



Potomac Elementary School

School Board Agenda

May 8, 2017– 7:00 PM

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.”

Public Input:

Minutes – April 10, 2017

Chair Vann

Board Reorganization:

Jill Thornton

1. Seat New Trustee – Signatures, Oaths and Notarize
3. Select Officers
4. Appoint Business Manager/Clerk
5. Authorized/Deleted Signers – Signature Card

Consent Agenda:

Board Chair

1. Warrant List
2. Business Card
3. Petty Cash
4. Extracurricular

Reports:

1. Teacher Reports Sarah Schmill
Damian Gaglia - 8th grade
2. Principal's Report
3. Clerks Report
4. Board Professional Development Reports

Sarah Schmill &
Damian Gaglia
Principal Williams
Jill Thornton
Board Members

Old Business:

1. School Board Calendar
2. Negotiations – PEA, PACE and Clerk
3. Policy Manual

Chair Vann
Chair Vann
Chair Vann

New Business:

1. Personnel – John Rouse – New Principal
2. Missoula County Election Contract
3. Update 403B Vendor List

Chair Vann
Jill Thornton
Jill Thornton

Next Meeting June 12, 2017 – 7:00 pm



Potomac Elementary School

School Board Minutes

for
April 10, 2017

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Call to Order

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

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

Consent Agenda

Warrant Lists – Total Claims = \$37,838.94. Total Payroll = \$64,994.14.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On Mar 1, 2017 - \$31,852.41 thru Mar 30, 2017 - \$25,473.58

Jason moved to approve the consent agenda. Gary seconded the motion. **Passed 5-0**

Teacher Presentations

Kristina Burtch teaches Special Education. This month she's been working with the 2nd grade on fractions by using flowers as equal vs non-equal petal amounts, and their fractions of the whole, as well as marshmallow for fraction fun. Then they are moving into graphing. K-1 are using Easter Art to learn patterns as well as rabbit information. Then they will move into 'line of symmetry'.

Kristy Pohlman received 5 chromebooks through Donors Choose. Using chromebooks helps her since she can control all of them set them up one time. And that translates into all of the chromebooks being set up the same way. She is also working with the 2nd and 3rd curriculum on taking a paragraph and turning it into a Power Point. She has the students create this through learning to publish. They set up a title slide, then 5 more pictures with words.

Principals Report

Technology Update- Pine Cove Consulting came in over spring break and worked on our network infrastructure. We now have seamless wireless throughout the whole campus. Before we had different wireless signals that would be lost as you moved up and down the stairs. Now it is one signal that is picked up from 10 new access points in the main building, library and community center. The school login is private and there is a guest login that does not require a password. We did not have a firewall that filtered inappropriate material on the web before and now we do. We are very happy with everything they did.

I have talked to the teachers about their Smartboards and right now we are going to try updating the software. If that doesn't completely solve the problems they are having, I will schedule a day for the tech support from the company we bought them from, to come out and go through the Smartboards. The company feels that we can get a few more years out of them with some updates, which will save money for now.

The next step will be to purchase Chromebooks as the older desktops are quitting. Since K & 1st grades prefer Ipads, chromebooks would only be used for 2nd through 8th grades. Using a rotation plan of approximately 20 chromebooks a year would give a 4 year rotation schedule.

Accreditation- We received our accreditation for both schools from the Board of Public Education.

Track has begun. Ms. Raynee is the coach with Amy Vann and Beth Copenhaver as helpers. 18 students are participating. The first track meet is Tuesday, in Frenchtown.

Parent Teacher Conferences- Our parent teacher conferences were well attended. Thanks to the PTC and parents who provided meals for us. It was wonderful!

Infinite Campus- We now have the parent portal on Infinite Campus set up, so that every parent can log in to see their student’s schedule, classes, assignments, grades, etc... The teachers and Janette have become much more confident in using Infinite Campus, but there are many features that we still aren’t using. This will require more training and support for them in the next couple years.

Upcoming Calendar Events

April 12- Track meet Frenchtown @9

April 13- Kindergarten Roundup @ 3:15
PTC Easter Egg Hunt 2 pm

April 17- Animal Wonders assemblies

April 18 & 20- Wildlife Film Festival field trips

April 24- Smarter Balance window begins

April 27- Track meet Frenchtown @9

May 5- Track meet Frenchtown @9

Clerks Report - Our election had two trustees running for two open positions. So the Election has been called.

Board Professional Development Reports

Kelsy attended the MCT performance as well as negotiating the Bus Contract with Craig. Cliff worked with club VolleyBall.

School Board Calendar – Add Policy Review in June

Personnel

Angies recommends hiring Emma Chmara as a substitute. Kelsy moved to approve hiring Emma Chmara as a substitute. Craig seconded the motion. **Passed 5-0**

Angies recommends hiring Starla Dugger as our Special Ed Teacher. Kelsy moved to approve hiring Starla Dugger as our Special Ed Teacher. Craig seconded the motion. **Passed 5-0**

Gary moved to accept Angie Williams resignation as principal. Kelsy seconded the motion. **Passed 5-0**

MUST Insurance Approval

Kelsy moved to approve the new 2017-2018 MUST contract. Jason seconded the motion. **Passed 5-0**

Majestic Bus Contract

Kelsy moved to approve the Majestic Bus Contract. Jason seconded the motion. **Passed 5-0**

Certified Offer of Employment

Angie recommended the rehire of the following Certified Staff: Karry Betson, Raynee Clairmont, Kristina Davis, Damian Gaglia, Terri Klein, Kristy Pohlman, Sarah Schmill and Abby Stitt.

Craig moved to approve rehiring the Certified Staff listed. Kelsy seconded the motion. **Passed 5-0**

Negotiation Committees – PEA, PACE & Clerk

The negotiation committees are: PEA – Cliff and Craig, PACE – Kelsy and Cliff and the Clerk - Kelsy

Policy Manual Approval

Policy 1310 was updated to read:

District Policy and Procedures

Adoption and Amendment of Policies

Proposed new policies and proposed changes to existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to the ~~second (2nd)~~ reading **[final reading]**. The final vote for adoption shall take place ~~not earlier than~~ at the **[final]second (2nd)** reading of the particular policy. **[New or revised policies that are required, or have required language changes based on State or Federal law, or are required changes by administrative rule, may be adopted after the first (1st) reading if sufficient notice has been given through the board agenda.]**

All new or amended policies shall become effective on adoption, unless a specific effective date is stated in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and also shall be included in the District’s policy manual. The board shall review new and updated policies of the District quarterly.

Policy Manuals

The District Clerk shall develop and maintain a current policy manual which includes all policies of the District. Staff, students, and other residents, shall have ready access to District policies. ~~All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.~~

Suspension of Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

Administrative Procedures

The Principal shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Principal shall submit it to the Board as an information item. Such procedures usually need not be approved by the Board, although the Board may revise them when it appears they are not consistent with Board intentions as expressed in its policies.

Legal References: § 20-3-323, MCA District policy and record of acts
 10.55.701, ARM Board of Trustees

This is the first reading of this policy.

Principal Application Reviews

The school board reviewed applications for the Principal to choose who would be interviewed.

Adjourn

Chair Vann adjourned the Board meeting at 9:50 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date

**CERTIFICATE OF ELECTION OF TRUSTEE
BY ACCLAMATION**

THIS IS TO CERTIFY that **Kelsy Ployhar** was duly elected by acclamation to fill the office of Trustee for Potomac School District No. 11 of Missoula County, State of Montana, for a term of 3 years, beginning on the 8th day of May, 2017 and ending at the Trustee organizational meeting in May, 2020.

DATED this 8th day of May, 2017

Print Board Chair's Name

Board Chair Signature

Print District Clerk's Name

District Clerk Signature

Potomac School District No.11, Missoula County, State of Montana

Please file the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324](#), MCA. You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear that I will support, protect and defend the Constitution of the United States, and the Constitution of the State of Montana, and that I will discharge the duties of my office with fidelity.

Print newly elected Trustee's Name

Signature of newly elected Trustee

Subscribed and sworn to before me this 8th day of May, 2017

Notary Public for the State of Montana

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Give the certificate and oath to the elected trustee and to the county superintendent, [20-20-416](#) and [20-3-307](#), MCA

**CERTIFICATE OF ELECTION OF TRUSTEE
BY ACCLAMATION**

THIS IS TO CERTIFY that **Steven Van Grinsven** was duly elected by acclamation to fill the office of Trustee for Potomac School District No. 11 of Missoula County, State of Montana, for a term of 3 years, beginning on the 8th day of May, 2017 and ending at the Trustee organizational meeting in May, 2020.

DATED this 8th day of May, 2017

Print Board Chair's Name

Board Chair Signature

Print District Clerk's Name

District Clerk Signature

Potomac School District No.11, Missoula County, State of Montana

Please file the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324](#), MCA. You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear that I will support, protect and defend the Constitution of the United States, and the Constitution of the State of Montana, and that I will discharge the duties of my office with fidelity.

Print newly elected Trustee's Name

Signature of newly elected Trustee

Subscribed and sworn to before me this day of May, 2017

Notary Public for the State of Montana

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Give the certificate and oath to the elected trustee and to the county superintendent, [20-20-416](#) and [20-3-307](#), MCA



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May 8, 2017

Missoula County Finance office
200 W Broadway
Missoula, MT 59802

To whom it may concern ,

Please be advised that as a result of a general meeting of the Board for Potomac SD11, held on May 8, 2017, we hereby *authorize* the following people to be valid signers on warrants issued on First Interstate Bank, Missoula County account #1400949473 in the name of Potomac Elementary School District 11. *Signature card is attached.*

