



Potomac Elementary School

School Board Agenda

March 9, 2020

Phone (406) 244-5581

Fax (406) 244-5840

www.potomacschoolmontana.us

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

7:00 pm

Public Input:

Consent Agenda:

Chair Vann

1. Minutes February 10, 2020
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

1. Teacher Reports: Sarah Schmill – MCLP Coaching
Ashley Olson – Plain Talk Conference
2. Principal's Report
3. Clerk's Report
4. Board Professional Development

Sarah Schmill
Ashley Olson
Principal Rouse
Heather Marcella
Board Members

New Business:

1. Review and Approve 2018-2019 Audit
2. Personnel – Lauren Wilson - Substitute
3. Corona Virus Precautions
4. Negotiation Committees

Chair Vann
Principal Rouse
Principal Rouse
Chair Vann

Next Meeting April 13th, 2019 – 7:00 pm



Potomac Elementary School

School Board Minutes

For

February 10, 2020

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Call to Order

Chair Vann called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Those trustees present were: Kelsy Ployhar, Gary Long, Steven Van Grinsven and Nichole Zupan. John Rouse, Principal and Clerk Heather Marcella were in attendance.

Public Input (for issues not on the agenda) None.

Consent Agenda

Minutes of January 13, 2020 were on the Consent Agenda

Warrant Lists – Total Claims = \$38,323.26. Total Payroll = \$70,252.05.

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, 2020- \$54,462.56 (different from reported Dec ending balance of \$54,414.31 – correction made and noted in board packet) thru Jan 31, 2020 - \$54,605.57.

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

8th Grade Report

The class met in January to determine which trip they would choose – World Strides in Florida or Long Beach Marine Institute in California. The class voted for the Long Beach Marine Institute in California. They have the funds needed to cover airfare, registrations and lodging. Their trip is scheduled for May 15th – 22nd. Their scheduled activities include visiting a science and art museum, visiting an aquarium, attending the Long Beach Marine Institute on Catalina Island, and a day at Disneyland. Continued fund raising will include concessions and Bingo. It is their intent to donate all left over moneys to the 7th grade class. Chair Vann requested a short presentation upon their return, including a picture and description from each day of their trip.

Teacher Reports

Kristina Davis discussed 6th grade volcano research projects and brought in iMovie presentations for the board to view. This was the first time the students had experienced using the greenscreen and iMovie. Kristina discussed Sarah Schmill's coaching sessions and how they have helped her to try new strategies in class.

Sarah Schmill discussed her role this year as the MCLP Instructional Coach. Using walk-throughs Sarah has been looking for trends and helping the staff identify instructional goals. Professional development is extensive with the help of the MCLP grant. Identifying students that need help has changed from intuitive to real time tracking with data provided from the iStation program. The staff is using a tiered approach to identify whether a class is understanding new material, then finding those students who need additional help.

Principals Report – John Rouse

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

- Our next MCLP Friday is scheduled for February 28th. Our consultant, Leah, will be on site beginning on Thursday, February 27th. On Thursday, she will observe in classrooms along with Sarah Schmill. On Friday during our MCLP professional development day, we will review our most recent assessment results including our latest MAPS testing data. We have had a strong emphasis on writing for the past several weeks in order to have students prepared for the types of writing that they will be expected to do as part of the SBAC testing later this spring.
- We will use the analysis of our most current data to help us begin to plan for our new literacy grant application. for a new literacy grant. A few of us will be attending a pre-grant training session in Missoula on February 20th. The grant application must be submitted by March 31st. We should receive word in late May if we received the grant.
- We provided the Youth Mental Health First Aid training for all of our staff members on February 7th from a grant we received for that purpose. This training included training in awareness of the social and emotional needs of students including suicide prevention.
- Mr. Rouse will be attending the Learning and the Brain conference in San Francisco from February 12th through the 17th as part of the MCLP grant.
- Sarah Schmill will be attending a two-day training entitled, *Fair Isn't Equal*, in Milwaukee on April 27-28th. This training is focused on standards-based assessments and grading.

Budget and Finance

- Mr. Rouse is still waiting to hear from the Department of Commerce regarding the infrastructure grant that we discussed during the September board meeting as well as the Montana History Foundation grant for \$10,000 to help offset the expenses of replacing our existing wooden ramp with a concrete ramp. We will not know until April if we will receive these funds.
- We have received one estimate to replace the wooden ramp.

Student Activities

- Our girls' basketball season began with our first game on February 4th. We appreciate our volunteer coaches- Beth Copenhaver, and Christi Taillefer.
- The 8th graders voted to go to Catalina Island for their end-of-the-year culminating experience.
- In anticipation of next year's 8th graders, we have made some additional adjustments to the 8th grade trip criteria. These changes are in the revised version of the Handbook for 2020-21 that is on the board's agenda for consideration. The main clarification points were relative to attendance, academic eligibility requirements, and fundraising participation.

Safety

- The additional solar-powered lighting has helped with the walkway between the community center and the main building.
- Our latest water samples from the community center are below the limits for arsenic. While no additional action or filtration is required at this time; however, we should be aware that there is a potential that filtering devices may need to be added at some point in the future.

Clerks Report – Heather Marcella

Clerk advised the 18-19 audit would not be complete until the end of February. The auditor is expected to attend the March Board Meeting to present the audit. Permissive Levy change estimates were provided for consideration. Election Deadlines were listed. The 20-21 Budget process is beginning.

Board Professional Development Reports

Steven Van Grinsven attended girls' basketball games. Gary Long came to the MCT Play and completed the Board Packet Review. Kelsy Ployhar went to the MCT play, attended the Missoula Economic Outlook Seminar, and assisted Cliff Vann with the principal contract negotiations. Cliff Vann engaged in negotiations on the principal contract and is studying for an extensive coaching workshop.

Old Business

None

Approve Principal Contract

Gary moved to approve the 2020-2021 Principal's Contract. Steven seconded the motion. **Passed 5-0**

Call for an Election

Kelsy moved to Call for an Election. Nicole seconded the motion. **Passed 5-0**

Discussion/committee for Future Levy

The Board discussed the option of a future levy. Cliff asked the Clerk to provide information on the base vs. maximum mill levy amount for the General Fund.

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

Steven moved to approve the estimated changes in levies for 2020-2021. Kelsy seconded the motion. **Passed 5-0**

Consider & Approve Recommended Changes to 19-20 Student/Parent Handbook

Kelsy moved to approve the recommended changes to the 19-20 Student/Parent Handbook. Gary seconded the motion. **Struck Down 5-0**

Consider & Approve the 20-21 Student/Parent Handbook

Kelsy moved to approve the amended changes to the 20-21 Student/Parent Handbook. Steven seconded the motion. The proposed changes were labeled alphabetically A thru L. The amendments include those changes labeled A, B, C, D, E, F, G and K as struck down; changes labeled H, I, and L approved; the change labeled as J lists "activities" to be replaced with "effort" and approved. **Passed 5-0**

Adjourn

Chair Vann adjourned the Board meeting at 10:07 pm.

