



Potomac Elementary School

School Board Agenda

November 14, 2016 – 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:

Consent Agenda:

Chair Vann

1. Minutes October 10, 2016
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

1. Teacher Presentations
2. Principal's Report
3. Clerks Report
4. Board Professional Development Reports

Raynee Clairmont &
Abby Stitt
Principal Williams
Jill Thornton
Board Members

Old Business:

1. School Board Calendar

Chair Vann

New Business:

1. Personnel – Kathleen Kimmel – Sp Ed Aide
2. 1 through 11 Out of District Students

Principal Williams
Principal Williams

Next Meeting December 12, 2016 – 7:00 pm



Potomac Elementary School

School Board Minutes

for

October 10, 2016

Phone (406) 244-5581

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Call to Order

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

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

Consent Agenda

Warrant Lists – Total Claims = \$24,791.46. Total Payroll = \$67,164.00

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On Aug 15, 2016 - \$23,721.15 thru Sept 30, 2016 - \$25,159.15

Craig moved to approve the consent agenda. Kelsy seconded the motion. **Passed 3-0**

Teacher Presentations

Kristina Davis is teaching an elective class on Business, Career and Technology. She has had the following guests present what their professions entail:

Morgen Kilbourn - sculptor for Breyer horses

Ben Jones - Cheff at Paws Up

Tadd Downs - Secret Service

Alex Omura - Anesthesiologist in Missoula

Willy Kemp - Forensic Pathologist from ND

Hunter Lloyd - robotics engineer from MSU

Donna Chase - Shifrin Plastic surgery in Chicago

Scott Eggeman - FWP wildlife biologist in Missoula

Cindy and Scott Schroeder - Ponderosa Dental in Missoula

Each student in the elective class has also researched a career of their choosing. Then they present that researched information to the other students.

(Gary Joined on Skype – 4 board members now present)

Kristy Pohlman is completing a grant request with DonorsChoose.org, hoping to bring a roots growing station to her classroom. She has also been coaching Volley Ball and has found the students have fun setting goals and achieving even more that the goals they set.

Principals Report

September was a busy month at school. Open House went well. Thank you for introducing yourselves and being there. I've been attempting to use our school Facebook page more this year, to post pictures and inform everyone of what's happening. It seems to be working very well. It reaches a lot of people, and I've received some great feedback, all positive!

Kitchen- I met with Neil McDaniel to look at the kitchen and discussed the health department's requirements. At this time we just need to have some minor plumbing issues addressed and another sink installed for hand

washing. He is working on it, and then will work on a plan for more remodeling to create a kitchen that meets the standards for a school. I am in contact with the Community Center Board as well, as we move forward with this and will keep you updated.

Safety- I invited Potomac Fire Department and local Law Enforcement to come into the school for a training so that they can become familiar with our procedures and layout and offer suggestions if they see something that can be improved on. This will happen this Wednesday evening at 7 pm.

Explorer's- We've had an amazing number of students participating in Explorer's so far. We've been averaging 20-30 students every Friday. Great job Crissina! Also thanks to Gail, Diane, Kristina and Lyndi for helping on Fridays. The kids are having a blast! Robotics is also happening on Wednesdays and a great turnout.

8th grade- I have had a lot of conversations regarding our 8th grade trip with teachers and parents. There was a lot of concern with both, that every year was going to become a competition to do bigger and better than the year before. I feel the trips that past students have taken are invaluable experiences and a testament to the support of their families and the community. I am greatly concerned that the trip does not seem school centered even though it takes place during school time and too much responsibility is put on the parents to "make it happen". I do not question the educational value of the past trips, as great care has been taken to make it so.

I feel we also need to address the issue of participation. Are we promoting a class trip that has some students and families feeling that if they can't voice their opinions strongly enough that they have no choice but to withdraw from the whole thing? We are planning for 8th graders, students that are 13 and 14 years old. Not every parent is comfortable sending their children away for overnight a great distance away without them. I have been asked many times since I've been here about the parameters for the 8th grade trip. Parents have asked for guidance from the school, but I have had little understanding myself about the District's expectations of this trip or what my role is expected to be. During the last couple months' school board meetings, the conversation has turned to just fundraising ideas for the 8th graders and their parents, but I am asking that the board discuss the District's goals for our 8th graders and what the school's role is in this trip since it is taking our students out of the classroom.

It is my opinion that we need to begin with what Potomac School's goals are for our 8th graders and how can a class trip fulfill that purpose. I have been working on a proposal with the middle school teachers, (see attached) for what this could look like and look forward to hearing your feedback. This is just a preliminary proposal. There are a still a few details to put in but it can begin the discussion anyway.

Technology- I have been working with Pine Cove Consulting on a technology plan. I will share it with you at the meeting.

Veteran's Day- In celebration of Veteran's Day this year, we are inviting all of our local veterans to join us on Thursday, November 10, for breakfast and an assembly. More information to come, but please help us get the word out!

Upcoming

- October 12-** Author visit-4th-8th Ben Mikaelson 1:30
- October 13-** Fire Prevention Week visit from Fire Department 8:15
- October 17-19** Artist Sharon Lamar here 4th-8th
- October 19-** Field trip to Seeley for 2 Valley Stage performance K-3
- October 20&21- No School**
- October 24-** Boys' basketball begins
- November 1-** Bball game Clinton Away
- November 3-** Home game against Missoula International School
End of 1st quarter
- November 4-** Teacher work day
- November 9-10** Parent teacher conferences

(Attached to Principal’s Report)

Preliminary Proposal for Potomac School 8th Grade Trips:

Objectives

- **Increase 8th grade engagement**
- **Give students an opportunity to participate in decision making**
- **Experiential education**
- **Curriculum integration**
- **Work to attain a goal**
- **Build communication skills**

Guidelines

The 8th grade trip will be under the direction of the 8th grade teacher with assistance from parents and the school principal.

Through whole class discussion under the guidance of the teacher, students will decide where they want to take their trip based on interest level, educational value and attainability. The School District will encourage trips within a 300 mile radius and no more than 3-4 nights away with the emphasis being on the value of an education based trip close to home.

Under the guidance of the 8th grade teacher, students will be responsible for determining their budget and fundraising needs. Multiple opportunities will be given to students for fundraising with a minimum requirement of participation. Parents will be an integral source of aid for fundraising. Meetings and/or communication can be expected often to plan and discuss options.