Gary Long
Craig V
Nelson
Kelsy Ployhar
Jill M Thornton
Clifford C Vann
Steven Van Grinvsen

~~~~~  
Also be advised that as a further result of the general meeting of the Board for Potomac SD11, held on May 8, 2017, we hereby designate the *deletion* of the following individuals as authorized signers and the extent of his authorization was for the warrants issued on First Interstate Bank, Missoula County account #1400949473 in the name of Potomac Elementary School District 11.

Jason Nordberg

Sincerely,

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date





# Potomac Elementary School

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## MISSOULA COUNTY TREASURER SIGNATURE CARD

CODE 7 CLAIMS  
CODE 8 PAYROLL  
FUND 7711

May 8, 2017

THE UNDERSIGNED PEOPLE ARE AUTHORIZED TO SIGN FOR POTOMAC ELEMENTARY SD 11

WARRANTS DRAWN ON FIRST INTERSTATE BANKACCOUNT NUMBER 1400949473,  
UNDER THE ACCOUNT NAME MISSOULA COUNTY TREASURER

\_\_\_\_\_  
Board Chair Printed Name

\_\_\_\_\_  
Clerk Printed Name

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Clerk Signature

\_\_\_\_\_  
Vice-Chair Printed Name

\_\_\_\_\_  
Vice-Chair Signature

\_\_\_\_\_  
Trustee Printed Name

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Trustee Printed Name

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Trustee Printed Name

\_\_\_\_\_  
Trustee Signature

| Claim  | Warrant      | Vendor #/Name                                  | Amount      |      |          | Acct/Source/ |     |      |
|--------|--------------|------------------------------------------------|-------------|------|----------|--------------|-----|------|
| Line # |              | Invoice #/Inv Date/Description                 | Line Amount | PO # | Fund Org | Prog-Func    | Obj | Proj |
| 14578  | 9314S 101276 | ANIMAL WONDERS                                 | 1,155.00    |      |          |              |     |      |
| 1      |              | PES005 04/18/17 5 week Wildlife Educator cours | 825.00      |      | 101      | 100-1000     | 330 |      |
| 2      |              | PES005 04/18/17 Animal Presentation            | 330.00      |      | 101      | 100-1000     | 330 |      |
| 14587  | 9315S        | 3 BLACKFOOT TELEPHONE COOPERATI                | 523.08      |      |          |              |     |      |
| 1      |              | 05/01/17 Telephone                             | 523.08      |      | 101      | 100-2600     | 531 |      |
| 14579  | 9316S 101303 | BUSINESS CARD 6227                             | 174.61      |      |          |              |     |      |
| 1      |              | CC-428 04/04/17 Rake & WD40                    | 25.77       |      | 101      | 625          |     |      |
|        |              | LOWES                                          |             |      |          |              |     |      |
| 2      |              | CC-428 04/13/17 Vacuum Bags                    | 17.00       |      | 101      | 625          |     |      |
|        |              | MONTANA BROOM & BRUSH                          |             |      |          |              |     |      |
| 3      |              | CC-428 04/19/17 Weatherstripping               | 131.84      |      | 101      | 625          |     |      |
|        |              | LOWES                                          |             |      |          |              |     |      |
| 14580  | 9317S 101304 | BUSINESS CARD 6973                             | 516.04      |      |          |              |     |      |
| 1      |              | CC-429 03/27/17 Dishwasher Detergent           | 85.68       |      | 112      | 625          |     |      |
|        |              | BARGREEN ELLINGSON                             |             |      |          |              |     |      |
| 2      |              | CC-429 03/27/17 Fruit and Veggies              | 66.26       |      | 112      | 625          |     |      |
|        |              | COSTCO                                         |             |      |          |              |     |      |
| 3      |              | CC-429 03/31/17 Bleach                         | 2.88        |      | 112      | 625          |     |      |
|        |              | WAL-MART                                       |             |      |          |              |     |      |
| 4      |              | CC-429 04/02/17 Food                           | 9.98        |      | 112      | 625          |     |      |
|        |              | CORY'S VALLEY MARKET                           |             |      |          |              |     |      |
| 5      |              | CC-429 04/10/17 Food                           | 7.98        |      | 112      | 625          |     |      |
|        |              | CORY'S VALLEY MARKET                           |             |      |          |              |     |      |
| 6      |              | CC-429 04/10/17 Food                           | 5.76        |      | 112      | 625          |     |      |
|        |              | CORY'S VALLEY MARKET                           |             |      |          |              |     |      |
| 7      |              | CC-429 04/10/17 Food                           | 75.67       |      | 112      | 625          |     |      |
|        |              | COSTCO                                         |             |      |          |              |     |      |
| 8      |              | CC-429 04/11/17 Food                           | 13.74       |      | 112      | 625          |     |      |
|        |              | CORY'S VALLEY MARKET                           |             |      |          |              |     |      |
| 9      |              | CC-429 04/16/17 Food                           | 3.99        |      | 112      | 625          |     |      |
|        |              | CORY'S VALLEY MARKET                           |             |      |          |              |     |      |
| 10     |              | CC-429 04/19/17 School Nutrition Conference    | 160.00      |      | 112      | 625          |     |      |
|        |              | MONTANA SCHOOL NUTRITION ASSN                  |             |      |          |              |     |      |

| Claim  | Warrant      | Vendor #/Name                                | Amount      |      |                     | Acct/Source/  |     |      |
|--------|--------------|----------------------------------------------|-------------|------|---------------------|---------------|-----|------|
| Line # |              | Invoice #/Inv Date/Description               | Line Amount | PO # | Fund Org            | Prog-Func     | Obj | Proj |
| 11     |              | CC-429 04/22/17 Food                         | 84.10       |      | 112 625             |               |     |      |
|        |              | COSTCO                                       |             |      |                     |               |     |      |
|        |              |                                              |             |      | CC Accounting: 112- | -910-3100-570 |     |      |
| 14581  | 9318S 101125 | BUSINESS CARD 8901                           | 16.99       |      |                     |               |     |      |
| 1      |              | CC-430 03/30/17 iTunes App Spec Ed           | 16.99       |      | 101 625             |               |     |      |
|        |              |                                              |             |      | CC Accounting: 101- | -280-1000-610 |     |      |
| 14582  | 9319S        | 42 CENEX HARVEST STATES                      | 2,070.05    |      |                     |               |     |      |
| 1      |              | 124713 04/11/17 Heating Fuel                 | 2,070.05    |      | 101                 | 100-2600      | 411 |      |
| 14583  | 9320S 101312 | CRISP WATER TECHNOLOGIES, INC                | 85.00       |      |                     |               |     |      |
| 1      |              | 8493 05/04/17 Water Testing                  | 85.00       |      | 101                 | 100-2600      | 330 |      |
| 14584  | 9321S 101343 | JEM & R, LLC                                 | 400.00      |      |                     |               |     |      |
| 1      |              | MT21-17-57 04/14/17 21st Cent Data Fee       | 400.00      |      | 115                 | 100-1000      | 500 | 121  |
| 14589  | 9322S        | 82 MAJESTIC BUS SERVICE, INC                 | 10,306.03   |      |                     |               |     |      |
| 1      |              | 6175 04/11/17 Track to Frenchtown            | 200.24      |      | 115                 | 100-1000      | 582 | 102  |
| 2      |              | 6176 04/14/17 Explorers to Fort Missoula     | 206.05      |      | 115                 | 100-1000      | 582 | 121  |
| 3      |              | 6184 04/18/17 Field Trip to Dennison Theater | 129.35      |      | 115                 | 100-1000      | 582 | 102  |
| 4      |              | 6185 04/18/17 2nd trip to Dennison Theater   | 129.35      |      | 115                 | 100-1000      | 582 | 102  |
| 5      |              | 6186 04/21/17 Explorers to Salish Kootenai C | 452.97      |      | 115                 | 100-1000      | 582 | 121  |
| 6      |              | 6208 04/27/17 Track to Frenchtown            | 174.37      |      | 115                 | 100-1000      | 582 | 102  |
| 7      |              | 6210 05/01/17 Morrison Lane                  | 348.70      |      | 110                 | 100-2700      | 513 |      |
| 8      |              | 6211 05/01/17 Bus Contract                   | 8,665.00    |      | 110                 | 100-2700      | 513 |      |
| 14585  | 9323S        | 67 MISSOULA COUNTY SUPERINTENDEN             | 47.00       |      |                     |               |     |      |
| 1      |              | 04/25/17 SB307 Advertisement                 | 47.00       |      | 101                 | 100-2500      | 540 |      |
| 14586  | 9324S        | 10 MISSOULA ELECTRIC COOP INC                | 1,481.01    |      |                     |               |     |      |
| 1      |              | 04/27/17 School Electricity                  | 710.49      |      | 101                 | 100-2600      | 412 |      |
| 2      |              | 04/27/17 Comm Ctr Electricity                | 770.52      |      | 101                 | 100-2620      | 412 |      |
| 14588  | 9325S        | 64 MISSOULA TEXTILE SERVICES                 | 221.59      |      |                     |               |     |      |
| 1      |              | 910708 04/06/17 Maintenance Supplies         | 102.72      |      | 101                 | 100-2600      | 610 |      |
| 2      |              | S913770 04/13/17 Maintenance Supplies        | 9.36        |      | 101                 | 100-2600      | 610 |      |
| 3      |              | 915387 04/20/17 Maintenance Supplies         | 109.51      |      | 101                 | 100-2600      | 610 |      |
| 14590  | 9326S 101344 | MONTANA SHAKESPEAR IN THE PARKS              | 800.00      |      |                     |               |     |      |
| 1      |              | 02/07/17 May 8th workshops/performance       | 800.00      |      | 115                 | 412-1000      | 330 |      |
| 14596  | 9327S        | 5 POTOMAC SCHOOL STUDENT ACTIVI              | 72.00       |      |                     |               |     |      |
| 1      |              | 05/01/17 Reimb Student Accts Refs            | 72.00       |      | 101                 | 710-3500      | 610 |      |

**Quick Reference for Expenditure Coding**

| Fund Codes            | Program Codes            | Function Codes                | Object Codes                   |
|-----------------------|--------------------------|-------------------------------|--------------------------------|
| 101 General Fund      | 100's Regular Programs   | 1000's Instruction            | 100's Personnel Salaries       |
| 110 Trans Fund        | 120's Contingency Funds  | 2225's School Library         | 200's Personnel Benefits       |
| 112 Food Fund         | 280's Special Education  | 2310's Board of Trustees      | 300's Prof Services            |
| 114 Retirement Fund   | 300's State Grants       | 2400's Administration         | 400's Purchased Property       |
| 115 Misc Fund         | 400's Federal Grants     | 2500's Business Services      | 500's Other Purchased          |
| 117 Adult Ed Fund     | 700's Extracurricular    | 2600's Operations & Maint     | 600's Supplies & Materials     |
| 128 Tech Fund         | 800's Community Services | 2620's Comm Ctr Oper & Maint  | 700's Prop & Equip Acquisition |
| 161 Bldg Reserve Fund | 910's Food Services      | 2700's Student Transportation | 800's Other Expenditures       |
|                       |                          | 3100's Food Services          |                                |
|                       |                          | 3500's Extracurricular        |                                |

Example  
101-100-2600-411 is a Regular General Fund Expenditure for School Heating Fuel

| Claim  | Warrant      | Vendor #/Name                                | Amount      |      |          | Acct/Source/ |     |      |
|--------|--------------|----------------------------------------------|-------------|------|----------|--------------|-----|------|
| Line # |              | Invoice #/Inv Date/Description               | Line Amount | PO # | Fund Org | Prog-Func    | Obj | Proj |
| 14591  | 9328S        | 9 REPUBLIC SERVICES #889                     | 262.60      |      |          |              |     |      |
| 1      |              | 04/28/17 Disposal Services School            | 131.30      |      | 101      | 100-2600     | 431 |      |
| 2      |              | 04/28/17 Disposal Services Comm Ctr          | 131.30      |      | 101      | 100-2620     | 431 |      |
| 14593  | 9329S 101285 | SCHOOL NUTRITION ASSOCIATION                 | 127.00      |      |          |              |     |      |
| 1      |              | #627509 05/01/17 SNA Membership Dues         | 127.00      |      | 112      | 910-3100     | 810 |      |
| 14592  | 9330S        | 25 SYSCO FOOD SERVICES OF MT INC             | 2,575.13    |      |          |              |     |      |
| 1      |              | 143185592 04/04/17 Food                      | 339.03      |      | 112      | 910-3100     | 570 |      |
| 2      |              | 143185593 04/04/17 Food                      | 110.98      |      | 112      | 910-3100     | 570 |      |
| 3      |              | 143185593 04/06/17 Food                      | -16.81      |      | 112      | 910-3100     | 570 |      |
| 4      |              | 143190433 04/07/17 Food                      | 282.49      |      | 112      | 910-3100     | 570 |      |
| 5      |              | 143195082 04/11/17 Food                      | 378.13      |      | 112      | 910-3100     | 570 |      |
| 6      |              | 143195082 04/11/17 Supplies                  | 42.13       |      | 112      | 910-3100     | 610 |      |
| 7      |              | 143200270 04/14/17 Food                      | 183.50      |      | 112      | 910-3100     | 570 |      |
| 8      |              | 143204659 04/18/17 Food                      | 195.02      |      | 112      | 910-3100     | 570 |      |
| 9      |              | 143204658 04/18/17 Food                      | 235.05      |      | 112      | 910-3100     | 570 |      |
| 10     |              | 143207684 04/20/17 Food                      | -16.97      |      | 112      | 910-3100     | 570 |      |
| 11     |              | 143209247 04/21/17 Food                      | 333.16      |      | 112      | 910-3100     | 570 |      |
| 12     |              | 143219117 04/28/17 Food                      | 356.16      |      | 112      | 910-3100     | 570 |      |
| 13     |              | 143219116 04/28/17 Food                      | 153.26      |      | 112      | 910-3100     | 570 |      |
| 14594  | 9331S 100893 | TOTAL EDUCATIONAL SOLUTIONS IN               | 444.00      |      |          |              |     |      |
| 1      |              | 9088 04/30/17 Annual Subscrip for 12 SMART B | 444.00      |      | 101      | 128-2500     | 680 |      |
| 14595  | 9332S 101180 | WCP SOLUTIONS                                | 730.80      |      |          |              |     |      |
| 1      |              | 10082756 04/13/17 Paper Order                | 145.60      |      | 101      | 100-1000     | 610 |      |
| 2      |              | 10093246 04/28/17 Paper Order                | 478.00      |      | 101      | 100-1000     | 610 |      |
| 3      |              | 10097449 05/02/17 Paper Order                | 107.20      |      | 101      | 100-1000     | 610 |      |

# of Claims 19 Total: 22,007.93

22,007.93

### Quick Reference for Expenditure Coding

| Fund Codes            | Program Codes            | Function Codes                | Object Codes                   |
|-----------------------|--------------------------|-------------------------------|--------------------------------|
| 101 General Fund      | 100's Regular Programs   | 1000's Instruction            | 100's Personnel Salaries       |
| 110 Trans Fund        | 120's Contingency Funds  | 2225's School Library         | 200's Personnel Benefits       |
| 112 Food Fund         | 280's Special Education  | 2310's Board of Trustees      | 300's Prof Services            |
| 114 Retirement Fund   | 300's State Grants       | 2400's Administration         | 400's Purchased Property       |
| 115 Misc Fund         | 400's Federal Grants     | 2500's Business Services      | 500's Other Purchased          |
| 117 Adult Ed Fund     | 700's Extracurricular    | 2600's Operations & Maint     | 600's Supplies & Materials     |
| 128 Tech Fund         | 800's Community Services | 2620's Comm Ctr Oper & Maint  | 700's Prop & Equip Acquisition |
| 161 Bldg Reserve Fund | 910's Food Services      | 2700's Student Transportation | 800's Other Expenditures       |
|                       |                          | 3100's Food Services          |                                |
|                       |                          | 3500's Extracurricular        |                                |

Example  
101-100-2600-411 is a Regular General Fund Expenditure for School Heating Fuel

05/06/17  
18:52:00

POTOMAC ELEMENTARY SCHOOL  
Credit Card Transactions Paid by Credit Card Vendor  
For the Accounting Period: 5/17

Page: 1 of 1  
Report ID: CC100

| CC Vendor         | Check# | Claim# | CC # | PO # | Check |      | Vendor Paid       | Description          | Amount | Fund | Org | Prg-Func-Obj | Proj |
|-------------------|--------|--------|------|------|-------|------|-------------------|----------------------|--------|------|-----|--------------|------|
|                   |        |        |      |      | Ln#   | Per  |                   |                      |        |      |     |              |      |
| BUSINESS CARD 622 | 9316   | 14579  | 428  |      | 1     | 5/17 | LOWES             | Rake & WD40          | 25.77  | 101  |     | 100-2600-610 |      |
|                   | 9316   | 14579  | 428  |      | 2     | 5/17 | MONTANA BROOM & B | Vacuum Bags          | 17.00  | 101  |     | 100-2600-610 |      |
|                   | 9316   | 14579  | 428  |      | 3     | 5/17 | LOWES             | Weatherstripping     | 131.84 | 101  |     | 100-2600-610 |      |
|                   | Total  |        |      |      |       |      |                   |                      | 174.61 |      |     |              |      |
| BUSINESS CARD 697 | 9317   | 14580  | 429  |      | 1     | 5/17 | BARGREEN ELLINGSO | Dishwasher Detergent | 85.68  | 112  |     | 910-3100-610 |      |
|                   | 9317   | 14580  | 429  |      | 2     | 5/17 | COSTCO            | Fruit and Veggies    | 66.26  | 112  |     | 910-3100-570 |      |
|                   | 9317   | 14580  | 429  |      | 3     | 5/17 | WAL-MART          | Bleach               | 2.88   | 112  |     | 910-3100-610 |      |
|                   | 9317   | 14580  | 429  |      | 4     | 5/17 | CORY'S VALLEY MAR | Food                 | 9.98   | 112  |     | 910-3100-570 |      |
|                   | 9317   | 14580  | 429  |      | 5     | 5/17 | CORY'S VALLEY MAR | Food                 | 7.98   | 112  |     | 910-3100-570 |      |
|                   | 9317   | 14580  | 429  |      | 6     | 5/17 | CORY'S VALLEY MAR | Food                 | 5.76   | 112  |     | 910-3100-570 |      |
|                   | 9317   | 14580  | 429  |      | 7     | 5/17 | COSTCO            | Food                 | 75.67  | 112  |     | 910-3100-570 |      |
|                   | 9317   | 14580  | 429  |      | 8     | 5/17 | CORY'S VALLEY MAR | Food                 | 13.74  | 112  |     | 910-3100-570 |      |
|                   | 9317   | 14580  | 429  |      | 9     | 5/17 | CORY'S VALLEY MAR | Food                 | 3.99   | 112  |     | 910-3100-570 |      |
|                   | 9317   | 14580  | 429  |      | 10    | 5/17 | MONTANA SCHOOL NU | School Nutrition     | 160.00 | 112  |     | 910-3100-330 |      |
|                   | 9317   | 14580  | 429  |      | 11    | 5/17 | COSTCO            | Food                 | 84.10  | 112  |     | 910-3100-570 |      |
| Total             |        |        |      |      |       |      |                   | 516.04               |        |      |     |              |      |
| BUSINESS CARD 890 | 9318   | 14581  | 430  |      | 1     | 5/17 |                   | iTunes App Spec Ed   | 16.99  | 101  |     | 280-1000-610 |      |
|                   | Total  |        |      |      |       |      |                   |                      | 16.99  |      |     |              |      |
| Grand Total:      |        |        |      |      |       |      |                   |                      | 707.64 |      |     |              |      |

Total for Payroll Checks

|                                 | Employee  | Employer | Amount    |
|---------------------------------|-----------|----------|-----------|
| J001 HOURS (REGULAR SUB)        | 6.50      |          | 520.00    |
| J007 HOURS (21 CENTURY AIDE)    | 39.29     |          | 653.00    |
| J011 HOURS (21ST CENT ADMIN)    | 56.50     |          | 1,173.51  |
| OTHE HOURS (Other Time Used)    | 1.00      |          | 31.54     |
| PERS HOURS (Personal Time Used) | 27.75     |          | 451.14    |
| REG HOURS (Regular Time)        | 2,513.26  |          | 44,469.39 |
| SICK HOURS (Sick Time)          | 21.50     |          | 479.77    |
| VACA HOURS (Vacation Time Used) | 28.50     |          | 806.37    |
| GROSS PAY                       | 48,584.72 | 0.00     |           |
| NET PAY                         | 30,701.61 | 0.00     |           |
| NET PAY (CHECKS)                | 4,727.72  |          |           |
| NET PAY (DIRECT DEPOSIT)        | 25,973.89 |          |           |
| ACCIDENT/AFA                    | 47.45     | 0.00     |           |
| ADD'L MUST                      | 284.33    | 0.00     |           |
| ANNUITY - AMFID                 | 60.00     | 0.00     |           |
| CANCER/AFA                      | 16.30     | 0.00     |           |
| FIT                             | 3,457.85  | 0.00     |           |
