



Potomac Elementary School

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www.potomacschoolmontana.us

School Board Agenda

March 12, 2018 – 7:00 PM

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

Public Input:

Consent Agenda:

Chair Vann

1. Minutes February 12, 2018
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

1. Student Council Report
2. Parent Report Explorers Committee
3. Teacher Reports: Starla Dugger –
Abby Stitt – Instructional Coaching Conference
4. Principal’s Report
5. Clerk’s Report
6. Board Professional Development

Student Council

Starla Dugger

Abby Stitt

Principal Rouse

Jill Thornton

Board Members

Old Business:

1. School Board Calendar
2. Committee Report – Safety Recommendations -

Chair Vann

Steven Van Grinsven

Gary Long

New Business:

1. Accept Starla Dugger Resignation
2. Recommendation for 18-19 Special Ed Teacher – Jennifer Vogel
3. 2018-2019 Certified Rehire Recommendation
4. Explorers 18-19

Principal Rouse

Principal Rouse

Principal Rouse

Chair Vann

Next Meeting April 9, 2018 – 7:00 pm



Potomac Elementary School

School Board Minutes

for

February 12, 2018

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*“Potomac School equips each student for his/her future
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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: Steven Van Grinsven, Craig Nelson and Kelsy Ployhar. Gary Long and Principal Rouse joined on the phone. Jill Thornton, Clerk was also in attendance.

Public Input (for issues not on the agenda)

A request was made to plow more of the parking near the fence at the field.

Consent Agenda

January 8, 2018 minutes included in this consent agenda.

Warrant Lists – Total Claims = \$27,486.13. Total Payroll = \$67,909.47.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On January 1, 2018 - \$29,727.69 thru January 31, 2018 - \$31,339.37

Kelsy moved to approve the consent agenda. Steven seconded the motion. **Passed 5-0**

Student Council Report

No Report

Parent Report Explorers Committee

Potomac Parents Group Proposal for Continuation of the Explorers

Overview

POTOMAC PARENTS GROUP is pleased to submit this proposal to support The Potomac Explorer's Program in providing hands on and applied learning to the students on the optional 5th day to support to enhance our children's learning. We the parents feel that this program is an essential addition to our regular curriculum and thus we are committed to helping secure a funding source and volunteer base to support the program.

The Objective

As a group, our goal is to support the Explorer's program by providing supplemental funding, planning of educational opportunities and volunteer support. We plan to work with the school board and principal to create a program that is sustainable. The most pressing issue is the lack of funding. We plan to bring back "Potomac Pioneer Days" as a fund raising event. Additionally, once funding is secured we hope to bring and AmeriCorps Volunteer on board to coordinate the program and provide instruction to the students. We will supplement the program with parent volunteers.

Our Proposal

The Potomac Parents Group recognizes that the Explorer’s program in its current form is unfeasible. The ability to raise \$60,000 per year from private donors is unrealistic. Therefore, going forward we will be basing our objectives on the “Revised Explorer’s Program for 2018-2019” model outlined in the December 2017 School Board minutes (see table of pricing below also). This model proposes a cost of the program to be approximately \$16,000, and still includes 12 field trips and will fulfill the essential elements of the program.

This model includes \$6,608 for a program coordinator. This position could be fulfilled by a staff member or alternatively we could apply for an AmeriCorps volunteer. The AmeriCorps Volunteer would be ideal, as the cost would be \$6,600 per year and the individual could be utilized on non-Explorer’s days to assist in other areas at the school. We would ask that Mr. Rouse assist us in applying for this assistance.

To assist the program coordinator a volunteer base will be established from parents and community members. They will help out the coordinator on a weekly basis in the role that the assistant currently fulfills. A list and/or website can be set up to facilitate the process. Should enough money be raised yearly we may be able to hire an assistant as is outlined in the revised program, and volunteer help will not be required. Should we use volunteer assistants, this will decrease the amount of funding required to ~\$12,500.

To raise the required funding a GoFundMe account has already been established. A solicitation letter for requesting funding from private entities has also been circulated. However, as our primary fund raising event we would like to bring back “Potomac Pioneers Days”. Several ideas have been suggested for the format of the festival and planning is in its infancy. However, as it is currently envisioned it will be a 2 day festival in the summer (possibly June). We would like to work in conjunction with the community center and have several offerings to celebrate our community. We would like to have music, booths, food, drinks and events such as a “Run” and a parade.

Alternatively, we have explored a fee based model for the program should we be unable to raise the required amount to fund the program. We feel that \$75 a semester (\$150 per year) would be a reasonable amount for those that participate in the program. We’d like to offer a sliding scale or opportunities so that no one misses out on the offering due to inability to pay. There may be opportunity for “paying” the fees by volunteering or being involved in Pioneer Day’s activities.

We would prefer all monies raised to go directly to the school into a dedicated fund. However, we recognize that we may need to establish ourselves as a non-profit organization, and that in doing so we may be able to obtain other types of grants not available to the school. We are still exploring this option.

Depending on the amount of money we are able to raise and the acceptance of our application by AmeriCorps, the program could be a combination of the above ideas included above, or may evolve as we move through the process. Ultimately, we request the support of the principal Mr. Rouse and the School Board achieve our goal of keeping the Explorer’s program in place. We may ask additional support not listed in this proposal (i.e. proposing a mill levy voted on by the people that supports Explorer’s exclusively).

Execution Strategy

- Plan and implement “Potomac Pioneer Days” event
- Apply for AmeriCorps volunteer
- Develop assistant volunteer base to assist coordinator
- Develop goals and establish program based on funding available and student needs
- Look into Fee based program and determine specifics on how it would work, if it would be feasible, and if we need to partner with an external agency like The Boy’s and Girl’s Club of America
- Explore partnerships with PTC and the Community Center and others

Costs

The following table details the cost for the Explorer’s Program based on the model in the December School Board minutes of the services outlined in this proposal. This pricing is subject to change based on funding raised and actual programming provided to the students. Additional revenue of up to ~\$3000 could be added to our funding if we go with a fee based model, and will depend on participation.

Staff	Price
Program Coordinator (\$20/hour + 18% benefits for 280 hours)	\$6,608.00
Assistant (\$15/hour + benefits for 256 hours)- Could be fulfilled with Volunteers	\$4,531.20
Total Staff Costs	\$11,139.20
Supplies & Costs	
Field trips- 12 @ ~300 each	\$3,600
Supplies	\$350
Cost of using Community Center (Facility rental \$104 per Friday X 32)- \$3328	?
Total Supplies & Costs	\$3,950 (\$7,278)
Total	\$15,089.20 (22,367.20)

Disclaimer: The prices listed in the preceding table are an estimate for the program discussed. This summary is not a warranty of final price. Estimates are subject to change if project specifications are changed.

Conclusion

We look forward to working with the School Board and Principal to continue to provide applied learning opportunities to our children through the Explorer’s Program. We are confident that we can meet the challenges ahead, and stand ready to partner with you in delivering a solution that satisfies the need for our children and in our community. We want Potomac School to remain a leader in quality education and will do whatever is required of us to meet that goal. If you have questions on this proposal, feel free to contact us at your convenience via email, our Potomac Planning Group Facebook page or by phone. We plan to communicate with you all as progress is made, and ask that you keep us in informed of any changes, proposals, or when decisions are made by the school board.

Cliff requested two things for the next meeting:

1. The chain of Custody for the money raised
2. Due to the time frame the board has to approve moving forward, the \$15,000 for the program needs to be available by the next board meeting for the board to consider the proposal

John will contact MTSBA for information about using Go Fund Me
Jill will check with the auditor to see what needs to be put in place to accept and document any Go Fund Me monies.

Teachers Reports

Raynee Pace said her literature class is preparing book reports from books they chose. They were restricted to the first in a series. In their reports they noted the elements of literature; theme, style, mood, characters, setting, plot, point of view, and conflict. The students chose the 4 they wanted to represent on "trioramas" they made.

Another assignment her class did was a collaboration with Kristina to use 5 sentences to describe a trail based on a topographic map.

She is also using a 10 x 10 grid teaching her students about statistics and probability.

Abby Stitt showed interactive notebooks. These are used as resources for students to learn things like text structures. They are also learning how to use a dictionary with guide words.

Principals Report – John Rouse

• **Teaching and Learning**

- Our MCLP grant was approved by OPI!
- I will be meeting with the Montana Comprehensive Literacy Project Director, Terri Barclay, to go through a final negotiation to discuss the exact amount of funds for which we were approved. We receive \$750,000 for the three- year grant cycle. I expect that the amount that received funding approval will be less than that amount. This funding negotiation is a process OPI goes through with each grant recipient.
- We have been given the OK to go ahead and begin spending the grant funds.
- Here are the Talking Points about the grant that were released by OPI:
 - The Office of Public Instruction applied for and was awarded a federal literacy grant called The Montana Comprehensive Literacy Project (MCLP). The MCLP is intended to advance literacy skills, including pre-literacy skills, reading, and writing, for children age 4 through grade 12, with emphasis on disadvantaged children, including children living in poverty, English learners, and children with disabilities. The ultimate outcome of the MCLP is improved literacy skills for Montana students. Districts receiving the MCLP funds have committed to implementing high-quality comprehensive literacy instruction. Within the framework of this project, districts have committed to:
 - serve a high percentage of disadvantaged children.
 - align instruction across an Age 4 through Grade 12 Continuum.
 - create and implement a local literacy plan that is based on evidence-based interventions and is sustainable beyond the years of grant funding.
 - increase the percentage of children aged 3 to 5 who make significant gains on the E/ROWPVT from fall to spring
 - increase the percentage of fifth and eighth grade students proficient on the State Assessment
 - increase the percentage of eleventh grade students proficient on the ACT assessment.
 - As partners in this work, the OPI will:
 - provide high-quality professional development through on-site coaching, instructional consultant support, and state-sponsored conferences.
- A major portion of the grant is dedicated to providing quality professional development to our teaching staff. To that end, instructional coaches will be provided at three different levels. An instructional coach is

someone who supports and assists individual teachers as they work to improve their effectiveness. All teachers will receive this support on an individual basis in an effort to provide each individual teacher with the specific type of support that teacher needs. The three levels of instructional coaching support will be as follows:

- OPI will provide one instructional coach who will visit our school once per month throughout the grant. I was informed that this person will be Terri Barclay. Ms. Barclay is the Director for the entire statewide grant. I am excited that she assigned herself to our school. She has worked previously with teachers at Potomac School. I also worked with Ms. Barclay for four years while I was in Browning. It is a real advantage to have the project director working in our school, so she will understand our needs.
 - The second level of coaching support will come from an outside consultant with whom we will be required to contract from outside of our school district. There is an approved list of consultants from which we can select one to come to Potomac. I have the advantage of having worked with several of the outside consultants before, so I will be recommending one of the individuals with whom I have worked to fulfill this role. IO arranged for our teachers to “meet” these individuals via FaceTime, so they could give me feedback with regard to the person they believe would work best in our school.
 - The third level of coaching support will be from a full-time instructional coach who will work only at our school. After considering the idea of hiring someone from outside the school who may not be familiar with Potomac, I decided to approach one of our current staff members to see if she would be willing to leave the classroom to serve in the role as instructional coach for the duration of the grant. Abby Stitt has agreed to accept this new challenge with the understanding that she can opt to return to the classroom in the future should she prefer the role of teacher over that of a coach.
 - To support Ms. Stitt in her new capacity, I have asked her to attend an intensive instructional coaching training institute with me later this month. This institute will be an intense five-day training under the auspices of Jim Knight, perhaps the leading trainer for instructional coaches in the nation. All expenses for this training will be paid out of the grant’s professional development funds.
- Mr. Gaglia and Ms. Stitt attended a day-long session with me at the Missoula County Public Schools (MCPS) district office during which representatives from textbook publishing companies made presentations of the English language arts resources. We have been invited back by the MCPS district administrators to a second round of presentations on February 13th. Being included in this process has helped us to begin establishing a working relationship between our school and the MCPS high schools.