Students will be required to meet all school expectations of academic achievement, attendance and behavior to be eligible to participate in the class trip. Students not participating in class trip will be expected to complete alternative assignments during that time.

Cliff said he likes the concrete objectives, and agrees it should be educational. However, he has difficulty with the 300 mile radius limit. Perhaps if approved by the 8th grade teacher, principal and school board, the 300 miles could be exceeded.

Angie added that after the trip is completed, there should be a report completed by the class about the trip.

Other points discussed:

1. Keep parents involved in the fundraising
2. Leave the possibility to ‘shoot for the stars’ and go farther than the 300 miles
3. Possibility of making the trip ‘repeatable’
4. Use permission slips – note if parent is amenable to going out of state
5. Need 100% participation through parent and student survey
6. Offer some fun education trips for the students to consider

Clerks Report No Report.

Board Professional Development Reports

Cliff attended Volley Ball, Open House and read more on the ‘7 Habits of Highly Effective People’. He also attended a regional managers meeting that worked through these concepts. Maybe there could be a group that could attend such a meeting. Angie said she could also talk to other schools to bring the cost down.

Angie also would like to have the board together to discuss some key points. The board agreed to meet a half hour early prior to the December meeting on the 12th.

Personnel

Angie Williams recommended hiring Jenna Shaw and Jeni Adams as substitute teachers. Kelsy moved to hire Jenna Shaw and Jeni Adams as substitute teachers. Craig seconded the motion. **Passed 4-0**

Credit Cards – C Quinn

Cliff asked what our procedures are for credit card purchases. Jill and Angie said before a purchase can be made, it first needs to be approved by Angie, with input on any unknown budget issues from Jill. Then the purchase can be made and a detailed receipt is attached to it before payment is completed.

Kelsy moved to approve a credit card for C Quinn. Craig seconded the motion. **Passed 4-0**

NCPA VCA Consent to Fingerprint Background Check vs. Policy 5122F – Authorization to Release Information Including Consent to Fingerprint Background Check

Jill and Angie explained training received from the Department of Justice Criminal Records that presented us with their updated consent to fingerprint background check. This is what is being presented to the board for approval.

Gary moved to approve the new form NCPA VCA Consent to Fingerprint Background Check and remove Policy 5122F.. Craig seconded the motion. **Passed 4-0**

Technology Plan

Angie presented four spreadsheets showing different scenarios for making sure the students have the technology they need for school. All four are options with a management company – Pine Cove – to administer and maintain the technology.

Cliff asked the board to consider:

- 1. What is the need
- 2. What grant money could provide the need
- 3. If there is community money for this

Gary feels we should check to see what grants can be found.

Kelsy asked how long the contract with Pine Cove would be. It would be 3 years. Then she asked if the teachers are behind this. The answer is yes. Then she wondered if the teachers had a choice to keep smartboards. And yes, the plans are flexible.

The next step is to see how a budget would work with this. A budget will be prepared for the December board meeting.

Adjourn

Chair Vann adjourned the Board meeting at 8:40 pm.

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14447	9185S 100834	BLACK MOUNTAIN SOFTWARE	2,831.00					
1		21650 11/01/16 Annual Finance Software	1,622.00		101	100-2500	330	
2		21650 11/01/16 Annual Payroll Software	1,134.00		101	100-2500	330	
3		21650 11/01/16 Annual ACH Direct Deposit	75.00		101	100-2500	330	
14448	9186S 101315	BROWN'S SEPTIC SERVICES, INC.	950.00					
1		7179 09/10/16 Septic Services	950.00		101	100-2600	440	
14449	9187S 101303	BUSINESS CARD 6227	225.62					
1		CC-404 09/29/16 Maintenance Supplies	133.34		101	625		
		LOWES						
2		CC-404 10/13/16 Maintenance Supplies	72.29		101	625		
		LOWES						
3		CC-404 10/15/16 Maintenance Supplies	19.99		101	625		
		COSTCO						
14450	9188S 101166	BUSINESS CARD 8181	307.86					
1		CC-405 09/23/16 First Aid Supplies	10.45		101	625		
		SHOPKO						
2		CC-405 09/22/16 School Supplies	216.06		101	625		
		KCDA PURCHASING COOPERATIVE						
3		CC-405 09/27/16 School Supplies	19.99		115	625		121
		ORIENTAL TRADING COMPANY INC						
4		CC-405 10/11/16 School Supplies	61.36		101	625		
		KCDA PURCHASING COOPERATIVE						
14451	9189S 101306	BUSINESS CARD 8399	770.23					
1		CC-406 09/28/16 3 Recycling Centers	404.97		101	625		
		GLOBAL INDUSTRIAL						
2		CC-406 10/11/16 School Supplies	43.47		101	625		
		SHOPKO						
3		CC-406 10/18/16 Math Books	331.80		101	625		
		ECS LEARNING SYSTEMS						
4		CC-406 10/18/16 US Flag	9.97		101	625		
		ONLINE STORES						
5		CC-406 09/25/16 Light Bulb Returns	-19.98		101	625		
		LOWES						

