



Potomac Elementary School

School Board Agenda

March 14, 2016

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.”*

7:00 PM

Public Input:

Consent Agenda:

Chair Vann

1. Minutes February 8, 2016
2. Warrant List
3. Business Card
4. Petty Cash
5. Extracurricular

Reports:

1. Teacher Reports – D Gaglia Poets in the School and
A Stitt Animal wonders
2. Principal’s Report
3. Clerks Report
4. Board Professional Development Reports

Damian Gaglia
Abby Stitt
Principal Williams
Jill Thornton
Board Members

Old Business:

1. School Board Calendar
2. Election Review
3. Negotiation Committee – PACE

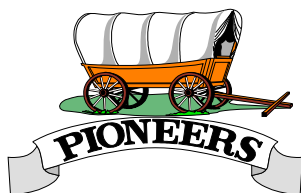
Chair Vann
Chair Vann
Jason Nordberg & Craig Nelson

New Business:

1. Out of District Attendance Agreement
2. Personnel – Accept Linnell Resignation, Hire Kitchen Head Cook,
Hire Substitute
3. Student Behavior and Discipline Review
4. Credit Card for Kristina - 8th grade trip
5. 2016-2017 School Calendar

Principal Williams
Principal Williams
Principal Williams
Jill Thornton
Principal Williams

Next Meeting April 11, 2016 – 7:00 pm



Potomac Elementary School

School Board Minutes

for

February 8, 2016

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.”*

Call to Order

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

Public Input (for issues not on the agenda) Bob White spoke to the board about concerns with bullying on the school bus. He would like the principal involved in the discipline, and suggests we have an adult on the bus to help the driver to observe. Mike Krout from Majestic Bus Service also attended the meeting. He agreed the school bus environment is imperfect as the drivers back is turned to the students so he is paying attention to the road. He feels with the video cameras on the busses another adult would be too costly to add. Bob feels it would still increase safety. Mike also said other schools have resource officers that help with this issue, and since Potomac does not have that, involving the Principal would help with the discipline.

Consent Agenda

Warrant Lists – Total Claims = \$25,098.80, Total Payroll = \$66,321.76

Business Cards – Included in Total Claims noted.

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

Extracurricular (Student Accounts) – Beg. Balance Jan 1, 2015 - \$24,896.74; End Balance Jan 30, 2016 - \$30,776.09

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

Teacher Reports

Beth Ryan talked first about her Music program. She works with the music through dance and instruments (recorders) and by mixing that Music curriculum in with Physical Education. She also has Health every other Thursday which covers social, emotional and physical stressors. At this point the Health classes are working on Nutrition. Every quarter the students are also tested on their strength

Many of the classes have been researching and developing cultural dances. In k-2nd grades the students are learning their scales and singing. 3rd and 4th grades are singing as well as dancing. The upper classes work on all that plus instruments are added.

Terri Klein just wanted to say how great it is to see the student growth that is compiled and shown during Parent/Teacher conferences.

Principals Report

Our enrollment is at 94 students. Student count was February 1st, and we were able to report 93 students!

January Wrap up- January was a busy month. We completed our Winter benchmark testing with MAPS and AIMSweb. I heard many reports of students' improvements since Fall. We had the geography bee and spelling bee. Miss Montana came and spoke about bullying to all the kids at an assembly.

I went to the state principal's conference in Helena. The focus was on literacy and the speakers gave me a lot to bring back to the teachers. I am looking into taking all of the teachers to a *Literacy in Motion* conference this summer. It will present a good opportunity for focused professional development as a team, and I think will help us with our implementation of standards based grading.

Kristina, Sarah and I also attended the MontCAS conference in Missoula which was presented by OPI. The window for the Smarter Balance assessments will be open from March 23-May 27 for 3rd-8th. This will assess Math and ELA. We'll still be doing the paper based CRT Science assessment for 4th and 8th graders.

Girl's basketball has begun. We have 6 girls participating. Dawn Downs and Lyndi Oien are coaching. Our first game is Tuesday at 4 at home.

Technology Report- We've received bids on our E-Rate proposal to update our infrastructure. It would include new cabling, wireless access points, firewall, switches and installation. Our E-Rate should pay for this less about \$1000 that we would have to pay. This is a really good opportunity to get started on our sustainability plan. The next step I am taking is to evaluate the efficiency and uses of the computers we have now. We have such a varying age of systems now that we need to realize what systems need to be recycled and which ones still have use left in them. Then we'll come up with a plan of rotation, and in the process simplify and organize what we have.

That's where coming up with a technology sustainability budget will come in. If we consider what Brandon and Mike from Pine Cove Consulting proposed, we could maintain our technology and know what it's going to cost us every month/year. I need to know from the Board whether you want to run a technology levy to help with this.

Kitchen Report with Victoria-

Victoria said the kitchen storage area needs to be updated as was also stated in our last County inspection. Currently most of the space is devoted to freezer space. Since we started working more towards fresh foods, we do not need all the freezer space. One of the other issues the County inspection noted was that the existing shelving cannot be cleaned properly. So Victoria has been working on the issue, and investigated selling the freezers and purchasing sanitary shelving as well as a walk in cooler that would use the space more efficiently and with less energy costs. Traditional walk-ins can cost \$24,000. She has an alternative called the CoolBot system. She uses this type of a walk in refrigerator at home, and it is approved by the county. The estimate for this kind of cooler is \$6,600 instead of the \$24,000 noted before. And as noted, it also uses less energy compared to a typical walk in condenser.

Her estimates for the entire project, which would include; a walk in cooler, new shelving that is cleanable and moveable, including a moveable can rack, paint and supplies, comes to approximately \$10,658. PTC has offered \$5,000 towards this project.

Grants- We received a \$400 grant from Phyllis Washington Foundation and \$250 from Blackfoot Telephone for the Missoula Children's Theater performance.

Other items I've been working on:

- School calendar
- Updating handbook with school/bus discipline procedures
- Observations
- Preparing for all staff evaluations

Upcoming-

2/15- No school

2/18- Hellgate counselors coming to visit with 8th graders

2/26- Teacher workday

Clerks Report

Jill Thornton has final numbers for next year's General Fund budget. Due to the reduction in students in the past years we are going to receive approximately \$10,000 less next year.

Board Professional Development Reports

Jason and Craig both participated in the Dodge ball Tournament and went to the MCT play. Cliff attended a high school orchestra performance and would like to get more of these opportunities at our school. Beth said she is working on a talent show that has three music stores interested in donating to it.

School Board Calendar

Cliff is to review the next board meeting packet. That meeting with Jill will be March 11th at 10am.

Out of District Attendance Agreement

Angie recommended approving a new out of district attendance agreement for one student. Craig moved to approve the attendance agreement. Jason seconded the motion. **Passed 3-0**

Call for an Election

Jason moved to call for a Trustee Election and Technology Levy if needed. Craig seconded the motion. **Passed 3-0**
The possibility of a Technology Levy will be investigated and resolved at the next meeting. That part of the election can be cancelled if it is determined it is not necessary.

Negotiation Committee

PACE has requested opening negotiations for the 2016-2017 school year. Craig and Jason will comprise the committee for the board in these negotiations.

Adjourn

Chair Vann adjourned the Board meeting at 8:33 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
14226	8976S 101198	AMERICAN EXPRESS	79.75					
1		CC-364 02/13/16 Food	79.75		112 625			
		SANTEES GRANOLA				CC Accounting: 112- -910-3100-570		
14227	8977S 101220	ANGIE WILLIAMS	113.40					
1		1516207 02/25/16 Mileage to 21st Cent conf	113.40		101 100-2400		582	
14228	8978S	232 BIG SKY RESTAURANT SUPPLY INC	1,237.00					
1		73727 03/08/16 Kitchen Detergent	98.00		112 910-3100		610	
2		73563 03/08/16 Walk In Shelving	1,139.00		115 100-1000		610 101	
14229	8979S	3 BLACKFOOT TELEPHONE COOPERATI	108.15					
1		03/01/16 Telephone	108.15		101 100-2600		531	
14230	8980S	123 BRUCO INC	749.64					
1		346821 02/10/16 Maint Supplies	749.64		101 100-2600		610	
14231	8981S 101225	BUSINESS CARD 3334	188.82					
1		CC-365 01/27/16 MAEMAP Conference Helena	188.82		101 625			
		DAYS INN				CC Accounting: 101- -100-2500-582		
14233	8982S 101166	BUSINESS CARD 8181	64.48					
1		CC-366 01/22/16 Well supplies	64.48		101 625			
		CULLIGAN WATER				CC Accounting: 101- -100-2600-610		
14234	8983S 101125	BUSINESS CARD 8901	1,124.72					
1		CC-367 01/26/16 Door Knob CC	19.99		101 625			
		ACE HARDWARE				CC Accounting: 101- -100-2620-610		
2		CC-367 02/02/16 Coach Gift Cards	819.80		101 625			
		EXXON MOBIL				CC Accounting: 101- -120-3500-610		
3		CC-367 02/02/16 Ice Melt/Keys	76.96		101 625			
		ACE HARDWARE				CC Accounting: 101- -100-2600-610		
4		CC-367 02/06/16 Prime Membership	99.00		101 625			
		AMAZON				CC Accounting: 101- -100-1000-610		
5		CC-367 02/10/16 Postage	6.45		101 625			
		USPS				CC Accounting: 101- -100-2500-532		
6		CC-367 02/09/16 Books - The Magic Thief Lost	36.45		101 625			
		AMAZON				CC Accounting: 101- -100-1000-640		

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	

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
7	CC-367 02/17/16 Foam Soap Replacement Btles	66.07		101	625	
	RELIABLE PAPER		CC Accounting: 101-	-100-2600-610		
14235	8984S 101184 BUSINESS CARD 9423	63.99				
1	CC-368 01/26/16 20 2Pin 26 Watt bulbs	63.99		101	625	
	1000 BULBS		CC Accounting: 101-	-100-2600-610		
14237	8985S 42 CENEX HARVEST STATES	393.93				
1	112838 02/17/16 Heating fuel	393.93		101	100-2600	411
14239	8986S 100898 COMPUTER GUYS INC.	675.97				
1	83294 02/24/16 Friday 2-5 Tech labor	225.00		101	128-2500	330
2	83294 02/24/16 2-5 Supplies VGA & Power Suppl	55.98		101	128-2500	610
3	83295 02/24/16 Monday 2-8 Tech Labor	225.00		101	128-2500	330
4	83295 02/24/16 24 Port Switch 1 GB	169.99		101	128-2500	610
14236	8987S 101228 CRISSINA QUINN	43.58				
1	03/03/16 Treasure Chest magnifying Glas	23.94		115	100-1000	610 102
2	03/03/16 Shopko Duct Tape	4.79		115	100-1000	610 102
3	03/03/16 WalMart Magnifying Glasses	14.85		115	100-1000	610 102
14240	8988S 76 CULLIGAN WATER	38.00				
1	833341 02/02/16 4 Ice Melt	38.00		101	100-2600	610
14238	8989S 101268 CUSTOM LAND WORKS LLC	3,000.00				
1	1423 02/28/16 Fence Project Downpayment	3,000.00		115	100-2600	460 648
14241	8990S 101006 DESIGN AIR, INC.	1,760.00				
1	9940 02/05/16 Booster Fan on 1st Furnace	880.00		101	100-2600	440
2	9969 02/18/16 Booster Fan on 2nd Furnace	880.00		101	100-2600	440
14242	8991S 176 FOOD SERVICES OF AMERICA	1,892.54				
1	8269748 02/03/16 Food	529.82		112	910-3100	570
2	8276965 02/10/16 Food	297.80		112	910-3100	570
3	8276965 02/10/16 Supplies	43.33		112	910-3100	610
4	8284138 02/17/16 Food	563.63		112	910-3100	570
5	8291180 02/24/16 Food	447.64		112	910-3100	570
6	8291180 02/24/16 Supplies	10.32		112	910-3100	610
14243	8992S 357 JANETTE PLOYHAR	99.94				
1	03/04/16 Costco Batteries/Sharpeners	99.94		101	100-1000	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
Example		3100's Food Services	
		3500's Extracurricular	

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
14246	8993S	82 MAJESTIC BUS SERVICE, INC	9,607.53					
1		5450 02/12/16 Explorers to Seeley Lake	105.30		115	100-1000	516	121
2		5451 02/19/16 Explorers to Discovery	501.69		115	100-1000	516	121
3		5452 02/22/16 BBall to Lolo	134.55		115	103-2700	513	136
4		5453 02/23/16 BBall to Hellgate	117.00		115	103-2700	513	136
5		5454 02/25/16 BBall to Bonner	82.00		115	103-2700	513	136
6		5455 03/01/16 Morrison Lane	335.29		110	100-2700	513	
7		5456 03/01/16 Bus Contract	8,331.70		110	100-2700	513	
14245	8994S	161 MISSOULA CURRICULUM CONSORTIU	1,120.00					
1		03/08/16 15-16 MCC Member Fee	1,120.00		101	100-2400	810	
14247	8995S	10 MISSOULA ELECTRIC COOP INC	1,930.33					
1		02/29/16 School Electric	899.41		101	100-2600	412	
2		02/29/16 Comm Ctr Electric	1,030.92		101	100-2620	412	
14254	8996S	101217 MISSOULA FAMILY YMCA	170.00					
1		331570744 03/02/16 3-17 Field Trip Gaglia	170.00		101	100-1000	516	
14248	8997S	64 MISSOULA TEXTILE SERVICES	305.49					
1		360654 01/04/16 Santa Suit Cleaning	13.60		101	100-2600	610	
2		770401 02/11/16 Maint Supplies	147.23		101	100-2600	610	
3		775150 02/25/16 Maint Supplies	144.66		101	100-2600	610	
14249	8998S	273 MSU CONFERENCE SERVICES	150.00					
1		t9rb3j 02/10/16 Assess & Data Conf AW/KD/SS	150.00		101	100-1000	330	
14244	8999S	199 MT ASSOC OF SCHOOL BUSINESS	250.00					
1		3319 03/01/16 Budget Workshop Angie	80.00		101	100-2400	330	
2		3319 03/01/16 Budget Workshop Jill	80.00		101	100-2500	330	
3		1848 03/09/16 Spring Business Mgr Wkshop Jil	90.00		101	100-2500	330	
14251	9000S	101222 PATHFINDER	57.60					
1		20051 02/25/16 Food Service Help Wanted Ads	57.60		101	100-2500	540	
14250	9001S	100842 POTOMAC SCHOOL PETTY CASH	370.14					
1		02/29/16 Petty Cash Reimb Refs	248.00		101	120-3500	810	
2		02/29/16 Food Services Reimb V Cks	122.14		112	910-3100	570	
14252	9003S	9 REPUBLIC SERVICES #889	239.16					
1		02/28/16 Disposal Services School	119.58		101	100-2600	431	
2		02/28/16 Disposal Services Comm Ctr	119.58		101	100-2620	431	

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
14253	9004S 101269 SUPPLY WORKS	217.64				
1	358293322 02/08/16 Vacuum Kit/Squeegee Blade	217.64		101	100-2600	610
	# of Claims 28	Total: 26,051.80				

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				26,051.80			

03/11/16
20:59:16

POTOMAC ELEMENTARY SCHOOL
Credit Card Transactions Paid by Credit Card Vendor
For the Accounting Period: 3/16

Page: 1 of 1
Report ID: CC100

CC Vendor	Check#	Claim#	CC #	PO #	Check		Vendor Paid	Description	Amount	Fund	Org	Prg-Func-Obj	Proj
					Ln#	Per							
AMERICAN EXPRESS	8976	14226	364		1	3/16	SANTEES GRANOLA	Food	79.75	112		910-3100-570	
							Total		79.75				
BUSINESS CARD 333	8981	14231	365		1	3/16	DAYS INN	MAEMAP Conference	188.82	101		100-2500-582	
							Total		188.82				
BUSINESS CARD 818	8982	14233	366		1	3/16	CULLIGAN WATER	Well supplies	64.48	101		100-2600-610	
							Total		64.48				
BUSINESS CARD 890	8983	14234	367		1	3/16	ACE HARDWARE	Door Knob CC	19.99	101		100-2620-610	
					2	3/16	EXXON MOBIL	Coach Gift Cards	819.80	101		120-3500-610	
					3	3/16	ACE HARDWARE	Ice Melt/Keys	76.96	101		100-2600-610	
					4	3/16	AMAZON	Prime Membership	99.00	101		100-1000-610	
					5	3/16	USPS	Postage	6.45	101		100-2500-532	
					6	3/16	AMAZON	Books - The Magic	36.45	101		100-1000-640	
					7	3/16	RELIABLE PAPER	Foam Soap	66.07	101		100-2600-610	
							Total		1124.72				
BUSINESS CARD 942	8984	14235	368		1	3/16	1000 BULBS	20 2Pin 26 Watt	63.99	101		100-2600-610	
							Total		63.99				
Grand Total:									1521.76				

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
J001 HOURS (REGULAR SUB)	14.00		1,120.00
J007 HOURS (21 CENTURY AIDE)	7.83		125.28
J008 HOURS (21 CENTURY TEAC)	10.95		219.00
J011 HOURS (21ST CENT ADMIN)	73.33		1,466.60
REG HOURS (Regular Time)	2,320.25		40,879.96
SICK HOURS (Sick Time)	487.75		5,447.53
STIP HOURS (Stipend)	0.00		100.05
TEMP HOURS (Temp Employee Time)	12.00		2,358.60
GROSS PAY	51,717.02	0.00	
NET PAY	32,508.12	0.00	
NET PAY (CHECKS)	2,610.93		
NET PAY (DIRECT DEPOSIT)	29,897.19		
ACCIDENT/AFA	92.18	0.00	
ANNUITY-HORACE	200.00	0.00	
DISABILITY	62.00	0.00	
FIT	3,823.35	0.00	
FLEX PLAN	383.50	0.00	
HEALTH - MUST	4,588.90	8,304.00	
LIFE/AFA	21.00	0.00	
MEDICARE	676.21	676.21	
P.E.R.S.	695.38	704.19	
PACE	74.10	0.00	
PEA/MEA	403.44	0.00	
SIT	1,824.00	0.00	
SOCIAL SECURITY	2,891.39	2,891.39	
TRS	3,455.95	3,676.47	
UNEMPL. INSUR.	0.00	201.70	
UNUM LIFE INS C	17.50	11.20	
WORKERS' COMP	0.00	540.29	
1ST INTERSTATE	4,313.67	0.00	
CS	2,110.16	0.00	
FSBMSLA	4,101.37	0.00	
GB	3,481.30	0.00	
MFCU	5,628.83	0.00	
PSCU	2,345.93	0.00	
TRB	4,253.48	0.00	
USB	1,981.91	0.00	
WSB	1,680.54	0.00	
FIT/SIT BASE	42,283.61	0.00	
MEDICARE BASE	46,634.94	0.00	
PERS BASE	8,802.28	0.00	
SOC SEC BASE	46,634.94	0.00	
TRS BASE	42,404.45	0.00	
UN BASE	51,717.02	0.00	
WC BASE	51,717.02	0.00	

Total 17,005.45
Total Payroll Expense (Gross Pay + Employer Contributions): 68,722.47

Potomac Student Accounts
General Ledger
As of February 29, 2016

Date	Num	Name	Memo	Debit	Credit	Balance
Petty Cash						632.59
02/04/2016	1191	American Express	QB PTC		94.50	538.09
02/09/2016	1192	Referee	2-9-16 Ref		31.00	507.09
02/09/2016	1193	Referee	2-9-16 Ref		31.00	476.09
02/11/2016	1194	Referee	2-11-16 Ref		31.00	445.09
02/11/2016	1195	Referee	2-11-16 Ref		31.00	414.09
02/16/2016	1196	Referee	02-16-16 Ref		31.00	383.09
02/16/2016	1197	Referee	02-16-16 Ref		31.00	352.09
02/18/2016	dep		Science, Explorers, PASS, PTC deposit/reimb	791.91		1,144.00
02/24/2016	1198	Food Services	Missed Invoice Amt		122.14	1,021.86
02/24/2016	1199	Discovery Ski Area	Cent 21		598.00	423.86
Total Petty Cash				791.91	1,000.64	423.86
Two Rivers accts						30,776.09
Bike-a-Thon						9,750.29
02/18/2016	dep	Blackfoot Telephone Coop	Donation for MCT Production	250.00		10,000.29
Total Bike-a-Thon				250.00	0.00	10,000.29
Book Fair						274.55
02/18/2016	dep	Target	Take Charge of Education Ck	227.14		501.69
Total Book Fair				227.14	0.00	501.69
Class of 2016						7,499.06
02/04/2016	2250	Food Services	Dodge Ball Food		50.88	7,448.18
Total Class of 2016				0.00	50.88	7,448.18
8th Grade Fund						2,333.26
Explorers						2,989.00
02/24/2016	dep		Ski Trip 2-19	841.00		3,830.00
Total Explorers				841.00	0.00	3,830.00
Music						788.82
Science Activity						2,010.96
Outdoor School						386.51
Robotics						363.74
Misc Science Donations						1,138.58
Olympiad						122.13
Total Science Activity						2,010.96
Student Activities						1,312.96
Student Council						3,817.19
Total Two Rivers accts				1,318.14	50.88	32,043.35

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
112 Professional Ed.	25,277.60	177,983.04	303,331.00	303,331.00	125,347.96	58 %
113 Professional Other	2,758.60	3,318.60	0.00	0.00	-3,318.60	*** %
117 Teacher's Aides	185.48	1,530.21	1,820.00	1,820.00	289.79	84 %
122 Prof/Ed/Sub Teachers	1,154.95	4,980.14	11,276.00	11,276.00	6,295.86	44 %
250 Workers' Comp.	-223.82	806.10	1,956.00	1,956.00	1,149.90	41 %
260 Health Insurance	4,093.57	30,044.44	48,261.00	48,261.00	18,216.56	62 %
330 Other Professional	150.00	1,003.81	3,000.00	3,000.00	1,996.19	33 %
516 Field Trips	170.00	170.00	0.00	0.00	-170.00	*** %
582 Travel Out-of-Dist.	0.00	0.00	300.00	300.00	300.00	0 %
610 Supplies	198.94	6,455.44	11,200.00	11,200.00	4,744.56	57 %
640 Books	36.45	2,681.90	3,000.00	3,000.00	318.10	89 %
680 Software	0.00	780.00	260.00	260.00	-520.00	300 %
810 Dues and Fees	0.00	100.00	0.00	0.00	-100.00	*** %
Function Total :	33,801.77	229,853.68	384,404.00	384,404.00	154,550.32	59 %
2225 School Library						
640 Books	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %
Function Total :	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %
2310 Board of Trustees						
330 Other Professional	0.00	1,124.36	800.00	800.00	-324.36	140 %
350 Contracted Services	0.00	44.00	650.00	650.00	606.00	6 %
810 Dues and Fees	0.00	1,505.00	1,450.00	1,450.00	-55.00	103 %
Function Total :	0.00	2,673.36	2,900.00	2,900.00	226.64	92 %
2400 School Admin.						
111 Administrative	3,750.00	33,750.00	45,000.00	45,000.00	11,250.00	75 %
115 Office/Clerical	2,163.77	14,162.50	23,333.00	23,333.00	9,170.50	60 %
250 Workers' Comp.	-48.37	218.07	424.00	424.00	205.93	51 %
260 Health Insurance	904.20	7,596.14	10,850.00	10,850.00	3,253.86	70 %
330 Other Professional	80.00	663.35	9,656.00	9,656.00	8,992.65	6 %
550 Printing & Binding	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
582 Travel Out-of-Dist.	113.40	806.66	300.00	300.00	-506.66	268 %
640 Books	0.00	24.00	200.00	200.00	176.00	12 %
810 Dues and Fees	1,120.00	1,145.00	1,545.00	1,545.00	400.00	74 %
Function Total :	8,083.00	58,365.72	93,308.00	93,308.00	34,942.28	62 %
2500 Sup. Serv.-Business						
111 Administrative	1,908.71	15,269.70	22,905.00	22,905.00	7,635.30	66 %
250 Workers' Comp.	-16.17	66.70	142.00	142.00	75.30	46 %
260 Health Insurance	324.00	2,592.00	3,888.00	3,888.00	1,296.00	66 %
330 Other Professional	170.00	5,028.75	8,447.00	8,447.00	3,418.25	59 %
532 Postage	6.45	532.69	1,569.00	1,569.00	1,036.31	33 %
540 Advertising	57.60	89.77	57.00	57.00	-32.77	157 %
582 Travel Out-of-Dist.	188.82	188.82	941.00	941.00	752.18	20 %
610 Supplies	0.00	58.34	430.00	430.00	371.66	13 %
680 Software	0.00	94.49	240.00	240.00	145.51	39 %
810 Dues and Fees	0.00	110.00	125.00	125.00	15.00	88 %
Function Total :	2,639.41	24,031.26	38,744.00	38,744.00	14,712.74	62 %

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
114 Custodial /Maint	754.54	6,292.16	9,790.00	9,790.00	3,497.84	64 %
250 Workers' Comp.	-73.70	350.96	751.00	751.00	400.04	46 %
260 Health Insurance	242.80	1,943.23	3,240.00	3,240.00	1,296.77	59 %
330 Other Professional	0.00	2,255.00	3,537.00	3,537.00	1,282.00	63 %
411 Gas	393.93	2,150.57	7,488.00	7,488.00	5,337.43	28 %
412 Electricity	899.41	5,159.39	8,370.00	8,370.00	3,210.61	61 %
431 Disposal Services	119.58	982.18	1,470.00	1,470.00	487.82	66 %
440 Repair and Maint.	1,760.00	2,106.57	0.00	0.00	-2,106.57	*** %
520 Insurance	0.00	0.00	8,022.00	8,022.00	8,022.00	0 %
531 Telephone	108.15	2,964.21	4,500.00	4,500.00	1,535.79	65 %
610 Supplies	1,582.27	4,487.03	7,500.00	7,500.00	3,012.97	59 %
810 Dues and Fees	0.00	100.00	100.00	100.00	0.00	100 %
Function Total :	5,786.98	28,791.30	54,768.00	54,768.00	25,976.70	52 %
2620 Operation of Community Center						
114 Custodial /Maint	754.53	6,291.98	9,790.00	9,790.00	3,498.02	64 %
250 Workers' Comp.	-73.68	350.94	751.00	751.00	400.06	46 %
260 Health Insurance	242.80	1,943.17	3,240.00	3,240.00	1,296.83	59 %
330 Other Professional	0.00	522.88	975.00	975.00	452.12	53 %
412 Electricity	1,030.92	6,178.16	8,278.00	8,278.00	2,099.84	74 %
431 Disposal Services	119.58	982.17	1,470.00	1,470.00	487.83	66 %
450 Rentals	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
610 Supplies	19.99	134.62	400.00	400.00	265.38	33 %
810 Dues and Fees	0.00	100.00	100.00	100.00	0.00	100 %
Function Total :	2,094.14	16,503.92	26,204.00	26,204.00	9,700.08	62 %
Program Total :	52,405.30	360,219.24	602,578.00	602,578.00	242,358.76	59 %
120 CONTINGENCY FUNDS						
2400 School Admi n.						
112 Professional Ed.	1,033.80	1,385.39	0.00	0.00	-1,385.39	*** %
250 Workers' Comp.	-0.36	1.82	0.00	0.00	-1.82	*** %
330 Other Professional	0.00	1,101.30	0.00	0.00	-1,101.30	*** %
Function Total :	1,033.44	2,488.51	0.00	0.00	-2,488.51	*** %
2600 Oper. & Maint. Plant						
440 Repair and Maint.	0.00	198.93	4,500.00	4,500.00	4,301.07	4 %
460 Minor Construction	0.00	6,187.48	20,449.00	20,449.00	14,261.52	30 %
Function Total :	0.00	6,386.41	24,949.00	24,949.00	18,562.59	25 %
3500 Extracurricular/Ath.						
150 Stipends	0.00	0.00	6,000.00	1,500.00	1,500.00	0 %
610 Supplies	819.80	819.80	0.00	0.00	-819.80	*** %
810 Dues and Fees	248.00	1,352.00	0.00	4,500.00	3,148.00	30 %
Function Total :	1,067.80	2,171.80	6,000.00	6,000.00	3,828.20	36 %
Program Total :	2,101.24	11,046.72	30,949.00	30,949.00	19,902.28	35 %
128 Technology						

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 16

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
128 Technology						
2500 Sup. Serv. -Business						
330 Other Professional	450.00	7,687.90	8,000.00	8,000.00	312.10	96 %
610 Supplies	225.97	783.92	2,300.00	2,300.00	1,516.08	34 %
680 Software	0.00	362.00	600.00	600.00	238.00	60 %
Function Total :	675.97	8,833.82	10,900.00	10,900.00	2,066.18	81 %
Program Total :	675.97	8,833.82	10,900.00	10,900.00	2,066.18	81 %
Program Group Total :	55,182.51	380,099.78	644,427.00	644,427.00	264,327.22	58 %
200 Special Programs						
280 Special Education						
1000 Instruction						
112 Professional Ed.	0.00	0.00	24,373.00	24,373.00	24,373.00	0 %
117 Teacher's Aides	2,521.94	14,287.21	13,138.00	13,138.00	-1,149.21	108 %
250 Workers' Comp.	-17.72	55.28	233.00	233.00	177.72	23 %
260 Health Insurance	540.32	3,078.62	12,960.00	12,960.00	9,881.38	23 %
Function Total :	3,044.54	17,421.11	50,704.00	50,704.00	33,282.89	34 %
6200 Resources Trans.						
920 Res. Trans. Other Sch	0.00	1,563.41	2,000.00	2,000.00	436.59	78 %
Function Total :	0.00	1,563.41	2,000.00	2,000.00	436.59	78 %
Program Total :	3,044.54	18,984.52	52,704.00	52,704.00	33,719.48	36 %
Program Group Total :	3,044.54	18,984.52	52,704.00	52,704.00	33,719.48	36 %
300 Vocational Programs						
365 Indian Ed						
1000 Instruction						
112 Professional Ed.	0.00	0.00	3,024.00	3,024.00	3,024.00	0 %
Function Total :	0.00	0.00	3,024.00	3,024.00	3,024.00	0 %
Program Total :	0.00	0.00	3,024.00	3,024.00	3,024.00	0 %
Program Group Total :	0.00	0.00	3,024.00	3,024.00	3,024.00	0 %
700						
710 School Sponsored Ext						
3500 Extracurricular/Ath.						
610 Supplies	0.00	409.90	0.00	0.00	-409.90	*** %
810 Dues and Fees	0.00	600.00	600.00	600.00	0.00	100 %
Function Total :	0.00	1,009.90	600.00	600.00	-409.90	168 %
Program Total :	0.00	1,009.90	600.00	600.00	-409.90	168 %
Program Group Total :	0.00	1,009.90	600.00	600.00	-409.90	168 %
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
116 Cooks	556.44	3,259.80	6,549.00	6,549.00	3,289.20	49 %
250 Workers' Comp.	-4.00	12.79	503.00	503.00	490.21	2 %
260 Health Insurance	540.96	4,327.76	6,480.00	6,480.00	2,152.24	66 %
570 Food Services	0.00	0.00	1,520.00	1,520.00	1,520.00	0 %
582 Travel Out-of-Dist.	0.00	0.00	400.00	400.00	400.00	0 %
Function Total :	1,093.40	7,600.35	15,452.00	15,452.00	7,851.65	49 %
Program Total :	1,093.40	7,600.35	15,452.00	15,452.00	7,851.65	49 %
Program Group Total :	1,093.40	7,600.35	15,452.00	15,452.00	7,851.65	49 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 16

101 GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Fund Total :	59,320.45	407,694.55	716,207.00	716,207.00	308,512.45	56 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 16

110 TRANSPORTATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2500 Sup. Serv. -Business						
111 Administrative	795.30	6,362.39	9,544.00	9,544.00	3,181.61	66 %
250 Workers' Comp.	-6.75	27.83	59.00	59.00	31.17	47 %
260 Health Insurance	135.00	1,080.00	1,620.00	1,620.00	540.00	66 %
Function Total :	923.55	7,470.22	11,223.00	11,223.00	3,752.78	66 %
2700 Student Transp.						
111 Administrative	1,250.00	11,250.00	15,000.00	15,000.00	3,750.00	75 %
250 Workers' Comp.	-10.60	45.66	93.00	93.00	47.34	49 %
260 Health Insurance	121.40	1,092.60	1,620.00	1,620.00	527.40	67 %
513 Bus Contractors	8,666.99	60,668.93	87,483.00	87,483.00	26,814.07	69 %
515 Trans. Contingency	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
610 Supplies	0.00	550.00	0.00	0.00	-550.00	*** %
Function Total :	10,027.79	73,607.19	106,696.00	106,696.00	33,088.81	68 %
Program Total :	10,951.34	81,077.41	117,919.00	117,919.00	36,841.59	68 %
Program Group Total :	10,951.34	81,077.41	117,919.00	117,919.00	36,841.59	68 %
Fund Total :	10,951.34	81,077.41	117,919.00	117,919.00	36,841.59	68 %

POTOMAC ELEMENTARY SCHOOL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 16

112 FOOD SERVICES FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
116 Cooks	1,602.59	9,915.79	17,056.00	17,056.00	7,140.21	58 %
250 Workers' Comp.	-145.96	491.54	1,308.00	1,308.00	816.46	37 %
330 Other Professional	0.00	0.00	250.00	250.00	250.00	0 %
440 Repair and Maint.	0.00	200.00	1,000.00	1,000.00	800.00	20 %
570 Food Services	2,040.78	12,359.00	20,000.00	20,000.00	7,641.00	61 %
582 Travel Out-of-Dist.	0.00	0.00	600.00	600.00	600.00	0 %
610 Supplies	151.65	1,439.31	1,450.00	1,450.00	10.69	99 %
810 Dues and Fees	0.00	85.00	250.00	250.00	165.00	34 %
Function Total :	3,649.06	24,490.64	41,914.00	41,914.00	17,423.36	58 %
Program Total :	3,649.06	24,490.64	41,914.00	41,914.00	17,423.36	58 %
Program Group Total :	3,649.06	24,490.64	41,914.00	41,914.00	17,423.36	58 %
Fund Total :	3,649.06	24,490.64	41,914.00	41,914.00	17,423.36	58 %

114 RETIREMENT FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
210 Social Security/Med.	2,197.56	14,038.39	25,972.00	25,972.00	11,933.61	54 %
220 Teachers' Retirement	2,484.96	16,205.35	29,824.00	29,824.00	13,618.65	54 %
230 PERS	27.65	34.05	0.00	0.00	-34.05	*** %
240 Unemployment Comp.	114.57	445.72	1,745.00	1,745.00	1,299.28	25 %
Function Total:	4,824.74	30,723.51	57,541.00	57,541.00	26,817.49	53 %
2400 School Admin.						
210 Social Security/Med.	368.97	3,439.83	4,558.00	4,558.00	1,118.17	75 %
220 Teachers' Retirement	325.12	3,251.23	4,679.00	4,679.00	1,427.77	69 %
230 PERS	173.10	1,133.00	1,772.00	1,772.00	639.00	63 %
240 Unemployment Comp.	23.06	201.45	330.00	330.00	128.55	61 %
Function Total:	890.25	8,025.51	11,339.00	11,339.00	3,313.49	70 %
2500 Sup. Serv. -Business						
210 Social Security/Med.	164.55	1,166.93	1,572.00	1,572.00	405.07	74 %
230 PERS	216.33	1,730.58	2,555.00	2,555.00	824.42	67 %
240 Unemployment Comp.	10.55	84.40	135.00	135.00	50.60	62 %
Function Total:	391.43	2,981.91	4,262.00	4,262.00	1,280.09	69 %
2600 Oper. & Maint. Plant						
210 Social Security/Med.	56.06	472.78	710.00	710.00	237.22	66 %
230 PERS	60.36	503.37	770.00	770.00	266.63	65 %
240 Unemployment Comp.	2.94	24.52	41.00	41.00	16.48	59 %
Function Total:	119.36	1,000.67	1,521.00	1,521.00	520.33	65 %
2620 Operation of Community Center						
210 Social Security/Med.	56.06	472.72	710.00	710.00	237.28	66 %
230 PERS	60.37	503.37	753.00	753.00	249.63	66 %
240 Unemployment Comp.	2.95	24.56	41.00	41.00	16.44	59 %
Function Total:	119.38	1,000.65	1,504.00	1,504.00	503.35	66 %
2700 Student Transp.						
210 Social Security/Med.	95.63	573.78	1,115.00	1,115.00	541.22	51 %
220 Teachers' Retirement	108.38	650.27	1,350.00	1,350.00	699.73	48 %
240 Unemployment Comp.	4.88	29.28	68.00	68.00	38.72	43 %
Function Total:	208.89	1,253.33	2,533.00	2,533.00	1,279.67	49 %
Program Total:	6,554.05	44,985.58	78,700.00	78,700.00	33,714.42	57 %
120 CONTINGENCY FUNDS						
1000 Instruction						
210 Social Security/Med.	0.00	0.00	517.00	517.00	517.00	0 %
240 Unemployment Comp.	0.00	0.00	30.00	30.00	30.00	0 %
Function Total:	0.00	0.00	547.00	547.00	547.00	0 %
2400 School Admin.						
210 Social Security/Med.	79.09	105.99	0.00	0.00	-105.99	*** %
220 Teachers' Retirement	89.63	120.11	0.00	0.00	-120.11	*** %
240 Unemployment Comp.	4.03	5.40	0.00	0.00	-5.40	*** %
Function Total:	172.75	231.50	0.00	0.00	-231.50	*** %
Program Total:	172.75	231.50	547.00	547.00	315.50	42 %
Program Group Total:	6,726.80	45,217.08	79,247.00	79,247.00	34,029.92	57 %

114 RETIREMENT FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200 Special Programs						
280 Special Education						
1000 Instruction						
210 Social Security/Med.	113.31	639.27	1,016.00	1,016.00	376.73	62 %
220 Teachers' Retirement	218.65	1,238.68	1,262.00	1,262.00	23.32	98 %
240 Unemployment Comp.	9.83	55.73	62.00	62.00	6.27	89 %
Function Total :	341.79	1,933.68	2,340.00	2,340.00	406.32	82 %
6200 Resources Trans.						
920 Res. Trans. Other Sch	0.00	0.00	3,323.00	3,323.00	3,323.00	0 %
Function Total :	0.00	0.00	3,323.00	3,323.00	3,323.00	0 %
Program Total :	341.79	1,933.68	5,663.00	5,663.00	3,729.32	34 %
Program Group Total :	341.79	1,933.68	5,663.00	5,663.00	3,729.32	34 %
900 Enterprise Programs						
910 Food Services						
3100 Food Services						
210 Social Security/Med.	53.06	454.94	525.00	525.00	70.06	86 %
220 Teachers' Retirement	48.25	282.63	187.00	187.00	-95.63	151 %
230 PERS	128.21	793.26	1,328.00	1,328.00	534.74	59 %
240 Unemployment Comp.	8.42	51.39	81.00	81.00	29.61	63 %
Function Total :	237.94	1,582.22	2,121.00	2,121.00	538.78	74 %
Program Total :	237.94	1,582.22	2,121.00	2,121.00	538.78	74 %
Program Group Total :	237.94	1,582.22	2,121.00	2,121.00	538.78	74 %
Fund Total :	7,306.53	48,732.98	87,031.00	87,031.00	38,298.02	55 %

117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
100 Personnel Serv. -Sal.	0.00	100.00	0.00	0.00	-100.00	*** %
250 Workers' Comp.	0.00	0.62	0.00	0.00	-0.62	*** %
260 Health Insurance	0.00	242.10	0.00	0.00	-242.10	*** %
Function Total :	0.00	342.72	0.00	0.00	-342.72	*** %
Program Total :	0.00	342.72	0.00	0.00	-342.72	*** %
Program Group Total :	0.00	342.72	0.00	0.00	-342.72	*** %
600 Adult Continuing Ed.						
600 Adult Continuing Ed.						
2322 Community Relations						
111 Administrative	0.00	70.00	0.00	0.00	-70.00	*** %
250 Workers' Comp.	-0.35	0.09	0.00	0.00	-0.09	*** %
610 Supplies	0.00	0.00	10,454.00	10,454.00	10,454.00	0 %
Function Total :	-0.35	70.09	10,454.00	10,454.00	10,383.91	0 %
Program Total :	-0.35	70.09	10,454.00	10,454.00	10,383.91	0 %
Program Group Total :	-0.35	70.09	10,454.00	10,454.00	10,383.91	0 %
Fund Total :	-0.35	412.81	10,454.00	10,454.00	10,041.19	3 %

128 TECHNOLOGY FUND

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

161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
460-122 Minor Construction	0.00	13,790.00	16,387.00	16,387.00	2,597.00	84 %
School Safety Transfer to Building						
Function Total :	0.00	13,790.00	16,387.00	16,387.00	2,597.00	84 %
Program Total :	0.00	13,790.00	16,387.00	16,387.00	2,597.00	84 %
Program Group Total :	0.00	13,790.00	16,387.00	16,387.00	2,597.00	84 %
Fund Total :	0.00	13,790.00	16,387.00	16,387.00	2,597.00	84 %
Grand Total :	81,227.03	576,198.39	994,578.00	994,578.00	418,379.61	57 %

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (75) Committed
101 Local Donations						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
610 Supplies	1,139.00	1,877.00	10,418.09	10,418.09	8,541.09	18 %
Function Total :	1,139.00	1,877.00	10,418.09	10,418.09	8,541.09	18
Program Total :	1,139.00	1,877.00	10,418.09	10,418.09	8,541.09	18 %
Program Group Total :	1,139.00	1,877.00	10,418.09	10,418.09	8,541.09	18 %
Project Total :	1,139.00	1,877.00	10,418.09	10,418.09	8,541.09	18 %
102 Explorers						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
582 Travel Out-of-Dist.	0.00	0.00	4,283.21	4,283.21	4,283.21	0 %
610 Supplies	43.58	74.46	0.00	0.00	-74.46	*** %
Function Total :	43.58	74.46	4,283.21	4,283.21	4,208.75	***
Program Total :	43.58	74.46	4,283.21	4,283.21	4,208.75	1 %
Program Group Total :	43.58	74.46	4,283.21	4,283.21	4,208.75	1 %
Project Total :	43.58	74.46	4,283.21	4,283.21	4,208.75	1 %
103 Campus Maintenance Fund						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
460 Minor Construction	0.00	20.00	85.00	85.00	65.00	23 %
Function Total :	0.00	20.00	85.00	85.00	65.00	23
Program Total :	0.00	20.00	85.00	85.00	65.00	23 %
Program Group Total :	0.00	20.00	85.00	85.00	65.00	23 %
Project Total :	0.00	20.00	85.00	85.00	65.00	23 %
115 REAP 14-15						
115 MISC. PROGRAMS FUND						

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (75) Committed
400 Other Instructional						
412 REAP						
1000 Instruction						
330 Other Professional	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
Function Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
Program Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
Program Group Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
Project Total :	0.00	1,424.00	7,307.30	7,307.30	5,883.30	19 %
121 21st Century Grant						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
111 Administrative	1,623.20	10,487.20	18,055.00	18,055.00	7,567.80	58 %
112 Professional Ed.	219.00	4,223.10	9,000.00	9,000.00	4,776.90	46 %
117 Teacher's Aides	125.28	3,664.09	4,320.00	4,320.00	655.91	84 %
210 Social Security/Med.	149.98	1,373.45	2,655.50	2,655.50	1,282.05	51 %
220 Teachers' Retirement	170.58	1,463.84	2,921.50	2,921.50	1,457.66	50 %
240 Unemployment Comp.	7.67	71.62	149.00	149.00	77.38	48 %
250 Workers' Comp.	-17.41	84.43	184.00	184.00	99.57	45 %
260 Health Insurance	448.17	3,922.04	5,940.00	5,940.00	2,017.96	66 %
330 Other Professional	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
450 Rentals	0.00	0.00	6,396.00	6,396.00	6,396.00	0 %
516 Field Trips	606.99	5,427.59	6,500.00	6,500.00	1,072.41	83 %
582 Travel Out-of-Dist.	0.00	709.94	1,000.00	1,000.00	290.06	70 %
610 Supplies	0.00	441.10	558.00	558.00	116.90	79 %
Function Total :	3,333.46	31,868.40	59,679.00	59,679.00	27,810.60	79 %
Program Total :	3,333.46	31,868.40	59,679.00	59,679.00	27,810.60	53 %
Program Group Total :	3,333.46	31,868.40	59,679.00	59,679.00	27,810.60	53 %
Project Total :	3,333.46	31,868.40	59,679.00	59,679.00	27,810.60	53 %
130 Pioneer Field Grant Monies						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
330 Other Professional	0.00	0.00	10,858.33	0.00	0.00	0 %
Function Total :	0.00	0.00	10,858.33	0.00	0.00	0 %
Program Total :	0.00	0.00	10,858.33	0.00	0.00	0 %

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (75) Committed
106 Pioneer Field						
2600 Oper. & Maint. Plant						
460 Minor Construction	0.00	29,990.43	0.00	30,858.33	867.90	97 %
Function Total :	0.00	29,990.43	0.00	30,858.33	867.90	97
Program Total :	0.00	29,990.43	0.00	30,858.33	867.90	97 %
Program Group Total :	0.00	29,990.43	10,858.33	30,858.33	867.90	97 %
Project Total :	0.00	29,990.43	10,858.33	30,858.33	867.90	97 %
136 Donations for Students						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
103 Local Donations - Student Activity						
2700 Student Transp.						
513 Bus Contractors	333.55	3,099.34	5,342.26	5,342.26	2,242.92	58 %
Function Total :	333.55	3,099.34	5,342.26	5,342.26	2,242.92	58
Program Total :	333.55	3,099.34	5,342.26	5,342.26	2,242.92	58 %
Program Group Total :	333.55	3,099.34	5,342.26	5,342.26	2,242.92	58 %
Project Total :	333.55	3,099.34	5,342.26	5,342.26	2,242.92	58 %
212 Blackfoot Challenge Grant						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
1000 Instruction						
516 Field Trips	0.00	0.00	310.00	310.00	310.00	0 %
Function Total :	0.00	0.00	310.00	310.00	310.00	0
Program Total :	0.00	0.00	310.00	310.00	310.00	0 %
Program Group Total :	0.00	0.00	310.00	310.00	310.00	0 %
Project Total :	0.00	0.00	310.00	310.00	310.00	0 %
326 Title 2015-2016						
115 MISC. PROGRAMS FUND						
400 Other Instructional						
420 Title I						
1000 Instruction						
112 Professional Ed.	799.83	3,999.14	9,598.00	9,598.00	5,598.86	41 %
117 Teacher's Aides	1,863.28	11,710.29	10,200.00	10,200.00	-1,510.29	114 %
210 Social Security/Med.	193.51	1,143.42	1,515.00	1,515.00	371.58	75 %
220 Teachers' Retirement	230.90	1,362.01	1,677.00	1,677.00	314.99	81 %
240 Unemployment Comp.	10.39	61.28	92.00	92.00	30.72	66 %
250 Workers' Comp.	-19.81	61.14	113.00	113.00	51.86	54 %
260 Health Insurance	640.98	4,337.04	6,588.00	6,588.00	2,250.96	65 %

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (75) Committed
610 Supplies	0.00	0.00	1,455.00	1,455.00	1,455.00	0 %
Function Total :	3,719.08	22,674.32	31,238.00	31,238.00	8,563.68	0
2300 General Admin						
111 Administrative	477.18	3,817.43	5,726.00	5,726.00	1,908.57	66 %
210 Social Security/Med.	29.04	205.92	437.00	437.00	231.08	47 %
230 PERS	38.17	305.42	390.00	390.00	84.58	78 %
240 Unemployment Comp.	1.86	14.88	25.00	25.00	10.12	59 %
250 Workers' Comp.	-4.05	16.68	33.00	33.00	16.32	50 %
260 Health Insurance	81.00	648.00	972.00	972.00	324.00	66 %
Function Total :	623.20	5,008.33	7,583.00	7,583.00	2,574.67	66
Program Total :	4,342.28	27,682.65	38,821.00	38,821.00	11,138.35	71 %
Program Group Total :	4,342.28	27,682.65	38,821.00	38,821.00	11,138.35	71 %
Project Total :	4,342.28	27,682.65	38,821.00	38,821.00	11,138.35	71 %
515 Early Start Program						
115 MISC. PROGRAMS FUND						
500 Non-Public Sch/Prog						
515 Early Start						
1000 Instruction						
119 Other Sup. Salaries	141.00	591.60	1,000.00	1,000.00	408.40	59 %
210 Social Security/Med.	10.78	45.26	0.00	0.00	-45.26	*** %
240 Unemployment Comp.	0.55	2.32	0.00	0.00	-2.32	*** %
250 Workers' Comp.	-1.04	1.76	0.00	0.00	-1.76	*** %
640 Books	0.00	25.94	200.00	200.00	174.06	12 %
Function Total :	151.29	666.88	1,200.00	1,200.00	533.12	12
Program Total :	151.29	666.88	1,200.00	1,200.00	533.12	55 %
Program Group Total :	151.29	666.88	1,200.00	1,200.00	533.12	55 %
Project Total :	151.29	666.88	1,200.00	1,200.00	533.12	55 %
648 Capital Investment and Deferred Maintenance						
115 MISC. PROGRAMS FUND						
100 Regular Ed. Programs						
100 Regular Ed. Programs						
2600 Oper. & Maint. Plant						
460 Minor Construction	3,000.00	8,750.00	32,813.51	32,813.51	24,063.51	26 %
Function Total :	3,000.00	8,750.00	32,813.51	32,813.51	24,063.51	26
Program Total :	3,000.00	8,750.00	32,813.51	32,813.51	24,063.51	26 %
Program Group Total :	3,000.00	8,750.00	32,813.51	32,813.51	24,063.51	26 %
Project Total :	3,000.00	8,750.00	32,813.51	32,813.51	24,063.51	26 %
658 Indian Ed 07-08						
115 MISC. PROGRAMS FUND						

*** POS ARE EXCLUDED ***

Program-Function-Object	Expended Current Month	Expended YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (75) Committed
300 Vocational Programs						
365 Indian Ed						
1000 Instruction						
610 Supplies	0.00	0.00	790.60	790.60	790.60	0 %
Function Total :	0.00	0.00	790.60	790.60	790.60	0
Program Total :	0.00	0.00	790.60	790.60	790.60	0 %
Program Group Total :	0.00	0.00	790.60	790.60	790.60	0 %
Project Total :	0.00	0.00	790.60	790.60	790.60	0 %
659 Indian Ed 2008-2009						
115 MISC. PROGRAMS FUND						
300 Vocational Programs						
365 Indian Ed						
1000 Instruction						
610 Supplies	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Function Total :	0.00	0.00	1,081.88	1,081.88	1,081.88	0
Program Total :	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Program Group Total :	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Project Total :	0.00	0.00	1,081.88	1,081.88	1,081.88	0 %
Grand Total :	12,343.16	105,453.16	172,990.18	192,990.18	87,537.02	54 %

**** Report totals by Fiscal Year, not Project date range.

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
112 Professional Ed.						
PR 160300 1	Payroll Expenditure	/ /	3/16			25,277.60
						Object Total: 25,277.60
113 Professional Other						
PR 160300 2	Payroll Expenditure	/ /	3/16			2,758.60
						Object Total: 2,758.60
117 Teacher's Aides						
PR 160300 3	Payroll Expenditure	/ /	3/16			185.48
						Object Total: 185.48
122 Prof/Ed/Sub Teachers						
PR 160300 4	Payroll Expenditure	/ /	3/16			1,154.95
						Object Total: 1,154.95
250 Workers' Comp.						
PR 160300 5	Employer Contributions	/ /	3/16			182.35
PR 160301 1	Workman's Comp Discount	/ /	3/16			-406.17
						Object Total: -223.82
260 Health Insurance						
PR 160300 6	Employer Contributions	/ /	3/16			4,093.57
						Object Total: 4,093.57
330 Other Professional						
CL 14249 1	Assess & Data Conf AW/KD/SS	t9rb3j	02/10/16	3/16	273 MSU CONFERENCE SERVICES	150.00
						Object Total: 150.00
516 Field Trips						
CL 14254 1	3-17 Field Trip Gaglia	331570744	03/02/16	3/16	101217 MISSOULA FAMILY YMCA	170.00
						Object Total: 170.00
610 Supplies						
CC 367 4	Prime Membership	101219	02/06/16	3/16		99.00
CL 14243 1	Costco Batteries/Sharpners		03/04/16	3/16	357 JANETTE PLOYHAR	99.94
						Object Total: 198.94

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-1000 Regular Ed. Programs-Instruction						
640 Books						
CC 367 6	Books - The Magic Thief Lost	101219	02/09/16	3/16		36.45
						Object Total: 36.45
						Program-Function Total: 33,801.77
E 100-2400 Regular Ed. Programs-School Admin.						
111 Administrative						
PR 160300 7	Payroll Expenditure		/ /	3/16		3,750.00
						Object Total: 3,750.00
115 Office/Clerical						
PR 160300 8	Payroll Expenditure		/ /	3/16		2,163.77
						Object Total: 2,163.77
250 Workers' Comp.						
PR 160300 9	Employer Contributions		/ /	3/16		36.70
PR 160301 2	Workman's Comp Discount		/ /	3/16		-85.07
						Object Total: -48.37
260 Health Insurance						
PR 160300 10	Employer Contributions		/ /	3/16		904.20
						Object Total: 904.20
330 Other Professional						
CL 14244 1	Budget Workshop Angie	3319	03/01/16	3/16	199 MT ASSOC OF SCHOOL BUSINESS	80.00
						Object Total: 80.00
582 Travel Out-of-Dist.						
CL 14227 1	Mileage to 21st Cent conf	1516207	02/25/16	3/16	101220 ANGIE WILLIAMS	113.40
						Object Total: 113.40
810 Dues and Fees						
CL 14245 1	15-16 MCC Member Fee		03/08/16	3/16	161 MISSOULA CURRICULUM	1,120.00
						Object Total: 1,120.00
						Program-Function Total: 8,083.00

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv. -Business						
111 Administrative						
PR 160300 11	Payroll Expenditure		/ /	3/16		1,908.71
						Object Total: 1,908.71
250 Workers' Comp.						
PR 160300 12	Employer Contributions		/ /	3/16		11.84
PR 160301 3	Workman's Comp Discount		/ /	3/16		-28.01
						Object Total: -16.17
260 Health Insurance						
PR 160300 13	Employer Contributions		/ /	3/16		324.00
						Object Total: 324.00
330 Other Professional						
CL 14244 2	Budget Workshop Jill	3319	03/01/16	3/16	199 MT ASSOC OF SCHOOL BUSINESS	80.00
CL 14244 3	Spring Business Mgr Wkshop Jill	1848	03/09/16	3/16	199 MT ASSOC OF SCHOOL BUSINESS	90.00
						Object Total: 170.00
532 Postage						
CC 367 5	Postage	101218	02/10/16	3/16		6.45
						Object Total: 6.45
540 Advertising						
CL 14251 1	Food Service Help Wanted Ads	20051	02/25/16	3/16	101222 PATHFINDER	57.60
						Object Total: 57.60
582 Travel Out-of-Dist.						
CC 365 1	MAEMAP Conference Helena	101264	01/27/16	3/16		188.82
						Object Total: 188.82
						Program-Function Total: 2,639.41
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
114 Custodial/Maint						
PR 160300 14	Payroll Expenditure		/ /	3/16		754.54
						Object Total: 754.54

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
250 Workers' Comp.						
PR 160300 15	Employer Contributions		/ /	3/16		57.86
PR 160301 4	Workman's Comp Discount		/ /	3/16		-131.56
Object Total :						-73.70
260 Health Insurance						
PR 160300 16	Employer Contributions		/ /	3/16		242.80
Object Total :						242.80
411 Gas						
CL 14237 1	Heating fuel	112838	02/17/16	3/16	42 CENEX HARVEST STATES	393.93
Object Total :						393.93
412 Electricity						
CL 14247 1	School Electric		02/29/16	3/16	10 MISSOULA ELECTRIC COOP INC	899.41
Object Total :						899.41
431 Disposal Services						
CL 14252 1	Disposal Services School		02/28/16	3/16	9 REPUBLIC SERVICES #889	119.58
Object Total :						119.58
440 Repair and Maint.						
CL 14241 1	Booster Fan on 1st Furnace	9940	02/05/16	3/16	101006 DESIGN AIR, INC.	880.00
CL 14241 2	Booster Fan on 2nd Furnace	9969	02/18/16	3/16	101006 DESIGN AIR, INC.	880.00
Object Total :						1,760.00
531 Telephone						
CL 14229 1	Telephone		03/01/16	3/16	3 BLACKFOOT TELEPHONE	108.15
Object Total :						108.15
610 Supplies						
CC 366 1	Well supplies	76	01/22/16	3/16		64.48
CC 367 3	Ice Melt/Keys	35	02/02/16	3/16		76.96
CC 367 7	Foam Soap Replacement Btles	101266	02/17/16	3/16		66.07
CC 368 1	20 2Pin 26 Watt bulbs	101267	01/26/16	3/16		63.99
CL 14230 1	Maint Supplies	346821	02/10/16	3/16	123 BRUCO INC	749.64
CL 14240 1	4 Ice Melt	833341	02/02/16	3/16	76 CULLIGAN WATER	38.00
CL 14248 1	Santa Suit Cleaning	360654	01/04/16	3/16	64 MISSOULA TEXTILE SERVICES	13.60
CL 14248 2	Maint Supplies	770401	02/11/16	3/16	64 MISSOULA TEXTILE SERVICES	147.23
CL 14248 3	Maint Supplies	775150	02/25/16	3/16	64 MISSOULA TEXTILE SERVICES	144.66
CL 14253 1	Vacuum Kit/Squeegee Blade	358293322	02/08/16	3/16	101269 SUPPLY WORKS	217.64

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount	
101 GENERAL FUND							
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant							
						Object Total:	1,582.27
						Program-Function Total:	5,786.98
E 100-2620 Regular Ed. Programs-Operation of Community Center							
114 Custodial/Maint							
PR 160300 17	Payroll Expenditure	/ /	3/16			754.53	
						Object Total:	754.53
250 Workers' Comp.							
PR 160300 18	Employer Contributions	/ /	3/16			57.86	
PR 160301 5	Workman's Comp Discount	/ /	3/16			-131.54	
						Object Total:	-73.68
260 Health Insurance							
PR 160300 19	Employer Contributions	/ /	3/16			242.80	
						Object Total:	242.80
412 Electricity							
CL 14247 2	Comm Ctr Electric	02/29/16	3/16		10 MISSOULA ELECTRIC COOP INC	1,030.92	
						Object Total:	1,030.92
431 Disposal Services							
CL 14252 2	Disposal Services Comm Ctr	02/28/16	3/16		9 REPUBLIC SERVICES #889	119.58	
						Object Total:	119.58
610 Supplies							
CC 367 1	Door Knob CC	35	01/26/16	3/16		19.99	
						Object Total:	19.99
						Program-Function Total:	2,094.14
E 120-2400 CONTINGENCY FUNDS-School Adm n.							
112 Professional Ed.							
PR 160300 20	Payroll Expenditure	/ /	3/16			1,033.80	
						Object Total:	1,033.80

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
101 GENERAL FUND						
E 120-2400 CONTINGENCY FUNDS-School Admin.						
250 Workers' Comp.						
PR 160300 21	Employer Contributions		/ /	3/16		6.42
PR 160301 6	Workman's Comp Discount		/ /	3/16		-6.78
Object Total :						-0.36
Program-Function Total :						1,033.44
E 120-3500 CONTINGENCY FUNDS-Extracurricular/Ath.						
610 Supplies						
CC 367 2	Coach Gift Cards	101265	02/02/16	3/16		819.80
Object Total :						819.80
810 Dues and Fees						
CL 14250 1	Petty Cash Reimb Refs		02/29/16	3/16	100842 POTOMAC SCHOOL PETTY CASH	248.00
Object Total :						248.00
Program-Function Total :						1,067.80
E 128-2500 Technology-Sup. Serv. -Business						
330 Other Professional						
CL 14239 1	Friday 2-5 Tech Labor	83294	02/24/16	3/16	100898 COMPUTER GUYS INC.	225.00
CL 14239 3	Monday 2-8 Tech Labor	83295	02/24/16	3/16	100898 COMPUTER GUYS INC.	225.00
Object Total :						450.00
610 Supplies						
CL 14239 2	2-5 Supplies VGA & Power Suppl	83294	02/24/16	3/16	100898 COMPUTER GUYS INC.	55.98
CL 14239 4	24 Port Switch 1 GB	83295	02/24/16	3/16	100898 COMPUTER GUYS INC.	169.99
Object Total :						225.97
Program-Function Total :						675.97
E 280-1000 Special Education-Instruction						
117 Teacher's Aides						
PR 160300 22	Payroll Expenditure		/ /	3/16		2,521.94
Object Total :						2,521.94
250 Workers' Comp.						
PR 160300 23	Employer Contributions		/ /	3/16		15.65
PR 160301 7	Workman's Comp Discount		/ /	3/16		-33.37
Object Total :						-17.72

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
101 GENERAL FUND						
E 280-1000 Special Education-Instruction						
260 Health Insurance						
PR 160300 24	Employer Contributions	/ /	3/16			540.32
					Object Total:	540.32
					Program-Function Total:	3,044.54
E 910-3100 Food Services-Food Services						
116 Cooks						
PR 160300 25	Payroll Expenditure	/ /	3/16			556.44
					Object Total:	556.44
250 Workers' Comp.						
PR 160300 26	Employer Contributions	/ /	3/16			3.45
PR 160301 8	Workman's Comp Discount	/ /	3/16			-7.45
					Object Total:	-4.00
260 Health Insurance						
PR 160300 27	Employer Contributions	/ /	3/16			540.96
					Object Total:	540.96
					Program-Function Total:	1,093.40
					Fund Total:	59,320.45

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
110 TRANSPORTATION FUND						
E 100-2500 Regular Ed. Programs-Sup. Serv.-Business						
111 Administrative						
PR 160300 30	Payroll Expenditure	/ /	3/16			795.30
						Object Total: 795.30
250 Workers' Comp.						
PR 160300 31	Employer Contributions	/ /	3/16			4.94
PR 160301 10	Workman's Comp Discount	/ /	3/16			-11.69
						Object Total: -6.75
260 Health Insurance						
PR 160300 32	Employer Contributions	/ /	3/16			135.00
						Object Total: 135.00
						Program-Function Total: 923.55
E 100-2700 Regular Ed. Programs-Student Transp.						
111 Administrative						
PR 160300 33	Payroll Expenditure	/ /	3/16			1,250.00
						Object Total: 1,250.00
250 Workers' Comp.						
PR 160300 34	Employer Contributions	/ /	3/16			7.76
PR 160301 11	Workman's Comp Discount	/ /	3/16			-18.36
						Object Total: -10.60
260 Health Insurance						
PR 160300 35	Employer Contributions	/ /	3/16			121.40
						Object Total: 121.40
513 Bus Contractors						
CL 14246 6	Morrison Lane	5455	03/01/16	3/16	82 MAJESTIC BUS SERVICE, INC	335.29
CL 14246 7	Bus Contract	5456	03/01/16	3/16	82 MAJESTIC BUS SERVICE, INC	8,331.70
						Object Total: 8,666.99
						Program-Function Total: 10,027.79
						Fund Total: 10,951.34

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 160300 38	Payroll Expenditure	/ /	3/16			1,602.59
Object Total:						1,602.59
250 Workers' Comp.						
PR 160300 39	Employer Contributions	/ /	3/16			122.89
PR 160301 13	Workman's Comp Discount	/ /	3/16			-268.85
Object Total:						-145.96
570 Food Services						
CC 364 1	Food	101263	02/13/16	3/16		79.75
CL 14242 1	Food	8269748	02/03/16	3/16	176 FOOD SERVICES OF AMERICA	529.82
CL 14242 2	Food	8276965	02/10/16	3/16	176 FOOD SERVICES OF AMERICA	297.80
CL 14242 4	Food	8284138	02/17/16	3/16	176 FOOD SERVICES OF AMERICA	563.63
CL 14242 5	Food	8291180	02/24/16	3/16	176 FOOD SERVICES OF AMERICA	447.64
CL 14250 2	Food Services Reimb V Cks		02/29/16	3/16	100842 POTOMAC SCHOOL PETTY CASH	122.14
Object Total:						2,040.78
610 Supplies						
CL 14228 1	Kitchen Detergent	73727	03/08/16	3/16	232 BIG SKY RESTAURANT SUPPLY	98.00
CL 14242 3	Supplies	8276965	02/10/16	3/16	176 FOOD SERVICES OF AMERICA	43.33
CL 14242 6	Supplies	8291180	02/24/16	3/16	176 FOOD SERVICES OF AMERICA	10.32
Object Total:						151.65
Program-Function Total:						3,649.06
Fund Total:						3,649.06

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 160300 42	Employer Contributions	/ /	3/16			2,197.56
					Object Total :	2,197.56
220 Teachers' Retirement						
PR 160300 43	Employer Contributions	/ /	3/16			2,484.96
					Object Total :	2,484.96
230 PERS						
PR 160300 44	Employer Contributions	/ /	3/16			27.65
					Object Total :	27.65
240 Unemployment Comp.						
PR 160300 45	Employer Contributions	/ /	3/16			114.57
					Object Total :	114.57
					Program-Function Total :	4,824.74
E 100-2400 Regular Ed. Programs-School Admin.						
210 Social Security/Med.						
PR 160300 46	Employer Contributions	/ /	3/16			368.97
					Object Total :	368.97
220 Teachers' Retirement						
PR 160300 47	Employer Contributions	/ /	3/16			325.12
					Object Total :	325.12
230 PERS						
PR 160300 48	Employer Contributions	/ /	3/16			173.10
					Object Total :	173.10
240 Unemployment Comp.						
PR 160300 49	Employer Contributions	/ /	3/16			23.06
					Object Total :	23.06
					Program-Function Total :	890.25

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						
210 Social Security/Med.						
PR 160300 50	Employer Contributions	/ /	3/16			164.55
					Object Total:	164.55
230 PERS						
PR 160300 51	Employer Contributions	/ /	3/16			216.33
					Object Total:	216.33
240 Unemployment Comp.						
PR 160300 52	Employer Contributions	/ /	3/16			10.55
					Object Total:	10.55
					Program-Function Total:	391.43
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
210 Social Security/Med.						
PR 160300 53	Employer Contributions	/ /	3/16			56.06
					Object Total:	56.06
230 PERS						
PR 160300 54	Employer Contributions	/ /	3/16			60.36
					Object Total:	60.36
240 Unemployment Comp.						
PR 160300 55	Employer Contributions	/ /	3/16			2.94
					Object Total:	2.94
					Program-Function Total:	119.36
E 100-2620 Regular Ed. Programs-Operation of Community Center						
210 Social Security/Med.						
PR 160300 56	Employer Contributions	/ /	3/16			56.06
					Object Total:	56.06
230 PERS						
PR 160300 57	Employer Contributions	/ /	3/16			60.37
					Object Total:	60.37

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 100-2620 Regular Ed. Programs-Operation of Community Center						
240 Unemployment Comp.						
PR 160300 58	Employer Contributions	/ /	3/16			2.95
					Object Total:	2.95
					Program-Function Total:	119.38
E 100-2700 Regular Ed. Programs-Student Transp.						
210 Social Security/Med.						
PR 160300 59	Employer Contributions	/ /	3/16			95.63
					Object Total:	95.63
220 Teachers' Retirement						
PR 160300 60	Employer Contributions	/ /	3/16			108.38
					Object Total:	108.38
240 Unemployment Comp.						
PR 160300 61	Employer Contributions	/ /	3/16			4.88
					Object Total:	4.88
					Program-Function Total:	208.89
E 120-2400 CONTINGENCY FUNDS-School Adm n.						
210 Social Security/Med.						
PR 160300 62	Employer Contributions	/ /	3/16			79.09
					Object Total:	79.09
220 Teachers' Retirement						
PR 160300 63	Employer Contributions	/ /	3/16			89.63
					Object Total:	89.63
240 Unemployment Comp.						
PR 160300 64	Employer Contributions	/ /	3/16			4.03
					Object Total:	4.03
					Program-Function Total:	172.75
E 280-1000 Special Education-Instruction						

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
114 RETIREMENT FUND						
E 280-1000 Special Education-Instruction						
210 Social Security/Med.						
PR 160300 65	Employer Contributions	/ /		3/16		113.31
					Object Total:	113.31
220 Teachers' Retirement						
PR 160300 66	Employer Contributions	/ /		3/16		218.65
					Object Total:	218.65
240 Unemployment Comp.						
PR 160300 67	Employer Contributions	/ /		3/16		9.83
					Object Total:	9.83
					Program-Function Total:	341.79
E 910-3100 Food Services-Food Services						
210 Social Security/Med.						
PR 160300 68	Employer Contributions	/ /		3/16		53.06
					Object Total:	53.06
220 Teachers' Retirement						
PR 160300 69	Employer Contributions	/ /		3/16		48.25
					Object Total:	48.25
230 PERS						
PR 160300 70	Employer Contributions	/ /		3/16		128.21
					Object Total:	128.21
240 Unemployment Comp.						
PR 160300 71	Employer Contributions	/ /		3/16		8.42
					Object Total:	8.42
					Program-Function Total:	237.94
					Fund Total:	7,306.53

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
111 Administrative						
121 21st Century Grant						
PR 160300 73	Payroll Expenditure	/ /		3/16		1,623.20
					Project Total:	1,623.20
					Object Total:	1,623.20
112 Professional Ed.						
121 21st Century Grant						
PR 160300 74	Payroll Expenditure	/ /		3/16		219.00
					Project Total:	219.00
					Object Total:	219.00
117 Teacher's Aides						
121 21st Century Grant						
PR 160300 75	Payroll Expenditure	/ /		3/16		125.28
					Project Total:	125.28
					Object Total:	125.28
210 Social Security/Med.						
121 21st Century Grant						
PR 160300 76	Employer Contributions	/ /		3/16		149.98
					Project Total:	149.98
					Object Total:	149.98
220 Teachers' Retirement						
121 21st Century Grant						
PR 160300 77	Employer Contributions	/ /		3/16		170.58
					Project Total:	170.58
					Object Total:	170.58
240 Unemployment Comp.						
121 21st Century Grant						
PR 160300 78	Employer Contributions	/ /		3/16		7.67
					Project Total:	7.67
					Object Total:	7.67
250 Workers' Comp.						
121 21st Century Grant						
PR 160300 79	Employer Contributions	/ /		3/16		12.21
PR 160301 15	Workman's Comp Discount	/ /		3/16		-29.62
					Project Total:	-17.41
					Object Total:	-17.41
260 Health Insurance						
121 21st Century Grant						
PR 160300 80	Employer Contributions	/ /		3/16		448.17
					Project Total:	448.17
					Object Total:	448.17
516 Field Trips						
121 21st Century Grant						
CL 14246 1	Explorers to Seely Lake	5450	02/12/16	3/16	82 MAJESTIC BUS SERVICE, INC	105.30
CL 14246 2	Explorers to Discovery	5451	02/19/16	3/16	82 MAJESTIC BUS SERVICE, INC	501.69
					Project Total:	606.99
					Object Total:	606.99

Fund/Account/ Doc/Line #	Description	Invoice	Invoice Date	Acct. Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 100-1000 Regular Ed. Programs-Instruction						
610 Supplies						
101 Local Donations						
CL 14228 2	Walk In Shelving	73563	03/08/16	3/16	232 BIG SKY RESTAURANT SUPPLY	1,139.00
						Project Total: 1,139.00
102 Explorers						
CL 14236 1	Treasure Chest magnifying Glas		03/03/16	3/16	101228 CRISSINA QUIINN	23.94
CL 14236 2	Shopko Duct Tape		03/03/16	3/16	101228 CRISSINA QUIINN	4.79
CL 14236 3	WalMart Magnifying Glasses		03/03/16	3/16	101228 CRISSINA QUIINN	14.85
						Project Total: 43.58
						Object Total: 1,182.58
						Program-Function Total: 4,516.04
E 100-2600 Regular Ed. Programs-Oper. & Maint. Plant						
460 Minor Construction						
648 Capital Investment and Deferred Maintenance						
CL 14238 1	Fence Project Downpayment	1423	02/28/16	3/16	101268 CUSTOM LAND WORKS LLC	3,000.00
						Project Total: 3,000.00
						Object Total: 3,000.00
						Program-Function Total: 3,000.00
E 103-2700 Local Donations - Student Activity-Student Transp.						
513 Bus Contractors						
136 Donations for Students						
CL 14246 3	BBall to Lolo	5452	02/22/16	3/16	82 MAJESTIC BUS SERVICE, INC	134.55
CL 14246 4	BBall to Heligate	5453	02/23/16	3/16	82 MAJESTIC BUS SERVICE, INC	117.00
CL 14246 5	BBall to Bonner	5454	02/25/16	3/16	82 MAJESTIC BUS SERVICE, INC	82.00
						Project Total: 333.55
						Object Total: 333.55
						Program-Function Total: 333.55
E 420-1000 Title I-Instruction						
112 Professional Ed.						
326 Title 2015-2016						
PR 160300 81	Payroll Expenditure		/ /	3/16		799.83
						Project Total: 799.83
						Object Total: 799.83
117 Teacher's Aides						
326 Title 2015-2016						
PR 160300 82	Payroll Expenditure		/ /	3/16		1,863.28
						Project Total: 1,863.28
						Object Total: 1,863.28
210 Social Security/Med.						
326 Title 2015-2016						
PR 160300 83	Employer Contributions		/ /	3/16		193.51
						Project Total: 193.51
						Object Total: 193.51

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-1000 Title I-Instruction						
220 Teachers' Retirement						
326 Title 2015-2016						
PR 160300 84	Employer Contributions	/ /	3/16			230.90
					Project Total:	230.90
					Object Total:	230.90
240 Unemployment Comp.						
326 Title 2015-2016						
PR 160300 85	Employer Contributions	/ /	3/16			10.39
					Project Total:	10.39
					Object Total:	10.39
250 Workers' Comp.						
326 Title 2015-2016						
PR 160300 86	Employer Contributions	/ /	3/16			16.52
PR 160301 16	Workman's Comp Discount	/ /	3/16			-36.33
					Project Total:	-19.81
					Object Total:	-19.81
260 Health Insurance						
326 Title 2015-2016						
PR 160300 87	Employer Contributions	/ /	3/16			640.98
					Project Total:	640.98
					Object Total:	640.98
					Program-Function Total:	3,719.08
E 420-2300 Title I-General Admin						
111 Administrative						
326 Title 2015-2016						
PR 160300 88	Payroll Expenditure	/ /	3/16			477.18
					Project Total:	477.18
					Object Total:	477.18
210 Social Security/Med.						
326 Title 2015-2016						
PR 160300 89	Employer Contributions	/ /	3/16			29.04
					Project Total:	29.04
					Object Total:	29.04
230 PERS						
326 Title 2015-2016						
PR 160300 90	Employer Contributions	/ /	3/16			38.17
					Project Total:	38.17
					Object Total:	38.17
240 Unemployment Comp.						
326 Title 2015-2016						
PR 160300 91	Employer Contributions	/ /	3/16			1.86
					Project Total:	1.86
					Object Total:	1.86

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Acct. Date	Per.	Vendor	Amount
115 MISC. PROGRAMS FUND						
E 420-2300 Title I-General Admin						
250 Workers' Comp.						
326 Title 2015-2016						
PR 160300 92	Employer Contributions	/ /	3/16			2.96
PR 160301 17	Workman's Comp Discount	/ /	3/16			-7.01
					Project Total:	-4.05
					Object Total:	-4.05
260 Health Insurance						
326 Title 2015-2016						
PR 160300 93	Employer Contributions	/ /	3/16			81.00
					Project Total:	81.00
					Object Total:	81.00
					Program-Function Total:	623.20
E 515-1000 Early Start-Instruction						
119 Other Sup. Salaries						
515 Early Start Program						
PR 160300 94	Payroll Expenditure	/ /	3/16			141.00
					Project Total:	141.00
					Object Total:	141.00
210 Social Security/Med.						
515 Early Start Program						
PR 160300 95	Employer Contributions	/ /	3/16			10.78
					Project Total:	10.78
					Object Total:	10.78
240 Unemployment Comp.						
515 Early Start Program						
PR 160300 96	Employer Contributions	/ /	3/16			0.55
					Project Total:	0.55
					Object Total:	0.55
250 Workers' Comp.						
515 Early Start Program						
PR 160300 97	Employer Contributions	/ /	3/16			0.88
PR 160301 18	Workman's Comp Discount	/ /	3/16			-1.92
					Project Total:	-1.04
					Object Total:	-1.04
					Program-Function Total:	151.29
					Fund Total:	12,343.16

Fund/Account/ Doc/Line #	Description	Invoice Invoice	Invoice Date	Acct. Per.	Vendor	Amount
117 ADULT EDUCATION FUND						
E 600-2322 Adult Continuing Ed. -Community Relations						
250 Workers' Comp.						
PR 160301 22	Workman's Comp Discount		/ /	3/16		-0.35
					Object Total :	-0.35
					Program-Function Total :	-0.35
					Fund Total :	-0.35

Principal's Report

March 2016

Athletics- Girls' basketball is wrapping up. The tournament is this week . Our girls have done exceptionally well with 8 wins, 3 losses! Track will begin March 28th. Amy Vann and Lyndi Oien will be the track coaches. I am working on getting the long jump pit put in before then, and Amy has been checking out our equipment and seeing what else we could use.

Kitchen Report - Mike Evans and Victoria have been working hard on our new cooler in the storage room. When you get a chance, stop in and see it. The plan for the kitchen remodel is coming along.

Professional Development- The teachers have been participating in a book study with me for the last couple months. We have been reading "Mindset: The New Psychology of Success" by Carol Dweck. The author writes about the differences between a growth mindset and a fixed mindset. She gives examples of real people in sports, the business world, schools and personal relationships with both mindsets. The book has initiated some great conversations, and I really appreciate the teachers taking the journey with me. I've learned a lot, and from our conversations, I think they have too.

Gail and Diane have been taking an online class designed for paraprofessionals through MEA-MFT. We have great staff here that strive to grow and have a love for learning!

Calendar- When working on the proposed 2016-17 calendar in your packet, I proposed to the teachers changing our daily schedule to 7:50-4:00 instead of 4:30. We talked about whether the longer day is actually productive for the students. I have checked other schools that have a 4 day week and haven't found any that went over 8 hours a day. We did discuss the issue of homework and using the last half hour as a study hall. Some students use their time wisely and some don't. But to give adequate time for students there is a double communication arts period for the older students that time can be used for a study hall. Therefore, students will still have plenty of opportunity to complete their homework.

This change affected the number of days to go to school, but still aligns perfectly with the high school schedule which is nice for the families with students in both. I also changed the Explorer's schedule to the same as the school day instead of going to 6 o'clock.

Other items I've been working on:

- Evaluations
- Special education meetings, procedures, etc...
- Schedule and planning for next year

Upcoming-

March 14-18 CRT Science given to 4th and 8th graders

March 19 Adult Ed class- CPR/First Aid

April 4-8 Spring Break

POTOMAC SCHOOL BOARD CALENDAR

*Trustee review
Friday before
monthly meeting*

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

July

August

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

September

- Appointment for Missoula Area Curriculum Consortium

October

- 8th Grade HIT approval

November

- Review Strategic Plan & Goals Progress

Jason - 2pm

December

- 1st Principal Evaluation

Craig - 10am

January

Gary - 4pm

February

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

Cliff

March

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

Kelsy

April

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

Jason

May

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

Craig

June

- Audit Contract Review and Approval

**COLLECTIVE BARGAINING
AGREEMENT**

between

**POTOMAC ASSOCIATION OF
CLASSIFIED EMPLOYEES**

and

POTOMAC SCHOOL DISTRICT

2016-2017

TABLE OF CONTENTS

ARTICLE I – RECOGNITION	PAGE 3
ARTICLE II – DEFINITIONS	PAGE 3
ARTICLE III – UNION RIGHTS	PAGE 4
ARTICLE IV – DUES, FEES AND PAYROLL DEDUCTION	PAGE 4
ARTICLE V – DISTRICT RIGHTS	PAGE 5
ARTICLE VI – EMPLOYEE RIGHTS	PAGE 5
ARTICLE VII – HOURS AND WORKING CONDITIONS	PAGE 6
ARTICLE VIII – LEAVES AND ABSENCES	PAGE 8
ARTICLE IX - COMPENSATION AND FRINGE BENEFITS	PAGE 10
ARTICLE X – LAY OFF AND RECALL	PAGE 11
ARTICLE XI – GRIEVANCE PROCEDURE	PAGE 12
ARTICLE XII – HEALTH AND WELFARE	PAGE 14
ARTICLE XIII – EFFECT OF AGREEMENT	PAGE 15
ARTICLE XIV- DURATION OF AGREEMENT	PAGE 15
APPENDIX A – GRIEVANCE FORM	PAGE 17
APPENDIX B – BASE WAGE	PAGE 19

THIS AGREEMENT is entered into by and between the Board of Trustees, Potomac Elementary School District, Missoula County, Montana, hereinafter called the “Board” or “District,” and the Potomac Association of Classified Employees (PACE) hereinafter called the “Union” or “PACE”, an affiliate of the MEA-MFT, the National Education Association (NEA), the American Federation of Teachers (AFT) and the AFL-CIO hereinafter called the “Union.”

ARTICLE I: RECOGNITION

1.1 Union Recognition

The District hereby recognizes the Union as the exclusive representative of the classified employees for the purpose of collective bargaining with respect to wages, hours, fringe benefits, and other conditions of employment.

ARTICLE II: DEFINITIONS

2.1 Appropriate Unit

The appropriate unit shall include all classified employee positions except those managerial, supervisory, and confidential positions exempted by the Montana Public Employees Collective Bargaining Act. The appropriate unit shall also exclude positions included in other bargaining units.

2.2 Employee

Unless otherwise indicated, the term “employee,” as used in this Agreement, shall mean employees who are members of the appropriate unit as defined above.

2.3 Board

The Board or District is the Board of Trustees of the school district(s) and its agents or representatives.

2.4 Union

The Potomac Association of Classified Employees a unit of the MEA-MFT, the National Education Association (NEA), the American Federation of Teachers (AFT) and the AFL-CIO and its officers, agents, and representatives.

2.5 Administrator

The Administrator is the representative of the Board who is responsible for general supervision of all classified employees.

ARTICLE III: UNION RIGHTS

3.1 Right to Organize

The Board agrees that employees shall have full freedom of Union, self-organization, and the designation of representatives of their own choosing to negotiate the terms and conditions of their employment, and to engage in other concerted activities for the purpose of collectively bargaining or other mutual aid and protection free from interference, restraint, or coercion by the Board or its agents.

3.2 Union Business and Communications

The Union and its representatives will be permitted to conduct Union business on school property. The Union may use district school buildings for meetings. The Union may post notices on staff bulletin boards so long as the materials are business related and not derogatory toward the district, the trustees or staff of the Potomac school district. The Union may use employee mailboxes, and use school-owned equipment, including computers. Employees will be allowed to make and receive telephone calls and other forms of communication before or after the workday. During the workday telephone calls and other forms of communication shall be restricted to the duty free lunch or break times.

3.3 Exclusive Rights of the Union

The rights and privileges of the Union as set forth in this Agreement shall be granted to the Union and to no other competing organization.

3.4 Union Leave

Union members who are officers or designated representatives of the Union may take leave without loss of pay for Union business. The Union president or designee shall notify the Administrator at least one working day in advance of the day(s) to be taken. Union leave will be limited to three (3) days per year.

ARTICLE IV: DUES, FEES AND PAYROLL DEDUCTIONS

4.1 Union Security

4.1.1 Authorized Deductions

The Board agrees to deduct the voluntary dues in equal installments from the salary of each Union member who has given the Board written authorization the amount of annual membership dues, fees, and other moneys and will remit the same to the treasurer of the Union within ten (10) days following the deduction. The Union's membership application form will serve as the recognized authorization form. The Union shall certify to the Board the amount of the annual dues and related moneys to be deducted for each employee. Dues deduction authorizations received by the Board during the school year will be prorated over the remaining payments of the employee's current salary.

4.2 Other Legal Deductions

The Board agrees to make other legal deductions for social security, employee's retirement, state and federal withholding taxes, flex (cafeteria/section 125) plan and upon written authorization from the employee, the Board shall deduct from the salary of employees the amount of the appropriate remittance for financial institutions, annuities, and any other programs approved by the Union and the Board.

ARTICLE V: DISTRICT RIGHTS

The PACE recognizes that the District has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the School District to the full extent authorized by law, as stated in Section – 39-31-303, Montana Code Annotated. The PACE recognizes that the District has the exclusive right to develop, implement and execute policy. Such action is not in violation of any provision of this Agreement nor is the action grievable by the PACE.

Public employees and their representatives shall recognize prerogatives of the public employers to operate and manage their affairs in such areas as but not limited to:

- a) Directing employees
- b) Hire, promote, transfer, assign, and retain employees
- c) Relieve employees from duties because of lack of work or funds, or under conditions where continuation of such work be inefficient or non-productive
- d) Maintain the efficiency of government operations
- e) Determine the methods, means, job classification, and personnel by which government operations are conducted
- f) Take whatever actions may be necessary to carry out the missions of the agency in situations of emergency
- g) Establish the methods and processes by which work is performed

ARTICLE VI: EMPLOYEE RIGHTS

6.1 Appearances Before Employer

An employee shall be entitled to have a Union representative present during investigatory meetings or other required meetings before the Board or its agents concerning any matter that the employee reasonably believes could adversely affect the conditions of the employee's employment.

6.2 Just Cause

No permanent employee shall be disciplined, discharged, or otherwise deprived of any employment advantages without just cause. A permanent employee is one who has satisfied a 180 calendar day probationary period.

ARTICLE VII: HOURS AND WORKING CONDITIONS

7.1 Supervision

The Administrator and/or his or her posted designee is responsible for the supervision of all classified employees.

7.2 Staff Meetings

The District recognizes the need for good communication with all employees. The District will schedule quarterly or more often staff meetings for all employees of the district to discuss general district operations. Some classified employees may be required to attend certified staff meetings at the Administrator's discretion. In other than an emergency situation, union employees will be informed one day prior to a schedule change that will affect the daily routine of a staff person due to activities arranged by a teacher or the school district.

7.3 Assignments, Transfers and Vacancies

7.3.1 Assignments and Transfers

The Board may make necessary assignments and transfers of employees. Said assignments and transfers shall be made after taking into account the appropriate qualifications, seniority, and desires of the employee(s) to be transferred or reassigned. No employee will be involuntarily reassigned or transferred to a position for which the employee is unqualified unless adequate training is provided. An involuntary transfer shall not result in reduction of per hour wage for the employee who is involuntarily transferred, though new hours the employee receives as a result of the involuntary transfer will be dictated by the position and needs of the District.

7.3.2 Vacancies

Vacancies shall be posted in the District office and on employee bulletin boards in addition to advertising publicly. Employees who meet the required skills, capabilities, and qualifications for the position will be given the opportunity to apply and compete with external applicants.

7.3.3 Substitute Work

An employee temporarily placed in a higher paid position, will be paid the higher position's base salary after three days in the position.

7.4. Work Hours and Breaks

The regular workday shall be outlined in individual employee contracts. Each workday shall include duty free lunch period of not less than thirty (30) minutes. Employees shall be entitled to breaks as outlined under Federal and State regulations. Nothing contained in this agreement shall constitute a guarantee of hours worked. The hours worked shall be set by the District in accordance with the needs of the district.

7.5 Work Week

The regular workweek will be Monday through Saturday, unless alternative work schedules have been agreed to by the employee and the district.

7.6 Evaluation

7.6.1

Employees shall be observed in the performance of their work assignments for the purpose of an annual evaluation by the administrator or the employee's immediate supervisor. All evaluations will be completed by April 1.

7.6.2

Employees will be evaluated by direct observation of the employee's work. All employees will be advised as to the evaluation procedure and criteria to be used at the time of employment. Nothing contained herein restricts the administrator or supervisor from informally observing an employee's work, or using these informal observations as part of the employee's evaluation.

7.6.3

Within one week of the completion of an evaluation by an administrator of an employee, an evaluation meeting with the administrator or employee's immediate supervisor and the employee will be scheduled to review the observation(s) and written evaluation.

7.6.4

The employee may respond in writing to the evaluation.

7.6.5

Any substantial complaint regarding an employee made by any complainant, which may be used in any manner of evaluation, shall be called to the attention of that employee. An investigation of the complaint shall be initiated at the discretion of the administrator. The employee shall be given an opportunity to respond to and/or rebut such complaint.

ARTICLE VIII: LEAVES AND ABSENCES

8.1 Sick Leave

8.1.1 Sick Leave Accumulation

Sick leave shall be credited, accumulated and be paid out upon termination in accordance with Montana Statute 2-18-618.

8.1.2 Use of Sick Leave

Employees may use sick leave for illness; injury; medical disability; maternity related disability, including prenatal care, birth, miscarriage, abortion; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; necessary care or attendance to an immediate family member and death or funeral for an immediate family member. Immediate family is defined as the employee's spouse, parents, children, brother, sister, grandchildren, grandparents, and like relations of the employee's spouse, whether natural or adoptive, and any other person residing in the employee's household.

8.2 Sick Leave Bank

8.2.1 Membership

Membership in the sick leave bank shall be open to classified personnel that are members of PACE. Only the people who contribute to the sick leave bank can use the sick leave bank. A donation of a minimum of two (2) sick days per year by January 20th of each year will allow a member access to the sick leave bank for the entire year. No other donations will be required for that year. At the employees discretion additional donations of days to the bank may be made.

8.2.2 Cap on Days Drawn from the Bank

The cap on the number of days an individual can draw per request is twenty (20). A member must deplete his/her accumulated sick leave and annual leave days before requesting days from the sick leave bank.

8.2.3 Use of Bank Days

Days from the sick leave bank may be used only for emergency and catastrophic illnesses of self or immediate family (immediate family as defined in the collective bargaining agreement). Up to twenty (20) days may be granted for a non-emergency pregnancy leave.

8.2.4 Donated Days

Once sick leave days have been donated, they become exclusive property of the sick leave bank. Unused sick leave days in the bank will be carried forward into the following school years.

8.2.5 Administration of Sick Leave Bank

The sick leave bank will be administered by the committee as defined in the collective bargaining agreement.

Decisions will be made by a simple majority vote of the committee.

The sick leave bank committee shall:

- a. Keep all records
- b. Charge all incoming sick leave bank members one (1) or more sick leave days as initial dues
- c. Receive and approve or deny requests for sick leave bank days, as well as determine the number of days to be granted. If a committee member is requesting days from the sick leave bank, the alternate member will take his/her vote.
- d. When the sick leave bank accumulates one hundred (100) days of sick leave no donation of days will be required by current employees until the days in the bank drops below fifty (50) days.
- e.

The PACE appointed _____ and _____ to the committee.
_____ was appointed alternate.

8.2.6 District Held Harmless

The Association agrees to indemnify and hold harmless the District, the Board, each individual Board member and all administrators against any and all claims, suits, or other forms of liability, and all court costs and attorney's fees arising out of the provisions in this Agreement between the parties for the administration and application of the sick leave bank. The defense of any such claims, demands, suits or other forms of liability shall be under the control of the Association and its attorneys.

8.3 Bereavement Leave

The Board will provide five (5) days of leave with pay to each employee to attend to the death of a member of the employee's immediate family as defined in 8.1.2. Bereavement leave is not cumulative from year to year.

8.4 Holidays

Employees shall receive paid holidays in accordance with Section 20-1-305, MCA.

8.5 Annual Vacation Leave

Employees shall be entitled to annual vacation leave at full pay in accordance with Montana Statute 2-18-611 through 2-18-612. Annual vacation leave for full-time employees will accrue at a rate of:

- 15 working days for employees of 10 years or less service;
- 18 days for 10 through 15 years of service;
- 21 days for 15 through 20 years of service;
- 24 days for 20 years on.

Vacation for part-time employees will be prorated.

8.6 Civic Leave

Employees shall be entitled to Civic Leave at full pay in accordance with Montana Statute 2-18-619, MCA. Employees will forward the fees and allowances they receive as a result of this service to the District, in accordance with Section 2-18-619, MCA.

ARTICLE IX: COMPENSATION AND FRINGE BENEFIT

9.1 Wages

9.1.1. Base Wage

The minimum base wage for all new classified employees will be paid according to the wage schedule agreed upon by the Union and the Board in Appendix B.

9.1.1.1 Pay Schedule

Increases for 2016-2017 for current, non-probationary employees will be 2.50% above the employees 2015-2016 wages, and a 2.50% increase will be applied to the 2015-2016 base wage resulting in a new 2016-2017 base wage in Appendix B. Wages are effective July 1, 2016.

9.1.2 Pay Periods

Pay warrants will be issued the day after the regular monthly Board meeting. If a pay day falls on a day when school is not in session, pay checks will be issued on the immediately preceding work day. If there is a discrepancy with an employee's time sheet, it will be discussed with the employee in a timely manner and any adjustments made prior to the date warrants are scheduled to be issued.

9.1.3 Overtime

Employees who work more than 40 hours in a regular week will be paid at one and one-half (1-1/2) times their regular hourly wage rate. Employees who work on Sundays, holidays, vacation, or other approved leave days, shall be paid double their regular hourly rate for a minimum of two (2) hours. All overtime will have prior approval of Administration.

9.2 Mileage Allowance

Employees required by the district in the course of their work to drive personal vehicles shall receive a car allowance equal to the current year's State's rate of reimbursement as stated in Section 2-18-503, MCA. All mileage reimbursements will have prior approval of Administrator.

9.3 Health Insurance

The District will make available single coverage health insurance for all classified employees who are employed for twenty (20) or more hours per week, paying a maximum \$540.00 per month of the single party premium. Voluntary options for additional coverage shall be taken pre-tax through payroll.

If a session of the Montana Legislature enacts a statewide K12-Public School Health Insurance Program during the term of this Agreement, the parties mutually agree to bargain over the impact of participating in the program should either party give notice to the other within ninety (90) days of its enactment of its intention to bargain over these matters.

9.4 PERS/TRS

The Board will be a participating employer in the Montana Public Employees Retirement System (PERS) and Montana Teacher Retirement System (TRS) and all employees will be members of PERS/TRS as appropriate for his/her position.

ARTICLE X: LAYOFF AND RECALL

10.1 Seniority

Seniority is the length of service within a job classification. If two (2) or more employees have the same date of employment, seniority will be determined by lot (flipping a coin or drawing numbers from a hat) within thirty (30) days after employment.

A separate seniority list will be maintained for each of the following job areas:

- a Custodial and Maintenance
- b Food Service
- c Clerical
- d Paraprofessional

10.2 Seniority List Placement

Each employee will be included on the appropriate seniority list(s) according to his/her current position(s) and any previous positions held with the district.

10.3 Layoffs and Recall

In the event of a layoff, employees will be laid off in the order of least senior within a job classification. Employees to be laid off will be given at least twenty (20) days notice before the effective date of the layoff.

Employees may be on recall status for a period of up to one (1) year. Notice of recall will be made by certified mail to the employee's last known address. It is the employee's responsibility to notify the District of any change of address. Failure to accept recall within twenty (20) days of receipt of the notice will constitute forfeiture of further recall rights.

ARTICLE XI: GRIEVANCE PROCEDURE

11.1 Definitions

A grievance is a written claim by a grievant that there has been a violation, or misinterpretation of the terms of this Agreement.

11.2 Days

Days shall mean employee work days, except as otherwise indicated.

11.2.1 Release Time

When it is necessary for a Union representative or grievant to attend a meeting or hearing held in connection with a grievance, he or she will be released from normal duties, without loss of pay if the activity cannot be reasonably conducted outside the working hours.

11.3. Grievant

A grievant is an employee, or group of employees, or the Association filing a grievance.

11.4 Procedure

Grievance form in Appendix A will be used to record the grievance process.

11.4.1 Step I, Supervisor

The parties acknowledge that it is usually desirable for an employee and the appropriate supervisor to resolve problems through free and informal communications. Within ten (10) days of the occurrence of or knowledge of the act or condition which is the basis of the complaint, the grievant shall present the grievance in writing to the administrator, who will arrange for a meeting to take place within five (5) days after receipt of the grievance. The grievant, the Union, and the supervisor may be present for the meeting. The administrator shall provide the grievant and the Union with a written answer to the grievance within five (5) days after the meeting. Such answer shall include the reasons upon which the decision was based.

11.4.2 Step II, Board

If the grievant or the Union is not satisfied with the disposition of the grievance at Step I, or if no decision has been rendered within ten (10) days after presentation of the grievance, then the grievance may be referred to the Board of Trustees. The Chairperson of the Board shall arrange for a meeting with the grievant and the Union to take place within thirty (30) days after receipt of the appeal. The parties shall have the right to include in the presentation such witnesses and representatives as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Board will have ten (10) days to provide the grievant and the Union a written decision, together with the reasons for the decision.

11.4.3 Step III, Binding Arbitration

11.4.3.1 Submission to Arbitration

If the Union is not satisfied with the disposition of the grievance at Step II, or if no disposition has been made within the period above provided, the Union may submit the grievance before an impartial arbitrator. The Union shall exercise its right of arbitration by giving the Board written notice of its intention to arbitrate within thirty (30) days of the decision at Step II. If any question arises as to arbitrability, such question will be ruled upon by the arbitrator selected to hear the dispute.

11.4.3.2 Selection of Arbitrator

After notice of submission to arbitration, the Union will request from the Montana Board of Personnel Appeals (BOPA) a list of seven (7) qualified arbitrators. Within ten (10) days of receipt, each party shall alternately strike names from the list, and the name remaining shall be the arbitrator.

The arbitrator shall consider the grievance and render a decision. The arbitrator's decision shall be final and binding upon the parties.

11.5 Jurisdiction of the Arbitrator

11.5.1 Scope

The arbitrator shall decide all substantive and procedural arbitrability issues.

11.5.2 Enforceability

The award of the arbitrator may be entered in any court of competent jurisdiction should either party fail to implement the award. If either party challenges the award of the arbitrator, and the initiating party does not prevail in the litigation, such party shall bear the full costs of such action including, but not limited to, the adverse party's court costs, legal fees and other related expenses incurred as a result of defending such action. The parties shall be bound by those provisions of state law regarding procedure following an award (27-5-311 through 27-5-324, MCA) not inconsistent with this agreement.

11.6 Arbitration Costs

The fees and expenses of the arbitrator shall be shared equally by the parties. If one of the parties wants a transcript of the arbitration proceedings, the party requesting the transcript will pay the costs of the transcript. If both parties request transcripts, they shall share equally the costs.

11.7 Exceptions to Time Limits

11.7.1 Extensions of Time

The time limits provided in this Article shall be strictly observed unless extended by written agreement of the parties.

11.8 No Reprisals

No reprisals of any kind will be taken by the Board against any person because of participation in this grievance procedure.

11.9 Personnel Files

Access to an employee's personnel files shall be limited to the employee or designee, the Administrator, the Board, and the Union. Union/designee shall obtain written authorization from the individual employee before accessing the file. An employee and/or his/her designee have the right to review and photocopy the contents of their personnel files. There shall be only one (1) personnel file kept on each employee.

ARTICLE XII: HEALTH AND WELFARE

12.1 First Aid Supplies

The District will maintain first aid supplies in central office and kitchen.

12.2 Safety Hazards

Employees will report all safety hazards to their immediate supervisor so such can be reported and investigated by the District.

ARTICLE XIII: EFFECT OF AGREEMENT

13.1 Changes In Agreement

No change shall be made in any provision of this Agreement or any other term of employment except by mutual consent of the parties.

13.2 Savings Clause

If any provision of this Agreement or any application thereof is finally held to be illegal, then such provision or application shall be deemed invalid, to the extent required by such decision, but all other provisions or applications shall continue in full force and effect. At the request of either party, bargaining shall commence immediately to modify or replace the invalid provision(s) according to the intent of the parties.

ARTICLE XIV: DURATION OF AGREEMENT

14.1 Effective Period

This Agreement shall be effective as of July 1, 2016 and shall continue in full force and effect until June 30, 2017.

14.2 Renewal and Reopening of Agreement

This Agreement will automatically renew and continue in full force and effect for additional periods of one year unless either party gives notice to the other party, not later than ninety (90) days prior to the expiration date of its desire to reopen certain provisions of this agreement and/or additions to this Agreement, and to bargain over the terms of these provisions. In the event a successor Agreement is not agreed upon before the termination date of this Agreement, all provisions of this Agreement shall remain in full force and effect until a successor agreement is reached. All wages, benefits, and working conditions agreed upon in the successor agreement will be retroactive to the termination of this Agreement.

14.3 Date and Signatures

This Agreement signed this 14th day of March, 2016.

IN WITNESS THEREOF:

For the Potomac Association of Classified Employees (PACE)

For the Board of Trustees of the Potomac School District

**APPENDIX A
Grievance Form**

Initiated by _____ Date filed _____

School _____ Assignment _____

1. Date of Occurrence _____

2. Statement of Issue _____

3. Action requested or relief sought _____

(attach additional sheets if necessary)

LEVEL ONE

Decision _____

Signature of Administrator _____ Date _____

Response of person(s) initiating communication _____

Signature of initiator _____ Date _____

LEVEL TWO

1. Date received by Board _____ Date heard by the Board _____

2. Decision of Board _____

Signature of Board Chair _____ Date _____

3. Initiator's response _____

Signature of Initiator _____ Date _____

**APPENDIX B
BASE WAGE**

The minimum starting wage for a newly hired employee of the District will be as follows:

2016-2017	
Kitchen Assistant	\$ 9.71
Head Cook	\$12.11
Custodian	\$10.76
Head Custodian	\$12.79
Secretary	\$10.10
Para I	\$ 9.71
Para II	\$11.44

The administrator may increase the starting wage based on number of years of experience in the job category prior to employment with the District.

Any annual adjustment to the minimum starting wages will also be applied to the wages of the current staff in the specific job category by the same percentage.

A Paraprofessional employed by the District that meets the requirements for paraprofessional qualifications as specified in ESEA and described in ESEA-Compliant District Guidelines, shall be classified as a Paraprofessional II.

If a session of the Montana Legislature increases school funding during the term of this Agreement, the parties mutually agree to bargain over the increased funding available to the district, should either party give notice to the other within ninety (90) days of its enactment of its intention to bargain over these matters.

Student Discipline

Board Policy 3310

~~Discipline at the elementary and middle school levels is fundamentally a learning experience. With this value in mind, when misbehavior is identified, we will do all we can to help the student(s) understand the behavior, the triggers, the context, and work toward a comprehensive solution. Behaviors that pose a safety threat will be dealt with using federal and state laws and board policies. At school, we believe that all discipline situations offer a unique learning opportunity in conjunction with our obligation to the safety of all persons associated with or on school property.~~

~~Our progressive discipline policy takes into consideration safety and contextual circumstances. Safety issues will be dealt with more swiftly than those of a lower safety concern. Please be aware that situation follows guidelines that are flexible for the student, context and desired outcome for learning.~~

Behavior Redirection

~~Most discipline issues will be handled in the classroom. If deemed necessary by the teacher or staff member, the student will be sent to the principal for Behavior Redirection. If sent, the principal and/or the student will call the parents. After a discussion with the principal, the student will work in an alternate classroom at the principal's discretion (away from his or her peers). The duration of this alternate site will be at the discretion of the principal and the teacher involved. Majestic Bus Service will handle all bus related discipline, including communications with parents about students.~~

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.*
- *Using, possessing, distributing, purchasing, or selling alcoholic beverages. 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 of this policy.*
- *Using, possessing, controlling, or transferring any object that reasonably could be*

- considered or used as a weapon.*
- *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, or within sight of, 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.

Bullying/Harassment

~~It is the goal of staff at Potomac to instruct and model for students, positive interpersonal communication. This concept is larger than a single course and as such we take all opportunities offered throughout the year to instruct upon positive interaction and communication. When a misbehavior occurs, Potomac staff and volunteers will process with students positive interaction methods to not only identify what shouldn't be done, but to also give a plan on what should be done in the future. Bullying and harassment are behaviors we take seriously. The staff at Potomac will report and take action when any bullying or harassment behaviors are reported or witnessed. Bullying and harassment behavior need to be communicated quickly to school staff. It is a common misconception that these behaviors will only increase if reported. More can be accomplished when all parties are informed and proactive steps are taken.~~

Bullying is generally defined as intentional aggressive behavior that involves an imbalance of power or strength and is repeated over time. Bullying can be physical, emotional, sexual, verbal or nonverbal.

Physical- punching, poking, strangling, hair pulling, beating and biting

Emotional- rejection, extortion, defamation, humiliation, blackmail, manipulation of friends, isolation and peer pressure

Sexual- exhibitionism, propositioning, harassment, physical contact and assault

*Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. See **Board Policy 3226**.*

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**

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

Use other side for further documentation as needed. Please submit form to Principal when completed.

Proposed Potomac Elementary School Calendar 2016 - 2017

August 2016 1						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016 2						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016 3						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016 4						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016 5						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017 6						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017 7						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017 8						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017 9						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017 10						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017 11						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017 12						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Calendar Dates

- Aug. 22-23 Staff Dev/Prep Day - No School
- Aug. 29 First Day of School
- Sept. 5 Labor Day- No School
- Sept. 15 Parent/Open House Night
- Oct. 20-23 Staff Dev/Prep Day - No School
- Nov. 9-10 Parent/Teacher Conferences**
- Nov. 23-25 Thanksgiving Vacation
- Dec. 23-Jan1 Winter Vacation
- Feb. 1-2 Parent/Teacher Conferences**
- Feb. 20 President's Day-No School
- March 20-24 Spring Break- No School
- May 29 Memorial Day - No School
- June 8 Last Day of School

NO SCHOOL FRIDAY

Explorers held on Friday 8:00-4:00
School Day 7:50-4:00

Quarter End Dates

- November 3rd Quarter 1
- January 19th Quarter 2
- April 4th Quarter 3
- June 8th Quarter 4



Symbol Codes

- No School - Holiday/Vacation
- Parent/Teacher Conferences
- No School - Staff Dev/Prep Day
- First Day of School
- Last Day of School
- Quarter End Day
- Bi-monthly staff meeting
- Staff work day