• **Budget and Finance**

- As a final reminder, we have to make known to the public any proposed changes to our permissive mill levies by March 31st; therefore, the board will need to make a decision regarding the status our current adult education mill levy. Currently that levy is set in the amount of 5.34 mills. Do we want to re-establish an adult ed program or do we want to shift the amount of revenue generated by the 5.00 mills from the adult ed levy to our special building fund levy in order to be eligible for the full facilities matching funds (approximately an 80% state match for our district) from the state in FY 20 and FY 21?
- Also the Board must identify the anticipated school major maintenance projects for which the funds will be used. Mr. Rouse received a confirmation of this concept of shifting of the mill impact from Paul Taylor at OPI.
- Kara Sperle at OPI sent me the following response to my question about how the deferred maintenance funds could be used:
 - “There is a pecking order of repairs included with the permissive levy.
 - From the facilities inventory report found on the website at <http://opi.mt.gov/Leadership/Finance-Grants/School-Finance/School-Finance-Budgets>, about half way down the page is a State of

Montana – Survey Reports link, districts must repair "safety, damage/wear out, codes and standards" first.

- After this step, the school must update the inventory report. Then you can begin on efficiency projects -energy, building, etc.
- The state portion of the funding is not available until the legislature provides funding to OPI. We are hoping for funding for FY 2020, but that is all contingent upon the legislature.
- But schools have the ability to permissively levy up to 10 mills or \$15,000 for EL and HS plus \$100 x PY ANB. You can levy that locally and start your projects.”
- I have updated the “inventory” that Ms. Sperle referenced and provided a copy to the board’s facility committee. We do have a few “code” issues that need to be addressed; however, most of those are in the community center building. I am waiting for confirmation from OPI that we are allowed to expend levy funds for leased facilities.
- **Adult Education-** We have established a working relationship with MCPS in the area of adult education. We are working with the Lifelong Learning Center (LLC) from MCPS to set up and advertise some adult education offerings in Potomac. We have selected an adult education coordinator who will be an employee of the LLC and will be responsible for coordinating the programs at Potomac. The individual who was selected is Jennifer Vogel, a parent of two Potomac students. Her salary will be paid out of our adult education funds. Through the LLC.
- The current course offerings are:
 - Family Cooking
 - Smartphone Class
 - Introduction to Fly Fishing
 - Academic Success Program.
- Ms. Thornton has developed the three-year projection of revenues for the school district. We are also beginning the process of building a preliminary budget for 2018-19. The budget will include a line item system for the general fund that will allow the administration to track and report the level of expenditures in each line item. Many of the items included in the budget are “fived” such as salary and salary-related expenses. A number of other expenses are relatively stable and predictable such as utilities and transportation. The intent behind establishing a “line item” type budget is so we can plan more effectively how funds are spent. It is not necessary that the Board approve the budget on a line item basis; however, being able to provide the board with periodic status reports of our expenditures provides for more clarity of understanding of the budget by the board and the public.

• **Student Activities**

- Girl’s basketball season is underway, and the 8th graders are closing in on the fund-raising goal for their annual trip.

• **Safety**

- We are still continuing to try to address safety concerns in and around the school. Slippery walks is also a concern.

• **Facilities and Grounds**

- The facilities committee will be preparing the Facilities Plan document for presentation to the board before the March board meeting. We will need to identify specific major maintenance projects that will eventually be funded through the state matching funds via SB 307.
- As a reminder among the topics discussed by the facilities committee were the roof of the library building, security cameras for our building entries, and the condition of our two furnaces. The school got an estimate in March of 2013 regarding a possible replacement of the furnaces. At that time, the estimated cost was around \$33,000 to remove the oil-burning furnaces and replace them with propane furnaces and

heat pump systems. Thus far we have received a preliminary bid to replace the existing roof on the library with an asphalt shingle roof.

• Student Council

- We will include a regular agenda item for our board meetings to allow the student council to give a monthly report on their activities and goals.

• Community

- A group of concerned parents is continuing to meet to discuss ways to maintain the Explorer's program for next year and future years. I met with the group along with a couple of board members to respond to their questions and concerns.

Clerks Report

Jill presented and explained Budget to Actual reports.

Board Professional Development Reports

Steven has been attending Girls Basketball, Craig has been researching what other school have considered for firearms on school grounds as well as reviewing the Board Packet with Jill, Cliff & Kelsy negotiated with Principal Rouse for his 18-19 contract. Cliff has also been working on Facilities, has attended Basketball, and went through an unintentional intruder training with work. It was coordinated by NW Shooters.

School Board Calendar

No updates

Committee Report – Policy 1705

Gary and Steven met to look at safety and also attended a safety committee meeting. They are developing a comprehensive list of ideas to address.

2018-2019 Principal Contract

Kelsy moved to approve the 2018-2019 Principal Contract. Craig seconded the motion. **Passed 4-0** (Gary's phone connection was lost.)

2018-2019 School Calendar

Craig moved to approve the 2018-2019 School Calendar. Kelsy seconded the motion. **Passed 4-0**

Literacy Grant Discussion – Mileage & Meals

Steven moved to approve mileage and meals for the Literacy Grant. Craig seconded the motion. The board feels this is John's administrative determination and doesn't need board action. **Failed 4-0**

Trustee Resolution Calling for an Election

Kelsy moved to call an election. Steven seconded the motion. **Passed 4-0**

Trustee Resolution to Request the County Conduct the Election

Steven moved to approve the request for the County to conduct our election. 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

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

Adjourn

Chair Vann adjourned the Board meeting at 10:00 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14808	9534S 101002	ABBY STITT	35.44					
1		02/27/18 MCLP Travel Meal	11.58		115	423-1000	582	423
2		02/25/18 MCLP Travel Meal	7.70		115	423-1000	582	423
3		02/25/18 MCLP Travel Meal	16.16		115	423-1000	582	423
14809	9535S 101346	BUSINESS CARD 0052	20.85					
1		CC-498 02/01/18 Propeller Assembly STEM	20.85		101	625		
		PITSCO EDUCATION						
14810	9536S 101367	BUSINESS CARD 6065	1,394.38					
1		CC-499 02/06/18 Booking Fee	9.36		115	625		423
		TRAVELOCITY						
2		CC-499 02/06/18 MCLP Conference Flight - 2	654.00		115	625		423
		TRAVELOCITY						
3		CC-499 02/06/18 MCLP Conference Flight return	444.00		115	625		423
		TRAVELOCITY						
4		CC-499 02/06/18 MCLP Shuttle	73.16		115	625		423
		SUPERSHUTTLE						
5		CC-499 02/13/18 OPI Conf Helena	213.86		101	625		
		RADISON HOTEL						
14811	9537S 101303	BUSINESS CARD 6227	537.87					
1		CC-501 01/26/18 Fuel for Tractor	12.50		101	625		
		CULLYS						
2		CC-501 01/27/18 Floor Machine Scrub Brush	220.59		101	625		
		USA CLEAN, INC						
3		CC-501 01/30/18 Light Switch w sensor	24.99		101	625		
		ACE HARDWARE						
4		CC-501 01/30/18 Furnace Filters	26.91		101	625		
		HOME DEPOT/GECP						
5		CC-501 02/01/18 Barrel Bolt Locks - 12	107.88		101	625		
		HOME DEPOT/GECP						
6		CC-501 02/13/18 Wood Screws	6.00		101	625		
		ACE HARDWARE						
7		CC-501 02/16/18 Kitchen Faucet	109.00		101	625		
		LOWES						

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
8	CC-501 02/19/18 Fuel for Tractor	30.00		101 625		
	CULLYS		CC Accounting: 101-	-100-2600-610		
14812	9538S 101304 BUSINESS CARD 6973	343.39				
1	CC-502 02/03/18 Food	77.34		112 625		
	CASH & CARRY		CC Accounting: 112-	-910-3100-570		
2	CC-502 02/03/18 Supplies	19.45		112 625		
	CASH & CARRY		CC Accounting: 112-	-910-3100-610		
3	CC-502 02/07/18 Food	14.23		112 625		
	CORY'S VALLEY MARKET		CC Accounting: 112-	-910-3100-570		
4	CC-502 02/13/18 Food	69.73		112 625		
	CASH & CARRY		CC Accounting: 112-	-910-3100-570		
5	CC-502 02/13/18 Supplies	2.47		112 625		
	CASH & CARRY		CC Accounting: 112-	-910-3100-610		
6	CC-502 02/14/18 Food	10.36		112 625		
	CORY'S VALLEY MARKET		CC Accounting: 112-	-910-3100-570		
7	CC-502 02/20/18 Food	85.64		112 625		
	CASH & CARRY		CC Accounting: 112-	-910-3100-570		
8	CC-502 02/20/18 Supplies	16.37		112 625		
	CASH & CARRY		CC Accounting: 112-	-910-3100-610		
9	CC-502 02/07/18 Plumbing	47.80		112 625		
	HERITAGE PLUMBING		CC Accounting: 112-	-910-3100-610		
14813	9539S 101329 BUSINESS CARD 8695	128.32				
1	CC-503 01/25/18 Explorers Supplies	24.45		115 625		121
	WAL-MART		CC Accounting: 115-	-100-1000-610-121		
2	CC-503 02/08/18 Explorers Supplies	103.87		115 625		121
	WAL-MART		CC Accounting: 115-	-100-1000-610-121		
14815	E 101396 CAPITAL ONE BANK	400.50				
1	CC-505 02/13/18 24 Monthly Water Sample Bottle	360.00		101 625		
	ENVIRONMENTA HEALTH MISSOULA		CC Accounting: 101-	-100-2600-330		
2	CC-505 02/16/18 Spelling Bee Lunch	40.50		101 625		
	CULLYS		CC Accounting: 101-	-100-1000-610		

