19 When a complaint alleges sexual harassment or a violation of Title IX of the Education
20 Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of
21 1990, or Section 504 of the Rehabilitation Act of 1973, the Principal may turn the complaint over
22 to a District nondiscrimination coordinator. The coordinator will complete an investigation and
23 file a report and recommendation with the Principal. ~~A coordinator may hire, with the~~
24 ~~approval of the Principal, an independent investigator to conduct the investigation. Within~~
25 ~~fifteen (15) calendar days of the Principal's receipt of the coordinator's or independent~~
26 ~~investigator's report and recommendation, the Principal will respond to the complaint and~~
27 ~~take such administrative steps as the Principal deems appropriate and necessary.~~ If either
28 the complainant ~~or the person against whom the complaint is filed~~ **has reason to believe the**
29 **Principal's decision was made in error, either the complainant** may request, in writing, that
30 the Board consider an appeal of the Principal's decision. (See Level 3.) This request must be
31 submitted in writing to the Board, within fifteen (15) calendar days of the Principal's written
32 response to the complaint, for transmission to the Board.
33

34 Level 3: The Board

35

36 **Upon written appeal of a complaint alleging a violation the individual's rights under state**
37 **or federal law or Board policy upon which the Board of Trustees has authority to remedy,**
38 the Board **may** consider the Principal's decision. Upon receipt of written request for appeal, the
39 Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting, (2)
40 appoint an appeals panel of not less than three trustees to hear the appeal and make a
41 recommendation to the Board, **or (3) respond to the complaint with an explanation of why**
42 **the appeal will not be heard by the Board of Trustees in accordance with this policy.** If the
43 Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then
44 make written recommendation to the full Board. The Board will report its decision on
45 the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at
46

1
2
3 which the Board considered the appeal or the recommendation of the panel. A decision of the
4 Board is final, unless it is appealed pursuant to Montana law within the period provided by law.
5

6 **Level 5: County Superintendent**
7

8 ~~When a matter falls within the jurisdiction of a county superintendent of schools, the~~
9 ~~decision of the Board may be appealed to the county superintendent by filing written~~
10 ~~appeal within thirty (30) calendar days of the Board's decision, pursuant to Montana law.~~
11

12
13 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
14 Title II of the Americans with Disabilities Act of 1990
15 § 504 of the Rehabilitation Act of 1973
16

17 **Policy History:**

18 Adopted on:

19 Reviewed on:

20 Revised on:

2
3 **INSTRUCTION**

4
5 School Year Calendar and Day

6
7 School Calendar

8
9 Subject to §§ 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement
10 covering the employment of affected employees, the trustees of a school district shall set the
11 number of hours in a school term, the length of the school day, and the number of school days in
12 a school week. When proposing to adopt changes to a previously adopted school term, school
13 week, or school day, the trustees shall: (a) negotiate the changes with the recognized collective
14 bargaining unit representing the employees affected by the changes; (b) solicit input from the
15 employees affected by the changes but not represented by a collective bargaining agreement; (c)
16 and from the people who live within the boundaries of the school district.

17
18 Commemorative Holidays

19
20 Teachers and students will devote a portion of the day on each commemorative holiday
21 designated in § 20-1-306, MCA, to study and honor the commemorated person or occasion. The
22 Board may from time to time designate a regular school day as a commemorative holiday.

23
24 Saturday School

25
26 Pupil instruction may be held on a Saturday at the discretion of a school district for the purpose
27 of providing additional pupil instruction, provided that: (a) Saturday school is not a pupil-
28 instruction day and does not count toward the minimum aggregate hours of pupil instruction; and
29 (b) student attendance is voluntary.

30
31 School Fiscal Year

32
33 At least the minimum number of aggregate hours must be conducted during each school fiscal
34 year. The minimum aggregate hours required by grade are:

- 35 (a) A minimum of 360 aggregate hours for a kindergarten program;
36 (b) 720 hours for grades 1 through 3;
37 (c) 1,080 hours for grades 4 through 12; and
38 (d) 1,050 hours may be sufficient for graduating seniors.

