



Potomac Elementary School

School Board Agenda

October 12, 2015 – 7:00 PM

Phone (406) 244-5581

Fax (406) 244-5840

www.potomacschoolmontana.us

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

Public Input:

Consent Agenda:

Chair Vann

1. Minutes August 10 & 31, Sept 14, 2015
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

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

Principal Williams
Jill Thornton
Board Members

Old Business:

1. Athletic Complex

Gary Long

New Business:

1. Sports costs
2. Principal Review Process

Chair Vann
Chair Vann

Next Meeting November 9, 2015 – 7:00 pm



Potomac Elementary School

School Board Minutes

for

August 10, 2015

Phone (406) 244-5581

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Call to Order

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

Public Input (for issues not on the agenda) None

Consent Agenda

Warrant Lists – Total Claims = \$4,057.63, Total Payroll = \$17,358.92

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 1, 2015 - \$30,364.59; End Balance July 31, 2015 - \$21,364.59

Craig moved to approve the consent agenda with a correction to class of 2016 entries that should have been class of 2015. Gary seconded the motion. **Passed 5-0**

Principals Report

SAM- I attended the School Administrator's of Montana (SAM) conference in Helena on July 28-29. There were some interesting speakers and great opportunities to network with other principals and superintendents across the state.

Sports- Volleyball will begin the first week of school. The first game is on the 14th at Frenchtown. We are looking for someone to help coach flag football. I'll be going to the coaches' meeting on the 26th to schedule games if we find a coach.

Explorer's- August 3-7, Kristina Davis and Nancy Linnell presented a camp on cooking and physical activity. This week, the 10th-14th, Kristina and Crissina Quinn are presenting the robotics camp.

Library- The Summer Reading Program has been very well attended and a pleasure to see here at Potomac. Grandma Maureen has had a different presentation every week that the kids all enjoy. Last week, Deputy Hanson, came and spoke to the kids, showed his equipment and truck and answered questions they had. The last day will be the 25th in which there is a picnic planned.

Bus- Tim Johnson notified us that Corvallis was selling a 2000 Bluebird bus, 4WD, 126,748 miles starting bid of \$6000. We would be able to transport students to games, field trips and Explorer's trips. Right now it's an 18-passenger bus with a chair lift for ADA compliance. Jill talked to the Corvallis shop manager who is willing to put in enough seats for a 27- passenger capacity. I sent in a bid of \$6300 and will keep you notified.

PIR- The teacher's first two days of school will be August 24-25th. With some new staff members coming on board, I am looking at professional development on safety plan training and positive behavior/bullying management.

The first day of school is August 31st. Open House is September 17th, so mark your calendars!
MCEL is October 15 & 16 in Billings

The student handbook needs some rewriting. Kelsy said she would work with Angie

Board Professional Development Reports

Jason said his daughters thought the Explorers camp that Kristina Davis and Nancy Linnell ran was the best they ever had. Jason & Kelly worked with the staff on the Clerk and Pace Contracts. And Craig has been working with 4H, and attended the Osprey game for the Class of 2016.

Athletic Complex Update

The work on the Athletic Field is set to start in 7 to 10 days. Kelsy asked if the school had received proof of insurance from our contractor, and was it verified. We did and Gary verified it.

Clerk and PACE Contracts

Kelsy moved to approve the Clerks contract for 2015-2016. Jason seconded the motion. **Passed 4-1**

Kelsy moved to approve the PACE contract for 2015-2016. Jason seconded the motion. **Passed 5-0**

Trustees Financial Summary FY 2014-2015

Jason moved to approve the Trustees Financial Summary FY 2014-2015. Kelsy seconded the motion. **Passed 5-0**

School Funds – State generated Budget Report FY 2015-2016

Jason moved to approve the State generated Budget Report FY 2015-2016. Kelsy seconded the motion. **Passed 5-0**

Personnel

Angie recommended rehiring Gail Abbott, Diane James, Kathleen Kimmel, Janette Ployhar, Mandee Preston and Victoria Richardson for the 2015-2016 school year.

Craig moved to rehire Gail Abbott, Diane James, Kathleen Kimmel, Janette Ployhar, Mandee Preston and Victoria Richardson for the 2015-2016 school year. Jason seconded the motion. **Passed 5-0**

Appointment of Authorized 15-16 Representative to Missoula Area Education Coop Advisory Board

Gary moved to appoint Angie Williams as our Authorized 15-16 representative to the Missoula Area Education Coop Advisory Board. Jason seconded the motion. **Passed 5-0**

Cliff Vann set a working meeting for August 31st at 5 pm.

Adjourn

Chair Vann adjourned the Board meeting at 9:04 pm.



Potomac Elementary School

School Board Minutes

for

August 31, 2015

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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 Kelsy Ployhar. Jill Thornton, clerk, and Angie Williams, Principal, were also in attendance.

Public Input (for issues not on the agenda) None

Cliff Vann said this workshop is to be a brainstorming session.

He started with an acronym from MTSBA:

- G** – governed by elected trustees
- R** – responsive to Community
- E** – excellent and efficient
- A** – address student achievement
- T** – trusted through transparency

The highest priorities are impacting student achievement and inspiring staff each time we meet.

He then asked for input on annual and long term goals.

The list developed was:

- Work to increase parent involvement – Cliff noted that PTC had a good showing on this first day of school with new parents and explaining the things the school and PTC accomplish. Abby Stitt said it has been difficult to increase parent involvement for evening activities like Boosters and Potomac U nights. Kelsy she understood that since many parents have difficulty getting to school in the evenings from their work in town. Angie said it is the same across the state. Cliff thought our programs that bring in the best participation, such as BINGO, the Christmas program, MTC, the Poetry and Pie presentation and Graduation could be our guides. Terri Klein said she would like it if there was a way to include community members who don't have children in the school.
- Angies evaluation – set up expectations and frequency of evaluations. Gary said he would like to see Angies goals to start with.
- Policy review
- A grant writing program
- How to designate 8th grade future funds.
- Arts, Media, Music and Preschool programs
- A board calendar for board reviews and motions. (ie. Contracts, teacher evaluations, principal renewal, etc) Jill said she would compile a calendar for the board.
- Financial Pie Charts of all funds. Where they come from and how they are spent. Jill is also working on those.
- Professional Board Development on 'What makes an effective school board'. Jill will set up the professional development.
- A presentation at BINGO outlining what the funds have done for the school.
- Marketing the school. Jason thought students could put together displays about what has been accomplished at the school. Introducing the board and showing the work that has been done. Have a picnic before school starts with volunteer sign up. Send out a newsletter to every taxpayer in the district. Angie said when she was at Lone

Rock a quarterly newsletter was sent out. We could have a message in the first one from the Principal, Board Chair and PTC along with the financial Pie Charts.

- Year end compensation.
- Sports programming

Clarification of Principal Pay Cycle

Some schools start the Principal pay during the first month they are working. Some schools pay after the month is completed for the month worked. Potomac has paid for work completed, which means the Principal starts work in July, and is paid their first check in August. This agenda item is to clarify that process.

Craig moved to pay the principal contract after the work has been completed. Jason seconded the motion. **Passed 4-0**

Discussion of 'Pay forward' Cycle for Principal

The last school Angie worked at paid during the month the work was being done. Since that caused her to miss a month when she came to Potomac, the board needed to decide on how she was to be paid if it was different than our standard process.

Jason moved to put Angie on a 'pay forward' cycle instead of our standard process of pay after the work is completed. Gary seconded the motion. **Passed 4-0**

Adjourn

Chair Vann adjourned the Board meeting at 7:55 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date



Potomac Elementary School

School Board Minutes

for

September 14, 2015

Phone (406) 244-5581

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Call to Order

Board Vice-Chair Kelsy Ployhar 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 = \$52,922.29, Total Payroll = \$64,928.52

Business Cards – Included in Total Claims noted.

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

Class of 2016 High Impact Trip

Lars E, Kyla N, and Brian R from our Class of 2016 presented the plans for this year's High Impact Trip. Their goal is to spend 5 days at the Marine Institute on Catalina Island, then go to Sea World. The total estimated cost for their trip is \$22k, and they have already raised about \$4k of that. They are currently working on the dates, looking in May 2016. They will have 2 teachers with their group of 7 students. If they do not raise enough funds to go, their plan B is Lagoon Park in Utah plus rope courses, or other places similar to Catalina Island.

Gary moved to approve the Class of 2016 High Impact Trip as planned. Craig seconded the motion. **Passed 4-0**

Principals Report

It's been incredibly busy but going well. Our enrollment is at 92.

Sports- Volleyball is underway. There are 11 girls playing. Their first game is September 14th in Frenchtown. The 1st home game is the 15th. We were unable to find a football coach so it was cancelled. At the time the air quality was also quite unhealthy so practice would have been postponed anyway.

Explorer's- Explorer's is going well. We had almost 20 kids Friday learning about fish and tying flies.

Assessments- The teachers are busy giving the AIMSweb and MAPS testing to the kids and we will be discussing data as soon as it's compiled.

Safety Planning- Our emergency and safety plan committee met before school began and discussed important components to our emergency plan which I am working on. We agreed to fine tune our communication system when it comes to emergencies. You may notice numbers above each door in the school building and Community Center. We are getting a floor plan drawn up of all the buildings with the numbers or corresponding rooms. This makes for easier communication to emergency personnel in the instance of an emergency to where a situation is occurring.

This summer every door was installed with magnetic latches. When the fire alarm goes off these latches release, as well as during a lockdown. Every classroom and the office is equipped with a lockdown button that when pushed will release

the magnets and notify the building of a potential threat. We will be training on this a few times during the year. A camera and intercom were also installed at the exterior doors of both buildings. This will give us the capability to keep those doors locked and “buzz” in people wishing to enter. I only see this being used in the case of an emergency situation (for example- escaped convict in the area, etc...).

I have scheduled Active Threat training with the Missoula County Sheriff’s office on October 9th. This will be all day and all staff and substitute teachers are asked to be there. We’ve rescheduled Explorer’s for that day so that staff is also available and we can use both buildings

Art - From our discussion at the last board meeting, I have contacted Two Valley Stage in Seeley Lake and was told that we are welcome to participate in their events. Next year, we will look at being added to their itinerary of performances. October 1st, we’ll be taking K-3 to Seeley Elementary to view Norman Foote and will take the 5-8 next time. The link to their website is <http://www.alpineartisans.org/2valleysstage/> and will show all of the performers they are having this year. The PTC has graciously offered to pay for 3 bus trips to Seeley to attend these! Hopefully, we’ll be able to get one or two of their performers to come here as well. I’ll keep working on that.

School Schedule of events-

- September 4-** Explorer’s- Team Building
- September 11-** Explorer’s- Ecology and Fly Fishing
- September 11-** Swan Release in Ovando-Kristina took a group of kids
- September 17-** Open House 6:30
- September 18-** Teacher work day- Data discussions September 18- Explorer’s- Field trip to fish hatchery September 24- Picture day
- September 25-** Explorer’s- Rock Climbing W/ J. Porter Hammitt
- October 2-** Field trip to Traveler’s Rest
- October 8-** Bike-a-thon
- October 9-** Teacher work day- All Staff Active Threat training

If there is anything else you would like to see in my reports please let me know!

Kelsy asked if the board would like to see a PTC report. All agreed, and Gary said the PTC can also be asked what the board can do for them the same way the teachers were asked.

Preliminary General fund Budget Report

Angie presented the preliminary general fund budget report with clarifications from Jill. The board was comfortable with the detail.

Board Professional Development Reports

Jason and Kelsy helped move playground wood chips. Gary attended the Swan Release. Craig also helped with the playground wood chips, and volleyball. Kelsy attended the PTC meeting, and accompanied the 3rd grade on a field trip.

Athletic Complex Update

Gary said the majority of Phase III of the Potomac sports field has been completed. The open items left are a bathroom refurbishment and moveable stands/ball field bleachers. Volunteer opportunities include picking and moving rocks, replacing lumber on the seating in the grandstands, weeding the base and paths on the ball diamond, and constructing the dugout.

Angie will get estimates on a fence for the field. Craig will get the measurements for the bids.

Special Ed Administration with Woodman School

Angie went to the Missoula Consortium Coop meeting with 8 other principals and Erin Lipkind. While there, she was approached for help with Woodman Schools' special education program. They would like her to come to their school 3 times during this year, which she could do on 3 different Fridays, and help with their program. They are willing to pay \$1,200 to Potomac for this service.

Craig moved to approve the Special Education Administration contract with Woodman School. Gary seconded the motion. **Passed 4-0**

Board Legal Presentation approval

Bea Kaleva has agreed to give a presentation to the board at 5pm, 2 hours before our November meeting on the 9th. The presentation will be 'What Makes an Effective School Board'. The cost for her 2 hour presentation is \$500.