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14814	9540S 101301	CITI CARDS	4,863.62					
1		CC-504 02/04/18 Telephone - JR	53.71		101 625			
		VERIZON						
2		CC-504 02/04/18 Telephone - JT	53.71		101 625			
		VERIZON						
3		CC-504 02/13/18 Electric School	1,041.77		101 625			
		MISSOULA ELECTRIC COOP INC						
4		CC-504 02/13/18 Electric Comm Ctr	1,097.78		101 625			
		MISSOULA ELECTRIC COOP INC						
5		CC-504 02/17/18 Disposal Services School	130.77		101 625			
		REPUBLIC SERVICES #889						
6		CC-504 02/17/18 Disposal Services Comm Ctr	130.76		101 625			
		REPUBLIC SERVICES #889						
7		CC-504 02/20/18 Telephone	533.11		101 625			
		BLACKFOOT TELEPHONE COOPERATI						
8		CC-504 02/05/18 Select Membership	89.00		101 625			
		ASSN FOR SUPERVISION & CURRICULUM DEVELO						
9		CC-504 02/05/18 MCLP Institute Conf - 2	1,700.00		115 625			423
		INSTRUCTIONAL COACHING GROUP						
10		CC-504 02/07/18 Prime Membership	99.00		101 625			
		AMAZON						
11		CC-504 01/31/18 Supply Return	-65.99		101 625			
		STAPLES						
14816	9541S 101385	COMPUTER FOUNDATION	148.75					
1		714 02/06/18 Monthly Server Maint	85.00		101 128-2500			330
2		714 02/06/18 Setup VPN Remote JR	63.75		101 128-2500			330
14817	9542S 101393	HOUSE OF CLEAN	57.31					
1		M059816 03/01/18 Super-Sorb Spill Absorbant	57.31		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
14818	9543S	101362 JOHN ROUSE	113.36					
1		02/14/18 Mileage OPI PreK MCLP	17.00		115	423-1000	582	423
2		02/14/18 Mileage OPI MCPS	45.34		115	423-1000	582	423
3		02/14/18 Mileage OPI Potomac	51.02		101	100-2400	582	
14819	9544S	82 MAJESTIC BUS SERVICE, INC	11,316.83					
1		6700 02/02/18 Explorers Discovery	591.53		115	100-1000	582	121
2		6701 02/08/18 Girls BBall to Msla Internatio	183.08		115	100-1000	582	102
3		6702 02/14/18 Field Trips to Msla	131.39		115	100-1000	582	102
4		6703 02/14/18 Girls BBall to Clinton	179.10		115	100-1000	582	102
5		6704 02/20/18 Girls BBall to Seeley	193.03		115	100-1000	582	102
6		6705 02/23/18 Explorers to Glacier Ice Rink	141.29		115	100-1000	582	121
7		6706 02/28/18 Girls BBall to St Joseph's	167.16		115	100-1000	582	102
8		6707 03/01/18 Add'l Fuel	176.47		110	100-2700	513	
9		6708 03/01/18 Morrison Lane	368.88		110	100-2700	513	
10		6709 03/01/18 Bus Contract	9,184.90		110	100-2700	513	
14820	9545S	64 MISSOULA TEXTILE SERVICES	209.35					
1		1014689 02/08/18 Maintenance Supplies	104.22		101	100-2600	610	
2		1019444 02/22/18 Maintenance Supplies	105.13		101	100-2600	610	
14821	9546S	218 MONTANA ENVIRONMENTAL LABORATORY	56.00					
1		1801316 02/20/18 School Nitrate/Nitrite Testin	28.00		101	100-2600	330	
2		1801317 02/20/18 Comm Ctr Nitrate/Nitrite Test	28.00		101	100-2620	330	
14822	9547S	101045 PAULSON ELECTRIC INC.	100.00					
1		7537 01/04/18 CC Electrical - schools amt	100.00		101	100-2620	440	
14824	9548S	100842 POTOMAC SCHOOL PETTY CASH	279.25					
1		03/01/18 Petty Cash Ref Reimb	252.00		101	710-3500	610	
2		03/01/18 Background Ck Reimb	27.25		101	100-2500	330	
14823	9549S	25 SYSCO FOOD SERVICES OF MT INC	1,522.97					
1		143620414 02/02/18 Food	410.32		112	910-3100	570	
2		143629108 02/06/09 Food	436.75		112	910-3100	570	
3		143637790 02/16/18 Food	327.69		112	910-3100	570	
4		143646372 02/23/18 Food	348.21		112	910-3100	570	
# of Claims			17	Total:			21,528.19	
Total Electronic Claims			400.50					
Total Non-Electronic Claims			21,127.69					

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
J001 HOURS (REGULAR SUB)	9.00		720.00
J007 HOURS (21 CENTURY AIDE)	43.39		743.28
J011 HOURS (21ST CENT ADMIN)	43.75		936.69
J014 HOURS (MCLP SUBS)	3.00		240.00
PERS HOURS (Personal Time Used)	1.00		19.18
REG HOURS (Regular Time)	2,342.42		46,508.08
SICK HOURS (Sick Time)	32.75		670.64
VACA HOURS (Vacation Time Used)	4.00		61.80
VOLN HOURS (Volunteer Time)	1.00		1,709.05
GROSS PAY	49,899.67	0.00	
NET PAY	29,511.67	0.00	
NET PAY (CHECKS)	4,103.33		
NET PAY (DIRECT DEPOSIT)	25,408.34		
ADD'L MUST	209.60	0.00	
ANNUITY - AMFID	160.00	0.00	
AXA EQUITABLE	2,000.00	0.00	
DISABILITY	37.44	0.00	
FIT	2,408.84	0.00	
FLEX PLAN	616.66	0.00	
HEALTH - MUST	5,570.00	7,560.00	
MEDICARE	599.14	599.14	
P.E.R.S.	779.80	809.42	
PACE	50.20	0.00	
PEA/MEA	453.00	0.00	
SIT	1,496.00	0.00	
SOCIAL SECURITY	2,561.89	2,561.89	
TRS	3,223.03	3,507.75	
UNEMPL. INSUR.	0.00	184.65	
UNUM LIFE INS C	22.40	0.00	
VALIC	200.00	0.00	
WORKERS' COMP	0.00	583.28	
1ST INTERSTATE	521.13	0.00	
CAB	228.03	0.00	
CHLSSWAB	1,780.10	0.00	
CS	2,094.79	0.00	
FSBMSLA	2,176.64	0.00	
METROCU	912.12	0.00	
MFCU	3,617.69	0.00	
PSCU	2,292.96	0.00	
STKMN	2,503.62	0.00	
TRB	1,398.95	0.00	
USB	2,122.53	0.00	
WFB	3,980.44	0.00	
WSB	1,779.34	0.00	
FIT/SIT BASE	37,118.18	0.00	
MEDICARE BASE	41,321.01	0.00	
PERS BASE	9,870.84	0.00	
SOC SEC BASE	41,321.01	0.00	
TRS BASE	39,546.33	0.00	
UN BASE	49,899.67	0.00	
WC BASE	51,608.72	0.00	
Total		15,806.13	
Total Payroll Expense (Gross Pay + Employer Contributions):		65,705.80	

Potomac Student Accounts
General Ledger
As of February 28, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
Petty Cash						980.00
02/01/2018	1273	Montana Criminal Records	Background Check		27.25	952.75
02/05/2018	1282	Referee	2-5-18 Girls BBall		72.00	880.75
02/05/2018	1283	Referee	2-5-18 Girls BBall		72.00	808.75
02/12/2018	1284	Referee	2-12-18 Ref		36.00	772.75
02/12/2018	1285	Referee	2-12-18 Ref		36.00	736.75
02/13/2018	1286	Referee	2-13-18 Ref		36.00	700.75
02/13/2018	1287	Referee	2-13-18 Ref		36.00	664.75
02/27/2018	1288	Referee	2-27-18 Girls BBall		72.00	592.75
02/27/2018	1289	Referee	2-27-18 Girls BBall		72.00	520.75
Total Petty Cash				0.00	459.25	520.75
Two Rivers accts						31,339.37
Bike-a-Thon						12,074.90
Book Fair						336.69
Class of 2018						3,283.29
02/08/2018	dep		Murdochs Giftwrapping	100.25		3,383.54
02/08/2018	dep		2-6 Concessions	107.76		3,491.30
02/08/2018	dep		Chili Cook Off	962.00		4,453.30
Total Class of 2018				1,170.01	0.00	4,453.30
8th Grade Fund						3,326.89
Donation Bake Sale - Staff Conc						793.93
S.t.r.e.a.m. (explorers)						547.92
Music						1,192.68
Science Activity						735.49
Outdoor School						111.04
Robotics						363.74
Misc Science Donations						138.58
Olympiad						122.13
Total Science Activity						735.49
Student Activities						6,188.15
02/08/2018	dep		Ski Trip 2-2	45.00		6,233.15
Total Student Activities				45.00	0.00	6,233.15
Student Council						2,859.43
Total Two Rivers accts				1,215.01	0.00	32,554.38

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 18

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
112 Professional Ed.	25,528.06	178,696.42	304,201.00	304,201.00	125,504.58	58 %
117 Teacher's Aides	201.31	1,526.68	2,119.00	2,119.00	592.32	72 %
122 Prof/Ed/Sub Teachers	1,214.36	2,802.71	6,080.00	6,080.00	3,277.29	46 %
250 Workers' Comp.	34.56	931.18	1,705.00	1,705.00	773.82	54 %
260 Health Insurance	4,374.00	29,974.35	58,493.00	58,493.00	28,518.65	51 %
330 Other Professional	0.00	451.07	7,660.00	7,660.00	7,208.93	5 %
582 Travel Out-of-Dist.	0.00	35.72	800.00	800.00	764.28	4 %
610 Supplies	-4.64	4,470.99	9,694.00	9,694.00	5,223.01	46 %
640 Books	0.00	700.30	1,400.00	1,400.00	699.70	50 %
Function Total:	31,347.65	219,589.42	392,152.00	392,152.00	172,562.58	55 %
2225 School Library						
640 Books	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
Function Total:	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
2310 Board of Trustees						
330 Other Professional	0.00	611.40	612.00	612.00	0.60	99 %
610 Supplies	0.00	78.94	0.00	0.00	-78.94	*** %
810 Dues and Fees	0.00	1,573.10	1,606.00	1,606.00	32.90	97 %
Function Total:	0.00	2,263.44	2,218.00	2,218.00	-45.44	102 %
2400 School Admin.						
111 Administrative	3,879.17	31,033.36	46,550.00	46,550.00	15,516.64	66 %
115 Office/Clerical	1,924.27	13,963.51	21,975.00	21,975.00	8,011.49	63 %
250 Workers' Comp.	0.93	212.69	377.00	377.00	164.31	56 %
260 Health Insurance	540.00	3,780.00	6,480.00	6,480.00	2,700.00	58 %
330 Other Professional	0.00	550.00	7,000.00	7,000.00	6,450.00	7 %
531 Telephone	53.71	225.10	0.00	0.00	-225.10	*** %
582 Travel Out-of-Dist.	264.88	1,483.94	2,200.00	2,200.00	716.06	67 %
610 Supplies	0.00	421.61	0.00	0.00	-421.61	*** %
681 Computer Software	0.00	0.00	300.00	300.00	300.00	0 %
810 Dues and Fees	0.00	225.00	800.00	800.00	575.00	28 %
Function Total:	6,662.96	51,895.21	85,682.00	85,682.00	33,786.79	60 %
2500 Sup. Serv.-Business						
111 Administrative	1,664.90	13,372.85	19,980.00	19,980.00	6,607.15	66 %
250 Workers' Comp.	0.47	63.72	110.00	110.00	46.28	57 %
260 Health Insurance	334.80	2,689.20	4,930.00	4,930.00	2,240.80	54 %
330 Other Professional	27.25	9,458.00	9,912.00	9,912.00	454.00	95 %
531 Telephone	53.71	225.10	600.00	600.00	374.90	37 %
532 Postage	0.00	424.41	750.00	750.00	325.59	56 %
540 Advertising	0.00	91.95	200.00	200.00	108.05	45 %
582 Travel Out-of-Dist.	0.00	110.21	300.00	300.00	189.79	36 %
610 Supplies	0.00	54.88	335.00	335.00	280.12	16 %
681 Computer Software	0.00	50.00	0.00	0.00	-50.00	*** %
810 Dues and Fees	188.00	308.00	75.00	75.00	-233.00	410 %
Function Total:	2,269.13	26,848.32	37,192.00	37,192.00	10,343.68	72 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 18

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
114 Custodial/Maint	1,255.55	10,537.96	16,068.00	16,068.00	5,530.04	65 %
250 Workers' Comp.	0.34	624.02	1,099.00	1,099.00	474.98	56 %
260 Health Insurance	270.01	2,160.00	3,240.00	3,240.00	1,080.00	66 %
330 Other Professional	388.00	1,555.15	3,366.00	3,366.00	1,810.85	46 %
411 Gas	0.00	3,476.57	5,000.00	5,000.00	1,523.43	69 %
412 Electricity	1,041.77	4,253.96	8,500.00	8,500.00	4,246.04	50 %
431 Disposal Services	130.77	932.48	1,560.00	1,560.00	627.52	59 %
440 Repair and Maint.	0.00	230.00	1,000.00	1,000.00	770.00	23 %
520 Insurance	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
531 Telephone	533.11	3,542.18	7,000.00	7,000.00	3,457.82	50 %
582 Travel Out-of-Dist.	0.00	0.00	100.00	100.00	100.00	0 %
610 Supplies	474.94	4,272.05	6,200.00	6,200.00	1,927.95	68 %
810 Dues and Fees	0.00	100.00	100.00	100.00	0.00	100 %
Function Total:	4,094.49	31,684.37	61,233.00	61,233.00	29,548.63	51 %
2620 Operation of Community Center						
114 Custodial/Maint	1,255.54	10,537.82	16,068.00	16,068.00	5,530.18	65 %
250 Workers' Comp.	0.34	624.01	1,099.00	1,099.00	474.99	56 %
260 Health Insurance	269.99	2,160.00	3,240.00	3,240.00	1,080.00	66 %
330 Other Professional	28.00	828.20	1,690.00	1,690.00	861.80	49 %
412 Electricity	1,097.78	4,927.43	8,000.00	8,000.00	3,072.57	61 %
431 Disposal Services	130.76	932.43	1,531.00	1,531.00	598.57	60 %
440 Repair and Maint.	100.00	100.00	0.00	0.00	-100.00	*** %
450 Rentals	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
610 Supplies	329.59	891.77	1,000.00	1,000.00	108.23	89 %
810 Dues and Fees	0.00	100.00	100.00	100.00	0.00	100 %
Function Total:	3,212.00	21,101.66	33,928.00	33,928.00	12,826.34	62 %
Program Total:	47,586.23	353,382.42	613,905.00	613,905.00	260,522.58	57 %
120 CONTINGENCY FUNDS						
1000 Instruction						
610 Supplies	0.00	0.00	3,892.00	3,892.00	3,892.00	0 %
Function Total:	0.00	0.00	3,892.00	3,892.00	3,892.00	0 %
Program Total:	0.00	0.00	3,892.00	3,892.00	3,892.00	0 %
128 Technology						
2500 Sup. Serv.-Business						
330 Other Professional	148.75	1,309.15	3,129.00	3,129.00	1,819.85	41 %
610 Supplies	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
680 Software	0.00	0.00	444.00	444.00	444.00	0 %
Function Total:	148.75	1,309.15	9,573.00	9,573.00	8,263.85	13 %
Program Total:	148.75	1,309.15	9,573.00	9,573.00	8,263.85	13 %
Program Group Total:	47,734.98	354,691.57	627,370.00	627,370.00	272,678.43	56 %
200 Special Programs						
280 Special Education						

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 18

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200 Special Programs						
280 Special Education						
1000 Instruction						
112 Professional Ed.	3,203.65	22,425.55	38,444.00	38,444.00	16,018.45	58 %
117 Teacher's Aides	1,000.71	8,824.69	14,496.00	14,496.00	5,671.31	60 %
122 Prof/Ed/Sub Teachers	90.83	438.88	0.00	0.00	-438.88	*** %
250 Workers' Comp.	0.03	148.08	292.00	292.00	143.92	50 %
260 Health Insurance	540.00	3,780.00	6,480.00	6,480.00	2,700.00	58 %
610 Supplies	0.00	44.78	300.00	300.00	255.22	14 %
Function Total:	4,835.22	35,661.98	60,012.00	60,012.00	24,350.02	59 %
6200 Resources Trans.						
920 Res.Trans. Other Sch	0.00	1,662.54	0.00	0.00	-1,662.54	*** %
Function Total:	0.00	1,662.54	0.00	0.00	-1,662.54	*** %
Program Total:	4,835.22	37,324.52	60,012.00	60,012.00	22,687.48	62 %
Program Group Total:	4,835.22	37,324.52	60,012.00	60,012.00	22,687.48	62 %
300 Vocational Programs						
365 Indian Ed						
1000 Instruction						
112 Professional Ed.	0.00	0.00	2,136.00	2,136.00	2,136.00	0 %
Function Total:	0.00	0.00	2,136.00	2,136.00	2,136.00	0 %
Program Total:	0.00	0.00	2,136.00	2,136.00	2,136.00	0 %
Program Group Total:	0.00	0.00	2,136.00	2,136.00	2,136.00	0 %
700						
710 School Sponsored Ext						
3500 Extracurricular/Ath.						
582 Travel Out-of-Dist.	0.00	0.00	4,300.00	4,300.00	4,300.00	0 %
610 Supplies	252.00	324.00	1,450.00	1,450.00	1,126.00	22 %
810 Dues and Fees	0.00	1,608.00	600.00	600.00	-1,008.00	268 %
Function Total:	252.00	1,932.00	6,350.00	6,350.00	4,418.00	30 %
Program Total:	252.00	1,932.00	6,350.00	6,350.00	4,418.00	30 %
Program Group Total:	252.00	1,932.00	6,350.00	6,350.00	4,418.00	30 %
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
116 Cooks	82.50	747.50	0.00	0.00	-747.50	*** %
120 Temporary Salaries	0.00	77.50	0.00	0.00	-77.50	*** %
250 Workers' Comp.	1.88	51.77	0.00	0.00	-51.77	*** %
260 Health Insurance	540.00	3,780.00	6,480.00	6,480.00	2,700.00	58 %
570 Food Services	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
Function Total:	624.38	4,656.77	11,480.00	11,480.00	6,823.23	40 %
Program Total:	624.38	4,656.77	11,480.00	11,480.00	6,823.23	40 %
Program Group Total:	624.38	4,656.77	11,480.00	11,480.00	6,823.23	40 %
Fund Total:	53,446.58	398,604.86	707,348.00	707,348.00	308,743.14	56 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 18

110 TRANSPORTATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2500 Sup. Serv.-Business						
111 Administrative	805.59	6,176.21	8,562.00	8,562.00	2,385.79	72 %
250 Workers' Comp.	0.22	29.26	51.00	51.00	21.74	57 %
260 Health Insurance	162.00	1,242.00	1,814.00	1,814.00	572.00	68 %
Function Total:	967.81	7,447.47	10,427.00	10,427.00	2,979.53	71 %
2700 Student Transp.						
111 Administrative	1,662.50	13,300.00	19,950.00	19,950.00	6,650.00	66 %
250 Workers' Comp.	0.46	63.32	118.00	118.00	54.68	53 %
513 Bus Contractors	9,730.25	67,489.10	95,537.00	95,537.00	28,047.90	70 %
515 Trans. Contingency	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
Function Total:	11,393.21	80,852.42	119,605.00	119,605.00	38,752.58	67 %
Program Total:	12,361.02	88,299.89	130,032.00	130,032.00	41,732.11	67 %
Program Group Total:	12,361.02	88,299.89	130,032.00	130,032.00	41,732.11	67 %
500 Non-Public Sch/Prog						
510 Head Start						
2700 Student Transp.						
515 Trans. Contingency	0.00	7,343.87	7,575.00	7,575.00	231.13	96 %
Function Total:	0.00	7,343.87	7,575.00	7,575.00	231.13	96 %
Program Total:	0.00	7,343.87	7,575.00	7,575.00	231.13	96 %
Program Group Total:	0.00	7,343.87	7,575.00	7,575.00	231.13	96 %
Fund Total:	12,361.02	95,643.76	137,607.00	137,607.00	41,963.24	69 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 18

112 FOOD SERVICES FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
116 Cooks	1,902.05	15,088.18	17,767.00	17,767.00	2,678.82	84 %
250 Workers' Comp.	-10.43	875.54	1,215.00	1,215.00	339.46	72 %
330 Other Professional	0.00	0.00	160.00	160.00	160.00	0 %
570 Food Services	1,780.27	13,561.86	20,000.00	20,000.00	6,438.14	67 %
571 Fruit/Veggies	0.00	409.29	0.00	0.00	-409.29	*** %
582 Travel Out-of-Dist.	0.00	0.00	200.00	200.00	200.00	0 %
610 Supplies	86.09	766.11	2,450.00	2,450.00	1,683.89	31 %
810 Dues and Fees	0.00	0.00	300.00	300.00	300.00	0 %
Function Total:	3,757.98	30,700.98	42,092.00	42,092.00	11,391.02	72 %
Program Total:	3,757.98	30,700.98	42,092.00	42,092.00	11,391.02	72 %
Program Group Total:	3,757.98	30,700.98	42,092.00	42,092.00	11,391.02	72 %
Fund Total:	3,757.98	30,700.98	42,092.00	42,092.00	11,391.02	72 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 18

113 TUITION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200 Special Programs						
280 Special Education						
1000 Instruction						
117 Teacher's Aides	282.09	2,266.01	3,713.00	3,713.00	1,446.99	61 %
250 Workers' Comp.	-0.22	10.48	22.00	22.00	11.52	47 %
Function Total:	281.87	2,276.49	3,735.00	3,735.00	1,458.51	60 %
Program Total:	281.87	2,276.49	3,735.00	3,735.00	1,458.51	60 %
Program Group Total:	281.87	2,276.49	3,735.00	3,735.00	1,458.51	60 %
Fund Total:	281.87	2,276.49	3,735.00	3,735.00	1,458.51	60 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 18

161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
190 SB 348 Expenditure Program						
2600 Oper. & Maint. Plant						
114-122 Custodial/Maint	0.00	366.94	1,000.00	1,000.00	633.06	36 %
School Safety Transfer to Building						
210-122 Social Security/Med.	0.00	28.07	75.00	75.00	46.93	37 %
School Safety Transfer to Building						
230-122 PERS	0.00	30.09	65.00	65.00	34.91	46 %
School Safety Transfer to Building						
240-122 Unemployment Comp.	0.00	1.36	5.00	5.00	3.64	27 %
School Safety Transfer to Building						
250-122 Workers' Comp.	0.00	24.65	75.00	75.00	50.35	32 %
School Safety Transfer to Building						
460-122 Minor Construction	0.00	0.00	5,900.00	5,900.00	5,900.00	0 %
School Safety Transfer to Building						
610-122 Supplies	0.00	654.99	3,825.73	3,825.73	3,170.74	17 %
School Safety Transfer to Building						
Function Total:	0.00	1,106.10	10,945.73	10,945.73	9,839.63	10 %
Program Total:	0.00	1,106.10	10,945.73	10,945.73	9,839.63	10 %
191 SB 307 Building Reserve						
2600 Oper. & Maint. Plant						
440 Repair and Maint.	0.00	1,800.00	9,155.90	9,155.90	7,355.90	19 %
Function Total:	0.00	1,800.00	9,155.90	9,155.90	7,355.90	19 %
Program Total:	0.00	1,800.00	9,155.90	9,155.90	7,355.90	19 %
Program Group Total:	0.00	2,906.10	20,101.63	20,101.63	17,195.53	14 %
Fund Total:	0.00	2,906.10	20,101.63	20,101.63	17,195.53	14 %
Grand Total:	69,847.45	530,132.19	910,883.63	910,883.63	380,751.44	58 %

*** POs ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (75) Committed
101 Local Donations for Students						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
582 Travel Out-of-Dist.	0.00	0.00	9,818.06	9,818.06	9,818.06	0 %
610 Supplies	0.00	0.00	7,020.00	7,020.00	7,020.00	0 %
Function Total:	0.00	0.00	16,838.06	16,838.06	16,838.06	0
Program Total:	0.00	0.00	16,838.06	16,838.06	16,838.06	0 %
Program Group Total:	0.00	0.00	16,838.06	16,838.06	16,838.06	0 %
Project Total:	0.00	0.00	16,838.06	16,838.06	16,838.06	0 %
102 S. T. R. E. A. M.						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
582 Travel Out-of-Dist.	853.76	3,884.14	4,315.08	4,315.08	430.94	90 %
Function Total:	853.76	3,884.14	4,315.08	4,315.08	430.94	90
Program Total:	853.76	3,884.14	4,315.08	4,315.08	430.94	90 %
Program Group Total:	853.76	3,884.14	4,315.08	4,315.08	430.94	90 %
Project Total:	853.76	3,884.14	4,315.08	4,315.08	430.94	90 %
103 Campus Maintenance Fund						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
460 Minor Construction	0.00	0.00	76.50	76.50	76.50	0 %
Function Total:	0.00	0.00	76.50	76.50	76.50	0
Program Total:	0.00	0.00	76.50	76.50	76.50	0 %
Program Group Total:	0.00	0.00	76.50	76.50	76.50	0 %
Project Total:	0.00	0.00	76.50	76.50	76.50	0 %
117 Reap 16-17						
115 MISC. PROGRAMS FUND						

*** P0s ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (75) Committed
400 Other Instructional						
412 REAP						
1000 Instruction						
681 Computer Software	0.00	4,659.71	4,659.71	4,659.71	0.00	100 %
Function Total:	0.00	4,659.71	4,659.71	4,659.71	0.00	100
Program Total:	0.00	4,659.71	4,659.71	4,659.71	0.00	100 %
Program Group Total:	0.00	4,659.71	4,659.71	4,659.71	0.00	100 %
Project Total:	0.00	4,659.71	4,659.71	4,659.71	0.00	100 %
118 REAP 17-18						
115 MISC. PROGRAMS FUND						
400 Other Instructional						
412 REAP						
1000 Instruction						
330 Other Professional	0.00	0.00	8,458.00	8,458.00	8,458.00	0 %
681 Computer Software	0.00	1,880.29	2,500.00	2,500.00	619.71	75 %
Function Total:	0.00	1,880.29	10,958.00	10,958.00	9,077.71	75
Program Total:	0.00	1,880.29	10,958.00	10,958.00	9,077.71	17 %
Program Group Total:	0.00	1,880.29	10,958.00	10,958.00	9,077.71	17 %
Project Total:	0.00	1,880.29	10,958.00	10,958.00	9,077.71	17 %
121 21st Century Grant						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
111 Administrative	936.69	9,017.25	16,058.00	12,000.00	2,982.75	75 %
112 Professional Ed.	0.00	528.18	2,355.00	2,355.00	1,826.82	22 %
117 Teacher's Aides	743.28	4,892.34	7,682.00	11,108.00	6,215.66	44 %
210 Social Security/Med.	128.50	1,061.05	2,050.00	2,050.00	988.95	51 %
220 Teachers' Retirement	95.07	1,088.78	1,550.00	1,550.00	461.22	70 %
230 PERS	49.87	177.34	1,250.00	1,250.00	1,072.66	14 %
240 Unemployment Comp.	6.22	53.44	105.00	105.00	51.56	50 %
250 Workers' Comp.	0.00	68.94	145.00	145.00	76.06	47 %
260 Health Insurance	0.00	3,366.68	6,480.00	3,865.51	498.83	87 %
330 Other Professional	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
450 Rentals	0.00	0.00	6,396.00	6,396.00	6,396.00	0 %
582 Travel Out-of-Dist.	732.82	8,305.87	13,300.00	13,300.00	4,994.13	62 %
610 Supplies	128.32	279.18	308.00	308.00	28.82	90 %
Function Total:	2,820.77	28,839.05	59,679.00	56,432.51	27,593.46	90
Program Total:	2,820.77	28,839.05	59,679.00	56,432.51	27,593.46	51 %
Program Group Total:	2,820.77	28,839.05	59,679.00	56,432.51	27,593.46	51 %
Project Total:	2,820.77	28,839.05	59,679.00	56,432.51	27,593.46	51 %

*** P0s ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (75) Committed
128 Technology Grant						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
610 Supplies	0.00	867.00	1,739.85	1,739.85	872.85	49 %
Function Total:	0.00	867.00	1,739.85	1,739.85	872.85	49
Program Total:	0.00	867.00	1,739.85	1,739.85	872.85	49 %
Program Group Total:	0.00	867.00	1,739.85	1,739.85	872.85	49 %
Project Total:	0.00	867.00	1,739.85	1,739.85	872.85	49 %
130 Pioneer Field Grant Monies						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
106 Pioneer Field						
2600 Oper. & Maint. Plant						
460 Minor Construction	0.00	0.00	469.82	469.82	469.82	0 %
Function Total:	0.00	0.00	469.82	469.82	469.82	0
Program Total:	0.00	0.00	469.82	469.82	469.82	0 %
Program Group Total:	0.00	0.00	469.82	469.82	469.82	0 %
Project Total:	0.00	0.00	469.82	469.82	469.82	0 %
136 Donations for Students						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
103 Local Donations - Student Activity						
2700 Student Transp.						
513 Bus Contractors	0.00	0.00	2,634.24	2,634.24	2,634.24	0 %
Function Total:	0.00	0.00	2,634.24	2,634.24	2,634.24	0
Program Total:	0.00	0.00	2,634.24	2,634.24	2,634.24	0 %
Program Group Total:	0.00	0.00	2,634.24	2,634.24	2,634.24	0 %
Project Total:	0.00	0.00	2,634.24	2,634.24	2,634.24	0 %
212 Blackfoot Challenge Grant						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						

*** POs ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (75) Committed
100 Regular Ed. Programs						
1000 Instruction						
610 Supplies	0.00	0.00	310.00	310.00	310.00	0 %
Function Total:	0.00	0.00	310.00	310.00	310.00	0
Program Total:	0.00	0.00	310.00	310.00	310.00	0 %
Program Group Total:	0.00	0.00	310.00	310.00	310.00	0 %
Project Total:	0.00	0.00	310.00	310.00	310.00	0 %
327 Title 2017-2018						
115 MISC. PROGRAMS FUND						
400 Other Instructional						
420 Title I						
1000 Instruction						
117 Teacher's Aides	1,811.80	13,074.44	19,068.00	19,068.00	5,993.56	68 %
210 Social Security/Med.	52.92	463.56	1,459.00	1,459.00	995.44	31 %
220 Teachers' Retirement	160.70	1,159.69	1,615.00	1,615.00	455.31	71 %
240 Unemployment Comp.	6.71	48.40	88.00	88.00	39.60	55 %
250 Workers' Comp.	-0.25	60.61	109.00	109.00	48.39	55 %
260 Health Insurance	486.00	3,378.97	5,832.00	5,832.00	2,453.03	57 %
610 Supplies	0.00	0.00	5,847.00	5,847.00	5,847.00	0 %
Function Total:	2,517.88	18,185.67	34,018.00	34,018.00	15,832.33	0
2300 General Admin						
111 Administrative	214.82	1,933.42	2,578.00	2,578.00	644.58	74 %
210 Social Security/Med.	10.28	92.59	198.00	198.00	105.41	46 %
230 PERS	17.62	158.53	175.00	175.00	16.47	90 %
240 Unemployment Comp.	0.80	7.16	12.00	12.00	4.84	59 %
250 Workers' Comp.	0.06	9.34	15.00	15.00	5.66	62 %
260 Health Insurance	43.20	388.80	518.00	518.00	129.20	75 %
Function Total:	286.78	2,589.84	3,496.00	3,496.00	906.16	75
Program Total:	2,804.66	20,775.51	37,514.00	37,514.00	16,738.49	55 %
Program Group Total:	2,804.66	20,775.51	37,514.00	37,514.00	16,738.49	55 %
Project Total:	2,804.66	20,775.51	37,514.00	37,514.00	16,738.49	55 %
423 MT Comprehensive Literacy Project Number						
115 MISC. PROGRAMS FUND						
400 Other Instructional						
423 MT Comprehensive Literacy Project						
1000 Instruction						
122 Prof/Ed/Sub Teachers	240.00	240.00	0.00	0.00	-240.00	*** %
210 Social Security/Med.	18.36	18.36	0.00	0.00	-18.36	*** %
240 Unemployment Comp.	0.89	0.89	0.00	0.00	-0.89	*** %
250 Workers' Comp.	0.89	0.89	0.00	0.00	-0.89	*** %
582 Travel Out-of-Dist.	2,978.30	2,978.30	0.00	0.00	-2,978.30	*** %
Function Total:	3,238.44	3,238.44	0.00	0.00	-3,238.44	***
Program Total:	3,238.44	3,238.44	0.00	0.00	-3,238.44	*** %

*** P0s ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (75) Committed
Program Group Total :	3,238.44	3,238.44	0.00	0.00	-3,238.44	*** %
Project Total :	3,238.44	3,238.44	0.00	0.00	-3,238.44	*** %
515 Library Program						
115 MISC. PROGRAMS FUND						
500 Non-Public Sch/Prog						
515 Library Program						
1000 Instruction						
640 Books	0.00	0.00	400.00	400.00	400.00	0 %
Function Total :	0.00	0.00	400.00	400.00	400.00	0
Program Total :	0.00	0.00	400.00	400.00	400.00	0 %
Program Group Total :	0.00	0.00	400.00	400.00	400.00	0 %
Project Total :	0.00	0.00	400.00	400.00	400.00	0 %
658 Indian Ed 07-08						
115 MISC. PROGRAMS FUND						
300 Vocational Programs						
365 Indian Ed						
1000 Instruction						
610 Supplies	0.00	0.00	523.80	523.80	523.80	0 %
Function Total :	0.00	0.00	523.80	523.80	523.80	0
Program Total :	0.00	0.00	523.80	523.80	523.80	0 %
Program Group Total :	0.00	0.00	523.80	523.80	523.80	0 %
Project Total :	0.00	0.00	523.80	523.80	523.80	0 %
659 Indian Ed 2008-2009						
115 MISC. PROGRAMS FUND						
300 Vocational Programs						
365 Indian Ed						
1000 Instruction						
610 Supplies	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Function Total :	0.00	0.00	1,081.88	1,081.88	1,081.88	0
Program Total :	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Program Group Total :	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Project Total :	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Grand Total :	9,717.63	64,144.14	141,199.94	137,953.45	73,809.31	46 %

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

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POTOMAC ELEMENTARY SCHOOL
Expenditure Detail
For the Accounting Periods: 3/18 - 3/18

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Funds 101- 199

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
112 Professional Ed.						
PR 180300 1	Payroll Expenditure		/ /	3/18		25,528.06
						Object Total : 25,528.06
117 Teacher's Aides						
PR 180300 2	Payroll Expenditure		/ /	3/18		201.31
						Object Total : 201.31
122 Prof/Ed/Sub Teachers						
PR 180300 3	Payroll Expenditure		/ /	3/18		1,214.36
						Object Total : 1,214.36
250 Workers' Comp.						
PR 180300 4	Employer Contributions		/ /	3/18		181.47
PR 180300 5	Workman's Comp Discount		/ /	3/18		-146.91
						Object Total : 34.56
260 Health Insurance						
PR 180300 6	Employer Contributions		/ /	3/18		4,374.00
						Object Total : 4,374.00
610 Supplies						
CC 498 1	Propeller Assembly STEM	101214	02/01/18	3/18		20.85
CC 504 11	Supply Return	33	01/31/18	3/18		-65.99
CC 505 2	Spelling Bee Lunch	101185	02/16/18	3/18		40.50
						Object Total : -4.64
						Program-Function Total : 31,347.65
E 100-2400 Regular Ed. Programs-School Admin.						
111 Administrative						
PR 180300 7	Payroll Expenditure		/ /	3/18		3,879.17
						Object Total : 3,879.17
115 Office/Clerical						
PR 180300 8	Payroll Expenditure		/ /	3/18		1,924.27
						Object Total : 1,924.27

Funds 101- 199

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2400 Regular Ed. Programs-School Admin.						
250 Workers' Comp.						
PR 180300 9	Employer Contributions		/ /	3/18		31.36
PR 180300 10	Workman's Comp Discount		/ /	3/18		-30.43
Object Total :						0.93
260 Health Insurance						
PR 180300 11	Employer Contributions		/ /	3/18		540.00
Object Total :						540.00
531 Telephone						
CC 504 1	Telephone - JR	101359	02/04/18	3/18		53.71
Object Total :						53.71
582 Travel Out-of-Dist.						
CC 499 5	OPI Conf Helena	101399	02/13/18	3/18		213.86
CL 14818 3	Mileage OPI Potomac		02/14/18	3/18	101362 JOHN ROUSE	51.02
Object Total :						264.88
Program-Function Total :						6,662.96
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 180300 12	Payroll Expenditure		/ /	3/18		1,664.90
Object Total :						1,664.90
250 Workers' Comp.						
PR 180300 13	Employer Contributions		/ /	3/18		9.00
PR 180300 14	Workman's Comp Discount		/ /	3/18		-8.53
Object Total :						0.47
260 Health Insurance						
PR 180300 15	Employer Contributions		/ /	3/18		334.80
Object Total :						334.80
330 Other Professional						
CL 14824 2	Background Ck Reimb		03/01/18	3/18	100842 POTOMAC SCHOOL PETTY CASH	27.25
Object Total :						27.25

Funds 101- 199

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 504 2	Telephone - JT	101359	02/04/18	3/18		53.71	
						Object Total :	53.71
810 Dues and Fees							
CC 504 8	Select Membership	101402	02/05/18	3/18		89.00	
CC 504 10	Prime Membership	101219	02/07/18	3/18		99.00	
						Object Total :	188.00
						Program-Function Total :	2,269.13
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant							
114 Custodial/Maint							
PR 180300 16	Payroll Expenditure		/ /	3/18		1,255.55	
						Object Total :	1,255.55
250 Workers' Comp.							
PR 180300 17	Employer Contributions		/ /	3/18		84.36	
PR 180300 18	Workman's Comp Discount		/ /	3/18		-84.02	
						Object Total :	0.34
260 Health Insurance							
PR 180300 19	Employer Contributions		/ /	3/18		270.01	
						Object Total :	270.01
330 Other Professional							
CC 505 1	24 Monthly Water Sample Bottle	101404	02/13/18	3/18		360.00	
CL 14821 1	School Nitrate/Nitrite Testing	1801316	02/20/18	3/18	218 MONTANA ENVIRONMENTAL	28.00	
						Object Total :	388.00
412 Electricity							
CC 504 3	Electric School	10	02/13/18	3/18		1,041.77	
						Object Total :	1,041.77
431 Disposal Services							
CC 504 5	Disposal Services School	9	02/17/18	3/18		130.77	
						Object Total :	130.77

Funds 101- 199

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount	
101 GENERAL FUND							
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant							
531 Telephone							
CC 504 7	Telephone	3	02/20/18	3/18		533.11	
						Object Total :	533.11
610 Supplies							
CC 501 1	Fuel for Tractor	101185	01/26/18	3/18		12.50	
CC 501 3	Light Switch w sensor	35	01/30/18	3/18		24.99	
CC 501 4	Furnace Filters	45	01/30/18	3/18		26.91	
CC 501 5	Barrel Bolt Locks - 12	45	02/01/18	3/18		107.88	
CC 501 6	Wood Screws	35	02/13/18	3/18		6.00	
CC 501 8	Fuel for Tractor	101185	02/19/18	3/18		30.00	
CL 14817 1	Super-Sorb Spill Absorbant	M059816	03/01/18	3/18	101393 HOUSE OF CLEAN	57.31	
CL 14820 1	Maintenance Supplies	1014689	02/08/18	3/18	64 MISSOULA TEXTILE SERVICES	104.22	
CL 14820 2	Maintenance Supplies	1019444	02/22/18	3/18	64 MISSOULA TEXTILE SERVICES	105.13	
						Object Total :	474.94
						Program-Function Total :	4,094.49
E 100-2620 Regular Ed. Programs-Operation of Community Center							
114 Custodial/Maint							
PR 180300 20	Payroll Expenditure		/ /	3/18		1,255.54	
						Object Total :	1,255.54
250 Workers' Comp.							
PR 180300 21	Employer Contributions		/ /	3/18		84.36	
PR 180300 22	Workman's Comp Discount		/ /	3/18		-84.02	
						Object Total :	0.34
260 Health Insurance							
PR 180300 23	Employer Contributions		/ /	3/18		269.99	
						Object Total :	269.99
330 Other Professional							
CL 14821 2	Comm Ctr Nitrate/Nitrite Testi	1801317	02/20/18	3/18	218 MONTANA ENVIRONMENTAL	28.00	
						Object Total :	28.00
412 Electricity							
CC 504 4	Electric Comm Ctr	10	02/13/18	3/18		1,097.78	
						Object Total :	1,097.78

Funds 101- 199

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						
431 Disposal Services						
CC 504 6	Disposal Services Comm Ctr	9	02/17/18	3/18		130.76
Object Total :						130.76
440 Repair and Maint.						
CL 14822 1	CC Electrical - schools amt	7537	01/04/18	3/18	101045 PAULSON ELECTRIC INC.	100.00
Object Total :						100.00
610 Supplies						
CC 501 2	Floor Machine Scrub Brush	101400	01/27/18	3/18		220.59
CC 501 7	Kitchen Faucet	51	02/16/18	3/18		109.00
Object Total :						329.59
Program-Function Total :						3,212.00
E 128-2500 Technology-Sup. Serv.-Business						
330 Other Professional						
CL 14816 1	Monthly Server Maint	714	02/06/18	3/18	101385 COMPUTER FOUNDATION	85.00
CL 14816 2	Setup VPN Remote JR	714	02/06/18	3/18	101385 COMPUTER FOUNDATION	63.75
Object Total :						148.75
Program-Function Total :						148.75
E 280-1000 Special Education-Instruction						
112 Professional Ed.						
PR 180300 24	Payroll Expenditure		/ /	3/18		3,203.65
Object Total :						3,203.65
117 Teacher's Aides						
PR 180300 25	Payroll Expenditure		/ /	3/18		1,000.71
Object Total :						1,000.71
122 Prof/Ed/Sub Teachers						
PR 180300 26	Payroll Expenditure		/ /	3/18		90.83
Object Total :						90.83
250 Workers' Comp.						
PR 180300 27	Employer Contributions		/ /	3/18		23.21
PR 180300 28	Workman's Comp Discount		/ /	3/18		-23.18
Object Total :						0.03

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POTOMAC ELEMENTARY SCHOOL
Expenditure Detail
For the Accounting Periods: 3/18 - 3/18

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Funds 101- 199

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 180300 29	Employer Contributions		/ /	3/18		540.00	
						Object Total :	540.00
						Program-Function Total :	4,835.22
E 710-3500 School Sponsored Ext-Extracurricular/Ath.							
610 Supplies							
CL 14824 1	Petty Cash Ref Reimb		03/01/18	3/18	100842 POTOMAC SCHOOL PETTY CASH	252.00	
						Object Total :	252.00
						Program-Function Total :	252.00
E 910-3100 Food Services-Food Services							
116 Cooks							
PR 180300 30	Payroll Expenditure		/ /	3/18		82.50	
						Object Total :	82.50
250 Workers' Comp.							
PR 180300 31	Employer Contributions		/ /	3/18		5.54	
PR 180300 32	Workman's Comp Discount		/ /	3/18		-3.66	
						Object Total :	1.88
260 Health Insurance							
PR 180300 33	Employer Contributions		/ /	3/18		540.00	
						Object Total :	540.00
						Program-Function Total :	624.38
						Fund Total :	53,446.58

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Funds 101- 199

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
110 TRANSPORTATION FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 180300 37	Payroll Expenditure		/ /	3/18		805.59
						Object Total : 805.59
250 Workers' Comp.						
PR 180300 38	Employer Contributions		/ /	3/18		4.35
PR 180300 39	Workman's Comp Discount		/ /	3/18		-4.13
						Object Total : 0.22
260 Health Insurance						
PR 180300 40	Employer Contributions		/ /	3/18		162.00
						Object Total : 162.00
						Program-Function Total : 967.81
E 100-2700 Regular Ed. Programs-Student Transp.						
111 Administrative						
PR 180300 41	Payroll Expenditure		/ /	3/18		1,662.50
						Object Total : 1,662.50
250 Workers' Comp.						
PR 180300 42	Employer Contributions		/ /	3/18		8.98
PR 180300 43	Workman's Comp Discount		/ /	3/18		-8.52
						Object Total : 0.46
513 Bus Contractors						
CL 14819 8	Add'l Fuel	6707	03/01/18	3/18	82 MAJESTIC BUS SERVICE, INC	176.47
CL 14819 9	Morrison Lane	6708	03/01/18	3/18	82 MAJESTIC BUS SERVICE, INC	368.88
CL 14819 10	Bus Contract	6709	03/01/18	3/18	82 MAJESTIC BUS SERVICE, INC	9,184.90
						Object Total : 9,730.25
						Program-Function Total : 11,393.21
						Fund Total : 12,361.02

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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 180300 47	Payroll Expenditure	/ /		3/18		1,902.05
						Object Total : 1,902.05
250 Workers' Comp.						
PR 180300 48	Employer Contributions	/ /		3/18		127.80
PR 180300 49	Workman's Comp Discount	/ /		3/18		-138.23
						Object Total : -10.43
570 Food Services						
CC 502 1	Food	101335	02/03/18	3/18		77.34
CC 502 3	Food	101328	02/07/18	3/18		14.23
CC 502 4	Food	101335	02/13/18	3/18		69.73
CC 502 6	Food	101328	02/14/18	3/18		10.36
CC 502 7	Food	101335	02/20/18	3/18		85.64
CL 14823 1	Food	143620414	02/02/18	3/18	25 SYSCO FOOD SERVICES OF MT	410.32
CL 14823 2	Food	143629108	02/06/09	3/18	25 SYSCO FOOD SERVICES OF MT	436.75
CL 14823 3	Food	143637790	02/16/18	3/18	25 SYSCO FOOD SERVICES OF MT	327.69
CL 14823 4	Food	143646372	02/23/18	3/18	25 SYSCO FOOD SERVICES OF MT	348.21
						Object Total : 1,780.27
610 Supplies						
CC 502 2	Supplies	101335	02/03/18	3/18		19.45
CC 502 5	Supplies	101335	02/13/18	3/18		2.47
CC 502 8	Supplies	101335	02/20/18	3/18		16.37
CC 502 9	Printing	101401	02/07/18	3/18		47.80
						Object Total : 86.09
						Program-Function Total : 3,757.98
						Fund Total : 3,757.98

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
113 TUITION FUND						
E 280-1000 Special Education-Instruction						
117 Teacher's Aides						
PR 180300 53	Payroll Expenditure		/ /	3/18		282.09
Object Total :						282.09
250 Workers' Comp.						
PR 180300 54	Employer Contributions		/ /	3/18		1.52
PR 180300 55	Workman's Comp Discount		/ /	3/18		-1.74
Object Total :						-0.22
Program-Function Total :						281.87
Fund Total :						281.87

Funds 101- 199

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 180300 59	Employer Contributions	/ /		3/18		1,906.18
					Object Total :	1,906.18
220 Teachers' Retirement						
PR 180300 60	Employer Contributions	/ /		3/18		2,354.43
					Object Total :	2,354.43
230 PERS						
PR 180300 61	Employer Contributions	/ /		3/18		19.68
					Object Total :	19.68
240 Unemployment Comp.						
PR 180300 62	Employer Contributions	/ /		3/18		99.69
					Object Total :	99.69
					Program-Function Total :	4,379.98
E 100-2400 Regular Ed. Programs-School Admin.						
210 Social Security/Med.						
PR 180300 63	Employer Contributions	/ /		3/18		241.00
					Object Total :	241.00
220 Teachers' Retirement						
PR 180300 64	Employer Contributions	/ /		3/18		344.09
					Object Total :	344.09
230 PERS						
PR 180300 65	Employer Contributions	/ /		3/18		157.79
					Object Total :	157.79
240 Unemployment Comp.						
PR 180300 66	Employer Contributions	/ /		3/18		21.47
					Object Total :	21.47
					Program-Function Total :	764.35

Funds 101- 199

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						
210 Social Security/Med.						
PR 180300 67	Employer Contributions	/ /		3/18		118.24
					Object Total :	118.24
230 PERS						
PR 180300 68	Employer Contributions	/ /		3/18		202.58
					Object Total :	202.58
240 Unemployment Comp.						
PR 180300 69	Employer Contributions	/ /		3/18		9.14
					Object Total :	9.14
					Program-Function Total :	329.96
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
210 Social Security/Med.						
PR 180300 70	Employer Contributions	/ /		3/18		94.76
					Object Total :	94.76
230 PERS						
PR 180300 71	Employer Contributions	/ /		3/18		102.96
					Object Total :	102.96
240 Unemployment Comp.						
PR 180300 72	Employer Contributions	/ /		3/18		4.65
					Object Total :	4.65
					Program-Function Total :	202.37
E 100-2620 Regular Ed. Programs-Operation of Community Center						
210 Social Security/Med.						
PR 180300 73	Employer Contributions	/ /		3/18		94.76
					Object Total :	94.76
230 PERS						
PR 180300 74	Employer Contributions	/ /		3/18		102.95
					Object Total :	102.95

Funds 101- 199

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2620 Regular Ed. Programs-Operation of Community Center						
240 Unemployment Comp.						
PR 180300 75	Employer Contributions	/ /		3/18		4.64
					Object Total :	4.64
					Program-Function Total :	202.35
E 100-2700 Regular Ed. Programs-Student Transp.						
210 Social Security/Med.						
PR 180300 76	Employer Contributions	/ /		3/18		81.27
					Object Total :	81.27
220 Teachers' Retirement						
PR 180300 77	Employer Contributions	/ /		3/18		147.46
					Object Total :	147.46
240 Unemployment Comp.						
PR 180300 78	Employer Contributions	/ /		3/18		6.15
					Object Total :	6.15
					Program-Function Total :	234.88
E 280-1000 Special Education-Instruction						
210 Social Security/Med.						
PR 180300 79	Employer Contributions	/ /		3/18		288.46
					Object Total :	288.46
220 Teachers' Retirement						
PR 180300 80	Employer Contributions	/ /		3/18		406.00
					Object Total :	406.00
240 Unemployment Comp.						
PR 180300 81	Employer Contributions	/ /		3/18		16.94
					Object Total :	16.94
					Program-Function Total :	711.40
E 910-3100 Food Services-Food Services						

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 180300 82	Employer Contributions		/ /	3/18		126.30
						Object Total : 126.30
230 PERS						
PR 180300 83	Employer Contributions		/ /	3/18		155.97
						Object Total : 155.97
240 Unemployment Comp.						
PR 180300 84	Employer Contributions		/ /	3/18		7.35
						Object Total : 7.35
						Program-Function Total : 289.62
						Fund Total : 7,114.91

Funds 101- 199

Fund/Account/ Doc/Line #	Description	Invoic Invoic	Date	Acct. Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
111 Administrative						
121 21st Century Grant						
PR 180300 86	Payrol l Expendi ture	/ /	3/18			936.69
					Project Total :	936.69
					Object Total :	936.69
117 Teacher' s Aides						
121 21st Century Grant						
PR 180300 87	Payrol l Expendi ture	/ /	3/18			743.28
					Project Total :	743.28
					Object Total :	743.28
210 Social Securi ty/Med.						
121 21st Century Grant						
PR 180300 88	Empl oyer Contri buti ons	/ /	3/18			128.50
					Project Total :	128.50
					Object Total :	128.50
220 Teachers' Retirement						
121 21st Century Grant						
PR 180300 89	Empl oyer Contri buti ons	/ /	3/18			95.07
					Project Total :	95.07
					Object Total :	95.07
230 PERS						
121 21st Century Grant						
PR 180300 90	Empl oyer Contri buti ons	/ /	3/18			49.87
					Project Total :	49.87
					Object Total :	49.87
240 Unempl oymen t Comp.						
121 21st Century Grant						
PR 180300 91	Empl oyer Contri buti ons	/ /	3/18			6.22
					Project Total :	6.22
					Object Total :	6.22
250 Workers' Comp.						
121 21st Century Grant						
PR 180300 92	Empl oyer Contri buti ons	/ /	3/18			9.08
PR 180300 93	Workman' s Comp Di scount	/ /	3/18			-9.08
					Project Total :	
					Object Total :	
582 Travel Out-of-Di st.						
121 21st Century Grant						
CL 14819 1	Expl orers Di scovery	6700	02/02/18	3/18	82 MAJESTIC BUS SERVICE, INC	591.53
					Project Total :	591.53
102 S. T. R. E. A. M.						
CL 14819 2	Gi rls BBall to Msla Internatio	6701	02/08/18	3/18	82 MAJESTIC BUS SERVICE, INC	183.08
CL 14819 3	Fi eld Tri ps to Msla	6702	02/14/18	3/18	82 MAJESTIC BUS SERVICE, INC	131.39
CL 14819 4	Gi rls BBall to Clinton	6703	02/14/18	3/18	82 MAJESTIC BUS SERVICE, INC	179.10
CL 14819 5	Gi rls BBall to Seel ey	6704	02/20/18	3/18	82 MAJESTIC BUS SERVICE, INC	193.03
					Project Total :	686.60
121 21st Century Grant						
CL 14819 6	Expl orers to Glacier Ice Ri nk	6705	02/23/18	3/18	82 MAJESTIC BUS SERVICE, INC	141.29

Funds 101- 199

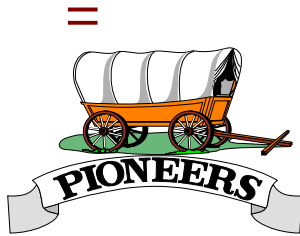
Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount	
115 MISC. PROGRAMS FUND							
E 100-1000 Regular Ed. Programs-Instruction							
						Project Total :	141.29
102 S. T. R. E. A. M.							
CL 14819 7	Girls BBall to St Joseph's	6706	02/28/18	3/18	82 MAJESTIC BUS SERVICE, INC	167.16	
						Project Total :	167.16
						Object Total :	1,586.58
610 Supplies							
121 21st Century Grant							
CC 503 1	Explorers Supplies	100942	01/25/18	3/18		24.45	
CC 503 2	Explorers Supplies	100942	02/08/18	3/18		103.87	
						Project Total :	128.32
						Object Total :	128.32
						Program-Function Total :	3,674.53
E 420-1000 Title I-Instruction							
117 Teacher's Aides							
327 Title 2017-2018							
PR 180300 94	Payroll Expenditure		/ /	3/18		1,811.80	
						Project Total :	1,811.80
						Object Total :	1,811.80
210 Social Security/Med.							
327 Title 2017-2018							
PR 180300 95	Employer Contributions		/ /	3/18		52.92	
						Project Total :	52.92
						Object Total :	52.92
220 Teachers' Retirement							
327 Title 2017-2018							
PR 180300 96	Employer Contributions		/ /	3/18		160.70	
						Project Total :	160.70
						Object Total :	160.70
240 Unemployment Comp.							
327 Title 2017-2018							
PR 180300 97	Employer Contributions		/ /	3/18		6.71	
						Project Total :	6.71
						Object Total :	6.71
250 Workers' Comp.							
327 Title 2017-2018							
PR 180300 98	Employer Contributions		/ /	3/18		9.79	
PR 180300 99	Workman's Comp Discount		/ /	3/18		-10.04	
						Project Total :	-0.25
						Object Total :	-0.25
260 Health Insurance							
327 Title 2017-2018							
PR 180300 100	Employer Contributions		/ /	3/18		486.00	
						Project Total :	486.00
						Object Total :	486.00
						Program-Function Total :	2,517.88

Funds 101- 199

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-2300 Title I-General Admin						
111 Administrative						
327 Title 2017-2018						
PR 180300 101	Payroll Expenditure	/ /	3/18			214.82
					Project Total :	214.82
					Object Total :	214.82
210 Social Security/Med.						
327 Title 2017-2018						
PR 180300 102	Employer Contributions	/ /	3/18			10.28
					Project Total :	10.28
					Object Total :	10.28
230 PERS						
327 Title 2017-2018						
PR 180300 103	Employer Contributions	/ /	3/18			17.62
					Project Total :	17.62
					Object Total :	17.62
240 Unemployment Comp.						
327 Title 2017-2018						
PR 180300 104	Employer Contributions	/ /	3/18			0.80
					Project Total :	0.80
					Object Total :	0.80
250 Workers' Comp.						
327 Title 2017-2018						
PR 180300 105	Employer Contributions	/ /	3/18			1.16
PR 180300 106	Workman's Comp Discount	/ /	3/18			-1.10
					Project Total :	0.06
					Object Total :	0.06
260 Health Insurance						
327 Title 2017-2018						
PR 180300 107	Employer Contributions	/ /	3/18			43.20
					Project Total :	43.20
					Object Total :	43.20
					Program-Function Total :	286.78
E 423-1000 MT Comprehensive Literacy Project-Instruction						
122 Prof/Ed/Sub Teachers						
423 MT Comprehensive Literacy Project Number						
PR 180300 108	Payroll Expenditure	/ /	3/18			240.00
					Project Total :	240.00
					Object Total :	240.00
210 Social Security/Med.						
423 MT Comprehensive Literacy Project Number						
PR 180300 109	Employer Contributions	/ /	3/18			18.36
					Project Total :	18.36
					Object Total :	18.36

Funds 101- 199

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
E 423-1000 MT Comprehensive Literacy Project-Instruction						
240 Unemployment Comp.						
423 MT Comprehensive Literacy Project Number						
PR 180300 110	Employer Contributions		/ /	3/18		0.89
						Project Total :
						0.89
						Object Total :
						0.89
250 Workers' Comp.						
423 MT Comprehensive Literacy Project Number						
PR 180300 111	Employer Contributions		/ /	3/18		1.30
PR 180300 112	Workman's Comp Discount		/ /	3/18		-0.41
						Project Total :
						0.89
						Object Total :
						0.89
582 Travel Out-of-Dist.						
423 MT Comprehensive Literacy Project Number						
CC 499 1	Booking Fee	101397	02/06/18	3/18		9.36
CC 499 2	MCLP Conference Flight - 2	101397	02/06/18	3/18		654.00
CC 499 3	MCLP Conference Flight return	101397	02/06/18	3/18		444.00
CC 499 4	MCLP Shuttle	101398	02/06/18	3/18		73.16
CC 504 9	MCLP Institute Conf - 2	101403	02/05/18	3/18		1,700.00
CL 14808 1	MCLP Travel Meal		02/27/18	3/18	101002 ABBY STITT	11.58
CL 14808 2	MCLP Travel Meal		02/25/18	3/18	101002 ABBY STITT	7.70
CL 14808 3	MCLP Travel Meal		02/25/18	3/18	101002 ABBY STITT	16.16
CL 14818 1	Mileage OPI PreK MCLP		02/14/18	3/18	101362 JOHN ROUSE	17.00
CL 14818 2	Mileage OPI MCPS		02/14/18	3/18	101362 JOHN ROUSE	45.34
						Project Total :
						2,978.30
						Object Total :
						2,978.30
						Program-Function Total :
						3,238.44
						Fund Total :
						9,717.63



Potomac Elementary School

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Bonner, Montana 59823

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.”*

Principal’s Report March 2018

• Teaching and Learning

- The teaching staff and I met with the Montana Comprehensive Literacy Project Director, Terri Barclay, to discuss the Montana Comprehensive Literacy project grant and to begin the implementation process. Abby Stitt and I attended a five-day intensive instructional coaching institute with Dr. Jim Knight. Dr. Knight is a nationally recognized expert in the area of instructional coaching. During the institute, we not only received a tremendous amount of resources- books, videos, and other written resources, but we also were able to create a network of instructional coaches across the country that will prove valuable as we begin to implement coaching at our school.
- Dr. Knight defines instructional coaching as, “Instructional coaches partner with teachers to analyze current reality, set goals, identify and explain teaching strategies to meet goals, and provide support until the goals are met.” Ultimately instructional coaches partner with teachers to help them improve teaching and learning so students become more successful. Dr. Knight’s use of the term, partner, is intentional in that the teacher and the coach do, in fact, work as partners. As they strive toward the goal of improving student achievement for every student.
- There is a clear distinction made that instructional coaches are not part of the performance evaluation process for teachers. To be successful, there needs to be a strong trust relationship between the teacher and the instructional coach. In this relationship the teacher needs to be comfortable examining the current reality in terms of the level of learning and student engagement in his/her classroom without being fearful of admitting to the need for improvement in some aspects of his/her teaching.
- The MCLP grant is intended to advance literacy skills, including pre-literacy skills, reading, and writing, for children age 4 through grade 12, with emphasis on disadvantaged children, including children living in poverty, English learners, and children with disabilities. The ultimate outcome of the MCLP is improved literacy skills for Montana students. Districts receiving the MCLP funds have committed to implementing high-quality comprehensive literacy instruction. As partners in this work, the OPI will provide high-quality professional development through on-site coaching, instructional consultant support, and state-sponsored conferences.
- A major portion of the grant is dedicated to providing quality professional development to our teaching staff. To that end, instructional coaches will be provided at three different levels. All teachers will receive this support on an individual basis in an effort to provide each individual teacher with the specific type of support that teacher needs. The three levels of instructional coaching support will be as follows:
 - OPI will provide one instructional coach who will visit our school once per month throughout the grant. I was informed that this person will be Terri Barclay. Ms. Barclay is the Director for the entire statewide grant. I am excited that she assigned herself to our school. She has worked previously with teachers at Potomac School. I also worked with Ms. Barclay for four years while I was in Browning. It is a real advantage to have the project director working in our school, so she will understand our needs.

- The second level of coaching support will come from an outside consultant with whom we will be required to contract from outside of our school district. We have selected Leah Esmont from Phoenix, Arizona as our outside instructional coach. I have worked previously with Ms. Esmont and am confident that she is the right person to work closely with our teachers through the grant. Ms. Esmont's first visit to our school will be on March 15-16.
 - Abby Stitt will be providing the third level of coaching support as a full-time instructional coach who will work only at our school. Ms. Stitt's level of commitment and her enthusiasm for this new position were apparent from the level of her engagement and involvement during the week-long intensive instructional coaching institute she recently attended.
 - The teaching staff is continuing to review and discuss several different English Language Arts (ELA) program offerings in order to select one to serve as our main resource for a coherent ELA curriculum K-8. The staff has set a goal to make a final decision by April as to which publisher's materials to use. This is an important decision for our teachers because we do not currently have a coherent aligned ELA curriculum for grades K-8. While some grant funds can be used for portions of the cost of the new ELA series, there will still be a substantial cost to the school district for these resources and materials.
- **Budget and Finance**
 - **Adult Education-** We have established a working relationship with MCPS in the area of adult education. We are working with the Lifelong Learning Center (LLC) from MCPS to set up some adult education offerings in Potomac. Jennifer Vogel, a parent of two Potomac students, was selected the adult education coordinator responsible for coordinating the programs at Potomac. Ms. Vogel will present a brief report regarding our current adult ed offerings.
- **Student Activities**
 - Girl's basketball season concludes this week, and the 8th graders are closing in on the fund-raising goal for their annual trip.
- **Safety**
 - Our security cameras were installed last week. We will have a brief demonstration of how they function at our board meeting.
 - We are still working with the sheriff's office to get an armed intruder training set up.
 - The staff has scheduled fire drills, intruder drills and earthquake drills for the remainder of the school year.
- **Student Council**
 - We will include a regular agenda item for our board meetings to allow the student council to give a monthly report on their activities and goals.
- **Community**
 - After some further discussions with the OPI representative in charge of the 21st Century grant application process and the instructional staff, Mr. Rouse has decided to prepare an application for a 21st Century grant in spite of the fact that our district does not meet many of the "high needs" district guidelines. It is a long shot, but ultimately worth a time before we take any other actions regarding the continuation of the Explorer's program. We should know by early May if we qualify.

Respectfully submitted:

John P. Rouse, Principal

Adult Education Classes Spring 2018

Class	Day	Time	Location
Academic Success Program	Wed, Thurs (now - June 7) No class March 28, 29	5:30 - 8:00pm	Library
Family Cooking: Pizza	Saturday, April 7	10:00am - 12:00pm	Community Center (Kitchen)
Volleyball	Mondays April 9, 16, 23, 30	7:00pm - 9:00pm	Community Center
Introduction to iPhone Basics	Tuesdays April 17, 24	6:00pm - 9:00pm	Library
Basketball	Mondays May 7, 14, 21, June 4	6:30pm - 8:30pm	Community Center
Introduction to Fly Fishing	Saturday, May 19	9:00am - 4:00pm	Community Center (morning only)

Jennifer Vogel, Coordinator and Instructor for ASP classes

Home: 244-5024

Cell: 493-9891

POTOMAC SCHOOL BOARD CALENDAR

*Trustee review
Friday before
monthly meeting*

July

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
Audit Contract
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 offer of employment

Craig

February

Call for an Election
Adopt resolution for any special levy
Audit Review and Approval – when completed
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
Permissive Levy

Gary

April

Community Center Lease Negotiations (in negotiation years)
Approval of Health Insurance Contract
Approve Certified offer of employment

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

Steven

June

Audit Contract Review and Approval
Policy Review

2018-2019 Certified Rehire Recommendations

Karry Betson

Kristina Davis

Damian Gaglia

Terri Klein

Raynee Pace

Kristy Pohlman

Sarah Schmill

Abby Stitt