39
40 **The minimum aggregate hours, described above, are not required for any pupil**
41 **demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.**

42
43 In addition, seven (7) pupil instruction-related days may be scheduled for the following
44 purposes:

- 45 1. Pre-school staff orientation for the purpose of organization of the school year;
46 2. Staff professional development programs (minimum of three (3) days);

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- 3. Parent/teacher conferences; and
- 4. Post-school record and report (not to exceed one (1) day, or one-half (½) day at the end of each semester or quarter).

The Board of Trustees has established an advisory committee to develop, recommend, and evaluate the school district’s yearly professional development plan. Each year the Board of Trustees shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee.

Legal References:	§ 20-1-301, MCA	School fiscal year
	§ 20-1-302, MCA	School term, day and week
	§ 20-1-303, MCA	Conduct of School on Saturday or Sunday prohibited - exceptions
	§ 20-1-304, MCA	Pupil-instruction-related day
	§ 20-1-306, MCA	Commemorative exercises on certain days
	§ 20-9-311, MCA	<u>Calculation of Annual Number Belonging (ANB)</u>
	ARM 10.55.701	Board of Trustees
	ARM 10.65.101, 103	Pupil-Instruction-Related Days
	ARM 10.55.714	Professional Development
	ARM 10.55.906	High School Credit

Policy History:
Adopted on:
Reviewed on:
Revised on:

2
3 INSTRUCTION

4
5 Title I Parent **and Family** Engagement

6
7 *NOTE: Schools receiving federal ESEA funds are required to have a parent and family*
8 *engagement policy. This sample policy can be used as the basis for the joint development of a*
9 *policy, as required by the federal legislation. This policy cannot be the District’s policy without*
10 *some parental involvement in its development at the local level.*

11
12 The District endorses the parent and family engagement goals of Title I and encourages the
13 regular participation of parents **and family members** (including parents **and families** of migrant
14 students if applicable) of Title I eligible children in all aspects of the program **to establish the**
15 **agency’s expectations and objectives for meaningful parent and family involvement.** The
16 education of children is viewed as a cooperative effort among the parents, **family members,**
17 school, and community. In this policy the word “parent” also includes guardians and other
18 family members involved in supervising the child’s schools.

19
20 Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to
21 parents of children participating in the Title I program a written parent **and family engagement**
22 **policy. This may include meaningful consultation with employers, business leaders, and**
23 **philanthropic organizations, or individuals with expertise in effectively engaging parents**
24 **and family members in education.**

25
26 At the required annual meeting of Title I parents **and family members** (including parents **and**
27 **families** of migrant students if applicable), parents **and family members** will have opportunities
28 to participate in the design, development, operation, and evaluation of the program for the next
29 school year. Proposed activities to fulfill the requirements necessary to address the requirements
30 of family engagement goals shall be presented.

31
32 In addition to the required annual meeting, at least three (3) additional meetings shall be held at
33 various times of the day and/or evening for parents **and family members** of children (including
34 parents **and families** of migrant children if applicable) participating in the Title I program.
35 These meetings shall be used to provide parents with:

- 36
37 1. Information about programs provided under Title I;
38
39 2. A description and explanation of the curriculum in use, the forms of academic assessment
40 used to measure student progress, and the proficiency levels students are expected to
41 meet;
42
43 3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions
44 relating to the education of their children; and
45
46

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4 4. The opportunity to bring parent comments, if they are dissatisfied with the school’s Title
5 I program, to the District level.
6

7 Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through
8 payment of transportation and childcare costs.
9

10 The parents **and family members** of children (including parents **and families** of migrant
11 children if applicable) identified to participate in Title I programs shall receive from the school
12 principal and Title I staff an explanation of the reasons supporting each child’s selection for the
13 program, a set of objectives to be addressed, and a description of the services to be provided.
14 Opportunities will be provided for the parents **and family members** to meet with the classroom
15 and Title I teachers to discuss their child’s progress. Parents will also receive guidance as to how
16 they can assist at home in the education of their children.
17