| FLEX PLAN                       | 687.50    | 0.00     |           |
| HEALTH - MUST                   | 3,685.00  | 8,942.00 |           |
| MEDICARE                        | 634.93    | 634.93   |           |
| P.E.R.S.                        | 677.77    | 694.94   |           |
| PACE                            | 83.01     | 0.00     |           |
| PEA/MEA                         | 437.09    | 0.00     |           |
| SIT                             | 1,629.00  | 0.00     |           |
| SOCIAL SECURITY                 | 2,714.88  | 2,714.88 |           |
| TAXED CANCER                    | 4.60      | 0.00     |           |
| TRS                             | 3,247.40  | 3,494.42 |           |
| UNEMPL. INSUR.                  | 0.00      | 179.76   |           |
| UNUM LIFE INS C                 | 16.00     | 11.20    |           |
| VALIC                           | 200.00    | 0.00     |           |
| WORKERS' COMP                   | 0.00      | 608.22   |           |
| 1ST INTERSTATE                  | 1,289.47  | 0.00     |           |
| CAB                             | 1,194.68  | 0.00     |           |
| CS                              | 1,898.63  | 0.00     |           |
| FSBMSLA                         | 2,912.24  | 0.00     |           |
| MECU                            | 3,692.17  | 0.00     |           |
| MFCU                            | 3,748.36  | 0.00     |           |
| MFIRSTCU                        | 1,503.45  | 0.00     |           |
| PSCU                            | 2,233.19  | 0.00     |           |
| TRB                             | 3,760.28  | 0.00     |           |
| USB                             | 2,043.87  | 0.00     |           |
| WSB                             | 1,697.55  | 0.00     |           |
| FIT/SIT BASE                    | 39,662.97 | 0.00     |           |
| MEDICARE BASE                   | 43,788.14 | 0.00     |           |
| PERS BASE                       | 8,579.45  | 0.00     |           |
| SOC SEC BASE                    | 43,788.14 | 0.00     |           |
| TRS BASE                        | 39,845.27 | 0.00     |           |
| UN BASE                         | 48,584.72 | 0.00     |           |
| WC BASE                         | 48,584.72 | 0.00     |           |

Total 17,280.35  
Total Payroll Expense (Gross Pay + Employer Contributions): 65,865.07

Potomac Student Accounts  
**General Ledger**  
 As of April 30, 2017

|                                        | Date       | Num  | Name               | Memo     | Debit           | Credit       | Balance          |
|----------------------------------------|------------|------|--------------------|----------|-----------------|--------------|------------------|
| <b>Petty Cash</b>                      |            |      |                    |          |                 |              | <b>809.75</b>    |
|                                        | 04/30/2017 | dep  |                    | Deposit  | 277.25          |              | 1,087.00         |
| <b>Total Petty Cash</b>                |            |      |                    |          | <b>277.25</b>   | <b>0.00</b>  | <b>1,087.00</b>  |
| <b>Two Rivers accts</b>                |            |      |                    |          |                 |              | <b>25,473.58</b> |
| <b>Bike-a-Thon</b>                     |            |      |                    |          |                 |              | <b>8,152.00</b>  |
| <b>Book Fair</b>                       |            |      |                    |          |                 |              | <b>336.69</b>    |
| <b>Class of 2017</b>                   |            |      |                    |          |                 |              | <b>3,941.96</b>  |
| <b>8th Grade Fund</b>                  |            |      |                    |          |                 |              | <b>2,333.26</b>  |
| <b>Donation Bake Sale - Staff Conc</b> |            |      |                    |          |                 |              | <b>793.93</b>    |
| <b>S.t.r.e.a.m. (explorers)</b>        |            |      |                    |          |                 |              | <b>4,169.92</b>  |
|                                        | 04/11/2017 | 2303 | Business Card 8695 | Supplies |                 | 14.20        | 4,155.72         |
| <b>Total S.t.r.e.a.m. (explorers)</b>  |            |      |                    |          | <b>0.00</b>     | <b>14.20</b> | <b>4,155.72</b>  |
| <b>Music</b>                           |            |      |                    |          |                 |              | <b>1,284.52</b>  |
| <b>Science Activity</b>                |            |      |                    |          |                 |              | <b>841.51</b>    |
| <b>Outdoor School</b>                  |            |      |                    |          |                 |              | <b>217.06</b>    |
| <b>Robotics</b>                        |            |      |                    |          |                 |              | <b>363.74</b>    |
| <b>Misc Science Donations</b>          |            |      |                    |          |                 |              | <b>138.58</b>    |
| <b>Olympiad</b>                        |            |      |                    |          |                 |              | <b>122.13</b>    |
| <b>Total Science Activity</b>          |            |      |                    |          |                 |              | <b>841.51</b>    |
| <b>Student Activities</b>              |            |      |                    |          |                 |              | <b>1,845.91</b>  |
| <b>Student Council</b>                 |            |      |                    |          |                 |              | <b>3,615.43</b>  |
| <b>Two Rivers accts - Other</b>        |            |      |                    |          |                 |              | <b>-1,841.55</b> |
|                                        | 04/30/2017 | dep  |                    | Deposit  | 1,769.55        |              | -72.00           |
| <b>Total Two Rivers accts - Other</b>  |            |      |                    |          | <b>1,769.55</b> | <b>0.00</b>  | <b>-72.00</b>    |
| <b>Total Two Rivers accts</b>          |            |      |                    |          | <b>1,769.55</b> | <b>14.20</b> | <b>27,228.93</b> |

POTOMAC ELEMENTARY SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 17

101 GENERAL FUND

| Program-Function-Object   | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Avai l able<br>Appropriation | %<br>Commi tted |
|---------------------------|----------------------------|------------------|---------------------------|--------------------------|------------------------------|-----------------|
| 100 Regular Ed. Programs  |                            |                  |                           |                          |                              |                 |
| 100 Regular Ed. Programs  |                            |                  |                           |                          |                              |                 |
| 1000 Instruction          |                            |                  |                           |                          |                              |                 |
| 112 Professional Ed.      | 25,705.27                  | 226,728.91       | 305,439.00                | 305,439.00               | 78,710.09                    | 74 %            |
| 117 Teacher's Aides       | 1,024.64                   | 9,106.02         | 14,768.00                 | 14,768.00                | 5,661.98                     | 61 %            |
| 122 Prof/Ed/Sub Teachers  | 520.00                     | 4,680.02         | 7,600.00                  | 6,100.00                 | 1,419.98                     | 76 %            |
| 250 Workers' Comp.        | 173.73                     | 1,320.42         | 1,700.00                  | 1,700.00                 | 379.58                       | 77 %            |
| 260 Health Insurance      | 4,727.15                   | 42,121.26        | 54,972.00                 | 54,257.00                | 12,135.74                    | 77 %            |
| 330 Other Professional    | 1,155.00                   | 1,628.24         | 1,600.00                  | 0.00                     | -1,628.24                    | *** %           |
| 516 Field Trips           | 0.00                       | 0.00             | 400.00                    | 0.00                     | 0.00                         | 0 %             |
| 582 Travel Out-of-Dist.   | 0.00                       | 220.89           | 1,700.00                  | 700.00                   | 479.11                       | 31 %            |
| 610 Supplies              | 730.80                     | 6,978.91         | 13,000.00                 | 13,000.00                | 6,021.09                     | 53 %            |
| 640 Books                 | 0.00                       | 110.50           | 2,800.00                  | 1,100.00                 | 989.50                       | 10 %            |
| 680 Software              | 0.00                       | 0.00             | 800.00                    | 0.00                     | 0.00                         | 0 %             |
| 810 Dues and Fees         | 0.00                       | 0.00             | 100.00                    | 0.00                     | 0.00                         | 0 %             |
| Function Total:           | 34,036.59                  | 292,895.17       | 404,879.00                | 397,064.00               | 104,168.83                   | 73 %            |
| 2225 School Library       |                            |                  |                           |                          |                              |                 |
| 640 Books                 | 0.00                       | 0.00             | 2,250.00                  | 0.00                     | 0.00                         | 0 %             |
| Function Total:           | 0.00                       | 0.00             | 2,250.00                  | 0.00                     | 0.00                         | 0 %             |
| 2310 Board of Trustees    |                            |                  |                           |                          |                              |                 |
| 330 Other Professional    | 0.00                       | 2,081.39         | 1,200.00                  | 1,200.00                 | -881.39                      | 173 %           |
| 610 Supplies              | 0.00                       | 140.00           | 0.00                      | 140.00                   | 0.00                         | 100 %           |
| 810 Dues and Fees         | 0.00                       | 1,570.10         | 1,600.00                  | 1,600.00                 | 29.90                        | 98 %            |
| Function Total:           | 0.00                       | 3,791.49         | 2,800.00                  | 2,940.00                 | -851.49                      | 128 %           |
| 2400 School Admi n.       |                            |                  |                           |                          |                              |                 |
| 111 Administrative        | 4,000.00                   | 39,999.99        | 48,000.00                 | 48,000.00                | 8,000.01                     | 83 %            |
| 115 Office/Clerical       | 2,073.68                   | 17,273.07        | 23,917.00                 | 23,917.00                | 6,643.93                     | 72 %            |
| 250 Workers' Comp.        | 38.72                      | 299.54           | 375.00                    | 375.00                   | 75.46                        | 79 %            |
| 260 Health Insurance      | 920.70                     | 8,667.00         | 11,340.00                 | 11,340.00                | 2,673.00                     | 76 %            |
| 330 Other Professional    | 0.00                       | 1,791.70         | 4,300.00                  | 2,300.00                 | 508.30                       | 77 %            |
| 582 Travel Out-of-Dist.   | 0.00                       | 350.84           | 900.00                    | 900.00                   | 549.16                       | 38 %            |
| 640 Books                 | 0.00                       | 0.00             | 80.00                     | 80.00                    | 80.00                        | 0 %             |
| 810 Dues and Fees         | 0.00                       | 25.00            | 1,500.00                  | 1,500.00                 | 1,475.00                     | 1 %             |
| Function Total:           | 7,033.10                   | 68,407.14        | 90,412.00                 | 88,412.00                | 20,004.86                    | 77 %            |
| 2500 Sup. Serv. -Business |                            |                  |                           |                          |                              |                 |
| 111 Administrative        | 959.21                     | 14,040.33        | 20,773.00                 | 18,738.00                | 4,697.67                     | 74 %            |
| 250 Workers' Comp.        | 6.11                       | 75.27            | 110.00                    | 110.00                   | 34.73                        | 68 %            |
| 260 Health Insurance      | 340.20                     | 3,061.80         | 4,089.00                  | 4,089.00                 | 1,027.20                     | 74 %            |
| 330 Other Professional    | 0.00                       | 3,365.50         | 11,000.00                 | 11,000.00                | 7,634.50                     | 30 %            |
| 532 Postage               | 0.00                       | 605.18           | 800.00                    | 800.00                   | 194.82                       | 75 %            |
| 540 Advertising           | 47.00                      | 104.15           | 100.00                    | 100.00                   | -4.15                        | 104 %           |
| 582 Travel Out-of-Dist.   | 0.00                       | 125.00           | 750.00                    | 750.00                   | 625.00                       | 16 %            |
| 610 Supplies              | 0.00                       | 256.31           | 55.00                     | 260.00                   | 3.69                         | 98 %            |
| 680 Software              | 0.00                       | 0.00             | 100.00                    | 100.00                   | 100.00                       | 0 %             |
| 681 Computer Software     | 0.00                       | 295.00           | 0.00                      | 295.00                   | 0.00                         | 100 %           |
| 810 Dues and Fees         | 0.00                       | 110.00           | 195.00                    | 195.00                   | 85.00                        | 56 %            |
| Function Total:           | 1,352.52                   | 22,038.54        | 37,972.00                 | 36,437.00                | 14,398.46                    | 60 %            |



POTOMAC ELEMENTARY SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 17

101 GENERAL FUND

| Program-Function-Object            | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Avai lable<br>Appropriation | %<br>Committed |
|------------------------------------|----------------------------|------------------|---------------------------|--------------------------|-----------------------------|----------------|
| 100 Regular Ed. Programs           |                            |                  |                           |                          |                             |                |
| 100 Regular Ed. Programs           |                            |                  |                           |                          |                             |                |
| 2600 Oper. & Maint. Plant          |                            |                  |                           |                          |                             |                |
| 114 Custodial/Maint                | 1,186.28                   | 11,400.08        | 15,600.00                 | 15,600.00                | 4,199.92                    | 73 %           |
| 250 Workers' Comp.                 | 93.28                      | 716.44           | 750.00                    | 985.00                   | 268.56                      | 72 %           |
| 260 Health Insurance               | 253.80                     | 2,284.26         | 3,240.00                  | 3,240.00                 | 955.74                      | 70 %           |
| 330 Other Professional             | 85.00                      | 5,259.66         | 5,050.00                  | 5,050.00                 | -209.66                     | 104 %          |
| 411 Gas                            | 2,070.05                   | 4,726.40         | 3,500.00                  | 3,500.00                 | -1,226.40                   | 135 %          |
| 412 Electricity                    | 710.49                     | 7,329.91         | 8,000.00                  | 8,000.00                 | 670.09                      | 91 %           |
| 431 Disposal Services              | 131.30                     | 1,296.40         | 1,470.00                  | 1,470.00                 | 173.60                      | 88 %           |
| 440 Repair and Maint.              | 0.00                       | 950.00           | 0.00                      | 950.00                   | 0.00                        | 100 %          |
| 520 Insurance                      | 0.00                       | 0.00             | 8,600.00                  | 8,600.00                 | 8,600.00                    | 0 %            |
| 531 Telephone                      | 523.08                     | 5,116.49         | 7,000.00                  | 7,000.00                 | 1,883.51                    | 73 %           |
| 582 Travel Out-of-Dist.            | 0.00                       | 60.00            | 550.00                    | 550.00                   | 490.00                      | 10 %           |
| 610 Supplies                       | 396.20                     | 5,114.43         | 7,500.00                  | 7,500.00                 | 2,385.57                    | 68 %           |
| 810 Dues and Fees                  | 0.00                       | 100.00           | 100.00                    | 100.00                   | 0.00                        | 100 %          |
| Function Total:                    | 5,449.48                   | 44,354.07        | 61,360.00                 | 62,545.00                | 18,190.93                   | 70 %           |
| 2620 Operation of Community Center |                            |                  |                           |                          |                             |                |
| 114 Custodial/Maint                | 1,186.27                   | 11,399.40        | 15,600.00                 | 15,600.00                | 4,200.60                    | 73 %           |
| 250 Workers' Comp.                 | 93.28                      | 716.46           | 750.00                    | 985.00                   | 268.54                      | 72 %           |
| 260 Health Insurance               | 253.80                     | 2,284.14         | 3,240.00                  | 3,240.00                 | 955.86                      | 70 %           |
| 330 Other Professional             | 0.00                       | 1,537.00         | 850.00                    | 1,210.00                 | -327.00                     | 127 %          |
| 412 Electricity                    | 770.52                     | 6,433.68         | 10,000.00                 | 10,000.00                | 3,566.32                    | 64 %           |
| 431 Disposal Services              | 131.30                     | 1,264.61         | 1,470.00                  | 1,470.00                 | 205.39                      | 86 %           |
| 450 Rentals                        | 0.00                       | 0.00             | 1,200.00                  | 1,200.00                 | 1,200.00                    | 0 %            |
| 610 Supplies                       | 0.00                       | 1,173.48         | 400.00                    | 1,175.00                 | 1.52                        | 99 %           |
| 810 Dues and Fees                  | 0.00                       | 100.00           | 100.00                    | 100.00                   | 0.00                        | 100 %          |
| Function Total:                    | 2,435.17                   | 24,908.77        | 33,610.00                 | 34,980.00                | 10,071.23                   | 71 %           |
| Program Total:                     | 50,306.86                  | 456,395.18       | 633,283.00                | 622,378.00               | 165,982.82                  | 73 %           |
| 120 CONTINGENCY FUNDS              |                            |                  |                           |                          |                             |                |
| 2400 School Admin.                 |                            |                  |                           |                          |                             |                |
| 112 Professional Ed.               | 121.54                     | 1,662.91         | 2,500.00                  | 2,500.00                 | 837.09                      | 66 %           |
| 250 Workers' Comp.                 | 0.78                       | 8.32             | 10.00                     | 10.00                    | 1.68                        | 83 %           |
| Function Total:                    | 122.32                     | 1,671.23         | 2,510.00                  | 2,510.00                 | 838.77                      | 66 %           |
| 3500 Extracurricular/Ath.          |                            |                  |                           |                          |                             |                |
| 610 Supplies                       | 0.00                       | 0.00             | 1,640.00                  | 0.00                     | 0.00                        | 0 %            |
| 810 Dues and Fees                  | 0.00                       | 0.00             | 1,500.00                  | 0.00                     | 0.00                        | 0 %            |
| Function Total:                    | 0.00                       | 0.00             | 3,140.00                  | 0.00                     | 0.00                        | 0 %            |
| Program Total:                     | 122.32                     | 1,671.23         | 5,650.00                  | 2,510.00                 | 838.77                      | 66 %           |
| 128 Technology                     |                            |                  |                           |                          |                             |                |