Gary moved to hire Bea Kaleva to present to the board. Jason seconded the motion. **Passed 4-0**

Adjourn

Vice-Chair Ployhar adjourned the Board meeting at 8:15 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date

10/07/15
18:30:34

POTOMAC ELEMENTARY SCHOOL
Claim Details
For the Accounting Period: 10/15

Page: 1 of 5
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14095	8855S 101198	AMERICAN EXPRESS	241.19					
1		CC-343 09/01/15 Annual Costco Fee	110.00		101 625			
			CC Accounting: 101-		-100-2500-810			
		AMERICAN EXPRESS						
2		CC-343 09/04/15 Kitchen Maintenance Supplies	18.98		112 625			
			CC Accounting: 112-		-910-3100-610			
		ACE HARDWARE						
3		CC-343 09/10/15 Wellness Program supplies	96.65		101 625			
			CC Accounting: 101-		-100-1000-610			
		LEARNING ZONE XPRESS						
4		CC-343 09/22/15 Food	15.56		112 625			
			CC Accounting: 112-		-910-3100-570			
		COSTCO						
14097	8856S 101220	ANGIE WILLIAMS	121.69					
1		09/21/15 Advanced Ed Conf Mileage	121.69		101 100-2400		582	
14096	8857S 279	ART & RAYS LOCK AND SAFE, INC	482.00					
1		CRC000027 08/17/15 On site locks/keys/maint	482.00		101 120-2600		440	
14098	8858S 232	BIG SKY RESTAURANT SUPPLY INC	110.20					
1		70515 09/10/15 Kitchen Supplies	76.50		112 910-3100		610	
2		70627 09/15/15 Kitchen Supplies	33.70		112 910-3100		610	
14099	8859S 3	BLACKFOOT TELEPHONE COOPERATI	1,201.60					
1		09/01/15 Telephone	1,201.60		101 100-2600		531	
14104	8860S 101225	BUSINESS CARD 3334	655.90					
1		CC-344 09/02/15 Spec Ed Filing Cabinet	249.99		101 625			
			CC Accounting: 101-		-100-1000-610			
		STAPLES						
2		CC-344 09/03/15 Potomac School Lanyards	123.45		101 625			
			CC Accounting: 101-		-100-1000-610			
		POSITIVE PROMOTIONS						
3		CC-344 09/15/15 AdvancedEd Hotel	256.52		101 625			
			CC Accounting: 101-		-100-1000-330			
		HOLIDAY INN						
4		CC-344 09/19/15 Early Ed Books	25.94		115 625			515
			CC Accounting: 115-		-515-1000-640-515			
		BARNES AND NOBLE						
14105	8861S 101166	BUSINESS CARD 8181	396.27					
1		CC-345 09/01/15 Food	157.00		112 625			
			CC Accounting: 112-		-910-3100-570			
		BOUNTIFUL BASKETS						
2		CC-345 09/04/15 Postage	25.68		101 625			
			CC Accounting: 101-		-100-2500-532			
		USPS						

10/07/15
18:30:35

POTOMAC ELEMENTARY SCHOOL
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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
3		CC-345 09/09/15 Supplies	159.44		101 625			
		KCDA PURCHASING COOPERATIVE		CC Accounting: 101-	-100-1000-610			
4		CC-345 09/23/15 Supplies	54.15		101 625			
		KCDA PURCHASING COOPERATIVE		CC Accounting: 101-	-100-1000-610			
14127	8862S 101125	BUSINESS CARD 8901	1,173.01					
1		CC-346 08/26/15 Postage	24.08		101 625			
		USPS		CC Accounting: 101-	-100-2500-532			
2		CC-346 08/27/15 Blackfoot Grant iPads	738.00		115 625			101
		AMAZON		CC Accounting: 115-	-100-1000-610-101			
3		CC-346 08/21/15 Win7 Pro Open Subscription	273.00		101 625			
		WASATCH IT		CC Accounting: 101-	-128-2500-680			
4		CC-346 09/17/15 3M Hair Nets	16.32		112 625			
		AMAZON		CC Accounting: 112-	-910-3100-610			
5		CC-346 09/24/15 Time Clock Annual Fee	49.00		101 625			
		TIME CLOCK MTS		CC Accounting: 101-	-100-2500-330			
6		CC-346 09/24/15 Rubber Entrance Mat Cctr	72.61		101 625			
		AMAZON		CC Accounting: 101-	-100-2620-610			
14107	8863S 101184	BUSINESS CARD 9423	16.44					
1		CC-348 09/22/15 Fuel	16.44		101 625			
		CULLYS		CC Accounting: 101-	-100-2600-610			
14102	8864S 100898	COMPUTER GUYS INC.	1,463.60					
1		82425 09/08/15 Tech Services	1,463.60		101 128-2500			330
14108	8865S 101127	EVANS BASIC CARPENTRY	349.93					
1		588 09/11/15 Field Irrig Maint	101.25		101 120-2600			440
2		594 09/24/15 Replace Broken Window	73.68		101 120-2600			440
3		601 10/01/15 Winterize Irrigation	175.00		101 120-2600			440
14109	8866S 176	FOOD SERVICES OF AMERICA	2,601.79					
1		09/01/15 Food Credit	-34.23		112 910-3100			570
2		8114842 09/02/15 Food	638.12		112 910-3100			570
3		8122222 09/09/15 Food	406.75		112 910-3100			570
4		8130088 09/16/15 Food	579.74		112 910-3100			570
5		8137986 09/23/15 Food	462.41		112 910-3100			570
6		8139134 09/23/15 Supplies	13.98		112 910-3100			610
7		8146587 09/30/15 Food	535.02		112 910-3100			570

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14111	8867S	101238 GRACE PERRY	19.99					
1		09/14/15 Volleyball	19.99		101	100-1000	610	
14113	8868S	101156 HEALTHY HARVEST FRUITS	340.00					
1		422811 09/01/15 Food	340.00		112	910-3100	570	
14120	8869S	82 MAJESTIC BUS SERVICE, INC	9,948.71					
1		5128 09/11/15 Jones Lake Ovando	111.15		115	103-2700	513	136
2		5129 09/14/15 VBall to Frenchtown	154.05		115	103-2700	513	136
3		5130 09/16/15 VBall to Seeley Lk	118.95		115	103-2700	513	136
4		5131 09/18/15 Jocko Rvr Hatchery	196.95		115	100-1000	516	121
5		5132 09/22/15 VBall to Lolo	136.50		115	103-2700	513	136
6		5133 09/24/15 VBall to Clinton	115.05		115	103-2700	513	136
7		5134 09/25/15 Explorers to Rest Stop	260.54		115	100-1000	516	121
8		5135 09/30/15 Lubrecht Forest	106.53		115	103-2700	513	136
9		5136 09/30/15 VBall to Bonner	82.00		115	103-2700	513	136
10		5137 09/30/15 Bus contract	8,331.70		110	100-2700	513	
11		5138 09/30/15 Morrison Lane	335.29		110	100-2700	513	
14114	8870S	101239 MCGRAW HILL SCHOOL EDUCATION	1,279.27					
1		8543130001 09/17/15 Spec Ed Books	1,279.27		101	100-1000	640	
14115	8871S	140 MISSOULA AREA EDUCATION COOPE	1,563.41					
1		09/28/15 15-16 Grant Match	1,563.41		101	280-6200	920	
14116	8872S	10 MISSOULA ELECTRIC COOP INC	1,164.38					
1		09/29/15 School Electric	621.50		101	100-2600	412	
2		09/29/15 Comm Ctr Electric	542.88		101	100-2620	412	
14117	8873S	64 MISSOULA TEXTILE SERVICES	345.23					
1		S0720251 09/08/15 Maint Supplies	37.45		101	100-2600	610	
2		0719779 09/10/15 Maint Supplies	151.35		101	100-2600	610	
3		0724503 09/24/15 Maint Supplies	156.43		101	100-2600	610	
14125	8874S	101241 MT STATE PARKS AMERICORP	32.00					
1		10/02/15 Explorers Field Trip	32.00		115	100-1000	516	121
14119	8875S	13 MTSBA	44.00					
1		30774 08/31/15 Legal	44.00		101	100-2310	350	
14118	8876S	210 OPI-ACCOUNTING DEPARTMENT	24.00					
1		831 09/21/15 School Law Books	24.00		101	100-2400	640	

10/07/15
18:30:35

POTOMAC ELEMENTARY SCHOOL
Claim Details
For the Accounting Period: 10/15

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14121	8877S 101240	PORTER HAMMITT	327.00					
1		09/25/15 Explorers Rock Climbing	327.00		115	100-1000	516	121
14122	8878S	9 REPUBLIC SERVICES #889	248.87					
1		09/28/15 Disposal Services School	124.44		101	100-2600	431	
2		09/28/15 Disposal Services Comm Ctr	124.43		101	100-2620	431	
14124	8879S	75 SCHOLASTIC INC	257.89					
1		M5588216 09/10/15 Scholastic News/Spin	168.65		101	100-1000	610	
2		M5588347 09/10/15 Lets Find Out/Spin	89.24		101	100-1000	610	
14123	8880S	41 SCHOOL SPECIALTY INC	275.90					
1		102335286 09/16/15 School Supplies	238.57		101	100-1000	610	
2		115299047 09/24/15 School Supplies	37.33		101	100-1000	610	
14126	8881S 101242	WESTERN MT PRINCIPALS ASSOCIATION	25.00					
1		09/17/15 15-16 Assn Dues	25.00		101	100-2400	810	
		# of Claims 27	Total: 24,709.27					
			24,709.27					

POTOMAC ELEMENTARY SCHOOL
Credit Card Transactions Paid by Credit Card Vendor
For the Accounting Period: 10/15

CC Vendor	Check#	Claim#	CC #	PO #	Ln#	Per	Check Vendor Paid	Description	Amount	Fund	Org	Prg-Func-Obj	Proj
AMERICAN EXPRESS	8855	14095	343		1	10/15	AMERICAN EXPRESS	Annual Costco Fee	110.00	101		100-2500-810	
	8855	14095	343		2	10/15	ACE HARDWARE	Kitchen Maintenance	18.98	112		910-3100-610	
	8855	14095	343		3	10/15	LEARNING ZONE XPR	Wellness Program	96.65	101		100-1000-610	
	8855	14095	343		4	10/15	COSTCO	Food	15.56	112		910-3100-570	
							Total		241.19				
BUSINESS CARD 333	8860	14104	344		1	10/15	STAPLES	Spec Ed Filing	249.99	101		100-1000-610	
	8860	14104	344		2	10/15	POSITIVE PROMOTIO	Potomac School	123.45	101		100-1000-610	
	8860	14104	344		3	10/15	HOLIDAY INN	AdvancedEd Hotel	256.52	101		100-1000-330	
	8860	14104	344		4	10/15	BARNES AND NOBLE	Early Ed Books	25.94	115		515-1000-640	515
							Total		655.90				
BUSINESS CARD 818	8861	14105	345		1	10/15	BOUNTI FUL BASKETS	Food	157.00	112		910-3100-570	
	8861	14105	345		2	10/15	USPS	Postage	25.68	101		100-2500-532	
	8861	14105	345		3	10/15	KCDA PURCHASING C	Supplies	159.44	101		100-1000-610	
	8861	14105	345		4	10/15	KCDA PURCHASING C	Supplies	54.15	101		100-1000-610	
							Total		396.27				
BUSINESS CARD 890	8862	14127	346		1	10/15	USPS	Postage	24.08	101		100-2500-532	
	8862	14127	346		2	10/15	AMAZON	BlackFoot Grant	738.00	115		100-1000-610	101
	8862	14127	346		3	10/15	WASATCH IT	Win7 Pro Open	273.00	101		128-2500-680	
	8862	14127	346		4	10/15	AMAZON	3M Hair Nets	16.32	112		910-3100-610	
	8862	14127	346		5	10/15	TIME CLOCK MTS	Time Clock Annual	49.00	101		100-2500-330	
	8862	14127	346		6	10/15	AMAZON	Rubber Entrance Mat	72.61	101		100-2620-610	
							Total		1173.01				
BUSINESS CARD 942	8863	14107	348		1	10/15	CULLYS	Fuel	16.44	101		100-2600-610	
							Total		16.44				
Grand Total :									2482.81				

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
HOL HOURS (Holiday Pay)	52.00		840.08
J001 HOURS (REGULAR SUB)	5.80		464.00
J007 HOURS (21 CENTURY AIDE)	27.50		440.00
J008 HOURS (21 CENTURY TEAC)	7.00		140.00
J011 HOURS (21ST CENT ADMIN)	90.00		1,800.00
PERS HOURS (Personal Time Used)	6.50		135.84
REG HOURS (Regular Time)	2,332.48		44,775.09
SICK HOURS (Sick Time)	10.00		158.01
STIP HOURS (Stipend)	0.00		280.00
GROSS PAY	49,033.02	0.00	
NET PAY	30,381.70	0.00	
NET PAY (CHECKS)	1,736.99		
NET PAY (DIRECT DEPOSIT)	28,644.71		
ACCIDENT/AFA	92.18	0.00	
ANNUITY-HORACE	200.00	0.00	
DISABILITY	62.00	0.00	
FIT	3,478.53	0.00	
FLEX PLAN	383.50	0.00	
HEALTH - MUST	5,011.00	8,304.00	
LIFE/AFA	21.00	0.00	
MEDICARE	631.18	631.18	
P. E. R. S.	730.05	739.32	
PACE	74.10	0.00	
PEA/MEA	357.69	0.00	
SIT	1,691.00	0.00	
SOCIAL SECURITY	2,698.81	2,698.81	
TRS	3,202.78	3,407.14	
UNEMPL. INSUR.	0.00	191.23	
UNUM LIFE INS C	17.50	11.20	
WORKERS' COMP	0.00	553.73	
1ST INTERSTATE	4,501.33	0.00	
FSBMSLA	4,011.08	0.00	
GB	3,477.35	0.00	
MFCU	5,615.85	0.00	
PSCU	2,396.50	0.00	
TRB	4,933.60	0.00	
USB	2,028.06	0.00	
WSB	1,680.94	0.00	
FIT/SIT BASE	39,396.01	0.00	
MEDICARE BASE	43,528.84	0.00	
PERS BASE	9,241.31	0.00	
SOC SEC BASE	43,528.84	0.00	
TRS BASE	39,297.99	0.00	
WC BASE	49,033.02	0.00	
Total		16,536.61	
Total Payroll Expense (Gross Pay + Employer Contributions):		65,569.63	

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
8855	S	101198 AMERICAN EXPRESS	241.19	10/13/15	_____	CL 14095	241.19
8856	S	101220 ANGIE WILLIAMS	121.69	10/13/15	_____	CL 14097	121.69
8857	S	279 ART & RAYS LOCK AND SAFE, INC	482.00	10/13/15	_____	CL 14096	482.00
8858	S	232 BIG SKY RESTAURANT SUPPLY INC	110.20	10/13/15	_____	CL 14098	110.20
8859	S	3 BLACKFOOT TELEPHONE COOPERATI	1201.60	10/13/15	_____	CL 14099	1201.60
8860	S	101225 BUSINESS CARD 3334	655.90	10/13/15	_____	CL 14104	655.90
8861	S	101166 BUSINESS CARD 8181	396.27	10/13/15	_____	CL 14105	396.27
8862	S	101125 BUSINESS CARD 8901	1173.01	10/13/15	_____	CL 14127	1173.01
8863	S	101184 BUSINESS CARD 9423	16.44	10/13/15	_____	CL 14107	16.44
8864	S	100898 COMPUTER GUYS INC.	1463.60	10/13/15	_____	CL 14102	1463.60
8865	S	101127 EVANS BASIC CARPENTRY	349.93	10/13/15	_____	CL 14108	349.93
8866	S	176 FOOD SERVICES OF AMERICA	2601.79	10/13/15	_____	CL 14109	2601.79
8867	S	101238 GRACE PERRY	19.99	10/13/15	_____	CL 14111	19.99
8868	S	101156 HEALTHY HARVEST FRUITS	340.00	10/13/15	_____	CL 14113	340.00
8869	S	82 MAJESTIC BUS SERVICE, INC	9948.71	10/13/15	_____	CL 14120	9948.71
8870	S	101239 MCGRAW HILL SCHOOL EDUCATION HOLDINGS, L	1279.27	10/13/15	_____	CL 14114	1279.27
8871	S	140 MISSOULA AREA EDUCATION COOPE	1563.41	10/13/15	_____	CL 14115	1563.41
8872	S	10 MISSOULA ELECTRIC COOP INC	1164.38	10/13/15	_____	CL 14116	1164.38
8873	S	64 MISSOULA TEXTILE SERVICES	345.23	10/13/15	_____	CL 14117	345.23
8874	S	101241 MT STATE PARKS AMERICORP	32.00	10/13/15	_____	CL 14125	32.00
8875	S	13 MTSBA	44.00	10/13/15	_____	CL 14119	44.00
8876	S	210 OPI -ACCOUNTING DEPARTMENT	24.00	10/13/15	_____	CL 14118	24.00
8877	S	101240 PORTER HAMMITT	327.00	10/13/15	_____	CL 14121	327.00
8878	S	9 REPUBLIC SERVICES #889	248.87	10/13/15	_____	CL 14122	248.87