18 Each school in the District receiving Title I funds shall develop jointly with parents and family
19 members of children served in the program a “School-Parent Compact” outlining the manner in
20 which parents, school staff, and students share the responsibility for improved student academic
21 achievement in meeting state standards. The “School-Parent Compact” shall:
22

- 23 1. Describe the school’s responsibility to provide high quality curriculum and instruction in
24 a supportive and effective learning environment enabling children in the Title I program
25 to meet the state’s academic achievement standards;
26
27 2. Indicate the ways in which each parent will be responsible for supporting their child’s
28 learning, such as monitoring attendance, homework completion, and television watching;
29 volunteering in the classroom; and participating, as appropriate, in decisions related to
30 their child’s education and positive use of extracurricular time; and
31
32 3. Address the importance of parent-teacher communication on an ongoing basis with, at a
33 minimum, parent-teacher conferences, frequent reports to parents, and reasonable access
34 to staff.
35

36 **The activities authorized under this policy may include establishing a parent advisory**
37 **board comprised of a sufficient number and representative group of parents or family**
38 **members served by the district to adequately represent the needs of the population served**
39 **by the district for the purposes of developing, revising, and reviewing the parent and family**
40 **engagement policy.**
41

42 *NOTE: Districts with more than one (1) school participating in a Title I program may wish to*
43 *consider the establishment of a district-wide parent advisory council.*
44

45 Legal Reference: Title I of the Elementary and Secondary Education Act
46 20 U.S.C. §§ 6301-6514

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§ 1116 Every Student Succeeds Act

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 **Potomac Elementary**

2
3 **STUDENTS**

4
5 Entrance, Placement, and Transfer

6
7 Entrance, Date, and Age

8
9 The trustees will enroll a child in kindergarten or in first grade whose fifth (5th) or sixth (6th)
10 birthday occurs on or before the tenth (10th) day of September of the school year in which the
11 child is to enroll but is not yet 19 years of age. Parents may request a waiver of the age
12 requirement. All waivers are granted in the sole discretion of the District. A child who meets
13 the requirement of being six (6) years old, but who has not completed a kindergarten program,
14 will be tested and placed at the discretion of the administration. The District requires proof of
15 identity and an immunization record for every child to be admitted to District schools. The
16 trustees may at their discretion assign and admit a child to a school in the district who is under 6
17 years of age or an adult who is 19 years of age or older if there are exceptional circumstances
18 that merit waiving the age provision.

19
20 School Entrance

- 21
22 1. The District requires that a student’s parents, legal guardian, or legal custodian present
23 proof of identity of the child¹ to the school within forty (40) days of enrollment, as well
24 as proof of residence in the District. Students who are not residents of the District may
25 apply for admission pursuant to Policy 3141.
26
27 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a
28 child must have been immunized against varicella, diphtheria, pertussis, tetanus,
29 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents
30 approved by the department. Immunizations may not be required if a child qualifies for
31 conditional attendance or an exemption is filed as provided by Montana law.
32
33 3. The above requirements are not to serve as barriers to immediate enrollment of students
34 designated as homeless or foster children as required by the Every Student Succeeds Act
35 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work
36 with the local child welfare agency, the school last attended, or other relevant agencies to
37 obtain necessary enrollment documentation **and ensure a student receives education**
38 **services in the best interests of the child. The Superintendent or designee shall serve**
39 **as point of contact with all applicable agencies to review records, facilitate services**
40 **and resolve disputes.**

41
42 Placement

43
44 The District goal is to place students at levels and in settings that will increase the probability of
45 student success. Developmental testing, together with other relevant criteria, including but not
46 limited to health, maturity, emotional stability, and developmental disabilities, may be

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

Transfer

District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

Elementary Grades (K-8): A student transferring into the District will be admitted and placed subject to observation by appropriate teachers and a building principal during a probation period of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a student, school personnel will conduct an educational assessment to determine appropriate grade and level placement.

Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is subject to a satisfactory examination of the following:

1. Appropriate certificates of school accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. School building as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. Appropriate evaluation of student performance leading toward credit issuance.

The District will follow Montana Accreditation Rules and Standards, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. High school principals have authority for approving credit transfers, subject to review by the Superintendent or the Board.

Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	§ 44-2-511, MCA	School enrollment procedure
	10.16.3122, ARM	Local Educational Agency Responsibility For Students with Disabilities
	10.55.601, et seq., ARM	Accreditation Standards: Procedures

Policy History:

Adopted on:

Reviewed on:

Revised on:

STUDENTS

3125

Education of Homeless Children

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to children with permanent housing. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child.

Should a child become homeless over the course of the school year, the child must be able to remain at the school of origin, or be eligible to attend another school in the district.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students will have access to services comparable those offered to other students, including but not limited to:

- 1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition program.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children. A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. To further ensure that the District is removing barriers to the educational access and success of children and youths who are homeless, and to ensure that Title 1 funding is expended in an appropriate manner, the District has adopted the dispute resolution form at 3125F.

Cross Reference: 1700 Uniform Complaint Procedure
3125F McKinney-Vento Homeless Educational Assistance Dispute Resolution
Legal Reference: 42 U.S.C. §§42 U.S.C. § 11301 et seq 11431, et seq.
McKinney Homeless Assistance Act
§ 20-5-101, MCA Admittance of child to school

Policy History:

Adopted on:
Reviewed on:
Revised on:

2
3 STUDENTS

4 Sexual Harassment, Sexual Intimidation and Sexual Misconduct

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6
7 **Sexual harassment, sexual intimidation, and sexual misconduct are forms of discrimination**
8 **and are prohibited.** An employee, District agent, or student engages in sexual harassment,
9 **sexual intimidation, and sexual misconduct** whenever that individual makes unwelcome
10 advances, requests sexual favors, or engages in other verbal, non-verbal, **electronic or physical**
11 **contact or** conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- 12
- 13 1. Denies, **deprives**, or limits the provision of educational aid, benefits, services,
- 14 opportunities, or treatment, or that makes such conduct a condition of a student’s
- 15 academic status; or
- 16
- 17 2. Has the purpose or effect of:
- 18
- 19 a. Substantially interfering with a student’s educational environment;
- 20
- 21 b. Creating an intimidating, hostile, or offensive educational environment;
- 22
- 23 c. **Denying, depriving, or limiting the provision** of educational aid, benefits,
- 24 services, opportunities, or treatment; or
- 25
- 26 d. Making submission to or rejection of such unwelcome conduct the basis for
- 27 academic decisions affecting a student.
- 28

29 **Sexual harassment, sexual intimidation and sexual misconduct prohibited by this policy**
30 **includes verbal, electronic, or physical contact or conduct.** The terms “intimidating,”
31 “hostile,” **“misconduct,”** and “offensive” include conduct that has the effect of humiliation,
32 embarrassment, or discomfort. Examples of **sexual harassment, sexual intimidation, and**
33 **sexual misconduct** include but are not limited to unwelcome or forceful physical touching,
34 crude jokes or pictures, discussions of sexual experiences, **pressure or requests for sexual**
35 **activity or favors**, intimidation by words, actions, insults, or name calling, teasing related to
36 sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. **The**
37 **District will evaluate sexual harassment, sexual intimidation, and sexual misconduct in**
38 **light of all circumstances.**

39
40 Students who believe that they may have been sexually harassed, intimidated, **or been subjected**
41 **to sexual misconduct** should consult a counselor, teacher, Title IX coordinator, or administrator,
42 who will assist them in the complaint process. Supervisors or teachers who knowingly condone
43 or fail to report or assist a student to take action to remediate such behavior of sexual harassment,
44 **intimidation, or misconduct** may themselves be subject to discipline. **The District will report**
45 **any suspected child abuse or neglect to proper authorities in accordance with District**
46 **Policy 5232. The District is authorized to report any violation of this policy to law**
47 **enforcement that is suspected to be a violation of state or federal criminal laws.**

Any District employee who is determined, after an investigation, to have engaged in sexual harassment, **intimidation or misconduct** will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment, **intimidation or misconduct** will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the District's discipline policy.