| 2500 Sup. Serv. -Business          |                            |                  |                           |                          |                             |                |
| 330 Other Professional             | 0.00                       | 4,533.79         | 8,500.00                  | 8,500.00                 | 3,966.21                    | 53 %           |
| 610 Supplies                       | 0.00                       | 0.00             | 800.00                    | 800.00                   | 800.00                      | 0 %            |
| 680 Software                       | 444.00                     | 444.00           | 360.00                    | 360.00                   | -84.00                      | 123 %          |
| Function Total:                    | 444.00                     | 4,977.79         | 9,660.00                  | 9,660.00                 | 4,682.21                    | 51 %           |
| Program Total:                     | 444.00                     | 4,977.79         | 9,660.00                  | 9,660.00                 | 4,682.21                    | 51 %           |
| Program Group Total:               | 50,873.18                  | 463,044.20       | 648,593.00                | 634,548.00               | 171,503.80                  | 72 %           |

POTOMAC ELEMENTARY SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 17

101 GENERAL FUND

| Program-Function-Object   | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Avai l a b l e<br>Appropriation | %<br>Committed |
|---------------------------|----------------------------|------------------|---------------------------|--------------------------|---------------------------------|----------------|
| 200 Special Programs      |                            |                  |                           |                          |                                 |                |
| 280 Special Education     |                            |                  |                           |                          |                                 |                |
| 1000 Instruction          |                            |                  |                           |                          |                                 |                |
| 112 Professional Ed.      | 1,567.90                   | 16,201.62        | 18,815.00                 | 18,815.00                | 2,613.38                        | 86 %           |
| 117 Teacher's Aides       | 341.54                     | 2,915.07         | 9,000.00                  | 9,000.00                 | 6,084.93                        | 32 %           |
| 119 Other Sup. Salaries   | 1,773.15                   | 6,888.36         | 0.00                      | 8,820.00                 | 1,931.64                        | 78 %           |
| 250 Workers' Comp.        | 23.49                      | 143.74           | 135.00                    | 270.00                   | 126.26                          | 53 %           |
| 260 Health Insurance      | 404.99                     | 3,455.13         | 7,128.00                  | 7,128.00                 | 3,672.87                        | 48 %           |
| 610 Supplies              | 16.99                      | 16.99            | 0.00                      | 0.00                     | -16.99                          | *** %          |
| Function Total:           | 4,128.06                   | 29,620.91        | 35,078.00                 | 44,033.00                | 14,412.09                       | 67 %           |
| 6200 Resources Trans.     |                            |                  |                           |                          |                                 |                |
| 920 Res. Trans. Other Sch | 0.00                       | 1,590.65         | 2,800.00                  | 2,800.00                 | 1,209.35                        | 56 %           |
| Function Total:           | 0.00                       | 1,590.65         | 2,800.00                  | 2,800.00                 | 1,209.35                        | 56 %           |
| Program Total:            | 4,128.06                   | 31,211.56        | 37,878.00                 | 46,833.00                | 15,621.44                       | 66 %           |
| Program Group Total:      | 4,128.06                   | 31,211.56        | 37,878.00                 | 46,833.00                | 15,621.44                       | 66 %           |
| 300 Vocational Programs   |                            |                  |                           |                          |                                 |                |
| 365 Indian Ed             |                            |                  |                           |                          |                                 |                |
| 1000 Instruction          |                            |                  |                           |                          |                                 |                |
| 112 Professional Ed.      | 0.00                       | 3,024.00         | 3,024.00                  | 3,024.00                 | 0.00                            | 100 %          |
| Function Total:           | 0.00                       | 3,024.00         | 3,024.00                  | 3,024.00                 | 0.00                            | 100 %          |
| Program Total:            | 0.00                       | 3,024.00         | 3,024.00                  | 3,024.00                 | 0.00                            | 100 %          |
| Program Group Total:      | 0.00                       | 3,024.00         | 3,024.00                  | 3,024.00                 | 0.00                            | 100 %          |
| 700                       |                            |                  |                           |                          |                                 |                |
| 710 School Sponsored Ext  |                            |                  |                           |                          |                                 |                |
| 3500 Extracurricular/Ath. |                            |                  |                           |                          |                                 |                |
| 610 Supplies              | 72.00                      | 347.95           | 0.00                      | 1,640.00                 | 1,292.05                        | 21 %           |
| 810 Dues and Fees         | 0.00                       | 1,752.00         | 600.00                    | 1,500.00                 | -252.00                         | 116 %          |
| Function Total:           | 72.00                      | 2,099.95         | 600.00                    | 3,140.00                 | 1,040.05                        | 66 %           |
| Program Total:            | 72.00                      | 2,099.95         | 600.00                    | 3,140.00                 | 1,040.05                        | 66 %           |
| Program Group Total:      | 72.00                      | 2,099.95         | 600.00                    | 3,140.00                 | 1,040.05                        | 66 %           |
| 900 Enterprise Programs   |                            |                  |                           |                          |                                 |                |
| 910 Food Services         |                            |                  |                           |                          |                                 |                |
| 3100 Food Services        |                            |                  |                           |                          |                                 |                |
| 116 Cooks                 | 341.54                     | 2,936.23         | 3,692.00                  | 3,692.00                 | 755.77                          | 79 %           |
| 120 Temporary Salaries    | 0.00                       | 548.62           | 0.00                      | 550.00                   | 1.38                            | 99 %           |
| 250 Workers' Comp.        | 2.18                       | 413.47           | 30.00                     | 530.00                   | 116.53                          | 78 %           |
| 260 Health Insurance      | 640.43                     | 5,672.24         | 7,776.00                  | 7,776.00                 | 2,103.76                        | 72 %           |
| 570 Food Services         | 0.00                       | 1,459.16         | 1,500.00                  | 3,000.00                 | 1,540.84                        | 48 %           |
| 582 Travel Out-of-Dist.   | 0.00                       | 0.00             | 400.00                    | 400.00                   | 400.00                          | 0 %            |
| Function Total:           | 984.15                     | 11,029.72        | 13,398.00                 | 15,948.00                | 4,918.28                        | 69 %           |
| Program Total:            | 984.15                     | 11,029.72        | 13,398.00                 | 15,948.00                | 4,918.28                        | 69 %           |
| Program Group Total:      | 984.15                     | 11,029.72        | 13,398.00                 | 15,948.00                | 4,918.28                        | 69 %           |
| Fund Total:               | 56,057.39                  | 510,409.43       | 703,493.00                | 703,493.00               | 193,083.57                      | 72 %           |

POTOMAC ELEMENTARY SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 17

110 TRANSPORTATION FUND

| Program-Function-Object   | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|---------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 Regular Ed. Programs  |                            |                  |                           |                          |                            |                |
| 100 Regular Ed. Programs  |                            |                  |                           |                          |                            |                |
| 2500 Sup. Serv. -Business |                            |                  |                           |                          |                            |                |
| 111 Administrative        | 380.64                     | 4,932.16         | 7,556.12                  | 7,556.12                 | 2,623.96                   | 65 %           |
| 250 Workers' Comp.        | 2.43                       | 26.16            | 52.56                     | 52.56                    | 26.40                      | 49 %           |
| 260 Health Insurance      | 135.00                     | 1,215.00         | 1,620.00                  | 1,620.00                 | 405.00                     | 75 %           |
| Function Total:           | 518.07                     | 6,173.32         | 9,228.68                  | 9,228.68                 | 3,055.36                   | 66 %           |
| 2700 Student Transp.      |                            |                  |                           |                          |                            |                |
| 111 Administrative        | 1,333.33                   | 13,333.31        | 16,000.00                 | 16,000.00                | 2,666.69                   | 83 %           |
| 250 Workers' Comp.        | 8.51                       | 69.83            | 102.00                    | 102.00                   | 32.17                      | 68 %           |
| 260 Health Insurance      | 126.90                     | 1,269.00         | 1,518.00                  | 1,518.00                 | 249.00                     | 83 %           |
| 330 Other Professional    | 0.00                       | 65.00            | 0.00                      | 0.00                     | -65.00                     | *** %          |
| 513 Bus Contractors       | 9,013.70                   | 80,774.60        | 90,137.00                 | 90,137.00                | 9,362.40                   | 89 %           |
| 610 Supplies              | 0.00                       | 162.00           | 0.00                      | 0.00                     | -162.00                    | *** %          |
| Function Total:           | 10,482.44                  | 95,673.74        | 107,757.00                | 107,757.00               | 12,083.26                  | 88 %           |
| Program Total:            | 11,000.51                  | 101,847.06       | 116,985.68                | 116,985.68               | 15,138.62                  | 87 %           |
| Program Group Total:      | 11,000.51                  | 101,847.06       | 116,985.68                | 116,985.68               | 15,138.62                  | 87 %           |
| 500 Non-Public Sch/Prog   |                            |                  |                           |                          |                            |                |
| 510 Head Start            |                            |                  |                           |                          |                            |                |
| 2700 Student Transp.      |                            |                  |                           |                          |                            |                |
| 515 Trans. Contingency    | 0.00                       | 6,617.47         | 6,618.00                  | 6,618.00                 | 0.53                       | 99 %           |
| Function Total:           | 0.00                       | 6,617.47         | 6,618.00                  | 6,618.00                 | 0.53                       | 99 %           |
| Program Total:            | 0.00                       | 6,617.47         | 6,618.00                  | 6,618.00                 | 0.53                       | 99 %           |
| Program Group Total:      | 0.00                       | 6,617.47         | 6,618.00                  | 6,618.00                 | 0.53                       | 99 %           |
| Fund Total:               | 11,000.51                  | 108,464.53       | 123,603.68                | 123,603.68               | 15,139.15                  | 87 %           |

POTOMAC ELEMENTARY SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 17

112 FOOD SERVICES FUND

| Program-Function-Object | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|-------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 900 Enterprise Programs |                            |                  |                           |                          |                            |                |
| 910 Food Services       |                            |                  |                           |                          |                            |                |
| 3100 Food Services      |                            |                  |                           |                          |                            |                |
| 116 Cooks               | 1,757.70                   | 14,426.98        | 16,000.00                 | 16,000.00                | 1,573.02                   | 90 %           |
| 250 Workers' Comp.      | 138.21                     | 544.12           | 1,500.00                  | 1,500.00                 | 955.88                     | 36 %           |
| 330 Other Professional  | 160.00                     | 160.00           | 0.00                      | 0.00                     | -160.00                    | *** %          |
| 570 Food Services       | 2,800.48                   | 20,182.29        | 23,200.00                 | 23,200.00                | 3,017.71                   | 86 %           |
| 610 Supplies            | 130.69                     | 2,328.95         | 1,500.00                  | 1,500.00                 | -828.95                    | 155 %          |
| 810 Dues and Fees       | 127.00                     | 297.00           | 170.00                    | 170.00                   | -127.00                    | 174 %          |
| Function Total:         | 5,114.08                   | 37,939.34        | 42,370.00                 | 42,370.00                | 4,430.66                   | 89 %           |
| Program Total:          | 5,114.08                   | 37,939.34        | 42,370.00                 | 42,370.00                | 4,430.66                   | 89 %           |
| Program Group Total:    | 5,114.08                   | 37,939.34        | 42,370.00                 | 42,370.00                | 4,430.66                   | 89 %           |
| Fund Total:             | 5,114.08                   | 37,939.34        | 42,370.00                 | 42,370.00                | 4,430.66                   | 89 %           |
| Grand Total:            | 72,171.98                  | 656,813.30       | 869,466.68                | 869,466.68               | 212,653.38                 | 75 %           |

| Fund/Account/<br>Doc/Line #                   | Description                    | Invoice  | Invoice<br>Date | Acct.<br>Per. | Vendor                | Amount                             |
|-----------------------------------------------|--------------------------------|----------|-----------------|---------------|-----------------------|------------------------------------|
| 101 GENERAL FUND                              |                                |          |                 |               |                       |                                    |
| E 100-1000 Regular Ed. Programs-Instruction   |                                |          |                 |               |                       |                                    |
| 112 Professional Ed.                          |                                |          |                 |               |                       |                                    |
| PR 170500 1                                   | Payroll Expenditure            |          | / /             | 5/17          |                       | 25,705.27                          |
|                                               |                                |          |                 |               |                       | Object Total : 25,705.27           |
| 117 Teacher's Aides                           |                                |          |                 |               |                       |                                    |
| PR 170500 2                                   | Payroll Expenditure            |          | / /             | 5/17          |                       | 1,024.64                           |
|                                               |                                |          |                 |               |                       | Object Total : 1,024.64            |
| 122 Prof/Ed/Sub Teachers                      |                                |          |                 |               |                       |                                    |
| PR 170500 3                                   | Payroll Expenditure            |          | / /             | 5/17          |                       | 520.00                             |
|                                               |                                |          |                 |               |                       | Object Total : 520.00              |
| 250 Workers' Comp.                            |                                |          |                 |               |                       |                                    |
| PR 170500 4                                   | Employer Contributions         |          | / /             | 5/17          |                       | 173.73                             |
|                                               |                                |          |                 |               |                       | Object Total : 173.73              |
| 260 Health Insurance                          |                                |          |                 |               |                       |                                    |
| PR 170500 5                                   | Employer Contributions         |          | / /             | 5/17          |                       | 4,727.15                           |
|                                               |                                |          |                 |               |                       | Object Total : 4,727.15            |
| 330 Other Professional                        |                                |          |                 |               |                       |                                    |
| CL 14578 1                                    | 5 week Wildlife Educator cours | PES005   | 04/18/17        | 5/17          | 101276 ANIMAL WONDERS | 825.00                             |
| CL 14578 2                                    | Animal Presentation            | PES005   | 04/18/17        | 5/17          | 101276 ANIMAL WONDERS | 330.00                             |
|                                               |                                |          |                 |               |                       | Object Total : 1,155.00            |
| 610 Supplies                                  |                                |          |                 |               |                       |                                    |
| CL 14595 1                                    | Paper Order                    | 10082756 | 04/13/17        | 5/17          | 101180 WCP SOLUTIONS  | 145.60                             |
| CL 14595 2                                    | Paper Order                    | 10093246 | 04/28/17        | 5/17          | 101180 WCP SOLUTIONS  | 478.00                             |
| CL 14595 3                                    | Paper Order                    | 10097449 | 05/02/17        | 5/17          | 101180 WCP SOLUTIONS  | 107.20                             |
|                                               |                                |          |                 |               |                       | Object Total : 730.80              |
|                                               |                                |          |                 |               |                       | Program-Function Total : 34,036.59 |
| E 100-2400 Regular Ed. Programs-School Admin. |                                |          |                 |               |                       |                                    |
| 111 Administrative                            |                                |          |                 |               |                       |                                    |
| PR 170500 6                                   | Payroll Expenditure            |          | / /             | 5/17          |                       | 4,000.00                           |
|                                               |                                |          |                 |               |                       | Object Total : 4,000.00            |

| Fund/Account/<br>Doc/Line #                            | Description               | Invoice<br>Invoice | Invoice<br>Date | Acct.<br>Per. | Vendor                    | Amount   |
|--------------------------------------------------------|---------------------------|--------------------|-----------------|---------------|---------------------------|----------|
| 101 GENERAL FUND                                       |                           |                    |                 |               |                           |          |
| E 100-2400 Regular Ed. Programs-School Admi n.         |                           |                    |                 |               |                           |          |
| 115 Office/Clerical                                    |                           |                    |                 |               |                           |          |
| PR 170500 7                                            | Payrol l Expendi ture     | / /                |                 | 5/17          |                           | 2,073.68 |
|                                                        |                           |                    |                 |               | Object Total :            | 2,073.68 |
| 250 Workers' Comp.                                     |                           |                    |                 |               |                           |          |
| PR 170500 8                                            | Empl oyer Contri buti ons | / /                |                 | 5/17          |                           | 38.72    |
|                                                        |                           |                    |                 |               | Object Total :            | 38.72    |
| 260 Heal th Insurance                                  |                           |                    |                 |               |                           |          |
| PR 170500 9                                            | Empl oyer Contri buti ons | / /                |                 | 5/17          |                           | 920.70   |
|                                                        |                           |                    |                 |               | Object Total :            | 920.70   |
|                                                        |                           |                    |                 |               | Program-Functi on Total : | 7,033.10 |
| E 100-2500 Regular Ed. Programs-Sup. Serv. -Busi ness  |                           |                    |                 |               |                           |          |
| 111 Admi ni strati ve                                  |                           |                    |                 |               |                           |          |
| PR 170500 10                                           | Payrol l Expendi ture     | / /                |                 | 5/17          |                           | 959.21   |
|                                                        |                           |                    |                 |               | Object Total :            | 959.21   |
| 250 Workers' Comp.                                     |                           |                    |                 |               |                           |          |
| PR 170500 11                                           | Empl oyer Contri buti ons | / /                |                 | 5/17          |                           | 6.11     |
|                                                        |                           |                    |                 |               | Object Total :            | 6.11     |
| 260 Heal th Insurance                                  |                           |                    |                 |               |                           |          |
| PR 170500 12                                           | Empl oyer Contri buti ons | / /                |                 | 5/17          |                           | 340.20   |
|                                                        |                           |                    |                 |               | Object Total :            | 340.20   |
| 540 Adverti si ng                                      |                           |                    |                 |               |                           |          |
| CL 14585 1                                             | SB307 Adverti sement      | 04/25/17           |                 | 5/17          | 67 MI SSOULA COUNTY       | 47.00    |
|                                                        |                           |                    |                 |               | Object Total :            | 47.00    |
|                                                        |                           |                    |                 |               | Program-Functi on Total : | 1,352.52 |
| E 100-2600 Regular Ed. Programs-Oper. & Mai nt. Pl ant |                           |                    |                 |               |                           |          |
| 114 Custodi al /Mai nt                                 |                           |                    |                 |               |                           |          |
| PR 170500 13                                           | Payrol l Expendi ture     | / /                |                 | 5/17          |                           | 1,186.28 |
|                                                        |                           |                    |                 |               | Object Total :            | 1,186.28 |

| Fund/Account/<br>Doc/Line #                          | Description              | Invoice | Invoice<br>Date | Acct.<br>Per. | Vendor                           | Amount   |
|------------------------------------------------------|--------------------------|---------|-----------------|---------------|----------------------------------|----------|
| 101 GENERAL FUND                                     |                          |         |                 |               |                                  |          |
| E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant |                          |         |                 |               |                                  |          |
| 250 Workers' Comp.                                   |                          |         |                 |               |                                  |          |
| PR 170500 14                                         | Employer Contributions   |         | / /             | 5/17          |                                  | 93.28    |
|                                                      |                          |         |                 |               | Object Total :                   | 93.28    |
| 260 Health Insurance                                 |                          |         |                 |               |                                  |          |
| PR 170500 15                                         | Employer Contributions   |         | / /             | 5/17          |                                  | 253.80   |
|                                                      |                          |         |                 |               | Object Total :                   | 253.80   |
| 330 Other Professional                               |                          |         |                 |               |                                  |          |
| CL 14583 1                                           | Water Testing            | 8493    | 05/04/17        | 5/17          | 101312 CRISP WATER TECHNOLOGIES, | 85.00    |
|                                                      |                          |         |                 |               | Object Total :                   | 85.00    |
| 411 Gas                                              |                          |         |                 |               |                                  |          |
| CL 14582 1                                           | Heating Fuel             | 124713  | 04/11/17        | 5/17          | 42 CENEX HARVEST STATES          | 2,070.05 |
|                                                      |                          |         |                 |               | Object Total :                   | 2,070.05 |
| 412 Electricity                                      |                          |         |                 |               |                                  |          |
| CL 14586 1                                           | School Electricity       |         | 04/27/17        | 5/17          | 10 MISSOULA ELECTRIC COOP INC    | 710.49   |
|                                                      |                          |         |                 |               | Object Total :                   | 710.49   |
| 431 Disposal Services                                |                          |         |                 |               |                                  |          |
| CL 14591 1                                           | Disposal Services School |         | 04/28/17        | 5/17          | 9 REPUBLIC SERVICES #889         | 131.30   |
|                                                      |                          |         |                 |               | Object Total :                   | 131.30   |
| 531 Telephone                                        |                          |         |                 |               |                                  |          |
| CL 14587 1                                           | Telephone                |         | 05/01/17        | 5/17          | 3 BLACKFOOT TELEPHONE            | 523.08   |
|                                                      |                          |         |                 |               | Object Total :                   | 523.08   |
| 610 Supplies                                         |                          |         |                 |               |                                  |          |
| CC 428 1                                             | Rake & WD40              | 51      | 04/04/17        | 5/17          |                                  | 25.77    |
| CC 428 2                                             | Vacuum Bags              | 101326  | 04/13/17        | 5/17          |                                  | 17.00    |
| CC 428 3                                             | Weatherstripping         | 51      | 04/19/17        | 5/17          |                                  | 131.84   |
| CL 14588 1                                           | Maintenance Supplies     | 910708  | 04/06/17        | 5/17          | 64 MISSOULA TEXTILE SERVICES     | 102.72   |
| CL 14588 2                                           | Maintenance Supplies     | S913770 | 04/13/17        | 5/17          | 64 MISSOULA TEXTILE SERVICES     | 9.36     |
| CL 14588 3                                           | Maintenance Supplies     | 915387  | 04/20/17        | 5/17          | 64 MISSOULA TEXTILE SERVICES     | 109.51   |
|                                                      |                          |         |                 |               | Object Total :                   | 396.20   |
|                                                      |                          |         |                 |               | Program-Function Total :         | 5,449.48 |

| Fund/Account/<br>Doc/Line #                                   | Description                         | Invoice<br>Invoice | Date | Acct.<br>Per. | Vendor                             | Amount   |
|---------------------------------------------------------------|-------------------------------------|--------------------|------|---------------|------------------------------------|----------|
| 101 GENERAL FUND                                              |                                     |                    |      |               |                                    |          |
| E 100-2620 Regular Ed. Programs-Operation of Community Center |                                     |                    |      |               |                                    |          |
| 114 Custodial/Maint                                           |                                     |                    |      |               |                                    |          |
| PR 170500 16                                                  | Payroll Expenditure                 | / /                | 5/17 |               |                                    | 1,186.27 |
|                                                               |                                     |                    |      |               | Object Total :                     | 1,186.27 |
| 250 Workers' Comp.                                            |                                     |                    |      |               |                                    |          |
| PR 170500 17                                                  | Employer Contributions              | / /                | 5/17 |               |                                    | 93.28    |
|                                                               |                                     |                    |      |               | Object Total :                     | 93.28    |
| 260 Health Insurance                                          |                                     |                    |      |               |                                    |          |
| PR 170500 18                                                  | Employer Contributions              | / /                | 5/17 |               |                                    | 253.80   |
|                                                               |                                     |                    |      |               | Object Total :                     | 253.80   |
| 412 Electricity                                               |                                     |                    |      |               |                                    |          |
| CL 14586 2                                                    | Comm Ctr Electricity                | 04/27/17           | 5/17 |               | 10 MISSOULA ELECTRIC COOP INC      | 770.52   |
|                                                               |                                     |                    |      |               | Object Total :                     | 770.52   |
| 431 Disposal Services                                         |                                     |                    |      |               |                                    |          |
| CL 14591 2                                                    | Disposal Services Comm Ctr          | 04/28/17           | 5/17 |               | 9 REPUBLIC SERVICES #889           | 131.30   |
|                                                               |                                     |                    |      |               | Object Total :                     | 131.30   |
|                                                               |                                     |                    |      |               | Program-Function Total :           | 2,435.17 |
| E 120-2400 CONTINGENCY FUNDS-School Admi n.                   |                                     |                    |      |               |                                    |          |
| 112 Professional Ed.                                          |                                     |                    |      |               |                                    |          |
| PR 170500 19                                                  | Payroll Expenditure                 | / /                | 5/17 |               |                                    | 121.54   |
|                                                               |                                     |                    |      |               | Object Total :                     | 121.54   |
| 250 Workers' Comp.                                            |                                     |                    |      |               |                                    |          |
| PR 170500 20                                                  | Employer Contributions              | / /                | 5/17 |               |                                    | 0.78     |
|                                                               |                                     |                    |      |               | Object Total :                     | 0.78     |
|                                                               |                                     |                    |      |               | Program-Function Total :           | 122.32   |
| E 128-2500 Technology-Sup. Serv. -Business                    |                                     |                    |      |               |                                    |          |
| 680 Software                                                  |                                     |                    |      |               |                                    |          |
| CL 14594 1                                                    | Annual Subscrip for 12 SMART B 9088 | 04/30/17           | 5/17 |               | 100893 TOTAL EDUCATIONAL SOLUTIONS | 444.00   |
|                                                               |                                     |                    |      |               | Object Total :                     | 444.00   |
|                                                               |                                     |                    |      |               | Program-Function Total :           | 444.00   |



| Fund/Account/<br>Doc/Line #                          | Description              | Invoice<br>Invoice | Invoice<br>Date | Acct.<br>Per. | Vendor                   | Amount   |
|------------------------------------------------------|--------------------------|--------------------|-----------------|---------------|--------------------------|----------|
| 101 GENERAL FUND                                     |                          |                    |                 |               |                          |          |
| E 280-1000 Special Education-Instruction             |                          |                    |                 |               |                          |          |
| 112 Professional Ed.                                 |                          |                    |                 |               |                          |          |
| PR 170500 21                                         | Payroll Expenditure      | / /                |                 | 5/17          |                          | 1,567.90 |
|                                                      |                          |                    |                 |               | Object Total :           | 1,567.90 |
| 117 Teacher's Aides                                  |                          |                    |                 |               |                          |          |
| PR 170500 22                                         | Payroll Expenditure      | / /                |                 | 5/17          |                          | 341.54   |
|                                                      |                          |                    |                 |               | Object Total :           | 341.54   |
| 119 Other Sup. Salaries                              |                          |                    |                 |               |                          |          |
| PR 170500 23                                         | Payroll Expenditure      | / /                |                 | 5/17          |                          | 1,773.15 |
|                                                      |                          |                    |                 |               | Object Total :           | 1,773.15 |
| 250 Workers' Comp.                                   |                          |                    |                 |               |                          |          |
| PR 170500 24                                         | Employer Contributions   | / /                |                 | 5/17          |                          | 23.49    |
|                                                      |                          |                    |                 |               | Object Total :           | 23.49    |
| 260 Health Insurance                                 |                          |                    |                 |               |                          |          |
| PR 170500 25                                         | Employer Contributions   | / /                |                 | 5/17          |                          | 404.99   |
|                                                      |                          |                    |                 |               | Object Total :           | 404.99   |
| 610 Supplies                                         |                          |                    |                 |               |                          |          |
| CC 430 1                                             | iTunes App Spec Ed       |                    | 03/30/17        | 5/17          |                          | 16.99    |
|                                                      |                          |                    |                 |               | Object Total :           | 16.99    |
|                                                      |                          |                    |                 |               | Program-Function Total : | 4,128.06 |
| E 710-3500 School Sponsored Ext-Extracurricular/Ath. |                          |                    |                 |               |                          |          |
| 610 Supplies                                         |                          |                    |                 |               |                          |          |
| CL 14596 1                                           | Reimb Student Accts Refs |                    | 05/01/17        | 5/17          | 5 POTOMAC SCHOOL STUDENT | 72.00    |
|                                                      |                          |                    |                 |               | Object Total :           | 72.00    |
|                                                      |                          |                    |                 |               | Program-Function Total : | 72.00    |
| E 910-3100 Food Services-Food Services               |                          |                    |                 |               |                          |          |
| 116 Cooks                                            |                          |                    |                 |               |                          |          |
| PR 170500 26                                         | Payroll Expenditure      | / /                |                 | 5/17          |                          | 341.54   |