10/07/15
18:38:00

POTOMAC ELEMENTARY SCHOOL
Check Register
For the Accounting Period: 10/15

Page: 2 of 3
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
8879	S	75 SCHOLASTIC INC	257.89	10/13/15	_____	CL 14124	257.89
8880	S	41 SCHOOL SPECIALTY INC	275.90	10/13/15	_____	CL 14123	275.90
8881	S	101242 WESTERN MT PRINCIPALS ASSOCIATION	25.00	10/13/15	_____	CL 14126	25.00
Total for Claim Checks			24709.27				
Count for Claim Checks			27				
# of Checks:	27	Total :	24709.27				

Potomac Student Accounts
General Ledger
 As of June 30, 2015

Check corrections to both the Class of 2015 and the Class of 2016

Date	Num	Name	Memo	Deposits	Checks	Balance
Class of 2015						9,357.72
06/09/2015	2222	Majestic Bus Service, Inc.	Bus costs to Oregon		4,501.85	4,855.87
06/09/2015	2221	Business Card 0441	Hotels, Tickets, etc		4,036.91	818.96
06/30/2015	2223	<i>Sarah Schmill</i>	<i>Trans from Class of 2016</i>		<i>43.33</i>	<i>775.63</i>
06/30/2015	2226	<i>Oregon Zoo</i>	<i>Trans from Class of 2016</i>		<i>44.00</i>	<i>731.63</i>
Total Class of 2015				0.00	8,538.76	731.63
Class of 2016						0.00
06/02/2015	dep		Class of 2016 fundraising	70.00		70.00
06/12/2015	dep		Class of 2016 fundraising	468.00		538.00
06/24/2015	2223	Sarah Schmill	Reimbursement		43.33	494.67
06/24/2015	2226	Oregon Zoo	Tickets to zoo		44.00	450.67
06/30/2015	2223	<i>Sarah Schmill</i>	<i>Trans to Class of 2015</i>	<i>43.33</i>		<i>494.00</i>
06/30/2015	2226	<i>Oregon Zoo</i>	<i>Trans to Class of 2015</i>	<i>44.00</i>		<i>538.00</i>
Total Class of 2016				538.00	87.33	538.00

Potomac Student Accounts
General Ledger
 As of August 31, 2015

Date	Num	Name	Memo	Deposits	Checks	Balance
Petty Cash						940.00
08/01/2015	AutoBank	American Express	AmEx July Payment		3.00	937.00
08/01/2015	1157	Chad Manning	Water Testing July Payment		175.00	762.00
08/14/2015	dep		Reimbursement	178.00		940.00
08/21/2015	1158	Montana Criminal Records	Background Ck		27.25	912.75
Total Petty Cash				178.00	205.25	912.75
Two Rivers accts						20,364.59
Band						30.44
Bike-a-Thon						7,237.65
Book Fair						274.55
Cheerleaders						58.54
Class of 2015						731.63
Class of 2016						538.00
08/01/2015	dep		8th Gr Work for Donations	865.00		1,403.00
08/01/2015	2227	Missoula Osprey Prof Baseball Club	Group Tickets		500.00	903.00
08/25/2015	dep		Wheeler, Price and Allegiance	440.00		1,343.00
Total Class of 2016				1,305.00	500.00	1,343.00
8th Grade Fund						1,601.63
Explorers						2,050.00
08/04/2015	2228	Cash	Food & Fun Camp 'Out to Lunch'		150.00	1,900.00
08/14/2015	dep		Summer Robotics Week	140.00		2,040.00
08/14/2015	dep		Summer Robotics Week	240.00		2,280.00
Total Explorers				380.00	150.00	2,280.00
Math Counts Team						11.51
Music						769.14
Pioneer Field Account						11.50
Recycling						85.97
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						1,581.41
08/12/2015	AutoBank	Two Rivers Bank	Checks		16.00	1,565.41
08/14/2015	dep		BBall Camp	450.02		2,015.43
Total Student Activities				450.02	16.00	2,015.43
Student Council						4,220.13
Total Two Rivers accts				2,135.02	666.00	21,833.61

Potomac Student Accounts
General Ledger
 As of September 30, 2015

Date	Num	Name	Memo	Deposits	Checks	Balance
Petty Cash						912.75
09/15/2015	1159	Referee	9-15-15 Volleyball Ref		72.00	840.75
09/23/2015	1160	Referee	9-23-15 Volleyball Ref		36.00	804.75
09/23/2015	1161	Referee	9-23-15 Volleyball Ref		36.00	768.75
09/24/2015	1162	Referee	9-24-15 Volleyball Ref		72.00	696.75
09/29/2015	1163	Dept of Physics and Astronomy	Explorers Camp Planetarium Presentation		80.00	616.75
Total Petty Cash				0.00	296.00	616.75
Two Rivers accts						21,833.61
Band						30.44
Bike-a-Thon						7,237.65
Book Fair						274.55
Cheerleaders						58.54
Class of 2015						731.63
Class of 2016						1,343.00
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
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						2,015.43
09/23/2015	2229	Wild Skies Raptor Center	Walk a thon donation		409.52	1,605.91
09/23/2015	2230	Missoula County Cancer Association	Walk a thon donation		409.52	1,196.39
Total Student Activities				0.00	819.04	1,196.39
Student Council						4,220.13
Total Two Rivers accts				0.00	819.04	21,014.57

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 151000 1	Payroll Expenditure		/ /	10/15		25,277.60
						Object Total: 25,277.60
117 Teacher's Aides						
PR 151000 2	Payroll Expenditure		/ /	10/15		210.40
						Object Total: 210.40
122 Prof/Ed/Sub Teachers						
PR 151000 3	Payroll Expenditure		/ /	10/15		736.58
						Object Total: 736.58
250 Workers' Comp.						
PR 151000 4	Employer Contributions		/ /	10/15		162.79
						Object Total: 162.79
260 Health Insurance						
PR 151000 5	Employer Contributions		/ /	10/15		4,606.77
						Object Total: 4,606.77
330 Other Professional						
CC 344 3	AdvancedEd Hotel	100899	09/15/15	10/15		256.52
						Object Total: 256.52
610 Supplies						
CC 343 3	Wellness Program supplies	101233	09/10/15	10/15		96.65
CC 344 1	Spec Ed Filing Cabinet	33	09/02/15	10/15		249.99
CC 344 2	Potomac School Lanyards	271	09/03/15	10/15		123.45
CC 345 3	Supplies	101132	09/09/15	10/15		159.44
CC 345 4	Supplies	101132	09/23/15	10/15		54.15
CL 14111 1	Volleyball		09/14/15	10/15	101238 GRACE PERRY	19.99
CL 14123 1	School Supplies	102335286	09/16/15	10/15	41 SCHOOL SPECIALTY INC	238.57
CL 14123 2	School Supplies	115299047	09/24/15	10/15	41 SCHOOL SPECIALTY INC	37.33
CL 14124 1	Scholastic News/Spin	M5588216	09/10/15	10/15	75 SCHOLASTIC INC	168.65
CL 14124 2	Lets Find Out/Spin	M5588347	09/10/15	10/15	75 SCHOLASTIC INC	89.24
						Object Total: 1,237.46

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
640 Books						
CL 14114 1	Spec Ed Books	8543130001	09/17/15	10/15	101239 MCGRAW HILL SCHOOL EDUCATION	1,279.27
						Object Total: 1,279.27
						Program-Function Total: 33,767.39
E 100-2310 Regular Ed. Programs-Board of Trustees						
350 Contracted Services						
CL 14119 1	Legal	30774	08/31/15	10/15	13 MTSBA	44.00
						Object Total: 44.00
						Program-Function Total: 44.00
E 100-2400 Regular Ed. Programs-School Admin.						
111 Administrative						
PR 151000 6	Payroll Expenditure		/ /	10/15		3,750.00
						Object Total: 3,750.00
115 Office/Clerical						
PR 151000 7	Payroll Expenditure		/ /	10/15		2,521.58
						Object Total: 2,521.58
250 Workers' Comp.						
PR 151000 8	Employer Contributions		/ /	10/15		38.92
						Object Total: 38.92
260 Health Insurance						
PR 151000 9	Employer Contributions		/ /	10/15		904.20
						Object Total: 904.20
582 Travel Out-of-Dist.						
CL 14097 1	Advanced Ed Conf Mileage		09/21/15	10/15	101220 ANGIE WILLIAMS	121.69
						Object Total: 121.69
640 Books						
CL 14118 1	School Law Books	831	09/21/15	10/15	210 OPI-ACCOUNTING DEPARTMENT	24.00
						Object Total: 24.00

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2400 Regular Ed. Programs-School Admin.						
810 Dues and Fees						
CL 14126 1	15-16 Assn Dues	09/17/15	10/15		101242 WESTERN MT PRINCIPALS	25.00
						Object Total: 25.00
						Program-Function Total: 7,385.39
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 151000 10	Payroll Expenditure	/ /	10/15			1,908.71
						Object Total: 1,908.71
250 Workers' Comp.						
PR 151000 11	Employer Contributions	/ /	10/15			11.84
						Object Total: 11.84
260 Health Insurance						
PR 151000 12	Employer Contributions	/ /	10/15			324.00
						Object Total: 324.00
330 Other Professional						
CC 346 5	Time Clock Annual Fee	101237	09/24/15	10/15		49.00
						Object Total: 49.00
532 Postage						
CC 345 2	Postage	101218	09/04/15	10/15		25.68
CC 346 1	Postage	101218	08/26/15	10/15		24.08
						Object Total: 49.76
810 Dues and Fees						
CC 343 1	Annual Costco Fee	101198	09/01/15	10/15		110.00
						Object Total: 110.00
						Program-Function Total: 2,453.31
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
114 Custodial/Maint						
PR 151000 13	Payroll Expenditure	/ /	10/15			817.54
						Object Total: 817.54

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
250 Workers' Comp.						
PR 151000 14	Employer Contributions	/ /	10/15			62.69
					Object Total:	62.69
260 Health Insurance						
PR 151000 15	Employer Contributions	/ /	10/15			242.80
					Object Total:	242.80
412 Electricity						
CL 14116 1	School Electric	09/29/15	10/15		10 MISSOULA ELECTRIC COOP INC	621.50
					Object Total:	621.50
431 Disposal Services						
CL 14122 1	Disposal Services School	09/28/15	10/15		9 REPUBLIC SERVICES #889	124.44
					Object Total:	124.44
531 Telephone						
CL 14099 1	Telephone	09/01/15	10/15		3 BLACKFOOT TELEPHONE	1,201.60
					Object Total:	1,201.60
610 Supplies						
CC 348 1	Fuel	101185	09/22/15	10/15		16.44
CL 14117 1	Maint Supplies	S0720251	09/08/15	10/15	64 MISSOULA TEXTILE SERVICES	37.45
CL 14117 2	Maint Supplies	0719779	09/10/15	10/15	64 MISSOULA TEXTILE SERVICES	151.35
CL 14117 3	Maint Supplies	0724503	09/24/15	10/15	64 MISSOULA TEXTILE SERVICES	156.43
					Object Total:	361.67
					Program-Function Total:	3,432.24
E 100-2620 Regular Ed. Programs-Operation of Community Center						
114 Custodial/Maint						
PR 151000 16	Payroll Expenditure	/ /	10/15			817.53
					Object Total:	817.53
250 Workers' Comp.						
PR 151000 17	Employer Contributions	/ /	10/15			62.69
					Object Total:	62.69

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2620 Regular Ed. Programs-Operation of Community Center						
260 Health Insurance						
PR 151000 18	Employer Contributions		/ /	10/15		242.80
						Object Total: 242.80
412 Electricity						
CL 14116 2	Comm Ctr Electric		09/29/15	10/15	10 MISSOULA ELECTRIC COOP INC	542.88
						Object Total: 542.88
431 Disposal Services						
CL 14122 2	Disposal Services Comm Ctr		09/28/15	10/15	9 REPUBLIC SERVICES #889	124.43
						Object Total: 124.43
610 Supplies						
CC 346 6	Rubber Entrance Mat Cctr	101219	09/24/15	10/15		72.61
						Object Total: 72.61
						Program-Function Total: 1,862.94
E 120-2600 CONTINGENCY FUNDS-Oper. & Maint. Plant						
440 Repair and Maint.						
CL 14096 1	On site locks/keys/maint	CRC000027	08/17/15	10/15	279 ART & RAYS LOCK AND SAFE,	482.00
CL 14108 1	Field Irrig Maint	588	09/11/15	10/15	101127 EVANS BASIC CARPENTRY	101.25
CL 14108 2	Replace Broken Window	594	09/24/15	10/15	101127 EVANS BASIC CARPENTRY	73.68
CL 14108 3	Winterize Irrigation	601	10/01/15	10/15	101127 EVANS BASIC CARPENTRY	175.00
						Object Total: 831.93
						Program-Function Total: 831.93
E 128-2500 Technology-Sup. Serv.-Business						
330 Other Professional						
CL 14102 1	Tech Services	82425	09/08/15	10/15	100898 COMPUTER GUYS INC.	1,463.60
						Object Total: 1,463.60
680 Software						
CC 346 3	Win7 Pro Open Subscription	101236	08/21/15	10/15		273.00
						Object Total: 273.00
						Program-Function Total: 1,736.60