~~The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.~~

To the greatest extent possible, the District will treat complaints in a confidential manner. The District realizes that limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against an offender.

Any individual seeking further information should consult the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent will ensure that student and employee handbooks include the name, address, and telephone number of an individual responsible for coordinating District compliance efforts.

An individual with a complaint alleging a violation of this policy should follow the Uniform Complaint Procedure.

Any person who knowingly makes a false accusation regarding sexual harassment, **intimidation or misconduct** likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

Cross Reference: 1700 Uniform Complaint Procedure
5232 Abused and Neglected Child Reporting

Legal References: Art. X, Sec. 1, Montana Constitution – Educational goals and duties
§§ 49-3-101, et seq., MCA Montana Human Rights Act
Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.
34 CFR Part 106 Nondiscrimination on the basis of sex in education programs or activities receiving Federal financial assistance
10.55.701(1)(f), ARM Board of Trustees
10.55.719, ARM Student Protection Procedures
10.55.801(1)(a), ARM School Climate

Policy History:

- 1 Adopted on:
- 2 Reviewed on:
- 3 Revised on:

1 **Potomac Elementary**

2

3 **COMMUNITY RELATIONS**

4301

4

5 Visitors to Schools

6

7 The District welcomes visits by parents and citizens to all District buildings. All visitors shall
8 report to the principal's office [school building office] on entering any District building **and**

9 **comply with any other applicable school safety and security policy, procedure or protocol.**

10 **School visitors shall not interfere with school operations or delivery of educational services**

11 **to students.** Conferences with teachers should be held outside school hours or during the

12 teacher's conference or preparation time.

13

14

15

16

17 Policy History:

18 Adopted on:

19 Reviewed on:

20 Revised on:

1 **Potomac Elementary**

2
3 **COMMUNITY RELATIONS**

4315

4
5 **Visitor and Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events**

6
7 **Any person, including an adult, who behaves in an unsportsmanlike or inappropriate**
8 **manner during a visit to the school or a school event may be ejected from the event and/or**
9 **denied permission to access school buildings or property or school events as determined by**
10 **the Board of Trustees. Examples of unsportsmanlike or inappropriate** conduct include but
11 are not limited to:

- 12
- 13 • Using vulgar or obscene language or gestures;
- 14 • Possessing or being under the influence of any alcoholic beverage or illegal substance;
- 15 • Possessing a weapon;
- 16 • Fighting or otherwise striking or threatening another person;
- 17 • Failing to obey instructions of a security officer or District employee; and
- 18 • Engaging in any illegal or disruptive activity.
- 19 • **Other violations of District Policy.**
- 20

21 The Superintendent **is authorized to temporarily restrict access to school buildings or**
22 **property and recommend to the Board of Trustees denial** of ~~seek to deny~~ future admission to
23 any person by delivering or mailing a notice by certified mail with return receipt requested,
24 containing:

- 25
- 26 1. Date, time, and place of a Board hearing;
- 27
- 28 2. Description of the unsportsmanlike conduct; and
- 29
- 30 3. Proposed time period admission to school buildings or property or school events will be
- 31 denied.
- 32

33 Cross Reference:	4301	Visitors to School
34		
35 Legal Reference:	§ 20-1-206, MCA	Disturbance of school – penalty
36	§ 20-4-303, MCA	Abuse of teachers
37	§ 45-8-101, MCA	Disorderly conduct
38		

39 **Policy History**

40 Adopted on:

41 Reviewed on:

42 Revised on:

1 **Potomac Elementary**

2
3 **COMMUNITY RELATIONS**

4340
page 1 of 2

4
5 Public Access to District Records

6
7 Within limits of an individual's right of privacy, the public will be afforded full access to
8 information concerning administration and operations of the District. Public access to District
9 records shall be afforded according to appropriate administrative procedures.

