



Potomac Elementary School

School Board Agenda

November 9, 2015

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.”*

5:00 PM

Elizabeth Kaleva – Kaleva Law Offices

Presentation on ‘What Makes an Effective School Board’

7:00 PM

Public Input:

Consent Agenda:

1. Minutes October 12, 2015
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Chair Vann

Reports:

1. Teacher Reports Sarah - Chimes, Kristy - Science Inventions
2. Principal’s Report
3. Clerks Report
4. Board Professional Development Reports

Sarah Schmill &
Kristy Pohlman
Principal Williams
Jill Thornton
Board Members

Old Business:

1. Athletic Field Final Grant Submittal
2. Principal Review Process
3. School Board Calendar

Gary Long
Chair Vann
Chair Vann

New Business:

1. Personnel
2. Strategic Plan
3. Policy Reviews and Additions
 - 2110 – Instruction Objectives (addition)
 - 2158 – Instruction – Family engagement (addition)
 - 4330P – Community Relation Rules and Regulations for Building Use (addition)
 - 5222 – Personnel Evaluation (review)
 - 6410 – Administration Evaluation (addition)

Principal Williams
Principal Williams
Chair Vann

Next Meeting December 14, 2015 – 7:00 pm



Potomac Elementary School

School Board Minutes

for

October 12, 2015

Phone (406) 244-5581

Fax (406) 244-5840

www.potomacschoolmontana.us

*“Potomac School equips each student for his/her future
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Call to Order

Board Chair Cliff Vann called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Those trustees present were: Gary Long, Craig Nelson and Jason Nordberg. 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 = \$24,709.27, Total Payroll = \$65,569.63

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – Beg. Balance July 31, 2015 - \$21,364.59; End Balance Sept 30, 2015 - \$21,014.57

Jason moved to approve the consent agenda. Gary seconded the motion. **Passed 4-0**

Principals Report

It's been fast and furious around here but going well.

Time For Tots- We've begun a Time for Tots on Wednesday mornings 9:30-11:30. It is open to all kids up to age 5. Grandma Maureen is focusing on preschool skills (letters, numbers, etc...) Last week, we had 9 kids with 5 of them being over 3 years old.

Armed Intruder Training- The training went very well. Twenty-one teachers, staff and substitutes participated. It has sparked a lot of conversation about how we run our drills, day to day activities and the facilities. Even though we are in a rural area does not mean we should let our guard down, and we need to be prepared for all possible emergency situations that could occur.

AdvancEd- Kristy, Abby and I attended the AdvancEd conference in Bozeman at the invitation of Chris Stout. There were a number of schools represented there, as AdvancEd is growing in popularity in Montana. Becoming accredited with AdvancEd is a two year process that requires schools to self evaluate based on the standards. It is finalized with a rigorous on-site review by a team made up of educators from other schools and sometimes from out of state.

Two Valley Stage- The first field trip to Seeley for the Two Valley Stage performance was a great success. We took K-3, and they really enjoyed it. The next trip will be in November.

Grants- I put in for the Smart Schools \$500 grant to be used for recycling. Kristina and Sarah are going to purchase some containers for our recyclable items.

Sports- The girls have been playing very well. We only have one game left- a home game against Clinton on the 20th. The 8th grade tournament will be the 24th in Frenchtown.
Boys basketball is beginning soon. I am going to a coaches meeting Wednesday to set the schedule.

PIR Days- Thursday and Friday this week are state wide PIR days. We will have no school, while teachers attend professional development opportunities around the state.

Upcoming Schedule

- October 14 5-8 field trip to Mike Horse Dam
- October 15-16 No school
- October 20 VB game home
- October 24 VB Tournament @ Frenchtown
- October 27 Kindergarten puppet show with the Missoula Fire Dept.
- October 28 Missoula Repertoire Theater
- October 29 End of 1st quarter

Adult Ed- Working on a possible courses and schedule for Adult Ed classes.

PTC Report

Potomac's Parent Teacher Club will start a quarterly report for the board. The following is the first report:

PTC Update October 2015

PTC is excited to support writing, music, art, science, and technology in Potomac School. Since September PTC has funded the following programs/items:

- \$2,500 for a 12 week "Poet in the School" writing program through the Missoula Writing Collaborative. The program will begin in October for grades 5-8.
- \$2,500 for a K-4 "Poet in the School" writing program to begin in January. This is also a 12 week program through the Missoula Writing Collaborative. Both MWC requests were submitted by teachers to PTC.
- 30 recorders for Potomac's music classes.
- 15 indoor/outdoor prism microscopes from The Acorn Naturalist Company at a cost of \$90 each
- iPad covers for Mrs. Klein's class
- iPad covers for the library
- \$1,000 earmarked books for the library
- Bus for October, November, and December to Seeley for music performances through Alpine Artisans in the School
- Provided magnetic school calendars for all Potomac families

PTC is currently working on the 2016 calendar as a joint project with teachers. Each class is contributing a photo for the calendar.

We are discussing goals for Bingo 2016. A few ideas are as follows: a long jump pit and other track supplies (high jump?), playground equipment, Bluetooth speakers for each classroom, iPad keyboards, and Alpine Arts in the Schools Program. Input is appreciated as we need to make a decision by our December meeting.

PTC learned that Potomac School has approximately 113 electronic devices (laptops, MacBooks, or iPads) for students to use. That number is more than our student population! As parents, we feel this could be an important fact to communicate to the community.

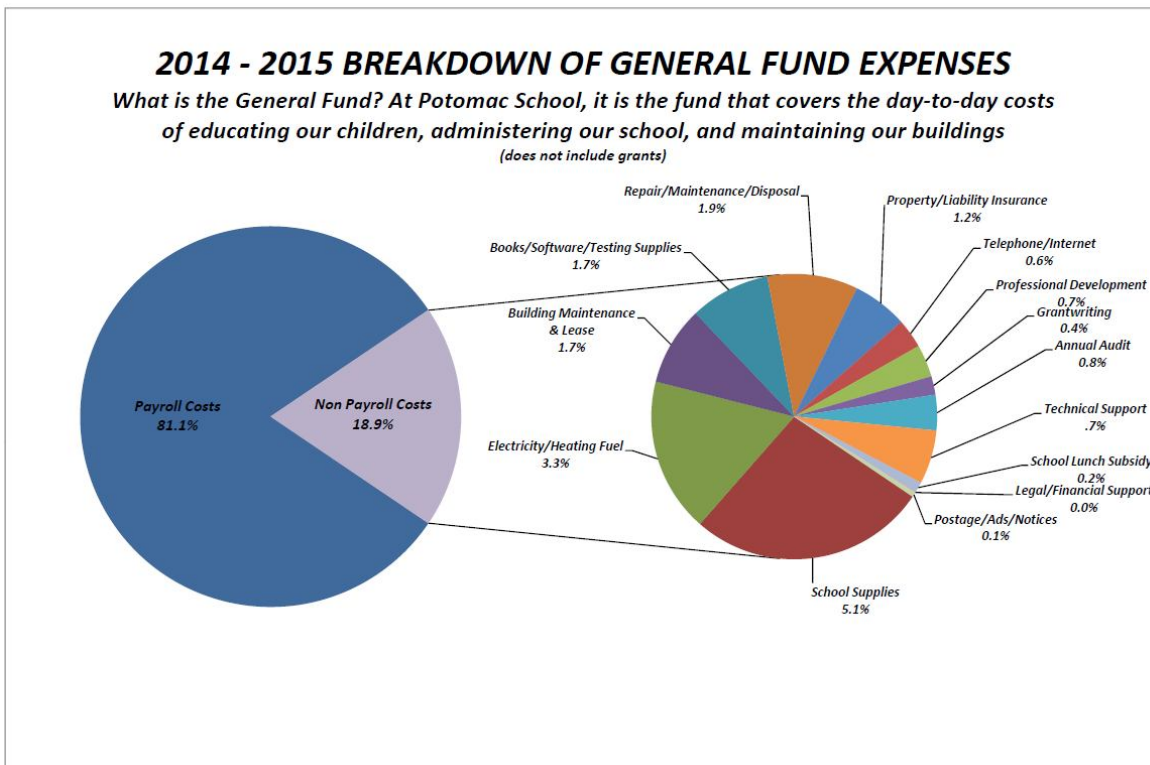
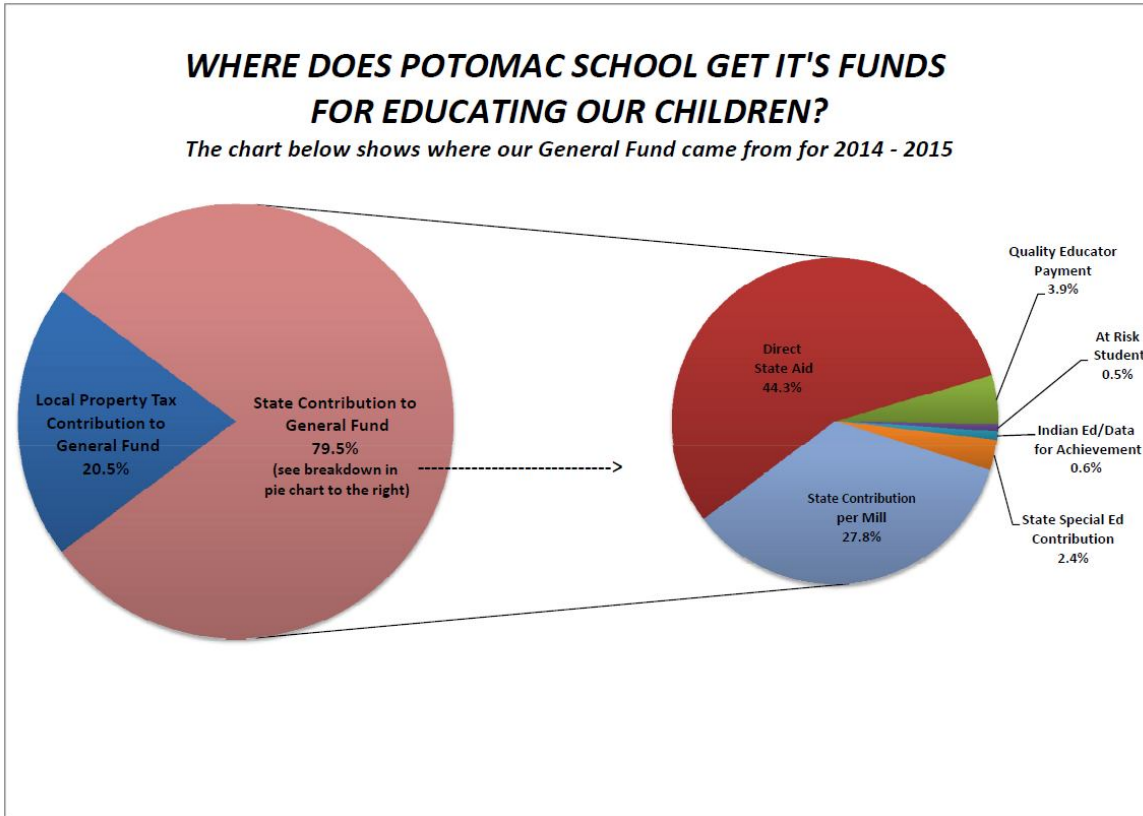
PTC is staffing the library with volunteers on Tuesdays for K-8 library classes. The 2 iPads received through a Blackfoot Telecommunications small library grant are ready for use. Volunteers are always welcome!

PTC is excited to report that we have had 4 teachers and Mrs. Williams in attendance during the last two meetings! We greatly value this partnership of parents and teachers working together.

Next PTC Meeting Thursday November 5th at 6:30pm in the library

Clerks Report

Jill Thornton presented the following General Fund Pie Chart that shows where Potomac School received its funding from, and where it was spent last fiscal year.



The Board also asked Jill to compile a School Board Calendar. This is the preliminary calendar draft:

July

August

- Prior Year Trustee Financial Summary approval
- Current Year Budget Approval
- School Strategic Plan & Goals
- Professional Responsibilities and Goals for Principal
- Set Principal Evaluation Dates
- Approve Classified Offer of Employment

September

- Missoula Area Curriculum Consortium Appointment

October

- 8th Grade HIT approval

November

- Review Strategic Plan & Goals Progress

December

- 1st Principal Evaluation

January

- Intent to Terminate Principal Contract (Feb 1 latest) if necessary

February

- Call for an Election
- Adopt resolution for any special levy
- Audit Review and Approval

March

- Next Year Calendar committee report
- Preliminary General Fund Budget Review
- Negotiation Committees (in negotiation years)

April

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

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

June

- Audit Contract Review and Approval

Board Professional Development Reports

Jason attended the 8th grade movie night and the Open House. Gary also attended the Open House, Craig has been continuing working with the 8th grade with their 1st round of firewood & movie night, has been attending Volleyball games, and also attended the Open House. And Cliff has been involved with the 8th grade also, as well as Volleyball.

Teacher Presentations

Terri Klein talked about the newly combined 1st and 2nd grades. She said they are working very well together. She is using more music, and adding to her standard curriculum to include the 2nd grade. One of the projects they worked on was making butter. They did this because they were reading a book written in 1947 titled The Trolley Car Family. The students were learning how that family lived without electricity and what kinds of food they made instead of just going to the store.

Kristy Pohlman presented her 3rd grade news – Her class is working on a calendar project, doing pictures with quotes about why Potomac is special. The theme is ‘Living big in a small town’. She also loves the new social studies program the school acquired last spring. It enables online learning, works with pen pals from Ecuador, has the workbooks for students as well as the textbooks. The 3rd grade also took a field trip to the Wild Skies Raptor Center and Two Valley

Stage show. The show was very interactive and the students loved it. Her curriculum is; Cursive, Interactive Science, Common Core writing, Math and Reading separated into ability levels, Phonics and Current Events. Cliff asked how the 'Poet in the Schools' works with the curriculum. Terri said they were very excited about it, and it gave the students more practice in writing.

Athletic Complex Update

Gary met with Angie on the fence proposal. Angie said she received two bids. They included; 950' of treated split 2 rail fencing, 12' metal gates, and 3 – 5' walkways into the field. The bids were \$6,048 from Chris Barnes, and \$7,850 from Fencecrafters of Missoula. Angie recommended the school accept Chris Barnes' bid. The Board agreed with her.

Sports Costs

Angie contacted both the MTSBA and MASBO and found that any employee who is salaried can accept stipends for extra duty work like coaching. Any hourly employee needs to be paid minimum wage at the least for the hours spent. Other schools pay an average of \$1,500 for head coaches and up to \$1,000 for assistant coaches. The school is already paying for referees and busses to away games, and without other funding we can't find a way to add paying coaches to our General Fund. Angie recommended we give the coaches a gift card to let them know how much we appreciate their volunteering. Cliff asked what we have done in the past. Jill said we have given a gas card at times for \$200. Angie said when we gave gas cards in the past; it was when we did not provide busses for transportation. Cliff and the board agreed with Angie that a gift card would be a good way to say thank you.