|                                                      |                          |                    |                 |               | Object Total :           | 341.54   |

| Fund/Account/<br>Doc/Line #            | Description            | Invoice<br>Invoice | Date | Acct.<br>Per. | Vendor                   | Amount    |
|----------------------------------------|------------------------|--------------------|------|---------------|--------------------------|-----------|
| 101 GENERAL FUND                       |                        |                    |      |               |                          |           |
| E 910-3100 Food Services-Food Services |                        |                    |      |               |                          |           |
| 250 Workers' Comp.                     |                        |                    |      |               |                          |           |
| PR 170500 27                           | Employer Contributions |                    | / /  | 5/17          |                          | 2.18      |
|                                        |                        |                    |      |               | Object Total :           | 2.18      |
| 260 Health Insurance                   |                        |                    |      |               |                          |           |
| PR 170500 28                           | Employer Contributions |                    | / /  | 5/17          |                          | 640.43    |
|                                        |                        |                    |      |               | Object Total :           | 640.43    |
|                                        |                        |                    |      |               | Program-Function Total : | 984.15    |
|                                        |                        |                    |      |               | Fund Total :             | 56,057.39 |

| Fund/Account/<br>Doc/Line #                         | Description            | Invoice | Invoice<br>Date | Acct.<br>Per. | Vendor                       | Amount                   |           |
|-----------------------------------------------------|------------------------|---------|-----------------|---------------|------------------------------|--------------------------|-----------|
| 110 TRANSPORTATION FUND                             |                        |         |                 |               |                              |                          |           |
| E 100-2500 Regular Ed. Programs-Sup. Serv.-Business |                        |         |                 |               |                              |                          |           |
| 111 Administrative                                  |                        |         |                 |               |                              |                          |           |
| PR 170500 31                                        | Payroll Expenditure    |         | / /             | 5/17          |                              | 380.64                   |           |
|                                                     |                        |         |                 |               |                              | Object Total :           | 380.64    |
| 250 Workers' Comp.                                  |                        |         |                 |               |                              |                          |           |
| PR 170500 32                                        | Employer Contributions |         | / /             | 5/17          |                              | 2.43                     |           |
|                                                     |                        |         |                 |               |                              | Object Total :           | 2.43      |
| 260 Health Insurance                                |                        |         |                 |               |                              |                          |           |
| PR 170500 33                                        | Employer Contributions |         | / /             | 5/17          |                              | 135.00                   |           |
|                                                     |                        |         |                 |               |                              | Object Total :           | 135.00    |
|                                                     |                        |         |                 |               |                              | Program-Function Total : | 518.07    |
| E 100-2700 Regular Ed. Programs-Student Transp.     |                        |         |                 |               |                              |                          |           |
| 111 Administrative                                  |                        |         |                 |               |                              |                          |           |
| PR 170500 34                                        | Payroll Expenditure    |         | / /             | 5/17          |                              | 1,333.33                 |           |
|                                                     |                        |         |                 |               |                              | Object Total :           | 1,333.33  |
| 250 Workers' Comp.                                  |                        |         |                 |               |                              |                          |           |
| PR 170500 35                                        | Employer Contributions |         | / /             | 5/17          |                              | 8.51                     |           |
|                                                     |                        |         |                 |               |                              | Object Total :           | 8.51      |
| 260 Health Insurance                                |                        |         |                 |               |                              |                          |           |
| PR 170500 36                                        | Employer Contributions |         | / /             | 5/17          |                              | 126.90                   |           |
|                                                     |                        |         |                 |               |                              | Object Total :           | 126.90    |
| 513 Bus Contractors                                 |                        |         |                 |               |                              |                          |           |
| CL 14589 7                                          | Morrison Lane          | 6210    | 05/01/17        | 5/17          | 82 MAJESTIC BUS SERVICE, INC | 348.70                   |           |
| CL 14589 8                                          | Bus Contract           | 6211    | 05/01/17        | 5/17          | 82 MAJESTIC BUS SERVICE, INC | 8,665.00                 |           |
|                                                     |                        |         |                 |               |                              | Object Total :           | 9,013.70  |
|                                                     |                        |         |                 |               |                              | Program-Function Total : | 10,482.44 |
|                                                     |                        |         |                 |               |                              | Fund Total :             | 11,000.51 |

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|----------------------------------------|-----------------------------|--------------------|-----------------|---------------|------------------------------|-------------------------|
| 112 FOOD SERVICES FUND                 |                             |                    |                 |               |                              |                         |
| E 910-3100 Food Services-Food Services |                             |                    |                 |               |                              |                         |
| 116 Cooks                              |                             |                    |                 |               |                              |                         |
| PR 170500 39                           | Payroll Expenditure         |                    | / /             | 5/17          |                              | 1,757.70                |
|                                        |                             |                    |                 |               |                              | Object Total : 1,757.70 |
| 250 Workers' Comp.                     |                             |                    |                 |               |                              |                         |
| PR 170500 40                           | Employer Contributions      |                    | / /             | 5/17          |                              | 138.21                  |
|                                        |                             |                    |                 |               |                              | Object Total : 138.21   |
| 330 Other Professional                 |                             |                    |                 |               |                              |                         |
| CC 429 10                              | School Nutrition Conference | 100949             | 04/19/17        | 5/17          |                              | 160.00                  |
|                                        |                             |                    |                 |               |                              | Object Total : 160.00   |
| 570 Food Services                      |                             |                    |                 |               |                              |                         |
| CC 429 2                               | Fruit and Veggies           | 101223             | 03/27/17        | 5/17          |                              | 66.26                   |
| CC 429 4                               | Food                        | 101328             | 04/02/17        | 5/17          |                              | 9.98                    |
| CC 429 5                               | Food                        | 101328             | 04/10/17        | 5/17          |                              | 7.98                    |
| CC 429 6                               | Food                        | 101328             | 04/10/17        | 5/17          |                              | 5.76                    |
| CC 429 7                               | Food                        | 101223             | 04/10/17        | 5/17          |                              | 75.67                   |
| CC 429 8                               | Food                        | 101328             | 04/11/17        | 5/17          |                              | 13.74                   |
| CC 429 9                               | Food                        | 101328             | 04/16/17        | 5/17          |                              | 3.99                    |
| CC 429 11                              | Food                        | 101223             | 04/22/17        | 5/17          |                              | 84.10                   |
| CL 14592 1                             | Food                        | 143185592          | 04/04/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | 339.03                  |
| CL 14592 2                             | Food                        | 143185593          | 04/04/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | 110.98                  |
| CL 14592 3                             | Food                        | 143185593          | 04/06/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | -16.81                  |
| CL 14592 4                             | Food                        | 143190433          | 04/07/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | 282.49                  |
| CL 14592 5                             | Food                        | 143195082          | 04/11/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | 378.13                  |
| CL 14592 7                             | Food                        | 143200270          | 04/14/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | 183.50                  |
| CL 14592 8                             | Food                        | 143204659          | 04/18/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | 195.02                  |
| CL 14592 9                             | Food                        | 143204658          | 04/18/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | 235.05                  |
| CL 14592 10                            | Food                        | 143207684          | 04/20/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | -16.97                  |
| CL 14592 11                            | Food                        | 143209247          | 04/21/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | 333.16                  |
| CL 14592 12                            | Food                        | 143219117          | 04/28/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | 356.16                  |
| CL 14592 13                            | Food                        | 143219116          | 04/28/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | 153.26                  |
|                                        |                             |                    |                 |               |                              | Object Total : 2,800.48 |
| 610 Supplies                           |                             |                    |                 |               |                              |                         |
| CC 429 1                               | Dishwasher Detergent        | 101342             | 03/27/17        | 5/17          |                              | 85.68                   |
| CC 429 3                               | Bleach                      | 100942             | 03/31/17        | 5/17          |                              | 2.88                    |
| CL 14592 6                             | Supplies                    | 143195082          | 04/11/17        | 5/17          | 25 SYSCO FOOD SERVICES OF MT | 42.13                   |
|                                        |                             |                    |                 |               |                              | Object Total : 130.69   |

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POTOMAC ELEMENTARY SCHOOL  
Expenditure Detail  
For the Accounting Periods: 5/17 - 5/17

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|----------------------------------------|---------------------|--------------------|-----------------|---------------|-------------------------------------|----------|
| 112 FOOD SERVICES FUND                 |                     |                    |                 |               |                                     |          |
| E 910-3100 Food Services-Food Services |                     |                    |                 |               |                                     |          |
| 810 Dues and Fees                      |                     |                    |                 |               |                                     |          |
| CL 14593 1                             | SNA Membership Dues | #627509            | 05/01/17        | 5/17          | 101285 SCHOOL NUTRITION ASSOCIATION | 127.00   |
| Object Total :                         |                     |                    |                 |               |                                     | 127.00   |
| Program-Function Total :               |                     |                    |                 |               |                                     | 5,114.08 |
| Fund Total :                           |                     |                    |                 |               |                                     | 5,114.08 |

| Fund/Account/<br>Doc/Line #                         | Description            | Invoice<br>Invoice | Invoice<br>Date | Acct.<br>Per. | Vendor                   | Amount   |
|-----------------------------------------------------|------------------------|--------------------|-----------------|---------------|--------------------------|----------|
| 114 RETIREMENT FUND                                 |                        |                    |                 |               |                          |          |
| E 100-1000 Regular Ed. Programs-Instruction         |                        |                    |                 |               |                          |          |
| 210 Social Security/Med.                            |                        |                    |                 |               |                          |          |
| PR 170500 43                                        | Employer Contributions | / /                | 5/17            |               |                          | 1,977.93 |
|                                                     |                        |                    |                 |               | Object Total :           | 1,977.93 |
| 220 Teachers' Retirement                            |                        |                    |                 |               |                          |          |
| PR 170500 44                                        | Employer Contributions | / /                | 5/17            |               |                          | 2,375.78 |
|                                                     |                        |                    |                 |               | Object Total :           | 2,375.78 |
| 240 Unemployment Comp.                              |                        |                    |                 |               |                          |          |
| PR 170500 45                                        | Employer Contributions | / /                | 5/17            |               |                          | 100.83   |
|                                                     |                        |                    |                 |               | Object Total :           | 100.83   |
|                                                     |                        |                    |                 |               | Program-Function Total : | 4,454.54 |
| E 100-2400 Regular Ed. Programs-School Admin.       |                        |                    |                 |               |                          |          |
| 210 Social Security/Med.                            |                        |                    |                 |               |                          |          |
| PR 170500 46                                        | Employer Contributions | / /                | 5/17            |               |                          | 377.50   |
|                                                     |                        |                    |                 |               | Object Total :           | 377.50   |
| 220 Teachers' Retirement                            |                        |                    |                 |               |                          |          |
| PR 170500 47                                        | Employer Contributions | / /                | 5/17            |               |                          | 350.80   |
|                                                     |                        |                    |                 |               | Object Total :           | 350.80   |
| 230 PERS                                            |                        |                    |                 |               |                          |          |
| PR 170500 48                                        | Employer Contributions | / /                | 5/17            |               |                          | 167.97   |
|                                                     |                        |                    |                 |               | Object Total :           | 167.97   |
| 240 Unemployment Comp.                              |                        |                    |                 |               |                          |          |
| PR 170500 49                                        | Employer Contributions | / /                | 5/17            |               |                          | 22.46    |
|                                                     |                        |                    |                 |               | Object Total :           | 22.46    |
|                                                     |                        |                    |                 |               | Program-Function Total : | 918.73   |
| E 100-2500 Regular Ed. Programs-Sup. Serv.-Business |                        |                    |                 |               |                          |          |
| 210 Social Security/Med.                            |                        |                    |                 |               |                          |          |
| PR 170500 50                                        | Employer Contributions | / /                | 5/17            |               |                          | 43.99    |
|                                                     |                        |                    |                 |               | Object Total :           | 43.99    |

| Fund/Account/<br>Doc/Line #                                   | Description            | Invoice<br>Invoice | Invoice<br>Date | Acct.<br>Per. | Vendor                   | Amount |
|---------------------------------------------------------------|------------------------|--------------------|-----------------|---------------|--------------------------|--------|
| 114 RETIREMENT FUND                                           |                        |                    |                 |               |                          |        |
| E 100-2500 Regular Ed. Programs-Sup. Serv.-Business           |                        |                    |                 |               |                          |        |
| 230 PERS                                                      |                        |                    |                 |               |                          |        |
| PR 170500 51                                                  | Employer Contributions | / /                | 5/17            |               |                          | 108.53 |
|                                                               |                        |                    |                 |               | Object Total :           | 108.53 |
| 240 Unemployment Comp.                                        |                        |                    |                 |               |                          |        |
| PR 170500 52                                                  | Employer Contributions | / /                | 5/17            |               |                          | 4.95   |
|                                                               |                        |                    |                 |               | Object Total :           | 4.95   |
|                                                               |                        |                    |                 |               | Program-Function Total : | 157.47 |
| E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant          |                        |                    |                 |               |                          |        |
| 210 Social Security/Med.                                      |                        |                    |                 |               |                          |        |
| PR 170500 53                                                  | Employer Contributions | / /                | 5/17            |               |                          | 87.89  |
|                                                               |                        |                    |                 |               | Object Total :           | 87.89  |
| 230 PERS                                                      |                        |                    |                 |               |                          |        |
| PR 170500 54                                                  | Employer Contributions | / /                | 5/17            |               |                          | 96.09  |
|                                                               |                        |                    |                 |               | Object Total :           | 96.09  |
| 240 Unemployment Comp.                                        |                        |                    |                 |               |                          |        |
| PR 170500 55                                                  | Employer Contributions | / /                | 5/17            |               |                          | 4.39   |
|                                                               |                        |                    |                 |               | Object Total :           | 4.39   |
|                                                               |                        |                    |                 |               | Program-Function Total : | 188.37 |
| E 100-2620 Regular Ed. Programs-Operation of Community Center |                        |                    |                 |               |                          |        |
| 210 Social Security/Med.                                      |                        |                    |                 |               |                          |        |
| PR 170500 56                                                  | Employer Contributions | / /                | 5/17            |               |                          | 87.87  |
|                                                               |                        |                    |                 |               | Object Total :           | 87.87  |
| 230 PERS                                                      |                        |                    |                 |               |                          |        |
| PR 170500 57                                                  | Employer Contributions | / /                | 5/17            |               |                          | 96.09  |
|                                                               |                        |                    |                 |               | Object Total :           | 96.09  |
| 240 Unemployment Comp.                                        |                        |                    |                 |               |                          |        |
| PR 170500 58                                                  | Employer Contributions | / /                | 5/17            |               |                          | 4.39   |
|                                                               |                        |                    |                 |               | Object Total :           | 4.39   |
|                                                               |                        |                    |                 |               | Program-Function Total : | 188.35 |

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|-------------------------------------------------|------------------------|--------------------|-----------------|---------------|--------------------------|--------|
| 114 RETIREMENT FUND                             |                        |                    |                 |               |                          |        |
| E 100-2700 Regular Ed. Programs-Student Transp. |                        |                    |                 |               |                          |        |
| 210 Social Security/Med.                        |                        |                    |                 |               |                          |        |
| PR 170500 59                                    | Employer Contributions | / /                | 5/17            |               |                          | 102.00 |
|                                                 |                        |                    |                 |               | Object Total :           | 102.00 |
| 220 Teachers' Retirement                        |                        |                    |                 |               |                          |        |
| PR 170500 60                                    | Employer Contributions | / /                | 5/17            |               |                          | 116.93 |
|                                                 |                        |                    |                 |               | Object Total :           | 116.93 |
| 240 Unemployment Comp.                          |                        |                    |                 |               |                          |        |
| PR 170500 61                                    | Employer Contributions | / /                | 5/17            |               |                          | 4.94   |
|                                                 |                        |                    |                 |               | Object Total :           | 4.94   |
|                                                 |                        |                    |                 |               | Program-Function Total : | 223.87 |
| E 120-2400 CONTINGENCY FUNDS-School Admin.      |                        |                    |                 |               |                          |        |
| 210 Social Security/Med.                        |                        |                    |                 |               |                          |        |
| PR 170500 62                                    | Employer Contributions | / /                | 5/17            |               |                          | 9.30   |
|                                                 |                        |                    |                 |               | Object Total :           | 9.30   |
| 220 Teachers' Retirement                        |                        |                    |                 |               |                          |        |
| PR 170500 63                                    | Employer Contributions | / /                | 5/17            |               |                          | 10.66  |
|                                                 |                        |                    |                 |               | Object Total :           | 10.66  |
| 240 Unemployment Comp.                          |                        |                    |                 |               |                          |        |
| PR 170500 64                                    | Employer Contributions | / /                | 5/17            |               |                          | 0.45   |
|                                                 |                        |                    |                 |               | Object Total :           | 0.45   |
|                                                 |                        |                    |                 |               | Program-Function Total : | 20.41  |
| E 280-1000 Special Education-Instruction        |                        |                    |                 |               |                          |        |
| 210 Social Security/Med.                        |                        |                    |                 |               |                          |        |
| PR 170500 65                                    | Employer Contributions | / /                | 5/17            |               |                          | 278.94 |
|                                                 |                        |                    |                 |               | Object Total :           | 278.94 |
| 220 Teachers' Retirement                        |                        |                    |                 |               |                          |        |
| PR 170500 66                                    | Employer Contributions | / /                | 5/17            |               |                          | 259.81 |
|                                                 |                        |                    |                 |               | Object Total :           | 259.81 |



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|------------------------------------------|------------------------|--------------------|-----------------|---------------|--------------------------|----------|
| 114 RETIREMENT FUND                      |                        |                    |                 |               |                          |          |
| E 280-1000 Special Education-Instruction |                        |                    |                 |               |                          |          |
| 230 PERS                                 |                        |                    |                 |               |                          |          |
| PR 170500 67                             | Employer Contributions |                    | / /             | 5/17          |                          | 58.32    |
|                                          |                        |                    |                 |               | Object Total :           | 58.32    |
| 240 Unemployment Comp.                   |                        |                    |                 |               |                          |          |
| PR 170500 68                             | Employer Contributions |                    | / /             | 5/17          |                          | 13.63    |
|                                          |                        |                    |                 |               | Object Total :           | 13.63    |
|                                          |                        |                    |                 |               | Program-Function Total : | 610.70   |
| E 910-3100 Food Services-Food Services   |                        |                    |                 |               |                          |          |
| 210 Social Security/Med.                 |                        |                    |                 |               |                          |          |
| PR 170500 69                             | Employer Contributions |                    | / /             | 5/17          |                          | 147.56   |
|                                          |                        |                    |                 |               | Object Total :           | 147.56   |
| 220 Teachers' Retirement                 |                        |                    |                 |               |                          |          |
| PR 170500 70                             | Employer Contributions |                    | / /             | 5/17          |                          | 29.95    |
|                                          |                        |                    |                 |               | Object Total :           | 29.95    |
| 230 PERS                                 |                        |                    |                 |               |                          |          |
| PR 170500 71                             | Employer Contributions |                    | / /             | 5/17          |                          | 142.37   |
|                                          |                        |                    |                 |               | Object Total :           | 142.37   |
| 240 Unemployment Comp.                   |                        |                    |                 |               |                          |          |
| PR 170500 72                             | Employer Contributions |                    | / /             | 5/17          |                          | 7.76     |
|                                          |                        |                    |                 |               | Object Total :           | 7.76     |
|                                          |                        |                    |                 |               | Program-Function Total : | 327.64   |
|                                          |                        |                    |                 |               | Fund Total :             | 7,090.08 |

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|---------------------------------------------|---------------------------|--------------------|-----------------|---------------|---------------------|----------|
| 115 MISC. PROGRAMS FUND                     |                           |                    |                 |               |                     |          |
| E 100-1000 Regular Ed. Programs-Instruction |                           |                    |                 |               |                     |          |
| 111 Administrative                          |                           |                    |                 |               |                     |          |
| 121 21st Century Grant                      |                           |                    |                 |               |                     |          |
| PR 170500 74                                | Payrol l Expendi ture     | / /                |                 | 5/17          |                     | 1,173.51 |
|                                             |                           |                    |                 |               | Project Total :     | 1,173.51 |
|                                             |                           |                    |                 |               | Object Total :      | 1,173.51 |
| 117 Teacher' s Aides                        |                           |                    |                 |               |                     |          |
| 121 21st Century Grant                      |                           |                    |                 |               |                     |          |
| PR 170500 75                                | Payrol l Expendi ture     | / /                |                 | 5/17          |                     | 810.20   |
|                                             |                           |                    |                 |               | Project Total :     | 810.20   |
|                                             |                           |                    |                 |               | Object Total :      | 810.20   |
| 210 Soci al Securi ty/Med.                  |                           |                    |                 |               |                     |          |
| 121 21st Century Grant                      |                           |                    |                 |               |                     |          |
| PR 170500 76                                | Empl oyer Contri buti ons | / /                |                 | 5/17          |                     | 137.99   |
|                                             |                           |                    |                 |               | Project Total :     | 137.99   |
|                                             |                           |                    |                 |               | Object Total :      | 137.99   |
| 220 Teachers' Retirement                    |                           |                    |                 |               |                     |          |
| 121 21st Century Grant                      |                           |                    |                 |               |                     |          |
| PR 170500 77                                | Empl oyer Contri buti ons | / /                |                 | 5/17          |                     | 162.32   |
|                                             |                           |                    |                 |               | Project Total :     | 162.32   |
|                                             |                           |                    |                 |               | Object Total :      | 162.32   |
| 230 PERS                                    |                           |                    |                 |               |                     |          |
| 121 21st Century Grant                      |                           |                    |                 |               |                     |          |
| PR 170500 78                                | Empl oyer Contri buti ons | / /                |                 | 5/17          |                     | 10.77    |
|                                             |                           |                    |                 |               | Project Total :     | 10.77    |
|                                             |                           |                    |                 |               | Object Total :      | 10.77    |
| 240 Unempl oymen t Comp.                    |                           |                    |                 |               |                     |          |
| 121 21st Century Grant                      |                           |                    |                 |               |                     |          |
| PR 170500 79                                | Empl oyer Contri buti ons | / /                |                 | 5/17          |                     | 7.34     |
|                                             |                           |                    |                 |               | Project Total :     | 7.34     |
|                                             |                           |                    |                 |               | Object Total :      | 7.34     |
| 250 Workers' Comp.                          |                           |                    |                 |               |                     |          |
| 121 21st Century Grant                      |                           |                    |                 |               |                     |          |
| PR 170500 80                                | Empl oyer Contri buti ons | / /                |                 | 5/17          |                     | 12.65    |
|                                             |                           |                    |                 |               | Project Total :     | 12.65    |
|                                             |                           |                    |                 |               | Object Total :      | 12.65    |
| 260 Heal th Insurance                       |                           |                    |                 |               |                     |          |
| 121 21st Century Grant                      |                           |                    |                 |               |                     |          |
| PR 170500 81                                | Empl oyer Contri buti ons | / /                |                 | 5/17          |                     | 628.74   |
|                                             |                           |                    |                 |               | Project Total :     | 628.74   |
|                                             |                           |                    |                 |               | Object Total :      | 628.74   |
| 500 Other Purchased Srv.                    |                           |                    |                 |               |                     |          |
| 121 21st Century Grant                      |                           |                    |                 |               |                     |          |
| CL 14584 1                                  | 21st Cent Data Fee        | MT21-17-57         | 04/14/17        | 5/17          | 101343 JEM & R, LLC | 400.00   |
|                                             |                           |                    |                 |               | Project Total :     | 400.00   |
|                                             |                           |                    |                 |               | Object Total :      | 400.00   |

| Fund/Account/<br>Doc/Line #                 | Description                    | Invoic<br>e | Invoi ce<br>Date | Acct.<br>Per. | Vendor                           | Amount   |
|---------------------------------------------|--------------------------------|-------------|------------------|---------------|----------------------------------|----------|
| 115 MI SC. PROGRAMS FUND                    |                                |             |                  |               |                                  |          |
| E 100-1000 Regular Ed. Programs-Instruction |                                |             |                  |               |                                  |          |
| 582 Travel Out-of-Dist.                     |                                |             |                  |               |                                  |          |
| 102 S. T. R. E. A. M. (Explorers)           |                                |             |                  |               |                                  |          |
| CL 14589 1                                  | Track to Frenchtown            | 6175        | 04/11/17         | 5/17          | 82 MAJESTIC BUS SERVICE, INC     | 200.24   |
|                                             |                                |             |                  |               | Project Total :                  | 200.24   |
| 121 21st Century Grant                      |                                |             |                  |               |                                  |          |
| CL 14589 2                                  | Explorers to Fort Missoula     | 6176        | 04/14/17         | 5/17          | 82 MAJESTIC BUS SERVICE, INC     | 206.05   |
|                                             |                                |             |                  |               | Project Total :                  | 206.05   |
| 102 S. T. R. E. A. M. (Explorers)           |                                |             |                  |               |                                  |          |
| CL 14589 3                                  | Field Trip to Dennison Theater | 6184        | 04/18/17         | 5/17          | 82 MAJESTIC BUS SERVICE, INC     | 129.35   |
| CL 14589 4                                  | 2nd trip to Dennison Theater   | 6185        | 04/18/17         | 5/17          | 82 MAJESTIC BUS SERVICE, INC     | 129.35   |
|                                             |                                |             |                  |               | Project Total :                  | 258.70   |
| 121 21st Century Grant                      |                                |             |                  |               |                                  |          |
| CL 14589 5                                  | Explorers to Salish Kootenai C | 6186        | 04/21/17         | 5/17          | 82 MAJESTIC BUS SERVICE, INC     | 452.97   |
|                                             |                                |             |                  |               | Project Total :                  | 452.97   |
| 102 S. T. R. E. A. M. (Explorers)           |                                |             |                  |               |                                  |          |
| CL 14589 6                                  | Track to Frenchtown            | 6208        | 04/27/17         | 5/17          | 82 MAJESTIC BUS SERVICE, INC     | 174.37   |
|                                             |                                |             |                  |               | Project Total :                  | 174.37   |
|                                             |                                |             |                  |               | Object Total :                   | 1,292.33 |
|                                             |                                |             |                  |               | Program-Function Total :         | 4,635.85 |
| E 412-1000 REAP-Instruction                 |                                |             |                  |               |                                  |          |
| 330 Other Professional                      |                                |             |                  |               |                                  |          |
| CL 14590 1                                  | May 8th workshops/performance  |             | 02/07/17         | 5/17          | 101344 MONTANA SHAKESPEAR IN THE | 800.00   |
|                                             |                                |             |                  |               | Object Total :                   | 800.00   |
|                                             |                                |             |                  |               | Program-Function Total :         | 800.00   |
| E 420-1000 Title I-Instruction              |                                |             |                  |               |                                  |          |
| 117 Teacher's Aides                         |                                |             |                  |               |                                  |          |
| 327 Title 2016-2017                         |                                |             |                  |               |                                  |          |
| PR 170500 82                                | Payroll Expenditure            |             | / /              | 5/17          |                                  | 2,145.61 |
|                                             |                                |             |                  |               | Project Total :                  | 2,145.61 |
|                                             |                                |             |                  |               | Object Total :                   | 2,145.61 |
| 210 Social Security/Med.                    |                                |             |                  |               |                                  |          |
| 327 Title 2016-2017                         |                                |             |                  |               |                                  |          |
| PR 170500 83                                | Employer Contributions         |             | / /              | 5/17          |                                  | 92.84    |
|                                             |                                |             |                  |               | Project Total :                  | 92.84    |
|                                             |                                |             |                  |               | Object Total :                   | 92.84    |
| 220 Teachers' Retirement                    |                                |             |                  |               |                                  |          |
| 327 Title 2016-2017                         |                                |             |                  |               |                                  |          |
| PR 170500 84                                | Employer Contributions         |             | / /              | 5/17          |                                  | 188.17   |
|                                             |                                |             |                  |               | Project Total :                  | 188.17   |
|                                             |                                |             |                  |               | Object Total :                   | 188.17   |

| Fund/Account/<br>Doc/Line #      | Description            | Invoice<br>Invoice | Invoice<br>Date | Acct.<br>Per. | Vendor                   | Amount   |
|----------------------------------|------------------------|--------------------|-----------------|---------------|--------------------------|----------|
| 115 MISC. PROGRAMS FUND          |                        |                    |                 |               |                          |          |
| E 420-1000 Title I-Instruction   |                        |                    |                 |               |                          |          |
| 240 Unemployment Comp.           |                        |                    |                 |               |                          |          |
| 327 Title 2016-2017              |                        |                    |                 |               |                          |          |
| PR 170500 85                     | Employer Contributions | / /                | 5/17            |               |                          | 7.94     |
|                                  |                        |                    |                 |               | Project Total :          | 7.94     |
|                                  |                        |                    |                 |               | Object Total :           | 7.94     |
| 250 Workers' Comp.               |                        |                    |                 |               |                          |          |
| 327 Title 2016-2017              |                        |                    |                 |               |                          |          |
| PR 170500 86                     | Employer Contributions | / /                | 5/17            |               |                          | 13.68    |
|                                  |                        |                    |                 |               | Project Total :          | 13.68    |
|                                  |                        |                    |                 |               | Object Total :           | 13.68    |
| 260 Health Insurance             |                        |                    |                 |               |                          |          |
| 327 Title 2016-2017              |                        |                    |                 |               |                          |          |
| PR 170500 87                     | Employer Contributions | / /                | 5/17            |               |                          | 456.69   |
|                                  |                        |                    |                 |               | Project Total :          | 456.69   |
|                                  |                        |                    |                 |               | Object Total :           | 456.69   |
|                                  |                        |                    |                 |               | Program-Function Total : | 2,904.93 |
| E 420-2300 Title I-General Admin |                        |                    |                 |               |                          |          |
| 111 Administrative               |                        |                    |                 |               |                          |          |
| 327 Title 2016-2017              |                        |                    |                 |               |                          |          |
| PR 170500 88                     | Payroll Expenditure    | / /                | 5/17            |               |                          | 182.71   |
|                                  |                        |                    |                 |               | Project Total :          | 182.71   |
|                                  |                        |                    |                 |               | Object Total :           | 182.71   |
| 210 Social Security/Med.         |                        |                    |                 |               |                          |          |
| 327 Title 2016-2017              |                        |                    |                 |               |                          |          |
| PR 170500 89                     | Employer Contributions | / /                | 5/17            |               |                          | 6.00     |
|                                  |                        |                    |                 |               | Project Total :          | 6.00     |
|                                  |                        |                    |                 |               | Object Total :           | 6.00     |
| 230 PERS                         |                        |                    |                 |               |                          |          |
| 327 Title 2016-2017              |                        |                    |                 |               |                          |          |
| PR 170500 90                     | Employer Contributions | / /                | 5/17            |               |                          | 14.80    |
|                                  |                        |                    |                 |               | Project Total :          | 14.80    |
|                                  |                        |                    |                 |               | Object Total :           | 14.80    |
| 240 Unemployment Comp.           |                        |                    |                 |               |                          |          |
| 327 Title 2016-2017              |                        |                    |                 |               |                          |          |
| PR 170500 91                     | Employer Contributions | / /                | 5/17            |               |                          | 0.68     |
|                                  |                        |                    |                 |               | Project Total :          | 0.68     |
|                                  |                        |                    |                 |               | Object Total :           | 0.68     |
| 250 Workers' Comp.               |                        |                    |                 |               |                          |          |
| 327 Title 2016-2017              |                        |                    |                 |               |                          |          |
| PR 170500 92                     | Employer Contributions | / /                | 5/17            |               |                          | 1.17     |
|                                  |                        |                    |                 |               | Project Total :          | 1.17     |
|                                  |                        |                    |                 |               | Object Total :           | 1.17     |
| 260 Health Insurance             |                        |                    |                 |               |                          |          |
| 327 Title 2016-2017              |                        |                    |                 |               |                          |          |
| PR 170500 93                     | Employer Contributions | / /                | 5/17            |               |                          | 64.80    |
|                                  |                        |                    |                 |               | Project Total :          | 64.80    |
|                                  |                        |                    |                 |               | Object Total :           | 64.80    |

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POTOMAC ELEMENTARY SCHOOL  
Expenditure Detail  
For the Accounting Periods: 5/17 - 5/17

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| Fund/Account/<br>Doc/Line # | Description | Invoice<br>Invoice | Invoice<br>Date | Acct.<br>Per. | Vendor                   | Amount   |
|-----------------------------|-------------|--------------------|-----------------|---------------|--------------------------|----------|
| 115 MI SC. PROGRAMS FUND    |             |                    |                 |               |                          |          |
|                             |             |                    |                 |               | Program-Function Total : | 270.16   |
|                             |             |                    |                 |               | Fund Total :             | 8,610.94 |

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## **Principal's Report**

### **May 2017**

The year is winding down. We are in the middle of the Smarter Balanced assessment. It is going really well. We had Kindergarten Roundup on April 13th. We are expecting at least 9 kindergarten students, which is the same number of the class currently. I expect overall enrollment to remain around the same as this year, of about 95.

PTC really spoiled us for Teacher Appreciation Week. We also received beautiful flowers from the Blackfoot Church. It's a really good feeling to know we have the support of such a wonderful community.

The 8th grade trip is coming up. We have had questions regarding the unused funds from each year's trip. Jill sent you all the information from MTSBA regarding this. Unused funds are NOT to be distributed to students for their own personal use. Once funds are raised, they become the responsibility of the District. Leftover funds can remain in the 8th grade account for the following year's class.

**Chromebooks-** In looking at a rotation of computers in the school, I figure that getting 20 Chromebooks a year, should keep efficient systems in the hands of the students. At \$200/per that would be \$4000/year for student computers.

### **Building and Facility Upgrades and Maintenance**

I wanted to give you an update on some projects that are going on and are set in motion to continue after I leave.

**Glass replacement in classroom-** There is a room within the Resource Room that has glass windows, necessary for visibility and noise reduction. I discovered these windows were not tempered glass, and were a safety hazard for students and staff. I had them replaced with tempered glass to reduce the risk of a serious injury if they are to be broken.

**Kitchen-** We've ordered a new stainless steel countertop and sinks to fulfill the requirements from the health department. It won't be complete until this summer.

**Windows-** Heat loss and cold drafts are an ongoing concern in the main building. Some of the teachers have to put towels under windows during the winter to alleviate drafts, and items left on the shelves in front of the windows will freeze during extreme temperatures. In looking into the insulation value of the current windows, the air gap between the panes is very small and there is not any insulation around the windows, just the trim. I got an estimate from Mike Evans to replace all of the sliding windows on the main floor with new low-e premium vinyl windows and to insulate around the frames. This will get completed once school is out. It should have a big impact on heating the building and the comfort of the classrooms in the winter.

**21st Century-** I learned from OPI that our 21st Century grant will still be the same for one more year. The following year will be a lot more competitive, but the grant potential will also be bigger. Crissina has been doing a great job with our Explorer's program!

**Time for Tots-** Time for Tots has been on Thursday mornings this year. Ruth Weis has been the

facilitator, and the kids love it. The average number attending has been 5, but it has been as high as 11!

### **Upcoming Calendar Events**

**May 8- Montana Shakes assembly and workshops for K-8**

**May 11- Track Meet**

**May 12- Teacher Work Day CPR/First Aid training**

**May 13- PTC Bingo**

**May 16- Meet of Champions**

**May 22-25- 8th Grade Trip**

**May 29- No School**

**May 30-June 1- 7th Grade Outdoor School**

**June 7- Graduation**

**June 8- Last Day of School**

**June 9- Teacher work day**

# POTOMAC SCHOOL BOARD CALENDAR

*Trustee review  
Friday before  
monthly meeting*

*(Now on School Website, drop down under Trustee Tab)*

## **July**

## **August**

Prior Year Trustee Financial Summary approval  
Current Year Budget approval  
Professional Responsibilities and Goals for Principal  
Set Principal Evaluation Date  
Approve Classified Offer of Employment

*Craig - 3pm*

## **September**

Appointment for Missoula Area Curriculum Consortium  
School Strategic Plan & Goals  
8th Grade Trip

*Kelsy*

## **October**

*Gary*

## **November**

*Jason*

## **December**

Review Strategic Plan & Goals Progress  
Principal Evaluation

*Jason*

## **January**

Approve Principal offer of employment

*Craig*

## **February**

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

*Kelsy*

## **March**

Next Year Calendar committee report  
Preliminary General Fund Budget Review  
Negotiation Committees (in negotiation years)  
Student Behavior & Discipline Review

*Gary*

## **April**

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

*Jason*

## **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

*Cliff*

## **June**

Audit Contract Review and Approval  
Policy Review



**ELECTION CONTRACT - SCHOOL DISTRICT ELECTIONS**  
**June 1, 2017 thru May 31, 2018**

BE IT HEREBY AGREED BETWEEN POTOMAC SCHOOL DISTRICT 11 AND  
MISSOULA COUNTY, MONTANA

1. The Missoula County Election Administration, hereinafter called "County," on behalf of the Potomac School District 11, hereinafter call "School" and upon their request (20-20-417, MCA) shall conduct and be responsible for all aspects of all elections that come under the responsibility of said School, excluding:
  - 20-20-204(1)(ii) Posting notices in three public spaces in the district; and
  - 20-20-204(1)(iii) posting notice on district's website for 10 days prior to election
2. The County shall have complete responsibility for the number of polling places or ballot drop off locations and the designation of said places/locations for each election per 13-19-207.
3. Schools shall reimburse the County for actual costs of all elections conducted for said Schools, including but not limited to the cost of:

Judges of Election      -      Prevailing wage paid by County
4. Schools agree to reimburse County for School's proportionate share of the cost of elections when held in conjunction with other political subdivisions.
5. School shall be responsible for completing all necessary legal procedures in a timely manner to meet the time requirements as determined by the County. Failure to meet established time requirements will release County from the obligation of conducting the School's election. Necessary timelines will be provided to School no later than 90 days prior to School election.
6. If it is determined that administratively a mail ballot election is the most efficient method of conducting an election, the County maintains absolute right to conduct election in said manner.
7. Schools shall be responsible for the cost of opening and closing the polling/drop off locations required for each election.
8. Schools shall supply storage space for on-site storage of equipment required to conduct elections at each polling place located within the boundaries of Potomac School District No.11. Maintenance personnel at each polling place will be responsible for setting up and taking down booths for all elections held at said polling place. This service will be supplied at no cost to the County.

9. County will, upon request, provide Schools with lists of registered voters at no charge for each School election.
10. Schools will notify county in writing of proposed date of a special election 75 days in advance. County must notify school within 5 days of notice; whether or not, county can conduct election for date selected.
11. Schools will provide a multipurpose area or gymnasium with adequate room and lighting at each polling place/ballot drop off location to accommodate the election process. The designated area shall be available for inspection by the County at least 2 weeks prior to each election and, if the designated area is not sufficient to accommodate the election process, the County reserves the right to designate an area within the polling place that will better accommodate the election process.

IN WITNESS THEREOF, the aforementioned parties have hereunto entered into this agreement on this 8<sup>th</sup> day of May, 2017. Said agreement will be in effect until May 31, 2018.

Potomac School District 11

\_\_\_\_\_  
Signature

Missoula County Election Administrator

\_\_\_\_\_  
Signature