10
11 "District records" include any writing, printing, Photostatting, photographing, etc. (including
12 electronic mail), which has been made or received by the District in connection with the
13 transaction of official business and presented for informative value or as evidence of a
14 transaction, and all other records required by law to be filed with the District. "District records"
15 do not include personal notes and memoranda of staff which remain in the sole possession of the
16 maker and which are not generally accessible or revealed to other persons.

17
18 The Superintendent will serve as the public records coordinator, with responsibility and authority
19 for ensuring compliance with the display, indexing, availability, inspection, and copying
20 requirements of state law and this policy. As coordinator, the Superintendent will authorize the
21 inspection and copying of District records only in accordance with the criteria set forth in this
22 policy.

23
24 In accordance with Title 2, Chapter 6, MCA, the District will make available for public
25 inspection and copying all District records or portions of records, except those containing the
26 following information:

- 27
- 28 1. Personal information in any file maintained for students. Information in student records
29 will be disclosed only in accordance with requirements of the Family Educational Rights
30 and Privacy Act of 1974 and adopted District policy.
 - 31
32 2. Personal information in files maintained for staff, to the extent that disclosure will violate
33 their right to privacy.
 - 34
35 3. Test questions, scoring keys, or other examination data used to administer academic tests.
 - 36
37 4. The contents of real estate appraisals made for or by the District relative to the
38 acquisition of property, until the project is abandoned or until such time as all of the
39 property has been acquired, but in no event will disclosure be denied for more than three
40 (3) years after appraisal.
 - 41
42 5. Preliminary drafts, notes, recommendations, and intra-District memoranda in which
43 opinions are expressed or policies formulated or recommended, except a specific record
44 shall not be exempt when publicly cited by the District in connection with any District
45 action.
- 46
47

- 1
- 2
- 3
- 4 6. Records relevant to a controversy to which the District is a party, but which would not be
- 5 available to another party under the rules of pretrial discovery, for cases pending
- 6 resolution.
- 7
- 8 7. Records or portions of records, the disclosure of which would violate personal rights of
- 9 privacy.
- 10
- 11 8. Records or portions of records, the disclosure of which would violate governmental
- 12 interests.
- 13
- 14 **9. Records or information relating to individual or public safety or the security of**
- 15 **public schools if release of the information jeopardizes the safety of facility**
- 16 **personnel, the public, students in a public school.**
- 17

18 If the District denies any request, in whole or in part, for inspection and copying of records, the
19 District will provide the requesting party with reasons for denial.

20

21 If the record requested for inspection and/or copying contains both information exempted from
22 disclosure and non-exempt information, the District shall, to the extent practicable, produce the
23 record with the exempt portion deleted and shall provide written explanation for the deletion.

24

25 The District will not provide access to lists of individuals, which the requesting party intends to
26 use for commercial purposes or which the District reasonably believes will be used for
27 commercial purposes if such access is provided. However, the District may provide mailing lists
28 of graduating students to representatives of the U.S. armed forces and the National Guard for
29 purpose of recruitment.

30

31 The coordinator is authorized to seek an injunction to prevent disclosure of records otherwise
32 suitable for disclosure, when it is determined reasonable cause exists to believe disclosure would
33 not be in the public interest and would substantially or irreparably damage any person or would
34 substantially or irreparably damage vital governmental functions.

35

36

37

38 Legal Reference: Title 20, Ch. 6, MCA School districts
39 **§ 2-6-1001, MCA, et seq. Public Records**

40

41 Policy History:

42 Adopted on: 02/2000
43 Reviewed on: 11/12/13
44 Revised on:

1 **Potomac Elementary**

2
3 **COMMUNITY RELATIONS**

4410

4
5 Relations With Law Enforcement and Child Protective Agencies

6
7 The staff is primarily responsible for maintaining proper order and conduct in the schools. Staff
8 shall be responsible for holding students accountable for infractions of school rules, which may
9 include minor violations of the law, occurring during school hours or at school activities. When
10 there is substantial threat to the health and safety of students or others, such as in the case of
11 bomb threats, mass demonstrations with threat of violence, individual threats of substantial
12 bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may
13 be difficult to handle, the law enforcement agency shall be called upon for assistance.
14 Information regarding major violations of the law shall be communicated to the appropriate law
15 enforcement agency.