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
15289 9962S	123 BRUCO INC	178.79				
1	388689 03/02/20 Disinfectant Wipes	178.79		101	100-2600	610
15279 9953S 101396	CAPITAL ONE BANK	12,892.12				
5	CC-687 02/04/20 JR Cell	54.00		101	625	
	VERIZON		CC Accounting: 101-	-100-2400-531		
6	CC-687 02/04/20 JT & HM Cell	111.28		101	625	
	VERIZON		CC Accounting: 101-	-100-2500-531		
7	CC-687 02/07/20 Prime Renewal	119.00		101	625	
	AMAZON		CC Accounting: 101-	-100-2500-330		
8	CC-688 01/28/20 Diesel Fuel for Plow	10.97		101	625	
	CULLYS		CC Accounting: 101-	-100-2600-610		
9	CC-688 01/29/20 Maintenance Supplies	5.74		101	625	
	AMAZON		CC Accounting: 101-	-100-2600-610		
10	CC-688 01/30/20 Maintenance Supplies	117.88		101	625	
	AMAZON		CC Accounting: 101-	-100-2600-610		
11	CC-688 02/09/20 Maintenance Supplies	83.36		101	625	
	AMAZON		CC Accounting: 101-	-100-2600-610		
12	CC-688 02/10/20 Snow Plow Skid Shoes	38.24		101	625	
	RDO (TRIPLE W) EQUIPMENT		CC Accounting: 101-	-100-2600-610		
13	CC-688 02/10/20 Ice Melt	77.90		101	625	
	COSTCO		CC Accounting: 101-	-100-2600-610		
14	CC-688 02/10/20 Utility Sink for CC	99.00		101	625	
	HOME DEPOT/GEFCF		CC Accounting: 101-	-100-2620-610		
15	CC-688 02/12/20 Hnd Saws, Pipe, fittings	441.93		101	625	
	HOME DEPOT/GEFCF		CC Accounting: 101-	-100-2600-610		
16	CC-688 02/13/20 Kitchen Range Filters	19.98		101	625	
	AMAZON		CC Accounting: 101-	-100-2620-610		
17	CC-688 02/20/20 Paint brushes	19.47		101	625	
	HOME DEPOT/GEFCF		CC Accounting: 101-	-100-2600-610		
18	CC-688 02/25/20 Key sleeves	11.12		101	625	
	AMAZON		CC Accounting: 101-	-100-2600-610		
19	CC-689 01/28/20 Stenhouse Wrkshp MCLP	444.00		115	625	423
	STAFF DEVELOPMENT FOR EDUCATORS		CC Accounting: 115-	-423-1000-582-423		

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20	CC-689 02/04/20 MCLP Books	15.99		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
21	CC-689 02/05/20 MCLP Books	11.58		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
22	CC-689 02/05/20 MCLP Books	72.20		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
23	CC-689 02/05/20 MCLP Books	99.42		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
24	CC-690 01/25/20 MCLP day meals	155.45		115 625		423
	CULLYS	CC Accounting: 115-		-423-1000-610-423		
25	CC-690 01/26/20 Badmitton Racket rplcmt	30.99		115 625		101
	AMAZON	CC Accounting: 115-		-100-1000-610-101		
26	CC-690 01/31/20 MCLP New Orleans hotel	500.80		115 625		423
	HILTON HOTELS	CC Accounting: 115-		-423-1000-582-423		
27	CC-690 01/31/20 MCLP New Orleans hotel	500.80		115 625		423
	HILTON HOTELS	CC Accounting: 115-		-423-1000-582-423		
28	CC-690 01/31/20 MCLP New Orleans hotel	500.80		115 625		423
	HILTON HOTELS	CC Accounting: 115-		-423-1000-582-423		
29	CC-690 01/31/20 MCLP New Orleans hotel	500.80		115 625		423
	HILTON HOTELS	CC Accounting: 115-		-423-1000-582-423		
30	CC-690 01/31/20 MCLP New Orleans hotel	500.80		115 625		423
	HILTON HOTELS	CC Accounting: 115-		-423-1000-582-423		
31	CC-690 02/03/20 MCLP Books Jan order	17.99		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
32	CC-690 02/03/20 MCLP Books Jan order	23.50		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
33	CC-690 02/03/20 MCLP Books Oct order	9.79		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
34	CC-690 02/04/20 Table Sheets / 1st aide	15.89		161 625		122
	AMAZON	CC Accounting: 161-		-190-2400-610-122		
35	CC-690 02/04/20 MCLP meeting refreshments	35.77		115 625		423
	WAL-MART	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
36	CC-690 02/04/20 Staff Recognition - gift bag	3.96		101 625		
	WAL-MART	CC Accounting: 101-		-100-2400-610		
37	CC-690 02/04/20 SD & GA Gift Card - parapro wk	40.00		101 625		
	CAFE RIO	CC Accounting: 101-		-100-2400-610		
38	CC-690 02/04/20 H2O Test Bottles - School	216.00		101 625		
	MISSOULA CITY-COUNTY HEALTH D	CC Accounting: 101-		-100-2600-610		
39	CC-690 02/04/20 H2O Test Bottles - CC	216.00		101 625		
	MISSOULA CITY-COUNTY HEALTH D	CC Accounting: 101-		-100-2620-610		
40	CC-690 02/06/20 Diesel Fuel for Snow Plow	39.74		101 625		
	CULLYS	CC Accounting: 101-		-100-2600-610		
41	CC-690 02/08/20 Meals for YMHFA training day	157.20		101 625		
	CULLYS	CC Accounting: 101-		-100-2400-610		
42	CC-690 02/14/20 Book - Learning the brain conf	17.99		115 625		423
	INQUIRING MINDS BOOKSTORE	CC Accounting: 115-		-423-1000-610-423		
43	CC-690 02/17/20 MCLP - LTBC parking	45.00		115 625		423
	MISSOULA AIRPORT	CC Accounting: 115-		-423-1000-582-423		
44	CC-690 02/18/20 MCLP - LTBC hotel	1,448.60		115 625		423
	THE FAIRMONT SAN FRANCISCO	CC Accounting: 115-		-423-1000-582-423		
45	CC-690 02/20/20 MCLP meeting at UM - parking	3.50		115 625		423
	UM TRAFFIC SECURITY	CC Accounting: 115-		-423-1000-582-423		
46	CC-690 02/20/20 MCLP/OPI meeting meals	41.65		115 625		423
	FIVE GUYS BURGERS	CC Accounting: 115-		-423-1000-610-423		
47	CC-690 02/24/20 MCLP books	63.06		115 625		423
	AMAZON	CC Accounting: 115-		-423-1000-610-423		
48	CC-691 02/21/20 Explorers Field Trip	435.00		115 625		202
	UNPARALLELED MOVEMENT	CC Accounting: 115-		-100-1000-582-202		
49	CC-692 02/05/20 STEM - Balsa Wood Strips	45.20		101 625		
	AMAZON	CC Accounting: 101-		-100-1000-610		
50	CC-692 02/05/20 STEM - Wood Dowel Rods	32.50		101 625		
	AMAZON	CC Accounting: 101-		-100-1000-610		
51	CC-692 02/06/20 Office Supplies	347.79		101 625		
	KCDA PURCHASING COOPERATIVE	CC Accounting: 101-		-100-2400-610		

