



Potomac Elementary School

Phone (406) 244-5581

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www.potomacschoolmontana.us

School Board Agenda

September 9, 2019 – 7:00 PM

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

7:00 pm

Public Input:

Consent Agenda:

Chair Vann

1. Minutes August 12, 2019
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

1. 8th Grade Report
2. Teachers Reports - Jessica Vankerkhove
Karry Betson – “I survived!”
3. Explorers Program Report
4. Principal’s Report
5. Clerk’s Report
6. Board Professional Development

8th Grade
Jessica Vankerkhove
Karry Betson
Christi Taillefer
Principal Rouse
Jill Thornton
Board Members

Old Business:

1. School Board Calendar

Chair Vann

New Business:

1. Personnel – Kayla Brewer Substitute
2. Personnel – Approve Classified Offer of Employment
3. Consider the recommendation of the administration and facilities committee to prepare and submit a grant application to the Montana Department of Commerce for infrastructure funding to cover the projected expenses for the replacement of the existing furnaces in the main building of Potomac School District #11
4. Appointment of Authorized 19-20 Representative to Missoula Area Education Coop Advisory Board
5. Policy 3225 Sexual Harassment, Sexual Intimidation and Sexual Misconduct
6. Credit Card for Explorers – Christi Taillefer

John Rouse
John Rouse
John Rouse

Chair Vann

Chair Vann
Jill Thornton

Next Meeting October 14, 2019 – 7:00 pm



Potomac Elementary School

School Board Minutes

For

August 12, 2019

Phone (406) 244-5581

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

Board Vice Chair Kelsy Ployhar called the meeting to order at 7:00 pm by leading all in the Pledge of Allegiance. Those trustees present were: Gary Long, Kelsy Ployhar and Nicole Zupan. Jill Thornton, Clerk and John Rouse, Principal were also in attendance.

Public Input (for issues not on the agenda) None

Consent Agenda

Minutes of June 24, 2019 were on the Consent Agenda

Warrant Lists – Total Claims = \$13,382.09. Total Payroll = \$16,172.51.

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) –On July 1, 2019 - \$32,618.63 thru July 31, 2019 - \$32,118.63

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

Principals Report – John Rouse

All of the following activities and accomplishments would not have been possible without the full cooperation and engagement of all of the Potomac School staff members.

- **Teaching and Learning- MCLP Grant**

- We are entering the third year of our MCLP grant in the 2019-20 school year. While we have maintained our same focus and objectives, we continue to fine tune our strategies for helping all of our students be successful. There are a couple of personnel changes for 2019-20. Sarah Schmill will be assuming the responsibility of serving as our instructional coach. Ms. Schmill participated in a week-long intensive instructional coaching training over the summer. Abby Stitt will return to the classroom as a full-time teacher. In order to provide more instructional resources and support to those students who are not progressing as rapidly as we would like, we have employed an interventionist, Jessica Vankerkhove. Ms. Vankerkhove will work with individual students and small groups of students on specific skills that have been identified by our school leadership team. She will also be teaching social studies classes for students in grades 6-8. The social studies curriculum provides a good instructional foundation upon which the teacher can help students integrate their newly acquired literacy skills.

- **Budget and Finance**

- We have received notification that will continue to receive some funding to support safety and security for 2019-20. We have had some mechanical issues with our door locking mechanisms, so we will likely spend some of these funds to repair or replace the door locks on the main building and potentially the community center entrance. In addition, we are gathering a bid to add some additional security cameras. We are considering a camera that will be focused on the library facility and probably two cameras to be placed inside the gym. Currently we have one camera at the community center that allows us to see the

entry to the building. We would like to add one that would give us coverage for the gym and an additional one for coverage in the area where students store their backpacks just outside the restrooms.

- Since this will be the third year of our MCLP grant, we plan to limit our expenditures from the grant primarily to the personnel costs, professional development, the costs for our various assessments, and some supplies. Our intent is to have enough left at the end of this school year to continue funding some personnel from grant funds for a fourth year.
- We are aware that OPI has applied for another cycle of literacy grants. We submitted a letter of support for their grant application. Hopefully Montana will be selected to participate in the new grant cycle. If Montana is selected, we will most certainly submit an application for future funding.

• Student Activities

- We will be starting up volleyball and flag football for the fall.

• Facilities

- We have installed sidewalks around the south side of the main building that will make it possible for someone in a wheelchair to navigate from the west side of our building to the east side as well as access the playground slab area.
- We have also installed a new 20' x 35' slab on the playground that was funded by the PTC.
- Greg replaced a number of boards on our large wooden play structure in June. The PTC funds also helped with this expense.
- The kitchen remodel has been completed. Some members of the community center board expressed an interest in having metal shelving installed and installing stainless steel panels to hide the area under the sinks. These items were not necessary to comply with the health department guidelines.
- In order to better serve the needs of our special education students, we moved the special education room to the main floor. This means that the current 2/3 classroom was moved downstairs to the former Title I room. The Title I resources will be moved to the special education room.

• Safety

- As part of our sidewalk project, we have resurfaced those areas in our existing sidewalks that are uneven.

Clerks Report – Will discuss Trustees Financial Summary and Budget later in agenda.

Board Professional Development Reports

Kelsy attended the fair with 4-H

Approval of 2019-2020 Parent/Student Handbook

Steven moved to approve the 2019 – 2020 Parent Student Handbook with corrections noted. Nicole seconded the motion.

Nicole commented she would like the dress code communicated better, and enforced

Remove error on page 26 under violations.

Correct the year on page 27.

Thanksgiving on Page 6 needs correct dates.

JVankerkhove needs underline on page 7.

Passed 4-0

Correction to School Calendar

Steven moves to approve the corrected Thanksgiving dates on the 19-20 calendar. Nicole seconded the motion. **Passed 4-0**

Review & Approval of Trustees Financial Summary FY 2018-2019

Steven moved to approve the Trustees Financial Summary FY 2018-2019. Nicole seconded the motion. **Passed 4-0**

Review & Approval of State Generated Budget Report FY 2019-2020

Steven moved to approve the State Generated Budget Report FY 2019-2020. Nicole seconded the motion. **Passed 4-0**

PACE Contract

Gary moved to approve the 2019-2021 PACE contract. Steven seconded the motion. **Passed 4-0**

Clerk Contract

Steven moved to approve the Clerk contract for 2019-2020. Nicole seconded the motion. **Passed 4-0**

Approval of Contract for 2018-2019 Audit

Steven moved to approve the Audit Contract for 2018-2019. Nicole seconded the motion. **Passed 4-0**

Policy #3225

This will be held until the next board meeting.

Adjourn

Chair Vann adjourned the Board meeting at 8:44 pm.

Cliff Vann, Chair

date

Jill M Thornton, Clerk

date

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
15160 9849S 101396	CAPITAL ONE BANK	4,136.64				
	JPlayhar 4683					
1	CC-631 08/04/19 Telephone - JT	55.89		101 625		
	VERIZON		CC Accounting: 101-	-100-2500-531		
2	CC-631 08/04/19 Telephone - JR	55.88		101 625		
	VERIZON		CC Accounting: 101-	-100-2400-531		
3	CC-631 08/15/19 Electric - School	275.90		101 625		
	MISSOULA ELECTRIC COOP INC		CC Accounting: 101-	-100-2600-412		
4	CC-631 08/15/19 Electric - Comm Ctr	350.33		101 625		
	MISSOULA ELECTRIC COOP INC		CC Accounting: 101-	-100-2620-412		
5	CC-631 08/17/19 Disposal Services - school	142.85		101 625		
	REPUBLIC SERVICES #889		CC Accounting: 101-	-100-2600-431		
6	CC-631 08/17/19 Disposal Services - Comm Ctr	142.84		101 625		
	REPUBLIC SERVICES #889		CC Accounting: 101-	-100-2620-431		
7	CC-631 08/20/19 Telephone Service	1,189.19		101 625		
	BLACKFOOT TELEPHONE COOPERATI		CC Accounting: 101-	-100-2600-531		
8	CC-632 07/26/19 Food for MCLP Conference	18.77		115 625		423
			CC Accounting: 115-	-423-1000-582-423		
9	CC-632 07/26/19 Food for MCLP Conference	4.37		115 625		423
			CC Accounting: 115-	-423-1000-582-423		
10	CC-632 07/26/19 Luggage for MCLP Conf Flight	30.00		115 625		423
	UNITED AIRLINES		CC Accounting: 115-	-423-1000-582-423		
11	CC-632 08/20/19 Lunch-Counselor Training MCLP	12.50		115 625		423
			CC Accounting: 115-	-423-1000-582-423		
12	CC-632 06/26/19 MCLP Conf Hotel	1,609.85		115 625		423
			CC Accounting: 115-	-423-1000-582-423		
13	CC-633 08/06/19 Mailing Postage	10.53		101 625		
	USPS		CC Accounting: 101-	-100-2500-532		
14	CC-633 08/13/19 School Supplies	12.78		101 625		
	AMAZON		CC Accounting: 101-	-100-1000-610		
15	CC-633 08/13/19 Maint Supplies	3.40		101 625		
	ACE HARDWARE		CC Accounting: 101-	-100-2600-610		
16	CC-633 08/15/19 Mailing Postage	11.14		101 625		
	UPS STORE		CC Accounting: 101-	-100-2500-532		
17	CC-633 08/20/19 Playground Supplies	19.99		101 625		
	AMAZON		CC Accounting: 101-	-100-2600-610		

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
18	CC-633 08/20/19 Parking Fee K12 Visioning Mtg	4.50		101 625		
			CC Accounting: 101-	-100-2500-582		
19	CC-633 08/22/19 School Supplies	9.98		115 625		423
			CC Accounting: 115-	-423-1000-610-423		
	AMAZON					
20	CC-633 08/22/19 K-1 Supplies	42.89		115 625		423
			CC Accounting: 115-	-423-1000-610-423		
	MRS WORDSMITH					
21	CC-633 08/23/19 k-4 Supplies	171.98		115 625		423
			CC Accounting: 115-	-423-1000-610-423		
	HEGGERTY PHONEMIC AWARENESS CURRICULUM					
22	CC-633 08/14/19 Reimbursement	-99.00		101 625		
			CC Accounting: 101-	-100-1000-610		
	WEBSTAIRANT STORE					
23	CC-634 08/01/19 Fuel	2.96		101 625		
			CC Accounting: 101-	-100-2600-610		
	CULLYS					
24	CC-634 08/02/19 Fuel	15.02		101 625		
			CC Accounting: 101-	-100-2600-610		
	CULLYS					
25	CC-634 08/10/19 Maint Supplies	79.99		101 625		
			CC Accounting: 101-	-100-2600-610		
	LOWES					
26	CC-634 08/15/19 Maint Supplies	28.25		101 625		
			CC Accounting: 101-	-100-2600-610		
	AMAZON					
27	CC-634 08/15/19 AED Pads & Batteries	191.90		101 625		
			CC Accounting: 101-	-100-2600-610		
	AED UNIVERSE.COM					
28	CC-634 08/17/19 Maint Supplies	41.02		101 625		
			CC Accounting: 101-	-100-2600-610		
	LOWES					
29	CC-634 08/17/19 Maint Supplies	109.99		101 625		
			CC Accounting: 101-	-100-2600-610		
	HARBOR FREIGHT					
30	CC-634 08/23/19 Maint Supplies	68.52		101 625		
			CC Accounting: 101-	-100-2600-610		
	LOWES					
31	CC-634 07/26/19 Reimbursement	-536.58		101 625		
			CC Accounting: 101-	-100-2600-610		
	HERITAGE FOODSERVICE GROUP					
32	CC-635 08/02/19 Book	17.01		101 625		
			CC Accounting: 101-	-100-1000-610		
	BOUND TO STAY BOUND BOOKS INC					
33	CC-635 08/05/19 Summer Mailings	42.00		101 625		
			CC Accounting: 101-	-100-2500-532		
	USPS					

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
15161	9850S 101385	COMPUTER FOUNDATION	482.50					
1		August 19 08/01/19 Network Monitoring	85.00		101	128-2500	330	
2		August 19 08/01/19 Firewall, camera & VPN work	397.50		101	128-2500	330	
15162	9851S 101127	EVANS BASIC CARPENTRY	892.08					
1		1099 08/11/19 Walk in Cooler Supplies/Repair	702.08		101	910-3100	440	
2		1104 08/20/19 Mop Sink Closet material/labor	190.00		101	100-2620	440	
15163	9852S 101362	JOHN ROUSE	119.48					
1		1920027 08/21/19 Mileage to K12 Visioning	119.48		101	100-2400	582	
15164	9853S 101538	JOSH THOMAS CONCRETE	9,800.00					
1		53193 08/25/19 Sidewalk/Patio Slab Main Schoo	9,800.00		101	100-2600	330	
15165	9854S 100977	KELLEY IMAGING	202.00					
1		563206 08/14/19 Office B/W Printer Toner	202.00		101	100-1000	610	
15166	9855S 31	MISSOULA FIRE EQUIPMENT	251.75					
1		17976 08/15/19 Annual Fire Ext Service - CC	79.50		101	100-2620	330	
2		17977 08/15/19 Annual Fire Ext Service - Scho	172.25		101	100-2600	330	
15168	9856S 64	MISSOULA TEXTILE SERVICES	108.75					
1		1208281 08/29/19 Maint Supplies	108.75		101	100-2600	610	
15167	9857S 256	MISSOULA WRITING COLLABORATIV	5,605.68					
1		188 09/04/19 Creative Writing Residency	5,605.68		115	423-1000	330	423
15169	9858S 299	RENAISSANCE LEARNING INC	5,121.30					
1		4504450 08/26/19 3 yr Accel Read, Star, Platfo	5,121.30		115	423-1000	610	423
15170	9859S 193	SARAH SCHMILL	195.74					
1		1920010 08/12/19 Food/Travel Coaching Institut	51.90		115	423-1000	582	423
2		1920023 08/20/19 Mileage Counseling Training H	143.84		115	423-1000	582	423
15171	9860S 25	SYSCO FOOD SERVICES OF MT INC	1,582.46					
1		243429175 08/30/19 Food	50.21		112	910-3100	570	
2		243429176 08/30/19 Food	1,313.07		112	910-3100	570	
3		243429176 08/30/19 Supplies	219.18		112	910-3100	610	
15172	9861S 100893	TOTAL EDUCATIONAL SOLUTIONS IN	1,428.00					
1		1920043 08/29/19 4 yr Smart Learning Software	1,428.00		115	423-1000	610	423
		# of Claims	13	Total:			29,926.38	

29,926.38

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

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
J013 HOURS (MCLP TEACHERS)	21.00		5,396.13
REG HOURS (Regular Time)	1,919.97		43,831.31
VOLN HOURS (Volunteer Time)	1.00		28.10
GROSS PAY	49,227.44	0.00	
NET PAY	30,488.19	0.00	
NET PAY (CHECKS)	2,822.74		
NET PAY (DIRECT DEPOSIT)	27,665.45		
ANNUITY - AMFID	85.00	0.00	
AXA EQUITABLE	2,090.91	0.00	
DISABILITY	39.00	0.00	
FIT	2,772.25	0.00	
FLEX PLAN	320.83	0.00	
HEALTH - MUST	3,632.00	7,995.00	
MEDICARE	624.49	624.49	
P.E.R.S.	361.81	384.71	
PEA/MEA	496.27	0.00	
SIT	2,218.00	0.00	
SOCIAL SECURITY	2,670.29	2,670.29	
TRS	3,199.00	3,560.12	
UNEMPL. INSUR.	0.00	157.53	
UNUM DEP LIFE	1.50	0.00	
UNUM LIFE	8.70	1.60	
UNUM LIFE INS C	19.20	1.60	
VALIC	200.00	0.00	
WORKERS' COMP	0.00	335.42	
1ST INTERSTATE	2,405.76	0.00	
CAB	3.72	0.00	
CS	2,744.03	0.00	
FSBMSLA	1,752.85	0.00	
METROCU	14.88	0.00	
MFCU	2,722.66	0.00	
PSCU	2,832.84	0.00	
STKMN	1,976.09	0.00	
USB	2,825.82	0.00	
USBNATIONAL	3,044.60	0.00	
WFB	3,450.12	0.00	
WFBMINN	1,681.15	0.00	
WSB	2,210.93	0.00	
FIT/SIT BASE	39,308.49	0.00	
MEDICARE BASE	43,069.30	0.00	
PERS BASE	4,579.88	0.00	
SOC SEC BASE	43,069.30	0.00	
TRS BASE	39,251.43	0.00	
UN BASE	49,227.44	0.00	
WC BASE	49,255.54	0.00	
Total		15,730.76	
Total Payroll Expense (Gross Pay + Employer Contributions):		64,958.20	

Potomac Student Accounts
General Ledger
As of August 31, 2019

Date	Num	Name	Memo	Debit	Credit	Balance
		Petty Cash				1,000.00
		Total Petty Cash				1,000.00
		Two Rivers accts				31,618.63
		Bike-a-Thon				13,095.50
		Book Fair				331.69
		8th Grade Fund				3,520.54
		Donation Bake Sale - Staff Conc				728.86
		S.t.r.e.a.m. (explorers)				1,017.92
		Music				1,177.53
		Science Activity				586.87
		Outdoor School				101.00
		Robotics				363.74
		Olympiad				122.13
		Total Science Activity				586.87
		Student Activities				8,300.29
		Student Council				2,859.43
		Total Two Rivers accts				31,618.63

09/06/19
18:12:03

POTOMAC ELEMENTARY SCHOOL
Expenditure Detail
For the Accounting Periods: 9/19 - 9/19

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Report ID: B180

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 190900 1	Payroll Expenditure		/ /	9/19		23,630.46
						Object Total: 23,630.46
250 Workers' Comp.						
PR 190900 2	Employer Contributions		/ /	9/19		115.72
PR 190901 1	Employer Contributions		/ /	9/19		0.59
						Object Total: 116.31
260 Health Insurance						
PR 190900 3	Employer Contributions		/ /	9/19		4,363.12
						Object Total: 4,363.12
610 Supplies						
CC 633 2	School Supplies	101219	08/13/19	9/19		12.78
CC 633 10	Reimbursement	101525	08/14/19	9/19		-99.00
CC 635 1	Book	55	08/02/19	9/19		17.01
CL 15165 1	Office B/W Printer Toner	563206	08/14/19	9/19	100977 KELLEY IMAGING	202.00
						Object Total: 132.79
						Program-Function Total: 28,242.68
E 100-2400 Regular Ed. Programs-School Admin.						
111 Administrative						
PR 190900 4	Payroll Expenditure		/ /	9/19		5,707.92
						Object Total: 5,707.92
115 Office/Clerical						
PR 190900 5	Payroll Expenditure		/ /	9/19		79.34
						Object Total: 79.34
250 Workers' Comp.						
PR 190900 6	Employer Contributions		/ /	9/19		28.34
						Object Total: 28.34
260 Health Insurance						
PR 190900 7	Employer Contributions		/ /	9/19		570.00
						Object Total: 570.00

09/06/19
18:12:03

POTOMAC ELEMENTARY SCHOOL
Expenditure Detail
For the Accounting Periods: 9/19 - 9/19

Page: 2 of 13
Report ID: B180

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2400 Regular Ed. Programs-School Admin.						
531 Telephone						
CC 631 2	Telephone - JR	101359	08/04/19	9/19		55.88
						Object Total: 55.88
582 Travel Out-of-Dist.						
CL 15163 1	Mileage to K12 Visioning	1920027	08/21/19	9/19	101362 JOHN ROUSE	119.48
						Object Total: 119.48
						Program-Function Total: 6,560.96
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 190900 8	Payroll Expenditure		/ /	9/19		1,855.47
						Object Total: 1,855.47
250 Workers' Comp.						
PR 190900 9	Employer Contributions		/ /	9/19		9.09
						Object Total: 9.09
260 Health Insurance						
PR 190900 10	Employer Contributions		/ /	9/19		390.00
						Object Total: 390.00
531 Telephone						
CC 631 1	Telephone - JT	101359	08/04/19	9/19		55.89
						Object Total: 55.89
532 Postage						
CC 633 1	Mailing Postage	101218	08/06/19	9/19		10.53
CC 633 4	Mailing Postage	101535	08/15/19	9/19		11.14
CC 635 2	Summer Mailings	101218	08/05/19	9/19		42.00
						Object Total: 63.67
582 Travel Out-of-Dist.						
CC 633 6	Parking Fee K12 Visioning Mtg		08/20/19	9/19		4.50
						Object Total: 4.50
						Program-Function Total: 2,378.62

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 190900 11	Payroll Expenditure		/ /	9/19		806.40
						Object Total: 806.40
250 Workers' Comp.						
PR 190900 12	Employer Contributions		/ /	9/19		49.90
						Object Total: 49.90
260 Health Insurance						
PR 190900 13	Employer Contributions		/ /	9/19		285.00
						Object Total: 285.00
330 Other Professional						
CL 15164 1	Sidewalk/Patio Slab Main Schoo	53193	08/25/19	9/19	101538 JOSH THOMAS CONCRETE	9,800.00
CL 15166 2	Annual Fire Ext Service - Scho	17977	08/15/19	9/19	31 MISSOULA FIRE EQUIPMENT	172.25
						Object Total: 9,972.25
412 Electricity						
CC 631 3	Electric - School	10	08/15/19	9/19		275.90
						Object Total: 275.90
431 Disposal Services						
CC 631 5	Disposal Services - school	9	08/17/19	9/19		142.85
						Object Total: 142.85
531 Telephone						
CC 631 7	Telephone Service	3	08/20/19	9/19		1,189.19
						Object Total: 1,189.19
610 Supplies						
CC 633 3	Maint Supplies	35	08/13/19	9/19		3.40
CC 633 5	Playground Supplies	101219	08/20/19	9/19		19.99
CC 634 1	Fuel	101185	08/01/19	9/19		2.96
CC 634 2	Fuel	101185	08/02/19	9/19		15.02
CC 634 3	Maint Supplies	51	08/10/19	9/19		79.99
CC 634 4	Maint Supplies	101219	08/15/19	9/19		28.25
CC 634 5	AED Pads & Batteries	101504	08/15/19	9/19		191.90
CC 634 6	Maint Supplies	51	08/17/19	9/19		41.02
CC 634 7	Maint Supplies	101353	08/17/19	9/19		109.99
CC 634 8	Maint Supplies	51	08/23/19	9/19		68.52
CC 634 9	Reimbursement	101531	07/26/19	9/19		-536.58

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POTOMAC ELEMENTARY SCHOOL
Expenditure Detail
For the Accounting Periods: 9/19 - 9/19

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Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
CL 15168 1	Maint Supplies	1208281	08/29/19	9/19	64 MISSOULA TEXTILE SERVICES	108.75
					Object Total:	133.21
					Program-Function Total:	12,854.70
E 100-2620 Regular Ed. Programs-Operation of Community Center						
114 Custodial/Maint						
PR 190900 14	Payroll Expenditure		/ /	9/19		806.40
					Object Total:	806.40
250 Workers' Comp.						
PR 190900 15	Employer Contributions		/ /	9/19		49.90
					Object Total:	49.90
260 Health Insurance						
PR 190900 16	Employer Contributions		/ /	9/19		285.00
					Object Total:	285.00
330 Other Professional						
CL 15166 1	Annual Fire Ext Service - CC	17976	08/15/19	9/19	31 MISSOULA FIRE EQUIPMENT	79.50
					Object Total:	79.50
412 Electricity						
CC 631 4	Electric - Comm Ctr	10	08/15/19	9/19		350.33
					Object Total:	350.33
431 Disposal Services						
CC 631 6	Disposal Services - Comm Ctr	9	08/17/19	9/19		142.84
					Object Total:	142.84
440 Repair and Maint.						
CL 15162 2	Mop Sink Closet material/labor	1104	08/20/19	9/19	101127 EVANS BASIC CARPENTRY	190.00
					Object Total:	190.00
					Program-Function Total:	1,903.97
E 128-2500 Technology-Sup. Serv.-Business						

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POTOMAC ELEMENTARY SCHOOL
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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
101 GENERAL FUND						
E 128-2500 Technology-Sup. Serv.-Business						
330 Other Professional						
CL 15161 1	Network Monitoring	August 19	08/01/19	9/19	101385 COMPUTER FOUNDATION	85.00
CL 15161 2	Firewall, camera & VPN work	August 19	08/01/19	9/19	101385 COMPUTER FOUNDATION	397.50
Object Total:						482.50
Program-Function Total:						482.50
E 280-1000 Special Education-Instruction						
112 Professional Ed.						
PR 190900 17	Payroll Expenditure		/ /	9/19		3,431.91
Object Total:						3,431.91
250 Workers' Comp.						
PR 190900 18	Employer Contributions		/ /	9/19		16.80
Object Total:						16.80
260 Health Insurance						
PR 190900 19	Employer Contributions		/ /	9/19		546.50
Object Total:						546.50
Program-Function Total:						3,995.21
E 910-3100 Food Services-Food Services						
260 Health Insurance						
PR 190900 20	Employer Contributions		/ /	9/19		75.00
Object Total:						75.00
440 Repair and Maint.						
CL 15162 1	Walk in Cooler Supplies/Repair 1099		08/11/19	9/19	101127 EVANS BASIC CARPENTRY	702.08
Object Total:						702.08
Program-Function Total:						777.08
Fund Total:						57,195.72

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POTOMAC ELEMENTARY SCHOOL
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For the Accounting Periods: 9/19 - 9/19

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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
110 TRANSPORTATION FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 190900 23	Payroll Expenditure	/ /	9/19			856.37
					Object Total:	856.37
250 Workers' Comp.						
PR 190900 24	Employer Contributions	/ /	9/19			4.19
					Object Total:	4.19
260 Health Insurance						
PR 190900 25	Employer Contributions	/ /	9/19			180.00
					Object Total:	180.00
					Program-Function Total:	1,040.56
					Fund Total:	1,040.56

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POTOMAC ELEMENTARY SCHOOL
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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
112 FOOD SERVICES FUND						
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 190900 28	Payroll Expenditure		/ /	9/19		33.17
					Object Total:	33.17
250 Workers' Comp.						
PR 190900 29	Employer Contributions		/ /	9/19		2.05
					Object Total:	2.05
260 Health Insurance						
PR 190900 30	Employer Contributions		/ /	9/19		1.60
					Object Total:	1.60
570 Food Services						
CL 15171 1	Food	243429175	08/30/19	9/19	25 SYSCO FOOD SERVICES OF MT	50.21
CL 15171 2	Food	243429176	08/30/19	9/19	25 SYSCO FOOD SERVICES OF MT	1,313.07
					Object Total:	1,363.28
610 Supplies						
CL 15171 3	Supplies	243429176	08/30/19	9/19	25 SYSCO FOOD SERVICES OF MT	219.18
					Object Total:	219.18
					Program-Function Total:	1,619.28
					Fund Total:	1,619.28

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POTOMAC ELEMENTARY SCHOOL
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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-1000 Regular Ed. Programs-Instruction						
210 Social Security/Med.						
PR 190900 33	Employer Contributions	/ /	9/19			1,678.84
					Object Total:	1,678.84
220 Teachers' Retirement						
PR 190900 34	Employer Contributions	/ /	9/19			1,871.18
					Object Total:	1,871.18
240 Unemployment Comp.						
PR 190900 35	Employer Contributions	/ /	9/19			75.62
					Object Total:	75.62
					Program-Function Total:	3,625.64
E 100-2400 Regular Ed. Programs-School Admin.						
210 Social Security/Med.						
PR 190900 36	Employer Contributions	/ /	9/19			282.65
					Object Total:	282.65
220 Teachers' Retirement						
PR 190900 37	Employer Contributions	/ /	9/19			517.71
					Object Total:	517.71
230 PERS						
PR 190900 38	Employer Contributions	/ /	9/19			6.66
					Object Total:	6.66
240 Unemployment Comp.						
PR 190900 39	Employer Contributions	/ /	9/19			18.52
					Object Total:	18.52
					Program-Function Total:	825.54
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
210 Social Security/Med.						
PR 190900 40	Employer Contributions	/ /	9/19			166.00
					Object Total:	166.00

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date Per.	Vendor	Amount
114 RETIREMENT FUND					
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business					
230 PERS					
PR 190900 41	Employer Contributions	/ /	9/19		227.79
				Object Total:	227.79
240 Unemployment Comp.					
PR 190900 42	Employer Contributions	/ /	9/19		8.67
				Object Total:	8.67
				Program-Function Total:	402.46
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant					
210 Social Security/Med.					
PR 190900 43	Employer Contributions	/ /	9/19		13.77
				Object Total:	13.77
230 PERS					
PR 190900 44	Employer Contributions	/ /	9/19		67.74
				Object Total:	67.74
240 Unemployment Comp.					
PR 190900 45	Employer Contributions	/ /	9/19		2.58
				Object Total:	2.58
				Program-Function Total:	84.09
E 100-2620 Regular Ed. Programs-Operation of Community Center					
210 Social Security/Med.					
PR 190900 46	Employer Contributions	/ /	9/19		13.78
				Object Total:	13.78
230 PERS					
PR 190900 47	Employer Contributions	/ /	9/19		67.74
				Object Total:	67.74
240 Unemployment Comp.					
PR 190900 48	Employer Contributions	/ /	9/19		2.58
				Object Total:	2.58
				Program-Function Total:	84.10

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
114 RETIREMENT FUND						
E 280-1000 Special Education-Instruction						
210 Social Security/Med.						
PR 190900 49	Employer Contributions	/	/	9/19		262.10
					Object Total:	262.10
220 Teachers' Retirement						
PR 190900 50	Employer Contributions	/	/	9/19		270.02
					Object Total:	270.02
240 Unemployment Comp.						
PR 190900 51	Employer Contributions	/	/	9/19		10.98
					Object Total:	10.98
					Program-Function Total:	543.10
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 190900 52	Employer Contributions	/	/	9/19		1.75
					Object Total:	1.75
230 PERS						
PR 190900 53	Employer Contributions	/	/	9/19		2.79
					Object Total:	2.79
240 Unemployment Comp.						
PR 190900 54	Employer Contributions	/	/	9/19		0.11
					Object Total:	0.11
					Program-Function Total:	4.65
					Fund Total:	5,569.58

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-2300 Title I-General Admin						
111 Administrative						
319 Title I 2019-2020						
PR 190900 56	Payroll Expenditure	/ /	9/19			142.73
					Project Total:	142.73
					Object Total:	142.73
210 Social Security/Med.						
319 Title I 2019-2020						
PR 190900 57	Employer Contributions	/ /	9/19			8.74
					Project Total:	8.74
					Object Total:	8.74
230 PERS						
319 Title I 2019-2020						
PR 190900 58	Employer Contributions	/ /	9/19			11.99
					Project Total:	11.99
					Object Total:	11.99
240 Unemployment Comp.						
319 Title I 2019-2020						
PR 190900 59	Employer Contributions	/ /	9/19			0.46
					Project Total:	0.46
					Object Total:	0.46
250 Workers' Comp.						
319 Title I 2019-2020						
PR 190900 60	Employer Contributions	/ /	9/19			0.70
					Project Total:	0.70
					Object Total:	0.70
260 Health Insurance						
319 Title I 2019-2020						
PR 190900 61	Employer Contributions	/ /	9/19			30.00
					Project Total:	30.00
					Object Total:	30.00
					Program-Function Total:	194.62
E 423-1000 MT Comprehensive Literacy Project-Instruction						
112 Professional Ed.						
423 MT Comprehensive Literacy Project Number						
PR 190900 62	Payroll Expenditure	/ /	9/19			11,877.27
					Project Total:	11,877.27
					Object Total:	11,877.27
210 Social Security/Med.						
423 MT Comprehensive Literacy Project Number						
PR 190900 63	Employer Contributions	/ /	9/19			867.15
					Project Total:	867.15
					Object Total:	867.15

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 423-1000 MT Comprehensive Literacy Project-Instruction						
220 Teachers' Retirement						
423 MT Comprehensive Literacy Project Number						
PR 190900 64	Employer Contributions		/ /	9/19		901.21
					Project Total:	901.21
					Object Total:	901.21
240 Unemployment Comp.						
423 MT Comprehensive Literacy Project Number						
PR 190900 65	Employer Contributions		/ /	9/19		38.01
					Project Total:	38.01
					Object Total:	38.01
250 Workers' Comp.						
423 MT Comprehensive Literacy Project Number						
PR 190900 66	Employer Contributions		/ /	9/19		58.14
					Project Total:	58.14
					Object Total:	58.14
260 Health Insurance						
423 MT Comprehensive Literacy Project Number						
PR 190900 67	Employer Contributions		/ /	9/19		1,271.98
					Project Total:	1,271.98
					Object Total:	1,271.98
330 Other Professional						
423 MT Comprehensive Literacy Project Number						
CL 15167 1	Creative Writing Residency	188	09/04/19	9/19	256 MISSOULA WRITING	5,605.68
					Project Total:	5,605.68
					Object Total:	5,605.68
582 Travel Out-of-Dist.						
423 MT Comprehensive Literacy Project Number						
CC 632 1	Food for MCLP Conference		07/26/19	9/19		18.77
CC 632 2	Food for MCLP Conference		07/26/19	9/19		4.37
CC 632 3	Luggage for MCLP Conf Flight	101416	07/26/19	9/19		30.00
CC 632 4	Lunch-Counselor Training MCLP		08/20/19	9/19		12.50
CC 632 5	MCLP Conf Hotel		06/26/19	9/19		1,609.85
CL 15170 1	Food/Travel Coaching Institute	1920010	08/12/19	9/19	193 SARAH SCHMILL	51.90
CL 15170 2	Mileage Counseling Training He	1920023	08/20/19	9/19	193 SARAH SCHMILL	143.84
					Project Total:	1,871.23
					Object Total:	1,871.23
610 Supplies						
423 MT Comprehensive Literacy Project Number						
CC 633 7	School Supplies	101219	08/22/19	9/19		9.98
CC 633 8	K-1 Supplies	101536	08/22/19	9/19		42.89
CC 633 9	k-4 Supplies	101537	08/23/19	9/19		171.98
CL 15169 1	3 yr Accel Read, Star, Platfor	4504450	08/26/19	9/19	299 RENAISSANCE LEARNING INC	5,121.30
CL 15172 1	4 yr Smart Learning Software	1920043	08/29/19	9/19	100893 TOTAL EDUCATIONAL SOLUTIONS	1,428.00
					Project Total:	6,774.15
					Object Total:	6,774.15
					Program-Function Total:	29,264.82

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POTOMAC ELEMENTARY SCHOOL
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Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
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Fund Total: 29,459.44



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 September 2019

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

All of the following activities and accomplishments would not have been possible without the full cooperation and engagement of all of the Potomac School staff members.

Teaching and Learning- MCLP Grant

During our two PIR days in August, the staff went over our current MCLP grant goals and our most recent SBAC results to determine the extent to which we are reaching our identified goals. Our GPRA Goal #1 was to increase the percentage of children aged 3 to 5 who make significant gains on the E/ROWPVT from fall to spring. Although we only had three students who were of the age that we could track for the grant, those students all made gains ranging from 2% in expressive language to 27% in receptive language. The average gain in receptive language was about 16% while the average gain in expressive language was about 11%. GPRA Goal #2 was to increase the level of proficiency on the Smarter Balanced Assessment for 5th and 8th grade students. Our subgoals were written in terms of MAP scores. Here are some of our data on the Smarter Balance (SBAC):

ELA: Summative Assessment Breakdown (2017-2018)

Reading (# of students)	Writing (# of students)	Listening (# of students)	Research & Inquiry (# of students)
Below: 16	Below: 17	Below: 7	Below: 16
At/Near: 36	At/Near: 36	At/Near: 48	At/Near: 37
Above: 13	Above: 12	Above: 10	Above: 12

ELA: Summative Assessment Breakdown (2018-2019)

Reading (# of students)	Writing (# of students)	Listening (# of students)	Research & Inquiry (# of students)
Below: 10	Below: 17	Below: 4	Below: 15
At/Near: 43	At/Near: 42	At/Near: 50	At/Near: 36
Above: 17	Above: 11	Above: 16	Above: 19

ELA: Performance Task Breakdown (2017-2018)

Organization/ Purpose (4)	Evidence/ Evaluation (4)	Conventions (2)
0\4: 0 students	0\4: 0 students	0\2: 7 students
1\4: 35 students	1\4: 35 students	1\2: 23 students
2\4: 12 students	2\4: 12 students	2\2: 20 students
3\4: 2 students	3\4: 2 students	
4\4: 1 student	4\4: 1 student	
Insufficient: 6 students	Insufficient: 6 students	Insufficient: 6 students
Off-purpose: 7 students	Off-purpose: 7 students	Off-purpose: 7 students
Off-topic: 1 student	Off-topic: 1 student	Off-topic: 1 student
Field test item: 2 students	Field test item: 2 students	Field test item: 2 students

ELA: Performance Task Breakdown (2018-2019)

Organization/ Purpose (4)	Evidence/ Evaluation (4)	Conventions (2)
0\4: 0 students	0\4: 0 students	0\2: 8 students
1\4: 31 students	1\4: 28 students	1\2: 23 students
2\4: 21 students	2\4: 24 students	2\2: 25 students
3\4: 3 students	3\4: 3 students	
4\4: 1 student	4\4: 1 student	
Insufficient: 4 students	Insufficient: 4 students	Insufficient: 4 students
Off-purpose: 6 students	Off-purpose: 6 students	Off-purpose: 6 students
Off-topic: 1 student	Off-topic: 1 student	Off-topic: 1 student

Math: Summative Assessment Breakdown (2017-2018)

Concepts and Procedures	Problem Solving and Modeling & Data Analysis	Communicating Reasoning
Below: 25 students	Below: 21 students	Below: 24 students

At/Near: 25 students

At/Near: 34 students

At/Near: 30 students

Above: 16 students

Above: 11 students

Above: 12 students

Math: Summative Assessment Breakdown (2018-2019)

Concepts and Procedures	Problem Solving and Modeling & Data Analysis	Communicating Reasoning
Below: 29 students	Below: 20 students	Below: 19 students
At/Near: 27 students	At/Near: 35 students	At/Near: 41 students
Above: 14 students	Above: 15 students	Above: 10 students

Here is a sample 8th grade math problem from SBAC...

Mary is buying tickets for a movie.

Each adult ticket costs \$9.

Each child ticket costs \$5.

Mary spends \$110 on tickets.

Mary buys 14 total tickets.

Enter the total number of adult tickets and total number of child tickets she buys.

- **Budget and Finance**

- We have received notification that will continue to receive some funding to support safety and security for 2019-20. We were having some mechanical issues with our door locking mechanisms, so we replaced the door locking mechanism on the main building.
- We have received confirmation that we will receive around \$250,000 for 2019-20 and \$125,000 for 2020-21 from our MCLP grant.

- **Student Activities**

- We are starting up volleyball and flag football for the fall.
- The 8th graders should be present to give an update on their trip planning.

- **Facilities**

- We have installed sidewalks around the south side of the main building that will make it possible for someone in a wheelchair to navigate from the west side of our building to the east side as well as access the playground slab area.
- We have also installed a new 20' x 35' slab on the playground that was funded by the PTC.

- Greg replaced a number of boards on our large wooden play structure in June. The PTC funds also helped with this expense.
- **Safety**
 - We now have a part-time nurse, Lindsay Larson. We share Ms. Larson's time with Bonner and Clinton as part of a grant submitted by Jim Howard, superintendent of Bonner Schools.

Respectfully submitted:

John P. Rouse, Principal



Potomac Elementary School

29750 Potomac Road
Bonner, Montana 59823

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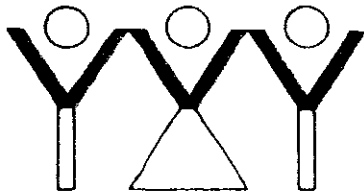
Classified Employees for employment approval September 2019

Gail Abbott

Debra Blodgett

Janette Ployhar

Greg Stevens



**MISSOULA AREA
EDUCATION COOPERATIVE**
2825 Stockyard Road, Suite I-2
Missoula, MT 59808-1548

Phone: (406) 532-4861
Fax: (406) 532-4866

Stacia Vaughn
svaughn@missoulaaec.com
Director

Connie J. Bauman
cjbauman@missoulaaec.com
Business Manager

DATE: August 12, 2019

TO: Cooperative Member District Business Managers/Clerks

FROM: Stacia Vaughn
Cooperative Director

RE: AUTHORIZED 2019-20 REPRESENTATIVE TO
JOINT ADVISORY BOARD

The Joint Advisory Board for the Missoula Area Education Cooperative is requesting every member school district appoint one person from the district to serve on the Advisory Board for the 2019-20 school year.

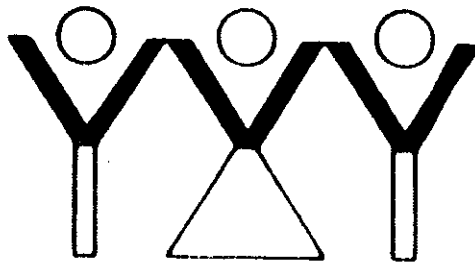
We are requesting that the Board Chair make the appointment. We encourage appointment of a person who is an administrator or trustee, and who would have the time to commit to meeting the responsibilities of being an Advisory Board member. Please fill out and sign the enclosed form and return it by September 16, 2019 to:

Stacia Vaughn, Cooperative Director
Missoula Area Education Cooperative
2825 Stockyard Road, Suite I-2
Missoula, MT 59808

We would appreciate your cooperation in this matter. Only by appointing an authorized representative may your district participate in the decision-making process of the Education Cooperative.

Thank you!

Enclosure: Appointment Form



**MISSOULA AREA EDUCATION COOPERATIVE
APPOINTMENT FORM
JOINT ADVISORY BOARD
2019-20 SCHOOL YEAR**

According to our Interlocal Agreement, each school district that participates in our Education Cooperative shall select one representative to serve on the Cooperative's Joint Advisory Board.

The term of the representative shall be for one year, with schools retaining the option to reappoint representatives to successive terms of office.

The duties of the Joint Advisory Board shall be:

1. To recommend policy to be set by the Management Council;
2. To comprehensively review the performances of the Cooperative at least annually;
3. To review the financial management of the Cooperative at least annually;
4. To set and approve the fiscal budget of the Cooperative;
5. To annually appoint from its membership, members to serve on the Management Council.

Please provide the following information by **September 16, 2019**.

School District: _____

Name of Representative: _____

Correspondence Address: _____

Position: _____

Term of Office: **2019-20 School Year** _____

Board Chair Signature

Date Signed

Mail completed form to:
Missoula Area Education Cooperative
2825 Stockyard Road, Suite I-2
Missoula, MT 59808

From: Kris Goss [mailto:kgoss@mtsba.org]
Sent: Thursday, September 05, 2019 7:34 PM
To: Jill Thornton <jthornton@potomacschoolmontana.us>
Subject: Re: Policy 3225

Jill,

The language was removed because the procedure for implementing discipline and honoring student rights prior to implementing discipline is covered in policy 3300 and 5255 for staff. Policy 3225 is focused on outlining the prohibition of sexual misconduct while the other policies focus on the rights of the accused.

The policies generally cover the rights of students and staff during investigations or discipline so they apply in the situation addressed in Policy 3225. If the District wants to retain the deleted language it may do so but it should be prepared for the assertion that the policy is not sufficiently focused on the topic of preventing sexual misconduct.

Please contact me if you have further questions.

Kris Goss

2
3 STUDENTS

4
5 Sexual Harassment, Sexual Intimidation and Sexual Misconduct

6
7 **Sexual harassment, sexual intimidation, and sexual misconduct are forms of discrimination and are prohibited.** An employee, District agent, or student engages in sexual harassment,
8 **sexual intimidation, and sexual misconduct** whenever that individual makes unwelcome
9 advances, requests sexual favors, or engages in other verbal, non-verbal, **electronic or physical**
10 **contact or** conduct of a sexual or sex-based nature, imposed on the basis of sex, that:
11

- 12
- 13 1. Denies, **deprives**, or limits the provision of educational aid, benefits, services,
14 opportunities, or treatment, or that makes such conduct a condition of a student’s
15 academic status; or
- 16
- 17 2. Has the purpose or effect of:
 - 18
 - 19 a. Substantially interfering with a student’s educational environment;
 - 20
 - 21 b. Creating an intimidating, hostile, or offensive educational environment;
 - 22
 - 23 c. **Denying, depriving, or limiting the provision** of educational aid, benefits,
24 services, opportunities, or treatment; or
 - 25
 - 26 d. Making submission to or rejection of such unwelcome conduct the basis for
27 academic decisions affecting a student.
 - 28

29 **Sexual harassment, sexual intimidation and sexual misconduct prohibited by this policy**
30 **includes verbal, electronic, or physical contact or conduct.** The terms “intimidating,”
31 “hostile,” **“misconduct,”** and “offensive” include conduct that has the effect of humiliation,
32 embarrassment, or discomfort. Examples of **sexual harassment, sexual intimidation, and**
33 **sexual misconduct** include but are not limited to unwelcome or forceful physical touching,
34 crude jokes or pictures, discussions of sexual experiences, **pressure or requests for sexual**
35 **activity or favors**, intimidation by words, actions, insults, or name calling, teasing related to
36 sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. **The**
37 **District will evaluate sexual harassment, sexual intimidation, and sexual misconduct in**
38 **light of all circumstances.**

39
40 Students who believe that they may have been sexually harassed, intimidated, **or been subjected**
41 **to sexual misconduct** should consult a counselor, teacher, Title IX coordinator, or administrator,
42 who will assist them in the complaint process. Supervisors or teachers who knowingly condone
43 or fail to report or assist a student to take action to remediate such behavior of sexual harassment,
44 **intimidation, or misconduct** may themselves be subject to discipline. **The District will report**
45 **any suspected child abuse or neglect to proper authorities in accordance with District**
46 **Policy 5232. The District is authorized to report any violation of this policy to law**
47 **enforcement that is suspected to be a violation of state or federal criminal laws.**

Any District employee who is determined, after an investigation, to have engaged in sexual harassment, **intimidation or misconduct** will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment, **intimidation or misconduct** will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the District's discipline policy.

