



Potomac Elementary School

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www.potomacschoolmontana.us

School Board Agenda

October 9, 2017 – 7:00 PM

*“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 September 11, 2017
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

- | | |
|--|-----------------|
| 1. Teacher Reports: Damian Gaglia – Art Elective & Paper Writing Class | Damian Gaglia |
| Kristy Pohlman – 2/3 Tech, Volleyball update, and other things | Kristy Pohlman |
| 2. Principal’s Report | Principal Rouse |
| 3. Clerk’s Report | Jill Thornton |
| 4. Board Professional Development | Board Members |

Old Business:

- | | |
|---|-----------------|
| 1. School Board Calendar | Chair Vann |
| 2. Review and Approval of Revised Parent/Student Handbook | Principal Rouse |
| 3. Review of Revised Strategic Plan for 2017-2018 | Principal Rouse |
| 4. Professional Responsibilities and Goals for Principal | Principal Rouse |

New Business:

- | | |
|---------------------------------------|-----------------|
| 1. Out of District Students - 3 | Principal Rouse |
| 2. Audit Contract for 2016-2017 Audit | Jill Thornton |

Next Meeting November 13, 2017 – 7:00 pm

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14706	9434S 101128	ALPHAGRAPHICS MISSOULA	396.43					
1		11123 09/27/17 1500 PO forms	396.43		101	100-2400	610	
14707	9435S 101316	BUSINESS CARD 2009	127.49					
1		CC-457 08/31/17 Geographic Bee Registration	120.00		101	625		
		NATIONAL GEOGRAPHIC BEE						
2		CC-457 08/31/17 5th Grade Supplies	7.49		101	€ 25		
		SCHOLASTIC INC						
14708	9436S 101367	BUSINESS CARD 6065	49.57					
1		CC-458 09/04/17 Maint Supplies	4.79		101	625		
		ACE HARDWARE						
2		CC-458 09/08/17 Office Supplies	10.40		101	€ 25		
		AMAZON						
3		CC-458 09/09/17 Meeting	20.00		101	€ 25		
		CULLYS						
4		CC-458 09/22/17 Prof Dev	14.38		101	€ 25		
		WAL-MART						
14709	9437S 101303	BUSINESS CARD 6227	213.88					
1		CC-459 09/14/17 Maint Supplies	39.80		101	625		
		SCHOOL FIX						
2		CC-459 09/15/17 Maint Supplies	16.97		101	€ 25		
		ACE HARDWARE						
3		CC-459 09/21/17 Maint Supplies	145.11		101	€ 25		
		LOWES						
4		CC-459 09/21/17 Maint Supplies	12.00		101	€ 25		
		CULLYS						
14710	9438S 101304	BUSINESS CARD 6973	291.74					
1		CC-460 08/25/17 Kitchen supplies	15.96		112	625		
		ROVEROS, INC						
2		CC-460 08/26/17 Food	23.09		112	€ 25		
		CASH & CARRY						
3		CC-460 08/30/17 Food	20.93		112	€ 25		
		CORY'S VALLEY MARKET						

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
4	CC-460 09/02/17 Food	50.43		112	€ 25	
	CASH & CARRY		CC Accounting: 112-	-910-3100-570		
5	CC-460 09/06/17 Food	6.95		112	€ 25	
	CORY'S VALLEY MARKET		CC Accounting: 112-	-910-3100-570		
6	CC-460 09/17/17 Food	78.28		112	€ 25	
	CASH & CARRY		CC Accounting: 112-	-910-3100-570		
7	CC-460 09/18/17 Food	7.79		112	€ 25	
	CASH & CARRY		CC Accounting: 112-	-910-3100-570		
8	CC-460 09/18/17 Supplies	5.77		112	€ 25	
	CASH & CARRY		CC Accounting: 112-	-910-3100-610		
9	CC-460 09/18/17 Supplies	1.69		112	625	
	CORY'S VALLEY MARKET		CC Accounting: 112-	-910-3100-610		
10	CC-460 09/18/17 Food	5.89		112	625	
	CORY'S VALLEY MARKET		CC Accounting: 112-	-910-3100-570		
11	CC-460 09/20/17 Food	68.08		112	€ 25	
	CASH & CARRY		CC Accounting: 112-	-910-3100-570		
12	CC-460 09/20/17 Supplies	6.88		112	€ 25	
	CASH & CARRY		CC Accounting: 112-	-910-3100-610		
14711	9439S 101166 BUSINESS CARD 8181	110.06				
1	CC-461 08/25/17 Mail 8 Pkgs	23.17		101	625	
	USPS		CC Accounting: 101-	-100-2500-532		
2	CC-461 08/28/17 Office Supplies	11.05		101	€ 25	
	SCHOOL SPECIALTY INC		CC Accounting: 101-	-100-1000-610		
3	CC-461 09/01/17 Office Supplies	33.00		101	€ 25	
	AMAZON		CC Accounting: 101-	-100-1000-610		
4	CC-461 09/01/17 Office Supplies	28.04		101	€ 25	
	AMAZON		CC Accounting: 101-	-100-1000-610		
5	CC-461 09/22/17 Mail 2 Pkgs	14.80		101	€ 2	
	USPS		CC Accounting: 101-	-100-2500-532		

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Quick Reference for Expenditure Coding

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

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

10/07/17
19:07:48

POTOMAC ELEMENTARY SCHOOL
Claim Details
For the Accounting Period: 10/17

Page: 3 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
14712	9440S 101329 BUSINESS CARD 8695	68.26				
1	CC-462 09/08/17 Explorers to Westside Lanes	68.26		115 625		121
	WESTSIDE LANES		CC Accounting: 115-	-100-1000-582-121		
14713	9441S 101301 CITI CARDS	7,034.10				
1	CC-463 08/29/17 Mail one Pkg	3.29		101 625		
	USPS		CC Accounting: 101-	-100-2500-532		
2	CC-463 08/29/17 Spec Ed Supplies	39.99		101 € 25		
	AMAZON		CC Accounting: 101-	-280-1000-610		
3	CC-463 09/06/17 Membership Fee	120.00		101 € 25		
	COSTCO		CC Accounting: 101-	-100-2500-810		
4	CC-463 09/09/17 Accelerated Reader Subscriptio	660.00		101 € 25		
	RENAISSANCE LEARNING INC		CC Accounting: 101-	-100-1000-681		
5	CC-463 09/09/17 Star Reading Subscription	445.00		101 € 25		
	RENAISSANCE LEARNING INC		CC Accounting: 101-	-100-1000-681		
6	CC-463 09/09/17 Annual Hosting Fee	635.00		101 € 25		
	RENAISSANCE LEARNING INC		CC Accounting: 101-	-100-1000-681		
7	CC-463 09/11/17 3 yr Lexia Subscription	4,800.00		101 € 25		
	LEXIA LEARNING SYSTEMS, INC.		CC Accounting: 101-	-100-1000-681		
8	CC-463 09/12/17 Annual TimeClock Fee	50.00		101 € 25		
	TIME CLOCK MTS		CC Accounting: 101-	-100-2500-681		
9	CC-463 09/18/17 Workshop Food	41.00		101 € 25		
	SUBWAY		CC Accounting: 101-	-100-2310-610		
10	CC-463 09/18/17 Office Supplies	100.98		101 € 25		
	STAPLES		CC Accounting: 101-	-100-1000-610		
11	CC-463 09/18/17 Workshop Food	17.98		101 € 25		
	COSTCO		CC Accounting: 101-	-100-2310-610		
12	CC-463 09/18/17 Workshop Food	19.96		101 € 25		
	ALBERTSONS		CC Accounting: 101-	-100-2310-610		
13	CC-463 09/22/17 Maint supplies	100.90		101 € 25		
	AMAZON		CC Accounting: 101-	-100-2600-610		

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
14714	9442S 101311 CLINTON SCHOOL DISTRICT 32	3,671.94				
1	171802 09/11/17 Preschool Bus Contract	3,671.94		110	510-2700	515
14715	9443S 101229 DAMIAN GAGLIA	82.00				
1	09/13/17 Flag Football Supplies	82.00		101	100-1000	610
14716	9444S 357 JANETTE PLOYHAR	42.97				
1	09/26/17 Supplies mistake on Pers Card	42.97		101	100-1000	610
14717	9445S 100964 JILL THORNTON	149.03				
1	08/21/17 USPS Pkg/Stamps on Pers Card	149.03		101	100-2500	532
14718	9446S 101132 KCDA PURCHASING COOPERATIVE	117.49				
1	300213104 10/02/17 Supplies	117.49		101	100-1000	610
14719	9447S 82 MAJESTIC BUS SERVICE, INC	11,383.82				
1	6436 09/08/17 Explorers to Garnett Ghost Tow	103.48		115	100-1000	582 121
2	6437 09/14/17 Flag Football to Lone Rock	318.55		115	100-1000	582 102
3	6438 09/19/17 Girls Bball to Bonner	83.34		115	100-1000	582 102
4	6439 09/26/17 Field Trip to Lincoln Sculptur	254.82		115	100-1000	582 102
5	6440 09/28/17 Flag Football to Philipsburg	426.88		115	100-1000	582 102
6	6441 09/29/17 Explorers to Travelers Rest	243.95		115	100-1000	582 121
7	6442 09/30/17 Flag Football to Superior	399.02		115	100-1000	582 102
8	6443 10/01/17 Morrison Ln Contract	368.88		110	100-2700	513
9	6444 10/01/17 Bus Contract	9,184.90		110	100-2700	513
14720	9448S 101377 MARTY PRESTON	15.00				
1	569 09/19/17 Fingerprinting Reimb	15.00		101	100-2500	330
14721	9449S 140 MISSOULA AREA EDUCATION COOPE	1,662.54				
1	09/18/17 Block Svcs Grant Match	1,662.54		101	280-6200	920
14722	9450S 67 MISSOULA COUNTY SUPERINTENDEN	15.35				
1	09/08/17 Budget Meeting Ad	15.35		101	100-2500	540
14723	9451S 101326 MONTANA BROOM & BRUSH	15.00				
1	1241662 10/01/17 Maint Supplies	15.00		101	100-2600	610
14724	9452S 101003 MONTANA SMALL SCHOOL ALLIANCE	300.00				
1	1127 09/18/17 Library Agreement	300.00		101	100-2400	330
14725	9453S 101339 RANDY RUFF	3.42				
1	09/15/17 Emergency Trip to Msla Fuel	3.42		101	100-2600	610

Quick Reference for Expenditure Coding

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

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

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
14727	9454S	41 SCHOOL SPECIALTY INC	25.18					
1		2081193669 09/29/17 Office Supplies	25.18		101	100-2400	610	
14726	9455S	25 SYSCO FOOD SERVICES OF MT INC	1,641.78					
1		143411094 09/01/17 Fruit/Veggie	61.91		112	910-3100	571	
2		143411095 09/01/17 Food	152.99		112	910-3100	570	
3		143421255 09/08/17 Fruit/Veggie	84.23		112	910-3100	571	
4		143421256 09/08/17 Food	116.94		112	910-3100	570	
5		143411094 09/01/17 Supplies	42.96		112	910-3100	610	
6		143425961 09/12/17 Food	208.11		112	910-3100	570	
7		143429686 09/14/17 Food	-18.80		112	910-3100	570	
8		143425962 09/12/17 Fruit/Veggie	113.24		112	910-3100	571	
9		143436132 09/19/17 Fruit/Veggie	149.91		112	910-3100	571	
10		143436133 09/19/17 Food	194.97		112	910-3100	570	
11		143441050 09/22/17 Food	143.41		112	910-3100	570	
12		143441050 09/22/17 Supplies	38.22		112	910-3100	610	
13		143445742 09/26/17 Food	189.87		112	910-3100	570	
14		143448739 09/28/17 Food	-11.79		112	910-3100	570	
15		143450681 09/29/17 Food	175.61		112	910-3100	570	
		# of Claims 22	Total:	27,417.05				

27,417.05

Quick Reference for Expenditure Coding

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

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

10/07/17
19:09:56

POTOMAC ELEMENTARY SCHOOL
Credit Card Transactions Paid by Credit Card Vendor
For the Accounting Period: 10/17

Page: 1 of 2
Report ID: CC100

CC Vendor	Check#	Claim#	CC #	PO #	Check		Vendor Paid	Description	Amount	Fund	Org	Prg-Func-Obj	Proj
					Ln#	Per							
BUSINESS CARD 200	9435	14707	457		1	10/17	NATIONAL GEOGRAPH	Geographic Bee	120.00	101		100-1000-610	
	9435	14707	457		2	10/17	SCHOLASTIC INC	5th Grade Supplies	7.49	101		100-1000-610	
	Total								127.49				
BUSINESS CARD 606	9436	14708	458		1	10/17	ACE HARDWARE	Maint Supplies	4.79	101		280-1000-610	
	9436	14708	458		2	10/17	AMAZON	Office Supplies	10.40	101		100-1000-610	
	9436	14708	458		3	10/17	CULLYS	Meeting	20.00	101		100-2400-582	
	9436	14708	458		4	10/17	WAL-MART	Prof Dev	14.38	101		100-1000-610	
Total								49.57					
BUSINESS CARD 622	9437	14709	459		1	10/17	SCHOOL FIX	Maint Supplies	39.80	101		100-2600-610	
	9437	14709	459		2	10/17	ACE HARDWARE	Maint Supplies	16.97	101		100-2600-610	
	9437	14709	459		3	10/17	LOWES	Maint Supplies	145.11	101		100-2600-610	
	9437	14709	459		4	10/17	CULLYS	Maint Supplies	12.00	101		100-2600-610	
Total								213.88					
BUSINESS CARD 697	9438	14710	460		1	10/17	ROVEROS, INC	Kitchen supplies	15.96	112		910-3100-610	
	9438	14710	460		2	10/17	CASH & CARRY	Food	23.09	112		910-3100-570	
	9438	14710	460		3	10/17	CORY'S VALLEY MAR	Food	20.93	112		910-3100-570	
	9438	14710	460		4	10/17	CASH & CARRY	Food	50.43	112		910-3100-570	
	9438	14710	460		5	10/17	CORY'S VALLEY MAR	Food	6.95	112		910-3100-570	
	9438	14710	460		6	10/17	CASH & CARRY	Food	78.28	112		910-3100-570	
	9438	14710	460		7	10/17	CASH & CARRY	Food	7.79	112		910-3100-570	
	9438	14710	460		8	10/17	CASH & CARRY	Supplies	5.77	112		910-3100-610	
	9438	14710	460		9	10/17	CORY'S VALLEY MAR	Supplies	1.69	112		910-3100-610	
	9438	14710	460		10	10/17	CORY'S VALLEY MAR	Food	5.89	112		910-3100-570	
	9438	14710	460		11	10/17	CASH & CARRY	Food	68.08	112		910-3100-570	
	9438	14710	460		12	10/17	CASH & CARRY	Supplies	6.88	112		910-3100-610	
Total								291.74					
BUSINESS CARD 818	9439	14711	461		1	10/17	USPS	Mail 8 Pkgs	23.17	101		100-2500-532	
	9439	14711	461		2	10/17	SCHOOL SPECIALTY	Office Supplies	11.05	101		100-1000-610	
	9439	14711	461		3	10/17	AMAZON	Office Supplies	33.00	101		100-1000-610	
	9439	14711	461		4	10/17	AMAZON	Office Supplies	28.04	101		100-1000-610	
	9439	14711	461		5	10/17	USPS	Mail 2 Pkgs	14.80	101		100-2500-532	
Total								110.06					
BUSINESS CARD 869	9440	14712	462		1	10/17	WESTSIDE LANES	Explorers to	68.26	115		100-1000-582	121
Total								68.26					
CITI CARDS	9441	14713	463		1	10/17	USPS	Mail one Pkg	3.29	101		100-2500-532	
	9441	14713	463		2	10/17	AMAZON	Spec Ed Supplies	39.99	101		280-1000-610	
	9441	14713	463		3	10/17	COSTCO	Membership Fee	120.00	101		100-2500-810	
	9441	14713	463		4	10/17	RENAISSANCE LEARN	Accelerated Reader	660.00	101		100-1000-681	
	9441	14713	463		5	10/17	RENAISSANCE LEARN	Star Reading	445.00	101		100-1000-681	
	9441	14713	463		6	10/17	RENAISSANCE LEARN	Annual Hosting Fee	635.00	101		100-1000-681	
	9441	14713	463		7	10/17	LEXIA LEARNING SY	3 yr Lexia	4800.00	101		100-1000-681	
	9441	14713	463		8	10/17	TIME CLOCK MTS	Annual TimeClock Fee	50.00	101		100-2500-681	
	9441	14713	463		9	10/17	SUBWAY	Workshop Food	41.00	101		100-2310-610	
	9441	14713	463		10	10/17	STAPLES	Office Supplies	100.98	101		100-1000-610	
	9441	14713	463		11	10/17	COSTCO	Workshop Food	17.98	101		100-2310-610	
	9441	14713	463		12	10/17	ALBERTSONS	Workshop Food	19.96	101		100-2310-610	
	9441	14713	463		13	10/17	AMAZON	Maint supplies	100.90	101		100-2600-610	