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
52	CC-692 02/14/20 Office Supplies Credit	-16.60		101 625		
	KCDA PURCHASING COOPERATIVE		CC Accounting: 101-	-100-2400-610		
53	CC-692 02/19/20 Printer Ink Cartridgees	52.99		101 625		
	AMAZON		CC Accounting: 101-	-100-2400-610		
54	CC-692 02/19/20 File Folders	25.50		101 625		
	KCDA PURCHASING COOPERATIVE		CC Accounting: 101-	-100-2400-610		
55	CC-693 01/27/20 MCLP New Orleans shuttle	8.79		115 625		423
	UBER		CC Accounting: 115-	-423-1000-582-423		
56	CC-693 01/27/20 MCLP New Orleans shuttle	43.95		115 625		423
	UBER		CC Accounting: 115-	-423-1000-582-423		
57	CC-693 01/28/20 MCLP New Orleans shuttle	60.14		115 625		423
	UBER		CC Accounting: 115-	-423-1000-582-423		
58	CC-693 02/01/20 MCLP New Orleans shuttle	51.83		115 625		423
	UBER		CC Accounting: 115-	-423-1000-582-423		
59	CC-693 02/02/20 MCLP New Orleans shuttle	10.36		115 625		423
	UBER		CC Accounting: 115-	-423-1000-582-423		
60	CC-693 02/11/20 MCLP Book order	55.93		115 625		423
	AMAZON		CC Accounting: 115-	-423-1000-610-423		
61	CC-694 02/12/20 MCLP PreK Early Lit. Supplies	94.60		115 625		423
	AMAZON		CC Accounting: 115-	-423-1000-610-423		
62	CC-695 02/01/20 Supplies	8.84		101 625		
	SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-610		
63	CC-695 02/01/20 Food	208.90		101 625		
	SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-570		
64	CC-695 02/04/20 Supplies	13.16		101 625		
	CORY'S VALLEY MARKET		CC Accounting: 101-	-910-3100-610		
65	CC-695 02/09/20 Food	44.03		101 625		
	CORY'S VALLEY MARKET		CC Accounting: 101-	-910-3100-570		
66	CC-695 02/17/20 Food	42.26		101 625		
	SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-570		
67	CC-695 02/17/20 Supplies	4.99		101 625		
	SMART FOOD SERVICE		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
68	CC-695 02/24/20 Supplies	37.53		101 625		
	SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-610		
69	CC-695 02/24/20 Food	99.69		101 625		
	SMART FOOD SERVICE		CC Accounting: 101-	-910-3100-570		
70	CC-696 01/28/20 Retail Sm Food License	113.62		112 625		
	DEPT OF PUBLIC HEALTH AND HUMAN SERVICES		CC Accounting: 112-	-910-3100-330		
71	CC-696 01/30/20 Postage - 4 rolls of stamps	220.00		101 625		
	USPS		CC Accounting: 101-	-100-2500-532		
72	CC-696 01/30/20 Postage - large envelopes	13.10		101 625		
	USPS		CC Accounting: 101-	-100-2500-532		
73	CC-696 01/31/20 Office Supplies	5.85		101 625		
	AMAZON		CC Accounting: 101-	-100-2500-610		
74	CC-696 02/14/20 Electricity - School	1,115.21		101 625		
	MISSOULA ELECTRIC COOP INC		CC Accounting: 101-	-100-2600-412		
75	CC-696 02/14/20 Electricitiy - CC	1,324.79		101 625		
	MISSOULA ELECTRIC COOP INC		CC Accounting: 101-	-100-2620-412		
76	CC-696 02/17/20 Disposal Services - School	147.93		101 625		
	REPUBLIC SERVICES #889		CC Accounting: 101-	-100-2600-431		
77	CC-696 02/17/20 Disposal Services - CC	147.93		101 625		
	REPUBLIC SERVICES #889		CC Accounting: 101-	-100-2620-431		
78	CC-696 02/18/20 MCLP MS Off 2019 - 11 licenses	544.63		115 625		423
	OETC		CC Accounting: 115-	-423-1000-610-423		
79	CC-696 02/20/20 Telephone	517.54		101 625		
	BLACKFOOT TELEPHONE COOPERATI		CC Accounting: 101-	-100-2600-531		
80	CC-697 02/25/20 Annual Cap 1 Fee	95.00		101 625		
	CAPITAL ONE BANK		CC Accounting: 101-	-100-2500-810		
15280	9954S 42 CENEX HARVEST STATES	1,207.83				
1	134192 02/19/20 Heating Fuel	1,207.83		101 100-2600		411