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14453	9190S	42 CENEX HARVEST STATES	632.25					
1		123012 11/01/16 Heating Fuel	632.25		101	100-2600	411	
14452	9191S 101301	CITI CARDS	798.00					
1		CC-408 10/13/16 2 Day Safety Conference	798.00		101	625		
					CC Accounting: 101- -100-2400-582			
EVENTS								
14455	9192S 101228	CRISSINA QUINN	78.00					
1		10/03/16 Explorers Corn maze	78.00		115	100-1000	582	121
14454	9193S	76 CULLIGAN WATER	38.50					
1		865516 10/28/16 Well Water Test Equipment	38.50		101	100-2600	610	
14456	9194S 101098	DEQ - MT DEPT OF ENVIRONMENT	70.00					
1		5J1700076 09/30/16 Drinking Water Appl Fee	70.00		101	100-2600	330	
14457	9195S	176 FOOD SERVICES OF AMERICA	708.74					
1		8525195 10/05/16 Kitchen Supplies	708.74		112	910-3100	610	
14459	9196S 101294	KALEVA LAW OFFICE	150.00					
1		744 10/07/16 Section 504 Legal Update WkSho	150.00		101	100-2400	582	
14458	9197S 100998	KRISTINA DAVIS	49.06					
1		10/30/16 Dry Ice - Science	49.06		101	100-1000	610	
14460	9198S	82 MAJESTIC BUS SERVICE, INC	9,638.56					
1		5818 10/06/16 VolleyBall to Seeley	185.07		115	103-2700	513	136
2		5819 10/13/16 VolleyBall to Lolo	202.98		115	103-2700	513	136
3		5820 10/14/16 Explorers to Missoula Maze	115.42		115	100-1000	582	121
4		5821 10/19/16 K thru 3 to Seeley Lake Elemen	121.39		101	100-1000	582	
5		5822 11/01/16 Morrison Lane	348.70		110	100-2700	513	
6		5823 11/01/16 Bus Contract	8,665.00		110	100-2700	513	
14461	9199S	10 MISSOULA ELECTRIC COOP INC	1,000.13					
1		10/27/16 School Electric	465.31		101	100-2600	412	
2		10/27/16 Comm Ctr Electric	534.82		101	100-2620	412	
14462	9200S	64 MISSOULA TEXTILE SERVICES	306.79					
1		849219 10/06/16 Maintenance Supplies	137.39		101	100-2600	610	
2		853938 10/20/16 Maintenance Supplies	171.90		101	100-2600	610	
3		C849950 10/06/16 Credit	-2.50		101	100-2600	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
14463	9201S	134 MONTANA DEPT OF PUBLIC HEALTH	85.00					
1		10/15/16 Annual Retail Food Small Licen	85.00		112	910-3100	810	
14464	9202S	218 MONTANA ENVIRONMENTAL LABORATORY	2,060.00					
1		1611021 10/04/16 VOC's SOC's Comm Ctr	785.00		101	100-2620	330	
2		1610719 10/13/16 IOC's SOC's VOC's DBP's Schoo	1,275.00		101	100-2600	330	
14465	9203S 100842	POTOMAC SCHOOL PETTY CASH	27.25					
1		1220 08/24/16 Mt Criminal Rcds Reimb	27.25		101	100-2500	330	
14466	9204S	299 RENAISSANCE LEARNING INC	1,474.00					
1		1650919 09/27/16 Accelerated Reader Subscripti	620.00		101	100-1000	330	
2		1650919 09/27/16 Star Reading Subscription	255.00		101	100-1000	330	
3		1650919 09/27/16 Hosting Fee	599.00		101	100-1000	330	
14467	9205S	9 REPUBLIC SERVICES #889	263.50					
1		10/28/16 Disposal Services - School	131.75		101	100-2600	431	
2		10/28/16 Disposal Services - Comm Ctr	131.75		101	100-2620	431	
14469	9206S 101320	SHARON LAMAR	80.89					
1		1617073 10/24/16 Art Supplies	80.89		101	100-1000	610	
14468	9207S	25 SYSCO FOOD SERVICES OF MT INC	3,493.63					
1		610041782 10/04/16 Food	580.82		112	910-3100	570	
2		610041782 10/04/16 Supplies	94.75		112	910-3100	610	
3		610041783 10/04/16 Food - Fruit & Veggie Grant	120.16		112	910-3100	570	
4		610071097 10/07/16 Food	92.29		112	910-3100	570	
5		610071097 10/07/16 Supplies	44.45		112	910-3100	610	
6		610112120 10/11/16 Food	332.03		112	910-3100	570	
7		610112120 10/11/16 Supplies	39.42		112	910-3100	610	
8		610112121 10/11/16 Food - Fruit & Veggie Grant	138.82		112	910-3100	570	
9		610141067 10/14/16 Food	132.75		112	910-3100	570	
10		610181349 10/18/16 Food - Fruuit & Veggie Gran	89.67		112	910-3100	570	
11		610181350 10/18/16 Food	471.81		112	910-3100	570	
12		610181350 10/18/16 Supplies	186.41		112	910-3100	610	
13		610220417 10/22/16 Supplies - Fruit & Veggie G	52.58		112	910-3100	610	
14		610251569 10/25/16 Food	575.74		112	910-3100	570	
15		610251569 10/25/16 Supplies	221.82		112	910-3100	610	
16		610251570 10/25/16 Food - Fruit & Veggie Grant	83.04		112	910-3100	570	
17		610281042 10/28/16 Food	154.87		112	910-3100	570	
18		610281042 10/28/16 Food - Fruit & Veggie Grant	36.05		112	910-3100	570	
19		610281042 10/28/16 Supplies	59.20		112	910-3100	610	
20		610270037 10/27/16 Credit	-13.05		112	910-3100	570	

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
14470	9208S 100977 WESTERN BUSINESS EQUIPMENT, INC	860.00				
1	197351 11/01/16 Cyan Toner Office	225.00		101	100-1000	610
2	197351 11/01/16 Magenta Toner	225.00		101	100-1000	610
3	197351 11/01/16 Yellow Toner	225.00		101	100-1000	610
4	197351 11/01/16 Black Toner	185.00		101	100-1000	610
# of Claims 24		Total: 26,899.01				
		26,899.01				

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
Example				3100's	Food Services		
101-100-2600-411 is a Regular General Fund Expenditure for School Heating Fuel				3500's	Extracurricular		

11/11/16
19:05:10

POTOMAC ELEMENTARY SCHOOL
Credit Card Transactions Paid by Credit Card Vendor
For the Accounting Period: 11/16

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	9187	14449	404		1	11/16	LOWES	Maintenance Supplies	133.34	101		100-2600-610	
	9187	14449	404		2	11/16	LOWES	Maintenance Supplies	72.29	101		100-2600-610	
	9187	14449	404		3	11/16	COSTCO	Maintenance Supplies	19.99	101		100-2600-610	
	Total								225.62				
BUSINESS CARD 818	9188	14450	405		1	11/16	SHOPKO	First Aid Supplies	10.45	101		100-1000-610	
	9188	14450	405		2	11/16	KCDA PURCHASING C	School Supplies	216.06	101		100-1000-610	
	9188	14450	405		3	11/16	ORIENTAL TRADING	School Supplies	19.99	115		100-1000-610	121
	9188	14450	405		4	11/16	KCDA PURCHASING C	School Supplies	61.36	101		100-1000-610	
Total								307.86					
BUSINESS CARD 839	9189	14451	406		1	11/16	GLOBAL INDUSTRIAL	3 Recycling Centers	404.97	101		100-1000-610	
	9189	14451	406		2	11/16	SHOPKO	School Supplies	43.47	101		100-1000-610	
	9189	14451	406		3	11/16	ECS LEARNING SYST	Math Books	331.80	101		100-1000-640	
	9189	14451	406		4	11/16	ONLINE STORES	US Flag	9.97	101		100-1000-610	
	9189	14451	406		5	11/16	LOWES	Light Bulb Returns	-19.98	101		100-2600-610	
Total								770.23					
CITI CARDS	9191	14452	408		1	11/16	EVENTS	2 Day Safety	798.00	101		100-2400-582	
	Total								798.00				
Grand Total:									2101.71				