Principal Review Process

Angie sent a variety of Principal/Superintendent evaluation samples to the Board. The Board chose the evaluation on pages 28 – 30, with the change of the word 'Superintendent' to 'Principal' wherever it is found. They also requested that Angie add 2 measurable goals to that evaluation.

The board asked Jill to send out our current Strategic Plan, and to put that on the November agenda.

Adjourn

Chair Vann adjourned the Board meeting at 9:18 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date

11/07/15
15:04:43

POTOMAC ELEMENTARY SCHOOL
Claim Details
For the Accounting Period: 11/15

Page: 1 of 4
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14129	8882S 101220	ANGIE WILLIAMS	192.63					
1		1516096 10/19/15 MCEL Mileage	192.63		101	100-2400	582	
14130	8883S 101243	ART MOBILE OF MONTANA	372.27					
1		250 11/09/15 Explorers Lessons	372.27		115	100-1000	516	121
14137	8884S	232 BIG SKY RESTAURANT SUPPLY INC	44.25					
1		71320 10/23/15 Kitchen Supplies	44.25		112	910-3100	610	
14132	8885S 100834	BLACK MOUNTAIN SOFTWARE	2,712.00					
1		20473 11/01/15 Annual Finance Software	1,552.00		101	100-2500	330	
2		20473 11/01/15 Annual Payroll Software	1,085.00		101	100-2500	330	
3		20473 11/01/15 Annual ACH Software	75.00		101	100-2500	330	
14131	8886S	3 BLACKFOOT TELEPHONE COOPERATI	866.41					
1		Oct 10/01/15 Telephone	425.60		101	100-2600	531	
2		Nov 11/01/15 Telephone	440.81		101	100-2600	531	
14133	8887S 101225	BUSINESS CARD 3334	906.35					
1		CC-349 09/25/15 Maint	54.94		101	625		
		LOWES						
2		CC-349 09/23/15 Math Books	567.24		101	625		
		HOUGHTON MIFFLIN CO RECEIVABLES						
3		CC-349 10/05/15 Admin Observation Software	89.00		101	625		
		IWALK OBSERVATION						
4		CC-349 10/07/15 Security Training Lunch	53.35		101	625		
		MISSOULA FRESH MARKET						
5		CC-349 10/16/15 MCEL Conf Hotel	141.82		101	625		
		HOWARD JOHNSON BILLINGS						
14134	8888S 101166	BUSINESS CARD 8181	124.20					
1		CC-350 09/29/15 Supplies	124.20		101	625		
		KCDA PURCHASING COOPERATIVE						
14135	8889S 101125	BUSINESS CARD 8901	13.00					
1		CC-351 09/24/15 Keys	13.00		101	625		
		ART & RAYS LOCK AND SAFE, INC						

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14136	8890S 101184	BUSINESS CARD 9423	9.98					
1		CC-352 10/13/15 Maint Supplies	9.98		101	625		
		ACE HARDWARE						
				CC Accounting: 101-		-100-2600-610		
14139	8891S 101023	CHAD MANNING	325.00					
1		Aug 08/15/15 BacT Water Testing	25.00		101	100-2600	330	
2		Sept 09/15/15 BacT Water Testing	25.00		101	100-2600	330	
3		Oct 10/15/15 BacT Water Testing	25.00		101	100-2600	330	
4		Sept 09/15/15 Disinfection BiProducts	150.00		101	100-2600	330	
5		Oct 10/15/15 Arsenic School	50.00		101	100-2600	330	
6		Oct 10/15/15 Arsenic CC	50.00		101	100-2620	330	
14138	8892S 101228	CRISSINA QUINN	45.04					
1		DollarTree 10/29/15 Explorers Supplies	9.34		115	100-1000	610	121
2		Walmart 10/29/15 Explorers Supplies	4.65		115	100-1000	610	121
3		Hastings 10/29/15 Explorers Supplies	7.99		115	100-1000	610	121
4		10/28/15 Prof Dev Explorers Fuel	23.06		115	100-1000	582	121
14140	8893S 101247	DAWN DOWNS	78.97					
1		1516091 10/14/15 Athletic Storage Area Supplie	78.97		101	100-1000	610	
14141	8894S 101248	EDMENTUM	780.00					
1		10365911 11/01/15 Education City Subscription	780.00		101	100-1000	680	
14142	8895S 101249	ELIZABETH KALEVA	500.00					
1		1516117 11/09/15 Presentation to School Board	500.00		101	100-2310	330	
14144	8896S 176	FOOD SERVICES OF AMERICA	2,416.07					
1		8154155 10/07/15 Food	405.54		112	910-3100	570	
2		8154155 10/07/15 Supplies	53.43		112	910-3100	610	
3		8161548 10/14/15 Food	439.43		112	910-3100	570	
4		8161548 10/14/15 Supplies	39.28		112	910-3100	610	
5		8161548 10/14/15 Food - separate ck purchase	-114.32		112	910-3100	570	
6		8168970 10/21/15 Food	549.82		112	910-3100	570	
7		8168970 10/21/15 Supplies	12.56		112	910-3100	610	
8		8176347 10/28/15 Food	441.15		112	910-3100	570	
9		8176347 10/28/15 Supplies	52.36		112	910-3100	610	
10		8176347 10/28/15 Supplies - Credit	-25.06		112	910-3100	610	
11		8179853 10/30/15 Food	39.43		112	910-3100	570	
12		8183422 11/04/15 Food	501.52		112	910-3100	570	
13		8183422 11/04/15 Supplies	20.93		112	910-3100	610	

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14145	8897S 101250	KAILEY MAYO	33.35					
1		151614 11/12/15 Counseling Mileage	33.35		101	100-2400	330	
14146	8898S 100998	KRISTINA DAVIS	39.51					
1		10/28/15 Science Supplies	39.51		101	100-1000	610	
14148	8899S	82 MAJESTIC BUS SERVICE, INC	9,593.54					
1		5191 10/01/15 K-3 to Seeley Lk	118.95		115	103-2700	513	136
2		5192 10/02/15 Explorers to Travelers Rest	148.26		115	100-1000	516	121
3		5193 10/06/15 VB to Target Range	109.20		115	103-2700	513	136
4		5194 10/07/15 VB to Hellgate	107.25		115	103-2700	513	136
5		5195 10/14/15 Field Trip to Mike Horse Dam	339.54		115	103-2700	513	136
6		5196 10/23/15 Explorers to U of M	103.35		115	100-1000	516	121
7		5197 11/01/15 Morrison Lane	335.29		110	100-2700	513	
8		5198 11/01/15 Bus Contract	8,331.70		110	100-2700	513	
14155	8900S 101239	MCGRAW HILL SCHOOL EDUCATION	676.59					
1		8917424001 10/21/15 Engelmann Reading Workbook	676.59		101	100-1000	640	
14153	8901S	10 MISSOULA ELECTRIC COOP INC	1,144.06					
1		10/28/15 Electric - School	603.23		101	100-2600	412	
2		10/28/15 Electric - CC	540.83		101	100-2620	412	
14150	8902S	64 MISSOULA TEXTILE SERVICES	289.27					
1		729199 10/08/15 Maint Supplies	131.77		101	100-2600	610	
2		733927 10/22/15 Maint Supplies	157.50		101	100-2600	610	
14151	8903S	274 MONTANA CRIMINAL RECORDS	23.25					
1		11/04/15 Background Ck - S	23.25		101	100-2500	330	
14143	8904S	74 MONTANA DEPT OF ENVIRON QUALI	200.00					
1		10/02/15 Annual Well Fee School	100.00		101	100-2600	810	
2		10/02/15 Annual Well Fee Comm Ctr	100.00		101	100-2620	810	
14152	8905S	134 MONTANA DEPT OF PUBLIC HEALTH	85.00					
1		F-16042 11/01/15 2016 Food License	85.00		112	910-3100	810	
14149	8906S	218 MONTANA ENVIRONMENTAL LABORATORY	349.00					
1		1510384 11/02/15 Arsenic WaterTest School	20.00		101	100-2600	330	
2		1510385 11/02/15 Arsenic WaterTest CC	20.00		101	100-2620	330	
3		1509383 10/09/15 502.2/552.2 Water Tests Schoo	309.00		101	100-2600	330	

11/07/15
15:04:43

POTOMAC ELEMENTARY SCHOOL
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For the Accounting Period: 11/15

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Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14154	8907S	240 MONTANA NATURAL HISTORY CENTE	110.00					
1		3762 10/20/15 4th gr Visiting Naturalist	110.00		101	100-1000	330	
14159	8908S	100842 POTOMAC SCHOOL PETTY CASH	467.96					
1		11/01/15 Ref Ck Reimb	288.00		101	120-3500	810	
2		11/01/15 Explorers Reimb	179.96		115	100-1000	516	121
14160	8909S	5 POTOMAC SCHOOL STUDENT ACTIVI	72.00					
1		11/01/15 Ref Ck Reimb	72.00		101	120-3500	810	
14156	8910S	9 REPUBLIC SERVICES #889	246.44					
1		10/28/15 Disposal Services	123.22		101	100-2600	431	
2		10/28/15 Disposal Services	123.22		101	100-2620	431	
14157	8911S	100955 SCHOOL ADMINISTRATORS OF MONTANA	300.00					
1		1494 11/04/15 Winter Conf Registration	300.00		101	100-2400	330	
14158	8912S	101251 TASTE BUDS KITCHEN	677.50					
1		11/05/15 Explorers Onsite Presentation	677.50		115	100-1000	516	121
		# of Claims 31	Total: 23,693.64					
			23,693.64					

11/07/15
15:04:06

POTOMAC ELEMENTARY SCHOOL
Credit Card Transactions Paid by Credit Card Vendor
For the Accounting Period: 11/15

Page: 1 of 1
Report ID: CC100

CC Vendor	Check#	Claim#	CC #	PO #	Ln#	Per	Check Vendor Paid	Description	Amount	Fund	Org	Prg-Func-Obj	Proj
BUSINESS CARD 333	8887	14133	349		1	11/15	LOWES	Maint	54.94	101		100-2600-610	
	8887	14133	349		2	11/15	HOUGHTON MIFFLIN	Math Books	567.24	101		100-1000-640	
	8887	14133	349		3	11/15	IWALK OBSERVATION	Admin Observation	89.00	101		128-2500-680	
	8887	14133	349		4	11/15	MISSOULA FRESH MA	Security Training	53.35	101		100-1000-610	
	8887	14133	349		5	11/15	HOWARD JOHNSON BI	MCEL Conf Hotel	141.82	101		100-2400-582	
							Total		906.35				
BUSINESS CARD 818	8888	14134	350		1	11/15	KCDA PURCHASING C	Supplies	124.20	101		100-1000-610	
							Total		124.20				
BUSINESS CARD 890	8889	14135	351		1	11/15	ART & RAYS LOCK A	Keys	13.00	101		100-2600-610	
							Total		13.00				
BUSINESS CARD 942	8890	14136	352		1	11/15	ACE HARDWARE	Maint Supplies	9.98	101		100-2600-610	
							Total		9.98				
Grand Total :									1053.53				

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
J001 HOURS (REGULAR SUB)	4.25		340.00
J007 HOURS (21 CENTURY AIDE)	28.21		451.36
J011 HOURS (21ST CENT ADMIN)	70.78		1,415.60
REG HOURS (Regular Time)	2,336.31		44,554.76
SICK HOURS (Sick Time)	29.75		663.31
STIP HOURS (Stipend)	0.00		240.00
GROSS PAY	47,665.03	0.00	
NET PAY	29,709.44	0.00	
NET PAY (CHECKS)	1,575.36		
NET PAY (DIRECT DEPOSIT)	28,134.08		
ACCIDENT/AFA	92.18	0.00	
ANNUITY-HORACE	200.00	0.00	
DISABILITY	62.00	0.00	
FIT	3,707.77	0.00	
FLEX PLAN	383.50	0.00	
HEALTH - MUST	4,176.00	8,304.00	
LIFE/AFA	21.00	0.00	
MEDICARE	623.43	623.43	
P.E.R.S.	707.48	716.44	
PACE	74.10	0.00	
PEA/MEA	403.44	0.00	
SIT	1,697.00	0.00	
SOCIAL SECURITY	2,665.77	2,665.77	
TRS	3,124.42	3,323.77	
UNEMPL. INSUR.	0.00	185.90	
UNUM LIFE INS C	17.50	11.20	
WORKERS' COMP	0.00	536.64	
1ST INTERSTATE	4,315.43	0.00	
FSBMSLA	4,424.46	0.00	
GB	3,477.35	0.00	
MFCU	5,349.64	0.00	
PSCU	2,264.78	0.00	
TRB	4,639.17	0.00	
USB	1,982.31	0.00	
WSB	1,680.94	0.00	
FIT/SIT BASE	38,963.95	0.00	
MEDICARE BASE	42,995.85	0.00	
PERS BASE	8,955.47	0.00	
SOC SEC BASE	42,995.85	0.00	
TRS BASE	38,336.56	0.00	
WC BASE	47,665.03	0.00	
Total		16,367.15	
Total Payroll Expense (Gross Pay + Employer Contributions):		64,032.18	

Potomac Student Accounts
General Ledger
 As of October 31, 2015

Date	Num	Name	Memo	Deposits	Checks	Balance
Petty Cash						616.75
10/01/2015	1164	Referee	10-01-15 Volleyball Ref		72.00	544.75
10/19/2015	dep		Background Ck Reimb	27.25		572.00
10/27/2015	1165	Dept of Physics and Astronomy	10-23 Explorers		60.00	512.00
10/27/2015	1166	Crissina Quinn	Explorers Supplies		39.96	472.04
Total Petty Cash				27.25	171.96	472.04
Two Rivers accts						21,014.57
Band						30.44
Bike-a-Thon						7,237.65
10/27/2015	dep		Bike A Thon Donations	5,008.70		12,246.35
Total Bike-a-Thon				5,008.70	0.00	12,246.35
Book Fair						274.55
Cheerleaders						58.54
Class of 2015						731.63
Class of 2016						1,343.00
10/01/2015	2231	Pathfinder	Advertising		35.00	1,308.00
10/13/2015	dep		Edith & Murdochs BBQ	60.00		1,368.00
10/13/2015	dep		Concession Sales	33.00		1,401.00
10/21/2015					10.00	1,391.00
Total Class of 2016				93.00	45.00	1,391.00
8th Grade Fund						1,601.63
Explorers						2,280.00
Math Counts Team						11.51
Music						769.14
Pioneer Field Account						11.50
Recycling						85.97
10/19/2015	dep	DEQ Grant	DEQ Grant	500.00		585.97
10/19/2015	dep	Potomac School	Playground Work	200.00		785.97
Total Recycling				700.00	0.00	785.97
Science Activity						1,010.96
Outdoor School						386.51
Robotics						363.74
Misc Science Donations						138.58
Olympiad						122.13
Total Science Activity						1,010.96
Ski Trip						151.53
Student Activities						1,196.39
10/08/2015	2233	Referee	Ref Check		72.00	1,124.39
10/16/2015	2232	Business Card 3334	Basketballs - BBall Camp Income		450.02	674.37
10/19/2015	dep		Interline	54.68		729.05
Total Student Activities				54.68	522.02	729.05
Student Council						4,220.13
10/16/2015	2232	Business Card 3334	Basketballs - Student Council Contributions		334.96	3,885.17
Total Student Council				0.00	334.96	3,885.17
Total Two Rivers accts				5,856.38	901.98	25,968.97