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
15288	9963S 101385	COMPUTER FOUNDATION	148.75					
1		1474 02/29/20 Network Monitoring 2/1-2/29	85.00		115	423-1000	330	423
2		1474 02/28/20 Assist with Mac MS Office inst	63.75		115	423-1000	330	423
15281	9955S 101406	CUSTOM EDUCATIONAL CONSULTING	5,000.00					
1		1516 03/02/20 2/27-2/28 MCLP Consultanat	5,000.00		115	423-1000	330	423
15286	9956S 101362	JOHN ROUSE	429.40					
1		1920334 02/18/20 MCLP airfare - Lrn & the Brn	395.40		115	423-1000	582	423
2		1920335 02/18/20 MCLP shuttle - Lrn & the Brn	34.00		115	423-1000	582	423
15282	9957S	82 MAJESTIC BUS SERVICE, INC	11,228.83					
1		7961 02/04/20 2/4 Girls BB Seeley Lake	194.75		115	710-3500	582	101
2		7962 02/06/20 2/6 Girls BB St. Joe's	170.15		115	710-3500	582	101
3		7963 02/07/20 2/7 Explorers Dennison Thtr	180.40		115	100-1000	582	202
4		7964 02/11/20 2/11 Girls BB Clinton	190.65		115	710-3500	582	101
5		7965 02/21/20 2/21 Explorers Unparalleled Mv	174.40		115	100-1000	582	202
6		8011 02/24/20 2/24 Girls BB Msla Intl Schl	96.35		115	710-3500	582	101
7		8012 02/28/20 2/28 Explorers Lubrecht Forest	86.52		115	100-1000	582	202
8		8017 03/01/20 Route Contract	9,744.26		110	100-2700	513	
9		8018 03/01/20 Morrison Lane	391.35		110	100-2700	513	
15283	9958S	64 MISSOULA TEXTILE SERVICES	222.64					
1		1263863 02/13/20 Maintenance Supplies	111.32		101	100-2600	610	
2		1268537 02/27/20 Maintenance Supplies	111.32		101	100-2600	610	
15284	9959S	218 MONTANA ENVIRONMENTAL LABORATORY	1,705.00					
1		2001309 02/25/20 Herb/Pest/SVOC/VOC - School	870.00		101	100-2600	330	
2		2001310 02/25/20 Herb/Pest/SVOC/VOC - CC	835.00		101	100-2620	330	
15285	9960S 100842	POTOMAC SCHOOL PETTY CASH	812.00					
1		1920323 02/10/20 MCLP Per Diem - John Rouse	380.00		115	423-1000	582	423
2		1920329 02/12/20 Referee 2 games	72.00		101	710-3500	810	
3		1920330 02/12/20 Referee 2 games	72.00		101	710-3500	810	
4		1920345 02/20/20 Referee 2 games	72.00		101	710-3500	810	
5		1920346 02/20/20 Referee 2 games	72.00		101	710-3500	810	
6		1920351 02/24/20 Referee 2 games	72.00		101	710-3500	810	
7		1920352 02/24/20 Referee 2 games	72.00		101	710-3500	810	
15287	9961S	25 SYSCO FOOD SERVICES OF MT INC	2,834.69					
1		243645956 02/04/20 Food	982.93		101	910-3100	570	
2		243649923 02/06/20 Credit Memo - Food	-40.13		101	910-3100	570	
3		243665366 02/18/20 Food	681.59		101	910-3100	570	
4		243680018 02/28/20 Food	1,087.40		101	910-3100	570	
5		243680018 02/28/20 Supplies	122.90		101	910-3100	610	
		# of Claims	11	Total:	36,660.05			

36,660.05

Total for Payroll Checks

	Employee	Employer	Amount
J001 HOURS (REGULAR SUB)	45.50		569.66
J009 HOURS (EXPLORERS AIDE)	16.21		243.15
J011 HOURS (EXPLORERS ADMIN)	14.26		285.20
J013 HOURS (MCLP TEACHERS)	0.00		400.00
J015 HOURS (MCLP SUB)	147.75		1,849.83
PERS HOURS (Personal Time Used)	35.75		762.31
REG HOURS (Regular Time)	2,608.42		50,998.63
SICK HOURS (Sick Time)	150.00		2,137.26
VACA HOURS (Vacation Time Used)	23.00		403.67
GROSS PAY	57,649.71	0.00	
NET PAY	35,040.17	0.00	
NET PAY (CHECKS)	1,883.82		
NET PAY (DIRECT DEPOSIT)	33,156.35		
ADD'L MUST	228.53	0.00	
ANNUITY - AMFID	410.00	0.00	
DEARBORN DEPLI	1.50	0.00	
DEARBORN EMPL L	8.70	0.00	
DEARBORN LIFE I	15.00	6.25	
DISABILITY	117.89	0.00	
EQUITABLE	2,173.55	0.00	
FIT	2,764.96	0.00	
FLEX PLAN	100.00	0.00	
HEALTH - MUST	5,466.00	6,915.00	
MEDICARE	714.06	714.06	
P. E. R. S.	784.50	834.15	
PACE	84.00	0.00	
PEA/MEA	496.27	0.00	
SIT	2,296.00	0.00	
SOCIAL SECURITY	3,053.30	3,053.30	
TRS	3,695.28	4,112.43	
UNEMPL. INSUR.	0.00	184.46	
VALIC	200.00	0.00	
WORKERS' COMP	0.00	565.70	
1ST INTERSTATE	3,792.27	0.00	
BFCU	300.00	0.00	
CAB	354.09	0.00	
CS	2,402.86	0.00	
FSBMSLA	3,672.81	0.00	
METROCU	1,416.38	0.00	
MFCU	4,960.58	0.00	
PSCU	2,333.67	0.00	
STKMN	1,563.91	0.00	
TRB	2,054.93	0.00	
USB	2,194.18	0.00	
USBNATIONAL	2,680.11	0.00	
WFB	2,564.36	0.00	
WFBMINN	1,322.41	0.00	
WSB	1,543.79	0.00	

FIT/SIT BASE	44,566.65	0.00
MEDI CARE BASE	49,246.43	0.00
PERS BASE	9,930.28	0.00
SOC SEC BASE	49,246.43	0.00
TRS BASE	45,340.86	0.00
UN BASE	57,649.71	0.00
WC BASE	57,649.71	0.00

Total 16,385.35
Total Payroll Expense (Gross Pay + Employer Contributions): 74,035.06

Check Summary

Payroll Checks Prev. Out.	\$32,757.65
Payroll Checks Issued	\$17,877.98
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$50,635.63
Electronic Checks	\$55,178.39

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Di fference	Li ab Account
-----	-----	-----	-----	-----
Soci al Securi ty	6106.60	6106.60		614
Medi care	1428.12	1428.12		614
P. E. R. S.	1618.65	1618.65		615
Unempl. Insur.	184.46	353.07	537.53	612
Workers' Comp	565.70	1058.48	1624.18	611
FIT	2764.96	2764.96		613
SIT	2296.00	2296.00		613
Heal th - Must	12381.00	12381.00		671
PEA/MEA	496.27	496.27		676
FLEX PLAN	100.00	100.00		677
PACE	84.00	84.00		675
TRS	7807.71	7807.71		616
DEARBORN LI FE I	21.25	21.25		671
DI SABI LI TY	117.89	117.89		677
ANNUI TY - AMFI D	410.00	410.00		672
ADD' L MUST	228.53	803.20	1031.73	671
VALI C	200.00	200.00		672
EQUI TABLE	2173.55	2173.55		672
DEARBORN EMPL L	8.70	8.70		671
DEARBORN DEP LI	1.50	1.50		671
Total Ded.	38994.89	2214.75	38016.20	3193.44