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
J001 HOURS (REGULAR SUB)	2.00		160.00
J007 HOURS (21 CENTURY AIDE)	15.00		249.30
J008 HOURS (21 CENTURY TEAC)	14.75		306.36
OVER HOURS (Overtime)	2.46		55.35
PERS HOURS (Personal Time Used)	38.00		764.16
REG HOURS (Regular Time)	2,441.72		46,424.60
SICK HOURS (Sick Time)	9.25		135.42
TEMP HOURS (Temp Employee Time)	10.25		100.25
VACA HOURS (Vacation Time Used)	8.37		134.76
GROSS PAY	48,330.20	0.00	
NET PAY	30,371.42	0.00	
NET PAY (CHECKS)	4,421.82		
NET PAY (DIRECT DEPOSIT)	25,949.60		
ACCIDENT/AFA	47.45	0.00	
ADD'L MUST	284.33	0.00	
ANNUITY - AMFID	60.00	0.00	
ANNUITY-HORACE	200.00	0.00	
CANCER/AFA	16.30	0.00	
FIT	3,472.13	0.00	
FLEX PLAN	787.50	-100.00	
HEALTH - MUST	3,685.00	8,942.00	
MEDICARE	629.78	629.78	
P.E.R.S.	774.36	793.97	
PACE	83.01	0.00	
PEA/MEA	437.09	0.00	
SIT	1,626.00	0.00	
SOCIAL SECURITY	2,692.91	2,692.91	
TAXED CANCER	4.60	0.00	
TRS	3,142.32	3,381.35	
UNEMPL. INSUR.	0.00	178.84	
UNUM LIFE INS C	16.00	11.20	
WORKERS' COMP	0.00	618.98	
1ST INTERSTATE	1,283.89	0.00	
CAB	1,002.34	0.00	
CS	1,897.83	0.00	
FSBMSLA	2,789.39	0.00	
MECU	3,688.42	0.00	
MFCU	3,779.55	0.00	
MFIRSTCU	1,666.66	0.00	
PSCU	2,343.22	0.00	
TRB	3,758.58	0.00	
USB	2,043.02	0.00	
WSB	1,696.70	0.00	
FIT/SIT BASE	39,316.94	0.00	
MEDICARE BASE	43,433.62	0.00	
PERS BASE	9,523.49	0.00	
SOC SEC BASE	43,433.62	0.00	
TRS BASE	38,555.95	0.00	
UN BASE	48,330.20	0.00	
WC BASE	48,311.75	0.00	
Total		17,149.03	
Total Payroll Expense (Gross Pay + Employer Contributions):		65,479.23	

Potomac Student Accounts
General Ledger
 As of October 31, 2016

Date	Num	Name	Memo	Debit	Credit	Balance
Petty Cash						104.38
10/11/2016	dep		Deposit	868.37		972.75
Total Petty Cash						972.75
Two Rivers accts						25,159.15
Bike-a-Thon						8,700.29
10/10/2016	2275	Sarah Schmill	Bike A Thon Supplies		114.93	8,585.36
10/12/2016	2276	Ben Mikaelson	Ben Mikaelson Presentation		756.34	7,829.02
10/13/2016	2277	Free Cycles Missoula	Bike A Thon Donation for help with Fundraiser		100.00	7,729.02
10/25/2016	dep		Bike A Thon	2,407.03		10,136.05
10/25/2016	dep		Bike A Thon	3,329.39		13,465.44
10/25/2016	dep		Bike A Thon	317.00		13,782.44
Total Bike-a-Thon						13,782.44
Book Fair						501.69
Class of 2017						495.81
10/11/2016	dep		Track Maint Work Pd ck 9176	100.00		595.81
10/25/2016	dep	Cash	Seed \$ for 10-1 Fundraiser	200.00		795.81
10/25/2016	dep		Pig Roast	1,017.10		1,812.91
Total Class of 2017						1,812.91
8th Grade Fund						2,333.26
Donation Bake Sale						878.48
S.t.r.e.a.m. (explorers)						4,787.00
Memorial Account						420.00
10/12/2016	2276	Ben Mikaelson	Ben Mikaelson Books after Presentation		420.00	0.00
Total Memorial Account						0.00
Music						788.82
Science Activity						841.51
Outdoor School						217.06
Robotics						363.74
Misc Science Donations						138.58
Olympiad						122.13
Total Science Activity						841.51
Student Activities						1,607.06
10/01/2016		Two Rivers Bank	Deposit Slips Purchase		7.00	1,600.06
10/04/2016	2274	Referee	Referee		72.00	1,528.06
10/11/2016	dep		Two Referee Cks Reimbursed ck 9176	108.00		1,636.06
10/18/2016	2278	LifeTouch	Deposit for Yearbooks		480.00	1,156.06
10/25/2016	AutoBank	Two Rivers Bank	Uncashed Ck 2230		25.00	1,131.06
10/25/2016	AutoBank		Uncashed Ck 2230 Voided	409.52		1,540.58
10/26/2016	AutoBank		Credit Adjustment per Two Rivers	0.02		1,540.60
Total Student Activities						1,540.60
Student Council						3,805.23
Total Two Rivers accts						31,071.94

Principal's Report

November 2016

Veteran's Assembly- Our breakfast and assembly went really well. Our speaker was Senior Master Sergeant English who has spent 20+ years in the National Guard Air Force. It was enjoyable watching the student's enthusiasm, and they asked some great questions. We had over 10 veterans attend. I hope that this can become an annual event.

Parent Teacher Conferences- Parent teacher conferences went well. The teachers and I were really busy preparing for the end of the quarter with using the math standards for the first time and a new report card system with Infinite Campus. We pulled it together though and from now we'll be able to continue adding more standards and streamlining our report cards. We received positive feedback from parents!

Basketball- We have 15 boys playing basketball. Brad and Sam Hall are coaching. Mrs. Clairmont has also been a big help at practices. We have a great team with lots of enthusiasm from all!