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 151000 19	Payroll Expenditure	/ /	10/15			2,645.82
						Object Total: 2,645.82
250 Workers' Comp.						
PR 151000 20	Employer Contributions	/ /	10/15			16.42
						Object Total: 16.42
260 Health Insurance						
PR 151000 21	Employer Contributions	/ /	10/15			508.60
						Object Total: 508.60
						Program-Function Total: 3,170.84
E 280-6200 Special Education-Resources Trans.						
920 Res. Trans. Other Sch						
CL 14115 1	15-16 Grant Match	09/28/15	10/15		140 MISSOULA AREA EDUCATION	1,563.41
						Object Total: 1,563.41
						Program-Function Total: 1,563.41
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 151000 22	Payroll Expenditure	/ /	10/15			630.99
						Object Total: 630.99
250 Workers' Comp.						
PR 151000 23	Employer Contributions	/ /	10/15			3.92
						Object Total: 3.92
260 Health Insurance						
PR 151000 24	Employer Contributions	/ /	10/15			540.96
						Object Total: 540.96
						Program-Function Total: 1,175.87
						Fund Total: 57,423.92

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 151000 27	Payroll Expenditure	/ /	10/15			795.30	
						Object Total:	795.30
250 Workers' Comp.							
PR 151000 28	Employer Contributions	/ /	10/15			4.94	
						Object Total:	4.94
260 Health Insurance							
PR 151000 29	Employer Contributions	/ /	10/15			135.00	
						Object Total:	135.00
						Program-Function Total:	935.24
E 100-2700 Regular Ed. Programs-Student Transp.							
111 Administrative							
PR 151000 30	Payroll Expenditure	/ /	10/15			1,250.00	
						Object Total:	1,250.00
250 Workers' Comp.							
PR 151000 31	Employer Contributions	/ /	10/15			7.76	
						Object Total:	7.76
260 Health Insurance							
PR 151000 32	Employer Contributions	/ /	10/15			121.40	
						Object Total:	121.40
513 Bus Contractors							
CL 14120 10	Bus contract	5137	09/30/15	10/15	82 MAJESTIC BUS SERVICE, INC	8,331.70	
CL 14120 11	Morrison Lane	5138	09/30/15	10/15	82 MAJESTIC BUS SERVICE, INC	335.29	
						Object Total:	8,666.99
						Program-Function Total:	10,046.15
						Fund Total:	10,981.39

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 151000	35	Payroll Expenditure		/ /	10/15		1,903.47
Object Total:							1,903.47
250 Workers' Comp.							
PR 151000	36	Employer Contributions		/ /	10/15		145.97
Object Total:							145.97
570 Food Services							
CC 343	4	Food	101223	09/22/15	10/15		15.56
CC 345	1	Food	101235	09/01/15	10/15		157.00
CL 14109	1	Food Credit		09/01/15	10/15	176 FOOD SERVICES OF AMERICA	-34.23
CL 14109	2	Food	8114842	09/02/15	10/15	176 FOOD SERVICES OF AMERICA	638.12
CL 14109	3	Food	8122222	09/09/15	10/15	176 FOOD SERVICES OF AMERICA	406.75
CL 14109	4	Food	8130088	09/16/15	10/15	176 FOOD SERVICES OF AMERICA	579.74
CL 14109	5	Food	8137986	09/23/15	10/15	176 FOOD SERVICES OF AMERICA	462.41
CL 14109	7	Food	8146587	09/30/15	10/15	176 FOOD SERVICES OF AMERICA	535.02
CL 14113	1	Food	422811	09/01/15	10/15	101156 HEALTHY HARVEST FRUITS	340.00
Object Total:							3,100.37
610 Supplies							
CC 343	2	Kitchen Maintenance Supplies	35	09/04/15	10/15		18.98
CC 346	4	3M Hair Nets	101219	09/17/15	10/15		16.32
CL 14098	1	Kitchen Supplies	70515	09/10/15	10/15	232 BIG SKY RESTAURANT SUPPLY	76.50
CL 14098	2	Kitchen Supplies	70627	09/15/15	10/15	232 BIG SKY RESTAURANT SUPPLY	33.70
CL 14109	6	Supplies	8139134	09/23/15	10/15	176 FOOD SERVICES OF AMERICA	13.98
Object Total:							159.48
Program-Function Total:							5,309.29
Fund Total:							5,309.29

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-1000 Regular Ed. Programs-Instruction						
210 Social Security/Med.						
PR 151000 39	Employer Contributions	/ /	10/15			1,956.44
					Object Total:	1,956.44
220 Teachers' Retirement						
PR 151000 40	Employer Contributions	/ /	10/15			2,230.86
					Object Total:	2,230.86
240 Unemployment Comp.						
PR 151000 41	Employer Contributions	/ /	10/15			102.28
					Object Total:	102.28
					Program-Function Total:	4,289.58
E 100-2400 Regular Ed. Programs-School Admin.						
210 Social Security/Med.						
PR 151000 42	Employer Contributions	/ /	10/15			384.72
					Object Total:	384.72
220 Teachers' Retirement						
PR 151000 43	Employer Contributions	/ /	10/15			325.12
					Object Total:	325.12
230 PERS						
PR 151000 44	Employer Contributions	/ /	10/15			201.73
					Object Total:	201.73
240 Unemployment Comp.						
PR 151000 45	Employer Contributions	/ /	10/15			24.45
					Object Total:	24.45
					Program-Function Total:	936.02
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
210 Social Security/Med.						
PR 151000 46	Employer Contributions	/ /	10/15			120.13
					Object Total:	120.13

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 151000 47	Employer Contributions	/ /	10/15			216.33
					Object Total:	216.33
240 Unemployment Comp.						
PR 151000 48	Employer Contributions	/ /	10/15			10.55
					Object Total:	10.55
					Program-Function Total:	347.01
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
210 Social Security/Med.						
PR 151000 49	Employer Contributions	/ /	10/15			60.88
					Object Total:	60.88
230 PERS						
PR 151000 50	Employer Contributions	/ /	10/15			65.41
					Object Total:	65.41
240 Unemployment Comp.						
PR 151000 51	Employer Contributions	/ /	10/15			3.19
					Object Total:	3.19
					Program-Function Total:	129.48
E 100-2620 Regular Ed. Programs-Operation of Community Center						
210 Social Security/Med.						
PR 151000 52	Employer Contributions	/ /	10/15			60.88
					Object Total:	60.88
230 PERS						
PR 151000 53	Employer Contributions	/ /	10/15			65.40
					Object Total:	65.40
240 Unemployment Comp.						
PR 151000 54	Employer Contributions	/ /	10/15			3.19
					Object Total:	3.19
					Program-Function Total:	129.47

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2700 Regular Ed. Programs-Student Transp.						
210 Social Security/Med.						
PR 151000 55	Employer Contributions	/ /	10/15			95.63
					Object Total:	95.63
220 Teachers' Retirement						
PR 151000 56	Employer Contributions	/ /	10/15			108.38
					Object Total:	108.38
240 Unemployment Comp.						
PR 151000 57	Employer Contributions	/ /	10/15			4.88
					Object Total:	4.88
					Program-Function Total:	208.89
E 280-1000 Special Education-Instruction						
210 Social Security/Med.						
PR 151000 58	Employer Contributions	/ /	10/15			127.46
					Object Total:	127.46
220 Teachers' Retirement						
PR 151000 59	Employer Contributions	/ /	10/15			229.39
					Object Total:	229.39
240 Unemployment Comp.						
PR 151000 60	Employer Contributions	/ /	10/15			10.32
					Object Total:	10.32
					Program-Function Total:	367.17
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 151000 61	Employer Contributions	/ /	10/15			113.36
					Object Total:	113.36
220 Teachers' Retirement						
PR 151000 62	Employer Contributions	/ /	10/15			54.71
					Object Total:	54.71

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 151000 63	Employer Contributions	/ /	10/15			152.28
					Object Total:	152.28
240 Unemployment Comp.						
PR 151000 64	Employer Contributions	/ /	10/15			9.88
					Object Total:	9.88
					Program-Function Total:	330.23
					Fund Total:	6,737.85

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
111 Administrative						
121 21st Century Grant						
PR 151000 66	Payroll Expenditure	/ /	10/15			1,800.00
					Project Total:	1,800.00
					Object Total:	1,800.00
112 Professional Ed.						
121 21st Century Grant						
PR 151000 67	Payroll Expenditure	/ /	10/15			280.00
					Project Total:	280.00
					Object Total:	280.00
117 Teacher's Aides						
121 21st Century Grant						
PR 151000 68	Payroll Expenditure	/ /	10/15			440.00
					Project Total:	440.00
					Object Total:	440.00
210 Social Security/Med.						
121 21st Century Grant						
PR 151000 69	Employer Contributions	/ /	10/15			187.01
					Project Total:	187.01
					Object Total:	187.01
220 Teachers' Retirement						
121 21st Century Grant						
PR 151000 70	Employer Contributions	/ /	10/15			218.49
					Project Total:	218.49
					Object Total:	218.49
240 Unemployment Comp.						
121 21st Century Grant						
PR 151000 71	Employer Contributions	/ /	10/15			9.82
					Project Total:	9.82
					Object Total:	9.82
250 Workers' Comp.						
121 21st Century Grant						
PR 151000 72	Employer Contributions	/ /	10/15			15.64
					Project Total:	15.64
					Object Total:	15.64
260 Health Insurance						
121 21st Century Grant						
PR 151000 73	Employer Contributions	/ /	10/15			1.53
					Project Total:	1.53
					Object Total:	1.53
516 Field Trips						
121 21st Century Grant						
CL 14120 4	Jocko Rvr Hatchery	5131	09/18/15	10/15	82 MAJESTIC BUS SERVICE, INC	196.95
CL 14120 7	Explorers to Rest Stop	5134	09/25/15	10/15	82 MAJESTIC BUS SERVICE, INC	260.54
CL 14121 1	Explorers Rock Climbing		09/25/15	10/15	101240 PORTER HAMMITT	327.00
CL 14125 1	Explorers Field Trip		10/02/15	10/15	101241 MT STATE PARKS AMERICORP	32.00
					Project Total:	816.49
					Object Total:	816.49

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
610 Supplies						
101 Local Donations						
CC 346 2	Blackfoot Grant iPads	101219	08/27/15	10/15		738.00
					Project Total:	738.00
					Object Total:	738.00
					Program-Function Total:	4,506.98
E 103-2700 Local Donations - Student Activity-Student Transp.						
513 Bus Contractors						
136 Donations for Students						
CL 14120 1	Jones Lake Ovando	5128	09/11/15	10/15	82 MAJESTIC BUS SERVICE, INC	111.15
CL 14120 2	VBall to Frenchtown	5129	09/14/15	10/15	82 MAJESTIC BUS SERVICE, INC	154.05
CL 14120 3	VBall to Seeley Lk	5130	09/16/15	10/15	82 MAJESTIC BUS SERVICE, INC	118.95
CL 14120 5	VBall to Lolo	5132	09/22/15	10/15	82 MAJESTIC BUS SERVICE, INC	136.50
CL 14120 6	VBall to Clinton	5133	09/24/15	10/15	82 MAJESTIC BUS SERVICE, INC	115.05
CL 14120 8	Lubrecht Forest	5135	09/30/15	10/15	82 MAJESTIC BUS SERVICE, INC	106.53
CL 14120 9	VBall to Bonner	5136	09/30/15	10/15	82 MAJESTIC BUS SERVICE, INC	82.00
					Project Total:	824.23
					Object Total:	824.23
					Program-Function Total:	824.23
E 420-1000 Title I-Instruction						
117 Teacher's Aides						
326 Title 2015-2016						
PR 151000 74	Payroll Expenditure		/ /	10/15		2,770.32
					Project Total:	2,770.32
					Object Total:	2,770.32
210 Social Security/Med.						
326 Title 2015-2016						
PR 151000 75	Employer Contributions		/ /	10/15		202.27
					Project Total:	202.27
					Object Total:	202.27
220 Teachers' Retirement						
326 Title 2015-2016						
PR 151000 76	Employer Contributions		/ /	10/15		240.19
					Project Total:	240.19
					Object Total:	240.19
240 Unemployment Comp.						
326 Title 2015-2016						
PR 151000 77	Employer Contributions		/ /	10/15		10.81
					Project Total:	10.81
					Object Total:	10.81
250 Workers' Comp.						
326 Title 2015-2016						
PR 151000 78	Employer Contributions		/ /	10/15		17.19
					Project Total:	17.19
					Object Total:	17.19

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-1000 Title I-Instruction						
260 Health Insurance						
326 Title 2015-2016						
PR 151000 79	Employer Contributions	/ /	10/15			606.14
					Project Total:	606.14
					Object Total:	606.14
					Program-Function Total:	3,846.92
E 420-2300 Title I-General Admin						
111 Administrative						
326 Title 2015-2016						
PR 151000 80	Payroll Expenditure	/ /	10/15			477.18
					Project Total:	477.18
					Object Total:	477.18
210 Social Security/Med.						
326 Title 2015-2016						
PR 151000 81	Employer Contributions	/ /	10/15			21.21
					Project Total:	21.21
					Object Total:	21.21
230 PERS						
326 Title 2015-2016						
PR 151000 82	Employer Contributions	/ /	10/15			38.17
					Project Total:	38.17
					Object Total:	38.17
240 Unemployment Comp.						
326 Title 2015-2016						
PR 151000 83	Employer Contributions	/ /	10/15			1.86
					Project Total:	1.86
					Object Total:	1.86
250 Workers' Comp.						
326 Title 2015-2016						
PR 151000 84	Employer Contributions	/ /	10/15			2.96
					Project Total:	2.96
					Object Total:	2.96
260 Health Insurance						
326 Title 2015-2016						
PR 151000 85	Employer Contributions	/ /	10/15			81.00
					Project Total:	81.00
					Object Total:	81.00
					Program-Function Total:	622.38
E 515-1000 Early Start-Instruction						
640 Books						
515 Early Start Program						
CC 344 4	Early Ed Books	113	09/19/15	10/15		25.94
					Project Total:	25.94
					Object Total:	25.94
					Program-Function Total:	25.94

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POTOMAC ELEMENTARY SCHOOL
Expenditure Detail
For the Accounting Periods: 10/15 - 10/15

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date Per.	Vendor	Amount
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Fund Total: 9,826.45