POTOMAC ELEMENTARY SCHOOL
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101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
112 Professional Ed.	25,277.60	76,872.63	303,331.00	303,331.00	226,458.37	25 %
117 Teacher's Aides	181.83	849.49	1,820.00	1,820.00	970.51	46 %
122 Prof/Ed/Sub Teachers	460.00	1,556.58	11,276.00	11,276.00	9,719.42	13 %
250 Workers' Comp.	160.87	505.13	1,956.00	1,956.00	1,450.87	25 %
260 Health Insurance	4,609.32	15,816.51	48,261.00	48,261.00	32,444.49	32 %
330 Other Professional	110.00	366.52	3,000.00	3,000.00	2,633.48	12 %
582 Travel Out-of-Dist.	0.00	0.00	300.00	300.00	300.00	0 %
610 Supplies	296.03	3,234.49	11,200.00	11,200.00	7,965.51	28 %
640 Books	1,243.83	2,555.50	3,000.00	3,000.00	444.50	85 %
680 Software	780.00	780.00	260.00	260.00	-520.00	300 %
Function Total :	33,119.48	102,536.85	384,404.00	384,404.00	281,867.15	26 %
2225 School Library						
640 Books	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %
Function Total :	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %
2310 Board of Trustees						
330 Other Professional	500.00	1,124.36	800.00	800.00	-324.36	140 %
350 Contracted Services	0.00	44.00	650.00	650.00	606.00	6 %
810 Dues and Fees	0.00	0.00	1,450.00	1,450.00	1,450.00	0 %
Function Total :	500.00	1,168.36	2,900.00	2,900.00	1,731.64	40 %
2400 School Adm n.						
111 Administrative	3,750.00	18,750.00	45,000.00	45,000.00	26,250.00	41 %
115 Office/Clerical	2,357.51	5,794.71	23,333.00	23,333.00	17,538.29	24 %
250 Workers' Comp.	37.90	158.13	424.00	424.00	265.87	37 %
260 Health Insurance	904.20	3,979.34	10,850.00	10,850.00	6,870.66	36 %
330 Other Professional	333.35	583.35	9,656.00	9,656.00	9,072.65	6 %
550 Printing & Binding	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
582 Travel Out-of-Dist.	334.45	558.26	300.00	300.00	-258.26	186 %
640 Books	0.00	24.00	200.00	200.00	176.00	12 %
810 Dues and Fees	0.00	25.00	1,545.00	1,545.00	1,520.00	1 %
Function Total :	7,717.41	29,872.79	93,308.00	93,308.00	63,435.21	32 %
2500 Sup. Serv. -Business						
111 Administrative	1,908.71	7,634.84	22,905.00	22,905.00	15,270.16	33 %
250 Workers' Comp.	11.84	47.36	142.00	142.00	94.64	33 %
260 Health Insurance	324.00	1,296.00	3,888.00	3,888.00	2,592.00	33 %
330 Other Professional	2,735.25	4,570.75	8,447.00	8,447.00	3,876.25	54 %
532 Postage	0.00	249.80	1,569.00	1,569.00	1,319.20	15 %
540 Advertising	0.00	32.17	57.00	57.00	24.83	56 %
582 Travel Out-of-Dist.	0.00	0.00	941.00	941.00	941.00	0 %
610 Supplies	0.00	0.00	430.00	430.00	430.00	0 %
680 Software	0.00	0.00	240.00	240.00	240.00	0 %
810 Dues and Fees	0.00	110.00	125.00	125.00	15.00	88 %
Function Total :	4,979.80	13,940.92	38,744.00	38,744.00	24,803.08	35 %

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
114 Custodial /Maint	859.98	3,370.64	9,790.00	9,790.00	6,419.36	34 %
250 Workers' Comp.	65.94	258.47	751.00	751.00	492.53	34 %
260 Health Insurance	242.80	972.03	3,240.00	3,240.00	2,267.97	30 %
330 Other Professional	604.00	1,560.50	3,537.00	3,537.00	1,976.50	44 %
411 Gas	0.00	0.00	7,488.00	7,488.00	7,488.00	0 %
412 Electricity	603.23	1,616.49	8,370.00	8,370.00	6,753.51	19 %
431 Disposal Services	123.22	492.94	1,470.00	1,470.00	977.06	33 %
520 Insurance	0.00	0.00	8,022.00	8,022.00	8,022.00	0 %
531 Telephone	866.41	2,856.06	4,500.00	4,500.00	1,643.94	63 %
610 Supplies	367.19	1,477.22	7,500.00	7,500.00	6,022.78	19 %
810 Dues and Fees	100.00	100.00	100.00	100.00	0.00	100 %
Function Total :	3,832.77	12,704.35	54,768.00	54,768.00	42,063.65	23 %
2620 Operation of Community Center						
114 Custodial /Maint	859.98	3,370.45	9,790.00	9,790.00	6,419.55	34 %
250 Workers' Comp.	65.95	258.46	751.00	751.00	492.54	34 %
260 Health Insurance	242.80	971.97	3,240.00	3,240.00	2,268.03	29 %
330 Other Professional	70.00	165.00	975.00	975.00	810.00	16 %
412 Electricity	540.83	1,565.72	8,278.00	8,278.00	6,712.28	18 %
431 Disposal Services	123.22	492.93	1,470.00	1,470.00	977.07	33 %
450 Rentals	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
610 Supplies	0.00	72.61	400.00	400.00	327.39	18 %
810 Dues and Fees	100.00	100.00	100.00	100.00	0.00	100 %
Function Total :	2,002.78	6,997.14	26,204.00	26,204.00	19,206.86	26 %
Program Total :	52,152.24	167,220.41	602,578.00	602,578.00	435,357.59	27 %
120 CONTINGENCY FUNDS						
2600 Oper. & Maint. Plant						
440 Repair and Maint.	0.00	198.93	4,500.00	4,500.00	4,301.07	4 %
460 Minor Construction	0.00	6,187.48	20,449.00	20,449.00	14,261.52	30 %
Function Total :	0.00	6,386.41	24,949.00	24,949.00	18,562.59	25 %
3500 Extracurricular/Ath.						
150 Stipends	0.00	0.00	6,000.00	1,500.00	1,500.00	0 %
810 Dues and Fees	360.00	360.00	0.00	4,500.00	4,140.00	8 %
Function Total :	360.00	360.00	6,000.00	6,000.00	5,640.00	6 %
Program Total :	360.00	6,746.41	30,949.00	30,949.00	24,202.59	21 %
128 Technology						
2500 Sup. Serv. -Business						
330 Other Professional	0.00	1,606.40	8,000.00	8,000.00	6,393.60	20 %
610 Supplies	0.00	0.00	2,300.00	2,300.00	2,300.00	0 %
680 Software	89.00	362.00	600.00	600.00	238.00	60 %
Function Total :	89.00	1,968.40	10,900.00	10,900.00	8,931.60	18 %
Program Total :	89.00	1,968.40	10,900.00	10,900.00	8,931.60	18 %
Program Group Total :	52,601.24	175,935.22	644,427.00	644,427.00	468,491.78	27 %

POTOMAC ELEMENTARY SCHOOL
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101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200 Special Programs						
280 Special Education						
1000 Instruction						
112 Professional Ed.	0.00	0.00	24,373.00	24,373.00	24,373.00	0 %
117 Teacher's Aides	2,481.83	5,127.65	13,138.00	13,138.00	8,010.35	39 %
250 Workers' Comp.	15.40	31.82	233.00	233.00	201.18	13 %
260 Health Insurance	477.57	986.17	12,960.00	12,960.00	11,973.83	7 %
Function Total :	2,974.80	6,145.64	50,704.00	50,704.00	44,558.36	12 %
6200 Resources Trans.						
920 Res. Trans. Other Sch	0.00	1,563.41	2,000.00	2,000.00	436.59	78 %
Function Total :	0.00	1,563.41	2,000.00	2,000.00	436.59	78 %
Program Total :	2,974.80	7,709.05	52,704.00	52,704.00	44,994.95	14 %
Program Group Total :	2,974.80	7,709.05	52,704.00	52,704.00	44,994.95	14 %
300 Vocational Programs						
365 Indian Ed						
1000 Instruction						
112 Professional Ed.	0.00	0.00	3,024.00	3,024.00	3,024.00	0 %
Function Total :	0.00	0.00	3,024.00	3,024.00	3,024.00	0 %
Program Total :	0.00	0.00	3,024.00	3,024.00	3,024.00	0 %
Program Group Total :	0.00	0.00	3,024.00	3,024.00	3,024.00	0 %
700						
710 School Sponsored Ext						
3500 Extracurricular/Ath.						
810 Dues and Fees	0.00	600.00	600.00	600.00	0.00	100 %
Function Total :	0.00	600.00	600.00	600.00	0.00	100 %
Program Total :	0.00	600.00	600.00	600.00	0.00	100 %
Program Group Total :	0.00	600.00	600.00	600.00	0.00	100 %
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
116 Cooks	545.48	1,217.39	6,549.00	6,549.00	5,331.61	18 %
250 Workers' Comp.	3.39	7.56	503.00	503.00	495.44	1 %
260 Health Insurance	540.96	2,163.92	6,480.00	6,480.00	4,316.08	33 %
570 Food Services	0.00	0.00	1,520.00	1,520.00	1,520.00	0 %
582 Travel Out-of-Dist.	0.00	0.00	400.00	400.00	400.00	0 %
Function Total :	1,089.83	3,388.87	15,452.00	15,452.00	12,063.13	21 %
Program Total :	1,089.83	3,388.87	15,452.00	15,452.00	12,063.13	21 %
Program Group Total :	1,089.83	3,388.87	15,452.00	15,452.00	12,063.13	21 %
Fund Total :	56,665.87	187,633.14	716,207.00	716,207.00	528,573.86	26 %

110 TRANSPORTATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2500 Sup. Serv. -Business						
111 Administrative	795.30	3,181.20	9,544.00	9,544.00	6,362.80	33 %
250 Workers' Comp.	4.94	19.76	59.00	59.00	39.24	33 %
260 Health Insurance	135.00	540.00	1,620.00	1,620.00	1,080.00	33 %
Function Total :	935.24	3,740.96	11,223.00	11,223.00	7,482.04	33 %
2700 Student Transp.						
111 Administrative	1,250.00	6,250.00	15,000.00	15,000.00	8,750.00	41 %
250 Workers' Comp.	7.76	32.98	93.00	93.00	60.02	35 %
260 Health Insurance	121.40	607.00	1,620.00	1,620.00	1,013.00	37 %
513 Bus Contractors	8,666.99	26,000.97	87,483.00	87,483.00	61,482.03	29 %
515 Trans. Contingency	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
Function Total :	10,046.15	32,890.95	106,696.00	106,696.00	73,805.05	30 %
Program Total :	10,981.39	36,631.91	117,919.00	117,919.00	81,287.09	31 %
Program Group Total :	10,981.39	36,631.91	117,919.00	117,919.00	81,287.09	31 %
Fund Total :	10,981.39	36,631.91	117,919.00	117,919.00	81,287.09	31 %

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112 FOOD SERVICES FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
116 Cooks	1,696.81	3,833.44	17,056.00	17,056.00	13,222.56	22 %
250 Workers' Comp.	130.12	293.97	1,308.00	1,308.00	1,014.03	22 %
330 Other Professional	0.00	0.00	250.00	250.00	250.00	0 %
440 Repair and Maint.	0.00	200.00	1,000.00	1,000.00	800.00	20 %
570 Food Services	2,262.57	5,820.31	20,000.00	20,000.00	14,179.69	29 %
582 Travel Out-of-Dist.	0.00	0.00	600.00	600.00	600.00	0 %
610 Supplies	197.75	852.61	1,450.00	1,450.00	597.39	58 %
810 Dues and Fees	85.00	85.00	250.00	250.00	165.00	34 %
Function Total :	4,372.25	11,085.33	41,914.00	41,914.00	30,828.67	26 %
Program Total :	4,372.25	11,085.33	41,914.00	41,914.00	30,828.67	26 %
Program Group Total :	4,372.25	11,085.33	41,914.00	41,914.00	30,828.67	26 %
Fund Total :	4,372.25	11,085.33	41,914.00	41,914.00	30,828.67	26 %

114 RETIREMENT FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
210 Social Security/Med.	1,933.09	5,921.51	25,972.00	25,972.00	20,050.49	22 %
220 Teachers' Retirement	2,226.40	6,888.58	29,824.00	29,824.00	22,935.42	23 %
240 Unemployment Comp.	101.08	309.23	1,745.00	1,745.00	1,435.77	17 %
Function Total :	4,260.57	13,119.32	57,541.00	57,541.00	44,421.68	22 %
2400 School Admin.						
210 Social Security/Med.	383.79	1,985.94	4,558.00	4,558.00	2,572.06	43 %
220 Teachers' Retirement	325.12	1,950.74	4,679.00	4,679.00	2,728.26	41 %
230 PERS	188.60	463.58	1,772.00	1,772.00	1,308.42	26 %
240 Unemployment Comp.	23.81	110.33	330.00	330.00	219.67	33 %
Function Total :	921.32	4,510.59	11,339.00	11,339.00	6,828.41	39 %
2500 Sup. Serv. -Business						
210 Social Security/Med.	164.55	508.71	1,572.00	1,572.00	1,063.29	32 %
230 PERS	216.32	865.29	2,555.00	2,555.00	1,689.71	33 %
240 Unemployment Comp.	10.55	42.20	135.00	135.00	92.80	31 %
Function Total :	391.42	1,416.20	4,262.00	4,262.00	2,845.80	33 %
2600 Oper. & Maint. Plant						
210 Social Security/Med.	64.12	255.90	710.00	710.00	454.10	36 %
230 PERS	68.80	269.65	770.00	770.00	500.35	35 %
240 Unemployment Comp.	3.35	13.14	41.00	41.00	27.86	32 %
Function Total :	136.27	538.69	1,521.00	1,521.00	982.31	35 %
2620 Operation of Community Center						
210 Social Security/Med.	64.14	255.88	710.00	710.00	454.12	36 %
230 PERS	68.80	269.64	753.00	753.00	483.36	35 %
240 Unemployment Comp.	3.36	13.16	41.00	41.00	27.84	32 %
Function Total :	136.30	538.68	1,504.00	1,504.00	965.32	35 %
2700 Student Transp.						
210 Social Security/Med.	95.63	191.26	1,115.00	1,115.00	923.74	17 %
220 Teachers' Retirement	108.38	216.76	1,350.00	1,350.00	1,133.24	16 %
240 Unemployment Comp.	4.88	9.76	68.00	68.00	58.24	14 %
Function Total :	208.89	417.78	2,533.00	2,533.00	2,115.22	16 %
Program Total :	6,054.77	20,541.26	78,700.00	78,700.00	58,158.74	26 %
120 CONTINGENCY FUNDS						
1000 Instruction						
210 Social Security/Med.	0.00	0.00	517.00	517.00	517.00	0 %
240 Unemployment Comp.	0.00	0.00	30.00	30.00	30.00	0 %
Function Total :	0.00	0.00	547.00	547.00	547.00	0 %
Program Total :	0.00	0.00	547.00	547.00	547.00	0 %
Program Group Total :	6,054.77	20,541.26	79,247.00	79,247.00	58,705.74	25 %
200 Special Programs						
280 Special Education						
1000 Instruction						
210 Social Security/Med.	119.48	246.94	1,016.00	1,016.00	769.06	24 %
220 Teachers' Retirement	215.17	444.56	1,262.00	1,262.00	817.44	35 %
240 Unemployment Comp.	9.68	20.00	62.00	62.00	42.00	32 %
Function Total :	344.33	711.50	2,340.00	2,340.00	1,628.50	30 %