10/07/17
19:09:56

POTOMAC ELEMENTARY SCHOOL
Credit Card Transactions Paid by Credit Card Vendor
For the Accounting Period: 10/17

Page: 2 of 2
Report ID: CC100

CC Vendor	Check#	Claim#	CC #	PO #	Ln#	Per	Check Vendor Paid	Description	Amount	Fund Org	Prg-Func-Obj	Proj
							Total		7034.10			
								Grand Total:	7895.10			

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
HOL HOURS (Holiday Pay)	48.50		870.75
J007 HOURS (21 CENTURY AIDE)	46.62		798.60
J011 HOURS (21ST CENT ADMIN)	50.00		1,070.50
PERS HOURS (Personal Time Used)	8.75		166.12
REG HOURS (Regular Time)	2,343.57		46,897.77
SICK HOURS (Sick Time)	2.50		38.63
TEMP HOURS (Temp Employee Time)	1.00		15.00
GROSS PAY	49,857.37	0.00	
NET PAY	29,289.37	0.00	
NET PAY (CHECKS)	3,541.93		
NET PAY (DIRECT DEPOSIT)	25,747.44		
ADD'L MUST	209.60	0.00	
ANNUITY - AMFID	160.00	0.00	
AXA EQUITABLE	1,833.00	0.00	
DISABILITY	37.44	0.00	
FIT	3,238.07	0.00	
FLEX PLAN	616.66	0.00	
HEALTH - MUST	4,919.49	8,640.00	
MEDICARE	610.37	610.37	
P.E.R.S.	750.93	779.45	
PACE	50.20	0.00	
PEA/MEA	453.00	0.00	
SIT	1,573.00	0.00	
SOCIAL SECURITY	2,609.88	2,609.88	
TRS	3,282.36	3,572.34	
UNEMPL. INSUR.	0.00	184.48	
UNUM LIFE INS C	24.00	0.00	
VALIC	200.00	0.00	
WORKERS' COMP	0.00	552.20	
1ST INTERSTATE	345.76	0.00	
CAB	1,037.47	0.00	
CHLSSWAB	1,849.18	0.00	
CS	2,068.93	0.00	
FSBMSLA	3,387.51	0.00	
MFCU	3,270.95	0.00	
PSCU	2,190.09	0.00	
STKMN	2,572.27	0.00	
TRB	3,689.47	0.00	
USB	2,052.37	0.00	
WFB	1,560.12	0.00	
WSB	1,723.32	0.00	
FIT/SIT BASE	37,861.33	0.00	
MEDICARE BASE	42,094.62	0.00	
PERS BASE	9,505.42	0.00	
SOC SEC BASE	42,094.62	0.00	
TRS BASE	40,274.45	0.00	
UN BASE	49,857.37	0.00	
WC BASE	49,857.37	0.00	
Total		16,948.72	
Total Payroll Expense (Gross Pay + Employer Contributions):		66,806.09	

Potomac Student Accounts
General Ledger
 As of September 30, 2017

	Date	Num	Name	Memo	Debit	Credit	Balance
Petty Cash							955.75
	09/19/2017	1262	Referee	Referee 9-19-17		72.00	883.75
	09/19/2017	1263	Montana Criminal Records	Volunteer Background Ck		23.25	860.50
Total Petty Cash					0.00	95.25	860.50
Two Rivers accts							26,823.56
Bike-a-Thon							7,972.00
	09/22/2017	2320	MCT	MCT Downpayment		500.00	7,472.00
Total Bike-a-Thon					0.00	500.00	7,472.00
Book Fair							336.69
Class of 2017							1,493.63
8th Grade Fund							2,333.26
Donation Bake Sale - Staff Conc							793.93
S.t.r.e.a.m. (explorers)							5,935.15
Music							1,225.17
	09/01/2017	2319	Business Card 2009	Chimes		32.49	1,192.68
Total Music					0.00	32.49	1,192.68
Science Activity							795.49
Outdoor School							171.04
	09/01/2017	2318	Dept of Physics and Astronomy	Outdoor School		60.00	111.04
Total Outdoor School					0.00	60.00	111.04
Robotics							363.74
Misc Science Donations							138.58
Olympiad							122.13
Total Science Activity					0.00	60.00	735.49
Student Activities							3,194.81
Student Council							2,815.43
Two Rivers accts - Other							-72.00
Total Two Rivers accts					0.00	592.49	26,231.07

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
112 Professional Ed.						
PR 171000 1	Payroll Expenditure		/ /	10/17		25,528.06
					Object Total :	25,528.06
117 Teacher's Aides						
PR 171000 2	Payroll Expenditure		/ /	10/17		230.43
					Object Total :	230.43
122 Prof/Ed/Sub Teachers						
PR 171000 3	Payroll Expenditure		/ /	10/17		26.60
					Object Total :	26.60
250 Workers' Comp.						
PR 171000 4	Employer Contributions		/ /	10/17		139.32
					Object Total :	139.32
260 Health Insurance						
PR 171000 5	Employer Contributions		/ /	10/17		4,368.31
					Object Total :	4,368.31
610 Supplies						
CC 457 1	Geographic Bee Registration	100920	08/31/17	10/17		120.00
CC 457 2	5th Grade Supplies	75	08/31/17	10/17		7.49
CC 458 2	Office Supplies	101219	09/08/17	10/17		10.40
CC 458 4	Prof Dev	100942	09/22/17	10/17		14.38
CC 461 2	Office Supplies	41	08/28/17	10/17		11.05
CC 461 3	Office Supplies	101219	09/01/17	10/17		33.00
CC 461 4	Office Supplies	101219	09/01/17	10/17		28.04
CC 463 10	Office Supplies	33	09/18/17	10/17		100.98
CL 14715 1	Flag Football Supplies		09/13/17	10/17	101229 DAMIAN GAGLIA	82.00
CL 14716 1	Supplies mistake on Pers Card		09/26/17	10/17	357 JANETTE PLOYHAR	42.97
CL 14718 1	Supplies	300213104	10/02/17	10/17	101132 KCDA PURCHASING COOPERATIVE	117.49
					Object Total :	567.80
681 Computer Software						
CC 463 4	Accelerated Reader Subscription	299	09/09/17	10/17		660.00
CC 463 5	Star Reading Subscription	299	09/09/17	10/17		445.00
CC 463 6	Annual Hosting Fee	299	09/09/17	10/17		635.00
CC 463 7	3 yr Lexia Subscription	101195	09/11/17	10/17		4,800.00
					Object Total :	6,540.00

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
Program-Function Total :						37,400.52
E 100-2310 Regular Ed. Programs-Board of Trustees						
610 Supplies						
CC 463 9	Workshop Food	101376	09/18/17	10/17		41.00
CC 463 11	Workshop Food	101223	09/18/17	10/17		17.98
CC 463 12	Workshop Food	101275	09/18/17	10/17		19.96
Object Total :						78.94
Program-Function Total :						78.94
E 100-2400 Regular Ed. Programs-School Admin.						
111 Administrative						
PR 171000 6	Payroll Expenditure		/ /	10/17		3,879.17
Object Total :						3,879.17
115 Office/Clerical						
PR 171000 7	Payroll Expenditure		/ /	10/17		2,123.40
Object Total :						2,123.40
250 Workers' Comp.						
PR 171000 8	Employer Contributions		/ /	10/17		32.43
Object Total :						32.43
260 Health Insurance						
PR 171000 9	Employer Contributions		/ /	10/17		540.00
Object Total :						540.00
330 Other Professional						
CL 14724 1	Library Agreement	1127	09/18/17	10/17	101003 MONTANA SMALL SCHOOL	300.00
Object Total :						300.00
582 Travel Out-of-Dist.						
CC 458 3	Meeting	101185	09/09/17	10/17		20.00
Object Total :						20.00
610 Supplies						
CL 14706 1	1500 PO forms	11123	09/27/17	10/17	101128 ALPHAGRAPHICS MISSOULA	396.43
CL 14727 1	Office Supplies	2081193669	09/29/17	10/17	41 SCHOOL SPECIALTY INC	25.18
Object Total :						421.61

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
Program-Function Total :						7,316.61
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business 111 Administrative						
PR 171000 10	Payroll Expenditure		/ /	10/17		1,664.90
Object Total :						1,664.90
250 Workers' Comp.						
PR 171000 11	Employer Contributions		/ /	10/17		8.99
Object Total :						8.99
260 Health Insurance						
PR 171000 12	Employer Contributions		/ /	10/17		334.80
Object Total :						334.80
330 Other Professional						
CL 14720 1	Fingerprinting Reimb	569	09/19/17	10/17	101377 MARTY PRESTON	15.00
Object Total :						15.00
532 Postage						
CC 461 1	Mail 8 Pkgs	101218	08/25/17	10/17		23.17
CC 461 5	Mail 2 Pkgs	101218	09/22/17	10/17		14.80
CC 463 1	Mail one Pkg	101218	08/29/17	10/17		3.29
CL 14717 1	USPS Pkg/Stamps on Pers Card		08/21/17	10/17	100964 JILL THORNTON	149.03
Object Total :						190.29
540 Advertising						
CL 14722 1	Budget Meeting Ad		09/08/17	10/17	67 MISSOULA COUNTY	15.35
Object Total :						15.35
681 Computer Software						
CC 463 8	Annual TimeClock Fee	101237	09/12/17	10/17		50.00
Object Total :						50.00
810 Dues and Fees						
CC 463 3	Membership Fee	101223	09/06/17	10/17		120.00
Object Total :						120.00
Program-Function Total :						2,399.33

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
114 Custodial/Maint						
PR 171000 13	Payroll Expenditure		/ /	10/17		1,291.48
					Object Total :	1,291.48
250 Workers' Comp.						
PR 171000 14	Employer Contributions		/ /	10/17		86.78
					Object Total :	86.78
260 Health Insurance						
PR 171000 15	Employer Contributions		/ /	10/17		270.00
					Object Total :	270.00
610 Supplies						
CC 459 1	Maint Supplies	101374	09/14/17	10/17		39.80
CC 459 2	Maint Supplies	35	09/15/17	10/17		16.97
CC 459 3	Maint Supplies	51	09/21/17	10/17		145.11
CC 459 4	Maint Supplies	101185	09/21/17	10/17		12.00
CC 463 13	Maint supplies	101219	09/22/17	10/17		100.90
CL 14723 1	Maint Supplies	1241662	10/01/17	10/17	101326 MONTANA BROOM & BRUSH	15.00
CL 14725 1	Emergency Trip to Msla Fuel		09/15/17	10/17	101339 RANDY RUFF	3.42
					Object Total :	333.20
					Program-Function Total :	1,981.46
E 100-2620 Regular Ed. Programs-Operation of Community Center						
114 Custodial/Maint						
PR 171000 16	Payroll Expenditure		/ /	10/17		1,291.46
					Object Total :	1,291.46
250 Workers' Comp.						
PR 171000 17	Employer Contributions		/ /	10/17		86.77
					Object Total :	86.77
260 Health Insurance						
PR 171000 18	Employer Contributions		/ /	10/17		270.00
					Object Total :	270.00
					Program-Function Total :	1,648.23

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 280-1000 Special Education-Instruction						
112 Professional Ed.						
PR 171000 19	Payroll Expenditure		/ /	10/17		3,203.65
					Object Total :	3,203.65
117 Teacher's Aides						
PR 171000 20	Payroll Expenditure		/ /	10/17		1,499.92
					Object Total :	1,499.92
122 Prof/Ed/Sub Teachers						
PR 171000 21	Payroll Expenditure		/ /	10/17		92.07
					Object Total :	92.07
250 Workers' Comp.						
PR 171000 22	Employer Contributions		/ /	10/17		25.92
					Object Total :	25.92
260 Health Insurance						
PR 171000 23	Employer Contributions		/ /	10/17		540.00
					Object Total :	540.00
610 Supplies						
CC 458 1	Maint Supplies	35	09/04/17	10/17		4.79
CC 463 2	Spec Ed Supplies	101219	08/29/17	10/17		39.99
					Object Total :	44.78
					Program-Function Total :	5,406.34
E 280-6200 Special Education-Resources Trans.						
920 Res.Trans. Other Sch						
CL 14721 1	Block Svcs Grant Match		09/18/17	10/17	140 MISSOULA AREA EDUCATION	1,662.54
					Object Total :	1,662.54
					Program-Function Total :	1,662.54
E 910-3100 Food Services-Food Services						
120 Temporary Salaries						
PR 171000 24	Payroll Expenditure		/ /	10/17		77.50
					Object Total :	77.50

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 910-3100 Food Services-Food Services						
250 Workers' Comp.						
PR 171000 25	Employer Contributions		/ /	10/17		5.21
					Object Total :	5.21
260 Health Insurance						
PR 171000 26	Employer Contributions		/ /	10/17		1,080.00
					Object Total :	1,080.00
					Program-Function Total :	1,162.71
					Fund Total :	59,056.68

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
110 TRANSPORTATION FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 171000 29	Payroll Expenditure		/ /	10/17		805.59
						Object Total : 805.59
250 Workers' Comp.						
PR 171000 30	Employer Contributions		/ /	10/17		4.36
						Object Total : 4.36
260 Health Insurance						
PR 171000 31	Employer Contributions		/ /	10/17		162.00
						Object Total : 162.00
						Program-Function Total : 971.95
E 100-2700 Regular Ed. Programs-Student Transp.						
111 Administrative						
PR 171000 32	Payroll Expenditure		/ /	10/17		1,662.50
						Object Total : 1,662.50
250 Workers' Comp.						
PR 171000 33	Employer Contributions		/ /	10/17		8.98
						Object Total : 8.98
513 Bus Contractors						
CL 14719 8	Morrison Ln Contract	6443	10/01/17	10/17	82 MAJESTIC BUS SERVICE, INC	368.88
CL 14719 9	Bus Contract	6444	10/01/17	10/17	82 MAJESTIC BUS SERVICE, INC	9,184.90
						Object Total : 9,553.78
						Program-Function Total : 11,225.26
E 510-2700 Head Start-Student Transp.						
515 Trans. Contingency						
CL 14714 1	Preschool Bus Contract	171802	09/11/17	10/17	101311 CLINTON SCHOOL DISTRICT 32	3,671.94
						Object Total : 3,671.94
						Program-Function Total : 3,671.94
						Fund Total : 15,869.15

Fund/Account/ Doc/Line #		Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount	
112 FOOD SERVICES FUND								
E 910-3100 Food Services-Food Services								
116 Cooks								
PR 171000	36	Payroll Expenditure		/ /	10/17		1,916.73	
							Object Total :	1,916.73
250 Workers' Comp.								
PR 171000	37	Employer Contributions		/ /	10/17		128.78	
							Object Total :	128.78
570 Food Services								
CC 460	2	Food	101335	08/26/17	10/17		23.09	
CC 460	3	Food	101328	08/30/17	10/17		20.93	
CC 460	4	Food	101335	09/02/17	10/17		50.43	
CC 460	5	Food	101328	09/06/17	10/17		6.95	
CC 460	6	Food	101335	09/17/17	10/17		78.28	
CC 460	7	Food	101335	09/18/17	10/17		7.79	
CC 460	10	Food	101328	09/18/17	10/17		5.89	
CC 460	11	Food	101335	09/20/17	10/17		68.08	
CL 14726	2	Food	143411095	09/01/17	10/17	25 SYSCO FOOD SERVICES OF MT	152.99	
CL 14726	4	Food	143421256	09/08/17	10/17	25 SYSCO FOOD SERVICES OF MT	116.94	
CL 14726	6	Food	143425961	09/12/17	10/17	25 SYSCO FOOD SERVICES OF MT	208.11	
CL 14726	7	Food	143429686	09/14/17	10/17	25 SYSCO FOOD SERVICES OF MT	-18.80	
CL 14726	10	Food	143436133	09/19/17	10/17	25 SYSCO FOOD SERVICES OF MT	194.97	
CL 14726	11	Food	143441050	09/22/17	10/17	25 SYSCO FOOD SERVICES OF MT	143.41	
CL 14726	13	Food	143445742	09/26/17	10/17	25 SYSCO FOOD SERVICES OF MT	189.87	
CL 14726	14	Food	143448739	09/28/17	10/17	25 SYSCO FOOD SERVICES OF MT	-11.79	
CL 14726	15	Food	143450681	09/29/17	10/17	25 SYSCO FOOD SERVICES OF MT	175.61	
							Object Total :	1,412.75
571 Fruit/Veggies								
CL 14726	1	Fruit/Veggie	143411094	09/01/17	10/17	25 SYSCO FOOD SERVICES OF MT	61.91	
CL 14726	3	Fruit/Veggie	143421255	09/08/17	10/17	25 SYSCO FOOD SERVICES OF MT	84.23	
CL 14726	8	Fruit/Veggie	143425962	09/12/17	10/17	25 SYSCO FOOD SERVICES OF MT	113.24	
CL 14726	9	Fruit/Veggie	143436132	09/19/17	10/17	25 SYSCO FOOD SERVICES OF MT	149.91	
							Object Total :	409.29
610 Supplies								
CC 460	1	Kitchen supplies	101375	08/25/17	10/17		15.96	
CC 460	8	Supplies	101335	09/18/17	10/17		5.77	
CC 460	9	Supplies	101328	09/18/17	10/17		1.69	
CC 460	12	Supplies	101335	09/20/17	10/17		6.88	
CL 14726	5	Supplies	143411094	09/01/17	10/17	25 SYSCO FOOD SERVICES OF MT	42.96	
CL 14726	12	Supplies	143441050	09/22/17	10/17	25 SYSCO FOOD SERVICES OF MT	38.22	

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112 FOOD SERVICES FUND					
E 910-3100 Food Services-Food Services					
				Object Total :	111.48
				Program-Function Total :	3,979.03
				Fund Total :	3,979.03

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
113 TUITION FUND						
E 280-1000 Special Education-Instruction						
117 Teacher's Aides						
PR 171000 40	Payroll Expenditure		/ /	10/17		406.13
					Object Total :	406.13
250 Workers' Comp.						
PR 171000 41	Employer Contributions		/ /	10/17		2.19
					Object Total :	2.19
					Program-Function Total :	408.32
					Fund Total :	408.32

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 171000 44	Employer Contributions		/ /	10/17		1,807.28
					Object Total :	1,807.28
220 Teachers' Retirement						
PR 171000 45	Employer Contributions		/ /	10/17		2,287.14
					Object Total :	2,287.14
240 Unemployment Comp.						
PR 171000 46	Employer Contributions		/ /	10/17		95.41
					Object Total :	95.41
					Program-Function Total :	4,189.83
E 100-2400 Regular Ed. Programs-School Admin.						
210 Social Security/Med.						
PR 171000 47	Employer Contributions		/ /	10/17		328.03
					Object Total :	328.03
220 Teachers' Retirement						
PR 171000 48	Employer Contributions		/ /	10/17		344.09
					Object Total :	344.09
230 PERS						
PR 171000 49	Employer Contributions		/ /	10/17		174.12
					Object Total :	174.12
240 Unemployment Comp.						
PR 171000 50	Employer Contributions		/ /	10/17		22.21
					Object Total :	22.21
					Program-Function Total :	868.45
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
210 Social Security/Med.						
PR 171000 51	Employer Contributions		/ /	10/17		118.25
					Object Total :	118.25

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
230 PERS						
PR 171000 52	Employer Contributions	/ /	10/17			202.59
					Object Total :	202.59
240 Unemployment Comp.						
PR 171000 53	Employer Contributions	/ /	10/17			9.14
					Object Total :	9.14
					Program-Function Total :	329.98
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
210 Social Security/Med.						
PR 171000 54	Employer Contributions	/ /	10/17			97.52
					Object Total :	97.52
230 PERS						
PR 171000 55	Employer Contributions	/ /	10/17			105.90
					Object Total :	105.90
240 Unemployment Comp.						
PR 171000 56	Employer Contributions	/ /	10/17			4.78
					Object Total :	4.78
					Program-Function Total :	208.20
E 100-2620 Regular Ed. Programs-Operation of Community Center						
210 Social Security/Med.						
PR 171000 57	Employer Contributions	/ /	10/17			97.51
					Object Total :	97.51
230 PERS						
PR 171000 58	Employer Contributions	/ /	10/17			105.90
					Object Total :	105.90
240 Unemployment Comp.						
PR 171000 59	Employer Contributions	/ /	10/17			4.78
					Object Total :	4.78
					Program-Function Total :	208.19

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 171000 60	Employer Contributions	/ /	10/17			85.11
					Object Total :	85.11
220 Teachers' Retirement						
PR 171000 61	Employer Contributions	/ /	10/17			147.46
					Object Total :	147.46
240 Unemployment Comp.						
PR 171000 62	Employer Contributions	/ /	10/17			6.15
					Object Total :	6.15
					Program-Function Total :	238.72
E 280-1000 Special Education-Instruction						
210 Social Security/Med.						
PR 171000 63	Employer Contributions	/ /	10/17			345.81
					Object Total :	345.81
220 Teachers' Retirement						
PR 171000 64	Employer Contributions	/ /	10/17			456.07
					Object Total :	456.07
230 PERS						
PR 171000 65	Employer Contributions	/ /	10/17			4.92
					Object Total :	4.92
240 Unemployment Comp.						
PR 171000 66	Employer Contributions	/ /	10/17			19.24
					Object Total :	19.24
					Program-Function Total :	826.04
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 171000 67	Employer Contributions	/ /	10/17			118.16
					Object Total :	118.16

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 171000 68	Employer Contributions		/ /	10/17		157.17
					Object Total :	157.17
240 Unemployment Comp.						
PR 171000 69	Employer Contributions		/ /	10/17		7.38
					Object Total :	7.38
					Program-Function Total :	282.71
					Fund Total :	7,152.12

Fund/Account/ Doc/Line #	Description	Invoic Invoic	Acct. Date	Per.	Vendor	Amount
115 MI SC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
111 Administrative						
121 21st Century Grant						
PR 171000 71	Payrol l Expendi ture	/ /	10/17			1,070.50
					Project Total :	1,070.50
					Object Total :	1,070.50
117 Teacher' s Aides						
121 21st Century Grant						
PR 171000 72	Payrol l Expendi ture	/ /	10/17			798.60
					Project Total :	798.60
					Object Total :	798.60
210 Soci al Securi ty/Med.						
121 21st Century Grant						
PR 171000 73	Empl oyer Contri buti ons	/ /	10/17			130.32
					Project Total :	130.32
					Object Total :	130.32
220 Teachers' Retirement						
121 21st Century Grant						
PR 171000 74	Empl oyer Contri buti ons	/ /	10/17			153.63
					Project Total :	153.63
					Object Total :	153.63
230 PERS						
121 21st Century Grant						
PR 171000 75	Empl oyer Contri buti ons	/ /	10/17			11.24
					Project Total :	11.24
					Object Total :	11.24
240 Unempl oymen t Comp.						
121 21st Century Grant						
PR 171000 76	Empl oyer Contri buti ons	/ /	10/17			6.92
					Project Total :	6.92
					Object Total :	6.92
250 Workers' Comp.						
121 21st Century Grant						
PR 171000 77	Empl oyer Contri buti ons	/ /	10/17			10.10
					Project Total :	10.10
					Object Total :	10.10
260 Heal th Insurance						
121 21st Century Grant						
PR 171000 78	Empl oyer Contri buti ons	/ /	10/17			596.95
					Project Total :	596.95
					Object Total :	596.95
582 Travel Out-of-Di st.						
121 21st Century Grant						
CC 462 1	Expl orers to Westsi de Lanes	101314	09/08/17	10/17		68.26
CL 14719 1	Expl orers to Garnett Ghost Tow	6436	09/08/17	10/17	82 MAJESTIC BUS SERVICE, INC	103.48
					Project Total :	171.74
102 S. T. R. E. A. M. (Expl orers)						
CL 14719 2	Fl ag FootBall to Lone Rock	6437	09/14/17	10/17	82 MAJESTIC BUS SERVICE, INC	318.55
CL 14719 3	Gi rls BBall to Bonner	6438	09/19/17	10/17	82 MAJESTIC BUS SERVICE, INC	83.34

Fund/Account/ Doc/Line #	Description	Invoic e	Invoic Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
CL 14719 4	Field Trip to Lincoln Sculptur	6439	09/26/17	10/17	82 MAJESTIC BUS SERVICE, INC	254.82
CL 14719 5	Flag Football to Philipsburg	6440	09/28/17	10/17	82 MAJESTIC BUS SERVICE, INC	426.88
					Project Total :	1,083.59
121 21st Century Grant						
CL 14719 6	Explorers to Travelers Rest	6441	09/29/17	10/17	82 MAJESTIC BUS SERVICE, INC	243.95
					Project Total :	243.95
102 S. T. R. E. A. M. (Explorers)						
CL 14719 7	Flag Football to Superior	6442	09/30/17	10/17	82 MAJESTIC BUS SERVICE, INC	399.02
					Project Total :	399.02
					Object Total :	1,898.30
					Program-Function Total :	4,676.56
E 420-1000 Title I-Instruction						
117 Teacher's Aides						
327 Title 2016-2017						
PR 171000 79	Payroll Expenditure		/ /	10/17		2,073.86
					Project Total :	2,073.86
					Object Total :	2,073.86
210 Social Security/Med.						
327 Title 2016-2017						
PR 171000 80	Employer Contributions		/ /	10/17		81.99
					Project Total :	81.99
					Object Total :	81.99
220 Teachers' Retirement						
327 Title 2016-2017						
PR 171000 81	Employer Contributions		/ /	10/17		183.95
					Project Total :	183.95
					Object Total :	183.95
240 Unemployment Comp.						
327 Title 2016-2017						
PR 171000 82	Employer Contributions		/ /	10/17		7.67
					Project Total :	7.67
					Object Total :	7.67
250 Workers' Comp.						
327 Title 2016-2017						
PR 171000 83	Employer Contributions		/ /	10/17		11.21
					Project Total :	11.21
					Object Total :	11.21
260 Health Insurance						
327 Title 2016-2017						
PR 171000 84	Employer Contributions		/ /	10/17		434.74
					Project Total :	434.74
					Object Total :	434.74
					Program-Function Total :	2,793.42

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-2300 Title I-General Admin						
111 Administrative						
327 Title 2016-2017						
PR 171000 85	Payroll Expenditure	/ /	10/17			214.82
					Project Total :	214.82
					Object Total :	214.82
210 Social Security/Med.						
327 Title 2016-2017						
PR 171000 86	Employer Contributions	/ /	10/17			10.27
					Project Total :	10.27
					Object Total :	10.27
230 PERS						
327 Title 2016-2017						
PR 171000 87	Employer Contributions	/ /	10/17			17.61
					Project Total :	17.61
					Object Total :	17.61
240 Unemployment Comp.						
327 Title 2016-2017						
PR 171000 88	Employer Contributions	/ /	10/17			0.80
					Project Total :	0.80
					Object Total :	0.80
250 Workers' Comp.						
327 Title 2016-2017						
PR 171000 89	Employer Contributions	/ /	10/17			1.16
					Project Total :	1.16
					Object Total :	1.16
260 Health Insurance						
327 Title 2016-2017						
PR 171000 90	Employer Contributions	/ /	10/17			43.20
					Project Total :	43.20
					Object Total :	43.20
					Program-Function Total :	287.86
					Fund Total :	7,757.84



Potomac Elementary School

29750 Potomac Road
Bonner, Montana 59823

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.”*

Principal’s Report

October 2017

Teaching and Learning

- During our monthly staff meeting on September 22nd, we discussed a variety of topics related to teaching and learning. In addition to reviewing our assessment data, we discussed ways to support teachers as they develop an instructional framework for the gradual release of responsibility for learning so that ultimately students will become responsible for their own learning.
- Classroom walkthroughs are beginning, so I can provide teachers with specific feedback regarding their teaching. Our initial focus will be on student engagement, checking for understanding, questioning, and classroom management.
- On Friday, October 13th, the teachers and I will be traveling to St. Regis to observe their Personalized Learning program in action. That Friday was scheduled as a staff workday in our calendar.

• Budget and Finance

- I have submitted a grant to the Missoula County Parks and Recreation Department for the school to address the issue regarding the playground and the track/softball complex.
- We received notification from OPI that we are to receive \$5,077 in Title IV funds. We have rolled those funds into our Title I program to support our targeted Title I students. Additionally we were notified that we will receive \$10,958 in REAP funding.

• Student Activities

- The Bike-A-Thon has been scheduled for October 12th.
- Boy’s basketball begins on October 30th with a game at St. Joseph’s.

• Community

- I am reaching out to other school districts that operate four-day weeks to see what types of programming they offer on Fridays and how they fund it.

• Safety

- We have established a Safety Committee for the school in order to maintain a constant awareness of the safety needs of our students and staff members. We have held our first meeting and have revised our emergency response plan. Revised copies of the plan will be available soon.
- We held our first fire drill on September 27th. It went well.
- We plan to use some of our set aside safety funds to add an additional rail to the handrail along our ramp. The current structure creates a potential safety hazard for individuals in wheelchairs. Because Randy Ruff is a welder, we are contracting with him to fabricate the new railing. The cost will be \$550.00.
- Through our relationship with MSGIA, I have made arrangements for our staff to have access to online trainings in a number of areas including:

“Always for Children”

- Back injuries and lifting,
 - First Aid (Most of our staff members have had recent first aid training),
 - Ladder Safety
- **Facilities and Grounds**
 - We received an offer to donate the additional wood chip material to go under the swings on the playground; however, the supplier is currently out.
 - The bleachers by the track and field area need replacing, and we received an offer from an individual to assist with the purchase and/or the transport of the boards necessary to repair the bleachers. We are going to continue to submit our grant request for both the playground and the bleachers. If we get the grant funding, perhaps our local donors will be willing to help elsewhere.
 - I have submitted the grant funding request through Missoula County Parks and Trails Matching grant process to address both the playground and the track/softball complex issues. If funded it would potentially include: wood chips for the playground, replace the broken boards on the bleachers, and adding additional surface material to track and softball field.
 - I talked with Neil McDaniel about our HVAC and insulation issues. He was helpful. I believe that insulating the exposed air cavities particularly in the furnace rooms would be worth our expense. I suggest that we use foam insulation that can be spray up to a depth of about 6 inches. I have contacted Mike Evans to get a cost estimate for the project as well.
 - We need to have the gutters on the main building cleaned, so we do not have issues with ice building up on the gutters this winter. I have contacted a firm to come and address this issue.

Respectfully submitted:

John P. Rouse, Principal

POTOMAC SCHOOL BOARD CALENDAR

*Trustee review
Friday before
monthly meeting*

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

July

Steven

August

Prior Year Trustee Financial Summary approval
Current Year Budget approval
Approve Classified Offer of Employment

Craig

September

Appointment for Missoula Area Curriculum Consortium

Kelsy

October

School Strategic Plan & Goals
8th Grade Trip
Audit Contract
Professional Responsibilities and Goals for Principal
Set Principal Evaluation Date

Gary

November

Cliff

December

Review Strategic Plan & Goals Progress
Principal Evaluation

Steven

January

Approve Principal offer of employment

Craig

February

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

Kelsy

March

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

Gary

April

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

Cliff

May

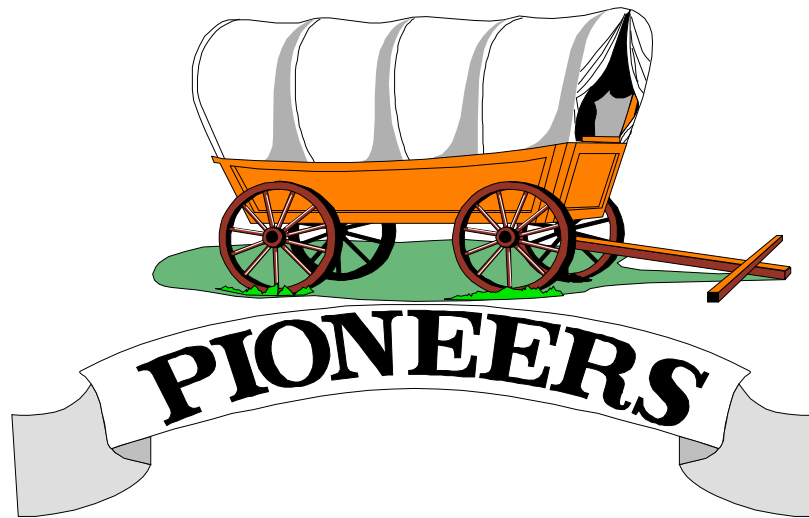
Canvass the election
Reorganize the Board
Appoint the Business Manager/Clerk
Seat New Trustees
Authorize Board Signatures/Deletions
Approval of Election Contract with County
Approval of Bus Routes

Steven

June

Audit Contract Review and Approval
Policy Review

Potomac Elementary Parent/Student Handbook 2017-2018



The final page (front and back) requires parent and student signatures and must be returned to your child's teacher as soon as possible.

The Potomac Family Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. For the full content of the policy, see the school district's policy manual (available at the school office or on the school district's web site).

The Potomac School District's policies can be found on the district website at: www.potomacschoolmontana.us

EQUAL EDUCATION, NONDISCRIMINATION

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Release of "Directory Information"

"Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student's name, address, gender, parents'/guardians' names and addresses, date and place of birth, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.

Rights concerning a Student's School Records

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

School Calendar 2017-18

Aug. 28th First Day of School

Sept. 4th Labor Day No School

Sept. 14th Open House

Oct. 19th & 20th PIR No School

Nov. 8th & 9th Parent/Teacher Conferences

Nov. 22nd – 24th Thanksgiving Vacation No School

Dec. 23rd – Jan. 1st Winter Vacation

Feb. 19th President's Holiday No School

Mar. 26-30 Spring Break No School

April 11th-12th Parent/Teacher Conferences

May 28th Memorial Day No School

June 7th Last Day of School

Quarter End Dates

November 2 nd	Quarter 1
January 18 th	Quarter 2
April 5 th	Quarter 3
June 7 th	Quarter 4

Contacts

School Office:

Phone	244-5581	jrouse@potomacschoolmontana.us
Fax	244-5840	jpoyhar@potomacschoolmontana.us

Board of Trustees:

Chair	Cliff Vann	244-2080	cliffvann@outlook.com
Vice Chair	Kelsy Ployhar	244-0087	kelsy.ployhar@gmail.com
Trustee	Gary Long	244-4647	eckabod@blackfoot.net
Trustee	Craig Nelson	244-3646	potomacnelson@gmail.com
Trustee	Steven VanGrinsven	529-3448	Law3006@yahoo.com

School Staff:

County Superintendent	Erin Lipkind	258-4860	elipkind@co.missoula.mt.us
Coop Director	Linda Maass	523-4861	lmaass@missoulaaec.com
Principal	John Rouse		jrouse@potomacschoolmontana.us
Clerk	Jill Thornton		jthornton@potomacschoolmontana.us
Secretary	Janette Ployhar		jpoyhar@potomacschoolmontana.us
Kindergarten	Karry Betson		kbetson@potomacschoolmontana.us
1 st Grade	Terri Klein		tklein@potomacschoolmontana.us
2 nd /3 rd Grade	Kristy Pohlman		kpohlman@potomacschoolmontana.us
4 th Grade	Abby Stitt		abbystitt@potomacschoolmontana.us
5 th /6 th Grade	Sarah Schmill		sschmill@potomacschoolmontana.us
Science/Math	Kristina Davis		kdavis@potomacschoolmontana.us
8 th Grade	Damian Gaglia		dgaglia@potomacschoolmontana.us
7 th Grade	Raynee Pace		rpace@potomacschoolmontana.us
Special Education	Starla Dugger		sdugger@potomacschoolmontana.us
Counselor	vacant		awilliams@potomacschoolmontana.us
Para-Educator	Gail Abbott		gabbott@potomacschoolmontana.us
Para-Educator	Connie Buresh		cburesh@potomacschoolmontana.us
Head Cook	Deborah Blodgett		potomackitchen@potomacschoolmontana.us
Custodian	Randy Ruff		rruff@potomacschoolmontana.us

Community Center Board:

Chairman	Jeanne Hall	244-5213	ptm3677@blackfoot.net
Secretary	Candice Hall	244-0139	crhall@blackfoot.net
Treasurer	Yolanda Hinkle	244-6097	yohinkle@gmail.com
Scheduler	Denise Clark	244-1127	declark2004@yahoo.co
Member	Dawn Downs		

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

Potomac School Values

At Potomac, we value safety, honesty, integrity, excellence, responsibility, caring, perseverance, fortitude, creativity, the uniqueness of each person and collaboration with others. With this list in mind, Potomac staff, school board members, and affiliated groups maintain a focus on the needs of each student even if that challenges long held traditions. We choose to focus our energies on the strengths of each student, what they can accomplish and the potential they bring to school everyday.

We have chosen to immerse our school within a culture that breeds empowerment, patience, challenges, and perseverance. We believe that this is the backbone to excellence, points to our students' future and is representative of and validates the surrounding Potomac community experience.

Communication

Clear timely communication is our goal at Potomac. There are multiple modes to receive and send information to and from school. Phone, email, webpage, Facebook and newsletters are our most commonly used communication methods. Please visit our online resources to get updated student, parent and community information. Our newsletter is sent home weekly with students, emailed, and posted on our website. Please visit our Board Policy page regarding what information can be published in our newsletter.

Our goal is to share and receive with parents the most accurate information to benefit your child. Communication expectations of staff to parents/community is approximately 48 hours from request/receipt. This expectation is a minimum standard. While we strive for immediate communication, responses to questions or needs may involve scheduling issues, research and/or coordination responses from several sources. We are committed to researching and contacting parents when we receive information from a student compelling us to do so.

We ask that you contact those directly involved at school if you should receive questionable information. It is our preference for face-to-face communication whenever possible, then phone, then email, then written note, etc. While we acknowledge that factors can limit the type of communication, we ask everyone involved in the issue(s) be included initially and in a timely manner.

Technology Use

Potomac has a comprehensive computer network that includes wireless Internet access. Our internet provider, Blackfoot Communication, has installed a filter on our services blocking inappropriate internet traffic to our school. While no filter can block 100% of undesirable material, we do our best to filter and educate students, staff, and community members on appropriate use. The staff at Potomac continually monitors the access points, duration and content of technology. For any student to use or access Internet based accessible technology, each student must have a parent/guardian sign an acceptable use form after reading these pages. The parent signature form must be signed prior to the use of any Internet based/accessible and cell phone technology. (See Appendix D). For the full content of Board Policy 3612, see the school district's policy manual.

Digital Citizenship

Our goal compels us to train every student to understand and behave in a responsible, ethical manner while in or outside of school. As a part of technology use during class time, staff members will also instruct students on acceptable uses, safety guidelines and maintenance of Internet based/accessible, and cell phone technology.

Acceptable use of Internet based/accessible and cell phone technology will support the positive interaction and learning outcomes that make a well-rounded student. In the table below are examples of positive (acceptable) and negative (unacceptable) uses.

Acceptable Uses (examples)	Unacceptable Uses (examples)
Research	Plagiarism, copyright infringement, etc.
Publication	Distribution of offensive or explicit materials or information that is detrimental to the educational process
Peer Review	Violation of federal, state, local laws and/or board policy
Editing	Intentionally accessing obscene, violent or adult oriented material
Multi-media production	Personal attacks, harassing or bullying acts
Transfer of information	Downloading any software, freeware or content that hasn't been approved
Storage of information	Personal uses (without prior approval) such as accessing personal email, downloading music, social media accessing for non-school/academic use

This misuse of technology will follow a progressive discipline process that may include use restrictions, removal from class, and suspension from school. This discipline includes misuse of school technology that is rented, loaned or shared outside the school day and/or property.

Social networking, texting and other e-communication modes fall under the discipline policies of a public school if the activity restricts, limits or otherwise negatively impacts the learning of any student(s). Please monitor and guide your child(ren) in the positive uses of all e-communication (social networking, texting, cell phone, email, etc.). All staff are restricted from interaction with any student through school or personal social networking sites.

Personal Electronic Use

Use of personal electronics is allowed under the supervision of a Potomac School staff member, volunteer or parent helper. Cell phones, iPods, tablets, handheld games, etc. are tools that with supervision and direction can be used to further a student's learning experience. Any unsupervised or expressly prohibited use of personal electronic devices will be grounds for disciplinary action that may include, confiscation for the remainder of the day, week, in school suspension or out of school suspension. All disciplinary measures will follow a progressive disciplinary model on a case-by-case basis.

Movies/Video

Movies and other visual media types are integral and effective learning tools. All multi-media content will provide specific learning objectives that are relevant and contain age appropriate content. General guidelines are as follows:

- Rated G may be shown to all ages with administrative concurrence
- Rated PG may be shown to students under the following conditions:
 - Administrative concurrence

- Primary ages with parent/guardian permission; Middle school aged students (grades 5-8)
- Limited/mild profanity, no nudity and /or sex scenes...**No Exceptions**
Rated PG- 13 may be shown ONLY to middle school (grades 5-8) students with parent/guardian permission under the following conditions:
 - Administrative concurrence
 - Parent/guardian permission
 - Limited/mild profanity, no nudity and/or sex scenes...**No Exceptions**

Movies and other multi-media presentation may be edited and /or limited portions may be shown so that what is presented follows the guidelines listed above.

Use of Student Likeness (annual notification)

Celebrating the accomplishments and activities of Potomac School staff and students is important. Pictures containing students, staff, community members, etc. may be displayed in the school, on the webpage, or other communication. At no time will a student's name and likeness (i.e. photo) be published together without the permission of the parent/guardian of that student. Publications for in-school purposes do not require permission from a parent/guardian. At any time, the parent/guardian may opt out of having your child's likeness published to public venues (i.e. webpages, posters, mailings, etc.). To opt out, please notify the school in writing at any time.

Use of Facilities: Media and History Center

Potomac School is the property of the public and is governed by federal, state and local policies and laws. We maintain an inclusive perspective for those groups that wish to use the school. There are, however, laws and policies that govern the use of limited access of public facilities. Please read our policies regarding Potomac School limited access facility usage. The Media and History Center has posted hours (website, office). The Community Center is leased to the school during the school year. As a separate entity, the Community Center Board should be contacted for schedules, policies, etc. If you wish to use the Community Center during non-school days after 6pm, please contact Denise Clark for the most up-to-date schedule. For the full content of Board Policy 4330, see the school district's policy manual.

Student Fees, Fines and Charges

FAPE is the federal law governing a "Free and Appropriate Public Education." At Potomac, we offer trips, materials, and extracurricular activities that go beyond required federal and state requirements for FAPE. We take seriously any potential costs passed onto parents and /or our community in balance with the benefit to the education for our children, for their future. At Potomac, we will strive to never let money be a reason that a child isn't able to participate in an optional activity. Please contact the office regarding confidential scholarships. If you wish to contribute additional funds toward the scholarship funds, please note the additional amount and its intended use. Costs related to the damage to any school property will be passed onto the parent(s)/guardian(s) of the child responsible for the damage. Costs will be limited to the repair or replacement of the property. The decision to repair or place school property is the responsibility of the Potomac School staff and administration. **For the full content of Board Policy 3520, see the school district's policy manual.**

Visitors

We welcome all to our school. We encourage visitors to observe and / or share in the educational activities at Potomac. All visitors are required to sign in at the office at the onset of the visit to school property. If you wish to observe or participate in your child's class, reasonable advance notice will help us coordinate with the classroom teacher. Some days may involve testing and /or projects that require limited interruptions. Should any visit be determined to be or become disruptive, we will ask that the visitor(s) leave school property. Conferences with teachers should be held outside of school hours or during the teacher's conference or preparation time.

The safety of our students and staff members is of paramount importance. The school district has policies that further address the safety of our students and staff members. For the content of these policies, see the Potomac School District Policy Manual.

Student Discipline

The Board grants authority to a teacher to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section in policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing or bullying.
- Forging any signature or making any false entry or attempting to authorize any document used or

intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Alternative Learning Center
- Detention
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense. **For the full content of Board Policies 3310 and 3311, see the school district's policy manual.**

On a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student. ^[L]_[SEP]

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act. ^[L]_[SEP]

Bullying/Harassment

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.

- c. Creating a hostile educational environment.
- d. Substantially and materially disrupts the orderly operation of a school.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. **For the full content of Board Policy 3226, see the school district's policy manual.**

A discipline referral form will be filled out by staff or principal to track student behavior and will be kept in the principal's office. (See page 10).