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	51,595.03	303,331.00	303,331.00	251,735.97	17 %
117 Teacher's Aides	210.40	667.66	1,820.00	1,820.00	1,152.34	36 %
122 Prof/Ed/Sub Teachers	736.58	1,096.58	11,276.00	11,276.00	10,179.42	9 %
250 Workers' Comp.	162.79	344.26	1,956.00	1,956.00	1,611.74	17 %
260 Health Insurance	4,606.77	11,207.19	48,261.00	48,261.00	37,053.81	23 %
330 Other Professional	256.52	256.52	3,000.00	3,000.00	2,743.48	8 %
582 Travel Out-of-Dist.	0.00	0.00	300.00	300.00	300.00	0 %
610 Supplies	1,237.46	2,938.46	11,200.00	11,200.00	8,261.54	26 %
640 Books	1,279.27	1,311.67	3,000.00	3,000.00	1,688.33	43 %
680 Software	0.00	0.00	260.00	260.00	260.00	0 %
Function Total :	33,767.39	69,417.37	384,404.00	384,404.00	314,986.63	18 %
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	0.00	624.36	800.00	800.00	175.64	78 %
350 Contracted Services	44.00	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 :	44.00	668.36	2,900.00	2,900.00	2,231.64	23 %
2400 School Admi n.						
111 Administrative	3,750.00	15,000.00	45,000.00	45,000.00	30,000.00	33 %
115 Office/Clerical	2,521.58	3,437.20	23,333.00	23,333.00	19,895.80	14 %
250 Workers' Comp.	38.92	120.23	424.00	424.00	303.77	28 %
260 Health Insurance	904.20	3,075.14	10,850.00	10,850.00	7,774.86	28 %
330 Other Professional	0.00	250.00	9,656.00	9,656.00	9,406.00	2 %
550 Printing & Binding	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
582 Travel Out-of-Dist.	121.69	223.81	300.00	300.00	76.19	74 %
640 Books	24.00	24.00	200.00	200.00	176.00	12 %
810 Dues and Fees	25.00	25.00	1,545.00	1,545.00	1,520.00	1 %
Function Total :	7,385.39	22,155.38	93,308.00	93,308.00	71,152.62	23 %
2500 Sup. Serv. -Business						
111 Administrative	1,908.71	5,726.13	22,905.00	22,905.00	17,178.87	25 %
250 Workers' Comp.	11.84	35.52	142.00	142.00	106.48	25 %
260 Health Insurance	324.00	972.00	3,888.00	3,888.00	2,916.00	25 %
330 Other Professional	49.00	1,835.50	8,447.00	8,447.00	6,611.50	21 %
532 Postage	49.76	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	110.00	110.00	125.00	125.00	15.00	88 %
Function Total :	2,453.31	8,961.12	38,744.00	38,744.00	29,782.88	23 %

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Avai lable Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
114 Custodial /Maint	817.54	2,510.66	9,790.00	9,790.00	7,279.34	25 %
250 Workers' Comp.	62.69	192.53	751.00	751.00	558.47	25 %
260 Health Insurance	242.80	729.23	3,240.00	3,240.00	2,510.77	22 %
330 Other Professional	0.00	956.50	3,537.00	3,537.00	2,580.50	27 %
411 Gas	0.00	0.00	7,488.00	7,488.00	7,488.00	0 %
412 Electricity	621.50	1,013.26	8,370.00	8,370.00	7,356.74	12 %
431 Disposal Services	124.44	369.72	1,470.00	1,470.00	1,100.28	25 %
520 Insurance	0.00	0.00	8,022.00	8,022.00	8,022.00	0 %
531 Telephone	1,201.60	1,989.65	4,500.00	4,500.00	2,510.35	44 %
610 Supplies	361.67	1,110.03	7,500.00	7,500.00	6,389.97	14 %
810 Dues and Fees	0.00	0.00	100.00	100.00	100.00	0 %
Function Total :	3,432.24	8,871.58	54,768.00	54,768.00	45,896.42	16 %
2620 Operation of Community Center						
114 Custodial /Maint	817.53	2,510.47	9,790.00	9,790.00	7,279.53	25 %
250 Workers' Comp.	62.69	192.51	751.00	751.00	558.49	25 %
260 Health Insurance	242.80	729.17	3,240.00	3,240.00	2,510.83	22 %
330 Other Professional	0.00	95.00	975.00	975.00	880.00	9 %
412 Electricity	542.88	1,024.89	8,278.00	8,278.00	7,253.11	12 %
431 Disposal Services	124.43	369.71	1,470.00	1,470.00	1,100.29	25 %
450 Rentals	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
610 Supplies	72.61	72.61	400.00	400.00	327.39	18 %
810 Dues and Fees	0.00	0.00	100.00	100.00	100.00	0 %
Function Total :	1,862.94	4,994.36	26,204.00	26,204.00	21,209.64	19 %
Program Total :	48,945.27	115,068.17	602,578.00	602,578.00	487,509.83	19 %
120 CONTINGENCY FUNDS						
2600 Oper. & Maint. Plant						
440 Repair and Maint.	831.93	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 :	831.93	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	6,000.00	6,000.00	0 %
Function Total :	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
Program Total :	831.93	6,386.41	30,949.00	30,949.00	24,562.59	20 %
128 Technology						
2500 Sup. Serv. -Business						
330 Other Professional	1,463.60	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	273.00	273.00	600.00	600.00	327.00	45 %
Function Total :	1,736.60	1,879.40	10,900.00	10,900.00	9,020.60	17 %
Program Total :	1,736.60	1,879.40	10,900.00	10,900.00	9,020.60	17 %
Program Group Total :	51,513.80	123,333.98	644,427.00	644,427.00	521,093.02	19 %
200 Special Programs						

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	2,645.82	2,645.82	13,138.00	13,138.00	10,492.18	20 %
250 Workers' Comp.	16.42	16.42	233.00	233.00	216.58	7 %
260 Health Insurance	508.60	508.60	12,960.00	12,960.00	12,451.40	3 %
Function Total :	3,170.84	3,170.84	50,704.00	50,704.00	47,533.16	6 %
6200 Resources Trans.						
920 Res. Trans. Other Sch	1,563.41	1,563.41	2,000.00	2,000.00	436.59	78 %
Function Total :	1,563.41	1,563.41	2,000.00	2,000.00	436.59	78 %
Program Total :	4,734.25	4,734.25	52,704.00	52,704.00	47,969.75	8 %
Program Group Total :	4,734.25	4,734.25	52,704.00	52,704.00	47,969.75	8 %
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	630.99	671.91	6,549.00	6,549.00	5,877.09	10 %
250 Workers' Comp.	3.92	4.17	503.00	503.00	498.83	0 %
260 Health Insurance	540.96	1,622.96	6,480.00	6,480.00	4,857.04	25 %
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 :	1,175.87	2,299.04	15,452.00	15,452.00	13,152.96	14 %
Program Total :	1,175.87	2,299.04	15,452.00	15,452.00	13,152.96	14 %
Program Group Total :	1,175.87	2,299.04	15,452.00	15,452.00	13,152.96	14 %
Fund Total :	57,423.92	130,967.27	716,207.00	716,207.00	585,239.73	18 %

110 TRANSPORTATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2500 Sup. Serv. -Business						
111 Administrative	795.30	2,385.90	9,544.00	9,544.00	7,158.10	24 %
250 Workers' Comp.	4.94	14.82	59.00	59.00	44.18	25 %
260 Health Insurance	135.00	405.00	1,620.00	1,620.00	1,215.00	25 %
Function Total :	935.24	2,805.72	11,223.00	11,223.00	8,417.28	25 %
2700 Student Transp.						
111 Administrative	1,250.00	5,000.00	15,000.00	15,000.00	10,000.00	33 %
250 Workers' Comp.	7.76	25.22	93.00	93.00	67.78	27 %
260 Health Insurance	121.40	485.60	1,620.00	1,620.00	1,134.40	29 %
513 Bus Contractors	8,666.99	17,333.98	87,483.00	87,483.00	70,149.02	19 %
515 Trans. Contingency	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
Function Total :	10,046.15	22,844.80	106,696.00	106,696.00	83,851.20	21 %
Program Total :	10,981.39	25,650.52	117,919.00	117,919.00	92,268.48	21 %
Program Group Total :	10,981.39	25,650.52	117,919.00	117,919.00	92,268.48	21 %
Fund Total :	10,981.39	25,650.52	117,919.00	117,919.00	92,268.48	21 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 15

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	1,903.47	2,136.63	17,056.00	17,056.00	14,919.37	12 %
250 Workers' Comp.	145.97	163.85	1,308.00	1,308.00	1,144.15	12 %
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	3,100.37	3,557.74	20,000.00	20,000.00	16,442.26	17 %
582 Travel Out-of-Dist.	0.00	0.00	600.00	600.00	600.00	0 %
610 Supplies	159.48	654.86	1,450.00	1,450.00	795.14	45 %
810 Dues and Fees	0.00	0.00	250.00	250.00	250.00	0 %
Function Total :	5,309.29	6,713.08	41,914.00	41,914.00	35,200.92	16 %
Program Total :	5,309.29	6,713.08	41,914.00	41,914.00	35,200.92	16 %
Program Group Total :	5,309.29	6,713.08	41,914.00	41,914.00	35,200.92	16 %
Fund Total :	5,309.29	6,713.08	41,914.00	41,914.00	35,200.92	16 %

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.	1,956.44	3,988.42	25,972.00	25,972.00	21,983.58	15 %
220 Teachers' Retirement	2,230.86	4,662.18	29,824.00	29,824.00	25,161.82	15 %
240 Unemployment Comp.	102.28	208.15	1,745.00	1,745.00	1,536.85	11 %
Function Total :	4,289.58	8,858.75	57,541.00	57,541.00	48,682.25	15 %
2400 School Admin.						
210 Social Security/Med.	384.72	1,602.15	4,558.00	4,558.00	2,955.85	35 %
220 Teachers' Retirement	325.12	1,625.62	4,679.00	4,679.00	3,053.38	34 %
230 PERS	201.73	274.98	1,772.00	1,772.00	1,497.02	15 %
240 Unemployment Comp.	24.45	86.52	330.00	330.00	243.48	26 %
Function Total :	936.02	3,589.27	11,339.00	11,339.00	7,749.73	31 %
2500 Sup. Serv. -Business						
210 Social Security/Med.	120.13	344.16	1,572.00	1,572.00	1,227.84	21 %
230 PERS	216.33	648.97	2,555.00	2,555.00	1,906.03	25 %
240 Unemployment Comp.	10.55	31.65	135.00	135.00	103.35	23 %
Function Total :	347.01	1,024.78	4,262.00	4,262.00	3,237.22	24 %
2600 Oper. & Maint. Plant						
210 Social Security/Med.	60.88	191.78	710.00	710.00	518.22	27 %
230 PERS	65.41	200.85	770.00	770.00	569.15	26 %
240 Unemployment Comp.	3.19	9.79	41.00	41.00	31.21	23 %
Function Total :	129.48	402.42	1,521.00	1,521.00	1,118.58	26 %
2620 Operation of Community Center						
210 Social Security/Med.	60.88	191.74	710.00	710.00	518.26	27 %
230 PERS	65.40	200.84	753.00	753.00	552.16	26 %
240 Unemployment Comp.	3.19	9.80	41.00	41.00	31.20	23 %
Function Total :	129.47	402.38	1,504.00	1,504.00	1,101.62	26 %
2700 Student Transp.						
210 Social Security/Med.	95.63	95.63	1,115.00	1,115.00	1,019.37	8 %
220 Teachers' Retirement	108.38	108.38	1,350.00	1,350.00	1,241.62	8 %
240 Unemployment Comp.	4.88	4.88	68.00	68.00	63.12	7 %
Function Total :	208.89	208.89	2,533.00	2,533.00	2,324.11	8 %
Program Total :	6,040.45	14,486.49	78,700.00	78,700.00	64,213.51	18 %
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 :	6,040.45	14,486.49	79,247.00	79,247.00	64,760.51	18 %
200 Special Programs						
280 Special Education						
1000 Instruction						
210 Social Security/Med.	127.46	127.46	1,016.00	1,016.00	888.54	12 %
220 Teachers' Retirement	229.39	229.39	1,262.00	1,262.00	1,032.61	18 %
240 Unemployment Comp.	10.32	10.32	62.00	62.00	51.68	16 %
Function Total :	367.17	367.17	2,340.00	2,340.00	1,972.83	15 %

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 :	367.17	367.17	5,663.00	5,663.00	5,295.83	6%
Program Group Total :	367.17	367.17	5,663.00	5,663.00	5,295.83	6%
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
210 Social Security/Med.	113.36	133.86	525.00	525.00	391.14	25%
220 Teachers' Retirement	54.71	58.26	187.00	187.00	128.74	31%
230 PERS	152.28	170.93	1,328.00	1,328.00	1,157.07	12%
240 Unemployment Comp.	9.88	10.95	81.00	81.00	70.05	13%
Function Total :	330.23	374.00	2,121.00	2,121.00	1,747.00	17%
Program Total :	330.23	374.00	2,121.00	2,121.00	1,747.00	17%
Program Group Total :	330.23	374.00	2,121.00	2,121.00	1,747.00	17%
Fund Total :	6,737.85	15,227.66	87,031.00	87,031.00	71,803.34	17%

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:	80,452.45	178,558.53	996,304.00	996,304.00	817,745.47	17%

SUPERINTENDENT'S EVALUATION (Sample #1)

2012

Below are the expectations of an effective superintendent. You are asked to give **one rating of the superintendent's overall performance as an administrator**. In support of your overall rating, please comment on any or all of the individual components. Comments include commendations, recommendations or observations.

Rating: (Choose one rating that reflects your overall evaluation of the superintendent's performance during the rating period.)

- Exceeds expectations
- Meets expectations
- Does not meet expectations

1. Serves as Chief Executive Officer (CEO) of the Board of Trustees by maintaining communication, making sound recommendations for board action and by carrying out board policies.
2. Acts as educational leader of the schools by supervising administrative staff, overseeing curriculum development and instruction, and promoting staff development.
3. Directs community relations activities by maintaining communication with the news media, representing the school district's interests with local government and businesses, and responding to the concerns of the public.
4. Oversees personnel management by planning staffing needs, ensuring that personnel policies and the evaluation of all staff are in place, and encouraging staff participation in planning and decision-making.
5. Oversees student personnel services by providing for the health and safety of students, implementing polices to respond to inappropriate student behavior, and maintaining accurate student records.

6. Oversees financial management by proposing a balanced district budget, managing expenditures within the approved budget, and anticipating future financial needs.

7. Oversees facility management by maintaining safety and functionality in all district owned property and planning for future facility needs.

8. Provides leadership towards making progress in each of the district's goal areas.

Signature of Trustee

Date

SUPERINTENDENT EVALUATION (Sample #2)

This evaluation checklist may prompt areas of discussion which can be of mutual benefit to the Board and the Superintendent in understanding their respective roles and performance. Feel free to make narrative comments that might foster such discussion.