**** Carried Forward column only correct if report run for current period.

Potomac Student Accounts
General Ledger

As of February 29, 2020

Date	Num	Name	Memo	Debit	Credit	Balance
Petty Cash						803.00
02/05/2020	1373	Referee	VOID: 2-5 Games - Marcus Geer GJI	0.00		803.00
02/05/2020	1374	Referee	VOID: 2-5 Games - Eric Stang GJE,	0.00		803.00
02/05/2020	17	Referee	For CHK 1373 voided on 02/05/2020		72.00	731.00
02/05/2020	17R	Referee	Reverse of GJE 17 -- For CHK 1373	72.00		803.00
02/05/2020	18	Referee	For CHK 1374 voided on 02/05/2020		72.00	731.00
02/05/2020	18R	Referee	Reverse of GJE 18 -- For CHK 1374	72.00		803.00
02/10/2020	1375	John Rouse	MCLP San Francisco Per Diem		380.00	423.00
02/12/2020	1376	Referee	2-12 Games - C.J. McWilliams		72.00	351.00
02/12/2020	1377	Referee	2-12 Games - Dan Nagel		72.00	279.00
02/13/2020	dep		Deposit	197.00		476.00
02/20/2020	1378	Referee	2-20 Games - No name		72.00	404.00
02/20/2020	1379	Referee	2-20 Games - No name		72.00	332.00
02/24/2020	1380	Referee	2-24 Games - Marcus Geer		72.00	260.00
02/24/2020	1382	Referee	2-24 Games - Marcus Geer		72.00	188.00
Total Petty Cash				341.00	956.00	188.00
Two Rivers accts						54,605.57
Book Fair						331.69
02/27/2020		Emma Richardson	Dr Seuss Day Cookies		220.00	111.69
Total Book Fair				0.00	220.00	111.69
Class of 2020						18,837.65
02/06/2020	dep		2/2 Cully's Chili & Super B. Auction	1,587.00		20,424.65
02/11/2020	2420	Sarah Duello	49.00 Concessions& 58.72 V-day Candygrams		107.27	20,317.38
02/20/2020	2421	Long Beach Marine Instit	Reg & Fees for Outdoor Education Course		3,341.00	16,976.38
02/21/2020	dep		2/12 Concessions	121.50		17,097.88
02/21/2020	dep		2/14 Candy Grams	437.00		17,534.88
02/26/2020	2422	Disneyland Resort	Tickets for Trip		1,500.00	16,034.88
02/28/2020	dep		2/20 Concessions	116.25		16,151.13
02/28/2020	dep		2/24 Concessions	80.81		16,231.94
Total Class of 2020				2,342.56	4,948.27	16,231.94
8th Grade Fund						3,520.54
Donation Bake Sale - Staff Conc						728.86
02/05/2020	2418	Capital One	Staff meeting items		20.45	708.41
Total Donation Bake Sale - Staff Conc				0.00	20.45	708.41
Music						932.89
02/05/2020	2419	Capital One	Drumsticks and drum buckets		56.87	876.02
Total Music				0.00	56.87	876.02
Student Activities						30,253.94
Total Two Rivers accts				2,342.56	5,245.59	51,702.54

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
610 Supplies						
CC 692 1	STEM - Balsa Wood Strips	101219	02/05/20	3/20		45.20
CC 692 2	STEM - Wood Dowel Rods	101219	02/05/20	3/20		32.50
Object Total :						77.70
Program-Function Total :						77.70
E 100-2400 Regular Ed. Programs-School Admi n.						
531 Telephone						
CC 687 1	JR Cell	101359	02/04/20	3/20		54.00
Object Total :						54.00
610 Supplies						
CC 690 13	Staff Recognition - gift bag	100942	02/04/20	3/20		3.96
CC 690 14	SD & GA Gift Card - parapro wk	101566	02/04/20	3/20		40.00
CC 690 18	Meals for YMHFA training day	101185	02/08/20	3/20		157.20
CC 692 3	Office Supplies	101132	02/06/20	3/20		347.79
CC 692 4	Office Supplies Credit	101132	02/14/20	3/20		-16.60
CC 692 5	Printer Ink Cartridges	101219	02/19/20	3/20		52.99
CC 692 6	File Folders	101132	02/19/20	3/20		25.50
Object Total :						610.84
Program-Function Total :						664.84
E 100-2500 Regular Ed. Programs-Sup. Serv. -Business						
330 Other Professional						
CC 687 3	Prime Renewal	101219	02/07/20	3/20		119.00
Object Total :						119.00
531 Telephone						
CC 687 2	JT & HM Cell	101359	02/04/20	3/20		111.28
Object Total :						111.28
532 Postage						
CC 696 2	Postage - 4 rolls of stamps	101218	01/30/20	3/20		220.00
CC 696 3	Postage - large envelopes	101218	01/30/20	3/20		13.10
Object Total :						233.10

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
610 Supplies						
CC 696 4	Office Supplies	101219	01/31/20	3/20		5.85
					Object Total :	5.85
810 Dues and Fees						
CC 697 1	Annual Cap 1 Fee	101396	02/25/20	3/20		95.00
					Object Total :	95.00
					Program-Function Total :	564.23
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
330 Other Professional						
CL 15284 1	Herb/Pest/SVOC/VOC - School	2001309	02/25/20	3/20	218 MONTANA ENVIRONMENTAL	870.00
					Object Total :	870.00
411 Gas						
CL 15280 1	Heating Fuel	134192	02/19/20	3/20	42 CENEX HARVEST STATES	1,207.83
					Object Total :	1,207.83
412 Electricity						
CC 696 5	Electricity - School	10	02/14/20	3/20		1,115.21
					Object Total :	1,115.21
431 Disposal Services						
CC 696 7	Disposal Services - School	9	02/17/20	3/20		147.93
					Object Total :	147.93
531 Telephone						
CC 696 10	Telephone	3	02/20/20	3/20		517.54
					Object Total :	517.54
610 Supplies						
CC 688 1	Diesel Fuel for Plow	101185	01/28/20	3/20		10.97
CC 688 2	Maintenance Supplies	101219	01/29/20	3/20		5.74
CC 688 3	Maintenance Supplies	101219	01/30/20	3/20		117.88
CC 688 4	Maintenance Supplies	101219	02/09/20	3/20		83.36
CC 688 5	Snow Plow Skid Shoes	101105	02/10/20	3/20		38.24
CC 688 6	Ice Melt	101223	02/10/20	3/20		77.90
CC 688 8	Hnd Saws, Pipe, fittings	45	02/12/20	3/20		441.93
CC 688 11	Paint brushes	45	02/20/20	3/20		19.47
CC 688 12	Key sleeves	101219	02/25/20	3/20		11.12

Fund/Account/ Doc/Line #	Description	Invoic e	Invoi ce Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed.	Programs-Oper. & Maint. Plant					
CC 690 15	H2O Test Bottles - School	43	02/04/20	3/20		216.00
CC 690 17	Diesel Fuel for Snow Plow	101185	02/06/20	3/20		39.74
CL 15283 1	Maintenance Supplies	1263863	02/13/20	3/20	64 MISSOULA TEXTILE SERVICES	111.32
CL 15283 2	Maintenance Supplies	1268537	02/27/20	3/20	64 MISSOULA TEXTILE SERVICES	111.32
CL 15289 1	Disinfectant Wipes	388689	03/02/20	3/20	123 BRUCO INC	178.79
					Object Total :	1,463.78
					Program-Function Total :	5,322.29
E 100-2620 Regular Ed.	Programs-Operation of Community Center					
330 Other Professional						
CL 15284 2	Herb/Pest/SVOC/VOC - CC	2001310	02/25/20	3/20	218 MONTANA ENVIRONMENTAL	835.00
					Object Total :	835.00
412 Electricity						
CC 696 6	Electricity - CC	10	02/14/20	3/20		1,324.79
					Object Total :	1,324.79
431 Disposal Services						
CC 696 8	Disposal Services - CC	9	02/17/20	3/20		147.93
					Object Total :	147.93
610 Supplies						
CC 688 7	Utility Sink for CC	45	02/10/20	3/20		99.00
CC 688 10	Kitchen Range Filters	101219	02/13/20	3/20		19.98
CC 690 16	H2O Test Bottles - CC	43	02/04/20	3/20		216.00
					Object Total :	334.98
					Program-Function Total :	2,642.70
E 710-3500 School Sponsored Ext-Extracurricular/Ath.						
810 Dues and Fees						
CL 15285 2	Referee 2 games	1920329	02/12/20	3/20	100842 POTOMAC SCHOOL PETTY CASH	72.00
CL 15285 3	Referee 2 games	1920330	02/12/20	3/20	100842 POTOMAC SCHOOL PETTY CASH	72.00
CL 15285 4	Referee 2 games	1920345	02/20/20	3/20	100842 POTOMAC SCHOOL PETTY CASH	72.00
CL 15285 5	Referee 2 games	1920346	02/20/20	3/20	100842 POTOMAC SCHOOL PETTY CASH	72.00
CL 15285 6	Referee 2 games	1920351	02/24/20	3/20	100842 POTOMAC SCHOOL PETTY CASH	72.00
CL 15285 7	Referee 2 games	1920352	02/24/20	3/20	100842 POTOMAC SCHOOL PETTY CASH	72.00
					Object Total :	432.00
					Program-Function Total :	432.00

Fund/Account/ Doc/Line #	Description	Invoic e	Invoic Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 910-3100 Food Services-Food Services						
570 Food Services						
CC 695 2	Food	101335	02/01/20	3/20		208.90
CC 695 4	Food	101328	02/09/20	3/20		44.03
CC 695 5	Food	101335	02/17/20	3/20		42.26
CC 695 8	Food	101335	02/24/20	3/20		99.69
CL 15287 1	Food	243645956	02/04/20	3/20	25 SYSCO FOOD SERVICES OF MT	982.93
CL 15287 2	Credit Memo - Food	243649923	02/06/20	3/20	25 SYSCO FOOD SERVICES OF MT	-40.13
CL 15287 3	Food	243665366	02/18/20	3/20	25 SYSCO FOOD SERVICES OF MT	681.59
CL 15287 4	Food	243680018	02/28/20	3/20	25 SYSCO FOOD SERVICES OF MT	1,087.40
Object Total :						3,106.67
610 Supplies						
CC 695 1	Supplies	101335	02/01/20	3/20		8.84
CC 695 3	Supplies	101328	02/04/20	3/20		13.16
CC 695 6	Supplies	101335	02/17/20	3/20		4.99
CC 695 7	Supplies	101335	02/24/20	3/20		37.53
CL 15287 5	Supplies	243680018	02/28/20	3/20	25 SYSCO FOOD SERVICES OF MT	122.90
Object Total :						187.42
Program-Function Total :						3,294.09
Fund Total :						12,997.85

03/06/20
16:00:59

POTOMAC ELEMENTARY SCHOOL
Expenditure Detail
For the Accounting Periods: 3/20 - 3/20

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
110 TRANSPORTATION FUND						
E 100-2700 Regular Ed. Programs-Student Transp.						
513 Bus Contractors						
CL 15282 8	Route Contract	8017	03/01/20	3/20	82 MAJESTIC BUS SERVICE, INC	9,744.26
CL 15282 9	Morrison Lane	8018	03/01/20	3/20	82 MAJESTIC BUS SERVICE, INC	391.35
Object Total :						10,135.61
Program-Function Total :						10,135.61
Fund Total :						10,135.61

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
112 FOOD SERVICES FUND						
E 910-3100 Food Services-Food Services						
330 Other Professional						
CC 696 1	Retail Sm Food License	345	01/28/20	3/20		113.62
Object Total :						113.62
Program-Function Total :						113.62
Fund Total :						113.62