Potomac School District Discipline Referral Form

Student Name: _____ Grade **K 1 2 3 4 5 6 7 8** Teacher _____

Reporting Staff: _____ Date: _____ Time: _____

Circle the Location: **Playground Library Cafeteria Hallway Sidewalks Classroom**
Gym Bus

Description of Incident:

Level 1 (staff)	Level 2 (staff and principal)	Level 3 (principal)
<input type="checkbox"/> Inappropriate language, minor <input type="checkbox"/> Horseplay, rough housing <input type="checkbox"/> Defiance, disrespect, insubordination (minor) <input type="checkbox"/> Classroom disruptions <input type="checkbox"/> Inappropriate toys/electronic use <input type="checkbox"/> Physical aggression (minor pushing, shoving, poking, in others space, posturing) <input type="checkbox"/> Verbal assault <input type="checkbox"/> Tardiness (3) <input type="checkbox"/> Other _____	<input type="checkbox"/> Inappropriate or/dangerous use of an object <input type="checkbox"/> Inappropriate language/tone; Verbal assault/Abusive language <input type="checkbox"/> Cheating/lying <input type="checkbox"/> Fighting/Physical Aggression/Spitting <input type="checkbox"/> Running from/Hiding/Evading Authority <input type="checkbox"/> Computer/Internet Violation <input type="checkbox"/> Vandalism /theft <input type="checkbox"/> Pornography (words, drawings) <input type="checkbox"/> Tardiness (4 or more) <input type="checkbox"/> Chronic/Extreme Level 1 <input type="checkbox"/> Other _____	<input type="checkbox"/> Fighting/Physical Assault <input type="checkbox"/> Severe verbal assault <input type="checkbox"/> Use/Possession of Drugs/Tobacco/Alcohol <input type="checkbox"/> Arson/Theft <input type="checkbox"/> False Reporting (i.e. fire alarm, 911) <input type="checkbox"/> Continued insubordination/defiance <input type="checkbox"/> Running away/leaving school grounds <input type="checkbox"/> Pornography/cyber abuse <input type="checkbox"/> Chronic/Extreme Level 2 <input type="checkbox"/> Other _____
<p align="center"><u>Staff Intervention</u> *Implemented by teacher or staff</p> <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Clarified how behavior did not meet expectations <input type="checkbox"/> Re-taught/practiced the appropriate behavior <input type="checkbox"/> Alternate or Loss of Recesses <input type="checkbox"/> Time in Office to Cool Down/Study Hall <input type="checkbox"/> Time out <input type="checkbox"/> Problem solving <input type="checkbox"/> Communication with Parents, Specify: Email Phone Note In-person <input type="checkbox"/> Loss of Privileges _____ <input type="checkbox"/> Other _____		<p align="center"><u>Administrative Decision</u> *Office use only</p> <input type="checkbox"/> Loss of Privileges _____ <input type="checkbox"/> Detention (Lunch/After School) <input type="checkbox"/> Individual Behavior Plan/Contract <input type="checkbox"/> Check in/Check out <input type="checkbox"/> Detention <input type="checkbox"/> Conference with student and/or parent <input type="checkbox"/> Counseling referral <input type="checkbox"/> In-School Suspension (____hours/days) <input type="checkbox"/> Out-of-School Suspension (____hours/days) <input type="checkbox"/> Restitution/Community Service <input type="checkbox"/> Other _____ <input type="checkbox"/> Parent Contact (Talked with _____)

Did behavior cause another student physical harm, damage another student's property, or place a reasonable fear of harm to another student or another student's property? yes no

Did behavior create a hostile environment by interfering with or denying another student's access to an educational opportunity or benefit? yes no

Did behavior substantially and materially disrupt the orderly operation of the school? yes no

Weapons

It is the policy of the Potomac School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, or a principal shall suspend immediately, for good cause, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district.

On a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student. ^[L]_[SEP] **For the full content of Board Policy 3311, see the school district's policy manual.**

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act. ^[L]_[SEP]

Possession of Weapons other than Firearms

The District does not allow weapons on school property. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

This policy does not apply to law enforcement officers acting in his or her official capacity. (45-8-361(3a)).

Search/Seizure

All public schools operate in loco parentis “in place of the parent”. We take this legal responsibility seriously. To maintain a safe learning environment, students, their property, and all storage used by students is under the supervision and care of Potomac staff.

School officials may search any individual student, his/her property, or District property under his/her control, when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District or school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include but are not limited to; lockers, desks, purses, backpacks, vehicles parked on District property, cellular phones or other electronic communication devices.

When a search produces evidence that a student has violated or is violating either law of District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken.

As appropriate, such evidence may be transferred to law enforcement authorities. **For the full content of Board Policy 3231, see the school district's policy manual.**

Bus Transportation

Potomac School contracts with Majestic Bus Service for student transportation to and from school, games and field trips. A representative of Majestic Bus Service will address the students at the beginning of each year explaining bus rider expectations. Potomac School works directly with the Majestic Bus Service to ensure students are able to travel safely to and from school. Any misconduct on the bus will be investigated and dealt with jointly by the principal and Majestic Bus Service. Below are specific rules and consequences for riders on the buses.

1. Students being transported are under the authority of the driver. The driver may assign pupils seats.
2. Stay away from moving buses. Never chase for a bus; on foot or in a vehicle.
3. Students shall be courteous to the driver, to fellow passengers and to passers-by.
4. Students shall be on time for the bus, allowing five minutes before their scheduled stop in the morning.
5. When necessary to cross the road; students shall wait to cross until motioned by the driver. Students not needing to cross the road shall wait to approach the bus until the bus is stopped and the loading door is opened.
6. Students shall sit in designated seating areas.
7. Students shall remain seated at all times in a forward facing position. The aisle must be clear at all times.
8. Students must make other arrangements to transport the following items to and from school; skies, snowboards, sleds, shovels, animals and insects, large band instruments and fragile class projects.
9. Matches, lighters, lasers, toy/replica guns, firearms/weapons, or any other potentially hazardous material, including spray type or aerosol hair or body sprays and glass containers are not allowed on the bus.
10. Electronics: Most electronic equipment must be off and stored while on the bus. Some listening devises with ear buds are allowed. No sharing ear buds. Unauthorized electronic devices will be confiscated and returned only to parents.
11. Pens and pencils are not allowed out of student's back packs.
12. Students shall converse in normal tones; loud or vulgar language or obscene gesturing is prohibited.
13. Fighting, wrestling or boisterous activity is prohibited on the bus. Students must keep hands and feet to themselves.
14. Students are not permitted to eat, drink, or chew gum on the bus.
15. Students shall not open windows more than halfway down and will never extend any part of the body through windows.
16. Students shall not throw objects into, from or on the bus.
17. Students shall keep the bus clean and must refrain from damaging it.
18. Students shall not move, remove or deface any sign on the bus.
19. Students shall have written permission from their parent/guardian or the school to leave the bus other than at school or designated bus stop.
20. Students shall use the emergency door only in case of an emergency.
21. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
22. At times when more than two (2) passengers will be riding with your student for parties, etc; the parent of the student having the guest must call the Majestic office to make prior arrangements.

Discipline / Consequences:
Majestic Bus Service

Usually the driver gives a number of verbal warnings to the student before writing them up. The first written warning the student is to sit up front for 5 days. When up front, the student is in a "quiet seat"; they are not to talk to anyone. A discipline form is filled out, and a copy will be sent to your school principal and to the parents. The second written warning is the same as the first, except 10 days and the parent/guardian will receive a phone call to let you know that there will not be any more warnings. On the third offense, the riding privileges are suspended for 5 days. On the 3rd suspension, the student may not ride the bus for the rest of the year. Sometimes the offenses (weapons, fighting, defiance) are extreme enough that the student may receive three warnings at once and be suspended. Causing a disruption so severe that the bus must be stopped, may be written up as a criminal offense. Criminal behavior will result in law enforcement being called. Being suspended from riding a bus includes all activity/field trips and transportation for sporting events.

All Students are entitled to a safe and comfortable bus ride. We will not allow the poor behavior choices of even one student to bring harm to the others who are following the rules and riding safely. If your student is not willing to follow these simple rules, we ask that you find other ways to get your students to school and home. Simply put; unsafe bus behavior jeopardizes the safety of the entire bus...we will not allow this to happen.

Safely Transporting Students is our #1 Goal



If you have any questions, please call Majestic Bus Service at, 375-9180.

Student Dress

Student expression through dress is a teachable value along with other core subject areas. There are limitations to such expressions when they impede the learning process and / or environment. Clothing that is vulgar, obscene, revealing, advertising drugs/alcohol, distracting, harassing and or a safety hazard will not be allowed in school. If clothing can be altered, removed, covered or adjusted to be in compliance without further violation, school administration will make that final determination. Each determination will be made on a case-by-case basis. Parents may be called to bring alternate clothing to school. If no such accommodations can be made, the student(s) may remain in the office away from their peers until the end of the day. **For the full content of Board Policy 3224, see the school district's policy manual.**

Examples of unacceptable clothing:

- Spaghetti-strap/tank top (less than 1” wide shoulder straps)
- Shirts that allow undergarments to show
- Shirts that reveal skin (including when raising a hand in class or leaning over at a desk)
- Tops with revealing necklines
- Skirts and shorts that end above finger tips with arms extended full downward
- Pants or shorts that hang low and show undergarments and /or bare skin
- Clothing with holes or rips in inappropriate areas that may expose undergarments or skin
- Violent expressions in pictures or words
- Advertisement, reference or inference to drugs, alcohol or promiscuous behavior
- Racial, religious or sexual explicit/harassing language
- Clothing that reveals: undergarments, mid to lower back, breasts, abdomen, buttocks and or genitalia
- Clothing that is unsafe because of activity, weather or other linked safety concerns (i.e. sandals, wheelies, platforms shoes for PE class, not having sufficient clothing for outdoor activities or wearing outdoor clothing while indoors [i.e. sunglasses, parkas, winter hats, gloves, etc.]

Attendance

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, the school shall attempt to contact every parent, guardian or custodian whose child is absent from school, but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child’s absence from school. State law and school board policy place the responsibility of school attendance on the parent(s)/guardian. If your child(ren) will be absent from school, please call the office as soon as possible at 244-5581. If you have a family vacation planned, please notify the school office and classroom teacher prior to the vacation. All coursework missed during the vacation is expected to be completed within a reasonable time line.

All student contact days are critical for sustained learning and are not optional attendance days. School field trips, celebrations and experimental learning opportunities, are highly effective research based learning experiences. According to board policy, every field trip is required to have an educational benefit and or learning outcome. All experimental activities (including celebrations) are strategically planned and coordinated throughout the year.

Students who are truant from school will not receive additional days for make up work, may receive a disciplinary consequence, and or a report will be sent to the county Attorney’s office. Discipline for such actions will follow a progressive policy on a case-by-case basis as determined by board policy, state law and school administration. **For the full content of Board Policy 3122, see the school district’s policy manual.**

Extracurricular

After School Athletics: Boys Basketball, Flag Football, Volleyball, Girls Basketball, and Track

We encourage all students interested in after school athletics to participate. To participate, each student must have had a sports physical performed by a licensed physician within the calendar year and a copy on file in the office. In addition, each student must maintain academic and behavioral standards throughout the duration of the season.

Academic requirements for participation include an overall “C” average in all coursework with no failing test, quiz, projects, etc. scores within the current week of participation. As a guideline, students not meeting these requirements are eligible to practice with the team and ineligible to participate in

games/meet/tournaments for 4 school days. Each case will be reviewed and administered on a case-by-case basis by the athletic director.

Behavior and attendance expectations must be met to actively participate in all athletic programs. Students absent the day of a game are ineligible for the same game. Students who are ill from school because of fever 100 degrees or higher, are ineligible from participating for a 24 hour period including same day athletic events (practice, games, etc.).

Student athletes are expected to follow school behavior expectations while on or off campus for athletic events. Misbehavior and/or poor conduct before, during, or after an athletic event are cause for discipline measures. Ejection from a game event for misconduct may result in additional discipline measure. Each discipline event will be reviewed on a case-by-case basis using federal, state and local laws and policies as guidelines.

Equipment including uniforms belonging to Potomac School on loan to students shall be returned or reimbursed by the family at the conclusion of the event or season. If property is lost, stolen or damaged beyond reasonable use, the student or family is responsible for replacement or repairs as determined by the athletic director/principal.

Academics

Report Cards

It is the goal of Potomac teaching staff to provide a summative evaluation of academic and behavioral standards. Report cards for students will be sent to each parent/guardian each quarter. Reports may include the use of percentages, letter grades, benchmark descriptors, check boxes and or comments.

If you have further questions about your child(ren)'s report card, please schedule a conference with the teacher.

Homework/Tests

There will be times when assignments are expected to be completed at home. Supplemental/Practice materials may be sent home to help parents and students with additional practice and as a form of communication of content. These materials will NOT be used in formulating /compiling grades or evaluations. Student's misuse of school work time may result in assessed work going home.

Tests are used to assess the ability, retention, and limits of application a student is expected to have learned within a given topic. Tests will include but not be limited to, online, paper/pencil, multiple choice, essay, diagram, fill-in-the-blank, recitation, demonstration, multi-media, etc. Tests will be ability- appropriate including challenging components to find the upper limits of understanding.

Evaluation/Grades

Grades for assignments will reflect the mastery and difficulty level for the work assessed. Grades are earned (not given). Grades are based on outward expression of an inner understanding, following directions, and level of application of understanding. Grades may be expressed in a number of forms (i.e. description, check off, rating, rubrics, percentage, letter grade, etc.)

Promotion and Retention

Guidelines and Conditions

Retention shall be an alternative, under the following conditions:

1. A student failing two or more subjects during the school year will be considered for retention by the Administration. Failure is defined as the averaging of the student's grades in a given class for the four marking periods, with the resulting grade being an "F" in 2 or more core subjects.
2. The recommendation to retain shall be considered by a team consisting of the Principal and grade level teacher(s). All retention recommendations will be finalized by a decision of the team. It shall be the practice of the team to meet with the parents or guardians and receive input prior to making a decision. Special conditions that may influence grade placement (social promotion) as opposed to retention are: (1) age of the student; (2) social, physical, and emotional maturity; (3) behaviors which may negatively influence or endanger younger students.
3. Promotion beyond on grade level in a given year shall be subject to Board review after fact-finding by the team, as described above.

Standardized Testing

Potomac participates in three major standardized testing programs: SmarterBalanced(SBAC), MAP, and AIMSweb. SBAC is an adaptive online assessment in math and English Language Arts that is given to 3rd-8th grades students in the spring. The CRT-Science is given to all 4th, 8th and 10th grade students in the state.

MAP and AIMSweb are two nationally normed (measured against other student performance from around the US) tests we use to diagnostically evaluate student understanding in reading, writing and math. Twice a year we take these tests to monitor tests scores so that we have the most accurate picture of student understanding. K-2 will take the AIMSweb test in the fall and spring. K-8 will take the MAP test in the spring and fall. The data from these tests are the beginning points for discussions involving student placement in math, remedial help in the 3 R's, Title 1 recommendations, Special Education referrals, and goals for individual Learning Plans (ILP). Our curriculum, pacing guides and professional collaborative teams work toward improving student learning in all areas at all levels.

For students who are struggling as indicated by these test scores, a referral to our Student Assistance Team (SAT) is typically made. The SAT team regularly convenes to collaboratively and confidentially discuss all test scores, classroom performances, and behavior patterns along with other background connections that may or may not be contributing to a struggling student's performance (see SAT team for more information).

Student Publications

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided they are treated in depth and represent a variety of viewpoints. Such materials may not be libelous, obscene, or profane nor may they cause a substantial disruption of the school, invade the privacy rights of others, demean any race, religion, gender, or ethnic group, or advocate the violation of the law. They may not advertise tobacco, nicotine, liquor, illicit drugs or drug paraphernalia. **For the full content of Board Policy 3221, see the school district's policy manual.**

School Wellness

Potomac Elementary is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. To ensure a consistent focus on the well-being of students, the Board of Trustees has adopted a school wellness policy. **For the full content of Board Policy 2510-R, see the school district's policy manual.**

Health/Medication

Potomac School is limited in our staffing, which currently does not include an onsite nurse. Students who are apparently ill or are injured in such a manner that may require a medical assessment will require parent notification and potentially student pickup from school. Students who are apparently running a temperature and or exhibiting other abnormal physical symptoms will be removed from class and sent home. Students who are determined/ reported to have had a temperature over 100 degrees, are not allowed back to school until 24 hours AFTER the return of a normal temperature without the aid of any medications.