16
17 The District will strive to develop and maintain cooperative working relationships with the law
18 enforcement agencies. Procedures for cooperation between law enforcement, child protective,
19 and school authorities will be established. Such procedures will be made available to affected
20 staff and will be periodically revised.

21
22 **County Interdisciplinary Child Information and School Safety Team**

23
24 **The District will participate in the county interdisciplinary child information and school**
25 **safety team established by Section 52-2-211, MCA. This team consists of county-level**
26 **representatives of the youth court, the county attorney, the department of public health**
27 **and human services, the county superintendent of schools, the sheriff, the chief of any**
28 **police force, the superintendents of public school districts in the County, and the**
29 **department of corrections.**

30
31 **The purpose of the team is “to facilitate the exchange and sharing of information that one**
32 **or more team members may be able to use in serving a child in the course of their**
33 **professions and occupations, including but not limited to abused or neglected children,**
34 **delinquent youth, and youth in need of intervention, and of information relating to issues of**
35 **school safety.”**

36
37 **The Superintendent is authorized to request information from the interdisciplinary child**
38 **information and school safety team regarding students in the School District. The**
39 **Superintendent shall utilize this authority on a regular basis to ensure the safety and**
40 **security of the District.**

41
42 Cross Reference: 4313 Disruption of School Operations

43
44 Legal Reference: § 20-1-206, MCA Disturbance of school – penalty
45 **§ 52-2-211, MCA County Interdisciplinary Child Information and**
46 **School Safety Team**

- 1
- 2 Policy History:
- 3 Adopted on:
- 4 Reviewed on:
- 5 Revised on:

4
5 Sexual Harassment, Sexual Intimidation and Sexual Misconduct in the Workplace

6
7 The District will strive to provide employees a work environment free of unwelcome sexual
8 advances, requests for sexual favors, and other verbal or physical conduct or communications
9 constituting sexual harassment, **or misconduct**, as defined and otherwise prohibited by state and
10 federal law.

11
12 The District prohibits its employees from engaging in any conduct of a sexual nature when:

- 13
- 14 • Submission to such conduct is made either explicitly or implicitly a term or condition of
- 15 an individual’s employment;
- 16 • Submission to or rejection of such conduct by an individual is used as a basis for
- 17 employment decisions affecting that individual; or
- 18 • Such conduct has the purpose or effect of substantially interfering with the individual’s
- 19 work performance or creating an intimidating, hostile, or offensive work environment.
- 20 • **Such conduct deprives the individual of their rights to equal employment under**
- 21 **District policy and state or federal law.**
- 22

23 Sexual harassment, **sexual intimidation and sexual misconduct** prohibited by this policy
24 includes verbal, **electronic**, or physical **contact or** conduct. The terms “intimidating,” “hostile,”
25 **“misconduct,”** or “offensive” include but are not limited to conduct that has the effect of
26 **deprivation of rights**, humiliation, embarrassment, or discomfort. **Examples of sexual**
27 **harassment, sexual intimidation, and sexual misconduct include but are not limited to**
28 **unwelcome or forceful physical touching, crude jokes or pictures, discussions of sexual**
29 **experiences, pressure or requests for sexual activity or favors, intimidation by words,**
30 **actions, insults, or name calling, teasing related to sexual characteristics, and spreading**
31 **rumors related to a person’s alleged sexual activities.** The District will evaluate sexual
32 harassment, **sexual intimidation, and sexual misconduct** in light of all circumstances.

33
34 A violation of this policy may result in disciplinary action, up to and including termination of
35 employment. **The District is authorized to report any violation of this policy to law**
36 **enforcement that is suspected to be a violation of state or federal criminal laws.**

37
38 Employees who believe they may have been sexually harassed intimidated, **or been subjected to**
39 **sexual misconduct** should contact the Title IX Coordinator or an administrator, who will assist
40 them in filing a complaint. An individual with a complaint alleging a violation of this policy
41 shall follow the Uniform Complaint Procedure.

42
43 Any person who knowingly makes false accusation regarding sexual harassment **intimidation or**
44 **misconduct** will likewise be subject to disciplinary action, up to and including termination of
45 employment.

1 Cross Reference: 1700 Uniform Complaint Procedure
2
3 Legal Reference: Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), 29 C.F.R.
4 § 1604.11
5 Title IX of the Education Amendments, 20 U.S.C. §§ 1681,
6 Montana Constitution, Art. X, § 1 - Educational goals and duties
7 § 49-2-101, MCA Human Rights Act
8 *Harris v. Fork Lift Systems*, 114 S.Ct. 367 (1993)
9
10 Policy History:
11 Adopted on:
12 Reviewed on:
13 Revised on:

1 **Potomac Elementary**

2
3 **PERSONNEL**

5256

4
5 Reduction in Force

6
7 The Board has exclusive authority to determine the appropriate number of employees. A
8 reduction in ~~certified~~ employees may occur as a result of but not be limited to changes in the
9 education program, staff realignment, changes in the size or nature of the student population,
10 financial considerations, or other reasons deemed relevant by the Board.

11
12 The Board will follow the procedure stated in the current collective bargaining agreement, if
13 applicable, when considering a reduction in force. The reduction in ~~certified~~ employees, ~~other~~
14 ~~than administrators~~, will generally be accomplished through normal attrition when possible.
15 The Board may terminate ~~certified~~ employees, if normal attrition does not meet the required
16 reduction in force.

17
18 If no collective bargaining agreement covers the affected employee, the Board will consider
19 needs of the students, employee performance evaluations, staff needs, and other reasons it
20 deems relevant, in determining order of dismissal when it reduces ~~classified~~ staff or discontinues
21 some type of educational service.

22
23
24 Cross Reference: 5250 Termination from Employment, Non-Renewal of Employment

25
26
27 Legal Reference: § 39-2-912, MCA Exceptions

28
29 Policy History:

30 Adopted on:

31 Reviewed on:

32 Revised on:

1 **Potomac Elementary**

2
3 **NON-INSTRUCTIONAL OPERATIONS**

8225

4
5 Tobacco Free Policy

6
7 The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to
8 cigarettes, cigars, snuff, pipe smoking tobacco, smokeless tobacco, and any **other tobacco or**
9 **nicotine** delivery innovation.

10
11 Use of tobacco or nicotine products in a public school building or on public school property is
12 prohibited, unless used in a classroom or on other school property as part of a lecture,
13 demonstration, or educational forum sanctioned by a school administrator or faculty member,
14 concerning the risks associated with using tobacco products or in connection with Native
15 American cultural activities.

16
17 For the purpose of this policy, “public school building or public school property” means:

- 18
19 • Public land, fixtures, buildings, or other property owned or occupied by an institution for
20 the teaching of minor children, that is established and maintained under the laws of the
21 state of Montana at public expense; and
- 22
23 • Includes playgrounds, school steps, parking lots, administration buildings, athletic
24 facilities, gymnasiums, locker rooms, and school vehicles.

25
26
27 Violation of the policy by students and staff will be subject to actions outlined in District
28 discipline policies.

29	30	31
32	Legal Reference: § 20-1-220, MCA	Use of tobacco product in public school building or on public school property prohibited
33		
34		
35	§ 50-40-104(4)(e), MCA	Smoking in enclosed public places prohibited – notice to public - place where prohibition inapplicable
36		
37		
38	ARM 37.111.825(5)	Health Supervision and Maintenance
39	42 U.S.C. 1996, 1996a	American Indian Religious Freedom Act
40		

41 Policy History:

42 Adopted on:

43 Reviewed on:

44 Revised on: