



Potomac Elementary School

School Board Agenda

March 11, 2019

Phone (406) 244-5581

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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 February 11, 2019
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

1. 8th grade trip report
2. Teacher Reports: Karry Betson – Genius Hour
Damian Gaglia - Amplify update and Prof Dev Trips
3. Principal's Report
4. Clerk's Report – General Fund Budget Review & Prelim 2019-2020
5. Board Professional Development

8th grade students
Karry Betson
Damian Gaglia
Principal Rouse
Jill Thornton
Board Members

Old Business:

1. School Board Calendar

Chair Vann

New Business:

Next Meeting April 8, 2019 – 7:00 pm



Potomac Elementary School

School Board Minutes

For

February 11, 2019

Phone (406) 244-5581

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Call to Order

Board Chair Cliff Vann called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Those trustees present were: Craig Nelson, 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 January 14, 2019 were on the Consent Agenda

Warrant Lists – Total Claims = \$31,741.73. Total Payroll = \$68,332.74

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On Jan 1, 2019 - \$38,117.09 thru Jan 31, 2019 - \$35,877.02

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

8th Grade Report

The 8th grade presented their current fundraising balance as well as estimated income from coming fundraisers.

Teacher Reports

Ike Wallace talked about the ‘Plain Talk Literacy Conference’ he attended in New Orleans with some of the other teachers. They learned about the science that backs up what they are doing in literacy and some strategies to use in the classroom. He said it was great working together with the rest of our staff in attendance. One of the interesting things he felt he learned was how to reset the tone of learning in the classroom, along with behavior and literacy strategies to use across the curriculum.

Jen Vogel presented the incredible advances one of her students has made during the year. It is fantastic to see the student excited about the learning.

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**

- Seven of our staff members attended the Plain Talk conference in New Orleans from February 4-6. This conference is one of the best conferences with respect to literacy education. Our staff members had the opportunity to learn from some of the best-known practitioners and researchers in the field of literacy

development. All costs associated with attending this conference were covered by grant funds. Some of our teachers will provide a summary of what they learned at this conference during our February board meeting.

- There were 87 sessions being held over three days during the conference- all of which were focused on literacy! Each morning we talked about the various topics we were each going to be hearing during upcoming day. While we sometimes chose to listen to the same presentation, often times we were spread out across several different presentations. At the conclusion of each day's topic sessions, we gathered to debrief some of the key ideas they heard during the day's sessions.
- Upon returning from the conference, each teacher who attended was asked to do a reflection of what he or she learned at the various sessions. Ms. Esmont prepared a three-step document to assist the staff members as they reflected on their learning during the conference. Embedded in that reflection document is an opportunity for each teacher to describe how he or she will be trying some of the ideas discussed during the respective presentations.
- One concept surfaced throughout a number of the sessions. That concept is what we refer to as the "Gradual Release of Responsibility." I will briefly describe this idea during the board meeting and explain why the concept is important for our teachers and students.
- During the first week in March, we will be taking another group of our teachers to a MCLP grant meeting in Helena. One of the key presenters at this state-wide meeting will be Jim Knight. Mr. Knight is the person who led the week-long intensive instructional coaching training that Abby and Mr. Rouse attended last year.

● **Budget and Finance**

- Just a reminder that the board needs to be considering what, if any, changes they are anticipating with respect to our mill levies. There is a March deadline for providing a public notice about any possible proposed changes.

● **Student Activities**

- Our girls' basketball season is set to begin this week with practice sessions for our lady athletes. This year's coaching staff includes: Ashley Olsen, Christianna Taillefer, and Jesse Salter. Ms. Olsen and Ms. Salter were able to attend a coaches' meeting last week to establish our game schedule. Ms. Olsen and Ms. Taillefer are enthusiastic and energetic new coaches, and they are thankful for the help and assistance Ms. Salter and others bring to the coaching squad. Try to find an opportunity to come watch the students play.

● **Facilities**

- We have had installed of some additional electrical strip heating in the two upstairs classrooms to help alleviate some of our heating issues in those classrooms.
- The PTC has discussed adding an additional paved area to our playground. In connection with this, the Board's facilities committee needs to discuss the possibility of adding sidewalks around the south side of the main building in order to improve our accessibility for individuals in wheelchairs.

● **Safety**

- On Friday, February 8th, the staff took part in a "Stop the Bleed" training. From our earlier armed intruder training, we became keenly aware of how remote our school really is. The "Stop the Bleed" training helps equip us with the skills to take immediate actions that might well save a life.

Clerk Report

The school has completed the second count for ANB (Annual Number Belonging) which along with the 1st count of the year generates our numbers used to set our next year's budget. We will be using the 3 year average numbers when our General Fund budget is set. Those numbers of students are 75 K-6 and 20 7-8.

Board Professional Development

Steven and Cliff attended the 8th grades Dodgeball fundraiser. Steven and Kelsy worked on Principal negotiations and attended Basketball. Kelsy, Craig and Cliff attended PTC’s Bingo night. Craig completed the monthly packet review with Jill. And Cliff went to Helena with John Rouse to a day with the legislature.

School Board Calendar

No changes.

Approve Principal Contract

Steven moved to approve the Principal Contract for 2019-2020. Kelsy seconded the motion. **Passed 4-0**

Call for an Election

Steven moved to call for a trustee election with the stipulation that if it is later determined that any portion of the election is not required, the Board of Trustees authorizes Jill Thornton, election administrator, to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA. Craig seconded the motion. **Passed 4-0**

Consideration & Adoption of Resolution estimating changes in Revenues/Mills from Adult Ed, Transportation, Building Reserve and Tuition Funds

Kelsy moved to approve the resolution estimating changes in revenues/mills from Adult Ed, Transportation, Building Reserve and Tuition Funds. Steven seconded the motion. **Passed 4-0**

Review and Approve 2017-2018 Audit

Kelsy moved to approve the 2017-2018 Audit. Craig seconded the motion. **Passed 4-0**

Review and Approve the 2019-2020 School Calendar

Kelsy moved to approve the 2019-2020 school calendar. Steven seconded the motion. **Passed 4-0**

Adjourn

Board Chair Vann adjourned the Board meeting at 9:40 pm.

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
15053	9754S 101002 ABBY STITT	132.24				
1	1819393 03/07/19 MCLP Conf Mileage 3-4 to 3-5	132.24		115	423-1000	582 423
15052	9755S 101486 ASHA MACDONALD	53.96				
1	1819370 02/28/19 MCLP Art Supplies	53.96		115	423-1000	610 423
15054	9756S 101396 CAPITAL ONE BANK	17,302.35				
1	CC-580 02/04/19 Telephone JT	54.88		101	625	
	VERIZON	CC Accounting: 101-		-100-2500-531		
2	CC-580 02/04/19 Telephone JR	54.87		101	625	
	VERIZON	CC Accounting: 101-		-100-2400-531		
3	CC-580 02/04/19 Mailings	5.00		101	625	
	USPS	CC Accounting: 101-		-100-2500-532		
4	CC-580 02/07/19 Prime Renewal	119.00		101	625	
	AMAZON	CC Accounting: 101-		-100-2500-330		
5	CC-580 02/07/19 VPN Network	134.98		101	625	
	GODADDY.COM	CC Accounting: 101-		-100-2500-330		
6	CC-580 02/15/19 Electric - School	903.06		101	625	
	MISSOULA ELECTRIC COOP INC	CC Accounting: 101-		-100-2600-412		
7	CC-580 02/15/19 Electric - Comm Ctr	1,294.38		101	625	
	MISSOULA ELECTRIC COOP INC	CC Accounting: 101-		-100-2620-412		
8	CC-580 02/17/19 Disposal - School	142.84		101	625	
	REPUBLIC SERVICES #889	CC Accounting: 101-		-100-2600-431		
9	CC-580 02/17/19 Disposal - Comm Ctr	142.85		101	625	
	REPUBLIC SERVICES #889	CC Accounting: 101-		-100-2620-431		
10	CC-580 02/20/19 Telephone	180.78		101	625	
	BLACKFOOT TELEPHONE COOPERATI	CC Accounting: 101-		-100-2500-531		
11	CC-580 02/21/19 QuickBooks - Clerk	149.99		101	625	
	AMAZON	CC Accounting: 101-		-100-2500-610		
12	CC-581 02/15/19 Spelling B Winners Lunch	44.00		101	625	
	CULLYS	CC Accounting: 101-		-100-1000-610		
13	CC-582 01/25/19 MCLP Vocab Assessment	5.25		115	625	423
	TEACHERS PAY TEACHERS	CC Accounting: 115-		-423-1000-610-423		
14	CC-582 01/30/19 MCLP Class Supplies	19.99		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
15	CC-582 01/30/19 MCLP Class Supplies	6.92		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
16	CC-582 01/30/19 MCLP Class Supplies	45.20		115 625		423
	TEACHERS PAY TEACHERS	CC Accounting: 115-		-423-1000-610-423		
17	CC-582 02/08/19 MCLP Class Supplies	116.96		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
18	CC-582 02/09/19 MCLP Class Supplies	52.97		115 625		423
	STAPLES	CC Accounting: 115-		-423-1000-610-423		
19	CC-582 02/19/19 MCLP Class Supplies	62.62		115 625		423
	TEACHERS PAY TEACHERS	CC Accounting: 115-		-423-1000-610-423		
20	CC-583 01/26/19 MCLP Supplies	11.01		115 625		423
	MICHAELS #9812	CC Accounting: 115-		-423-1000-610-423		
21	CC-583 01/26/19 MCLP Supplies	6.47		115 625		423
	WAL-MART	CC Accounting: 115-		-423-1000-610-423		
22	CC-583 01/31/19 Classroom books	48.00		101 625		423
	SCHOLASTIC BOOK CLUBS	CC Accounting: 101-		-100-1000-610		
23	CC-583 02/06/19 MCLP Conf Food	32.76		115 625		423
	HILTON HOTELS	CC Accounting: 115-		-423-1000-582-423		
24	CC-583 02/14/19 Prof Dev Books	67.95		115 625		423
	JACKSON CONSULTING, INC	CC Accounting: 115-		-423-1000-610-423		
25	CC-584 01/24/19 MCLP Working Mtg	33.85		115 625		423
	PERKINS RESTAURANT	CC Accounting: 115-		-423-1000-610-423		
26	CC-584 01/16/19 MCLP Staff Mtg Lunch	116.75		115 625		423
	CULLYS	CC Accounting: 115-		-423-1000-610-423		
27	CC-584 01/26/19 MCLP Books	107.05		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
28	CC-584 01/27/19 MCLP Warranty ELA class mac	99.00		115 625		423
	SIMPLY MAC	CC Accounting: 115-		-423-1000-610-423		
29	CC-584 01/29/19 MCLP Legislative Lunch	19.68		115 625		423
	QDOBA	CC Accounting: 115-		-423-1000-610-423		
30	CC-584 01/31/19 MCLP Books	104.44		115 625		423
	ASSN FOR SUPERVISION & CURRICULUM DEVELO	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
31	CC-584 02/03/19 MCLP Lunch at conference	30.10		115 625		423
	MCDONALD'S		CC Accounting: 115-	-423-1000-582-423		
32	CC-584 02/04/19 MCLP Dinner at conference	335.70		115 625		423
	MULATE'S RESTAURANT		CC Accounting: 115-	-423-1000-582-423		
33	CC-584 02/04/19 MCLP Books	111.60		115 625		423
	CORWIN PRESS		CC Accounting: 115-	-423-1000-610-423		
34	CC-584 02/04/19 MCLP Meal at Conference	229.13		115 625		423
	CORWIN PRESS		CC Accounting: 115-	-423-1000-582-423		
35	CC-584 02/05/19 MCLP Meal at Conference	182.81		115 625		423
	GORDON BIRSCH RESTAURANT		CC Accounting: 115-	-423-1000-582-423		
36	CC-584 02/06/19 MCLP 8 Rms at Conference	4,523.28		115 625		423
	HILTON HOTELS		CC Accounting: 115-	-423-1000-582-423		
37	CC-584 02/07/19 MCLP meal @ Airport	35.40		115 625		423
	SUBWAY		CC Accounting: 115-	-423-1000-582-423		
38	CC-584 02/07/19 MCLP Park at Airport	32.00		115 625		423
	MISSOULA AIRPORT		CC Accounting: 115-	-423-1000-582-423		
39	CC-584 02/08/19 Staff Mtg Snacks	57.17		101 625		
	WAL-MART		CC Accounting: 101-	-100-1000-610		
40	CC-584 02/14/19 MCLP Conf March 4-5	6,250.00		115 625		423
	INSTRUCTIONAL COACHING GROUP		CC Accounting: 115-	-423-1000-330-423		
41	CC-585 02/01/19 Fuel	12.27		101 625		
	CULLYS		CC Accounting: 101-	-100-2600-610		
42	CC-585 02/04/19 John Deere Part	30.05		101 625		
	GREENPARTSTORE.COM		CC Accounting: 101-	-100-2600-610		
43	CC-585 02/18/19 John Deere Part Returned	-25.55		101 625		
	GREENPARTSTORE.COM		CC Accounting: 101-	-100-2600-610		
44	CC-585 02/06/19 John Deere Part	23.70		101 625		
	GREENPARTSTORE.COM		CC Accounting: 101-	-100-2600-610		
45	CC-585 02/13/19 Shipping for Return	11.20		101 625		
	USPS		CC Accounting: 101-	-100-2500-532		
46	CC-585 02/13/19 Maint Supplies	24.98		101 625		
	HARBOR FREIGHT		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
47	CC-585 02/13/19 Water Sample Deskpad Tracking	5.99		101 625		
	STAPLES		CC Accounting: 101-	-100-2600-610		
48	CC-585 02/15/19 Fuel	11.37		101 625		
	CULLYS		CC Accounting: 101-	-100-2600-610		
49	CC-586 02/07/19 Color & Shape Wheels	60.00		101 625		
	BREAKOUT, INC		CC Accounting: 101-	-100-1000-610		
50	CC-587 01/29/19 MCLP Audio Book	17.99		115 625		423
	AUDIBLE		CC Accounting: 115-	-423-1000-610-423		
51	CC-587 01/29/19 MCLP Supplies	71.88		115 625		423
	AMAZON		CC Accounting: 115-	-423-1000-610-423		
52	CC-587 02/01/19 MCLP Book	12.12		115 625		423
	AMAZON		CC Accounting: 115-	-423-1000-610-423		
53	CC-587 02/03/19 MCLP Breakfast Airport	20.08		115 625		423
	STARBUCKS COFFEE		CC Accounting: 115-	-423-1000-582-423		
54	CC-587 02/07/19 MCLP Airport Meal	50.80		115 625		423
	ANTHONY'S		CC Accounting: 115-	-423-1000-582-423		
55	CC-587 02/19/19 MCLP Books	208.95		115 625		423
	AMAZON		CC Accounting: 115-	-423-1000-610-423		
56	CC-588 01/25/19 Food	106.57		101 625		
	SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-570		
57	CC-588 01/25/19 Supplies	19.71		101 625		
	SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-610		
58	CC-588 01/29/19 Food	12.47		101 625		
	CORY'S VALLEY MARKET		CC Accounting: 101-	-910-3100-570		
59	CC-588 01/30/19 Food	19.08		101 625		
	WAL-MART		CC Accounting: 101-	-910-3100-570		
60	CC-588 02/01/19 Food	105.28		101 625		
	SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-570		
61	CC-588 02/01/19 Supplies	24.86		101 625		
	SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-610		
62	CC-588 02/07/19 Supplies	17.59		101 625		
	SUPPLIES ON THE FLY		CC Accounting: 101-	-910-3100-610		

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
63		CC-588 02/10/19 Food	110.45		101 625			
		SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-570			
64		CC-588 02/10/19 Supplies	16.51		101 625			
		SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-610			
65		CC-588 02/18/19 Supplies	47.97		101 625			
		WAL-MART		CC Accounting: 101-	-910-3100-610			
66		CC-588 02/18/19 Food	75.86		101 625			
		SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-570			
67		CC-588 02/18/19 Supplies	28.34		101 625			
		SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-610			
68		CC-588 02/22/19 Food	93.24		101 625			
		SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-570			
69		CC-588 02/22/19 Supplies	22.90		101 625			
		SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-610			
70		02/25/19 Annual Cap 1 Fee	95.00		101 100-2500		810	
15055	9757S	42 CENEX HARVEST STATES	1,926.75					
1		131103 02/26/19 Heating Fuel	1,926.75		101 100-2600		411	
15056	9758S 101385	COMPUTER FOUNDATION	170.00					
1		1091 02/13/19 Monthly Network Monitoring	85.00		101 128-2500		330	
2		1091 02/13/19 VPN MacBook Setup	85.00		101 128-2500		330	
15057	9759S 101499	LIBERTY ELECTRIC INC	2,175.00					
1		61599 01/21/19 Main School Upper Baseboard Ht	2,175.00		101 100-2600		460	
15058	9760S	82 MAJESTIC BUS SERVICE, INC	9,911.58					
1		7361 02/08/19 Explorers to Glacier Ice Rink	139.30		115 100-1000		582 202	
2		7362 02/13/19 Girs BBall to Seeley	191.04		115 100-1000		582 101	
3		7363 03/01/19 Bus Contract	9,460.45		110 100-2700		513	
4		7401 03/01/19 Add'l fuel	120.79		110 100-2700		513	
15059	9761S	64 MISSOULA TEXTILE SERVICES	353.08					
1		1141898 02/14/19 Maint Supplies	112.93		101 100-2600		610	
2		S1142718 02/14/19 Ice Melt	128.40		101 100-2600		610	
3		1146664 02/28/19 Maint Supplies	111.75		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
15060	9762S	218 MONTANA ENVIRONMENTAL LABORATORY	58.00					
1		1901275 02/19/19 School Nitrate Nitrite Tests	29.00		101	100-2600	330	
2		1901276 02/19/19 Comm Ctr Nitrate Nitrite Test	29.00		101	100-2620	330	
15061	9763S 100842	POTOMAC SCHOOL PETTY CASH	504.00					
1		03/04/19 Ref Reimbursements	504.00		101	710-3500	810	
15062	9764S	25 SYSCO FOOD SERVICES OF MT INC	2,046.83					
1		243126928 02/01/19 Food	738.91		101	910-3100	570	
2		243135977 02/08/19 Food	513.10		101	910-3100	570	
3		243145229 02/15/19 Food	362.81		101	910-3100	570	
4		243154384 02/22/19 Food	385.03		101	910-3100	570	
5		243154384 02/22/19 Supplies	46.98		101	910-3100	610	
15063	9765S	2 TERRI KLEIN	46.99					
1		1819375 03/04/19 Dr Seuss Cookies	46.99		101	100-1000	610	
15064	9766S 101500	TRISH BREWER	49.60					
1		02/28/19 Pd Lunch Reimb	49.60		101	910-3100	570	
15065	9767S	59 UNIVERSAL ATHLETIC SERVICE IN	15.00					
1		802-003458 01/09/19 Athletic Supplies	15.00		101	100-1000	610	
15066	9768S 101501	UNPARALLELED MOVEMENT	570.00					
1		1819376 03/01/19 Explorers Field Trip	570.00		115	100-1000	330	202
		# of Claims 15	Total: 35,315.38					
			35,315.38					

Total for Payroll Checks

	Employee	Employer	Amount
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J001 HOURS (REGULAR SUB)	7.50		600.00
J006 HOURS (TOSA)	56.00		1,307.60
J009 HOURS (EXPLORERS AIDE)	16.43		246.45
J011 HOURS (EXPLORERS ADMIN)	18.30		366.00
REG HOURS (Regular Time)	2,307.76		48,645.34
SICK HOURS (Sick Time)	37.00		538.82
VACA HOURS (Vacation Time Used)	5.00		67.85
GROSS PAY	51,772.06	0.00	
NET PAY	30,007.49	0.00	
NET PAY (CHECKS)	656.49		
NET PAY (DIRECT DEPOSIT)	29,351.00		
ACCIDENT/AFA	33.40	0.00	
ADD'L MUST	352.80	0.00	
ANNUITY - AMFID	235.00	0.00	
AXA EQUITABLE	2,090.91	0.00	
DISABILITY	39.00	0.00	
FIT	2,099.20	0.00	
FLEX PLAN	520.83	0.00	
HEALTH - MUST	6,938.00	7,560.00	
MEDICARE	602.88	602.88	
P.E.R.S.	733.85	771.00	
PACE	75.00	0.00	
PEA/MEA	451.77	0.00	
SIT	1,432.00	0.00	
SOCIAL SECURITY	2,577.78	2,577.78	
TRS	3,358.15	3,696.02	
UNEMPL. INSUR.	0.00	176.02	
UNUM LIFE INS C	24.00	0.00	
VALIC	200.00	0.00	
WORKERS' COMP	0.00	538.08	
1ST INTERSTATE	1,819.06	0.00	
CAB	319.66	0.00	
CS	2,275.20	0.00	
FSBMSLA	2,679.48	0.00	
METROCU	1,278.62	0.00	
MFCU	3,003.32	0.00	
PSCU	2,326.22	0.00	
STKMN	2,551.09	0.00	
USB	2,153.82	0.00	
USBNATIONAL	2,574.09	0.00	
WFB	5,239.31	0.00	
WFBMINN	1,328.16	0.00	
WSB	1,802.97	0.00	
FIT/SIT BASE	37,285.12	0.00	
MEDICARE BASE	41,577.12	0.00	
PERS BASE	9,289.22	0.00	
SOC SEC BASE	41,577.12	0.00	
TRS BASE	41,204.39	0.00	
UN BASE	51,772.06	0.00	
WC BASE	51,772.06	0.00	
Total		15,921.78	
Total Payroll Expense (Gross Pay + Employer Contributions):		67,693.84	
Total Discounts:	653.96		
Total Payroll Expense (Less Discounts):	67,039.88		

Potomac Student Accounts
General Ledger
As of February 28, 2019

Date	Num	Name	Memo	Debit	Credit	Balance
Petty Cash						488.68
02/09/2019	1323	Potomac School	Christmas Staff Dinners Pd through School Accts		148.08	340.60
02/12/2019	dep		Refs and Supplies	659.40		1,000.00
02/14/2019	1324	Referee	Ref 2-14-19		72.00	928.00
02/14/2019	1325	Referee	Ref 2-14-19		72.00	856.00
02/20/2019	1326	Referee	Ref 2-20-19		72.00	784.00
02/20/2019	1327	Referee	Ref 2-20-19		72.00	712.00
02/27/2019	1328	Referee	Ref 2-27-19		36.00	676.00
02/27/2019	1329	Referee	Ref 2-27-19		36.00	640.00
Total Petty Cash				659.40	508.08	640.00
Two Rivers accts						35,877.02
Bike-a-Thon						14,388.00
02/11/2019	dep		Bike A Thon	7.50		14,395.50
Total Bike-a-Thon				7.50	0.00	14,395.50
Book Fair						331.69
Total Book Fair						331.69
Class of 2019						2,919.81
02/01/2019	dep		Christmas comes home	7.00		2,926.81
02/01/2019	dep		Christmas Program Art Auction	75.00		3,001.81
02/01/2019	dep		12-21-18 Movie Night	212.82		3,214.63
02/02/2019	dep		Dodge Ball Tournament	540.50		3,755.13
02/03/2019	dep		Superbowl Fundraiser	552.00		4,307.13
02/05/2019	dep		2-5-19 Concessions	59.50		4,366.63
02/14/2019	dep		2-14-19 Concessions	38.00		4,404.63
02/20/2019	dep		2-20-19 Concessions	128.50		4,533.13
02/20/2019	dep		CandyGrams	417.59		4,950.72
02/24/2019	dep		Chili Cookoff	264.00		5,214.72
02/27/2019	dep		CandyGrams	2.00		5,216.72
02/27/2019	dep		2-27-19 Concessions	44.40		5,261.12
Total Class of 2019				2,341.31	0.00	5,261.12
8th Grade Fund						3,886.35
Total 8th Grade Fund						3,886.35
Donation Bake Sale - Staff Conc						728.86
Total Donation Bake Sale - Staff Conc						728.86
S.t.r.e.a.m. (explorers)						1,017.92
Total S.t.r.e.a.m. (explorers)						1,017.92
Music						1,192.68
Total Music						1,192.68
Science Activity						608.38
Outdoor School						122.51
Total Outdoor School						122.51
Robotics						363.74
Total Robotics						363.74
Olympiad						122.13
Total Olympiad						122.13
Total Science Activity						608.38

Potomac Student Accounts
General Ledger
 As of February 28, 2019

Date	Num	Name	Memo	Debit	Credit	Balance
Student Activities						7,907.90
02/01/2019	dep		Box Tops	122.10		8,030.00
Total Student Activities				122.10	0.00	8,030.00
Student Council						2,859.43
Total Student Council						2,859.43
Two Rivers accts - Other						36.00
02/05/2019	2373	Referee	2-5 Referee		72.00	-36.00
02/05/2019	2374	Referee	2-5- Referee		72.00	-108.00
02/12/2019	dep		Refs and Supplies		659.40	-767.40
02/12/2019	dep		Refs & Supplies	767.40		0.00
Total Two Rivers accts - Other				767.40	803.40	0.00
Total Two Rivers accts				3,238.31	803.40	38,311.93

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
112 Professional Ed.						
PR 190300 1	Payroll Expenditure		/ /	3/19		22,897.74
						Object Total : 22,897.74
117 Teacher's Aides						
PR 190300 2	Payroll Expenditure		/ /	3/19		357.28
						Object Total : 357.28
122 Prof/Ed/Sub Teachers						
PR 190300 3	Payroll Expenditure		/ /	3/19		600.00
						Object Total : 600.00
250 Workers' Comp.						
PR 190300 4	Employer Contributions		/ /	3/19		123.55
PR 190300 5	Workman's Comp Discount		/ /	3/19		-146.69
						Object Total : -23.14
260 Health Insurance						
PR 190300 6	Employer Contributions		/ /	3/19		3,783.15
						Object Total : 3,783.15
610 Supplies						
CC 581 1	Spelling B Winners Lunch	101185	02/15/19	3/19		44.00
CC 583 3	Classroom books	101057	01/31/19	3/19		48.00
CC 584 15	Staff Mtg Snacks	100942	02/08/19	3/19		57.17
CC 586 1	Color & Shape Wheels	101419	02/07/19	3/19		60.00
CL 15063 1	Dr Seuss Cookies	1819375	03/04/19	3/19	2 TERRI KLEIN	46.99
CL 15065 1	Athletic Supplies	802-003458	01/09/19	3/19	59 UNIVERSAL ATHLETIC SERVICE	15.00
						Object Total : 271.16
						Program-Function Total : 27,886.19
E 100-2400 Regular Ed. Programs-School Admin.						
111 Administrative						
PR 190300 7	Payroll Expenditure		/ /	3/19		3,995.54
						Object Total : 3,995.54

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2400 Regular Ed. Programs-School Admin.						
115 Office/Clerical						
PR 190300 8	Payroll Expenditure		/ /	3/19		1,994.43
						Object Total : 1,994.43
250 Workers' Comp.						
PR 190300 9	Employer Contributions		/ /	3/19		31.02
PR 190300 10	Workman's Comp Discount		/ /	3/19		-37.46
						Object Total : -6.44
260 Health Insurance						
PR 190300 11	Employer Contributions		/ /	3/19		540.00
						Object Total : 540.00
531 Telephone						
CC 580 2	Telephone JR	101359	02/04/19	3/19		54.87
						Object Total : 54.87
						Program-Function Total : 6,578.40
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 190300 12	Payroll Expenditure		/ /	3/19		1,797.87
						Object Total : 1,797.87
250 Workers' Comp.						
PR 190300 13	Employer Contributions		/ /	3/19		9.31
PR 190300 14	Workman's Comp Discount		/ /	3/19		-11.26
						Object Total : -1.95
260 Health Insurance						
PR 190300 15	Employer Contributions		/ /	3/19		351.00
						Object Total : 351.00
330 Other Professional						
CC 580 4	Prime Renewal	101219	02/07/19	3/19		119.00
CC 580 5	VPN Network	101300	02/07/19	3/19		134.98
						Object Total : 253.98

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
531 Telephone						
CC 580 1	Telephone JT	101359	02/04/19	3/19		54.88
CC 580 10	Telephone	3	02/20/19	3/19		180.78
Object Total :						235.66
532 Postage						
CC 580 3	Mailings	101218	02/04/19	3/19		5.00
CC 585 5	Shipping for Return	101218	02/13/19	3/19		11.20
Object Total :						16.20
610 Supplies						
CC 580 11	QuickBooks - Clerk	101219	02/21/19	3/19		149.99
Object Total :						149.99
810 Dues and Fees						
CL 15054 70	Annual Cap 1 Fee		02/25/19	3/19	101396 CAPITAL ONE BANK	95.00
Object Total :						95.00
Program-Function Total :						2,897.75
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
114 Custodial/Maint						
PR 190300 16	Payroll Expenditure		/ /	3/19		1,015.24
Object Total :						1,015.24
250 Workers' Comp.						
PR 190300 17	Employer Contributions		/ /	3/19		65.77
PR 190300 18	Workman's Comp Discount		/ /	3/19		-80.63
Object Total :						-14.86
260 Health Insurance						
PR 190300 19	Employer Contributions		/ /	3/19		270.01
Object Total :						270.01
330 Other Professional						
CL 15060 1	School Nitrate Nitrite Tests	1901275	02/19/19	3/19	218 MONTANA ENVIRONMENTAL	29.00
Object Total :						29.00

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
411 Gas						
CL 15055 1	Heating Fuel	131103	02/26/19	3/19	42 CENEX HARVEST STATES	1,926.75
						Object Total : 1,926.75
412 Electricity						
CC 580 6	Electric - School	10	02/15/19	3/19		903.06
						Object Total : 903.06
431 Disposal Services						
CC 580 8	Disposal - School	9	02/17/19	3/19		142.84
						Object Total : 142.84
460 Minor Construction						
CL 15057 1	Main School Upper Baseboard Ht	61599	01/21/19	3/19	101499 LIBERTY ELECTRIC INC	2,175.00
						Object Total : 2,175.00
610 Supplies						
CC 585 1	Fuel	101185	02/01/19	3/19		12.27
CC 585 2	John Deere Part	101494	02/04/19	3/19		30.05
CC 585 3	John Deere Part Returned	101494	02/18/19	3/19		-25.55
CC 585 4	John Deere Part	101494	02/06/19	3/19		23.70
CC 585 6	Maint Supplies	101353	02/13/19	3/19		24.98
CC 585 7	Water Sample Deskpads Tracking	33	02/13/19	3/19		5.99
CC 585 8	Fuel	101185	02/15/19	3/19		11.37
CL 15059 1	Maint Supplies	1141898	02/14/19	3/19	64 MISSOULA TEXTILE SERVICES	112.93
CL 15059 2	Ice Melt	S1142718	02/14/19	3/19	64 MISSOULA TEXTILE SERVICES	128.40
CL 15059 3	Maint Supplies	1146664	02/28/19	3/19	64 MISSOULA TEXTILE SERVICES	111.75
						Object Total : 435.89
						Program-Function Total : 6,882.93
E 100-2620 Regular Ed. Programs-Operation of Community Center						
114 Custodial/Maint						
PR 190300 20	Payroll Expenditure		/ /	3/19		1,015.24
						Object Total : 1,015.24
250 Workers' Comp.						
PR 190300 21	Employer Contributions		/ /	3/19		65.78
PR 190300 22	Workman's Comp Discount		/ /	3/19		-80.66
						Object Total : -14.88

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2620 Regular Ed. Programs-Operation of Community Center						
260 Health Insurance						
PR 190300 23	Employer Contributions		/ /	3/19		269.99
					Object Total :	269.99
330 Other Professional						
CL 15060 2	Comm Ctr Nitrate Nitrite Tests	1901276	02/19/19	3/19	218 MONTANA ENVIRONMENTAL	29.00
					Object Total :	29.00
412 Electricity						
CC 580 7	Electric - Comm Ctr	10	02/15/19	3/19		1,294.38
					Object Total :	1,294.38
431 Disposal Services						
CC 580 9	Disposal - Comm Ctr	9	02/17/19	3/19		142.85
					Object Total :	142.85
					Program-Function Total :	2,736.58
E 128-2500 Technology-Sup. Serv.-Business						
330 Other Professional						
CL 15056 1	Monthly Network Monitoring	1091	02/13/19	3/19	101385 COMPUTER FOUNDATION	85.00
CL 15056 2	VPN MacBook Setup	1091	02/13/19	3/19	101385 COMPUTER FOUNDATION	85.00
					Object Total :	170.00
					Program-Function Total :	170.00
E 280-1000 Special Education-Instruction						
112 Professional Ed.						
PR 190300 24	Payroll Expenditure		/ /	3/19		3,325.49
					Object Total :	3,325.49
117 Teacher's Aides						
PR 190300 25	Payroll Expenditure		/ /	3/19		157.52
					Object Total :	157.52
250 Workers' Comp.						
PR 190300 26	Employer Contributions		/ /	3/19		18.04
PR 190300 27	Workman's Comp Discount		/ /	3/19		-23.44
					Object Total :	-5.40

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 280-1000 Special Education-Instruction						
260 Health Insurance						
PR 190300 28	Employer Contributions		/ /	3/19		35.14
Object Total :						35.14
Program-Function Total :						3,512.75
E 710-3500 School Sponsored Ext-Extracurricular/Ath.						
810 Dues and Fees						
CL 15061 1	Ref Reimbursements		03/04/19	3/19	100842 POTOMAC SCHOOL PETTY CASH	504.00
Object Total :						504.00
Program-Function Total :						504.00
E 910-3100 Food Services-Food Services						
260 Health Insurance						
PR 190300 29	Employer Contributions		/ /	3/19		540.00
Object Total :						540.00
570 Food Services						
CC 588 1	Food	101335	01/25/19	3/19		106.57
CC 588 3	Food	101328	01/29/19	3/19		12.47
CC 588 4	Food	100942	01/30/19	3/19		19.08
CC 588 5	Food	101335	02/01/19	3/19		105.28
CC 588 8	Food	101335	02/10/19	3/19		110.45
CC 588 11	Food	101335	02/18/19	3/19		75.86
CC 588 13	Food	101335	02/22/19	3/19		93.24
CL 15062 1	Food	243126928	02/01/19	3/19	25 SYSCO FOOD SERVICES OF MT	738.91
CL 15062 2	Food	243135977	02/08/19	3/19	25 SYSCO FOOD SERVICES OF MT	513.10
CL 15062 3	Food	243145229	02/15/19	3/19	25 SYSCO FOOD SERVICES OF MT	362.81
CL 15062 4	Food	243154384	02/22/19	3/19	25 SYSCO FOOD SERVICES OF MT	385.03
CL 15064 1	Pd Lunch Reimb		02/28/19	3/19	101500 TRISH BREWER	49.60
Object Total :						2,572.40
610 Supplies						
CC 588 2	Supplies	101335	01/25/19	3/19		19.71
CC 588 6	Supplies	101335	02/01/19	3/19		24.86
CC 588 7	Supplies	101498	02/07/19	3/19		17.59
CC 588 9	Supplies	101335	02/10/19	3/19		16.51
CC 588 10	Supplies	100942	02/18/19	3/19		47.97
CC 588 12	Supplies	101335	02/18/19	3/19		28.34
CC 588 14	Supplies	101335	02/22/19	3/19		22.90
CL 15062 5	Supplies	243154384	02/22/19	3/19	25 SYSCO FOOD SERVICES OF MT	46.98
Object Total :						224.86

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
					Program-Function Total :	3,337.26
					Fund Total :	54,505.86

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
110 TRANSPORTATION FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 190300 33	Payroll Expenditure		/ /	3/19		829.79
						Object Total : 829.79
250 Workers' Comp.						
PR 190300 34	Employer Contributions		/ /	3/19		4.30
PR 190300 35	Workman's Comp Discount		/ /	3/19		-5.19
						Object Total : -0.89
260 Health Insurance						
PR 190300 36	Employer Contributions		/ /	3/19		162.00
						Object Total : 162.00
						Program-Function Total : 990.90
E 100-2700 Regular Ed. Programs-Student Transp.						
111 Administrative						
PR 190300 37	Payroll Expenditure		/ /	3/19		1,712.38
						Object Total : 1,712.38
250 Workers' Comp.						
PR 190300 38	Employer Contributions		/ /	3/19		8.87
PR 190300 39	Workman's Comp Discount		/ /	3/19		-10.72
						Object Total : -1.85
513 Bus Contractors						
CL 15058 3	Bus Contract	7363	03/01/19	3/19	82 MAJESTIC BUS SERVICE, INC	9,460.45
CL 15058 4	Add'l fuel	7401	03/01/19	3/19	82 MAJESTIC BUS SERVICE, INC	120.79
						Object Total : 9,581.24
						Program-Function Total : 11,291.77
						Fund Total : 12,282.67

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
112 FOOD SERVICES FUND						
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 190300 43	Payroll Expenditure	/ /		3/19		2,498.35
Object Total :						2,498.35
250 Workers' Comp.						
PR 190300 44	Employer Contributions	/ /		3/19		161.86
PR 190300 45	Workman's Comp Discount	/ /		3/19		-196.09
Object Total :						-34.23
Program-Function Total :						2,464.12
Fund Total :						2,464.12

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 190300 49	Payroll Expenditure	/ /		3/19		629.68
Object Total :						629.68
250 Workers' Comp.						
PR 190300 50	Employer Contributions	/ /		3/19		3.26
PR 190300 51	Workman's Comp Discount	/ /		3/19		-7.32
Object Total :						-4.06
260 Health Insurance						
PR 190300 52	Employer Contributions	/ /		3/19		140.43
Object Total :						140.43
Program-Function Total :						766.05
Fund Total :						766.05

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-1000 Regular Ed. Programs-Instruction						
210 Social Security/Med.						
PR 190300 56	Employer Contributions	/ /	3/19			1,658.86
					Object Total :	1,658.86
220 Teachers' Retirement						
PR 190300 57	Employer Contributions	/ /	3/19			2,075.34
					Object Total :	2,075.34
240 Unemployment Comp.						
PR 190300 58	Employer Contributions	/ /	3/19			81.12
					Object Total :	81.12
					Program-Function Total :	3,815.32
E 100-2400 Regular Ed. Programs-School Admin.						
210 Social Security/Med.						
PR 190300 59	Employer Contributions	/ /	3/19			229.18
					Object Total :	229.18
220 Teachers' Retirement						
PR 190300 60	Employer Contributions	/ /	3/19			358.40
					Object Total :	358.40
230 PERS						
PR 190300 61	Employer Contributions	/ /	3/19			165.54
					Object Total :	165.54
240 Unemployment Comp.						
PR 190300 62	Employer Contributions	/ /	3/19			20.37
					Object Total :	20.37
					Program-Function Total :	773.49
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
210 Social Security/Med.						
PR 190300 63	Employer Contributions	/ /	3/19			120.10
					Object Total :	120.10

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
230 PERS						
PR 190300 64	Employer Contributions	/ /		3/19		218.09
					Object Total :	218.09
240 Unemployment Comp.						
PR 190300 65	Employer Contributions	/ /		3/19		8.93
					Object Total :	8.93
					Program-Function Total :	347.12
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
210 Social Security/Med.						
PR 190300 66	Employer Contributions	/ /		3/19		31.20
					Object Total :	31.20
230 PERS						
PR 190300 67	Employer Contributions	/ /		3/19		84.26
					Object Total :	84.26
240 Unemployment Comp.						
PR 190300 68	Employer Contributions	/ /		3/19		3.44
					Object Total :	3.44
					Program-Function Total :	118.90
E 100-2620 Regular Ed. Programs-Operation of Community Center						
210 Social Security/Med.						
PR 190300 69	Employer Contributions	/ /		3/19		31.21
					Object Total :	31.21
230 PERS						
PR 190300 70	Employer Contributions	/ /		3/19		84.27
					Object Total :	84.27
240 Unemployment Comp.						
PR 190300 71	Employer Contributions	/ /		3/19		3.46
					Object Total :	3.46
					Program-Function Total :	118.94

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2700 Regular Ed. Programs-Student Transp.						
210 Social Security/Med.						
PR 190300 72	Employer Contributions	/ /		3/19		83.02
					Object Total :	83.02
220 Teachers' Retirement						
PR 190300 73	Employer Contributions	/ /		3/19		153.60
					Object Total :	153.60
240 Unemployment Comp.						
PR 190300 74	Employer Contributions	/ /		3/19		5.82
					Object Total :	5.82
					Program-Function Total :	242.44
E 280-1000 Special Education-Instruction						
210 Social Security/Med.						
PR 190300 75	Employer Contributions	/ /		3/19		312.52
					Object Total :	312.52
220 Teachers' Retirement						
PR 190300 76	Employer Contributions	/ /		3/19		368.91
					Object Total :	368.91
240 Unemployment Comp.						
PR 190300 77	Employer Contributions	/ /		3/19		13.99
					Object Total :	13.99
					Program-Function Total :	695.42
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 190300 78	Employer Contributions	/ /		3/19		156.96
					Object Total :	156.96
230 PERS						
PR 190300 79	Employer Contributions	/ /		3/19		207.36
					Object Total :	207.36

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 910-3100	Food Services-Food Services					
240	Unemployment Comp.					
PR 190300 80	Employer Contributions		/ /	3/19		8.49
					Object Total :	8.49
					Program-Function Total :	372.81
					Fund Total :	6,484.44

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
250 Workers' Comp.						
423 MT Comprehensive	Literacy Project Number					
PR 190300 82	Workman's Comp Discount		/ /	3/19		-0.10
					Project Total :	-0.10
					Object Total :	-0.10
330 Other Professional						
202 Explorers						
CL 15066 1	Explorers Field Trip	1819376	03/01/19	3/19	101501 UNPARALLELED MOVEMENT	570.00
					Project Total :	570.00
					Object Total :	570.00
582 Travel Out-of-Dist.						
202 Explorers						
CL 15058 1	Explorers to Glacier Ice Rink	7361	02/08/19	3/19	82 MAJESTIC BUS SERVICE, INC	139.30
					Project Total :	139.30
101 Local Donations for Students						
CL 15058 2	Girs BBall to Seeley	7362	02/13/19	3/19	82 MAJESTIC BUS SERVICE, INC	191.04
					Project Total :	191.04
					Object Total :	330.34
					Program-Function Total :	900.24
E 110-1000 Pre-K ndergarten-Instruction						
112 Professional Ed.						
423 MT Comprehensive	Literacy Project Number					
PR 190300 83	Payroll Expenditure		/ /	3/19		726.56
					Project Total :	726.56
					Object Total :	726.56
210 Social Security/Med.						
423 MT Comprehensive	Literacy Project Number					
PR 190300 84	Employer Contributions		/ /	3/19		55.59
					Project Total :	55.59
					Object Total :	55.59
220 Teachers' Retirement						
423 MT Comprehensive	Literacy Project Number					
PR 190300 85	Employer Contributions		/ /	3/19		65.17
					Project Total :	65.17
					Object Total :	65.17
240 Unemployment Comp.						
423 MT Comprehensive	Literacy Project Number					
PR 190300 86	Employer Contributions		/ /	3/19		2.47
					Project Total :	2.47
					Object Total :	2.47
250 Workers' Comp.						
423 MT Comprehensive	Literacy Project Number					
PR 190300 87	Employer Contributions		/ /	3/19		3.76
PR 190300 88	Workman's Comp Discount		/ /	3/19		-3.62
					Project Total :	0.14
					Object Total :	0.14

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
Program-Function Total :						849.93
E 140-1000 Junior High-Instruction						
250 Workers' Comp.						
423 MT Comprehensive Literacy Project Number						
PR 190300 89	Workman's Comp Discount	/ /		3/19		-0.05
Project Total :						-0.05
Object Total :						-0.05
Program-Function Total :						-0.05
E 150-1000 High School -Instruction						
250 Workers' Comp.						
423 MT Comprehensive Literacy Project Number						
PR 190300 90	Workman's Comp Discount	/ /		3/19		-0.05
Project Total :						-0.05
Object Total :						-0.05
Program-Function Total :						-0.05
E 160-1000 Indirect Cost Percentage-Instruction						
250 Workers' Comp.						
423 MT Comprehensive Literacy Project Number						
PR 190300 91	Workman's Comp Discount	/ /		3/19		-0.01
Project Total :						-0.01
Object Total :						-0.01
Program-Function Total :						-0.01
E 412-1000 REAP-Instruction						
111 Administrative						
119 REAP 18-19						
PR 190300 92	Payroll Expenditure	/ /		3/19		366.00
Project Total :						366.00
Object Total :						366.00
117 Teacher's Aides						
119 REAP 18-19						
PR 190300 93	Payroll Expenditure	/ /		3/19		246.45
Project Total :						246.45
Object Total :						246.45
210 Social Security/Med.						
119 REAP 18-19						
PR 190300 94	Employer Contributions	/ /		3/19		45.22
Project Total :						45.22
Object Total :						45.22
220 Teachers' Retirement						
119 REAP 18-19						
PR 190300 95	Employer Contributions	/ /		3/19		54.94
Project Total :						54.94
Object Total :						54.94

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
E 412-1000 REAP-Instruction						
240 Unemployment Comp.						
119 REAP 18-19						
PR 190300 96	Employer Contributions	/ /		3/19		2.08
					Project Total :	2.08
					Object Total :	2.08
250 Workers' Comp.						
119 REAP 18-19						
PR 190300 97	Employer Contributions	/ /		3/19		3.17
PR 190300 98	Workman's Comp Discount	/ /		3/19		-3.48
					Project Total :	-0.31
					Object Total :	-0.31
260 Health Insurance						
119 REAP 18-19						
PR 190300 99	Employer Contributions	/ /		3/19		123.65
					Project Total :	123.65
					Object Total :	123.65
					Program-Function Total :	838.03
E 420-1000 Title I-Instruction						
117 Teacher's Aides						
328 Title 2018-2019						
PR 190300 100	Payroll Expenditure	/ /		3/19		2,149.51
					Project Total :	2,149.51
					Object Total :	2,149.51
210 Social Security/Med.						
328 Title 2018-2019						
PR 190300 101	Employer Contributions	/ /		3/19		69.59
					Project Total :	69.59
					Object Total :	69.59
220 Teachers' Retirement						
328 Title 2018-2019						
PR 190300 102	Employer Contributions	/ /		3/19		192.81
					Project Total :	192.81
					Object Total :	192.81
240 Unemployment Comp.						
328 Title 2018-2019						
PR 190300 103	Employer Contributions	/ /		3/19		7.31
					Project Total :	7.31
					Object Total :	7.31
250 Workers' Comp.						
328 Title 2018-2019						
PR 190300 104	Employer Contributions	/ /		3/19		11.13
PR 190300 105	Workman's Comp Discount	/ /		3/19		-12.88
					Project Total :	-1.75
					Object Total :	-1.75

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-1000 Title I-Instruction						
260 Health Insurance						
328 Title 2018-2019						
PR 190300 106	Employer Contributions	/	/	3/19		486.00
					Project Total :	486.00
					Object Total :	486.00
					Program-Function Total :	2,903.47
E 420-2300 Title I-General Admin						
111 Administrative						
328 Title 2018-2019						
PR 190300 107	Payroll Expenditure	/	/	3/19		138.30
					Project Total :	138.30
					Object Total :	138.30
210 Social Security/Med.						
328 Title 2018-2019						
PR 190300 108	Employer Contributions	/	/	3/19		6.32
					Project Total :	6.32
					Object Total :	6.32
230 PERS						
328 Title 2018-2019						
PR 190300 109	Employer Contributions	/	/	3/19		11.48
					Project Total :	11.48
					Object Total :	11.48
240 Unemployment Comp.						
328 Title 2018-2019						
PR 190300 110	Employer Contributions	/	/	3/19		0.47
					Project Total :	0.47
					Object Total :	0.47
250 Workers' Comp.						
328 Title 2018-2019						
PR 190300 111	Employer Contributions	/	/	3/19		0.72
PR 190300 112	Workman's Comp Discount	/	/	3/19		-0.87
					Project Total :	-0.15
					Object Total :	-0.15
260 Health Insurance						
328 Title 2018-2019						
PR 190300 113	Employer Contributions	/	/	3/19		27.00
					Project Total :	27.00
					Object Total :	27.00
					Program-Function Total :	183.42
E 423-1000 MT Comprehensive Literacy Project-Instruction						
112 Professional Ed.						
423 MT Comprehensive Literacy Project Number						
PR 190300 114	Payroll Expenditure	/	/	3/19		4,758.69
					Project Total :	4,758.69
					Object Total :	4,758.69

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
E 423-1000 MT Comprehensive Literacy Project-Instruction						
117 Teacher's Aides						
423 MT Comprehensive	Literacy Project Number					
PR 190300 115	Payroll Expenditure	/ /	3/19			560.00
					Project Total :	560.00
					Object Total :	560.00
210 Social Security/Med.						
423 MT Comprehensive	Literacy Project Number					
PR 190300 116	Employer Contributions	/ /	3/19			380.89
					Project Total :	380.89
					Object Total :	380.89
220 Teachers' Retirement						
423 MT Comprehensive	Literacy Project Number					
PR 190300 117	Employer Contributions	/ /	3/19			426.85
					Project Total :	426.85
					Object Total :	426.85
240 Unemployment Comp.						
423 MT Comprehensive	Literacy Project Number					
PR 190300 118	Employer Contributions	/ /	3/19			18.07
					Project Total :	18.07
					Object Total :	18.07
250 Workers' Comp.						
423 MT Comprehensive	Literacy Project Number					
PR 190300 119	Employer Contributions	/ /	3/19			27.54
PR 190300 120	Workman's Comp Discount	/ /	3/19			-33.44
					Project Total :	-5.90
					Object Total :	-5.90
260 Health Insurance						
423 MT Comprehensive	Literacy Project Number					
PR 190300 121	Employer Contributions	/ /	3/19			831.63
					Project Total :	831.63
					Object Total :	831.63
330 Other Professional						
423 MT Comprehensive	Literacy Project Number					
CC 584 16	MCLP Conf March 4-5	101403	02/14/19	3/19		6,250.00
					Project Total :	6,250.00
					Object Total :	6,250.00
582 Travel Out-of-Dist.						
423 MT Comprehensive	Literacy Project Number					
CC 583 4	MCLP Conf Food	101487	02/06/19	3/19		32.76
CC 584 7	MCLP Lunch at conference	101490	02/03/19	3/19		30.10
CC 584 8	MCLP Dinner at conference	101491	02/04/19	3/19		335.70
CC 584 10	MCLP Meal at Conference	101492	02/04/19	3/19		229.13
CC 584 11	MCLP Meal at Conference	101493	02/05/19	3/19		182.81
CC 584 12	MCLP 8 Rms at Conference	101487	02/06/19	3/19		4,523.28
CC 584 13	MCLP meal @ Airport	101376	02/07/19	3/19		35.40
CC 584 14	MCLP Park at Airport	101433	02/07/19	3/19		32.00
CC 587 4	MCLP Breakfast Airport	101496	02/03/19	3/19		20.08
CC 587 5	MCLP Airport Meal	101497	02/07/19	3/19		50.80
CL 15053 1	MCLP Conf Mileage 3-4 to 3-5	1819393	03/07/19	3/19	101002 ABBY STITT	132.24

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount	
115 MI SC. PROGRAMS FUND							
E 423-1000 MT Comprehensive Literacy Project-Instruction							
						Project Total :	5,604.30
						Object Total :	5,604.30
610 Supplies							
423 MT Comprehensive Literacy Project Number							
CC 582 1	MCLP Vocab Assessment	101175	01/25/19	3/19		5.25	
CC 582 2	MCLP Class Supplies	101219	01/30/19	3/19		19.99	
CC 582 3	MCLP Class Supplies	101219	01/30/19	3/19		6.92	
CC 582 4	MCLP Class Supplies	101175	01/30/19	3/19		45.20	
CC 582 5	MCLP Class Supplies	101219	02/08/19	3/19		116.96	
CC 582 6	MCLP Class Supplies	33	02/09/19	3/19		52.97	
CC 582 7	MCLP Class Supplies	101175	02/19/19	3/19		62.62	
CC 583 1	MCLP Supplies	162	01/26/19	3/19		11.01	
CC 583 2	MCLP Supplies	100942	01/26/19	3/19		6.47	
CC 583 5	Prof Dev Books	101361	02/14/19	3/19		67.95	
CC 584 1	MCLP Working Mtg	101488	01/24/19	3/19		33.85	
CC 584 2	MCLP Staff Mtg Lunch	101185	01/16/19	3/19		116.75	
CC 584 3	MCLP Books	101219	01/26/19	3/19		107.05	
CC 584 4	MCLP Warranty ELA class mac	101489	01/27/19	3/19		99.00	
CC 584 5	MCLP Legislative Lunch	101413	01/29/19	3/19		19.68	
CC 584 6	MCLP Books	101402	01/31/19	3/19		104.44	
CC 584 9	MCLP Books	101492	02/04/19	3/19		111.60	
CC 587 1	MCLP Audio Book	101495	01/29/19	3/19		17.99	
CC 587 2	MCLP Supplies	101219	01/29/19	3/19		71.88	
CC 587 3	MCLP Book	101219	02/01/19	3/19		12.12	
CC 587 6	MCLP Books	101219	02/19/19	3/19		208.95	
CL 15052 1	MCLP Art Supplies	1819370	02/28/19	3/19	101486 ASHA MACDONALD	53.96	
						Project Total :	1,352.61
						Object Total :	1,352.61
						Program-Function Total :	20,177.14
						Fund Total :	25,852.12



Potomac Elementary School

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

Principal’s Report March 2019

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

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

- **Teaching and Learning- MCLP Grant**

- On March 4th and 5th, five of our teachers and Mr. Rouse attended a MCLP grant meeting in Helena. One of the key presenters at this state-wide meeting was Jim Knight. Mr. Knight is a leading authority in instructional coaching at the national level. In addition to presenting two keynote addresses at this conference, Dr. Knight met one-on-one with us for about 30 minutes. This was a great opportunity for our staff members to interact directly with a nationally recognized individual about our school and our students.
- Our staff members participated in sessions that focused on writing, vocabulary development, morphology, and addressing the social and emotional needs of students. Mr. Rouse had an opportunity to talk one-on-one with the superintendent of schools for the state of Montana as well. He thanked Ms. Arntzen for support of the MCLP grant project and provided her with some specific examples of how the grant funds have positively impacted our students and staff members.
- Over the next few weeks, we will be discussing possible innovative approaches we could use to enhance our efforts to improve literacy instruction and learning in our school. Should we be determined by OPI as being eligible for some additional funding for innovative efforts, we will submit an additional application for innovative grant funds.

- **Budget and Finance**

Jill Thornton will present an overview of our preliminary budget numbers for 2019-10 that are based on the figures released from the state. The numbers are preliminary because until the legislative session is over the values could change.

- **Student Activities**

- Our girls’ basketball season is nearly over. The tournament starts on March 12th. This year’s coaching staff included: Ashley Olsen, Christianna Taillefer, and Jesse Salter. We appreciate the efforts these volunteers have put in this season as to help our young ladies perform well on the court and off.
- Our track season will be starting soon. A copy of the track schedule will be included in your board packet. Our track coaches this year will be Ike Wallace and Beth Copenhaver.

- **Student Behavior and Discipline Review (Required Action)**
 - We have submitted on required data elements to the state regarding student behavior and discipline. Fortunately, we had no incidents of serious disciplinary issues to report. In fact, I received a call from a representative from OPI who called to check on our response because it is rare that a school district has no serious disciplinary actions to report.
 - Lunch Bunch- We have instituted a new effort to encourage students to complete their homework assignments on time. If a student fails to complete a required homework assignment, the teacher entered the student's name and the missing assignment into a Google document. Then each day during lunch, Mr. Rouse meets those students for lunch at a separate table. Those students are required to eat their lunches at this table and complete their assignments. They are not allowed to participate in lunch recess on those days when they are assigned to the "Lunch Bunch."
- **Facilities**
 - The PTC has discussed adding an additional paved area to our playground. In connection with this, the Board's facilities committee needs to discuss the possibility of adding sidewalks around the south side of the main building in order to improve our accessibility for individuals in wheelchairs.
- **Safety**
 - All of our "Stop the Bleed" kits have been fully equipped now with self-clotting gauze and elastic wrap tourniquets for small students.

Respectfully submitted:

John P. Rouse, Principal

Copper League Track 2019

<u>Date</u>	<u>Location</u>	<u>Host School</u>	<u>Time</u>	<u>Attendees</u>
April 1 (Mon)	HMS	1 st Day of Practice	3:45	
April 9 (Tue)	Stegner (Sentinel)	HMS (6th Only)	3:30	FT/HG/LO/TR/DS
April 12 (Friday)	Stegner (Sentinel)	TBD (7 th /8 th)	10:00	CI/VC/BN/DS/TR/SJ
April 15 (Mon)	Frenchtown	FT (6th Only)	3:30	FT/HG/PT/VC/BN/ DS/TR/SJ
April 18 th (Thu)	Stegner (Sentinel)	Lolo (7 th /8 th)	10:00am	LO/PT/VC/BN/TR/DS
April 25 (Thu)	MCPS	CI/BNR/TR	9:00am	LO/CI/BN/TR/ SJ/PT/VC/DS
May 3 rd (Friday)	Stegner	Hellgate	9:00am	LO/HG/SJ/CI/PT
May 10 (Friday)	Frenchtown	Copper League Meet	9:00am	Everyone
May 21 (Tuesday)	Big Sky	Meet of Champions	10:30am	Qualifiers

Abbreviations:

BN=Bonner

CL=Clinton

DS=DeSmet

HG=Hellgate

FT=Frenchtown

LO=Lolo

MIS=Missoula International School

PT=Potomac

SL=Seeley Lake

SJ=St. Joe's

TR=Target Range

VC=Valley Christian

POTOMAC SCHOOL BOARD CALENDAR

Trustee review

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

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