Rating System: 5 – Almost Always; 4 – Usually; 3 – Sometimes; 2 – Not Often;
 1 – Never; 0 – Do Not Know/Not Applicable

OVERALL MANAGEMENT AND OPERATIONS OF THE DISTRICT

The Superintendent:

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. Directs and assigns administrators, teachers and other employees of the district effectively. | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Organizes (reorganizes) and arranges the administrative and supervisory staff to effectively serve district needs, subject to the approval of the board of trustees. | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Oversees the selection of all personnel, subject to the approval of the board of trustees. | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Develops and recommends courses of instruction to the board of trustees for their consideration and approval. | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Oversees the fiscal management of the district in conjunction with the District Clerk. | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. Implements and administers the policies of the board of trustees. | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. Suggests policies and regulations for consideration by the board of trustees. | 5 | 4 | 3 | 2 | 1 | 0 |
| 8. Institutes rules and procedures deemed necessary for the efficient and good order of the school district. | 5 | 4 | 3 | 2 | 1 | 0 |
| 9. In general, performs all duties incident to the office of the Superintendent as prescribed by law. | 5 | 4 | 3 | 2 | 1 | 0 |
| 10. In general, performs other duties as may be prescribed by the board of trustees. | 5 | 4 | 3 | 2 | 1 | 0 |

Narrative Comments:

SECTION SCORE	5	4	3	2	1	0
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LONG-RANGE PLANNING

The Superintendent:

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. Provides support to the board for long-range planning. | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Supports the board in short-range planning, as through the development of appropriate board agenda items. | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Provides leadership to both the process and outcome of planning, especially to the board and the cabinet. | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Offers constructive, well-considered ideas. | 5 | 4 | 3 | 2 | 1 | 0 |

Narrative Comments:

SECTION SCORE 5 4 3 2 1 0

MANAGEMENT STYLE

The Superintendent:

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. Delegates authority to operate various segments of the school district appropriately. | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Takes responsibility for the actions of subordinates and/or the results produced. | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Fosters a working climate in which staff members can carry out their responsibilities effectively. | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Seeks input from those most directly affected by executive decisions. | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Considers the counsel of various individuals and groups. | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. Includes staff in operational decisions appropriately. | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. Gives recognition to staff for specific as well as overall accomplishments. | 5 | 4 | 3 | 2 | 1 | 0 |
| 8. Mediates and resolves conflicts when necessary. | 5 | 4 | 3 | 2 | 1 | 0 |
| 9. Interacts positively with individuals on the administrative, teaching and support staffs. | 5 | 4 | 3 | 2 | 1 | 0 |

Narrative Comments:

SECTION SCORE 5 4 3 2 1 0

HUMAN RESOURCES MANAGEMENT

The Superintendent:

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. Prepares or amends job descriptions when necessary and guides the search and selection process for high quality employees. | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. Assists the board in managing contract negotiations. | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. Helps the board to effectively manage its labor contracts in accordance with the District Labor Relations Mission statement | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. Keeps the board of trustees informed of appropriate state and federal regulations under which the district is legally bound. | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. Recommends personnel policies necessary and beneficial for the efficient functioning of the school district staff for consideration of the board of trustees. | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. Manages the personnel budgets and reports all personnel actions to the board. | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. Reports on the number of employees by category monthly and oversees the preparation of a personnel action report. | 5 | 4 | 3 | 2 | 1 | 0 |
| 8. Formulates and administers a program of supervision for the district's employees. | 5 | 4 | 3 | 2 | 1 | 0 |
| 9. Recommends a schedule of salaries to the board for its consideration. | 5 | 4 | 3 | 2 | 1 | 0 |
| 10. Oversees the assignment, transfer or reassignment of personnel in a way that helps secure the highest efficiency of the staff (in accord with existing contracts). | 5 | 4 | 3 | 2 | 1 | 0 |
| 11. Responds to both state and federal, as well as Educational Research Service (ERS), reporting needs in the area of personnel. | 5 | 4 | 3 | 2 | 1 | 0 |
| 12. Recommends termination of personnel as may be necessary for financial or other reasons, in accordance with statute. | 5 | 4 | 3 | 2 | 1 | 0 |

Narrative Comments:

SECTION SCORE	5	4	3	2	1	0
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MANAGEMENT OF CURRICULUM INSTRUCTION

The Superintendent:

- | | | | | | | | |
|-----|--|---|---|---|---|---|---|
| 1. | Proposes a school calendar to the board for the ensuing year. | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. | Focuses on instructional improvement as a high priority in the district. | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. | Provides professional leadership for the educational programs of the schools. | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. | Assesses necessary changes in educational policies, presenting such changes to the board of trustees for its consideration. | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. | Develops a system for regularly reporting to and informing the board about the district's educational programs. | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. | Oversees the curriculum development cycle, subject to the board's approval. | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. | Oversees the staff development programs and budgets of the district, subject to the board's approval. | 5 | 4 | 3 | 2 | 1 | 0 |
| 8. | Defines the attendance areas for the various buildings in the district, subject to board approval. | 5 | 4 | 3 | 2 | 1 | 0 |
| 9. | Oversees compliance with Board of Public Education Accreditation Standards and, for high schools, requirements of the Northwest Association of Schools and Colleges. | 5 | 4 | 3 | 2 | 1 | 0 |
| 10. | Responds to required state reporting needs. | 5 | 4 | 3 | 2 | 1 | 0 |
| 11. | Formulates and administers a program of instructional supervision within the schools. | 5 | 4 | 3 | 2 | 1 | 0 |
| 12. | Articulates standards that provide the board a basis for measuring the district's effectiveness in each program area. | 5 | 4 | 3 | 2 | 1 | 0 |

Narrative Comments:

SECTION SCORE 5 4 3 2 1 0

BUSINESS AND FISCAL MANAGEMENT

The Superintendent:

- | | | | | | | | |
|----|--|---|---|---|---|---|---|
| 1. | Prepares and submits to the board of trustees a preliminary budget for the ensuing fiscal year. | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. | Works effectively with the board to allocate district resources (human and financial) to instructional and operational priorities of the district. | 5 | 4 | 3 | 2 | 1 | 0 |

3.	Reports on attendance and takes action on truancies.	5	4	3	2	1	0
4.	Seeks to assure financial stability for the district.	5	4	3	2	1	0
5.	Administers the district's budgets, within the broad appropriations areas approved by the board of trustees.	5	4	3	2	1	0
6.	Accords with laws governing budgets, purchases and expenditures.	5	4	3	2	1	0
7.	Develops and oversees a plan for maintenance and improvement of buildings and site facilities as may be needed to properly provide for an adequate educational program, subject to the approval of the board of trustees.	5	4	3	2	1	0
8.	Assures that an annual report on the fiscal management of the school system, including an annual audit, is reported to the board of trustees, submitted on a reasonable timetable that is understood by the board.	5	4	3	2	1	0
9.	Accounts for all property and other fixed assets in accordance with generally accepted accounting procedures.	5	4	3	2	1	0
10.	Assures a safe and orderly environment conducive to learning for students and staff.	5	4	3	2	1	0
11.	Responds to state, federal, and Educational Research Service (ERS) reporting needs in the area of budgets.	5	4	3	2	1	0
12.	Ascertains that the district and its agents act in accordance with all contracts entered into by the district.	5	4	3	2	1	0

Narrative Comments:

SECTION SCORE 5 4 3 2 1 0

GENERAL ADMINISTRATION

The Superintendent:

1.	Takes appropriate action (and reports such action to the board) in matters not specifically covered by board policies.	5	4	3	2	1	0
2.	Generally attends to the prioritization and meeting of needs within the district, informing the board appropriately.	5	4	3	2	1	0
3.	Anticipates needs in the district.	5	4	3	2	1	0
4.	Displays initiative in assessing and guiding appropriate change.	5	4	3	2	1	0
5.	Demonstrates personal effectiveness in planning and organization.	5	4	3	2	1	0

6.	Elicits an optimum effort from most people in pursuit of quality education.	5	4	3	2	1	0
7.	Maintains an accountable management system that assures that duties which are delegated are performed properly.	5	4	3	2	1	0
8.	Responds effectively to critical issues faced by the board and the district.	5	4	3	2	1	0

Narrative Comments:

SECTION SCORE 5 4 3 2 1 0

RELATIONS WITH THE BOARD

The Superintendent:

1.	Works effectively with the chairperson and vice chairperson.	5	4	3	2	1	0
2.	Plans effectively for board meetings.	5	4	3	2	1	0
3.	Allows for board input concerning the agenda and timely information necessary for board decisions.	5	4	3	2	1	0
4.	Offers recommendations for board action on agenda items based on thoughtful study and analysis, serving in an advisory capacity.	5	4	3	2	1	0
5.	Is responsive to board requests for information and directives.	5	4	3	2	1	0
6.	Proposes new policies to the board for study and adoption as the necessity for such arises.	5	4	3	2	1	0
7.	Provides rules, instructions, and follow-up for employees in such a way as to oversee the board of trustees' implementation of the policies.	5	4	3	2	1	0
8.	Assists the board to operate within a framework of all applicable legal statutes and requirements of the State of Montana.	5	4	3	2	1	0
9.	Helps the board periodically review and update its policies.	5	4	3	2	1	0
10.	Keeps the board informed of district programs, operations and issues/problems.	5	4	3	2	1	0
11.	Keeps the board informed regarding pertinent external matters.	5	4	3	2	1	0
12.	Facilitates board training and board development in a variety of ways.	5	4	3	2	1	0
13.	Brings special issues to the attention of the board in a timely fashion.	5	4	3	2	1	0

Narrative Comments:

SECTION SCORE 5 4 3 2 1 0

COMMUNITY/SCHOOL RELATIONS

The Superintendent:

- | | | | | | | | |
|----|---|---|---|---|---|---|---|
| 1. | Helps the board articulate a vision of education within the broader community. | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. | Serves as a clear and able advocate for the board and district. | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. | Visits schools and school events regularly. | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. | Is active in community affairs. | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. | Offers guidance and information to community members and groups interested in the schools. | 5 | 4 | 3 | 2 | 1 | 0 |
| 6. | Supports parental involvement in and partnership with the schools. | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. | Possesses interpersonal skills which fosters collaboration from and within various segments of the community. | 5 | 4 | 3 | 2 | 1 | 0 |
| 8. | Maintains a positive image in the community and is respected as a professional in the district and community. | 5 | 4 | 3 | 2 | 1 | 0 |

Narrative Comments:

SECTION SCORE 5 4 3 2 1 0

MANAGEMENT OF PUBLIC RELATIONS

The Superintendent:

- | | | | | | | | |
|----|--|---|---|---|---|---|---|
| 1. | Disseminates positive and timely publicity and information about the district. | 5 | 4 | 3 | 2 | 1 | 0 |
| 2. | Is accessible to the media and is responsive to the news media's requests for information. | 5 | 4 | 3 | 2 | 1 | 0 |
| 3. | Is candid and honest with media representatives. | 5 | 4 | 3 | 2 | 1 | 0 |
| 4. | Is professional and pleasant with media representatives. | 5 | 4 | 3 | 2 | 1 | 0 |
| 5. | Helps build effective and lasting media relations. | 5 | 4 | 3 | 2 | 1 | 0 |

Narrative Comments:

SECTION SCORE 5 4 3 2 1 0

PERSONAL AND PROFESSIONAL QUALITIES

The Superintendent:

1. Communicates clearly in both prepared and extemporaneous settings.	5	4	3	2	1	0
2. Demonstrates effective written communication skills.	5	4	3	2	1	0
3. Speaks articulately and clearly.	5	4	3	2	1	0
4. Is an effective facilitator in group process.	5	4	3	2	1	0
5. Displays courage of his/her own convictions to be decisive.	5	4	3	2	1	0
6. Seeks appropriate feedback.	5	4	3	2	1	0
7. Accepts and makes use of constructive criticism.	5	4	3	2	1	0
8. Displays a desire to improve his/her professional skills.	5	4	3	2	1	0
9. Is honest and ethical.	5	4	3	2	1	0
10. Enlists the trusts of others.	5	4	3	2	1	0
11. Is an active listener.	5	4	3	2	1	0
12. Possesses leadership skills commensurate with top-level management.	5	4	3	2	1	0
13. Presents a demeanor of which the board can be proud and to which others can respond positively.	5	4	3	2	1	0

Narrative Comments:

SECTION SCORE 5 4 3 2 1 0

OVERALL ASSESSMENT

In narrative form, please offer suggestions that might be of constructive assistance to the superintendent and, as it pertains to his/her performance, to the district.

Superintendent Evaluation (Sample #3)

(Name)

Fiscal Year, ()

For Contract Ending June 30, ()

Date of Review: ()

Purpose: This evaluation is conducted to provide the Superintendent with the School Board’s assessment of work for the _____ School District. As well, it is conducted to provide the School Board with the Superintendent’s self-evaluation and goals for the future. A further intent of the evaluation is to strengthen the working relationship between the School Board and the Superintendent for the achievement of their mutual goals: To improve academic achievement and the quality of the educational experience of our students.

Process: Each Trustee shall complete their part of this evaluation form individually, and each form shall be signed and dated. After the executive session designed for discussion of the evaluation, the Board Chair or her designee shall prepare a composite evaluation form, which also reflects goals agreed upon for the upcoming year. This evaluation form, after being signed by the Superintendent and the Board, shall be placed in the personnel file of the Superintendent. Each Board Member’s evaluation, used as the source documents for the composite, shall be given to the Superintendent for her own information and use.

Performance Standards: The six performance standards are those articulated by the Interstate School Leaders Licensure Consortium (ISLLC) – Standards for School Leaders.

Standard 1 – Visionary Leadership

The superintendent is an educational leader who promotes the success of all students by **facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.**

Superintendent’s Comments:

Describe goals from previous annual evaluation. Outline progress toward goals. Reflect upon strengths, weaknesses.

Superintendent’s Goals:

Describe goal(s). Describe why goal is important for district. Outline strategies to reach goals.

Trustee Comments and Goals for Superintendent:

Standard 2: Instructional Leadership

A superintendent is an educational leader who promotes the success of all students by **advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.**

Superintendent’s Comments:

Superintendent’s Goals:

Trustee Comments and Goals for Superintendent:

Standards 3: Organizational Management

A superintendent is an educational leader who promotes the success of all students by **ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.**

Superintendent's Comments:

Superintendent's Goals:

Trustee Comments and Goals for Superintendent:

Standard 4: Public Relations

The superintendent is an educational leader who promotes the success of all students by **collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.**

Superintendent's Comments:

Superintendent's Goals:

Trustee Comments and Goals for Superintendent:

Standard 5: Ethical Leadership

The superintendent is an educational leader who promotes the success of all students by **acting with integrity, fairness and in an ethical manner.**

Superintendent's Comments:

Superintendent's Goals:

Trustee Comments and Goals for Superintendent:

Standard 6: Leadership in a Larger Context

A superintendent is an educational leader who promotes the success of all students by **understanding, responding to, and influencing the larger political, social, economic, legal and cultural context.**

Superintendent's Comments:

Superintendent's Goals:

Trustee Comments and Goals for Superintendent:

To School Board Trustee:

Do you have any additional comments regarding the Superintendent that have a bearing on this evaluation?

Evaluator's Signature & Date

Superintendent's Signature & Date

COMPONENTS OF EFFECTIVE ADMINISTRATION

(sample #4)

1. Serves as chief executive officer of the school board.

(Refer to Superintendent's Job Description – Sections A and F)

Rating: _____ Exceeds expectations
 _____ Meets expectations
 _____ Does not meet expectations

Comments (Including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent's responsibilities. The list is not intended to be either exhaustive or complete:

- Proposes and implements policies of the school board.
- Reports to the school board about the status of programs, personnel and operations of the district.
- Facilitates the decision-making process for the board by making sound recommendations for board action which are consistent with the district's vision, mission statements and board goals.
- Communicates as liaison between the school board and school personnel.
- Informs the school board about statutes and rules of the State of Montana, federal laws, and current trends and developments in education.
- Prepares and distributes notices and agendas of meetings to the school board.
- Keeps school board adequately informed of the superintendent's activities, particularly those activities affecting the functioning of the school district.
- Attends meetings of the board and takes part in deliberations, but does not vote.
- Ensures the filing of all reports required by statute or regulation.

2. Acts as the educational leader of the schools.

(Refer to Superintendent's Job Description – Sections B, D, G, K, and M)

Rating: _____ Exceeds expectations
 _____ Meets expectations
 _____ Does not meet expectations

Comments (Including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent’s responsibilities. The list is not intended to be either exhaustive or complete:

- Supervises all administrative staff.
- Oversees planning and evaluation of curriculum and instruction.
- Devises procedures for adopting textbooks and other instructional materials for approval by the school board.
- Visits schools on a regular basis.
- Maintains a current knowledge of developments in curriculum and instruction through continuing education.
- Supervises staff development.
- Keeps the public informed about modern educational practices, educational trends, and the practices and problems of the school district.
- Administers and supervises the educational program of the district.
- Shows respect in dealing with the public, board and district staff.

3. Directs community relations activities.
(Refer to Superintendent’s Job Description – Section L)

Rating: _____ Exceeds expectations
 _____ Meets expectations
 _____ Does not meet expectations

Comments (Including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent’s responsibilities. The list is not intended to be either exhaustive or complete:

- Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school district.
- Responds to concerns expressed in the community.
- Maintains contacts with the news media.
- Maintains a recognized presence in community activities.
- Involves the community in planning and problem solving for the schools.
- Represents the district with other school systems, social institutions, business firms, government agencies and the general public.

4. Oversees staff personnel management.
(Refer to Superintendent’s Job Description – Section E)

Rating: _____ Exceeds expectations
 _____ Meets expectations
 _____ Does not meet expectations

Comments (Including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent’s responsibilities. The list is not intended to be either exhaustive or complete:

- Organizes recruitment of personnel.
- Assigns personnel to schools and offices.
- Ensures administration of personnel policies and programs.
- Implements an evaluation process for all personnel.
- Maintains up-to-date job descriptions for all personnel.
- Encourages staff initiative and participation in planning and decision making.

5. Oversees student personnel services.
(This item is not in the Superintendent’s Job Description)

Rating: _____ Exceeds expectations
 _____ Meets expectations
 _____ Does not meet expectations

Comments (Including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent’s responsibilities. The list is not intended to be either exhaustive or complete:

- Ensures adequate student record system.
- Implements policies and programs relating to behavior and discipline of students.
- Oversees programs for health and safety of students.
- Communicates as liaison between schools and community social agencies.

6. Oversees financial management
(Refer to Superintendent’s Job Description – Sections H and I)

Rating: _____ Exceeds expectations
 _____ Meets expectations
 _____ Does not meet expectations

Comments (Including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent’s responsibilities. The list is not intended to be either exhaustive or complete:

- Prepares and proposes a balanced district budget in accordance with the law.
- Approves and directs, in accordance with the law and regulations of the board, purchases and expenditures within the limits of the budget.

- Maintains a complete and accurate inventory of district assets.
- Reports to the school board on financial condition of the schools.
- Establishes procedures for procurement of equipment and supplies.

7. Oversees facilities management.

(Refer to Superintendent’s Job Description – Section J)

- Rating:** _____ Exceeds expectations
 _____ Meets expectations
 _____ Does not meet expectations

Comments (Including suggestions for improvement and commendations):

The following bulleted items serve as examples to illustrate our collective understanding of the above superintendent’s responsibilities. The list is not intended to be either exhaustive or complete:

- Prepares long- and short-range plans for facilities and sites.
- Ensures the maintenance of school property and safety of personnel and property.
- Inspects school property on a regular basis.
- Supervises utilization of school property in accordance with board policy.
- Monitors any construction, renovation and demolition of school facilities.
- Represents the school before local or state agencies controlling building requirements or providing financing for buildings.

Please rate the superintendent’s performance and his efforts to accomplish the board’s adopted goals. (In the future we will insert District Goals.)

8. School District Goals for the _____ School Year:

SUPERINTENDENT ANNUAL ASSESSMENT (Sample #5)

STATEMENT OF PURPOSE

The purpose of a facilitated Superintendent formal assessment includes:

- ✓ Enhancing the Superintendent's effectiveness.
- ✓ Clarifying for the Superintendent and the Board members the responsibilities expected of each other.
- ✓ Strengthening the working relationship between the Board and the Superintendent.
- ✓ Assuring the board that its policies are being followed and carried out.

DESIRED OUTCOMES

The facilitated process will provide:

- ✓ A less threatening atmosphere for Superintendents.
- ✓ An annual written assessment of the current status of the Superintendent's performance from a third party, if desired.
- ✓ Documentation of the Superintendent's performance over time.
- ✓ Increased accountability as a result of objective evaluation.

RESPONSIBILITIES

Superintendent:

- ✓ Complete the roles and responsibilities assessment.
- ✓ Return the assessment to MTSBA for compilation.

MTSBA:

- ✓ Supply the assessment forms.
- ✓ Compile the results from the assessment.
- ✓ Facilitate in an executive session with the Superintendent. Or,
- ✓ Draft a composite narrative of the assessment with recommendations for the Superintendent.

RATING SCALES

The ranking of the reasonable expectations for the Superintendent in the accomplishment of his/her duties.

- 1 - Exceeds Expectations (performance above the call of duty)
- 2 - Meets Expectations (performance is satisfactory)
- 3 - Meets Expectations (performance may need attention)
- 4 - Below Expectations (performance needs attention)

1 - GENERAL

Expectations

Exceeds Meets Below

1. As the chief executive officer of the Board, the Superintendent is responsible for implementing Board policies and directives.
1 2 3 4

2. Coordinates the operation of the schools, supervision of the instructional programs and management of the District personnel.
1 2 3 4

3. Provides educational leadership to the Board, staff, students, and community
1 2 3 4

4. Identifies needs of the District and reports them to the Board
1 2 3 4

5. Keeps the Board aware of statewide and national developments and changes
1 2 3 4

6. Continually upgrades his/her professional knowledge and qualification through membership and participation in professional associations, conferences, and workshops.
1 2 3 4

2 - POLICY

Expectations

Exceeds Meets Below

1. Acts as advisor to the Board in areas needing policy development or revision
1 2 3 4
2. Drafts written policy and provides the Board with necessary data and information for policy adoption
1 2 3 4
3. Maintains current, up-to-date manual of adopted policies.
1 2 3 4
4. Develops rules, regulations and procedures necessary to implement the Board's policies
1 2 3 4
5. Identifies policy areas which the Board should revise, rewrite, or repeal as the needs of the District or laws and regulations change
1 2 3 4

3 - MEETINGS

Expectations

Exceeds Meets Below

1. Serves as an advisor to the Board during regularly scheduled meetings
1 2 3 4
2. Assures compliance with all legal requirements relative to the posting of notices and maintenance of meeting records
1 2 3 4

3. Identifies areas of business which the Board should address at meetings
1 2 3 4
4. Prior to a meeting, provides Board members with sufficient information for decision making
1 2 3 4
5. Implements Board decisions and instructions developed at meetings
1 2 3 4
6. Assures that Board meetings, including executive sessions, meet the requirements of the law
1 2 3 4

4 - BUDGET/FINANCE

Expectations

Exceeds Meets Below

1. Prepares a detailed budget based on the Board's priorities and parameters
1 2 3 4
2. Presents a budget to the Board and/or budget committee for consideration and approval
1 2 3 4
3. Administers the budget assuring that the expenditures of the District funds are within the legal requirements of the budget
1 2 3 4
4. Acts as a resource to the Board within the framework of the District audit
1 2 3 4

5 - INSTRUCTION

Expectations

Exceeds Meets Below

1. Provides leadership to the Board and staff in the continuous development, implementation and evaluation of the instructional program

1 2 3 4

2. Recommends appropriate graduation standards and methods to measure their attainment

1 2 3 4

3. Assigns staff to instructional areas and informs the Board.

1 2 3 4

4. Regularly schedules presentations and reports by staff on various segments of the instructional program as requested by the Board

1 2 3 4

5. Recommends and implements policy on selection of instructional materials and equipment

1 2 3 4

6 - PERSONNEL

Expectations

Exceeds Meets Below

1. Recommends to the Board the employment or dismissal of all certified and classified staff

1 2 3 4

2. Responsible for supervision of all employees of the District.

1 2 3 4

3. Establishes job descriptions for all positions.

1 2 3 4

4. Serves as the Board's liaison with staff.

1 2 3 4

5. Fosters good working relationships with staff members.

1 2 3 4

6. Develops a systematic plan for evaluating the performance of all District personnel

1 2 3 4

7. Delegates authority to staff members as appropriate.

1 2 3 4

7 - COMMUNITY RELATIONS

Expectations

Exceeds Meets Below

1. Informs and interprets school programs and activities to the community

1 2 3 4

2. Serves as the Board's liaison with appointed advisory committees

1 2 3 4

3. Establishes a working relationship with the news media.

1 2 3 4

4. Makes recommendations to the Board for resolution of complaints that cannot be solved at the administrative level

1 2 3 4

8 - LABOR RELATIONS

Expectations

Exceeds Meets Below

1. Provides factual data to Board and/or salary committee.

1 2 3 4

2. Administers contracts or agreements as appropriate.

1 2 3 4

9 - STUDENT SERVICES

Expectations

Exceeds Meets Below

1. Recommends and implements policy and rules to maintain adequate services and appropriate control of students

1 2 3 4

2. Develops and implements procedures to deal with health and safety emergencies

1 2 3 4

3. Provides for the direction and supervision of student activities.

1 2 3 4

10 - FACILITIES/ TRANSPORTATION/ FOOD SERVICES

Expectations

Exceeds Meets Below

1. Provides for the upkeep of facilities and maintenance of equipment
1 2 3 4
2. Prioritizes long-range plans for preventive maintenance of buildings, grounds and equipment
1 2 3 4
3. Recommends and supervises the public use of buildings, facilities and equipment
1 2 3 4
4. Supervises the transportation of the District assigning staff as appropriate
1 2 3 4
5. Supervises the food service program, assigning staff as appropriate
1 2 3 4

11 – SUPERINTENDENT AS INSTRUCTIONAL LEADER

Personal Qualities

Expectations

Exceeds Meets Below

1. Is committed to achieving personal and District goals.
1 2 3 4
2. Listens well to opposing viewpoints.
1 2 3 4
3. Inspires "big picture" thinking.
1 2 3 4

4. Inspires loyalty and team effort.

1 2 3 4

5. Models education values for staff and Board.

1 2 3 4

6. Demonstrates a bias for action.

1 2 3 4

7. Develops leadership by entrusting and sharing.

1 2 3 4

8. Evidences a genuine sense of humor.

1 2 3 4

9. Reflects honesty and integrity through communications and relationships

1 2 3 4

10. Knows how and when to ask for help.

1 2 3 4

11. Demonstrates commitment to leading the District.

1 2 3 4

12. Takes time for personal health and well-being.

1 2 3 4

13. Evaluates administrators through an annual performance plan

1 2 3 4

14. Displays an image of confidence.

1 2 3 4

15. Is a decisive leader.

1 2 3 4

16. Considers implications and options before making recommendations and/or decisions

1 2 3 4

17. Anticipates public reaction to recommendations and/or decisions

1 2 3 4

18. Appears to meet crises effectively.

1 2 3 4

19. Accepts responsibility, does not "pass the buck".

1 2 3 4

20. Is a person to be trusted.

1 2 3 4

COMMENTS: Comments are encouraged and strongly recommended for all "4" marks.

Revised Superintendent Evaluation Questionnaire

Please rate the Superintendent 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 Superintendent 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 Superintendent 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 Superintendent 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 Superintendent 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 Superintendent 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 Superintendent 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 Superintendent 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 Superintendent 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 Superintendent 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 Superintendent 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 Superintendent'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.

Superintendent Overall Performance Rating: (Circle One)

Highly Exceeds Expectations

Exceeds Expectations

Meets Expectations

Needs Improvement

Unacceptable

Domain One: Vision and Goals

	Unsatisfactory	Developing	Proficient	Exemplary
<p><u>Assessing Data</u> Principal, in collaboration with others, uses multiple sources of information and assists in analyzing data to establish rigorous and concrete school improvement goals in the context of student achievement and instructional programs.</p>	Rarely utilizes student achievement data to develop clear and rigorous school improvement goals.	Utilizes student achievement data to develop school improvement goals but the goals may lack clarity or rigor and/or goals are not developed collaboratively.	Utilizes student qualitative and quantitative data to collaboratively diagnose the current state of the school, inform decision making processes and develop rigorous, concrete school improvement goals.	Engages staff to analyze quantitative and qualitative data to diagnose the current state of the school, inform decision making processes and develop rigorous, concrete school improvement goals.
<p><u>Implementing Vision & Goals</u> Principal provides leadership for major initiatives and change efforts relative to the school improvement goals. Principal is committed to doing the work required for continuous school improvement.</p>	Rarely share strategies to achieve school improvement goals; provides minimal support to staff through the change process; easily loses focus on improving student achievement.	Drafts a strategic plan that identifies strategies for achieving school improvement goals; supports staff in the change process at a minimal level; believes in the potential for improving student achievement.	Develops and implements a strategic plan with milestones and strategies to achieve school improvement goals; supports staff in the change process by encouraging questions and dialogue; focuses actions and conversations on improving student achievement.	Engages staff in developing and implementing a strategic plan with milestones and strategies to meet school improvement goals; proactively leads staff through the change process creating opportunities to express opinions/perceptions; focuses all actions and conversations on improving student achievement.
<p><u>Promoting Vision and Goals</u> Principal promotes high expectations for teaching and learning. Principal is committed to ensuring that all students have the knowledge and skills necessary to succeed in future educational activities.</p>	Lacks a vision that focuses on student achievement for all students; learning experiences are not aligned with a continuous school improvement plan.	Creates a vision for high student achievement; implements learning experiences that generally align with a continuous school improvement plan.	Develops a vision for high student achievement and career/ college readiness for all students and effective teaching for all staff; works with staff to implement effective learning experiences aligned with a continuous school improvement plan.	Engages diverse stakeholders in collaboratively developing a vision of high student achievement and career/college readiness for all students and effective teaching for all staff; builds capacity of staff to deliver quality learning experiences aligned to a continuous school improvement plan.
<p><u>Communicating Vision and Goals</u> Principal communicates effectively to stakeholders about progress towards meeting school improvement goals. Principal participates in a process to regularly monitor, evaluate and revise a continuous school improvement plan.</p>	Shares inaccurate and/or incomplete information with stakeholders about progress toward school improvement goals; rarely connects student achievement data with a continuous school improvement plan.	Shares limited information with stakeholders about progress toward meeting school improvement goals; connects student achievement data with continuous school improvement in a limited fashion.	Utilizes two-way communication with stakeholders to share the progress toward meeting school improvement goals. Develops and implements systems to analyze data to monitor progress and implement revised strategies to a continuous school improvement plan.	Facilitates effective two-way communication structures with stakeholders to share progress toward school improvement goals; engages staff to analyze formative and summative data to monitor, evaluate, and a continuous school improvement plan.

Domain Two: Culture of Learning

Criteria for Evaluation	Unsatisfactory	Developing	Proficient	Exemplary
<p><u>Advocating a Culture of Learning</u> Principal provides leadership for assessing, developing, and improving school culture and instructional programs conducive to student learning. Principal articulates the desired school instructional program and shows evidence of how the principal reinforces the instructional program and culture.</p>	Rarely fosters a culture that focuses on learning by supporting a curriculum that is based on the District's standards; rarely ensures that staff implements instructional strategies that support student learning.	Attempts to foster a culture focused on student learning by developing and supporting implementation of the District's standards; provides limited support in the use of instructional strategies or pedagogical methods that support student learning.	Supports a culture focused on student learning by implementing rigorous curriculum aligned to the District's standards; supports staff in implementing rigorous instructional strategies and pedagogical methods that support student learning.	Develops a culture focused on student learning by implementing rigorous curriculum aligned to the District's standards; engages staff to implement rigorous instructional strategies and pedagogical methods that support student learning.
<p><u>Monitoring a Culture of Learning</u> Principal participates in monitoring and evaluating the effectiveness of curriculum, instruction, or assessment. Principal evaluates staff and provides ongoing coaching for improvement. Principal uses a variety of sources of information to make decisions.</p>	Completes district evaluation system based on limited evidence; classroom observation feedback is based on limited data; rarely holds teachers accountable for implementing feedback; rarely uses student outcomes or teacher practice to make decisions on instructional improvement and teacher effectiveness.	Completes district evaluation system based on adequate evidence; classroom observation feedback is global and not specific; attempts to hold teachers accountable for implementing feedback; uses some evidence of teacher practice and student outcomes to make decisions on instructional improvement and teacher effectiveness.	Implements a consistent district evaluation system based on solid evidence; provides actionable feedback based on evidence gathered by frequent formal and informal observations; ensures teachers implement feedback; uses evidence of teacher practice and student outcomes to make decisions on instructional improvement and teacher effectiveness.	Implements a rigorous, consistent district evaluation system based on clear, concise evidence; provides continuous, actionable feedback based on evidence gathered by frequent formal and informal observations; closely monitors teachers to ensure they implement feedback; uses multiple sources of evidence of teacher practice and student outcomes to make decisions on instructional improvement and teacher effectiveness.
<p><u>Sustaining a Culture of Learning</u> Principal helps to ensure that staff has professional growth opportunities that enhance student learning. Principal is accessible to, approachable by, and is visible in the school community. Principal supports the use of technology as appropriate in learning.</p>	Provides minimal staff opportunities to enhance performance and grow leadership; rarely interacts with or is accessible to the school community; rarely fosters proper use of technology to support teaching and learning.	Facilitates undifferentiated learning opportunities to enhance staff performance; only provides leadership opportunities for interested staff; inconsistently interacts with and is accessible to the school community; identifies technology that meets some student learning needs.	Provides professional learning opportunities based on staff needs to enhance performance; provides effective teacher leadership opportunities to all staff; interacts with and is accessible to the school community; supports technology that meets student learning needs.	Implements individually tailored professional learning opportunities based on the current learning theories to enhance staff performance; supports staff in leading professional development; interacts with and is accessible to the school community; integrates technology into learning to meet student needs.
<p><u>Maintaining a Culture of Learning</u> Principal systematically and fairly recognizes accomplishments of students and staff. Principal uses data analysis to instill the importance of continually developing programs and instructional strategies.</p>	Rarely recognizes the accomplishments of staff and students; rarely collects data to draw conclusions about instruction; rarely attempts to ensure that instruction is differentiated.	Recognizes the accomplishments of some staff and students; inconsistently collects data to draw conclusions about instruction; inconsistently ensures differentiation is used to meet student learning needs.	Systematically and fairly recognizes the accomplishments of staff and students; consistently monitors data to drive continuous improvement; analyzes data to differentiate instruction to meet student needs.	Engages staff to systematically and fairly recognize the accomplishments of colleagues and students; monitors and collects quantitative and qualitative data to drive continuous improvement; guides all staff in analyzing data to differentiate instruction to meet student needs.

Domain Three: Management

Criteria for Evaluation	Unsatisfactory	Developing	Proficient	Exemplary
<p><u>Solving Problems or Concerns</u> Principal addresses and resolves issues as they arise in a timely manner and works to prevent potential problems. Operational procedures are designed and managed to maximize opportunities for learning for all students.</p>	<p>Reacts with frustration when faced with challenges; rarely resolves issues in a timely manner; inconsistently demonstrates confidence in the potential of all students to achieve high levels; rarely addresses situations where students are systemically excluded from high-quality learning opportunities.</p>	<p>Attempts to problem solve, but struggles when faced with challenges; resolves issues when they arise; principal states belief that all students can achieve at high levels; provides most students with access to high-quality learning opportunities.</p>	<p>Leads staff in problem-solving processes to address challenges; quickly resolves issues as they arise; Builds expectations for students, staff, and parents that success is possible for all students; implements equitable systems to ensure all students have access to high quality learning opportunities.</p>	<p>Engages staff to proactively problem solve to address challenges; effectively and decisively resolves issues as they arise; publicly models the belief that every student has the potential to achieve at high levels; implements equitable systems and procedures to ensure all students have access to high-quality learning opportunities.</p>
<p><u>Managing Resources</u> Principal manages fiscal and physical resources responsibly, efficiently and effectively. Principal protects instructional time by managing operational procedures in such a way as to maximize learning. Principal efficiently uses time management so that teaching and learning are a high priority.</p>	<p>Allocates fiscal and physical resources that do not align with a continuous school improvement plan; allows distractions to interfere with learning time; rarely plans and prioritizes own time and neglects to protect time for instructional leadership activities.</p>	<p>Allocates fiscal and physical resources based on a continuous school improvement plan; seeks information about additional resources; develops some routines to maximize instructional time; plans own schedule to address instructional leadership but is inconsistent with how time is spent.</p>	<p>Allocates fiscal and physical resources in alignment with student achievement-oriented continuous school improvement plan; seeks additional resources to fill gaps; implements schedules and routines to maximize instructional time; plans own schedule to prioritize instructional leadership activities.</p>	<p>Creatively leverages fiscal and physical resources responsibly, efficiently and effectively; actively accesses additional resources that align with a continuous school improvement plan; implements schedules and routines to maximize instructional time; plans own schedule for the year, week and day to prioritize instructional leadership activities.</p>
<p><u>Complying with Policies and Procedures</u> Principal complies with federal and state law and district policies. School and /or district contracts are effectively managed. Principal maintains confidentiality and privacy of school records, including student or staff information.</p>	<p>Allows school operations that do not comply with federal and state law and district policies; rarely fulfills reporting requirements; rarely manages contractual agreements; has breached confidentiality or released private school and/or district records unnecessarily.</p>	<p>Attempts to align school-wide behavior plan and inconsistently supports staff in implementing it; fulfills most reporting requirements; inconsistently manages contractual agreements; maintains confidentiality and privacy of school and/or district records.</p>	<p>Ensures all school operations comply with federal and state law and district policies; fulfills reporting requirements in a timely manner; manages school contractual agreements effectively; maintains confidentiality of school and/or district records.</p>	<p>Collaborates with district office to implement systems to ensure all school operations comply with federal and state law and district policies; fulfills all reporting requirements in a timely manner; includes staff in implementing contractual agreements effectively; ensure staff maintains the highest level of confidentiality and privacy.</p>
<p><u>Protecting the Welfare and Safety of Students and Staff</u> Principal works to ensure a safe and secure school environment and a culture that is conducive to teaching and learning. Challenges that could potentially interrupt teaching and learning are addressed and resolved.</p>	<p>Inconsistently implements a school-wide behavior plan; tolerates discipline violations; minimally supports student's emotional and social development; rarely reviews and updates school safety procedures to ensure a safe school.</p>	<p>Develops a school-wide behavior plan and supports staff in implementing it; attempts to fairly apply consequences; periodically reviews discipline data; provides support for student's emotional and social development; manages a safe school.</p>	<p>Leads staff in creating a positive culture through the implementation of clear classroom and school-wide behavior plans; supports staff's consistent and fair implementation of classroom and school wide behavior plans; tracks student discipline data; supports students' emotional and social development; reviews and refines school safety procedures to ensure a safe school.</p>	<p>Engages staff and students to create a positive school culture by clearly articulating and implementing classroom and school-wide behavior plans, including systems to ensure consistent and fair implementation; tracks student discipline data ensuring equitable application of the consequences; builds capacity of the staff to support and enhance students' emotional and social development; continually assesses and refines school procedures to ensure a safe school.</p>

Domain Four: Professional Responsibilities

Criteria for Evaluation	Unsatisfactory	Developing	Proficient	Exemplary
<p><u>Maintaining Professional Relationships</u> Principal fosters and maintains positive professional relationships with the school community. Principal is respectful of other’s opinions and demonstrates an appreciation and sensitivity to diversity in the school community.</p>	<p>Avoids building positive relationships with adults and/or students; avoids conversations about diversity and demonstrates limited awareness of the impact of diversity on student learning; does not correct inappropriate/ insensitive statements directed at members of the school community.</p>	<p>Attempts to build professional relationships with adults and students; participates in conversations about diversity and culture, but rarely initiates conversations or connects them to student learning; provides whole group undifferentiated professional development about working in and supporting a diverse community; attempts to correct intolerant statements directed at the school community with limited success.</p>	<p>Builds positive professional relationships with adults and students; initiates conversations about diversity and culture as well as about how they may impact student learning; provides formal and informal professional development to improve staff understanding of how their personal experiences inform their assumptions about students and the school community; corrects intolerant statements directed at members of the school community.</p>	<p>Builds and maintains positive, trusting professional relationships with adults and students; builds the school’s collective capacity to engage in courageous conversations about diversity and culture and how they may impact student learning; leads staff through a process to understand how their personal experiences shape their interpretations of the world and leads them through a process to identify student’s strengths and weaknesses; corrects intolerant statements directed at members of the school community.</p>
<p><u>Promoting Family and Community Involvement</u> Principal collaboratively works to establish a culture that encourages and welcomes families and community members and seeks ways to engage them in student learning.</p>	<p>Rarely welcomes families and community members into the school or engages them in student learning.</p>	<p>Sets expectations for staff on the process for welcoming families and community members into the school; communicates key information about student learning to families and the community and identifies some ways they can support students’ learning.</p>	<p>Welcomes all families and community members into the school, shares explicit information about student learning expectations with families and the community and identifies specific ways they can participate in and support students’ learning.</p>	<p>Creates a school-wide culture in which all families and community members are welcomed into the school; builds capacity of staff to implement multiple structures to meaningfully engage families and the community in achieving school a continuous school improvement plan and priorities.</p>
<p><u>Demonstrating Fairness</u> Principal is fair and consistent when engaging students and staff. Principal demonstrates values, beliefs and attitudes that inspire all students and staff to higher levels of performance.</p>	<p>Rarely demonstrates fairness when engaging students and staff; rarely demonstrates confidence in the potential of all students to perform at high levels.</p>	<p>Inconsistently demonstrates fairness when engaging students and staff; asserts belief that all students and staff can meet high expectations.</p>	<p>Acts with fairness and consistency when engaging students and staff; builds high expectations among staff, students, and parents that success is possible for all students.</p>	<p>Publicly models fairness and consistency when engaging with students and staff, and builds staff capacity to be fair and consistent with students; demonstrates values, beliefs, and attitudes that reflect high expectations for all students and adults.</p>
<p><u>Growing and Developing Professionally</u> Principal welcomes positive feedback on professional growth. Principal chooses and participates in professional development that is aligned with his or her professional needs and aligned with the needs of the school or district.</p>	<p>Unwilling to accept feedback or adjust leadership practice; resistant to engaging in professional learning opportunities aligned with the needs of the school.</p>	<p>Demonstrates a non-defensive attitude in receiving feedback on own professional practice; engages in some professional learning opportunities aligned with the needs of the school.</p>	<p>Seeks feedback on own professional practice, self-reflects, and adjusts professional practice based on that feedback; engages in professional learning opportunities aligned with the needs of the school.</p>	<p>Models and engages staff to seek feedback on their own professional practice, self-reflect, and adjust their professional practice based on that feedback.</p>