Medications (including but not limited to over-the-counter medication, cough drops, etc.) are to be brought to school by a parent/guardian in a container suitable for prolonged storage. With written permission from the parent for the child to take them. All medication dispensed at school must be administered by the student and monitored by an adult. Students who administer any medication will meet the standard found in Board Policy 3416 and Policy 3416F1. **For the full content of Board Policies 3416 and 3416F1, see the school district's policy manual.**

Immunization

All students must be immunized according to Montana state requirements or have a notarized form of exemption for medical or religious reasons on file in the office.

Head Lice

Head lice is a parasite that when identified by staff in the hair of a student requires the removal of that student from class and for them to be sent home. The student may return when no nits are visible upon inspection. All siblings of a student identified with head lice will be inspected along with classmates. Refer to Policy 3420. **For the full content of Board Policy 3420, see the school district's policy manual.**

Accident Prevention

If injured while at school or at a school sponsored activity, contact your teacher, advisor, or coach and have them fill out the district's injury report form as soon as possible. This form can be obtained at the office. Form 3431F. **For the full content of Board Policy 3431, see the school district's policy manual.**

Accident Insurance

The school district does not provide accident or medical insurance coverage for students. Insurance coverage may be purchased by parents through a private company for a minimum fee. Insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. Please contact the office for additional information. This insurance covers while your child is at school or participating in activities. A parent seeking coverage must make sure the insurance coverage is in place prior to the first day of practice and/or school.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Allergies

Allergies for each student must be identified by a health care professional. Professionally identified allergens and accompanying accommodations will be made within reason. Emergency plans will be developed based upon a health care professional's specific identification of allergens, age of student, availability of trained staff, etc. Classroom awareness for identified allergies may be part of an overall plan to support the health and wellness of the effected student.

Lunch/Breakfast Program

Our school lunch and breakfast program follows federal, state, and local guidelines for nutrition and pricing. Good nutrition is critical for maximum student achievement. For families that provide lunches and or breakfast snacks from home, please support healthy eating habits with balanced meal options for your child. For students who eat lunch and / or breakfast at Potomac School, we offer a balanced meal according to federal guidelines.

2017-2018 Lunch pricing: Students \$3.23, Adult \$4.00

2017-2018 Breakfast pricing: Students \$2.09, Adult \$3.00

Milk \$.35

Free/Reduced meals are based on a total household income. The administration of this program follows federal guidelines, which require that a *new application* be completed each year. Income eligibility will remain the same for an entire school year and the first 15 days of next year unless the family application is chosen for verification. If you qualify for SNAP, you are automatically approved for free breakfasts and lunches. Applications for the Free/Reduced program will be included in student materials mailed out during the summer, and are also available in the school office and on the website. If an applicant is denied, reapplying is allowed if the household income or family makeup changes.

IDEA /504 Plans/ SAT

Students who struggle in any content area and/or behaviorally may be referred to our school's Student Assistance Team (SAT). The SAT team is comprised of the principal, school psychologist, special education resource teacher and classroom teacher. The SAT team will convene to bring forward relevant information to provide classroom interventions, After a designated period of time while implementing and measuring classroom level interventions, a subsequent meeting will proceed investigating the presence of other factors including learning disabilities (LD). Student may then be referred to the school psychologist for further testing.

All preliminary meetings not requiring LD testing do not require parent participation, however, we strongly encourage parent attend. All efforts to provide common meeting times will be made.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibits discrimination against students and/or employees on the basis of a disabling condition. These laws impact instructional requirements as well as requirements regarding facilities, personnel, transportation and length of school days. Students who potentially qualify under the Section 504 will be referred to the SAT team.

Students who qualify for a 504 plan must meet the following criteria:

- Are not found in need of special education (IDEA)
- Have various types of diagnosed physical or mental impairments that are shown to substantially limit one or more of the students major life activities:
 1. Functions such as caring for oneself

2. Walking, seeing, hearing, speaking, breathing
3. Performing manual tasks
4. Learning and working.

For the full content of Board Policies 2161 and 2162, see the school district’s policy manual.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act affords eligible students the rights to immediate enrollment, transportation/busing, automatic enrollment in the free/reduced lunch program, automatic enrollment in Title I services, all school-based services of which they qualify, participate in all programs and activities offered to students and families and challenge enrollment/school-choice decisions. For the full content of Board Policy 3125, see the school district’s policy manual.

Who is Eligible for FIT Services According to the McKinney-Vento Act?

The term “homeless children and youth” refers to individuals who lack a fixed, regular and adequate nighttime residence. Under the law, a child may qualify as homeless if he or she is:

- Living in an emergency shelter, domestic violence shelter, or transitional housing.
- Living in a motel, hotel, trailer park, or campground, were abandoned in a hospital, or are awaiting foster care placement;
- Living in a car, park, public place, bus or train station, abandoned building, or other structure not meant for housing;
- Doubled-up with relatives or friends due to a loss of housing, economic hardship, or a similar reason;
- NOT living with a parent or legal guardian, is an unaccompanied youth living in a situation that meets on of the four definitions listed above.

For more information or assistance with determining eligibility, contact the Potomac School FIT Liaison:

John P. Rouse
29750 Potomac Rd
Bonner, MT 59823
406-244-5581 Ext 201
jrouse@potomacschoolmontana.us

School Associated Organizations

PTC Co-Chairs: Allyson Nelson and Amy Vann

PTC provides parent/community support for school events: dinners for community functions, additional adult support for field trips, fundraisers, materials needed that enhance academics (financial support for classroom initiatives, etc.), and continuing financial support for Potomac School initiatives (core content, technology, music, PE , library , scholarships). PTC raises funds through calendar sales in November and December and hosting a Bingo Night in March.

Asbestos Management

In compliance with the US Environmental Protection Agency (EPA), Asbestos Emergency Response Act (AHERA), in the fall of 1988 we performed an inspection of our school buildings for Asbestos-containing building materials (ABM). The inspection findings and asbestos management plans have been on file in the school office since that time.

All reports and the maintenance schedule are on file with the school and may be viewed by the public. We are not only intent on complying with but also exceeding federal state and local regulations. The safety of all individuals at Potomac School is a top priority. **For the full content of Board Policy 8420, see the school district's policy manual.**

Appendix

District –Provided Access to Electronic Information, Services, and Networks

General

The District makes Internet access and interconnected computer systems available to District students and staff. The District provides electronic networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse occurs. The teacher and other staff will make reasonable efforts to supervise use of network and Internet access: however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will comply with selection criteria for instructional materials and library materials. The teacher may use the Internet throughout the curriculum, consistent with the District's educational goals.

Acceptable Uses

1. Educational Purposes Only. All use of the District's electronic network must be:
 - In support of education and /or research, and in furtherance of the District's stated educational goals
 - For a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.
 -

2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:

A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages: offering for sale or use any substance the possession or use of

which is prohibited by the District's student discipline policy: viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law: intruding into the networks or computers of others: and downloading or transmitting confidential, trade secret information, or copyrighted materials.

B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputations by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.

C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and Others should not give information to others, including credit card numbers and social security numbers.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

This misuse of technology will follow a progressive discipline process that may include use restrictions, removal from class, and suspension from school. This discipline includes misuse of school technology that is rented, loaned or shared outside the school day and/or property. The systems administration or Principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulation and may deny, revoke, or suspend access at any time, with that decision being final.

[For the full content of Board Policy 3612, see the school district's policy manual.](#)

Parent Signature Required (See Next Page)

Internet Access Conduct Agreement (For the full content of Board Policy 3612F, see the school district's policy manual.)

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Potomac School District's policy regarding District-Provided Access to Electronic Information, Services, and Networks (Policy # 3612). Should I commit any violation or in any way misuse may access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Student's Name (Print): _____ Date: _____

Student's Signature: _____

Parent or Legal Guardian

As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building –approved account to access the District's computer network and the Internet.

Parent/Legal Guardian (Print): _____

Signature: _____

Home Phone: _____ Address: _____

This Agreement is valid for the 2017-2018 school year only!

*****SIGNATURES REQUESTED ON NEXT PAGE ALSO*****

Use of Student’s Name and (Likeness) Picture

I have read the Use of Likeness section. Choosing to not participate must be in writing, submitted to the office, and can occur at anytime during the school year. All prior uses of likeness will remain intact.

Parent Signature: _____ Date: _____

Handbook

I have read the family handbook. Board policy, state and federal law will supersede any conflict found in the family handbook. By signing this document, I acknowledge that I have been notified of general federal and state laws and board policies through the family handbook. All board policies are located on the school’s webpage and can be made available by written or in-person request to office personnel. Additional information and/or changes may be made to the handbook. Any additions that are NOT covered by current board policy will require notification to parent/guardian through published means (webpage, paper copy, presentation, etc.)

Parent Signature: _____ Date: _____

Seeley Swan Pathfinder Permission Request

_____ Yes, I give permission to use photos of my child and their first and last name in The Seeley Swan Pathfinder newspaper, including their image and first and last name appearing together.

_____ No, my child’s image and likeness may NOT be included in the Pathfinder.

Parent Signature: _____ Date: _____

Potomac School District Strategic Plan

Focus Area	Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2018
School Climate and Culture	Address bullying. Include an appreciation of staff in the school/community culture - helps staff retention - Student leadership in all grades. Enhance community and student responsibility and ownership.	Board, Staff, Student Council, PAC members	A) Re-examine the need for structured recess. Involve students and staff in the discussions. Example - add kickball or softball as choices during recess.		TBD
		Principal, Staff, Student Council, PAC members	B) Develop culture of anti-bullying with Student Council participation and staff development (Verify with students the level of interest in having a student council)		TBD
		Principal, Staff, PAC members	C) Maintain ownership and sense of responsibility for the staff/students and community.		TBD
		Principal	D) Develop grants that leverage our history; Promote the field (photo); (Principal will meet with PTC board regarding their needs)		TBD
		Board, Principal, Staff, Students, PAC members	E) Maintain ownership and sense of responsibility for the staff/students and community		TBD
		Board, Staff, Student Council, PAC members	F). Consider conducting the MyVoice Survey in January 2018.		TBD
		Principal, Staff, Students, PAC members	F) Emphasis will be placed on 8 th Grade Leadership.		TBD

Potomac School District Strategic Plan

Focus Area	Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2018
School Climate and Culture	Effective communications with members of the community will strengthen community ties with the school.	Principal, Administrative Assistant	A) Post equipment, etc, needs on website, include in principal's report, in newsletter. Use Pie charts and banners or host a night of information? Use the Christmas program, the MCT presentation, Bingo event to disseminate information.		TBD
		Principal	B) Promote the use of the school's athletic field for community uses/games		TBD
		Principal	C) Be present at school and community events		TBD
		Board, Clerk, and Principal	D) Financial needs and status - where our budget is. Info for community education. Needs for other items such as sporting equipment.		TBD
		Principal	E) Be actively engaged with PTC and the Community Center Board, when possible.		TBD
Teaching and Learning: Oral and Written Communication	Students will be able to: 1. Read to infer/interpret/draw conclusions, 2. Support arguments with evidence, 3. Resolve conflicting views encountered in source documents, and 4. Solve complex problems with no obvious answers	Teachers, staff, and principal	A) Authentic literacy approaches will be used in the classrooms to provide opportunities for students to master the four skills listed in the goal statement.		TBD
		Teachers, staff, and principal	B) Consider opportunities for Personalized Learning- (defined as allowing a child to choose a research direction within a class subject being discussed and explored thereby giving students more ownership of their learning). Utilize personal learning within the constraints of a master teacher's direction.		TBD
Teaching and Learning: Standards-based Education	Grade reporting will be linked directly to standards so students and parents have a better understanding of what the students know and are able to do.	Teachers, staff, and principal	A) Teachers will redesign the grade reporting system to reflect the standards upon which students are being assessed.		TBD
			B) Students will conduct student-parent conferences communicating to their parents what they have learned while accepted more responsibility for their learning.		TBD

Potomac School District Strategic Plan

Focus Area	Goal	Stakeholders	Tactics/Strategies	Expected Completion and/or Product	Progress report Spring 2018
Teaching and Learning: Fine Arts	All students will have the opportunity to participate in Fine Arts instruction at each grade level.	Teachers, staff, and principal	A) Continue offering fine arts as an elective for upper grade students and as part of the regular academic program in the lower grades.		TBD
			B) Seek ways to offer the opportunity for students to gain experience with band.		TBD
Teaching and Learning: College and Career Readiness	Increase student participation in all areas related to "their future."	Teachers, staff, and principal	A) Expose students to career options - use university resources - meet collage staff and students to expand horizons? Do a career day. Bring in community people.		TBD
			B) Re-establish a student council with a focus on developing leadership skills and governance.		TBD
Extended Day/Week/Yr Programming	Secure funding in order keep the Friday program functioning	Board, Principal	Four-day Week- Extended, sustained student contact time enables staff satisfaction and retention. Plus less distractions, more focused both for teachers and students.		TBD
Financial Sustainability	Create structures to ensure that we are able to maintain services, including staff.	Board, Principal	Utilize to the extent possible flexibility in levies such as SB for levies. Maintain Student Teacher Ratio, Maintain Institution without drastic deductions for 3 years - no cutting staff, no reduced services even if enrollment is reduced. community education of levies and needs?		TBD
Facility/Maint Needs	Establish an on-going maintenance plan to ensure that facility needs are proactively addressed.	Board, Principal	A) Develop a long-range facility plan that includes maintenance - allocate enough in levies to maintain the plan		TBD
			B) The board chair will appoint a committee to create a facility plan by January		TBD



Potomac Elementary School

29750 Potomac Road
Bonner, Montana 59823

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.”*

Principal’s Performance Goals/Expectations 2017-18

1. By the end of January, the principal will present a plan for financially supporting the 5th Day of School program (Fridays). Sources for funding this program initiative may come from savings in our existing budgeting structure, funding from outside sources, or a combination of the two. The outside funding may include a mechanism through which the parents of the students who participate in the Fridays pay a portion of the expenses. The funding priority to support the Friday program throughout the academic year. Funding for the summer months and/or after school care of students will be considered as a secondary focus.
2. By the end of January, the principal will prepare and present a three-year projection of revenues for the school district. By the end of February, the principal will prepare and present a projection of both revenues and anticipated expenses for a three-year period of time. Projections will be predicated on the rate of compensation increases included in the current negotiated agreements and the best available data regarding state and federal funding levels. The assumption will also be made that the school district’s enrollment will remain stable for the projection period.
3. After receiving the January MAP testing results, the principal will prepare and present a report to the Board showing the growth in MAP test results from the fall testing period through the January assessment. The results from both the math and the English Language Arts test will be included.
4. By the end of January, the principal will present a report to the Board regarding the following success measures of our former students:
 - a. Number of Potomac former students who are-
 - i. Participating in extracurricular activities,
 - ii. Enrolled in advanced and/AP level courses, and
 - iii. Have graduated within four years of entering the high school.
 - b. Anecdotal reports of former students social adjustment to the high school environment.
5. By the end of January, the principal will present a plan for the five-year replacement for technology, including printers and copy machines.
6. By the end of January, the principal will demonstrate the steps that have been taken to promote student leadership as well as a plan for further leadership development opportunities for students.

TERRY JAMES BURKE
CERTIFIED PUBLIC ACCOUNTANT

TELEPHONE:
(406) 541-3709

103 SOUTH 5TH STREET EAST
MISSOULA, MONTANA 59801
E-MAIL: burke@blackfoot.net

FACSIMILE:
(406) 541-3708

September 21, 2017

Board of Trustees
Potomac School District Number 11
29750 Potomac Road
Bonner, Montana 59823

RE: AUDIT CONTRACT FOR THE YEAR ENDED JUNE 30, 2017

I am pleased to have been selected for performing professional auditing services for Potomac School District for the year ended June 30, 2017.

For scheduling purposes, I have enclosed the Standard Audit Contract. My maximum fee for the 2015-2016 audit is \$5,700. The fee has increased by \$165 (3%) over the prior year.

A representative of the District should sign where indicated on pages 12 and A2 and forward to:

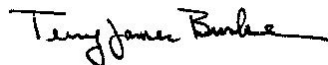
Montana Department of Administration
Local Government Services Bureau
Audit Review Program
P.O. Box 200547
Helena, Montana 59620-0547

Once approved by the Department, a signed copy will be sent to both the District and to my office.

You may be assured that my firm will provide the District with the highest quality audit services.

I am looking forward to continue working with the District. If you have any questions or need additional information, please call me.

Sincerely,



Terry James Burke
Certified Public Accountant
Enclosure

TERRY JAMES BURKE
CERTIFIED PUBLIC ACCOUNTANT

TELEPHONE:
(406) 541-3709

103 SOUTH 5TH STREET EAST
MISSOULA, MONTANA 59801
E-MAIL: burke@blackfoot.net

FACSIMILE:
(406) 541-3708

September 21, 2017

Potomac School District Number 11
29750 Potomac Road
Bonner, Montana 59823

I am pleased to confirm my understanding of the services I am to provide the District for the year ended June 30, 2017. I will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the District and for the year ended June 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI's are required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Funding Progress – OPEB, if significant.
- 3) Schedule of Proportionate Share of Net Pension Liability and Schedule of Contributions to Montana Retirement Systems

Audit Objectives

The objective of my audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. My audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures I consider necessary to enable me to express such opinions. If my opinions on the financial statements are other than unqualified (unmodified), I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed opinions, I may decline to express opinions or to issue a report as a result of this engagement.

I will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose.

If during my audit I become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, I will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, I will assist with preparation of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the written representation letter my assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services I provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the District and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to me and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that I may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to me in the written representation letter that the effects of any uncorrected misstatements aggregated during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that I may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains and indicates that I have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for me previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. My responsibility as an auditor is limited to the period covered by my audit and does not extend to later periods for which I am not engaged as an auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

My audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash or other confirmations I request and will locate any documents selected by me for testing.

I will provide copies of my reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

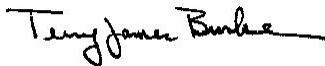
The audit documentation for this engagement is the property of Terry James Burke, CPA, and constitutes confidential information. However, pursuant to authority given by law or regulation, I may be requested to make certain audit documentation available to Montana Department of Administration, Local Government Services or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Terry James Burke, CPA. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit on approximately December 1, 2017 and to issue my reports no later than June 30, 2018, as required. Terry James Burke is the engagement partner and is responsible for supervising the engagement and signing the reports. My fee for these services will be at my standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that I agree that my gross fee, including expenses, will not exceed \$5,700. My standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

I appreciate the opportunity to be of service to the Potomac School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Sincerely,



Terry James Burke
Certified Public Accountant
Enclosures

RESPONSE:

This letter correctly sets forth the understanding of the Potomac School District

By: _____

Title: _____

DEPARTMENT OF ADMINISTRATION
LOCAL GOVERNMENT SERVICES BUREAU
STANDARD AUDIT CONTRACT

THIS CONTRACT is made this 21st day of September, 2017, by and between

Terry James Burke, Certified Public Accountant

Certified or Licensed Public Accountant

("Contractor"),

Potomac School District No. 11, Missoula County, Bonner, Montana

Governmental Entity

("Entity"),

and the **Montana Department of Administration, Local Government Services Bureau**, ("State"), PO Box 200547, Helena, MT 59620-054 acting under the authority of Title 2, Chapter 7, Part 5, of the Montana Code Annotated.

1. **State Approval:** This contract is not effective with respect to any party until it is approved and signed by the State, as required by Section 2-7-506(3), MCA. The Contractor may not begin any audit work until the State gives this approval. If the Contractor begins work before the State has approved and signed the contract and the State subsequently does not approve and sign the contract, the Contractor is not entitled to receive any compensation for the work performed.

2. **Audit Period and Payment:** This contract covers the following audit period(s):
July 1, 2016 to June 30, 2017.

A. The Entity shall pay the Contractor for the audit work on the basis of time and necessary out-of-pocket expenses, which will not exceed:

\$ 5,700 for initial (or sole) audit covering 07/01 /16 to 06/30/17.

\$ _____ for subsequent audit covering ____ / ____ / ____ to ____ / ____ / ____.

\$ _____ for subsequent audit covering ____ / ____ / ____ to ____ / ____ / ____.

The Entity shall pay the fees listed in Appendices A, B & C, as applicable, which are attached hereto and incorporated by reference.

B. If the cost of any subsequent audit is not agreed upon at the time this contract is executed, the Contractor and the Entity shall negotiate the cost at a later date. The results of this negotiation will be set forth in the Appendices and made a part of this contract. The Contractor shall provide the State and the Entity with a copy of the appropriate Appendices.

C. The contract payments do not include the cost of additional work that may be required if the Contractor discovers a defalcation or material irregularity. Any change in the scope of the audit services to be provided under this contract requires a contract amendment.

2. continued:
 - D. The Contractor may submit interim bills to the Entity each month, based upon the estimated percentage of contract completion. The Entity may retain 10 percent of each of these estimates until the Contractor has delivered the final audit report, at which time the Entity shall release the amount retained.
3. **Audit Scope:** The Contractor shall conduct a financial statement audit of the Entity as follows:
 - A. The Contractor shall conduct the audit in accordance with (i) generally accepted auditing standards adopted by the American Institute of Certified Public Accountants and (ii) the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The objective of the audit is the expression of the Contractor's opinion on the Entity's financial statements. The Contractor shall obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Accordingly, a material misstatement may remain undetected. Also, the audit is not designed to detect error or fraud that is immaterial to the financial statements. If the Contractor's opinion on the Entity's financial statements is other than unqualified, the Contractor shall fully discuss the reasons with the Entity in advance of issuing a report. If, for any reason, the Contractor is unable to complete the audit or is unable to form or has not formed an opinion, the Contractor may decline to express an opinion or decline to issue a report as a result of the engagement.
 - B. The Contractor shall include tests of internal control over financial reporting, but the audit is not designed to provide an opinion on internal control or to identify significant deficiencies. The Contractor, however, shall make the Entity aware, in writing, of any significant deficiencies that come to the Contractor's attention.
 - C. The Contractor shall include the following tests of compliance and other matters as required by Government Auditing Standards. These tests, however, will not be designed to provide an opinion on such compliance. The Contractor shall determine whether:
 - (1) the Entity has complied with all appropriate statutes and regulations, as required by Section 2-7-502, MCA;
 - (2) the Entity has complied with the provisions of each of its revenue bond ordinances and indenture agreements;
 - (3) if the audit is of a county, city or town, money is or has been retained in a local charge for services fund contrary to the requirements of Sections 17-2-301 through 17-2-303, MCA, as required by Section 17-2-302, MCA. **The Contractor shall report any findings of noncompliance with the provisions of these statutes, regardless of materiality;** and
 - (4) if the audit is of a county or consolidated city/county government, the Entity has complied with state laws relating to receipts and disbursements of agency funds maintained by the Entity, as required by Section 2-7-505, MCA.
 - D. When applicable, the audit must meet all requirements of the Federal Single Audit Act of 1984, as amended by the Single Audit Act Amendments of 1996 and OMB Circular A-133.
 - E. The audit scope with regard to federal financial assistance for each fiscal year covered by this audit contract must be as specified in Appendices A, B and C.

3. continued:

F. Except as provided below, for purposes of determining the scope of the audit, the Entity is considered the financial reporting entity as defined by the Governmental Accounting Standards Board. This provision does not preclude the Entity from engaging a different audit firm for the audit of a segment, fund or component unit of the Entity. However, both the Entity and Contractor shall notify the State whenever the Entity elects to engage a different audit firm for the audit of a segment, fund or governmental component unit. Such additional audit must be contracted for on the State's Standard Audit Contract, and the audit firm shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State.

If this contract is for an audit of a segment, fund, or governmental component unit of the primary government, the Entity is considered to be the segment, fund or component unit.

G. Any school district audit must also include auditing procedures sufficient to provide an opinion as to whether the following supplemental information is fairly stated in relation to the basic financial statements:

- (1) the school district's enrollment for the fiscal year or years being audited as reported to the Office of Public Instruction in the Fall and Spring enrollment reports; and
- (2) when applicable, the extracurricular funds for pupil functions.

H. If the Entity is a school district or associated cooperative, the Contractor shall contact the State Office of Public Instruction and the county superintendent of schools before or during the audit of the Entity. The Contractor shall determine whether those offices are aware of potential financial or legal compliance problems relating to the Entity that could affect the scope of the audit.

I. The Contractor shall immediately notify the Entity and the State in writing of any material irregularities it discovers. If the Entity is a school district or special education cooperative, the Contractor shall also immediately notify the State Office of Public Instruction in writing.

J. The Contractor shall provide the Entity with a copy of its most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the contract period.

K. The Contractor shall notify the Entity of all proposed audit adjustments and, if the Entity concurs, shall obtain written acceptance of these proposed adjustments. The State reserves the right to request documentation of these proposed and accepted audit adjustments.

4. **Entity's Responsibilities:** The Entity shall be responsible for:

- A. its basic financial statements, including note disclosures;
- B. all supplementary information required by GASB and by provisions of this contract;
- C. establishing and maintaining effective internal control over financial reporting, including internal controls related to the prevention and detection of fraud;
- D. ensuring that it complies with the laws and regulations applicable to its activities;

4. continued:
 - E. making all financial records and related information available to the Contractor;
 - F. the schedule of expenditures of federal awards required for audits conducted under OMB Circular A-133;
 - G. approving all proposed audit adjustments before posting, if the Entity concurs with the proposed adjustments;
 - H. adjusting the financial statements and accounting records to correct material misstatements and to agree with the audited financial statements; and
 - I. providing the Contractor, at the conclusion of the audit engagement, with a letter that confirms certain representations made during the audit, including an affirmation that the effects of any uncorrected misstatements aggregated by the auditor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
5. **Dates for Annual Financial Report or Trial Balance of Accounts:** The Entity shall prepare its annual financial report or a trial balance of accounts no later than the dates specified in Appendices A, B and C. If the Entity is unable to prepare its annual financial report or trial balance by the date specified in the Appendices, the Entity shall notify the Contractor and the State in writing prior to the specified dates.
6. **Beginning the Audit:** The Contractor shall begin the audit field work based on the schedule established in Appendices A, B and C. Under Section 2-7-503(3)(a), MCA, all audits must commence within nine months from the close of the last fiscal year of the audit period.
7. **Completion of Audit:** The Contractor shall deliver the audit report to the Entity and the State, based on the schedule established in Appendices A, B and C. If the Contractor cannot deliver the audit report to the Entity and the State on the date specified in the Appendices, the Contractor shall notify the Entity and the State in writing of that fact, and the reason(s) therefore. Under Section 2-7-503(3)(a), MCA, all audits must be completed and the reports issued within one year from the close of the last fiscal year covered by the audit. If the audit is conducted in accordance with the provisions of OMB Circular A-133, the Contractor shall also complete the audit and issue the audit report within the time period required by that Circular, unless a longer period has been agreed to in advance by the federal cognizant or oversight agency for audit. If the Entity has requested and received an extension of the A-133 due date from a federal agency, the Entity shall submit a copy of the approved extension to the State.
8. **Audit Presentation:** The final audit report must contain basic financial statements and required supplementary information consistent with financial reporting standards in effect for the year or years being audited, as established by the Governmental Accounting Standards Board. In addition, other supplementary information required by provisions within this contract and by OMB Circular A-133 must also be included, if applicable.
 - A. The final audit report must also contain any other financial statements and supporting schedules and information as agreed upon by the Entity and Contractor.
 - B. The financial statements presented must be in accordance with the financial reporting standards in effect for the year or years being audited, as described above. If the accounting records or other circumstances do not permit financial statements to comply with these requirements, the Contractor shall notify the

8. continued:

State of those conditions and describe the financial statements that will be presented. The applicable auditor's reports must also be modified as required to reflect a departure from generally accepted accounting principles.

- C. If the audit is of a school district with separate elementary and high school district general funds, the general funds must be combined as a single major fund. All other funds must be separately considered for major fund criteria.
- D. If the audit is a biennial audit covering two years, the Contractor shall present complete financial statements as specified above for each year covered by the audit. However, note disclosures for both fiscal years may be in one set of notes, with separate fiscal year disclosures as necessary. The two years must be presented under one audit report cover and opined upon in one Independent Auditor's Report.

9. **Auditor's Reports:** All audit reports must contain the following auditor's reports, which must comply with applicable professional standards in effect for the fiscal year or years being audited:

- A. an independent auditor's report on the financial statements of the Entity;
- B. a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards. If applicable, this report must include information about fraud, illegal acts, significant violations of provisions of contracts or grant agreements, and significant abuse, or indications of these acts.
- C. a report disclosing any lack of compliance with State statutes, rules, regulations, or ordinances that would not have a material effect on the financial statements, but of which the Contractor becomes aware during the course of the audit. This report must be referred to in the report required in 9.B. above. This report may be combined with other reports if appropriate, or the findings may be included in a management letter. If included in a management letter, that letter must be included as a part of, or accompanying, the audit report.
- D. a report on any supplemental schedules or information presented, if any such schedules or information are presented in the audit report. This report may be given in a supplemental information paragraph of the auditor's report on the financial statements (9.A. above), or in a separate report. For the following supplemental information, the Contractor shall report on whether the information is fairly stated, in all material respects, "in relation to" the financial statements as a whole, unless the condition of the financial records do not allow the auditor to render such an opinion:
 - Supplemental schedule of school district enrollment required in paragraph 11.A;
 - Supplemental schedule of school district extracurricular fund financial activities required in paragraph 11B; and
 - Supplemental schedule of expenditures of federal awards required by OMB circular A-133 and in paragraph 10.A.
- E. a report disclosing the action taken by the Entity to correct any deficiencies or implement any recommendations contained in the prior audit report. This report must be in a format that specifically identifies, by title or summary, each deficiency or recommendation contained in the prior audit report and the action taken by the Entity on each such deficiency or recommendation.
- F. If the Contractor includes audit findings in the reports referenced in 9.B. and 9.C. above or in a

9. continued:

management letter, the views of Entity officials and their planned corrective actions must also be included, as required by Government Auditing Standards, if they are available at the time the Contractor files copies of the audit report with the State. If the views and planned corrective actions are not available at that time, the Contractor shall so indicate in the reports.

10. **Single Audits:** All audit reports for single audits done in accordance with OMB Circular A-133 must also contain the following:

A. a schedule of expenditures of federal awards. As required by OMB Circular A-133, the schedule must:

- (i) list individual federal programs by federal agency. For federal programs included in a cluster of programs, list individual federal programs within a cluster of programs;
- (ii) for federal awards received as a subrecipient, include the name of the pass-through entity and identifying number assigned by the pass-through entity;
- (iii) provide total federal awards expended for each individual federal program and the CFDA number or other identifying number when the CFDA information is not available;
- (iv) include notes that describe the significant accounting policies used in preparing the schedule;
- (v) to the extent practical, for pass-through entities identification in the schedule of the total amount provided to subrecipients from each federal program; and
- (vi) in either the schedule or a note to the schedule, the value of the federal awards expended in the form of non-cash assistance, the amount of insurance in effect during the year, and loans or loan guarantees outstanding at year end. While not required, it is preferable to present this information in the schedule.

B. a report on the schedule of expenditures of federal awards. This report may be combined with other reports as provided by OMB Circular A-133 and professional standards. This report must comply with applicable professional standards in effect for the fiscal year or years being audited.

C. a report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance in accordance with OMB Circular A-133. This report must refer to the separate schedule of findings and questioned costs described in paragraph 10.D. of the contract. This report must comply with applicable professional standards in effect for the fiscal year or years being audited.

D. a schedule of findings and questioned costs which must include the information required by OMB Circular A-133.

E. the corrective action plan required by OMB Circular A-133, if that plan is available at the time the Contractor files copies of the audit report with the State. This corrective action plan may be combined with the Entity's planned corrective actions related to findings reported in accordance with Government Auditing Standards, as provided in paragraph 9.F., above.

11. **School Districts:** School district audit reports must also include the following as supplemental

11. continued:
information/schedules:
 - A. a schedule of the district's enrollment as reported to the Office of Public Instruction for the fiscal year or years being audited. The schedule must contain the enrollment both as reported in the Fall and Spring enrollment reports and as documented by the school district's enrollment records; and
 - B. a detailed schedule of extracurricular fund financial activities.
12. **Written Report to Entity:** The Contractor shall render a single, written report for the Entity audited. **The report must include, or be accompanied by, all written reports and letters discussing findings and recommendations from the Contractor to the Entity, including but not limited to the reports and schedules referred to in paragraphs 9 and 10 above as well as any management letters that include findings and recommendations.**
13. **Exit Interview:** Before submitting the final audit report, the Contractor shall hold an exit review conference in which the audit results are discussed with those charged with governance and appropriate Entity officials and employees. **The Contractor shall ensure that all members of the governing body and key members of management are notified of this exit conference.** The Contractor further agrees that before submitting the final report, it will not discuss the audit findings with anyone other than the Entity or the State. However, once the Contractor delivers the final audit report, the report is deemed to be a public record.
14. **Report Distribution:** The Contractor and Entity shall file copies of the audit report as specified below:
 - A. The Contractor shall provide the Entity with the number of copies of the audit report specified in Appendices A, B and C and the cost of those copies is included in the total price for the engagement as set out in paragraph 2.A., above, and in the Appendices. The Contractor shall submit one of these copies to the attorney for the Entity.
 - B. Upon request by the Entity, the Contractor shall provide additional copies of the audit report at a price per copy agreed upon by the Entity and Contractor.
 - C. The Contractor shall provide the State with four copies of each audit report at no charge. **These copies must be sent to the State at the same time the Contractor delivers the final audit report to the Entity and must include any management letters that include findings and recommendations.** A letter of transmittal must accompany the State's copies, advising the State of the date of the exit conference, the date the final report was delivered to the Entity, the date of the audit report, the actual number of hours spent by the Contractor in the conduct of the audit, the total audit fees billed the Entity, whether the audit was conducted in accordance with the provisions of OMB Circular A-133, and whether there were any findings or opinion qualifications in the audit report, and, if so, whether the entity's corrective action plan or response was included as part of or submitted with the audit report.
 - D. If the Entity is a school district or associated cooperative, the Contractor shall provide copies of the audit report to the Office of Public Instruction, the county superintendent of schools, and the county attorney.
 - E. If the Entity is a city or town fire department relief association disability and pension fund, the Contractor shall provide one copy of the audit report to the city or town clerk.
 - F. If the audit is a single audit conducted in accordance with the provisions of OMB Circular A-133, the

14. continued:

Entity shall provide copies of the reporting package defined in OMB Circular A-133 and the data collection form to the federal clearinghouse designated by OMB. In addition, the Entity shall provide either a copy of the reporting package, or the alternative written notification as described by OMB Circular A-133 to all federal, state and other granting and pass-through agencies as required by Circular A-133.
15. **Entity Response:** If not included in the audit report as provided in paragraphs 9.F. and 10.E., within 30 days after receiving the audit report, the Entity shall notify the State in writing as to what action it plans to take to correct any deficiencies or implement any recommendations identified or contained in the audit report, as required by Section 2-7-515, MCA, and ARM 2.4.409. **This notification must also address any findings and recommendations contained in management letters, which are considered a part of the audit report as prescribed in paragraph 12.** If the audit is a single audit conducted in accordance with OMB Circular A-133, this corrective action plan must also meet the requirements of Circular A-133 and contain all information required by that Circular.
16. **Entity's Attorney:** If requested by the State, the attorney for the Entity shall report to the State on the actions taken or the proceedings instituted or to be instituted relating to violations of law and nonperformance of duty as required by Section 2-7-515(4), MCA. The attorney shall report to the State within 30 days after receiving the request.
17. **Certification of Auditor Independence:** The Contractor certifies that, as required by generally accepted government auditing standards, it and its principals and employees are independent in all matters with respect to this engagement. This contract shall not include non-audit services, and the Contractor shall neither arrange for nor accept non-auditing work with the Entity which could in any way impair the Contractor's independence in violation of professional standards. If required by the State, the Contractor shall document that independence has been maintained in both fact and appearance as required by professional auditing standards.
18. **Prime Contractor:** The Contractor is the prime contractor and is responsible, in total, for all work of any subcontractors. The Contractor shall obtain the **written approval of the Entity and the State before** engaging correspondent Contractors, consultants, or subcontractors to provide services in connection with this audit. **Any Contractors subcontracted to perform audit work must be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the Local Government Services Bureau.** The Contractor is responsible to the Entity and the State for the acts and omissions of all correspondent Contractors, consultants, subcontractors, or agents and of persons directly or indirectly employed by such correspondent Contractors, consultants, subcontractors or agents, and for the acts and omissions of persons employed directly by the Contractor. Further, nothing contained within this contract creates any contractual relationship between any correspondent Contractor, consultant, or subcontractor and the State.
19. **Entrance and Exit Conferences:** The State may participate in all entrance and exit conferences between the Entity and Contractor, as well as all major conferences dealing with audit exceptions and recommendations regarding accounting or operating procedures, management policies, or internal control changes.
20. **Access to Records:** The Contractor shall give the State and, when required by law, the Montana Legislative Audit Division, access to the Contractor's audit programs, supporting working papers, time records, and all other documents relating to the audit. Access to these documents must be provided at the State's offices in Helena, Montana. Access to working papers includes the right of the State to obtain copies of working papers, as is reasonable and necessary. The Contractor shall make the audit programs and supporting working papers

20. continued:
available to the State for use by the State or other public accounting firms as directed by the State in future audits of the Entity. The Contractor shall make the audit programs and supporting working papers available to the cognizant or oversight agency for audit or its designee, federal agencies providing direct or indirect funding, or the U.S. General Accounting Office, if requested. Access to working papers includes the right of federal agencies to obtain copies of working papers, as is reasonable and necessary. The Contractor shall retain the audit report, audit programs, and audit working papers for a minimum of five years from the date of the audit report, unless the State notifies the Contractor to extend the retention period. If professional standards or other applicable laws, rules, or regulations require a longer retention period, the Contractor shall retain the above materials for that specified period.
21. **State Review:** As provided by Section 2-7-522, MCA, the State may review the audit report submitted by the Contractor. If the State determines that reporting requirements have not been met, it will notify the Entity and the Contractor of the significant issues of noncompliance. The Contractor shall correct the identified deficiencies within 60 days of notification.
22. **Independent Contractor:** The Entity and the State recognize that the Contractor is an independent contractor and neither its principals nor its employees are employees of the State or Entity for purposes of tax, retirement system, or social security (FICA) withholding.
23. **Workers' Compensation:** The Contractor certifies that it carries Workers' Compensation for its employees and that it has either elected Workers' Compensation or has an approved Independent Contractor's Exemption covering the Contractor while performing work under this contract. (Montana Code Annotated, Title 39, Chapter 71) Neither the Contractor nor its employees are State employees for the purposes of this paragraph.
24. **Indemnification:** The Contractor agrees to protect, defend, and save the State and Entity, their elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, arising in favor of the Contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omission of the Contractor and/or its agents, employees, representatives, assigns, and subcontractors, except the sole negligence of the State or Entity, under this agreement.

If the Contractor is or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of the Entity's intentional or knowing misrepresentation or provision to the Contractor of inaccurate or incomplete information in connection with this engagement, and not any failure on the Contractor's part to comply with professional standards, the Entity shall indemnify, defend, and hold harmless the Contractor against such obligations.

25. **Insurance:** Contractor shall maintain for the duration of the contract, at its cost and expense, occurrence coverage insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, and/or its agents, employees, representatives, assigns, or subcontractors. The Contractor's insurance coverage shall be primary insurance for the Contractor's negligence as respects the State and Entity and their elected officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the State and Entity, their officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it

The Contractor shall purchase and maintain occurrence coverage to cover such claims as may be caused by any

25. continued:
act, omission, negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors. Note: If occurrence coverage is unavailable or cost-prohibitive, the state will accept 'claims made' coverage provided the following conditions are met: 1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years, and 2) the claims made policy must have a three-year tail for claims that are made (filed) after the cancellation or expiration date of the policy.

The State and Entity reserve the right to require complete copies of insurance policies at all times.

26. **Compliance with Laws:** The Contractor shall, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provisions. In accordance with Section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the Contract.
27. **Work Accommodations:** The Entity shall provide the Contractor with reasonable space in which to conduct the audit and respond promptly to requests for information as well as for all necessary books and records. Support for clerical, equipment, and photocopying or reproduction services shall be agreed upon by the Entity and the Contractor as specified in Appendices A, B and C.
28. **Termination before Audit Has Commenced:** Before the commencement of the audit, either the Contractor or the Entity, with the State's consent, or the State, may cancel this contract by providing 20 days' written notice to the other parties. The contract may be canceled under this paragraph for cause. Cause includes, but is not limited to, failure of any party to comply with the terms of this contract or with any Administrative Rule adopted by the State under the authority of Title 2, Chapter 7, Part 5, of the Montana Code Annotated.

In addition, if both the Contractor and the Entity mutually agree to cancel this contract before the commencement of the audit, for convenience, the State shall consent to cancellation of the contract upon written notification by the Contractor and the Entity of their agreement to cancel this contract.

The State, however, will not consent to the cancellation of an audit contract for the sole purpose of allowing the Contractor and Entity to then enter into a new contract that extends the number of fiscal years to be audited by the Contractor. Unless there are extenuating circumstances, the existing audit contract must be completed first. This provision does not prohibit the cancellation of a contract for the purpose of replacing an annual audit with a biennial audit.

29. **Termination after the Audit Has Commenced:** After the audit has commenced, but before the audit report has been issued, either the Contractor or the Entity, with the State's consent, or the State, may cancel this contract for failure of any party to comply with the terms of this contract or with any Administrative Rule adopted by the State under the authority of Title 2, Chapter 7, Part 5, MCA, or for other cause. This right of cancellation may be exercised by providing the breaching party written notice of the default and, if applicable, provide 20 days from the date of the notice to cure the default. If the Contractor is the breaching party and fails to remedy the breach, then the Contractor is not entitled to the audit fee set out in this contract. If the Entity is the breaching party, the Entity shall pay the Contractor a pro rata portion of the audit fee set out in this contract, based on the percentage of work completed at the time of cancellation. In addition, if both the

29. continued:
Contractor and the Entity mutually agree to cancel this contract for convenience; the State shall consent to cancellation of the contract upon written notification by the Contractor and the Entity of their agreement to cancel this contract.
30. **Professional Requirements:** By signing this contract, the Contractor certifies that it is in compliance with the continuing professional education requirements and the external quality control review requirements as set out in Government Auditing Standards, as established by the Comptroller General of the United States. The State may require the Contractor to provide evidence that it has met the above requirements.
31. **Single Audit Act Certification:** If the audit is required to meet the requirements of the Single Audit Act of 1984 as amended by the Single Audit Act Amendments of 1996 and OMB Circular A-133, the Contractor certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from performing audits by any Federal department or agency.
32. **Governing Law and Venue:** This Contract is governed by the laws of Montana. The parties agree that any litigation concerning this Contract in which the State is named as a party must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. The parties also agree that any litigation concerning this Contract in which the State is not named as a party must be brought in the Judicial District in and for the County in which the Entity is located, and each party shall pay its own costs and attorney fees.
33. **Notice:** All notices under this contract must be in writing and will be deemed given if delivered personally, by mail, certified, return receipt requested, or by e-mail. All notices will (a) if delivered personally, be deemed given upon delivery, (b) if delivered by mail, be deemed given upon receipt, or (c) if delivered by e-mail be deemed given upon receipt.
34. **Invalid Provision:** If any provision of this contract is held to be illegal or unenforceable and the parties' rights or obligations will not be materially and adversely affected, such provision will be (1) severed from the contract, (b) the contract will be interpreted as if such provision was never a part of the contract and (c) the remaining provisions will stay in effect.
35. **Authority:** Each party represents that the person signing this contract has the authority to bind that party.
36. **Entire Agreement and Amendment:** This contract and the attached Appendices contain the entire understanding and agreement of the parties. No modification or amendment of this contract is valid unless it is reduced to writing, signed by the parties, and made a part of this contract.

IN WITNESS WHEREOF, Contractor, Entity, and State have executed this Standard Audit Contract on the date first above written:

Certified or Licensed Public Accountant

Terry James Burke, Certified Public Accountant
Firm Name

By: Terry James Burke
Authorized Representative

Date: September 21, 2017

Governmental Entity

Potomac School District No. 11, Missoula County, Potomac, Montana
Entity Name

By: _____
Authorized Representative

Date: _____

**Montana Department of Administration,
Local Government Services Bureau**

By: _____
Approved By

Date: _____

APPENDIX A

Initial or Sole Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY): Potomac School District No. 11

Telephone: 406-244-5581

Address: 29750 Potomac Road (Street Address or P.O. Box)

Bonner, MT 59823 (City/Town) (Zip Code)

Contact Person(s): Jill Thornton, District Clerk

PUBLIC ACCOUNTANT/ACCOUNTING

FIRM (CONTRACTOR): Terry James Burke, Certified Public Accountant

Address: 103 South 5th Street East (Street Address or P.O. Box)

Telephone: 406-541-3709

Missoula, MT 59801 (City/Town) (Zip Code)

Contact Person(s): Terry James Burke

1. Audit Period and Dates of Engagement:

A. This audit will cover the fiscal year(s) ending June 30, 2017 (and). (Month & Day) (Year) (Year)

B. Date to commence audit work: December 15, 2017

C. Date to submit final audit report to Entity and State: June 30, 2018

2. Time and Price for Engagement:

A. Estimated total hours - 122

B. Price for audit personnel \$ 5,350

Price for Travel 100

Price for typing, clerical and report preparation 250

Total price for this engagement \$ 5,700

3. The reporting entity contains the following discretely presented component units: None

4. Date Annual Financial Report or a trial balance will be available: November 1, 2017

5. Number of copies of audit report Contractor will provide to Entity: As requested

6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:
As necessary for the efficient conduct of the audit.
7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

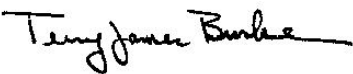
The audit will be a single audit conducted in accordance with the provisions of OMB Circular A-133 because the Entity expended a total amount of federal awards **equal to or in excess of \$500,000** during the fiscal year(s), or such other dollar amount as may be established by OMB that is effective for the fiscal year(s) being audited.

OR

The audit will not be a single audit conducted in accordance with the provisions of OMB Circular A-133, and will not include audit coverage of any federal financial assistance in accordance with requirements of that Circular, because the Entity expended a total amount of federal awards of **less than \$500,000** during the fiscal year(s), or such other dollar amount as may be established by OMB that is effective for the fiscal year(s) being audited.

Certified or Licensed Public Accountant

Terry James Burke, Certified Public Accountant
 Firm Name

By: 
 Authorized Representative

Date: September 21, 2017

Governmental Entity

Potomac School District No. 11, Missoula County, Potomac, Montana
 Entity Name

By: _____
 Authorized Representative

Date: _____

**Montana Department of Administration,
 Local Government Services Bureau**

By: _____
 Approved By

Date: _____