EEE Grant- We received Amazon gift cards totalling \$450 from the EEE Grant. I took 2 students Thursday to the luncheon in Missoula to receive the cards.

Upcoming-

November 15th- 5th/6th field trip UM

November 15th- Home game against Lolo

November 17th- Home game against Desmet

November 22nd - 2 Valley Stage - Brass Quintet 1 pm

November 22nd- Home game against Clinton

November 23rd-25th No school

November 29th- Home game against Target Range

December 1st-Away game Seeley

December 2nd- Teacher Work Day

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
112 Professional Ed.						
PR 161100 1	Payrol l Expendi ture		/ /	11/16		25,705.27
						Object Total : 25,705.27
117 Teacher' s Ai des						
PR 161100 2	Payrol l Expendi ture		/ /	11/16		1,364.26
						Object Total : 1,364.26
122 Prof/Ed/Sub Teachers						
PR 161100 3	Payrol l Expendi ture		/ /	11/16		507.13
						Object Total : 507.13
250 Workers' Comp.						
PR 161100 4	Empl oyer Contri buti ons		/ /	11/16		175.81
						Object Total : 175.81
260 Heal th Insurance						
PR 161100 5	Empl oyer Contri buti ons		/ /	11/16		4,796.06
						Object Total : 4,796.06
330 Other Professional						
CL 14466 1	Accelerated Reader Subscri pti o	1650919	09/27/16	11/16	299 RENAI SSANCE LEARNI NG I NC	620.00
CL 14466 2	Star Reading Subscri pti on	1650919	09/27/16	11/16	299 RENAI SSANCE LEARNI NG I NC	255.00
CL 14466 3	Hosti ng Fee	1650919	09/27/16	11/16	299 RENAI SSANCE LEARNI NG I NC	599.00
						Object Total : 1,474.00
582 Travel Out-of-Di st.						
CL 14460 4	K thru 3 to Seel ey Lake El emen	5821	10/19/16	11/16	82 MAJESTI C BUS SERVI CE, I NC	121.39
						Object Total : 121.39
610 Suppl i es						
CC 405 1	First Aid Suppl i es	242	09/23/16	11/16		10.45
CC 405 2	School Suppl i es	101132	09/22/16	11/16		216.06
CC 405 4	School Suppl i es	101132	10/11/16	11/16		61.36
CC 406 1	3 Recycling Centers	101317	09/28/16	11/16		404.97
CC 406 2	School Suppl i es	242	10/11/16	11/16		43.47
CC 406 4	US Fl ag	101318	10/18/16	11/16		9.97
CL 14458 1	Dry Ice - Science		10/30/16	11/16	100998 KRI STI NA DAVI S	49.06
CL 14469 1	Art Suppl i es	1617073	10/24/16	11/16	101320 SHARON LAMAR	80.89
CL 14470 1	Cyan Toner Offi ce	197351	11/01/16	11/16	100977 WESTERN BUSI NESS EQUI PMENT,	225.00

Fund/Account/ Doc/Line #	Description	Invoic e	Invoic Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed.	Programs-Instruction					
CL 14470 2	Magenta Toner	197351	11/01/16	11/16	100977 WESTERN BUSINESS EQUIPMENT,	225.00
CL 14470 3	Yellow Toner	197351	11/01/16	11/16	100977 WESTERN BUSINESS EQUIPMENT,	225.00
CL 14470 4	Black Toner	197351	11/01/16	11/16	100977 WESTERN BUSINESS EQUIPMENT,	185.00
					Object Total :	1,736.23
640 Books						
CC 406 3	Math Books	61	10/18/16	11/16		331.80
					Object Total :	331.80
					Program-Function Total :	36,211.95
E 100-2400 Regular Ed.	Programs-School Admin.					
111 Administrative						
PR 161100 6	Payroll Expenditure		/ /	11/16		4,000.00
					Object Total :	4,000.00
115 Office/Clerical						
PR 161100 7	Payroll Expenditure		/ /	11/16		2,208.12
					Object Total :	2,208.12
250 Workers' Comp.						
PR 161100 8	Employer Contributions		/ /	11/16		39.59
					Object Total :	39.59
260 Health Insurance						
PR 161100 9	Employer Contributions		/ /	11/16		920.70
					Object Total :	920.70
582 Travel Out-of-Dist.						
CC 408 1	2 Day Safety Conference	101319	10/13/16	11/16		798.00
CL 14459 1	Section 504 Legal Update WkSho	744	10/07/16	11/16	101294 KALEVA LAW OFFICE	150.00
					Object Total :	948.00
					Program-Function Total :	8,116.41
E 100-2500 Regular Ed.	Programs-Sup. Serv.-Business					
111 Administrative						
PR 161100 10	Employer Contributions		/ /	11/16		-63.00
PR 161100 11	Payroll Expenditure		/ /	11/16		1,731.05
					Object Total :	1,668.05

Fund/Account/ Doc/Line #	Description	Invoic e	Invoic e	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
250 Workers' Comp.						
PR 161100 12	Employer Contributions		/ /	11/16		11.04
					Object Total :	11.04
260 Health Insurance						
PR 161100 13	Employer Contributions		/ /	11/16		340.20
					Object Total :	340.20
330 Other Professional						
CL 14447 1	Annual Finance Software	21650	11/01/16	11/16	100834 BLACK MOUNTAIN SOFTWARE	1,622.00
CL 14447 2	Annual Payroll Software	21650	11/01/16	11/16	100834 BLACK MOUNTAIN SOFTWARE	1,134.00
CL 14447 3	Annual ACH Direct Deposit	21650	11/01/16	11/16	100834 BLACK MOUNTAIN SOFTWARE	75.00
CL 14465 1	Mt Criminal Rcds Reimb	1220	08/24/16	11/16	100842 POTOMAC SCHOOL PETTY CASH	27.25
					Object Total :	2,858.25
					Program-Function Total :	4,877.54
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
114 Custodial/Maint						
PR 161100 14	Payroll Expenditure		/ /	11/16		1,306.34
					Object Total :	1,306.34
250 Workers' Comp.						
PR 161100 15	Employer Contributions		/ /	11/16		101.99
					Object Total :	101.99
260 Health Insurance						
PR 161100 16	Employer Contributions		/ /	11/16		253.80
					Object Total :	253.80
330 Other Professional						
CL 14456 1	Drinking Water Appl Fee	5J1700076	09/30/16	11/16	101098 DEQ - MT DEPT OF ENVIRONMENT	70.00
CL 14464 2	IOC's SOC's VOC's DBP's School	1610719	10/13/16	11/16	218 MONTANA ENVIRONMENTAL	1,275.00
					Object Total :	1,345.00
411 Gas						
CL 14453 1	Heating Fuel	123012	11/01/16	11/16	42 CENEX HARVEST STATES	632.25
					Object Total :	632.25

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
412 Electricity						
CL 14461 1	School Electric		10/27/16	11/16	10 MISSOULA ELECTRIC COOP INC	465.31
						Object Total :
						465.31
431 Disposal Services						
CL 14467 1	Disposal Services - School		10/28/16	11/16	9 REPUBLIC SERVICES #889	131.75
						Object Total :
						131.75
440 Repair and Maint.						
CL 14448 1	Septic Services	7179	09/10/16	11/16	101315 BROWN'S SEPTIC SERVICES,	950.00
						Object Total :
						950.00
610 Supplies						
CC 404 1	Maintenance Supplies	51	09/29/16	11/16		133.34
CC 404 2	Maintenance Supplies	51	10/13/16	11/16		72.29
CC 404 3	Maintenance Supplies	101223	10/15/16	11/16		19.99
CC 406 5	Light Bulb Returns	51	09/25/16	11/16		-19.98
CL 14454 1	Well Water Test Equipment	865516	10/28/16	11/16	76 CULLIGAN WATER	38.50
CL 14462 1	Maintenance Supplies	849219	10/06/16	11/16	64 MISSOULA TEXTILE SERVICES	137.39
CL 14462 2	Maintenance Supplies	853938	10/20/16	11/16	64 MISSOULA TEXTILE SERVICES	171.90
CL 14462 3	Credit	C849950	10/06/16	11/16	64 MISSOULA TEXTILE SERVICES	-2.50
						Object Total :
						550.93
						Program-Function Total :
						5,737.37
E 100-2620 Regular Ed. Programs-Operation of Community Center						
114 Custodial/Maint						
PR 161100 17	Payroll Expenditure		/ /	11/16		1,306.36
						Object Total :
						1,306.36
250 Workers' Comp.						
PR 161100 18	Employer Contributions		/ /	11/16		102.00
						Object Total :
						102.00
260 Health Insurance						
PR 161100 19	Employer Contributions		/ /	11/16		253.80
						Object Total :
						253.80

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2620 Regular Ed. Programs-Operation of Community Center						
330 Other Professional						
CL 14464 1	VOC's SOC's Comm Ctr	1611021	10/04/16	11/16	218 MONTANA ENVIRONMENTAL	785.00
						Object Total :
						785.00
412 Electricity						
CL 14461 2	Comm Ctr Electric		10/27/16	11/16	10 MISSOULA ELECTRIC COOP INC	534.82
						Object Total :
						534.82
431 Disposal Services						
CL 14467 2	Disposal Services - Comm Ctr		10/28/16	11/16	9 REPUBLIC SERVICES #889	131.75
						Object Total :
						131.75
						Program-Function Total :
						3,113.73
E 280-1000 Special Education-Instruction						
112 Professional Ed.						
PR 161100 20	Payroll Expenditure		/ /	11/16		1,567.90
						Object Total :
						1,567.90
250 Workers' Comp.						
PR 161100 21	Employer Contributions		/ /	11/16		10.00
						Object Total :
						10.00
260 Health Insurance						
PR 161100 22	Employer Contributions		/ /	11/16		304.56
						Object Total :
						304.56
						Program-Function Total :
						1,882.46
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 161100 23	Payroll Expenditure		/ /	11/16		341.07
						Object Total :
						341.07
120 Temporary Salaries						
PR 161100 24	Payroll Expenditure		/ /	11/16		225.76
						Object Total :
						225.76

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POTOMAC ELEMENTARY SCHOOL
 Expenditure Detail
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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 910-3100 Food Services-Food Services						
250 Workers' Comp.						
JV 1379 2	Workers Comp		/ /	11/16		365.82
PR 161100 25	Employer Contributions		/ /	11/16		19.93
Object Total :						385.75
260 Health Insurance						
JV 1379 4	Health Ins		/ /	11/16		1,620.00
PR 161100 26	Employer Contributions		/ /	11/16		100.64
Object Total :						1,720.64
Program-Function Total :						2,673.22
Fund Total :						62,612.68

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount	
110 TRANSPORTATION FUND							
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business							
111 Administrative							
PR 161100 29	Employer Contributions		/ /	11/16		-25.00	
PR 161100 30	Payroll Expenditure		/ /	11/16		686.92	
						Object Total :	661.92
250 Workers' Comp.							
PR 161100 31	Employer Contributions		/ /	11/16		4.38	
						Object Total :	4.38
260 Health Insurance							
PR 161100 32	Employer Contributions		/ /	11/16		135.00	
						Object Total :	135.00
						Program-Function Total :	801.30
E 100-2700 Regular Ed. Programs-Student Transp.							
111 Administrative							
PR 161100 33	Payroll Expenditure		/ /	11/16		1,333.33	
						Object Total :	1,333.33
250 Workers' Comp.							
PR 161100 34	Employer Contributions		/ /	11/16		8.50	
						Object Total :	8.50
260 Health Insurance							
PR 161100 35	Employer Contributions		/ /	11/16		126.90	
						Object Total :	126.90
513 Bus Contractors							
CL 14460 5	Morrison Lane	5822	11/01/16	11/16	82 MAJESTIC BUS SERVICE, INC	348.70	
CL 14460 6	Bus Contract	5823	11/01/16	11/16	82 MAJESTIC BUS SERVICE, INC	8,665.00	
						Object Total :	9,013.70
						Program-Function Total :	10,482.43
						Fund Total :	11,283.73

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
112 FOOD SERVICES FUND						
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 161100 38	Payroll Expenditure		/ /	11/16		1,483.20
						Object Total : 1,483.20
250 Workers' Comp.						
JV 1379 1	Workers Comp		/ /	11/16		-365.82
PR 161100 39	Employer Contributions		/ /	11/16		116.63
						Object Total : -249.19
260 Health Insurance						
JV 1379 3	Health Ins		/ /	11/16		-1,620.00
PR 161100 40	Employer Contributions		/ /	11/16		540.00
						Object Total : -1,080.00
570 Food Services						
CL 14468 1	Food	610041782	10/04/16	11/16	25 SYSCO FOOD SERVICES OF MT	580.82
CL 14468 3	Food - Fruit & Veggie Grant	610041783	10/04/16	11/16	25 SYSCO FOOD SERVICES OF MT	120.16
CL 14468 4	Food	610071097	10/07/16	11/16	25 SYSCO FOOD SERVICES OF MT	92.29
CL 14468 6	Food	610112120	10/11/16	11/16	25 SYSCO FOOD SERVICES OF MT	332.03
CL 14468 8	Food - Fruit & Veggie Grant	610112121	10/11/16	11/16	25 SYSCO FOOD SERVICES OF MT	138.82
CL 14468 9	Food	610141067	10/14/16	11/16	25 SYSCO FOOD SERVICES OF MT	132.75
CL 14468 10	Food - Fruit & Veggie Grant	610181349	10/18/16	11/16	25 SYSCO FOOD SERVICES OF MT	89.67
CL 14468 11	Food	610181350	10/18/16	11/16	25 SYSCO FOOD SERVICES OF MT	471.81
CL 14468 14	Food	610251569	10/25/16	11/16	25 SYSCO FOOD SERVICES OF MT	575.74
CL 14468 16	Food - Fruit & Veggie Grant	610251570	10/25/16	11/16	25 SYSCO FOOD SERVICES OF MT	83.04
CL 14468 17	Food	610281042	10/28/16	11/16	25 SYSCO FOOD SERVICES OF MT	154.87
CL 14468 18	Food - Fruit & Veggie Grant	610281042	10/28/16	11/16	25 SYSCO FOOD SERVICES OF MT	36.05
CL 14468 20	Credit	610270037	10/27/16	11/16	25 SYSCO FOOD SERVICES OF MT	-13.05
						Object Total : 2,795.00
610 Supplies						
CL 14457 1	Kitchen Supplies	8525195	10/05/16	11/16	176 FOOD SERVICES OF AMERICA	708.74
CL 14468 2	Supplies	610041782	10/04/16	11/16	25 SYSCO FOOD SERVICES OF MT	94.75
CL 14468 5	Supplies	610071097	10/07/16	11/16	25 SYSCO FOOD SERVICES OF MT	44.45
CL 14468 7	Supplies	610112120	10/11/16	11/16	25 SYSCO FOOD SERVICES OF MT	39.42
CL 14468 12	Supplies	610181350	10/18/16	11/16	25 SYSCO FOOD SERVICES OF MT	186.41
CL 14468 13	Supplies - Fruit & Veggie Grant	610220417	10/22/16	11/16	25 SYSCO FOOD SERVICES OF MT	52.58
CL 14468 15	Supplies	610251569	10/25/16	11/16	25 SYSCO FOOD SERVICES OF MT	221.82
CL 14468 19	Supplies	610281042	10/28/16	11/16	25 SYSCO FOOD SERVICES OF MT	59.20
						Object Total : 1,407.37

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POTOMAC ELEMENTARY SCHOOL
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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date Per.	Vendor	Amount
112 FOOD SERVICES FUND					
E 910-3100 Food Services-Food Services					
810 Dues and Fees					
CL 14463 1	Annual Retail Food Small Licen	10/15/16	11/16	134 MONTANA DEPT OF PUBLIC	85.00
Object Total :					85.00
Program-Function Total :					4,441.38
Fund Total :					4,441.38

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-1000 Regular Ed. Programs-Instruction						
210 Social Security/Med.						
PR 161100 43	Employer Contributions		/ /	11/16		2,000.86
					Object Total :	2,000.86
220 Teachers' Retirement						
PR 161100 44	Employer Contributions		/ /	11/16		2,388.02
					Object Total :	2,388.02
230 PERS						
PR 161100 45	Employer Contributions		/ /	11/16		44.72
					Object Total :	44.72
240 Unemployment Comp.						
PR 161100 46	Employer Contributions		/ /	11/16		102.06
					Object Total :	102.06
					Program-Function Total :	4,535.66
E 100-2400 Regular Ed. Programs-School Adm'n.						
210 Social Security/Med.						
PR 161100 47	Employer Contributions		/ /	11/16		387.79
					Object Total :	387.79
220 Teachers' Retirement						
PR 161100 48	Employer Contributions		/ /	11/16		350.80
					Object Total :	350.80
230 PERS						
PR 161100 49	Employer Contributions		/ /	11/16		178.86
					Object Total :	178.86
240 Unemployment Comp.						
PR 161100 50	Employer Contributions		/ /	11/16		22.97
					Object Total :	22.97
					Program-Function Total :	940.42

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
210 Social Security/Med.						
PR 161100 51	Employer Contributions	/ /	11/16			119.74
					Object Total :	119.74
230 PERS						
PR 161100 52	Employer Contributions	/ /	11/16			195.85
					Object Total :	195.85
240 Unemployment Comp.						
PR 161100 53	Employer Contributions	/ /	11/16			8.95
					Object Total :	8.95
					Program-Function Total :	324.54
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
210 Social Security/Med.						
PR 161100 54	Employer Contributions	/ /	11/16			97.07
					Object Total :	97.07
230 PERS						
PR 161100 55	Employer Contributions	/ /	11/16			105.82
					Object Total :	105.82
240 Unemployment Comp.						
PR 161100 56	Employer Contributions	/ /	11/16			4.84
					Object Total :	4.84
					Program-Function Total :	207.73
E 100-2620 Regular Ed. Programs-Operation of Community Center						
210 Social Security/Med.						
PR 161100 57	Employer Contributions	/ /	11/16			97.07
					Object Total :	97.07
230 PERS						
PR 161100 58	Employer Contributions	/ /	11/16			105.81
					Object Total :	105.81

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2620 Regular Ed. Programs-Operation of Community Center						
240 Unemployment Comp.						
PR 161100 59	Employer Contributions	/ /	11/16			4.83
					Object Total :	4.83
					Program-Function Total :	207.71
E 100-2700 Regular Ed. Programs-Student Transp.						
210 Social Security/Med.						
PR 161100 60	Employer Contributions	/ /	11/16			102.00
					Object Total :	102.00
220 Teachers' Retirement						
PR 161100 61	Employer Contributions	/ /	11/16			116.93
					Object Total :	116.93
240 Unemployment Comp.						
PR 161100 62	Employer Contributions	/ /	11/16			4.93
					Object Total :	4.93
					Program-Function Total :	223.86
E 280-1000 Special Education-Instruction						
210 Social Security/Med.						
PR 161100 63	Employer Contributions	/ /	11/16			119.20
					Object Total :	119.20
220 Teachers' Retirement						
PR 161100 64	Employer Contributions	/ /	11/16			137.51
					Object Total :	137.51
240 Unemployment Comp.						
PR 161100 65	Employer Contributions	/ /	11/16			5.80
					Object Total :	5.80
					Program-Function Total :	262.51
E 910-3100 Food Services-Food Services						

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 161100 66	Employer Contributions	/ /	11/16			143.80
					Object Total :	143.80
220 Teachers' Retirement						
PR 161100 67	Employer Contributions	/ /	11/16			29.91
					Object Total :	29.91
230 PERS						
PR 161100 68	Employer Contributions	/ /	11/16			120.14
					Object Total :	120.14
240 Unemployment Comp.						
PR 161100 69	Employer Contributions	/ /	11/16			7.59
					Object Total :	7.59
					Program-Function Total :	301.44
					Fund Total :	7,003.87

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
111 Administrative						
121 21st Century Grant						
PR 161100 71	Payrol l Expendi ture	/ /	11/16			1,272.16
					Project Total :	1,272.16
					Object Total :	1,272.16
112 Professional Ed.						
121 21st Century Grant						
PR 161100 72	Payrol l Expendi ture	/ /	11/16			306.36
					Project Total :	306.36
					Object Total :	306.36
117 Teacher' s Aides						
121 21st Century Grant						
PR 161100 73	Payrol l Expendi ture	/ /	11/16			505.70
					Project Total :	505.70
					Object Total :	505.70
210 Soci al Securi ty/Med.						
121 21st Century Grant						
PR 161100 74	Empl oyer Contri buti ons	/ /	11/16			158.70
					Project Total :	158.70
					Object Total :	158.70
220 Teachers' Retirement						
121 21st Century Grant						
PR 161100 75	Empl oyer Contri buti ons	/ /	11/16			169.66
					Project Total :	169.66
					Object Total :	169.66
230 PERS						
121 21st Century Grant						
PR 161100 76	Empl oyer Contri buti ons	/ /	11/16			16.06
					Project Total :	16.06
					Object Total :	16.06
240 Unempl oymen t Comp.						
121 21st Century Grant						
PR 161100 77	Empl oyer Contri buti ons	/ /	11/16			7.70
					Project Total :	7.70
					Object Total :	7.70
250 Workers' Comp.						
121 21st Century Grant						
PR 161100 78	Empl oyer Contri buti ons	/ /	11/16			13.30
					Project Total :	13.30
					Object Total :	13.30
260 Heal th Insurance						
121 21st Century Grant						
PR 161100 79	Empl oyer Contri buti ons	/ /	11/16			576.74
					Project Total :	576.74
					Object Total :	576.74

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
582 Travel Out-of-Dist.						
121 21st Century Grant						
CL 14455 1	Explorers Corn maze		10/03/16	11/16	101228 CRISSINA QUI NN	78.00
CL 14460 3	Explorers to Missoula Maze	5820	10/14/16	11/16	82 MAJESTIC BUS SERVICE, INC	115.42
Project Total :						193.42
Object Total :						193.42
610 Supplies						
121 21st Century Grant						
CC 405 3	School Supplies	278	09/27/16	11/16		19.99
Project Total :						19.99
Object Total :						19.99
Program-Function Total :						3,239.79
E 103-2700 Local Donations - Student Activity-Student Transp.						
513 Bus Contractors						
136 Donations for Students						
CL 14460 1	VolleyBall to Seeley	5818	10/06/16	11/16	82 MAJESTIC BUS SERVICE, INC	185.07
CL 14460 2	VolleyBall to Lolo	5819	10/13/16	11/16	82 MAJESTIC BUS SERVICE, INC	202.98
Project Total :						388.05
Object Total :						388.05
Program-Function Total :						388.05
E 420-1000 Title I-Instruction						
117 Teacher's Aides						
327 Title 2016-2017						
PR 161100 80	Payroll Expenditure		/ /	11/16		2,149.55
Project Total :						2,149.55
Object Total :						2,149.55
210 Social Security/Med.						
327 Title 2016-2017						
PR 161100 81	Employer Contributions		/ /	11/16		80.14
Project Total :						80.14
Object Total :						80.14
220 Teachers' Retirement						
327 Title 2016-2017						
PR 161100 82	Employer Contributions		/ /	11/16		188.52
Project Total :						188.52
Object Total :						188.52
240 Unemployment Comp.						
327 Title 2016-2017						
PR 161100 83	Employer Contributions		/ /	11/16		7.95
Project Total :						7.95
Object Total :						7.95
250 Workers' Comp.						
327 Title 2016-2017						
PR 161100 84	Employer Contributions		/ /	11/16		13.71
Project Total :						13.71
Object Total :						13.71

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-1000 Title I-Instruction						
260 Health Insurance						
327 Title 2016-2017						
PR 161100 85	Employer Contributions	/ /	11/16			540.00
					Project Total :	540.00
					Object Total :	540.00
					Program-Function Total :	2,979.87
E 420-2300 Title I-General Admin						
111 Administrative						
327 Title 2016-2017						
PR 161100 86	Employer Contributions	/ /	11/16			-12.00
PR 161100 87	Payroll Expenditure	/ /	11/16			329.72
					Project Total :	317.72
					Object Total :	317.72
210 Social Security/Med.						
327 Title 2016-2017						
PR 161100 88	Employer Contributions	/ /	11/16			16.32
					Project Total :	16.32
					Object Total :	16.32
230 PERS						
327 Title 2016-2017						
PR 161100 89	Employer Contributions	/ /	11/16			26.71
					Project Total :	26.71
					Object Total :	26.71
240 Unemployment Comp.						
327 Title 2016-2017						
PR 161100 90	Employer Contributions	/ /	11/16			1.22
					Project Total :	1.22
					Object Total :	1.22
250 Workers' Comp.						
327 Title 2016-2017						
PR 161100 91	Employer Contributions	/ /	11/16			2.10
					Project Total :	2.10
					Object Total :	2.10
260 Health Insurance						
327 Title 2016-2017						
PR 161100 92	Employer Contributions	/ /	11/16			64.80
					Project Total :	64.80
					Object Total :	64.80
					Program-Function Total :	428.87
					Fund Total :	7,036.58

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

Cliff

January

Principal Evaluation

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
Approve Principal 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