Fund/Account/ Doc/Line #	Description	Invoic e	Invoic Date	Acct. Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
582 Travel Out-of-Dist.						
202 Explorers						
CC 691 1	Explorers Field Trip	101501	02/21/20	3/20		435.00
CL 15282 3	2/7 Explorers Dennison Thtr	7963	02/07/20	3/20	82 MAJESTIC BUS SERVICE, INC	180.40
CL 15282 5	2/21 Explorers Unparalleled Mv	7965	02/21/20	3/20	82 MAJESTIC BUS SERVICE, INC	174.40
CL 15282 7	2/28 Explorers Lubrecht Forest	8012	02/28/20	3/20	82 MAJESTIC BUS SERVICE, INC	86.52
					Project Total :	876.32
					Object Total :	876.32
610 Supplies						
101 Local Donations for Students						
CC 690 2	Badminton Racket replcmt	101219	01/26/20	3/20		30.99
					Project Total :	30.99
					Object Total :	30.99
					Program-Function Total :	907.31
E 423-1000 MT Comprehensive Literacy Project-Instruction						
330 Other Professional						
423 MT Comprehensive Literacy Project Number						
CL 15281 1	2/27-2/28 MCLP Consultant	1516	03/02/20	3/20	101406 CUSTOM EDUCATIONAL	5,000.00
CL 15288 1	Network Monitoring 2/1-2/29	1474	02/29/20	3/20	101385 COMPUTER FOUNDATION	85.00
CL 15288 2	Assist with Mac MS Office inst	1474	02/28/20	3/20	101385 COMPUTER FOUNDATION	63.75
					Project Total :	5,148.75
					Object Total :	5,148.75
582 Travel Out-of-Dist.						
423 MT Comprehensive Literacy Project Number						
CC 689 1	Stenhouse Wrkshp MCLP	101109	01/28/20	3/20		444.00
CC 690 3	MCLP New Orleans hotel	101487	01/31/20	3/20		500.80
CC 690 4	MCLP New Orleans hotel	101487	01/31/20	3/20		500.80
CC 690 5	MCLP New Orleans hotel	101487	01/31/20	3/20		500.80
CC 690 6	MCLP New Orleans hotel	101487	01/31/20	3/20		500.80
CC 690 7	MCLP New Orleans hotel	101487	01/31/20	3/20		500.80
CC 690 20	MCLP - LTBC parking	101433	02/17/20	3/20		45.00
CC 690 21	MCLP - LTBC hotel	101568	02/18/20	3/20		1,448.60
CC 690 22	MCLP meeting at UM - parking	101569	02/20/20	3/20		3.50
CC 693 1	MCLP New Orleans shuttle	101571	01/27/20	3/20		8.79
CC 693 2	MCLP New Orleans shuttle	101571	01/27/20	3/20		43.95
CC 693 3	MCLP New Orleans shuttle	101571	01/28/20	3/20		60.14
CC 693 4	MCLP New Orleans shuttle	101571	02/01/20	3/20		51.83
CC 693 5	MCLP New Orleans shuttle	101571	02/02/20	3/20		10.36
CL 15285 1	MCLP Per Diem - John Rouse	1920323	02/10/20	3/20	100842 POTOMAC SCHOOL PETTY CASH	380.00
CL 15286 1	MCLP airfare - Lrn & the Brn	1920334	02/18/20	3/20	101362 JOHN ROUSE	395.40
CL 15286 2	MCLP shuttle - Lrn & the Brn	1920335	02/18/20	3/20	101362 JOHN ROUSE	34.00
					Project Total :	5,429.57
					Object Total :	5,429.57

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 423-1000 MT Comprehensive Literacy Project-Instruction						
610 Supplies						
423 MT Comprehensive Literacy Project Number						
CC 689 2	MCLP Books	101219	02/04/20	3/20		15.99
CC 689 3	MCLP Books	101219	02/05/20	3/20		11.58
CC 689 4	MCLP Books	101219	02/05/20	3/20		72.20
CC 689 5	MCLP Books	101219	02/05/20	3/20		99.42
CC 690 1	MCLP day meals	101185	01/25/20	3/20		155.45
CC 690 8	MCLP Books Jan order	101219	02/03/20	3/20		17.99
CC 690 9	MCLP Books Jan order	101219	02/03/20	3/20		23.50
CC 690 10	MCLP Books Oct order	101219	02/03/20	3/20		9.79
CC 690 12	MCLP meeting refreshments	100942	02/04/20	3/20		35.77
CC 690 19	Book - Learning the brain conf	101567	02/14/20	3/20		17.99
CC 690 23	MCLP/OPI meeting meals	101570	02/20/20	3/20		41.65
CC 690 24	MCLP books	101219	02/24/20	3/20		63.06
CC 693 6	MCLP Book order	101219	02/11/20	3/20		55.93
CC 694 1	MCLP PreK Early Lit. Supplies	101219	02/12/20	3/20		94.60
CC 696 9	MCLP MS Off 2019 - 11 licenses	104	02/18/20	3/20		544.63
					Project Total :	1,259.55
					Object Total :	1,259.55
					Program-Function Total :	11,837.87
E 710-3500 School Sponsored Ext-Extracurricular/Ath.						
582 Travel Out-of-Dist.						
101 Local Donations for Students						
CL 15282 1	2/4 Girls BB Seeley Lake	7961	02/04/20	3/20	82 MAJESTIC BUS SERVICE, INC	194.75
CL 15282 2	2/6 Girls BB St. Joe's	7962	02/06/20	3/20	82 MAJESTIC BUS SERVICE, INC	170.15
CL 15282 4	2/11 Girls BB Clinton	7964	02/11/20	3/20	82 MAJESTIC BUS SERVICE, INC	190.65
CL 15282 6	2/24 Girls BB Msla Intl Schl	8011	02/24/20	3/20	82 MAJESTIC BUS SERVICE, INC	96.35
					Project Total :	651.90
					Object Total :	651.90
					Program-Function Total :	651.90
					Fund Total :	13,397.08

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
161 BUILDING RESERVE						
E 190-2400 SB 348 Expenditure Program-School Adm n.						
610 Supplies						
122 School	Safety Transfer to Building Reserve					
CC 690 11	Table Sheets / 1st aide	101219	02/04/20	3/20		15.89
					Project Total :	15.89
					Object Total :	15.89
					Program-Function Total :	15.89
					Fund Total :	15.89



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

Principal’s Report March 2020

**“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

- Our next MCLP Friday is scheduled for April 1-3. Our consultant, Leah, will be on site beginning on Wednesday, April 1st. On Thursday, she will observe in classrooms along with Sarah Schmill. On Friday during our MCLP professional development day, we will review our most recent assessment results including our latest MAPS testing data. We have had a strong emphasis on writing for the past several weeks in order to have students prepared for the types of writing that they will be expected to do as part of the SBAC testing later this spring.
- This past week, we started preparing our application for the new literacy grant. The grant applications have to be submitted by March 31st. If successful, we will receive \$250,000 per year for four years plus some additional start-up funding prior to September 2020. Mr. Rouse will give brief presentation on the focus of the new grant as the team of staff members who are preparing the grant application finish up the work of preparing the application for submission. While formal action from the board is not required as part of the application, the board president will be asked to sign the application indicating that the board supports the grant.
- Mr. Rouse attended the Learning and the Brain conference in San Francisco from February 12th through the 17th as part of the MCLP grant. He will provide a brief overview of the topics that were discussed at the conference.
- Mr. Rouse has been conducting formal and informal classroom observations of all teaching staff members. Those teachers whose contracts will be considered for renewal in April will have their performance evaluation reports and conferences completed before March 15th.
- Ms. Betson has had a student teacher working with her during the second semester of the year. Her name is Lauren Wilson.

Budget and Finance

- Mr. Rouse received a letter indicating that we did not get approval from the Department of Commerce regarding the infrastructure grant that we submitted for the replacement of our furnaces. No reasons were given in the letter of notification. We are still waiting to hear about the Montana History Foundation grant for \$10,000 to help offset the expenses of replacing our existing wooden ramp with a concrete ramp. We will not know until April if we will receive these funds.

Student Activities

- Our girls' basketball season was successful and will be wrapping up with the finals this week. We appreciate our volunteer coaches- Beth Copenhaver, and Christi Taillefer.
- PTC's Bingo night was a huge success due to the efforts of a number of dedicated volunteers and the generosity of large number of local vendors and artisans.

Safety

- We are taking extra precautions to help keep our students and staff members as safe as possible from infections of viruses like the flu and the recent Corona virus. We are following guidelines that were distributed by the Center for Disease Control.

Respectfully submitted:

John P. Rouse, Principal



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

Clerks Report – March 2020

Permissive Levies

The approved changes in mill levy amounts have been provided to the county and are scheduled for publishing.

Special Levies – Requested General Fund Levy Information

The Board asked to be presented with the maximum mills over base for the General Fund. The preliminary budget for FY20-21 is \$712,599.78 and the maximum allowable budget is \$810,603.36. The change in mills from base to the maximum is listed below.

<i>Fund Supported</i>	<i>Estimated Change in Revenues</i>	<i>Estimated Change in Mills</i>	<i>Estimated Annual Impact Home of \$100,000*</i>	<i>Estimated Annual Impact Home of \$200,000*</i>
	\$0.00	0.00	\$0.00	\$0.00
General Fund	\$98,003.58	51.52	\$69.56	\$139.12
	\$0.00	0.00	\$0.00	\$0.00
Total	\$98,003.58	53.50	\$72.23	\$144.45

*Impacts above are based on current certified taxable valuations from the current school year

Election Deadlines

- The Declaration of Intent and Oath of Candidacy for Trustee Candidates form is due to the clerk by March 26th.
- The Last Day a Trustee Candidate may Withdraw is April 2nd.
- The Deadline for Write-in Candidate for Trustee Position on a School Board to file Declaration of Intent is also April 2nd.
- Election Day is May 5th.
- The Deadline for Trustees to Hold Organizational meeting is May 29th.
- Trustees canvass the votes, issue certificates of election, and publish results by May 29th.

Budget Preparation 2020-2021

March was scheduled to begin our budget preparations for next fiscal year. As the 2019 Audit is being presented, this will begin in April. Next month will be a review of the current General Fund expenses and revenues. Staffing projections and resource needs will be presented for consideration. Revenue estimates from state and federal resources will also be presented to the Board. Any grant information will be provided as it becomes available.

Looking ahead to April – Board Calendar

- Approval of certified intent to hire.
- Approval of clerk intent to hire.
- Approve health insurance contract.
- Community Center lease negotiations
- **2nd April meeting added to Board Calendar – Strategic Plan and Goals for next fiscal year.**

Other Notable Deadlines

- June 1st is the final deadline for Teacher Intent to Hire.
- The Final Budget needs to be adopted and reported to county finance by August 20th.

Concerns Over Corona Virus

At school we are taking special precautions to keep your children as safe as possible from viruses like the flu and corona-type viruses. Our steps include wiping down surfaces such as door knobs, desk surfaces, and keyboards with anti-viral solutions. The best support you can give us is to remind your child of the following simple steps:

- Wash your hands frequently (especially after visiting the restrooms and before eating,
- Cover your mouth when coughing or sneezing,
- Avoid putting your fingers in your mouth, noses, or eyes, and
- Don't share food or drinks with your friends.

Below is some specific information from the Center for Disease Control...

Steps to Proper Hand Washing

So what does a thorough hand washing involve? The Centers for Disease Control and Prevention (CDC) recommends the following steps:

- Wet your child's hands.
- Apply clean bar soap or liquid soap to the hands, and then place the bar on a rack where it can drain before the next hand washing.
- Rub the hands vigorously together. Scrub every surface completely.
- Keep rubbing and scrubbing for 10 to 15 seconds to effectively remove the germs.
- Rinse the hands completely, then dry them.

About Antibacterial Soaps

Drugstore shelves are full of trendy antibacterial soaps, but studies have shown that these antibacterial products are no better at washing away dirt and germs than regular soap. Some infectious disease experts have even suggested that by using antibacterial soaps, you may actually kill off normal bacteria and increase the chances that resistant bacteria may grow.

The best solution is to wash your child's hands with warm water and ordinary soap that does not contain antibacterial substances (eg, triclosan). Regular use of soap and water is better than using waterless (and often alcohol-based) soaps, gels, rinses, and hand rubs when your child's hands are visibly dirty (and with children, there usually is dirt on the hands!). However, when there is no sink available (eg, the car), hand rubs can be a useful alternative.

How Long to Wash

Keep in mind that although 10 to 15 seconds of hand washing sounds like an instant, it is much longer than you think. Time yourself the next time you wash your hands. Watch your child while she's washing her hands to make sure she's developing good hygiene behaviors. Pick a song that lasts for 15 seconds and sing it while you wash. Encourage your child to wash her hands not only at home, but also at school, at friends' homes, and everywhere else. It's an important habit for her to get into, and hopefully one that's hard to break!

POTOMAC SCHOOL BOARD CALENDAR

Trustee review

- Kelsy** **August**
Prior Year Trustee Financial Summary approval
Current Year Budget approval
Approve Classified Offer of Employment
- Gary** **September**
School Strategic Plan & Goals
Appointment for Missoula Area Curriculum Consortium
- Cliff** **October**
8th Grade Trip
Professional Responsibilities and Goals for Principal
- Steven** **November**
Discuss the evaluation process for the principal
- Nicole** **December**
Review Strategic Plan & Goals Progress
Principal Evaluation
At Christmas Program – “What it means to be a School Board Member”
- Kelsy** **January**
Approve Principal intent to hire
- Gary** **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 (permissive levy)
- Cliff** **March**
Next Year School Calendar committee report Preliminary
General Fund Budget Review for current & subsequent year
Negotiation Committees (in negotiation years)
- Steven** **April**
Community Center Lease Negotiations (in negotiation years)
Approval of Health Insurance Contract
Approve Certified intent to hire
Approve Clerk intent to hire
2nd April Meeting - Strategic Plan & Goals for following fiscal year
- Nicole** **May**
Canvass the election
Reorganize the Board
Appoint the Business Manager/Clerk
Seat New Trustees, Authorize Board Signatures/Deletions
Discussion – “What it means to be a School Board Member”
Approval of Bus Routes
Approve Clerk Contract
Consider, strategize, discussion for future special levies
Committee to work with the Community Center
New Trustee’s Discussion – “What it means to be a School Board Member”
- Kelsy** **June**
Approval of Election Contract with County
Policy Review

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