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114 RETIREMENT FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200 Special Programs						
280 Special Education						
6200 Resources Trans.						
920 Res. Trans. Other Sch	0.00	0.00	3,323.00	3,323.00	3,323.00	0 %
Function Total :	0.00	0.00	3,323.00	3,323.00	3,323.00	0 %
Program Total :	344.33	711.50	5,663.00	5,663.00	4,951.50	12 %
Program Group Total :	344.33	711.50	5,663.00	5,663.00	4,951.50	12 %
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
210 Social Security/Med.	91.01	224.87	525.00	525.00	300.13	42 %
220 Teachers' Retirement	47.29	105.55	187.00	187.00	81.45	56 %
230 PERS	135.74	306.67	1,328.00	1,328.00	1,021.33	23 %
240 Unemployment Comp.	8.75	19.70	81.00	81.00	61.30	24 %
Function Total :	282.79	656.79	2,121.00	2,121.00	1,464.21	30 %
Program Total :	282.79	656.79	2,121.00	2,121.00	1,464.21	30 %
Program Group Total :	282.79	656.79	2,121.00	2,121.00	1,464.21	30 %
Fund Total :	6,681.89	21,909.55	87,031.00	87,031.00	65,121.45	25 %

115 MISC. PROGRAMS FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
111-121 Administrative 21st Century Grant	1,415.60	4,409.00	18,055.00	18,055.00	13,646.00	24 %
112-121 Professional Ed. 21st Century Grant	120.00	3,637.50	9,000.00	9,000.00	5,362.50	40 %
117-121 Teacher's Aides 21st Century Grant	451.36	2,359.29	4,320.00	4,320.00	1,960.71	54 %
210-121 Social Security/Med. 21st Century Grant	142.11	778.56	2,655.50	2,655.50	1,876.94	29 %
220-121 Teachers' Retirement 21st Century Grant	172.27	772.97	2,921.50	2,921.50	2,148.53	26 %
240-121 Unemployment Comp. 21st Century Grant	7.75	40.56	149.00	149.00	108.44	27 %
250-121 Workers' Comp. 21st Century Grant	12.34	64.59	184.00	184.00	119.41	35 %
260-121 Health Insurance 21st Century Grant	1.53	6.26	5,940.00	5,940.00	5,933.74	0 %
330-121 Other Professional 21st Century Grant	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
450-121 Rentals 21st Century Grant	0.00	0.00	6,396.00	6,396.00	6,396.00	0 %
516-121 Field Trips 21st Century Grant	1,481.34	2,297.83	6,500.00	6,500.00	4,202.17	35 %
516-212 Field Trips Blackfoot Challenge Grant	0.00	0.00	310.00	310.00	310.00	0 %
582-102 Travel Out-of-Dist. Explorers	0.00	0.00	4,283.21	4,283.21	4,283.21	0 %
582-121 Travel Out-of-Dist. 21st Century Grant	23.06	709.94	1,000.00	1,000.00	290.06	70 %
610-101 Supplies Local Donations	0.00	738.00	10,418.09	10,418.09	9,680.09	7 %
610-121 Supplies 21st Century Grant	21.98	571.32	558.00	558.00	-13.32	102 %
Function Total:	3,849.34	16,385.82	74,690.30	74,690.30	58,304.48	21 %
2600 Oper. & Maint. Plant						
330-130 Other Professional Pioneer Field Grant Monies	0.00	0.00	10,858.33	10,858.33	10,858.33	0 %
460-103 Minor Construction Campus Maintenance Fund	0.00	20.00	85.00	85.00	65.00	23 %
460-648 Minor Construction Capital Investment and Deferred	0.00	5,750.00	32,813.51	32,813.51	27,063.51	17 %
Function Total:	0.00	5,770.00	43,756.84	43,756.84	37,986.84	13 %
Program Total:	3,849.34	22,155.82	118,447.14	118,447.14	96,291.32	18 %

115 MISC. PROGRAMS FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
103 Local Donations - Student Activity						
2700 Student Transp.						
513-136 Bus Contractors	674.94	1,499.17	5,342.26	5,342.26	3,843.09	28 %
Donations for Students						
Function Total :	674.94	1,499.17	5,342.26	5,342.26	3,843.09	28 %
Program Total :	674.94	1,499.17	5,342.26	5,342.26	3,843.09	28 %
106 Pioneer Field						
2600 Oper. & Maint. Plant						
460-130 Minor Construction	0.00	29,990.43	0.00	0.00	-29,990.43	*** %
Pioneer Field Grant Monies						
Function Total :	0.00	29,990.43	0.00	0.00	-29,990.43	*** %
Program Total :	0.00	29,990.43	0.00	0.00	-29,990.43	*** %
Program Group Total :	4,524.28	53,645.42	123,789.40	123,789.40	70,143.98	43 %
300 Vocational Programs						
365 Indian Ed						
1000 Instruction						
610-658 Supplies	0.00	0.00	790.60	790.60	790.60	0 %
Indian Ed 07-08						
610-659 Supplies	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Indian Ed 2008-2009						
Function Total :	0.00	0.00	1,872.48	1,872.48	1,872.48	0 %
Program Total :	0.00	0.00	1,872.48	1,872.48	1,872.48	0 %
Program Group Total :	0.00	0.00	1,872.48	1,872.48	1,872.48	0 %
400 Other Instructional						
412 REAP						
1000 Instruction						
330-115 Other Professional	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
REAP 14-15						
Function Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
Program Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
420 Title I						
1000 Instruction						
112-326 Professional Ed.	799.83	799.83	9,598.00	9,598.00	8,798.17	8 %
Title 2015-2016						
117-326 Teacher's Aides	1,843.03	4,947.58	10,200.00	10,200.00	5,252.42	48 %
Title 2015-2016						
210-326 Social Security/Med.	192.06	419.81	1,515.00	1,515.00	1,095.19	27 %
Title 2015-2016						
220-326 Teachers' Retirement	229.14	498.31	1,677.00	1,677.00	1,178.69	29 %
Title 2015-2016						
240-326 Unemployment Comp.	10.31	22.42	92.00	92.00	69.58	24 %
Title 2015-2016						
250-326 Workers' Comp.	16.40	35.67	113.00	113.00	77.33	31 %
Title 2015-2016						
260-326 Health Insurance	634.62	1,923.14	6,588.00	6,588.00	4,664.86	29 %
Title 2015-2016						
610-326 Supplies	0.00	0.00	1,455.00	1,455.00	1,455.00	0 %
Title 2015-2016						
Function Total :	3,725.39	8,646.76	31,238.00	31,238.00	22,591.24	27 %

115 MISC. PROGRAMS FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
400 Other Instructional						
420 Title I						
2300 General Admin						
111-326 Administrative Title 2015-2016	477.18	1,908.72	5,726.00	5,726.00	3,817.28	33 %
210-326 Social Security/Med. Title 2015-2016	29.04	89.78	437.00	437.00	347.22	20 %
230-326 PERS Title 2015-2016	38.18	152.71	390.00	390.00	237.29	39 %
240-326 Unemployment Comp. Title 2015-2016	1.86	7.44	25.00	25.00	17.56	29 %
250-326 Workers' Comp. Title 2015-2016	2.96	11.84	33.00	33.00	21.16	35 %
260-326 Health Insurance Title 2015-2016	81.00	324.00	972.00	972.00	648.00	33 %
Function Total :	630.22	2,494.49	7,583.00	7,583.00	5,088.51	32 %
Program Total :	4,355.61	11,141.25	38,821.00	38,821.00	27,679.75	28 %
Program Group Total :	4,355.61	12,565.25	46,128.30	46,128.30	33,563.05	27 %
500 Non-Public Sch/Prog						
515 Early Start						
1000 Instruction						
119-515 Other Sup. Salaries Early Start Program	133.00	133.00	1,000.00	1,000.00	867.00	13 %
210-515 Social Security/Med. Early Start Program	10.18	10.18	0.00	0.00	-10.18	*** %
240-515 Unemployment Comp. Early Start Program	0.52	0.52	0.00	0.00	-0.52	*** %
250-515 Workers' Comp. Early Start Program	0.83	0.83	0.00	0.00	-0.83	*** %
640-515 Books Early Start Program	0.00	25.94	200.00	200.00	174.06	12 %
Function Total :	144.53	170.47	1,200.00	1,200.00	1,029.53	14 %
Program Total :	144.53	170.47	1,200.00	1,200.00	1,029.53	14 %
Program Group Total :	144.53	170.47	1,200.00	1,200.00	1,029.53	14 %
Fund Total :	9,024.42	66,381.14	172,990.18	172,990.18	106,609.04	38 %

117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
600 Adult Continuing Ed.						
600 Adult Continuing Ed.						
2322 Community Relations						
610 Supplies	0.00	0.00	10,454.00	10,454.00	10,454.00	0%
Function Total:	0.00	0.00	10,454.00	10,454.00	10,454.00	0%
Program Total:	0.00	0.00	10,454.00	10,454.00	10,454.00	0%
Program Group Total:	0.00	0.00	10,454.00	10,454.00	10,454.00	0%
Fund Total:	0.00	0.00	10,454.00	10,454.00	10,454.00	0%

128 TECHNOLOGY FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
680 Software	0.00	0.00	4,666.00	4,666.00	4,666.00	0 %
Function Total :	0.00	0.00	4,666.00	4,666.00	4,666.00	0 %
Program Total :	0.00	0.00	4,666.00	4,666.00	4,666.00	0 %
Program Group Total :	0.00	0.00	4,666.00	4,666.00	4,666.00	0 %
Fund Total :	0.00	0.00	4,666.00	4,666.00	4,666.00	0 %

129 FLEX FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
440 Repair and Maint.	0.00	0.00	1,726.00	1,726.00	1,726.00	0 %
Function Total :	0.00	0.00	1,726.00	1,726.00	1,726.00	0 %
Program Total :	0.00	0.00	1,726.00	1,726.00	1,726.00	0 %
Program Group Total :	0.00	0.00	1,726.00	1,726.00	1,726.00	0 %
Fund Total :	0.00	0.00	1,726.00	1,726.00	1,726.00	0 %

161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
460-122 Minor Construction	0.00	0.00	16,387.00	16,387.00	16,387.00	0%
School Safety Transfer to Building						
Function Total:	0.00	0.00	16,387.00	16,387.00	16,387.00	0%
Program Total:	0.00	0.00	16,387.00	16,387.00	16,387.00	0%
Program Group Total:	0.00	0.00	16,387.00	16,387.00	16,387.00	0%
Fund Total:	0.00	0.00	16,387.00	16,387.00	16,387.00	0%
Grand Total:	87,725.82	323,641.07	1,169,294.18	1,169,294.18	845,653.11	27%

Funds 101- 161

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
112 Professional Ed.						
PR 151100 1	Payroll Expenditure		/ /	11/15		25,277.60
						Object Total: 25,277.60
117 Teacher's Aides						
PR 151100 2	Payroll Expenditure		/ /	11/15		181.83
						Object Total: 181.83
122 Prof/Ed/Sub Teachers						
PR 151100 3	Payroll Expenditure		/ /	11/15		460.00
						Object Total: 460.00
250 Workers' Comp.						
PR 151100 4	Employer Contributions		/ /	11/15		160.87
						Object Total: 160.87
260 Health Insurance						
PR 151100 5	Employer Contributions		/ /	11/15		4,609.32
						Object Total: 4,609.32
330 Other Professional						
CL 14154 1	4th gr Visiting Naturalist	3762	10/20/15	11/15	240 MONTANA NATURAL HISTORY	110.00
						Object Total: 110.00
610 Supplies						
CC 349 4	Security Training Lunch	101245	10/07/15	11/15		53.35
CC 350 1	Supplies	101132	09/29/15	11/15		124.20
CL 14140 1	Athletic Storage Area Supplies	1516091	10/14/15	11/15	101247 DAWN DOWNS	78.97
CL 14146 1	Science Supplies		10/28/15	11/15	100998 KRISTINA DAVIS	39.51
						Object Total: 296.03
640 Books						
CC 349 2	Math Books	138	09/23/15	11/15		567.24
CL 14155 1	Engelmann Reading Workbooks	8917424001	10/21/15	11/15	101239 MCGRAW HILL SCHOOL EDUCATION	676.59
						Object Total: 1,243.83

Funds 101- 161

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
680 Software						
CL 14141 1	Education City Subscription	10365911	11/01/15	11/15	101248 EDMENTUM	780.00
						Object Total: 780.00
						Program-Function Total: 33,119.48
E 100-2310 Regular Ed. Programs-Board of Trustees						
330 Other Professional						
CL 14142 1	Presentation to School Board	1516117	11/09/15	11/15	101249 ELIZABETH KALEVA	500.00
						Object Total: 500.00
						Program-Function Total: 500.00
E 100-2400 Regular Ed. Programs-School Admin.						
111 Administrative						
PR 151100 6	Payroll Expenditure		/ /	11/15		3,750.00
						Object Total: 3,750.00
115 Office/Clerical						
PR 151100 7	Payroll Expenditure		/ /	11/15		2,357.51
						Object Total: 2,357.51
250 Workers' Comp.						
PR 151100 8	Employer Contributions		/ /	11/15		37.90
						Object Total: 37.90
260 Health Insurance						
PR 151100 9	Employer Contributions		/ /	11/15		904.20
						Object Total: 904.20
330 Other Professional						
CL 14145 1	Counseling Mileage	151614	11/12/15	11/15	101250 KAI LEY MAYO	33.35
CL 14157 1	Winter Conf Registration	1494	11/04/15	11/15	100955 SCHOOL ADMINISTRATORS OF	300.00
						Object Total: 333.35
582 Travel Out-of-Dist.						
CC 349 5	MCEL Conf Hotel	101246	10/16/15	11/15		141.82
CL 14129 1	MCEL Mileage	1516096	10/19/15	11/15	101220 ANGIE WILLIAMS	192.63
						Object Total: 334.45

Funds 101- 161

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
Program-Function Total :						7,717.41
E 100-2500 Regular Ed.	Programs-Sup. Serv. -Business					
111 Administrative						
PR 151100 10	Payroll Expenditure	/ /	11/15			1,908.71
Object Total :						1,908.71
250 Workers' Comp.						
PR 151100 11	Employer Contributions	/ /	11/15			11.84
Object Total :						11.84
260 Health Insurance						
PR 151100 12	Employer Contributions	/ /	11/15			324.00
Object Total :						324.00
330 Other Professional						
CL 14132 1	Annual Finance Software	20473	11/01/15	11/15	100834 BLACK MOUNTAIN SOFTWARE	1,552.00
CL 14132 2	Annual Payroll Software	20473	11/01/15	11/15	100834 BLACK MOUNTAIN SOFTWARE	1,085.00
CL 14132 3	Annual ACH Software	20473	11/01/15	11/15	100834 BLACK MOUNTAIN SOFTWARE	75.00
CL 14151 1	Background Ck - S		11/04/15	11/15	274 MONTANA CRIMINAL RECORDS	23.25
Object Total :						2,735.25
Program-Function Total :						4,979.80
E 100-2600 Regular Ed.	Programs-Oper. & Maint. Plant					
114 Custodial/Maint						
PR 151100 13	Payroll Expenditure	/ /	11/15			859.98
Object Total :						859.98
250 Workers' Comp.						
PR 151100 14	Employer Contributions	/ /	11/15			65.94
Object Total :						65.94
260 Health Insurance						
PR 151100 15	Employer Contributions	/ /	11/15			242.80
Object Total :						242.80
330 Other Professional						
CL 14139 1	BacT Water Testing	Aug	08/15/15	11/15	101023 CHAD MANNING	25.00
CL 14139 2	BacT Water Testing	Sept	09/15/15	11/15	101023 CHAD MANNING	25.00
CL 14139 3	BacT Water Testing	Oct	10/15/15	11/15	101023 CHAD MANNING	25.00
CL 14139 4	Disinfection BiProducts	Sept	09/15/15	11/15	101023 CHAD MANNING	150.00

Funds 101- 161

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed.	Programs-Oper. & Maint. Plant					
CL 14139 5	Arsenic School	Oct	10/15/15	11/15	101023 CHAD MANNING	50.00
CL 14149 1	Arsenic WaterTest School	1510384	11/02/15	11/15	218 MONTANA ENVIRONMENTAL	20.00
CL 14149 3	502.2/552.2 Water Tests School	1509383	10/09/15	11/15	218 MONTANA ENVIRONMENTAL	309.00
					Object Total:	604.00
412 Electricity						
CL 14153 1	Electric - School		10/28/15	11/15	10 MISSOULA ELECTRIC COOP INC	603.23
					Object Total:	603.23
431 Disposal Services						
CL 14156 1	Disposal Services		10/28/15	11/15	9 REPUBLIC SERVICES #889	123.22
					Object Total:	123.22
531 Telephone						
CL 14131 1	Telephone	Oct	10/01/15	11/15	3 BLACKFOOT TELEPHONE	425.60
CL 14131 2	Telephone	Nov	11/01/15	11/15	3 BLACKFOOT TELEPHONE	440.81
					Object Total:	866.41
610 Supplies						
CC 349 1	Maint	51	09/25/15	11/15		54.94
CC 351 1	Keys	279	09/24/15	11/15		13.00
CC 352 1	Maint Supplies	35	10/13/15	11/15		9.98
CL 14150 1	Maint Supplies	729199	10/08/15	11/15	64 MISSOULA TEXTILE SERVICES	131.77
CL 14150 2	Maint Supplies	733927	10/22/15	11/15	64 MISSOULA TEXTILE SERVICES	157.50
					Object Total:	367.19
810 Dues and Fees						
CL 14143 1	Annual Well Fee School		10/02/15	11/15	74 MONTANA DEPT OF ENVIRON	100.00
					Object Total:	100.00
					Program-Function Total:	3,832.77
E 100-2620 Regular Ed.	Programs-Operation of Community Center					
114 Custodial/Maint						
PR 151100 16	Payroll Expenditure		/ /	11/15		859.98
					Object Total:	859.98
250 Workers' Comp.						
PR 151100 17	Employer Contributions		/ /	11/15		65.95
					Object Total:	65.95

Funds 101- 161

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date Per.	Vendor	Amount
101 GENERAL FUND					
E 100-2620 Regular Ed. Programs-Operation of Community Center					
260 Health Insurance					
PR 151100 18	Employer Contributions	/ /	11/15		242.80
				Object Total:	242.80
330 Other Professional					
CL 14139 6	Arsenic CC	Oct	10/15/15 11/15	101023 CHAD MANNING	50.00
CL 14149 2	Arsenic WaterTest CC	1510385	11/02/15 11/15	218 MONTANA ENVIRONMENTAL	20.00
				Object Total:	70.00
412 Electricity					
CL 14153 2	Electric - CC		10/28/15 11/15	10 MISSOULA ELECTRIC COOP INC	540.83
				Object Total:	540.83
431 Disposal Services					
CL 14156 2	Disposal Services		10/28/15 11/15	9 REPUBLIC SERVICES #889	123.22
				Object Total:	123.22
810 Dues and Fees					
CL 14143 2	Annual Well Fee Comm Ctr		10/02/15 11/15	74 MONTANA DEPT OF ENVIRON	100.00
				Object Total:	100.00
				Program-Function Total:	2,002.78
E 120-3500 CONTINGENCY FUNDS-Extracurricular/Ath.					
810 Dues and Fees					
CL 14159 1	Ref Ck Reimb		11/01/15 11/15	100842 POTOMAC SCHOOL PETTY CASH	288.00
CL 14160 1	Ref Ck Reimb		11/01/15 11/15	5 POTOMAC SCHOOL STUDENT	72.00
				Object Total:	360.00
				Program-Function Total:	360.00
E 128-2500 Technology-Sup. Serv. -Business					
680 Software					
CC 349 3	Admin Observation Software	101244	10/05/15 11/15		89.00
				Object Total:	89.00
				Program-Function Total:	89.00

Funds 101- 161

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
101 GENERAL FUND						
E 280-1000 Special Education-Instruction						
117 Teacher's Aides						
PR 151100 19	Payroll Expenditure	/ /	11/15			2,481.83
					Object Total:	2,481.83
250 Workers' Comp.						
PR 151100 20	Employer Contributions	/ /	11/15			15.40
					Object Total:	15.40
260 Health Insurance						
PR 151100 21	Employer Contributions	/ /	11/15			477.57
					Object Total:	477.57
					Program-Function Total:	2,974.80
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 151100 22	Payroll Expenditure	/ /	11/15			545.48
					Object Total:	545.48
250 Workers' Comp.						
PR 151100 23	Employer Contributions	/ /	11/15			3.39
					Object Total:	3.39
260 Health Insurance						
PR 151100 24	Employer Contributions	/ /	11/15			540.96
					Object Total:	540.96
					Program-Function Total:	1,089.83
					Fund Total:	56,665.87

Funds 101- 161

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
110 TRANSPORTATION FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 151100 27	Payroll Expenditure	/ /	11/15			795.30
						Object Total: 795.30
250 Workers' Comp.						
PR 151100 28	Employer Contributions	/ /	11/15			4.94
						Object Total: 4.94
260 Health Insurance						
PR 151100 29	Employer Contributions	/ /	11/15			135.00
						Object Total: 135.00
						Program-Function Total: 935.24
E 100-2700 Regular Ed. Programs-Student Transp.						
111 Administrative						
PR 151100 30	Payroll Expenditure	/ /	11/15			1,250.00
						Object Total: 1,250.00
250 Workers' Comp.						
PR 151100 31	Employer Contributions	/ /	11/15			7.76
						Object Total: 7.76
260 Health Insurance						
PR 151100 32	Employer Contributions	/ /	11/15			121.40
						Object Total: 121.40
513 Bus Contractors						
CL 14148 7	Morrison Lane	5197	11/01/15	11/15	82 MAJESTIC BUS SERVICE, INC	335.29
CL 14148 8	Bus Contract	5198	11/01/15	11/15	82 MAJESTIC BUS SERVICE, INC	8,331.70
						Object Total: 8,666.99
						Program-Function Total: 10,046.15
						Fund Total: 10,981.39

Funds 101- 161

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 151100 35	Payroll Expenditure		/ /	11/15		1,696.81
						Object Total: 1,696.81
250 Workers' Comp.						
PR 151100 36	Employer Contributions		/ /	11/15		130.12
						Object Total: 130.12
570 Food Services						
CL 14144 1	Food	8154155	10/07/15	11/15	176 FOOD SERVICES OF AMERICA	405.54
CL 14144 3	Food	8161548	10/14/15	11/15	176 FOOD SERVICES OF AMERICA	439.43
CL 14144 5	Food - separate ck purchase	8161548	10/14/15	11/15	176 FOOD SERVICES OF AMERICA	-114.32
CL 14144 6	Food	8168970	10/21/15	11/15	176 FOOD SERVICES OF AMERICA	549.82
CL 14144 8	Food	8176347	10/28/15	11/15	176 FOOD SERVICES OF AMERICA	441.15
CL 14144 11	Food	8179853	10/30/15	11/15	176 FOOD SERVICES OF AMERICA	39.43
CL 14144 12	Food	8183422	11/04/15	11/15	176 FOOD SERVICES OF AMERICA	501.52
						Object Total: 2,262.57
610 Supplies						
CL 14137 1	Kitchen Supplies	71320	10/23/15	11/15	232 BIG SKY RESTAURANT SUPPLY	44.25
CL 14144 2	Supplies	8154155	10/07/15	11/15	176 FOOD SERVICES OF AMERICA	53.43
CL 14144 4	Supplies	8161548	10/14/15	11/15	176 FOOD SERVICES OF AMERICA	39.28
CL 14144 7	Supplies	8168970	10/21/15	11/15	176 FOOD SERVICES OF AMERICA	12.56
CL 14144 9	Supplies	8176347	10/28/15	11/15	176 FOOD SERVICES OF AMERICA	52.36
CL 14144 10	Supplies - Credit	8176347	10/28/15	11/15	176 FOOD SERVICES OF AMERICA	-25.06
CL 14144 13	Supplies	8183422	11/04/15	11/15	176 FOOD SERVICES OF AMERICA	20.93
						Object Total: 197.75
810 Dues and Fees						
CL 14152 1	2016 Food License	F-16042	11/01/15	11/15	134 MONTANA DEPT OF PUBLIC	85.00
						Object Total: 85.00
						Program-Function Total: 4,372.25
						Fund Total: 4,372.25

Funds 101- 161

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-1000 Regular Ed. Programs-Instruction						
210 Social Security/Med.						
PR 151100 39	Employer Contributions	/ /	11/15			1,933.09
					Object Total :	1,933.09
220 Teachers' Retirement						
PR 151100 40	Employer Contributions	/ /	11/15			2,226.40
					Object Total :	2,226.40
240 Unemployment Comp.						
PR 151100 41	Employer Contributions	/ /	11/15			101.08
					Object Total :	101.08
					Program-Function Total :	4,260.57
E 100-2400 Regular Ed. Programs-School Admin.						
210 Social Security/Med.						
PR 151100 42	Employer Contributions	/ /	11/15			383.79
					Object Total :	383.79
220 Teachers' Retirement						
PR 151100 43	Employer Contributions	/ /	11/15			325.12
					Object Total :	325.12
230 PERS						
PR 151100 44	Employer Contributions	/ /	11/15			188.60
					Object Total :	188.60
240 Unemployment Comp.						
PR 151100 45	Employer Contributions	/ /	11/15			23.81
					Object Total :	23.81
					Program-Function Total :	921.32
E 100-2500 Regular Ed. Programs-Sup. Serv. -Business						
210 Social Security/Med.						
PR 151100 46	Employer Contributions	/ /	11/15			164.55
					Object Total :	164.55

Funds 101- 161

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv. -Business						
230 PERS						
PR 151100 47	Employer Contributions	/ /	11/15			216.32
					Object Total:	216.32
240 Unemployment Comp.						
PR 151100 48	Employer Contributions	/ /	11/15			10.55
					Object Total:	10.55
					Program-Function Total:	391.42
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
210 Social Security/Med.						
PR 151100 49	Employer Contributions	/ /	11/15			64.12
					Object Total:	64.12
230 PERS						
PR 151100 50	Employer Contributions	/ /	11/15			68.80
					Object Total:	68.80
240 Unemployment Comp.						
PR 151100 51	Employer Contributions	/ /	11/15			3.35
					Object Total:	3.35
					Program-Function Total:	136.27
E 100-2620 Regular Ed. Programs-Operation of Community Center						
210 Social Security/Med.						
PR 151100 52	Employer Contributions	/ /	11/15			64.14
					Object Total:	64.14
230 PERS						
PR 151100 53	Employer Contributions	/ /	11/15			68.80
					Object Total:	68.80
240 Unemployment Comp.						
PR 151100 54	Employer Contributions	/ /	11/15			3.36
					Object Total:	3.36
					Program-Function Total:	136.30

Funds 101- 161

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2700 Regular Ed. Programs-Student Transp.						
210 Social Security/Med.						
PR 151100 55	Employer Contributions	/ /	11/15			95.63
					Object Total:	95.63
220 Teachers' Retirement						
PR 151100 56	Employer Contributions	/ /	11/15			108.38
					Object Total:	108.38
240 Unemployment Comp.						
PR 151100 57	Employer Contributions	/ /	11/15			4.88
					Object Total:	4.88
					Program-Function Total:	208.89
E 280-1000 Special Education-Instruction						
210 Social Security/Med.						
PR 151100 58	Employer Contributions	/ /	11/15			119.48
					Object Total:	119.48
220 Teachers' Retirement						
PR 151100 59	Employer Contributions	/ /	11/15			215.17
					Object Total:	215.17
240 Unemployment Comp.						
PR 151100 60	Employer Contributions	/ /	11/15			9.68
					Object Total:	9.68
					Program-Function Total:	344.33
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 151100 61	Employer Contributions	/ /	11/15			91.01
					Object Total:	91.01
220 Teachers' Retirement						
PR 151100 62	Employer Contributions	/ /	11/15			47.29
					Object Total:	47.29

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount	
114 RETIREMENT FUND							
E 910-3100 Food Services-Food Services							
230 PERS							
PR 151100 63	Employer Contributions		/ /	11/15		135.74	
						Object Total:	135.74
240 Unemployment Comp.							
PR 151100 64	Employer Contributions		/ /	11/15		8.75	
						Object Total:	8.75
						Program-Function Total:	282.79
						Fund Total:	6,681.89

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
111 Administrative						
121 21st Century Grant						
PR 151100 66	Payroll Expenditure	/ /	11/15			1,415.60
					Project Total:	1,415.60
					Object Total:	1,415.60
112 Professional Ed.						
121 21st Century Grant						
PR 151100 67	Payroll Expenditure	/ /	11/15			120.00
					Project Total:	120.00
					Object Total:	120.00
117 Teacher's Aides						
121 21st Century Grant						
PR 151100 68	Payroll Expenditure	/ /	11/15			451.36
					Project Total:	451.36
					Object Total:	451.36
210 Social Security/Med.						
121 21st Century Grant						
PR 151100 69	Employer Contributions	/ /	11/15			142.11
					Project Total:	142.11
					Object Total:	142.11
220 Teachers' Retirement						
121 21st Century Grant						
PR 151100 70	Employer Contributions	/ /	11/15			172.27
					Project Total:	172.27
					Object Total:	172.27
240 Unemployment Comp.						
121 21st Century Grant						
PR 151100 71	Employer Contributions	/ /	11/15			7.75
					Project Total:	7.75
					Object Total:	7.75
250 Workers' Comp.						
121 21st Century Grant						
PR 151100 72	Employer Contributions	/ /	11/15			12.34
					Project Total:	12.34
					Object Total:	12.34
260 Health Insurance						
121 21st Century Grant						
PR 151100 73	Employer Contributions	/ /	11/15			1.53
					Project Total:	1.53
					Object Total:	1.53
516 Field Trips						
121 21st Century Grant						
CL 14130 1	Explorers Lessons	250	11/09/15	11/15	101243 ART MOBILE OF MONTANA	372.27
CL 14148 2	Explorers to Travelers Rest	5192	10/02/15	11/15	82 MAJESTIC BUS SERVICE, INC	148.26
CL 14148 6	Explorers to U of M	5196	10/23/15	11/15	82 MAJESTIC BUS SERVICE, INC	103.35
CL 14158 1	Explorers Onsite Presentation		11/05/15	11/15	101251 TASTE BUDS KITCHEN	677.50
CL 14159 2	Explorers Reimb		11/01/15	11/15	100842 POTOMAC SCHOOL PETTY CASH	179.96
					Project Total:	1,481.34

Funds 101- 161

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
						Object Total : 1,481.34
582 Travel Out-of-Dist.						
121 21st Century Grant						
CL 14138 4	Prof Dev Explorers Fuel	10/28/15	11/15		101228 CRISSINA QUIINN	23.06
						Project Total : 23.06
						Object Total : 23.06
610 Supplies						
121 21st Century Grant						
CL 14138 1	Explorers Supplies	DollarTree	10/29/15	11/15	101228 CRISSINA QUIINN	9.34
CL 14138 2	Explorers Supplies	Wal mart	10/29/15	11/15	101228 CRISSINA QUIINN	4.65
CL 14138 3	Explorers Supplies	Hastings	10/29/15	11/15	101228 CRISSINA QUIINN	7.99
						Project Total : 21.98
						Object Total : 21.98
						Program-Function Total : 3,849.34
E 103-2700 Local Donations - Student Activity-Student Transp.						
513 Bus Contractors						
136 Donations for Students						
CL 14148 1	K-3 to Seel ey Lk	5191	10/01/15	11/15	82 MAJESTIC BUS SERVICE, INC	118.95
CL 14148 3	VB to Target Range	5193	10/06/15	11/15	82 MAJESTIC BUS SERVICE, INC	109.20
CL 14148 4	VB to Hel lgate	5194	10/07/15	11/15	82 MAJESTIC BUS SERVICE, INC	107.25
CL 14148 5	Field Trip to Mi ke Horse Dam	5195	10/14/15	11/15	82 MAJESTIC BUS SERVICE, INC	339.54
						Project Total : 674.94
						Object Total : 674.94
						Program-Function Total : 674.94
E 420-1000 Title I-Instruction						
112 Professional Ed.						
326 Title 2015-2016						
PR 151100 74	Payrol l Expendi ture	/ /	11/15			799.83
						Project Total : 799.83
						Object Total : 799.83
117 Teacher's Ai des						
326 Title 2015-2016						
PR 151100 75	Payrol l Expendi ture	/ /	11/15			1,843.03
						Project Total : 1,843.03
						Object Total : 1,843.03
210 Soci al Securi ty/Med.						
326 Title 2015-2016						
PR 151100 76	Empl oyer Contri buti ons	/ /	11/15			192.06
						Project Total : 192.06
						Object Total : 192.06
220 Teachers' Reti rement						
326 Title 2015-2016						
PR 151100 77	Empl oyer Contri buti ons	/ /	11/15			229.14
						Project Total : 229.14
						Object Total : 229.14

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-1000 Title I-Instruction						
240 Unemployment Comp.						
326 Title 2015-2016						
PR 151100 78	Employer Contributions	/ /	11/15			10.31
					Project Total:	10.31
					Object Total:	10.31
250 Workers' Comp.						
326 Title 2015-2016						
PR 151100 79	Employer Contributions	/ /	11/15			16.40
					Project Total:	16.40
					Object Total:	16.40
260 Health Insurance						
326 Title 2015-2016						
PR 151100 80	Employer Contributions	/ /	11/15			634.62
					Project Total:	634.62
					Object Total:	634.62
					Program-Function Total:	3,725.39
E 420-2300 Title I-General Admin						
111 Administrative						
326 Title 2015-2016						
PR 151100 81	Payroll Expenditure	/ /	11/15			477.18
					Project Total:	477.18
					Object Total:	477.18
210 Social Security/Med.						
326 Title 2015-2016						
PR 151100 82	Employer Contributions	/ /	11/15			29.04
					Project Total:	29.04
					Object Total:	29.04
230 PERS						
326 Title 2015-2016						
PR 151100 83	Employer Contributions	/ /	11/15			38.18
					Project Total:	38.18
					Object Total:	38.18
240 Unemployment Comp.						
326 Title 2015-2016						
PR 151100 84	Employer Contributions	/ /	11/15			1.86
					Project Total:	1.86
					Object Total:	1.86
250 Workers' Comp.						
326 Title 2015-2016						
PR 151100 85	Employer Contributions	/ /	11/15			2.96
					Project Total:	2.96
					Object Total:	2.96
260 Health Insurance						
326 Title 2015-2016						
PR 151100 86	Employer Contributions	/ /	11/15			81.00
					Project Total:	81.00
					Object Total:	81.00

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
Program-Function Total :						630.22
E 515-1000 Early Start-Instruction						
119 Other Sup. Salaries						
515 Early Start Program						
PR 151100 87	Payroll Expenditure	/ /	11/15			133.00
Project Total :						133.00
Object Total :						133.00
210 Social Security/Med.						
515 Early Start Program						
PR 151100 88	Employer Contributions	/ /	11/15			10.18
Project Total :						10.18
Object Total :						10.18
240 Unemployment Comp.						
515 Early Start Program						
PR 151100 89	Employer Contributions	/ /	11/15			0.52
Project Total :						0.52
Object Total :						0.52
250 Workers' Comp.						
515 Early Start Program						
PR 151100 90	Employer Contributions	/ /	11/15			0.83
Project Total :						0.83
Object Total :						0.83
Program-Function Total :						144.53
Fund Total :						9,024.42

Principal's Report November 2015

Our enrollment is at 91 students.

Sports- Volleyball has finished. The girls had a great season and finished 5th in the tournament. Boy's basketball has begun. I attended the boy's basketball coaches meeting on October 14th to schedule games. Tad and Dawn Downs are coaching. Damian is assisting when he can. We have 14 boys playing.

MCEL- October 15th and 16th were statewide professional development days for educators. I attended the MCEL conference in Billings. I attended some good presentations on legal issues, RTI in schools, E-rate and more. I strongly encourage the Board to attend this in the future. It is also a great opportunity to meet other Boards and administrators from around the state and toss ideas around.

Explorer's- Crissina has been doing some great things with Explorer's. Please check out the website for a rundown. Attendance has been up to 21 kids!

Time for Tots- Time for Tots is running smoothly. There are 7-9 kids that attended regularly.

Missoula Repertory Theater- The Missoula Repertory Theater came on the 28th for the 5-8. They performed a play and then worked with the students. They really enjoyed it.

Art Mobile- The Art Mobile is coming November 9th. This travelling art show exhibits art from Montana artists in a wide variety of media. There will be a presentation and then 3 different art lessons for K-2, 3-5 and 6-8. It's always amazing to see the creativity from the kids when given this opportunity.

EEE Grant- We received the EEE grant again. I'll be taking a couple students to a luncheon in Missoula to receive it on November 19th. This is to be used for technology.

Misc- So far this fall I have completed the Civil Rights Data Collection (CRDC), TEAMS (Jill and I), the Title I report and the Continuous School Improvement Plan (CSIP). In the past the CSIP has been contracted out to another party to complete for \$600 a year. I've also been attending the WMASS (Superintendent) meetings in Missoula once a month.

Upcoming-

11/5- Basketball game home against Bonner

11/9- Art Mobile

11/10- Basketball game home against Desmet

11/11&11/12- Parent Teacher Conferences 5:30-8:30

11/12- Basketball game away Target Range
11/17- Basketball game home against Frenchtown
11/18- Two Valley Stage 4-8 Field trip to Seeley Elementary
11/19- 5th/6th field trip
 Jack Gladstone here
 Basketball game home against Desmet
11/24- Basketball game away Frenchtown
11/25 - 11/27 - Thanksgiving Break

Potomac School Principal Evaluation

Please rate the Principal on the following elements using a scale of 1 to 5, with 0 for Not Observed. Your comments are strongly encouraged. LRSP = Long Range Strategic Plan.

Highly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Not Observed
5	4	3	2	1	0

1. Vision - The Principal has a clear vision of the future of the organization as reflected in the LRSP, and can articulate that vision. Score (0-5) ____
Your Comments:

Possible Metrics: LRSP Core Values and Goal Areas, lunch presentations, board meetings.

2. Effectiveness - The Principal can effectively apply, monitor and implement the LRSP, working towards the defined goals. Score (0-5) ____
Your Comments:

Possible Metrics: LRSP Goal Areas, lunch presentations, board meetings, LRSP action plans and reports.

3. Critical Thinking and Decision Making - The Principal effectively analyzes issues and utilizes best practices to determine appropriate action for resolution, including regularly updating goals to meet changing conditions and address emerging issues. Score (0-5) ____
Your Comments:

Possible Metrics: LRSP Core Values and Goal Areas, lunch presentations, board meetings, Mega Issue discussions, committee formation and reports.

4. Judgment, Persistence and Transparency - The Principal shows respect and integrity while developing consensus and continuously working toward solutions. Score (0-5) ____
Your Comments:

Possible Metrics: LRSP Core Values and Goal Areas, lunch presentations, board meetings, community feedback and personal interactions.

5. Team Building - The Principal creates a climate for collaboration and a capacity for distributed

leadership with high expectations, resulting in a team environment for continuous and sustained improvement. The Principal builds and sustains positive relationships with all key internal stakeholders including staff, unions, administrators and board members. Score (0-5) ____

Your Comments:

Possible Metrics: LRSP Core Values, lunch presentations, board meetings, committee reports.

6. Resource Management - There are effective, understandable processes in place to manage human, capital, technological and fiscal resources for a safe and healthy environment. The Board is regularly informed about significant resource management issues. Score (0-5) ____

Your Comments:

Possible Metrics: LRSP Goal Areas, budget, staffing, facilities and planning, union negotiations, and applicable committees.

7. Representing the District: The Principal represents the district to the community in a professional manner, and seeks out opportunities to engage, collaborate and promote an understanding of the mission, accomplishments and challenges of the District in the community as well as at the statewide level. Score (0-5) ____

Your Comments:

Possible Metrics: LRSP Goal Areas, community presentations, legislative outreach, press relations.

8. Communication with the Board: The Principal communicates well with all members of the Board of Trustees, providing appropriate information at and between meetings. Score (0-5) ____

Your Comments:

Possible Metrics: Personal interactions, reports at board meetings, accessibility, response to questions.

9. Leadership – The Principal promotes the success of every student through a school culture and instructional program conducive to high student achievement and quality staff development, including accountability systems to monitor and evaluate the impact of the instructional programs. Score (0-5) ____

Your Comments:

Possible Metrics: Balanced score card, lunch presentations, board meetings.

10. Advocacy – The Principal promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal and cultural context on

local, state and as needed - national decisions affecting student learning. Score (0-5) ____
Your Comments:

Possible Metrics: LRSP Core Values and Goal Areas, community presentations and feedback, legislative outreach, press relations.

What are the Principal's Major Strengths?

- 1.
- 2.

What are the Areas That Need Further Development?

- 1.
- 2.

What Assistance or Resources Are Needed To Address Developmental Needs?

- 1.
- 2.

Principal Overall Performance Rating: (Circle One)

Highly Exceeds Expectations

Exceeds Expectations

Meets Expectations

Needs Improvement

Unacceptable

POTOMAC SCHOOL BOARD CALENDAR

July

August

- Prior Year Trustee Financial Summary approval
- Current Year Budget approval
- School Strategic Plan & Goals
- Professional Responsibilities and Goals for Principal
- Set Principal Evaluation Dates
- Approve Classified Offer of Employment

September

- Appointment for Missoula Area Curriculum Consortium

October

- 8th Grade HIT approval

November

- Review Strategic Plan & Goals Progress

December

- 1st Principal Evaluation

January

- Intent to Terminate Principal Contract (Feb 1 latest) if necessary

February

- Call for an Election
- Adopt resolution for any special levy
- Audit Review and Approval

March

- Next Year Calendar committee report
- Preliminary General Fund Budget Review
- Negotiation Committees (in negotiation years)

April

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

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

June

- Audit Contract Review and Approval

Potomac School Strategic Plan

VISION STATEMENT:

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

The Goals and Strategies combined below complete Potomac School’s Comprehensive Strategic Plan. The Strategic Plan is the result of our vision statement (above) created three years ago challenging us in every facet of education and community relations. The goals identified in the plan were assembled through a committee that met 2011/2012. The Tactics/Strategies were created to by a committee giving an action plan to our goals and ultimately our vision statement.

All necessary resources and stakeholders along with actionable steps and timelines have been identified and applied to this plan. Effectiveness of programming, finances, and staffing will be and are currently directed in varying degrees by this plan. As we move forward with this plan, we are identifying resources and practices to best meet the needs outlined in this document.

Every 3 years, the board will revisit the Strategic Plan collecting data and input from all participants as part of an effectiveness and efficiency evaluation. We are excited to have a comprehensive plan supporting our vision statement.

“A person’s mind stretched to a new idea never goes back to its original dimensions.” Oliver Wendell Holmes

“A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty.”
Winston Churchill

Vision Statement Committee (2010/2011):

Jim Wrobel - Vice Chairman of Trustees
Victoria Richardson - Trustee
Sarah Schmill - Teacher
Brenda Harrold - Teacher
Ginny Griffin - Community Member
Allyson Nelson - Parent/ PTC member
Tim Johnson - Principal

Goal Setting Committee members(2011/2012):

Bob O’Boyle - Chairman of Trustees
Jim Wrobel - Vice Chairman of Trustees
Nancy Linnell - Teacher
Terri Klein - Teacher
Jason Johnson - Parent
Amy Vann - Parent
Tim Johnson - Principal

Tactics/Strategies Committee members (2012/2013):

Bob O’Boyle - Chairman of Trustees
Jeff Hahn - Trustee
Abby Stitt - Teacher
Terri Klein - Teacher
Amy Vann - Parent
Tim Johnson - Principal

Potomac School Strategic Plan

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
1. Provide the latest technology hardware and training to our staff and students.	-Administration -Board -VISTA -Tech Committee -Explorers -PTC	A) Library location/adult ed classes (funding through Adult Ed) B) FEASIBILITY STUDY/GRANT: Move Library to out building (adult ed, tech lab); New library space needs to be expanded (long term); the library has limited public access; prepare old library space for classroom use; Community Center adult ed; Church purchase if available C) Tech update; OPI computers; Adult ed tech redistribution; System maintenance contractor; Network, hardware, and software evaluation (university tech department)	A, B) Summer 2013 - move material; Feasibility Study as grant money is available; Library opens in K-building fall 2013 C) Summer 2013 - Updated lab, contracted tech support, Tech Eval of software, hardware, network	Library moved, history and adult ed classes have been offered Entire district updated with OPI computers
2. Address bullying.	-Staff, -Student Council -Board -Explorers	A) Team building : PE, Structured Recess, etc. with debrief time B) School wide acronym or theme for expectations; C) Develop culture of anti-bullying with Student Council participation and staff development	A) Annual survey B) Spring 2013 C) Ongoing - Survey based instruction and intervention	PE, HIT trips are focused areas for anti-bullying practices. School wide acronym not developed; student council has agreed to take on the task
3. Enhance our outdoor sports programs and community participation through the completion of the Potomac Athletic Complex	-Administration - Grant Writing Team -PTC	A) Pioneer Festival B) PTC, Boosters , grants that leverage our history; Promote the field (photo); C) Community uses/games: soccer (spring/fall), summer camps	A) June 2013 B,C) October 2013 - Additional activities available on the PCRC	Pioneer festival June 2013 Field continues redevelopment with PTC and booster support (Trail run) Softball offered spring 2014

Potomac School Strategic Plan

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
<p>4. June 29, 2013: Celebrate the Centennial of Potomac School (1913)</p>	<p>-U of M Oral History dept.; -Pioneer Fest. Committee; -Comm Arts; -Administration -Staff</p>	<p>A) Pioneer Festival, PTC, Boosters, grants that leverage our history, B) Promote the field (photo); community uses/games C) Centennial Book (VISTA coordination with U of M); coffee table photo book; U of M oral history D) Centennial themed coursework in the school; student contribution</p>	<p>A, B) June 2013 C) May 2013 D) School Year 2013-2014</p>	<p>Pioneer Festival June 2013 History grants continue momentum through course offered by Clay Scott and part of Explorers programming.</p>
<p>5. Improve the capacity for and increase the use of outside funding/resources to our school.</p>	<p>- Staff - Grant Writing Team - Board - PTC - Boosters</p>	<p>A) Library location/adult ed classes(funding through Adult ed)/ tech update; B) FEASIBILITY STUDY/GRANT; Move Library to out building (adult ed, tech lab); New library space needs to be expanded (long term); prepare old library space for classroom use; Community Center adult ed; Church property purchase if available C) Grant writing, levies, bond: levy, increased (open) enrollment numbers, renew contracts w grant writer</p>	<p>A) Fall 2013 - Offer Adult Ed courses B) Fall 2013 - Secure feasibility grant for library C) Spring 2013 - Maintenance Levy; renew grant writer contract</p>	<p>Grant writer; successfully raised +\$170k (2013); +90k (2014 to date) Library moved. Positive open enrollment attention generated through Explorers (swim/fencing)</p>
<p>6. Improve student communication skills (written)</p>	<p>-Comm Arts -Administration -Explorers -Staff</p>	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core: Writing Handbook, quality over quantity, expanded recipients, newsletter, letters to the editor, grant writing) B) Typing fluency coursework (gr 3-8) C) Creative Studies (Written proposal, presentations), Integrated Advanced Studies program, Multi-media expressions of a verbal/nonverbal nature; monitor typing D) Student Council and “My Voice Survey”(gr 6,7,8); Outlining student council objectives, purpose, needed materials, Newsletter articles E) Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions F) Journalism elective: creating a newsletter/publication to be sent out to public (year book); website tab highlighting student writing.</p>	<p>A) Spring 2015 - MontCAS test B) Reported via report cards C) May 2013 - Explorer/C.S. showcase night D) Winter 2013 E) May 2013 - PTC and/or PGCC F) Fall 2013 - create a Journalism elective</p>	<p>Integrated HIT trip writing in SS and science. Typing fluency increased from two years ago (expectations have risen) My Voice Survey given annually and used in winter staff meetings for school culture</p>

Potomac School Strategic Plan

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
<p>7. Improve student communication skills (verbal, multi-media)</p>	<p>-Comm Arts -Administration -VISTA -Student Council -Staff -Explorers</p>	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core: Public/Peer Presentation B) Creative Studies (presentations), Integrated Advanced Studies program, individualized education structure; Multi-media expressions of a verbal/nonverbal nature; website tab highlighting student products. C) Student Council: “My Voice Survey”(gr 6,7,8); Outlining student council objectives D) Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions E) Experiential Learning: MCT production, Science Olympiad/Fair, Poetry Outloud; science fair processes, Explorer: Robotics, K-4 Enrichment course products, Classroom Products</p>	<p>A) Annually B) Annual presentation night C) Whole school presentations (4) highlighting student participation/products D) May 2013 E) Annually</p>	<p>8th grade HIT trip presentations to outside funders/board</p> <p>Elective (robotic/science Olympiad)</p> <p>Music/poetry performances that include recitations</p> <p>Increased experiential/interactive learning opportunities (PTC, Explorers)</p>
<p>8. Establish min typing fluency benchmarks: 4th (20WPM), 6th (30WPM), 8th (40 WPM).</p>	<p>-Staff</p>	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core: newsletter, letters to the editor, grant writing); typing fluency coursework (gr 3-8) B) Creative Studies (Written proposal, presentations), Integrated Advanced Studies program, monitor typing C) Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions D) Journalism elective: creating a newsletter/publication to be sent out to public (year book); website tab highlighting student writing. E) Typing Curriculum: Grades 3-8</p>	<p>A-E) Reported via report card</p>	<p>Typing expectations increased (2013-2014)</p> <p>Student progressed</p> <p>Creative studies proposals (ie music perform, short story, fishing pole, crayon art, etc.)</p>

Potomac School Strategic Plan

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
9. Meet and/or exceed individual proficiency standards (Math, Science, Reading).	-Staff -Board -VISTA -Explorers	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core: Writing Handbook, revisions of “one” over quantity of many – quality over quantity, expanded recipients... newsletter, letters to the editor, grant writing); typing fluency coursework (gr 3-8)</p> <p>B) Academic structure/practice: Enrichment: k-4; math alignment; All students meet and/or exceed individual proficiency standards, “proficiency” growth as determined by AIMSweb and MAP; PLC Staff meetings; SAT team</p>	<p>A) Fall 2013- B) Spring 2014- Student profile containing all data, growth charts</p>	<p>Writing handbook updated (fall 2013)</p> <p>MAP: reading scores remain high; math scores continue to climb</p> <p>MonCAS testing elim.</p>
10. Determine the factors of an effective math program	-Staff -VISTA	<p>A) Staff development and integration of practice to align, integrate and exercise Common Core</p> <p>B) Surveys/data collection of community, Parent and student surveys (VISTA); Conferences (school climate, math survey)</p> <p>C) Growth comparisons (prior yrs); AIMSweb and MAP testing results, Placement % in HS courses; placement within Potomac math; SPED placement; Individual Growth v. expected growth</p>	<p>A) June 2013 B) Ongoing C) Monthly PLC meetings; Annual report from HHS</p>	<p>Math program analyzed through TOSA data sheet according to individual, class, and district trends</p>
11. Communicate the factors of an effective math program.	-Staff, -VISTA -Grant Writing Team	<p>A) Communication: Webpage; State of Potomac, Newsletter (mail out a district level newsletter intended for ALL residents; find sponsors..Docs, Subway, Cullys to offset mailer rate), New Media; (MontCAS scores; MAP; AIMSweb; Engrade (more descriptive of topic); High school feedback on placements); classroom calendars (more descriptive of topic), pacing guide; Common Core report card supplement highlights quarterly</p>	<p>A) Ongoing</p>	<p>Math program results (district) are shared in the spring (2014) via email, parent letter, website</p>

Potomac School Strategic Plan

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
<p>12. Increase student participation in all areas related to "their future."</p>	<p>-Student Council -Staff -Board -PTC -VISTA</p>	<p>A) 4-day week - Surveys used to monitor needs B) Creative Studies (Written proposal, presentations), C) Integrated Advanced Studies program, Sister class/mentor with Polson, individualized education structure; D) Multi-media expressions of a verbal/nonverbal nature; monitor typing E) Student Council: Outlining student council objectives, purpose, materials. Newsletter articles F) "My Voice Survey"(gr 6,7,8)</p>	<p>A) March 2014 Revisit at Board meeting B) Annual Spring Student Showcase C) Summer 2013 Committee generates ideas with initial draft ready for August Board meeting D) Ongoing-integrated in courses E) Sept 2013 Student council newsletter section; Quarterly Presentations to students F) Annually (Dec)</p>	<p>4-day survey meets needs of families (survey results) and academics through increased math, reading, and experiential opportunities</p> <p>HIT trips (8th gr, Sheep Mtn, robotics, 7th gr Outdoor school, increased field trips... PTC);</p> <p>Advanced Studies students experience increased opportunities through creative studies and integrated skill courses</p>
<p>13. Enhance our extracurricular programs.</p>	<p>-Explorers -Administration -Boosters -Board</p>	<p>A) Library location/adult ed classes(funding through Adult ed)/ tech update; B) FEASIBILITY STUDY/GRANT; Move Library to out building (adult ed, tech lab?); New library space needs to be expanded (long term); the library designated as limited as public access; prepare old library space for classroom use; Community Center adult ed; Church purchase if available C) Explorers: Showcase student work (Comm Center?); Local artists (Jason/Penelope); Grad students U of M (music units); Summer Camps, Weekday Clubs; H.I.T.; Sports, robotic D) Release time for Creative Studies project related to art/music; (Band and/or other fine art instruction during CS course time)</p>	<p>A, B) Library: Summer 2013 - move material; Feasibility Study as grant money is available; Library opens in K-building fall 2013 C) April 2014 - Board revisits data D) Fall 2013 - Explorer showcase night (partnered with C.S. night) E) Spring 2013</p>	<p>Library open three days a week and during the summer</p> <p>Explorers: robotics, 7th grade outdoor school, HIT trips... 8th grade, Sheep Mtn</p> <p>Creative Studies: showcases at State of Potomac and Volunteer Dinner</p>

Potomac School Strategic Plan

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
14. Integrate critical thinking (CT) into all academic and behavioral settings.	-Staff -Student Council -PTC -Board -Explorers	A) 4-day week - Extended, sustained student contact time B) Staff development and integration of practice to align, integrate and exercise Common Core: Writing Handbook, revisions of “one” over quantity quality over quantity, expanded recipients.... newsletter, letters to the editor, grant writing) C) Creative Studies (Written proposal, presentations), Integrated G/T program, Sister class/mentor with Polson, individualized education structure; Multi-media expressions of a verbal/nonverbal nature; monitor typing D) Student Council and “My Voice Survey”(gr 6,7,8); Outlining student council objectives, purpose, Newsletter article E) Team building (PE, Structured Recess, with debrief time); develop culture of anti-bullying with Student Council participation and staff development F) Release time for CS project related to art/music; Math alignment, Enrichment G) Explorers: MCT; Science Olympiad, Science Fair, Poetry Outloud, Robotics, weekday clubs, HIT trip, Summer Camps, H) Journalism Elective , Newsletter elective, I) Surveys & data collection , HS placement, Growth models J) Staff Meetings: PLC staff meetings; SAT meetings	A) March 2014 - Board revisits B) Fall 2013 - Journalism course, C) May 2013 - Showcase Night for C.S. products D) December 2012 E) October 2013 F) Spring Semester 2013 G) Spring 2013 H) Fall or Spring semester 13/14 I) August 2013 Board meeting J) Ongoing	Singapore Math integration; Creative Studies; 8th gr HIT; Explorers programming options; Multiple surveys for students (My Voice, food program, explorers) Staff meetings on Fridays incorporated planning for : increased writing options/integration, experiential learning options

Potomac School Strategic Plan

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
<p>15. Improve the visibility and communication regarding Potomac School to the broader community.</p>	<p>-Administration -Staff -Board -VISTA -PTC -Boosters</p>	<p>A) Community Center Partnership: Open Gym, Fencing, (more activities for hte community), WinterFest; Developing a good relationship with the CC board (and other organizations) to partner on activities and work together on community ideas.</p> <p>B) Communication: Webpage; State of Potomac, Newsletter (mail out a district level newsletter intended for ALL residents; find sponsors..Docs, Subway, Cullys to offset mailer rate), New Media; (MontCAS scores; MAP; AIMSweb; Engrade (more descriptive of topic); High school feedback on placements); surveys; classroom calendars (more descriptive of topic), pacing guide; Common Core report card supplement highlights (quarterly)</p> <p>C) Reaching out professionally to other schools, organization; KPAX, KECL, Missoulian, and larger state or national venues</p> <p>D) Student Council - Student Council action within newsletter, more visible involvement in community</p> <p>E) Social Media: Facebook, LinkedIn (can we take advantage of the discussion thread)</p>	<p>A) Ongoing B) Fall 2013 - sponsored newsletter, broadcast journalism option C) Spring 2014 - two staff present at a conference regarding what we are doing at Potomac D) May 2013 - Student Council reporting in Newsletter regularly E) May 2013 - Improved Facebook following (Likes)</p>	<p>Facebook count increased 20%</p> <p>Presentation to MT AGATE conference</p> <p>Webpage viewed by someone in +43 of 50 states</p> <p>Missoulian and KPAX articles over the past two years</p> <p>Gold Star Teacher (Davis); MTSBA Admin of yr (Johnson)</p>

Potomac School Strategic Plan

Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2014
<p>15. Improve the visibility and communication regarding Potomac School to the broader community. (same #15)</p>	<p>-Administration -Staff -Board -VISTA -PTC -Boosters</p>	<p>A) Library location/adult ed classes(funding through Adult ed)/ tech update; B) FEASIBILITY STUDY/GRANT; Move Library to out building (adult ed, tech lab?); New library space needs to be expanded (long term);designate the library as limited public access; prepare old library space for classroom use; Community Center adult ed; Church purchase if available C) Advertising school's strengths – News articles, web presence, tv news, social networking, events, Student outreach (chimes, poetry out loud, art in Missoula Library) Donations/charity done by school (Chicks n' Chaps), Signage for Potomac Valley location, Monument for school (more than a bear) D) Surveys/data collection of community (VISTA) Conferences (school climate, math survey) E) Pioneer Festival, PTC, Boosters, grants that leverage our history; soccer (spring/fall), summer camps; Promote the field (photo); community uses/game. F) Staff presenting at more conferences, U of M? G) Centennial Book (VISTA coordination with U of M); coffee table photo book; Centennial themed coursework in the school; student contributions H) Teacher webpages: to parents, abroad I) Student performances related to coursework (CS, Electives, etc.)</p>	<p>A,B) Library: Summer 2013 - move material; Feasibility Study as grant money is available; Library opens in K-building fall 2013 C) Spring 2013 - Advertising campaign in place (1st step) D) May 2013 - Surveys ready for end of year data collection E) May 2013 F) Spring 2014 - two staff present at conferences re: Potomac School G) May 2013 - Book produced for Festival (June) H) May 2013 - Survey results return regarding teacher webpage usage/effect I) May 2013- C.S. night shared with Explorer showcase night</p>	<p>Adult ed classes offered (5) Radio broadcast promoting Race to Nowhere and philosophy of Potomac shared Surveys regarding 4-day week, food program, and explorers program help form decision making Pioneer Festival '13 successful; all school reunion Presented at U of M (Johnson)</p>
<p>16. Enhance our fine arts program.</p>	<p>-Staff -PTC -VISTA -Explorers</p>	<p>A) Explorers B) Showcase student work (Comm Center?); C) Local artists; Grad students U of M (music units); D) Release time for CS project related to art/music; (Band and/or other fine art instruction during IS course time)</p>	<p>A,B) Showcase night C) May 2013 - schedule reflects local artist instruction D) May 2013 - C.S. night</p>	<p>Artmobile visited (Spring 2013) Elective/CS project (middle)</p>

Potomac Elementary

Adopted on:
Reviewed on:
Revised on:

2110

INSTRUCTION

Objectives

Continuous Progress Education

The Board acknowledges its responsibility to develop and implement a curriculum designed to provide for sequential intellectual and skill development necessary for students to progress on a continuous basis through elementary school.

The Superintendent is directed to develop instructional programs which will enable each student to learn at the student's best rate. The instructional program will strive to provide for:

1. Placement of a student at the student's functional level;
2. Learning materials and methods of instruction considered to be most appropriate to the student's learning style; and
3. Evaluation to determine if the desired student outcomes have been achieved.

Each year, the Superintendent will determine the degree to which such instructional programs are being developed and implemented. Accomplishment reports submitted annually will provide the Board with the necessary information to make future program improvement decisions.

Potomac Elementary

Adopted on:
Reviewed on:
Revised on:

2158 - R

INSTRUCTION

Page 1 of 2

Family Engagement Policy

The Potomac School District Board of Trustees believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Office of Public Instruction (OPI), the district, parents/families and the community.

Parent/Family Involvement Goals and Plan

The Board of Trustees recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote families to actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class;
2. Promote families and school staff to engage in regular, two-way meaningful communication about student learning;
3. Promote families and school staff to continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
4. Empower parents to be advocates for their own and other children, to ensure that students are treated equitably and have access to learning opportunities that will support their success;
5. Encourage families and school staff to be partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and

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4 6. Encourage families and school staff to collaborate with members of the community to
5 connect students, families, and staff to expand learning opportunities, community
6 services, and civic participation.
7

8 The district's plan for meeting these goals is to:
9

- 10 1. Provide activities that will educate parents regarding the intellectual and developmental
11 needs of their children at all age levels. This will include promoting cooperation between
12 the district and other agencies or school/community groups (such as parent-teacher
13 groups, Head Start, etc.) to furnish learning opportunities and disseminate information
14 regarding parenting skills and child/adolescent development.
15
16 2. Implement strategies to involve parents/families in the educational process, including:
17
18 < Keeping parents/families informed of opportunities for involvement and
19 encouraging participation in various programs.
20
21 < Providing access to educational resources for parents/families to use together with
22 their children.
23
24 < Keeping parents/families informed of the objectives of district educational
25 programs as well as of their child's participation and progress within these
26 programs.
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28
29 3. Enable families to participate in the education of their children through a variety of roles.
30 For example, parents/family members should be given opportunities to provide input into
31 district policies and volunteer time within the classrooms and school programs.
32
33 4. Provide professional development opportunities for teachers and staff to enhance their
34 understanding of effective parent/family involvement strategies.
35
36 5. Perform regular evaluations of parent/family involvement at each school and at the
37 district level.
38
39 6. Provide access, upon request, to any instructional material used as part of the educational
40 curriculum.
41
42 7. If practical, provide information in a language understandable to parents.
43
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Potomac Elementary

Adopted on:

Revised on:

4330P

COMMUNITY RELATION

Revised on:

Rules and Regulations for Building Use

- Applications requesting use of the school facility must be presented to the building administrator at least ten (10) days in advance of the time desired and must be signed by a qualified representative of the organization desiring to use the building.
- The school premises shall not be available before 5:00 p.m. on school days, except under special conditions.
- Rental fees are as follows: (Example) Gym \$100 + custodian
Fees (will) (may) be waived for private nonprofit groups that do not charge admission fees. Religious groups or organizations will be charged rental fees as listed above.
- The use of the school premises will be denied when, in the opinion of the Superintendent or the Board, such use may be construed to be solely for commercial purposes, there is a probability of damage or injury to school property, or the activity is deemed to be improper to hold in school buildings.
- In case of loss or damage to school property, the organization and/or individual signing the request shall be fully responsible and liable.
- The District reserves the right to require a certificate of insurance from the renting agency.
- No furniture or apparatus shall be moved or displaced without permission.
- No access to other rooms in the building shall be permitted unless designated by agreement.
- There shall be no narcotics, drugs (including tobacco or nicotine products), stimulants, or alcohol used or sold in or about school buildings and premises, nor shall profane language, quarreling, fighting, or illegal gambling be permitted. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.
- Wax, or other preparations ordinarily used on dance floors, is not to be used on gymnasium floors.
- The Superintendent may require a school employee to be present during use of the building by the non-school organization. In such case, the requesting organization will pay for the employee expense (i.e., custodians, overtime).
- When the school official finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of the Facilities Use Agreement.

1 **Potomac Elementary**

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3 **PERSONNEL**

5222

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5 Evaluation of Non-Administrative Staff

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7 Each non-administrative staff member's job performance will be evaluated by the ~~Principal~~ *staff member's direct supervisor. Non-tenured certified staff shall be evaluated, at a minimum, on at least an annual basis. Tenured certified staff members may be evaluated according to the terms stated in the current collective bargaining agreement if applicable. ~~The evaluation process includes scheduled annual evaluations using forms applicable to the job classification and description, and day to day appraisals.~~ The evaluation model shall be aligned with applicable district goals, standards of the Board of Public Education, and the district's mentorship and induction program. It shall identify what skill sets are to be evaluated, include both summative and formative elements, and include an assessment of the educator's effectiveness in supporting every student in meeting rigorous learning goals through the performance of the educator's duties.*

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19 The ~~Principal~~ *supervisor* will provide a copy of the completed evaluation to the staff member and will provide opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the ~~Principal~~ *Superintendent*. If the staff member refuses to sign the evaluation, the ~~Principal~~ *supervisor* should note the refusal *and submit the evaluation to the Superintendent.*

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24
25 *Legal Reference: ARM 10.55.701(4)(a)(b) Board of Trustees*

26
27 Policy History:

28 Adopted on: March 14, 2011

29 Reviewed on:

30 Revised on:



Linda McCulloch
MONTANA SECRETARY OF STATE

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Rule: 10.55.701

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Rule Title: BOARD OF TRUSTEES

Department: [EDUCATION](#)
Chapter: [STANDARDS OF ACCREDITATION](#)
Subchapter: [School Leadership](#)



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Latest version of the adopted rule presented in Administrative Rules of Montana (ARM):

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10.55.701 BOARD OF TRUSTEES

- (1) The local board of trustees shall ensure that the school district complies with all local, state, and federal laws and regulations.
- (2) Each school district shall make available to the staff and public:
- (a) goals that reflect the district's strategic plan of education;
 - (b) sequential curriculum for each program area that aligns to the content standards, specific grade-level learning progressions, and program area standards;
 - (c) policies establishing student assessment procedures that ensure evaluation of the district's curriculum and student learning. These procedures shall specify how and when data are to be collected, analyzed, and reported;
 - (d) policies that delineate the responsibilities of the local board of trustees, superintendent, and personnel employed by the school district. The local board of trustees shall review these policies on a regular basis;
 - (e) a policy on student, parent, and school employee due process rights;
 - (f) policies addressing bullying, hazing, intimidation, and harassment of students and meeting the requirements in ARM [10.55.719](#);
 - (g) an equity policy;
 - (h) a transfer policy for determining the appropriate placement of incoming students;
 - (i) an academic freedom policy;
 - (j) a materials selection policy, including a challenge procedure, for all curricular and support materials;
 - (k) a copyright policy;
 - (l) a policy that defines the use of school facilities and resources;
 - (m) comprehensive family engagement policy aligned to meet the following goals:
 - (i) families actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class;
 - (ii) families and school staff engage in regular, two-way meaningful communication about student learning;
 - (iii) families and school staff continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
 - (iv) families are empowered to be advocates for their own and other children, to ensure that students are treated equitably and have access to learning opportunities that will support their success;
 - (v) families and school staff partner in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and
 - (vi) families and school staff collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic participation;
 - (n) a policy incorporating the distinct and unique cultural heritage of American Indians, ensuring integration of the history and contemporary portrayals of Indians, and that is aligned with district goals;
 - (o) a policy addressing distance, online, and technology-delivered learning as defined in ARM [10.55.602](#);

- (p) a policy that defines a significant writing program; and
- (q) a policy that addresses student health issues that arise in the school setting.
- (3) The local board of trustees shall have valid, written contracts with all regularly employed licensed administrative, supervisory, and teaching personnel.
- (4) The local board of trustees shall have written policies and procedures for regular and periodic evaluation of all regularly employed personnel. The individual evaluated shall have access to a copy of the evaluation instrument, the opportunity to respond in writing to the completed evaluation, and access to his or her files. Personnel files shall be confidential.
- (a) The evaluation system used by a school district for licensed staff shall, at a minimum:
- (i) be conducted on at least an annual basis with regard to nontenure staff and according to a regular schedule adopted by the district for all tenure staff;
 - (ii) be aligned with applicable district goals, standards of the Board of Public Education, and the district's mentorship and induction program required under ARM [10.55.701](#) (5)(b);
 - (iii) identify what skill sets are to be evaluated;
 - (iv) include both formative and summative elements; and
 - (v) include an assessment of the educator's effectiveness in supporting every student in meeting rigorous learning goals through the performance of the educator's duties.
- (b) The Superintendent of Public Instruction shall develop and publish model evaluation instruments that comply with this rule in collaboration with the MEA-MFT, Montana Rural Education Association, Montana School Boards Association, School Administrators of Montana, and Montana Small School Alliance. A school district adopting and using one of the model instruments shall be construed to have complied with this rule, though use of one of the models shall not be required provided that the district's evaluation instrument and process substantially conforms to the requirements set forth in this section.
- (5) The local board of trustees shall:
- (a) establish conditions that contribute to a positive school climate which:
 - (i) keep parents/guardians up to date on students' progress;
 - (ii) engage in a continuous school improvement process; and
 - (b) establish mentoring and induction programs to assist licensed staff in meeting teaching standards as defined in ARM [10.55.701](#)(4)(a) and (b).
- History: [20-2-114](#), MCA; [IMP](#), [20-2-121](#), MCA; [NEW](#), 1989 MAR p. 342, Eff. 7/1/89; [AMD](#), 2000 MAR p. 3340, Eff. 12/8/00; [AMD](#), 2006 MAR p. 755, Eff. 3/24/06; [AMD](#), 2007 MAR p. 692, Eff. 5/25/07; [AMD](#), 2012 MAR p. 2042, Eff. 7/1/13; [AMD](#), 2013 MAR p. 961, Eff. 6/7/13.

MAR Notices	Effective From	Effective To	History Notes
10-55-262	7/1/2013	Current	History: 20-2-114 , MCA; IMP , 20-2-121 , MCA; NEW , 1989 MAR p. 342, Eff. 7/1/89; AMD , 2000 MAR p. 3340, Eff. 12/8/00; AMD , 2006 MAR p. 755, Eff. 3/24/06; AMD , 2007 MAR p. 692, Eff. 5/25/07; AMD , 2012 MAR p. 2042, Eff. 7/1/13.
10-55-265	6/7/2013	Current	History: 20-2-114 , MCA; IMP , 20-2-121 , MCA; NEW , 1989 MAR p. 342, Eff. 7/1/89; AMD , 2000 MAR p. 3340, Eff. 12/8/00; AMD , 2006 MAR p. 755, Eff. 3/24/06; AMD , 2007 MAR p. 692, Eff. 5/25/07; AMD , 2012 MAR p. 2042, Eff. 7/1/13; AMD , 2013 MAR p. 961, Eff. 6/7/13.
	5/25/2007	6/7/2013	History: 20-2-114 , MCA; IMP , 20-2-121 , MCA; NEW , 1989 MAR p. 342, Eff. 7/1/89; AMD , 2000 MAR p. 3340, Eff. 12/8/00; AMD , 2006 MAR p. 755, Eff. 3/24/06; AMD , 2007 MAR p. 692, Eff. 5/25/07.
	3/24/2006	5/25/2007	History: 20-2-114 , MCA; IMP , 20-2-121 , MCA; NEW , 1989 MAR p. 342, Eff. 7/1/89; AMD , 2000 MAR p. 3340, Eff. 12/8/00; AMD , 2006 MAR p. 755, Eff. 3/24/06.

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For questions about the organization of the ARM or this web site, contact sosarm@mt.gov.