~~The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.~~

To the greatest extent possible, the District will treat complaints in a confidential manner. The District realizes that limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against an offender.

Any individual seeking further information should consult the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent will ensure that student and employee handbooks include the name, address, and telephone number of an individual responsible for coordinating District compliance efforts.

An individual with a complaint alleging a violation of this policy should follow the Uniform Complaint Procedure.

Any person who knowingly makes a false accusation regarding sexual harassment, **intimidation or misconduct** likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

Cross Reference: 1700 Uniform Complaint Procedure
5232 Abused and Neglected Child Reporting

Legal References: Art. X, Sec. 1, Montana Constitution – Educational goals and duties
§§ 49-3-101, et seq., MCA Montana Human Rights Act
Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.
34 CFR Part 106 Nondiscrimination on the basis of sex in education programs or activities receiving Federal financial assistance
10.55.701(1)(f), ARM Board of Trustees
10.55.719, ARM Student Protection Procedures
10.55.801(1)(a), ARM School Climate

Policy History:

- 1 Adopted on:
- 2 Reviewed on:
- 3 Revised on:

2
3 **STUDENTS**

4
5 Corrective Actions and Punishment

6
7 The Board recognizes that every student is entitled to due process rights that are provided by law.

8
9 Suspension

10
11 The procedure set forth below will be followed when a proposed punishment of a student is to include
12 denial of the right of school attendance from any single class or from a full schedule of classes for at least
13 one (1) day.

14
15 Before any suspension is ordered, the Principal will meet with a student to explain charges of misconduct,
16 and the student will be given opportunity to respond to the charges.

17
18 When a student's presence poses a continuing danger to persons or property or poses an ongoing threat of
19 disruption to the educational process, a pre-suspension conference will not be required, and the Principal
20 may suspend a student immediately. In such cases, the Principal will provide notice of and schedule a
21 conference as soon as practicable following the suspension.

22
23 The Principal will report any suspension immediately to a student's parent or legal guardian. The
24 Principal will provide a written report of suspension that states reasons for a suspension, including any
25 school rule that was violated, and a notice to a parent or guardian of the right to a review of a suspension.

26
27 The Principal will conduct a review of any suspension on request of a parent or legal guardian. A student
28 and parent or legal guardian may meet with the Principal to discuss suspension. After the meeting and
29 after concluding a review, the Principal will take such final action as appropriate.

30
31 Students who are absent as a result of a suspension are responsible for the work missed. Credit may be
32 granted for the makeup work, in the event the student turns in the work within the time set by the teacher.

33
34 Expulsion

35
36 The Board, and only the Board, may expel a student from school and may do so only after following due
37 process procedures set forth below.

38
39 The Board will provide written notice to a student and parent or legal guardian of a hearing to consider a
40 recommendation by the administration for expulsion, which will be sent by registered or certified mail at
41 least five (5) school days before the date of the scheduled hearing. The notice will include time and place
42 of hearing, information describing the process to be used to conduct
43 the hearing, and notice that the Board intends to conduct the hearing in closed session unless a parent or
44 legal guardian waives the student's right to privacy.

45
46 Within the limitation that a hearing must be conducted during a period of student suspension, a hearing to
47 consider expulsion may be rescheduled when a parent or legal guardian submits a request showing good
48 cause to the Principal at least two (2) school days before a hearing date as originally scheduled. The
49 Principal will determine if a request shows good cause to reschedule a hearing.

1
2
3
4 At hearing the student may be represented by counsel, present witnesses and other evidence, and cross-
5 examine witnesses. The Board is not bound by formal rules of evidence in conducting the hearing.
6

7 Procedures for Suspension and Expulsion of Students With Disabilities
8

9 The District will comply with provisions of the Individuals with Disabilities Education Act (IDEA) when
10 disciplining students. The Board will not expel any special education student when the student's
11 particular act of gross disobedience or misconduct is a manifestation of the student's disability. The
12 Board may expel pursuant to its expulsion procedures any special education student whose gross
13 disobedience or misconduct is not a manifestation of the student's disability. A disabled student will
14 continue to receive education services as provided in the IDEA during a period of expulsion.
15

16 The Principal may suspend a child with a disability from the child's current placement for not more than
17 ten (10) consecutive school days for any violation of school rules, and additional removals of not more
18 than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as
19 long as those removals do not constitute a change of placement under 34 CFR 300.519(b), whether or not
20 a student's gross disobedience or misconduct is a manifestation of a student's disabling condition. Any
21 special education student who has exceeded or who will exceed ten (10) days of suspension may
22 temporarily be excluded from school by court order or by order of a hearing officer, if the District
23 demonstrates that maintaining the student in the student's current placement is substantially likely to
24 result in injury to the student or to others. After a child with a disability has been removed from his or her
25 placement for more than ten (10) school days in the same school year, during any subsequent
26 days of removal the public agency must provide services to the extent required under 34 CFR 300.121(d).
27

28 The Principal may remove from current placement any special education student who has carried a
29 weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or
30 solicits the sale of a controlled substance while at school or a school function. The District will place
31 such student in an appropriate interim alternative educational setting for no more than forty-five (45)
32 school days in accordance with the IDEA.
33
34
35

36 Procedure Policy History:

37 Adopted on: December 13, 2010

38 Reviewed on:

39 Revised on:

1 **Potomac Elementary**

2
3 **PERSONNEL**

5255

4
5 Disciplinary Action

6
7 District employees who fail to fulfill their job responsibilities or to follow reasonable directions
8 of their supervisors, or who conduct themselves on or off the job in ways that affect their
9 effectiveness on the job, may be subject to discipline. Behavior, conduct, or action that may call
10 for disciplinary action or dismissal includes but is not limited to reasonable job-related grounds
11 based on a failure to satisfactorily perform job duties, disruption of the District's operation, or
12 other legitimate reasons.

13
14 Discipline will be reasonably appropriate to the circumstance and will include but not be limited
15 to a supervisor's right to reprimand an employee and the Principal's right to suspend an
16 employee, with or without pay, or to impose other appropriate disciplinary sanctions. In
17 accordance with Montana law, only the Board may terminate an employee or non-renew
18 employment.

19
20 The Principal is authorized to immediately suspend a staff member.

21
22
23
24 Legal Reference: § 20-3-210, MCA Controversy appeals and hearings
25 § 20-3-324, MCA Powers and duties
26 § 20-4-207, MCA Dismissal of teacher under contract
27 § 39-2-903, MCA Definitions
28 *Johnson v. Columbia Falls Aluminum Company LLC*, 2009 MT 108N.

29
30 Policy History:

31 Adopted on: March 14, 2011
32 Reviewed on:
33 Revised on: