



11.16.2022 Agenda Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **November 16, 2022 at 6:00 P.M. in the boardroom and via Zoom.**

Call to Order

Pledge of Allegiance

Presiding Trustee's Explanation of Procedures

Public Comment-Non Agenda Items

Consent Agenda

Minutes: October 19, 2022-Regular Meeting; November 3, 2022; November 4, 2022; **Finance:** Warrants October; Payroll Reports October; Journal Entries; **Personnel Resolution**

Superintendent Report

District Clerk Report

Business Manager Report

Old Business

Discussion Items:

Facility Walk Through Progress

Discuss Open Positions: Coaching, K-8 Teacher

Action Items:

Review and Consider Revisions to Superintendent Evaluation Tool

Discuss & Consider Bell Placement

Discuss & Consider National Register Nomination

Discuss & Consider Committee Assignments

Discuss & Consider Basement Options

Discuss & Consider Policy Authorization - Policy 3121 Students (2nd Reading)

Discuss & Consider Policy Authorization - Policy 5120 Personnel (2nd Reading)

Discuss & Consider Policy Authorization - Policy 7310 Financial Management (2nd Reading)

New Business

Discussion Items:

Review Staff Policies #

Discuss Job Vacancy Posting Locations

Action Items:

Discuss & Consider Adoption of Strategic Plan

Discuss & Consider Superintendent Goals

Schedule Superintendent Evaluation

Approval to Open Bank Account for Allegiance Flex Debit Card Use

Electronic Vote on MTSBA FY24 Dues Revenue Estimate

Adjournment

The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.



**10.19.2022 MINUTES
REGULAR MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00 P.M. on October 19, 2022, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 6:08 P.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair; Mary Thurber, Aaron Schwieterman, Tim Melton

TRUSTEES ABSENT

None.

STAFF PRESENT

Kelly Henderson, Superintendent; Brittney Bateman, District Clerk; Donna Avilez, Business Manager

OTHERS PRESENT

Leslie Gilmore

Zoom: Jessica Black; Fraulein Jaffe; Patti Ringo

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

Board Chair Julie Fleury explained the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. She noted: 1) that prior to a vote the public may comment on agenda items; 2) there will be time for public comment on non-agenda items; 3) public comment periods are not intended to be a question and answer session.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

Motion: Trustee Paulson to approve the consent agenda as amended. **Minutes:** September 21, 2022-Regular Meeting; October 7, 2022-Special Meeting; **Finance:** Warrants July, August, September; **Payroll Reports:** July, August, September, October; **Journal Entries**
Seconded: Trustee Thurber

Public Comment: None
For: Fleury, Thurber, Paulson, Schwieterman, Melton
Opposed: None
Motion passed unanimously 5-0

SUPERINTENDENT REPORT

Superintendent Kelly Henderson gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) strategic goals; 2) enrollment updates

DISTRICT CLERK REPORT

District Clerk Brittney Bateman gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) adult education classes; 2) facilities updates; 3) food service updates

BUSINESS MANAGER REPORT

Business Manager Donna Avilez gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) MAC reporting; 2) audit preparations

OLD BUSINESS

Discussion Items:

Visitor Leslie Gilmore gave the school board an update regarding the window analysis project she is working on. Back in May 2022, Leslie Gilmore applied for a grant on behalf of the Gallatin Gateway Historic Preservation Board for a comparison of window treatments. The treatments consisted of two options: to restore the existing windows; or to install new windows. Two windows will be used in the top level of the original building. After the treatments have been completed on the two windows, Elkhorn Commissioning Group of Gallatin Gateway has offered for a reduced fee to do comparison tests on each window. The tests ran will be an infra-red thermal imaging test and a blower door test.

Action Items:

Review and Consider Board Assignments to District Committees

Motion: Trustee Paulson to approve the listed board members to the assigned committees.

Seconded: Trustee Thurber

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Facilities: Schwieterman, Melton

PDAC: Paulson

Safety: Thurber

Whole Child: Fleury

NEW BUSINESS

Discussion Items:

The Governing Board completed walkthroughs of both the interior and exterior of the school buildings on September 27th and 30th. This report is a summary of the information gathered on both occasions. This information can be used to plan for improvements of the facility at a future meeting of the Governing Board.

The list of items can be found in the board book for this meeting.

Action Items:

Discuss & Consider Policy Authorizations for Superintendent - Policy 3141 Students

Motion: Trustee Schwieterman to approve the superintendent authorization to implement policy #3141.

Seconded: Trustee Melton

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Discuss & Consider Policy Authorizations for Superintendent - Policy 5120 Personnel

Motion: Trustee Schwieterman to approve the superintendent authorization to implement policy #5120.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Discuss & Consider Policy Authorizations for Superintendent - Policy 7310 Financial Management

Motion: Trustee Schwieterman to approve the superintendent authorization to pay outstanding expenses, less than \$15,000.00 and provide the warrants list at the next regular board meeting, per policy #7310.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Discuss & Consider Banking Options

Motion: Trustee Schwieterman to approve the implementation and usage of Positive Pay to remediate fraud usage of district accounts.

Seconded: Trustee Melton

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Hiring of Open Positions: Kitchen Manager

Motion: Trustee Schwieterman to approve the hiring of Kelsey Daniels as Kitchen Manager, effective October 24, 2022 through June 30, 2023, salary of \$30,000 with \$212.50/month Flex benefits OR \$586.00/month towards health insurance, pending non disqualified fingerprint background check results.

Seconded: Trustee Thurber

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None
Motion passed unanimously 5-0

Review and Consider Revisions to Superintendent Evaluation Tool
This exhibit was tabled.

Discuss & Consider Bell Placement
The school board tabled this exhibit and it will be brought back at the next regular meeting.

Calendar Early Release for December 16, 2022
Motion: Trustee Thurber approved the calendar for the 2022-2023 school year be adjusted to include half day, early release (1:28pm) on the last day of school in December to match all other early release days.
Seconded: Trustee Melton
Public Comment: None
For: Fleury, Paulson, Schwieterman, Thurber, Melton
Opposed: None
Motion passed unanimously 5-0

Language Translation Services, Additional Pay
Motion: Trustee Paulson to approve the district to pay Silvia Vega for providing translation services \$25 per half hour per meeting and \$15 per document translation into Spanish.
Seconded: Trustee Schwieterman
Public Comment: None
For: Fleury, Paulson, Schwieterman, Thurber, Melton
Opposed: None
Motion passed unanimously 5-0

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 8:42 P.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**11.3.2022 MINUTES
SPECIAL MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 2:00 P.M. on November 3, 2022, in the Gallatin Gateway School Board Room. Board Chair Julie Fleury presided and called the meeting to order at 2:06 P.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair; Mary Thurber, Aaron Schwieterman, Tim Melton

TRUSTEES ABSENT

None.

STAFF PRESENT

Kelly Henderson, Superintendent; Brittney Bateman, District Clerk; Donna Avilez, Business Manager

OTHERS PRESENT

Debra Silk

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*

PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

NEW BUSINESS

Strategic Planning with Debra Silk

Debra Silk of MTSBA facilitated the discussions regarding updating the Strategic Plan. The Board reviewed all areas of the strategic plan to ensure it was still meeting the needs and aspirations of the District. After the discussions, Debra Silk will make changes to the plan as discussed and send them to the board for adoption at a later date.

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 4:05 P.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**11.4.2022 MINUTES
SPECIAL WORK SESSION MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 10:00 A.M. on November 4, 2022, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 10:09 A.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair

COMMITTEE MEMBERS PRESENT

Kelly Henderson, Superintendent; Brittney Bateman, District Clerk; Donna Avilez, Business Manager

COMMITTEE MEMBERS ABSENT

None

OTHERS PRESENT

Leslie Gilmore

PUBLIC COMMENT ON NON-AGENDA ITEMS

Visitor Leslie Gilmore commented that the Gallatin Gateway Historic Preservation would like to present the Board with a nomination to make the original Gallatin Gateway School Building part of the Historic Registry. The exhibit was added to the agenda.

NEW BUSINESS

Agenda Setting for November 16, 2022 Meeting

Board Chair Julie Fleury led a discussion regarding the agenda for the November 16, 2022 regular meeting. The individuals present discussed agenda items to be included on the agenda.

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 11:07 A.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
250 WORKERS' COMPENSATION	0.00	7.99	0.00	0.00	-7.99	*** %
320 PROFESSIONAL/EDUCATIONAL SERVI	0.00	1,697.50	0.00	0.00	-1,697.50	*** %
330 OTHER PROFESSIONAL SERVICES	37.00	37.00	0.00	0.00	-37.00	*** %
581 TRAVEL IN-DISTRICT	153.80	153.80	0.00	0.00	-153.80	*** %
680 COMPUTER SOFTWARE	2,250.00	13,123.20	0.00	0.00	-13,123.20	*** %
Function Total:	2,440.80	15,019.49	0.00	0.00	-15,019.49	*** %
2131 HEALTH SERVICES- MEDICAL						
800 OTHER	976.00	976.00	0.00	0.00	-976.00	*** %
Function Total:	976.00	976.00	0.00	0.00	-976.00	*** %
2212 CURRICULUM SERVICES						
810 DUES AND FEES	0.00	234.00	0.00	0.00	-234.00	*** %
Function Total:	0.00	234.00	0.00	0.00	-234.00	*** %
2225 LIBRARY SERVICES						
330 OTHER PROFESSIONAL SERVICES	0.00	1,195.51	0.00	0.00	-1,195.51	*** %
Function Total:	0.00	1,195.51	0.00	0.00	-1,195.51	*** %
2300 GENERAL ADMINISTRATION						
320 PROFESSIONAL/EDUCATIONAL SERVI	0.00	2,776.80	0.00	0.00	-2,776.80	*** %
330 OTHER PROFESSIONAL SERVICES	0.00	84.01	0.00	0.00	-84.01	*** %
532 POSTAGE	145.60	145.60	0.00	0.00	-145.60	*** %
550 PRINTING/DUPLICATING	0.00	30.23	0.00	0.00	-30.23	*** %
Function Total:	145.60	3,036.64	0.00	0.00	-3,036.64	*** %
2312 DISTRICT CLERK SERVICES						
330 OTHER PROFESSIONAL SERVICES	0.00	869.75	0.00	0.00	-869.75	*** %
Function Total:	0.00	869.75	0.00	0.00	-869.75	*** %
2490 OTHER SUPPORT SERVICES- ADMIN						
320 PROFESSIONAL/EDUCATIONAL SERVI	0.00	237.50	0.00	0.00	-237.50	*** %
Function Total:	0.00	237.50	0.00	0.00	-237.50	*** %
2500 BUSINESS SERVICES						
330 OTHER PROFESSIONAL SERVICES	500.00	500.00	0.00	0.00	-500.00	*** %
610 SUPPLIES	310.51	310.51	0.00	0.00	-310.51	*** %
Function Total:	810.51	810.51	0.00	0.00	-810.51	*** %
2572 PERSONNEL SERVICES: RECRUITMENT & PLACEMENT						
320 PROFESSIONAL/EDUCATIONAL SERVI	0.00	360.00	0.00	0.00	-360.00	*** %
Function Total:	0.00	360.00	0.00	0.00	-360.00	*** %
2600 OPERATIONS & MAINTENANCE						
330 OTHER PROFESSIONAL SERVICES	0.00	15,323.27	0.00	0.00	-15,323.27	*** %
410 POWER - LIGHTS	0.00	52.39	0.00	0.00	-52.39	*** %
411 NATURAL GAS	0.00	192.76	0.00	0.00	-192.76	*** %
412 ELECTRICITY	0.00	2,593.75	0.00	0.00	-2,593.75	*** %
433 CUSTODIAL SERVICES	6,720.00	6,720.00	0.00	0.00	-6,720.00	*** %
440 REPAIR AND MAINTENANCE SERVICE	2,292.16	2,880.16	0.00	0.00	-2,880.16	*** %
531 COMMUNICATIONS- TELEPHONE	0.00	900.00	0.00	0.00	-900.00	*** %
610 SUPPLIES	0.00	1,696.57	0.00	0.00	-1,696.57	*** %
810 DUES AND FEES	100.00	100.00	0.00	0.00	-100.00	*** %
Function Total:	9,112.16	30,458.90	0.00	0.00	-30,458.90	*** %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2800 SUPPORT SERVICES-CENTRAL						
330 OTHER PROFESSIONAL SERVICES	0.00	63.42	0.00	0.00	-63.42	*** %
Function Total:	0.00	63.42	0.00	0.00	-63.42	*** %
Program Total:	13,485.07	53,261.72	0.00	0.00	-53,261.72	*** %
190 SCHOOL SAFETY SUBFUND						
2670 SAFETY- OPERATION & MAINTENANCE						
780 MAJOR TECHNOLOGY HARDWARE	0.00	1,068.00	0.00	0.00	-1,068.00	*** %
Function Total:	0.00	1,068.00	0.00	0.00	-1,068.00	*** %
Program Total:	0.00	1,068.00	0.00	0.00	-1,068.00	*** %
Program Group Total:	13,485.07	54,329.72	0.00	0.00	-54,329.72	*** %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
260 HEALTH INS	0.00	814.00	0.00	0.00	-814.00	*** %
Function Total:	0.00	814.00	0.00	0.00	-814.00	*** %
2212 CURRICULUM SERVICES						
810 DUES AND FEES	0.00	22.00	0.00	0.00	-22.00	*** %
Function Total:	0.00	22.00	0.00	0.00	-22.00	*** %
2300 GENERAL ADMINISTRATION						
330 OTHER PROFESSIONAL SERVICES	0.00	81.00	19,000.00	19,000.00	18,919.00	0 %
331 PROF. SERV. AUDITOR	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
332 PROF. SERV. LEGAL	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
530 COMMUNICATIONS- INTERNET SERVICE	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
531 COMMUNICATIONS- TELEPHONE	0.00	812.83	3,100.00	3,100.00	2,287.17	26 %
532 POSTAGE	0.00	42.54	1,750.00	1,750.00	1,707.46	2 %
535 COMMUNICATIONS	0.00	0.00	770.00	770.00	770.00	0 %
540 ADVERTISING	0.00	0.00	200.00	200.00	200.00	0 %
550 PRINTING/DUPLICATING	0.00	144.81	3,000.00	3,000.00	2,855.19	4 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
610 SUPPLIES	0.00	0.00	900.00	900.00	900.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
810 DUES AND FEES	0.00	1,802.88	5,500.00	5,500.00	3,697.12	32 %
Function Total:	0.00	2,884.06	54,720.00	54,720.00	51,835.94	5 %
2312 DISTRICT CLERK SERVICES						
111 ADMINISTRATIVE SALARY	0.00	10,965.16	0.00	0.00	-10,965.16	*** %
250 WORKERS' COMPENSATION	0.00	51.77	0.00	0.00	-51.77	*** %
260 HEALTH INS	0.00	179.50	0.00	0.00	-179.50	*** %
Function Total:	0.00	11,196.43	0.00	0.00	-11,196.43	*** %
2314 ELECTIONS						
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	4,500.00	4,500.00	4,500.00	0 %
332 PROF. SERV. LEGAL	0.00	0.00	500.00	500.00	500.00	0 %
532 POSTAGE	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
540 ADVERTISING	0.00	0.00	650.00	650.00	650.00	0 %
610 SUPPLIES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	0.00	7,350.00	7,350.00	7,350.00	0 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2316 Staff Relations Services						
610 SUPPLIES	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
Function Total:	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	0.00	5,098.99	61,483.00	61,483.00	56,384.01	8 %
115 OFFICE/CLERICAL SALARY	0.00	6,732.06	34,285.00	34,285.00	27,552.94	19 %
125 SUBSTITUTE- OFFICE/CLERICAL	0.00	0.00	500.00	500.00	500.00	0 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	500.00	500.00	500.00	0 %
170 VACATION PAY	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
250 WORKERS' COMPENSATION	0.00	57.76	421.00	421.00	363.24	13 %
260 HEALTH INS	0.00	1,594.81	12,000.00	12,000.00	10,405.19	13 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
610 SUPPLIES	0.00	0.00	500.00	500.00	500.00	0 %
810 DUES AND FEES	0.00	0.00	1,300.00	1,300.00	1,300.00	0 %
Function Total:	0.00	13,483.62	117,489.00	117,489.00	104,005.38	11 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	0.00	4,284.51	23,600.00	23,600.00	19,315.49	18 %
115 OFFICE/CLERICAL SALARY	0.00	2,062.50	8,200.00	8,200.00	6,137.50	25 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
170 VACATION PAY	0.00	0.00	5,300.00	5,300.00	5,300.00	0 %
250 WORKERS' COMPENSATION	0.00	29.01	226.00	226.00	196.99	12 %
260 HEALTH INS	0.00	7.14	6,175.00	6,175.00	6,167.86	0 %
340 TECHNICAL SERVICES	0.00	0.00	500.00	500.00	500.00	0 %
550 PRINTING/DUPLICATING	0.00	0.00	425.00	425.00	425.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
610 SUPPLIES	0.00	0.00	250.00	250.00	250.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	9,200.00	9,200.00	9,200.00	0 %
810 DUES AND FEES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
Function Total:	0.00	6,383.16	60,376.00	60,376.00	53,992.84	10 %
2517 PROPERTY ACCOUNTING SERVICES						
540 ADVERTISING	0.00	0.00	85.00	85.00	85.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	656.00	656.00	656.00	0 %
Function Total:	0.00	0.00	741.00	741.00	741.00	0 %
2530 Printing, Publishing, and Duplicating Services						
610 SUPPLIES	0.00	0.00	1,100.00	1,100.00	1,100.00	0 %
Function Total:	0.00	0.00	1,100.00	1,100.00	1,100.00	0 %
2572 PERSONNEL SERVICES: RECRUITMENT & PLACEMENT						
540 ADVERTISING	0.00	0.00	3,344.00	3,344.00	3,344.00	0 %
810 DUES AND FEES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	0.00	3,544.00	3,544.00	3,544.00	0 %
2580 ADMINISTRATIVE TECH SERVICES						
682 SUPPLIES- TECHNOLOGY	0.00	2,456.00	3,500.00	3,500.00	1,044.00	70 %
Function Total:	0.00	2,456.00	3,500.00	3,500.00	1,044.00	70 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2600 OPERATIONS & MAINTENANCE						
114 CUSTODIAL SALARY	0.00	2,366.00	9,243.00	9,243.00	6,877.00	25 %
250 WORKERS' COMPENSATION	0.00	11.01	254.00	254.00	242.99	4 %
260 HEALTH INS	0.00	0.91	0.00	0.00	-0.91	*** %
410 POWER - LIGHTS	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
411 NATURAL GAS	0.00	203.36	12,500.00	12,500.00	12,296.64	1 %
412 ELECTRICITY	0.00	0.00	11,000.00	11,000.00	11,000.00	0 %
420 OTHER UTILITY SERVICES- SEWER	1,786.08	3,572.16	10,717.00	10,717.00	7,144.84	33 %
421 WATER TESTS	0.00	441.00	1,800.00	1,800.00	1,359.00	24 %
431 DISPOSAL SERVICE	0.00	0.00	3,600.00	3,600.00	3,600.00	0 %
433 CUSTODIAL SERVICES	4,761.12	4,761.12	47,150.00	47,150.00	42,388.88	10 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	398.50	15,000.00	15,000.00	14,601.50	2 %
520 INSURANCE	0.00	14,123.85	12,683.00	12,683.00	-1,440.85	111 %
610 SUPPLIES	433.12	530.78	6,000.00	6,000.00	5,469.22	8 %
660 MINOR EQUIPMENT	0.00	0.00	1,300.00	1,300.00	1,300.00	0 %
810 DUES AND FEES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
Function Total:	6,980.32	26,408.69	133,747.00	133,747.00	107,338.31	19 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	487.50	5,000.00	5,000.00	4,512.50	9 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	7,213.00	7,213.00	7,213.00	0 %
Function Total:	0.00	487.50	12,213.00	12,213.00	11,725.50	3 %
Program Total:	6,980.32	64,135.46	397,780.00	397,780.00	333,644.54	16 %
Program Group Total:	6,980.32	64,135.46	397,780.00	397,780.00	333,644.54	16 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	0.00	166.80	0.00	0.00	-166.80	*** %
250 WORKERS' COMPENSATION	0.00	0.78	0.00	0.00	-0.78	*** %
260 HEALTH INS	0.00	65.40	0.00	0.00	-65.40	*** %
630 FOOD	0.00	225.51	0.00	0.00	-225.51	*** %
810 DUES AND FEES	0.00	45.50	0.00	0.00	-45.50	*** %
Function Total:	0.00	503.99	0.00	0.00	-503.99	*** %
Program Total:	0.00	503.99	0.00	0.00	-503.99	*** %
Program Group Total:	0.00	503.99	0.00	0.00	-503.99	*** %
Org Total:	6,980.32	64,639.45	397,780.00	397,780.00	333,140.55	16 %
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	0.00	34,964.36	420,931.00	420,931.00	385,966.64	8 %
117 PARAPROFESSIONALS	0.00	3,105.74	62,976.00	62,976.00	59,870.26	4 %
122 SUBSTITUTE TEACHERS	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
150 STIPEND	0.00	25.00	0.00	0.00	-25.00	*** %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
170 VACATION PAY	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
180 BONUS	0.00	0.00	1,368.00	1,368.00	1,368.00	0 %
250 WORKERS' COMPENSATION	0.00	177.17	2,193.00	2,193.00	2,015.83	8 %

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 22

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
260 HEALTH INS	0.00	5,969.01	68,771.00	68,771.00	62,801.99	8 %
610 SUPPLIES	0.00	29,103.30	15,000.00	15,000.00	-14,103.30	194 %
650 PERIODICALS	0.00	0.00	150.00	150.00	150.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	15,900.00	15,900.00	15,900.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	0.00	73,344.58	595,789.00	595,789.00	522,444.42	12 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	169.80	4,448.00	4,448.00	4,278.20	3 %
170 VACATION PAY	0.00	0.00	375.00	375.00	375.00	0 %
250 WORKERS' COMPENSATION	0.00	0.80	45.00	45.00	44.20	1 %
260 HEALTH INS	0.00	128.51	459.00	459.00	330.49	27 %
Function Total:	0.00	299.11	5,327.00	5,327.00	5,027.89	5 %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	2,675.15	23,841.00	23,841.00	21,165.85	11 %
170 VACATION PAY	0.00	0.00	200.00	200.00	200.00	0 %
250 WORKERS' COMPENSATION	0.00	12.44	105.00	105.00	92.56	11 %
260 HEALTH INS	0.00	352.03	3,687.00	3,687.00	3,334.97	9 %
610 SUPPLIES	0.00	0.00	700.00	700.00	700.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	200.00	200.00	200.00	0 %
810 DUES AND FEES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	3,039.62	28,933.00	28,933.00	25,893.38	10 %
2131 HEALTH SERVICES- MEDICAL						
610 SUPPLIES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	0.00	200.00	200.00	200.00	0 %
2212 CURRICULUM SERVICES						
810 DUES AND FEES	0.00	124.80	2,850.00	2,850.00	2,725.20	4 %
Function Total:	0.00	124.80	2,850.00	2,850.00	2,725.20	4 %
2213 INSTRUCTIONAL STAFF TRAINING						
150 STIPEND	0.00	0.00	228.00	228.00	228.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	4.00	4.00	4.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	0.00	432.00	432.00	432.00	0 %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	1,887.86	19,734.00	19,734.00	17,846.14	9 %
150 STIPEND	0.00	0.00	760.00	760.00	760.00	0 %
250 WORKERS' COMPENSATION	0.00	8.78	87.00	87.00	78.22	10 %
260 HEALTH INS	0.00	226.99	2,728.00	2,728.00	2,501.01	8 %
610 SUPPLIES	0.00	1,358.06	700.00	700.00	-658.06	194 %
640 BOOKS	0.00	872.31	1,800.00	1,800.00	927.69	48 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	2,700.00	2,700.00	2,700.00	0 %
Function Total:	0.00	4,354.00	29,009.00	29,009.00	24,655.00	15 %
Program Total:	0.00	81,162.11	662,540.00	662,540.00	581,377.89	12 %
Program Group Total:	0.00	81,162.11	662,540.00	662,540.00	581,377.89	12 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	0.00	2,614.73	29,368.00	29,368.00	26,753.27	8 %
122 SUBSTITUTE TEACHERS	0.00	0.00	400.00	400.00	400.00	0 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	500.00	500.00	500.00	0 %
170 VACATION PAY	0.00	0.00	500.00	500.00	500.00	0 %
250 WORKERS' COMPENSATION	0.00	12.16	130.00	130.00	117.84	9 %
260 HEALTH INS	0.00	457.02	5,457.00	5,457.00	4,999.98	8 %
610 SUPPLIES	0.00	0.00	500.00	500.00	500.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	3,083.91	37,055.00	37,055.00	33,971.09	8 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	2,106.00	2,106.00	2,106.00	0 %
Function Total:	0.00	0.00	2,106.00	2,106.00	2,106.00	0 %
Program Total:	0.00	3,083.91	39,161.00	39,161.00	36,077.09	7 %
Program Group Total:	0.00	3,083.91	39,161.00	39,161.00	36,077.09	7 %
300						
365 INDIAN EDUCATION						
2225 LIBRARY SERVICES						
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	0.00	0.00	500.00	500.00	500.00	0 %
Program Total:	0.00	0.00	500.00	500.00	500.00	0 %
Program Group Total:	0.00	0.00	500.00	500.00	500.00	0 %
700						
710 EXTRACURRICULAR PROGRAM						
3407 ACTIVITIES- STUDENT COUNCIL						
150 STIPEND	0.00	0.00	264.00	264.00	264.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1.00	1.00	1.00	0 %
Function Total:	0.00	0.00	265.00	265.00	265.00	0 %
3424 ACTIVITIES- CLASS OF 2024						
150 STIPEND	0.00	0.00	600.00	600.00	600.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	3.00	3.00	3.00	0 %
Function Total:	0.00	0.00	603.00	603.00	603.00	0 %
3425 ACTIVITIES- CLASS OF 2025						
150 STIPEND	0.00	0.00	150.00	150.00	150.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1.00	1.00	1.00	0 %
Function Total:	0.00	0.00	151.00	151.00	151.00	0 %
Program Total:	0.00	0.00	1,019.00	1,019.00	1,019.00	0 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 OTHER SUPERVISORY SALARIES	0.00	0.00	3,700.00	3,700.00	3,700.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	16.00	16.00	16.00	0 %
Function Total:	0.00	0.00	3,716.00	3,716.00	3,716.00	0 %
3501 ATHLETICS- VOLLEYBALL						
150 STIPEND	0.00	0.00	950.00	950.00	950.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	4.00	4.00	4.00	0 %
Function Total:	0.00	0.00	954.00	954.00	954.00	0 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
700						
720 ATHLETICS						
3502 ATHLETICS- GIRLS BASKETBALL						
150 STIPEND	0.00	0.00	950.00	950.00	950.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	4.00	4.00	4.00	0 %
Function Total:	0.00	0.00	954.00	954.00	954.00	0 %
3503 ATHLETICS- BOYS BASKETBALL						
150 STIPEND	0.00	0.00	950.00	950.00	950.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	4.00	4.00	4.00	0 %
Function Total:	0.00	0.00	954.00	954.00	954.00	0 %
3504 ATHLETICS- WRESTLING						
150 STIPEND	0.00	0.00	600.00	600.00	600.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	3.00	3.00	3.00	0 %
Function Total:	0.00	0.00	603.00	603.00	603.00	0 %
3505 ATHLETICS- TRACK						
150 STIPEND	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	5.00	5.00	5.00	0 %
Function Total:	0.00	0.00	1,205.00	1,205.00	1,205.00	0 %
3506 ATHLETICS- CHEERLEADING						
150 STIPEND	0.00	0.00	264.00	264.00	264.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1.00	1.00	1.00	0 %
Function Total:	0.00	0.00	265.00	265.00	265.00	0 %
Program Total:	0.00	0.00	8,651.00	8,651.00	8,651.00	0 %
Program Group Total:	0.00	0.00	9,670.00	9,670.00	9,670.00	0 %
Org Total:		84,246.02	711,871.00	711,871.00	627,624.98	11 %
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	0.00	8,547.64	110,450.00	110,450.00	101,902.36	7 %
117 PARAPROFESSIONALS	0.00	1,084.55	15,677.00	15,677.00	14,592.45	6 %
122 SUBSTITUTE TEACHERS	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
170 VACATION PAY	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
180 BONUS	0.00	0.00	450.00	450.00	450.00	0 %
250 WORKERS' COMPENSATION	0.00	44.83	600.00	600.00	555.17	7 %
260 HEALTH INS	0.00	1,398.08	18,100.00	18,100.00	16,701.92	7 %
610 SUPPLIES	0.00	11,318.04	4,000.00	4,000.00	-7,318.04	282 %
650 PERIODICALS	0.00	0.00	100.00	100.00	100.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	4,800.00	4,800.00	4,800.00	0 %
810 DUES AND FEES	0.00	0.00	400.00	400.00	400.00	0 %
Function Total:	0.00	22,393.14	164,077.00	164,077.00	141,683.86	13 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	60.60	1,440.00	1,440.00	1,379.40	4 %
170 VACATION PAY	0.00	0.00	125.00	125.00	125.00	0 %
250 WORKERS' COMPENSATION	0.00	0.28	20.00	20.00	19.72	1 %
260 HEALTH INS	0.00	45.87	192.00	192.00	146.13	23 %
610 SUPPLIES	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	0.00	106.75	1,877.00	1,877.00	1,770.25	5 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	844.79	23,841.00	23,841.00	22,996.21	3 %
170 VACATION PAY	0.00	0.00	100.00	100.00	100.00	0 %
250 WORKERS' COMPENSATION	0.00	3.93	105.00	105.00	101.07	3 %
260 HEALTH INS	0.00	111.16	3,687.00	3,687.00	3,575.84	3 %
610 SUPPLIES	0.00	0.00	300.00	300.00	300.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	100.00	100.00	100.00	0 %
810 DUES AND FEES	0.00	0.00	170.00	170.00	170.00	0 %
Function Total:	0.00	959.88	28,303.00	28,303.00	27,343.12	3 %
2212 CURRICULUM SERVICES						
810 DUES AND FEES	0.00	0.00	900.00	900.00	900.00	0 %
Function Total:	0.00	0.00	900.00	900.00	900.00	0 %
2213 INSTRUCTIONAL STAFF TRAINING						
150 STIPEND	0.00	0.00	72.00	72.00	72.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1.00	1.00	1.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	0.00	273.00	273.00	273.00	0 %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	663.30	6,934.00	6,934.00	6,270.70	9 %
150 STIPEND	0.00	0.00	240.00	240.00	240.00	0 %
250 WORKERS' COMPENSATION	0.00	3.09	31.00	31.00	27.91	9 %
260 HEALTH INS	0.00	79.76	959.00	959.00	879.24	8 %
610 SUPPLIES	0.00	528.17	0.00	0.00	-528.17	*** %
640 BOOKS	0.00	339.25	1,000.00	1,000.00	660.75	33 %
660 MINOR EQUIPMENT	0.00	0.00	225.00	225.00	225.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	1,025.00	1,025.00	1,025.00	0 %
Function Total:	0.00	1,613.57	10,414.00	10,414.00	8,800.43	15 %
Program Total:	0.00	25,073.34	205,844.00	205,844.00	180,770.66	12 %
Program Group Total:	0.00	25,073.34	205,844.00	205,844.00	180,770.66	12 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	0.00	918.69	10,318.00	10,318.00	9,399.31	8 %
122 SUBSTITUTE TEACHERS	0.00	0.00	500.00	500.00	500.00	0 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	200.00	200.00	200.00	0 %
170 VACATION PAY	0.00	0.00	350.00	350.00	350.00	0 %
250 WORKERS' COMPENSATION	0.00	4.27	46.00	46.00	41.73	9 %
260 HEALTH INS	0.00	160.58	1,917.00	1,917.00	1,756.42	8 %
610 SUPPLIES	0.00	0.00	200.00	200.00	200.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	0.00	1,083.54	13,631.00	13,631.00	12,547.46	7 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	665.00	665.00	665.00	0 %
Function Total:	0.00	0.00	665.00	665.00	665.00	0 %
Program Total:	0.00	1,083.54	14,296.00	14,296.00	13,212.46	7 %
Program Group Total:	0.00	1,083.54	14,296.00	14,296.00	13,212.46	7 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
300						
365 INDIAN EDUCATION						
2225 LIBRARY SERVICES						
640 BOOKS	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	0.00	200.00	200.00	200.00	0 %
Program Total:	0.00	0.00	200.00	200.00	200.00	0 %
Program Group Total:	0.00	0.00	200.00	200.00	200.00	0 %
700						
710 EXTRACURRICULAR PROGRAM						
3407 ACTIVITIES- STUDENT COUNCIL						
150 STIPEND	0.00	0.00	336.00	336.00	336.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1.00	1.00	1.00	0 %
Function Total:	0.00	0.00	337.00	337.00	337.00	0 %
3422 ACTIVITIES- CLASS OF 2022						
150 STIPEND	0.00	100.00	1,000.00	1,000.00	900.00	10 %
250 WORKERS' COMPENSATION	0.00	0.47	4.00	4.00	3.53	11 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
Function Total:	0.00	100.47	4,004.00	4,004.00	3,903.53	2 %
Program Total:	0.00	100.47	4,341.00	4,341.00	4,240.53	2 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 OTHER SUPERVISORY SALARIES	0.00	0.00	1,300.00	1,300.00	1,300.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	6.00	6.00	6.00	0 %
Function Total:	0.00	0.00	1,306.00	1,306.00	1,306.00	0 %
3501 ATHLETICS- VOLLEYBALL						
150 STIPEND	0.00	0.00	950.00	950.00	950.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	4.00	4.00	4.00	0 %
Function Total:	0.00	0.00	954.00	954.00	954.00	0 %
3502 ATHLETICS- GIRLS BASKETBALL						
150 STIPEND	0.00	0.00	950.00	950.00	950.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	4.00	4.00	4.00	0 %
Function Total:	0.00	0.00	954.00	954.00	954.00	0 %
3503 ATHLETICS- BOYS BASKETBALL						
150 STIPEND	0.00	0.00	950.00	950.00	950.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	4.00	4.00	4.00	0 %
Function Total:	0.00	0.00	954.00	954.00	954.00	0 %
3504 ATHLETICS- WRESTLING						
150 STIPEND	0.00	0.00	600.00	600.00	600.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	3.00	3.00	3.00	0 %
Function Total:	0.00	0.00	603.00	603.00	603.00	0 %
3505 ATHLETICS- TRACK						
150 STIPEND	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	5.00	5.00	5.00	0 %
Function Total:	0.00	0.00	1,205.00	1,205.00	1,205.00	0 %
3506 ATHLETICS- CHEERLEADING						
150 STIPEND	0.00	0.00	336.00	336.00	336.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1.00	1.00	1.00	0 %
Function Total:	0.00	0.00	337.00	337.00	337.00	0 %
Program Total:	0.00	0.00	6,313.00	6,313.00	6,313.00	0 %
Program Group Total:	0.00	100.47	10,654.00	10,654.00	10,553.53	0 %

11/08/22
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GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 22

Page: 10 of 38
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Org Total:		26,257.35	230,994.00	230,994.00	204,736.65	11 %
Fund Total:	20,465.39	229,472.54	1,340,645.00	1,340,645.00	1,111,172.46	17 %

110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	0.00	13.43	0.00	0.00	-13.43	*** %
412 ELECTRICITY	0.00	381.27	0.00	0.00	-381.27	*** %
Function Total:	0.00	394.70	0.00	0.00	-394.70	*** %
2700 STUDENT TRANSPORTATION						
510 STUDENT TRANSPORTATION SERVICE	5,747.20	5,747.20	0.00	0.00	-5,747.20	*** %
Function Total:	5,747.20	5,747.20	0.00	0.00	-5,747.20	*** %
2740 TRANSPORTATION SERVICING & MAIN						
440 REPAIR AND MAINTENANCE SERVICE	212.00	212.00	0.00	0.00	-212.00	*** %
Function Total:	212.00	212.00	0.00	0.00	-212.00	*** %
Program Total:	5,959.20	6,353.90	0.00	0.00	-6,353.90	*** %
Program Group Total:	5,959.20	6,353.90	0.00	0.00	-6,353.90	*** %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
531 COMMUNICATIONS- TELEPHONE	0.00	278.37	1,300.00	1,300.00	1,021.63	21 %
Function Total:	0.00	278.37	2,800.00	2,800.00	2,521.63	9 %
2312 DISTRICT CLERK SERVICES						
111 ADMINISTRATIVE SALARY	0.00	2,848.10	0.00	0.00	-2,848.10	*** %
250 WORKERS' COMPENSATION	0.00	13.44	0.00	0.00	-13.44	*** %
260 HEALTH INS	0.00	48.99	0.00	0.00	-48.99	*** %
Function Total:	0.00	2,910.53	0.00	0.00	-2,910.53	*** %
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	0.00	1,064.67	16,500.00	16,500.00	15,435.33	6 %
115 OFFICE/CLERICAL SALARY	0.00	1,202.15	6,300.00	6,300.00	5,097.85	19 %
250 WORKERS' COMPENSATION	0.00	10.54	100.00	100.00	89.46	10 %
260 HEALTH INS	0.00	180.36	2,600.00	2,600.00	2,419.64	6 %
Function Total:	0.00	2,457.72	25,500.00	25,500.00	23,042.28	9 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	0.00	1,977.42	19,000.00	19,000.00	17,022.58	10 %
115 OFFICE/CLERICAL SALARY	0.00	0.00	3,800.00	3,800.00	3,800.00	0 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	1,800.00	1,800.00	1,800.00	0 %
170 VACATION PAY	0.00	0.00	4,200.00	4,200.00	4,200.00	0 %
190 LEAVE - PAY	0.00	0.00	750.00	750.00	750.00	0 %
250 WORKERS' COMPENSATION	0.00	9.12	115.00	115.00	105.88	7 %
260 HEALTH INS	0.00	3.30	2,800.00	2,800.00	2,796.70	0 %
Function Total:	0.00	1,989.84	32,465.00	32,465.00	30,475.16	6 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
412 ELECTRICITY	0.00	0.00	2,700.00	2,700.00	2,700.00	0 %
431 DISPOSAL SERVICE	0.00	0.00	500.00	500.00	500.00	0 %
433 CUSTODIAL SERVICES	1,220.80	1,220.80	11,720.00	11,720.00	10,499.20	10 %
Function Total:	1,220.80	1,220.80	16,420.00	16,420.00	15,199.20	7 %

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 22

110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	162.50	2,000.00	2,000.00	1,837.50	8 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	400.00	400.00	400.00	0 %
Function Total:	0.00	162.50	2,400.00	2,400.00	2,237.50	6 %
2700 STUDENT TRANSPORTATION						
118 BUS DRIVERS	0.00	0.00	27,000.00	27,000.00	27,000.00	0 %
128 SUBSTITUTE BUS DRIVER	0.00	0.00	500.00	500.00	500.00	0 %
180 BONUS	0.00	800.00	1,600.00	1,600.00	800.00	50 %
190 LEAVE - PAY	0.00	0.00	800.00	800.00	800.00	0 %
250 WORKERS' COMPENSATION	0.00	48.06	1,560.00	1,560.00	1,511.94	3 %
260 HEALTH INS	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	1,032.00	1,032.00	1,032.00	0 %
520 INSURANCE	0.00	6,518.70	4,873.00	4,873.00	-1,645.70	133 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	200.00	200.00	200.00	0 %
610 SUPPLIES	36.08	39.36	600.00	600.00	560.64	6 %
624 FUEL	0.00	0.00	4,100.00	4,100.00	4,100.00	0 %
810 DUES AND FEES	0.00	0.00	150.00	150.00	150.00	0 %
Function Total:	36.08	7,406.12	44,115.00	44,115.00	36,708.88	16 %
2740 TRANSPORTATION SERVICING & MAIN						
440 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
610 SUPPLIES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
Program Total:	1,256.88	16,425.88	124,900.00	124,900.00	108,474.12	13 %
Program Group Total:	1,256.88	16,425.88	124,900.00	124,900.00	108,474.12	13 %
Org Total:	1,256.88	16,425.88	124,900.00	124,900.00	108,474.12	13 %
Fund Total:	7,216.08	22,779.78	124,900.00	124,900.00	102,120.22	18 %

11/08/22
13:48:58

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 22

Page: 13 of 38
Report ID: B100

111 BUS DEPRECIATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
740 MAJOR EQUIPMENT REPLACEMENT	0.00	0.00	96,189.00	96,189.00	96,189.00	0 %
Function Total:	0.00	0.00	96,189.00	96,189.00	96,189.00	0 %
Program Total:	0.00	0.00	96,189.00	96,189.00	96,189.00	0 %
Program Group Total:	0.00	0.00	96,189.00	96,189.00	96,189.00	0 %
Org Total:			96,189.00	96,189.00	96,189.00	%
Fund Total:	0.00	0.00	96,189.00	96,189.00	96,189.00	0 %

112 FOOD SERVICE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
3100 FOOD SERVICES						
800 OTHER	326.04	326.04	0.00	0.00	-326.04	*** %
Function Total:	326.04	326.04	0.00	0.00	-326.04	*** %
Program Total:	326.04	326.04	0.00	0.00	-326.04	*** %
Program Group Total:	326.04	326.04	0.00	0.00	-326.04	*** %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
610 SUPPLIES	252.93	252.93	0.00	0.00	-252.93	*** %
630 FOOD	0.00	0.00	-201.00	-201.00	-201.00	0 %
Function Total:	252.93	252.93	-201.00	-201.00	-453.93	*** %
Program Total:	252.93	252.93	-201.00	-201.00	-453.93	*** %
Program Group Total:	252.93	252.93	-201.00	-201.00	-453.93	*** %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2316 Staff Relations Services						
610 SUPPLIES	0.00	0.00	38.00	38.00	38.00	0 %
Function Total:	0.00	0.00	38.00	38.00	38.00	0 %
Program Total:	0.00	0.00	38.00	38.00	38.00	0 %
Program Group Total:	0.00	0.00	38.00	38.00	38.00	0 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	0.00	807.89	43,816.00	43,816.00	43,008.11	1 %
126 SUBSTITUTE COOKS	0.00	0.00	235.00	235.00	235.00	0 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	674.00	674.00	674.00	0 %
170 VACATION PAY	0.00	0.00	425.00	425.00	425.00	0 %
250 WORKERS' COMPENSATION	0.00	26.96	1,785.00	1,785.00	1,758.04	1 %
260 HEALTH INS	0.00	152.60	3,926.00	3,926.00	3,773.40	3 %
440-203 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	734.00	734.00	734.00	0 %
COVID-19 NUTRITION FUNDING						
610 SUPPLIES	252.64	275.61	9,695.00	9,695.00	9,419.39	2 %
630 FOOD	3,495.41	4,414.10	65,042.00	65,042.00	60,627.90	6 %
810 DUES AND FEES	0.00	0.00	71.00	71.00	71.00	0 %
Function Total:	3,748.05	5,677.16	126,403.00	126,403.00	120,725.84	4 %
Program Total:	3,748.05	5,677.16	126,403.00	126,403.00	120,725.84	4 %
Program Group Total:	3,748.05	5,677.16	126,403.00	126,403.00	120,725.84	4 %
Org Total:	3,748.05	5,677.16	126,441.00	126,441.00	120,763.84	4 %
81 K-6 SCHOOL						
900						
910 FOOD SERVICES						

112 FOOD SERVICE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	0.00	0.00	38,000.00	38,000.00	38,000.00	0 %
126 SUBSTITUTE COOKS	0.00	0.00	380.00	380.00	380.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1,520.00	1,520.00	1,520.00	0 %
260 HEALTH INS	0.00	0.00	3,420.00	3,420.00	3,420.00	0 %
610 SUPPLIES	0.00	0.00	7,600.00	7,600.00	7,600.00	0 %
630 FOOD	0.00	0.00	57,000.00	57,000.00	57,000.00	0 %
810 DUES AND FEES	0.00	0.00	152.00	152.00	152.00	0 %
Function Total:	0.00	0.00	108,072.00	108,072.00	108,072.00	0 %
Program Total:	0.00	0.00	108,072.00	108,072.00	108,072.00	0 %
Program Group Total:	0.00	0.00	108,072.00	108,072.00	108,072.00	0 %
Org Total:			108,072.00	108,072.00	108,072.00	%
82 7-8 SCHOOL						
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	0.00	0.00	12,000.00	12,000.00	12,000.00	0 %
126 SUBSTITUTE COOKS	0.00	0.00	120.00	120.00	120.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	480.00	480.00	480.00	0 %
610 SUPPLIES	0.00	0.00	2,400.00	2,400.00	2,400.00	0 %
630 FOOD	0.00	0.00	18,000.00	18,000.00	18,000.00	0 %
810 DUES AND FEES	0.00	0.00	48.00	48.00	48.00	0 %
Function Total:	0.00	0.00	33,048.00	33,048.00	33,048.00	0 %
Program Total:	0.00	0.00	33,048.00	33,048.00	33,048.00	0 %
Program Group Total:	0.00	0.00	33,048.00	33,048.00	33,048.00	0 %
Org Total:			33,048.00	33,048.00	33,048.00	%
Fund Total:	4,327.02	6,256.13	267,360.00	267,360.00	261,103.87	2 %

11/08/22
13:48:58

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 22

Page: 16 of 38
Report ID: B100

113 TUITION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
561 TUITION	0.00	0.00	14,433.00	14,433.00	14,433.00	0 %
Function Total:	0.00	0.00	14,433.00	14,433.00	14,433.00	0 %
Program Total:	0.00	0.00	14,433.00	14,433.00	14,433.00	0 %
Program Group Total:	0.00	0.00	14,433.00	14,433.00	14,433.00	0 %
Org Total:			14,433.00	14,433.00	14,433.00	%
Fund Total:	0.00	0.00	14,433.00	14,433.00	14,433.00	0 %

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	68.00	68.00	68.00	0 %
240 UNEMPLOYMENT	0.00	0.00	5.00	5.00	5.00	0 %
Function Total:	0.00	0.00	73.00	73.00	73.00	0 %
2312 DISTRICT CLERK SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	1,056.71	0.00	0.00	-1,056.71	*** %
230 PERS	0.00	1,192.95	0.00	0.00	-1,192.95	*** %
240 UNEMPLOYMENT	0.00	61.42	0.00	0.00	-61.42	*** %
Function Total:	0.00	2,311.08	0.00	0.00	-2,311.08	*** %
2321 SUPERINTENDENT SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	1,118.70	9,500.00	9,500.00	8,381.30	11 %
220 TRS	0.00	632.45	8,000.00	8,000.00	7,367.55	7 %
230 PERS	0.00	687.16	3,700.00	3,700.00	3,012.84	18 %
240 UNEMPLOYMENT	0.00	60.90	1,000.00	1,000.00	939.10	6 %
Function Total:	0.00	2,499.21	22,200.00	22,200.00	19,700.79	11 %
2400 SCHOOL ADMINISTRATION						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	16.00	16.00	16.00	0 %
220 TRS	0.00	0.00	19.00	19.00	19.00	0 %
240 UNEMPLOYMENT	0.00	0.00	1.00	1.00	1.00	0 %
Function Total:	0.00	0.00	36.00	36.00	36.00	0 %
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	636.83	5,844.00	5,844.00	5,207.17	10 %
230 PERS	0.00	722.38	7,000.00	7,000.00	6,277.62	10 %
240 UNEMPLOYMENT	0.00	34.60	1,000.00	1,000.00	965.40	3 %
Function Total:	0.00	1,393.81	13,844.00	13,844.00	12,450.19	10 %
2517 PROPERTY ACCOUNTING SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	67.00	67.00	67.00	0 %
240 UNEMPLOYMENT	0.00	0.00	5.00	5.00	5.00	0 %
Function Total:	0.00	0.00	72.00	72.00	72.00	0 %
2580 ADMINISTRATIVE TECH SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	50.26	700.00	700.00	649.74	7 %
220 TRS	0.00	61.92	700.00	700.00	638.08	8 %
240 UNEMPLOYMENT	0.00	2.64	75.00	75.00	72.36	3 %
Function Total:	0.00	114.82	1,475.00	1,475.00	1,360.18	7 %
2600 OPERATIONS & MAINTENANCE						
210 SOCIAL SECURITY AND MEDICARE	0.00	180.51	700.00	700.00	519.49	25 %
240 UNEMPLOYMENT	0.00	10.38	150.00	150.00	139.62	6 %
Function Total:	0.00	190.89	850.00	850.00	659.11	22 %
2700 STUDENT TRANSPORTATION						
210 SOCIAL SECURITY AND MEDICARE	0.00	61.20	3,700.00	3,700.00	3,638.80	1 %
220 TRS	0.00	0.00	3.00	3.00	3.00	0 %
230 PERS	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
240 UNEMPLOYMENT	0.00	3.76	200.00	200.00	196.24	1 %
Function Total:	0.00	64.96	5,603.00	5,603.00	5,538.04	1 %
Program Total:	0.00	6,574.77	44,153.00	44,153.00	37,578.23	14 %
Program Group Total:	0.00	6,574.77	44,153.00	44,153.00	37,578.23	14 %

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
200						
280 SPECIAL EDUCATION						
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
Function Total:	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
Program Total:	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
Program Group Total:	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	1,800.00	1,800.00	1,800.00	0 %
220 TRS	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
240 UNEMPLOYMENT	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	0.00	0.00	3,400.00	3,400.00	3,400.00	0 %
2312 DISTRICT CLERK SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	32.69	0.00	0.00	-32.69	*** %
230 PERS	0.00	36.90	0.00	0.00	-36.90	*** %
240 UNEMPLOYMENT	0.00	1.90	0.00	0.00	-1.90	*** %
Function Total:	0.00	71.49	0.00	0.00	-71.49	*** %
2321 SUPERINTENDENT SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	18.31	600.00	600.00	581.69	3 %
220 TRS	0.00	14.96	500.00	500.00	485.04	2 %
230 PERS	0.00	6.94	750.00	750.00	743.06	0 %
240 UNEMPLOYMENT	0.00	1.00	50.00	50.00	49.00	2 %
Function Total:	0.00	41.21	1,900.00	1,900.00	1,858.79	2 %
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	25.21	400.00	400.00	374.79	6 %
220 TRS	0.00	0.00	61.00	61.00	61.00	0 %
230 PERS	0.00	28.56	450.00	450.00	421.44	6 %
240 UNEMPLOYMENT	0.00	1.39	100.00	100.00	98.61	1 %
Function Total:	0.00	55.16	1,011.00	1,011.00	955.84	5 %
Program Total:	0.00	167.86	6,311.00	6,311.00	6,143.14	2 %
Program Group Total:	0.00	167.86	6,311.00	6,311.00	6,143.14	2 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	74.56	5,000.00	5,000.00	4,925.44	1 %
220 TRS	0.00	0.00	16.00	16.00	16.00	0 %
230 PERS	0.00	36.01	4,700.00	4,700.00	4,663.99	0 %
240 UNEMPLOYMENT	0.00	4.19	350.00	350.00	345.81	1 %
Function Total:	0.00	114.76	10,066.00	10,066.00	9,951.24	1 %
Program Total:	0.00	114.76	10,066.00	10,066.00	9,951.24	1 %
Program Group Total:	0.00	114.76	10,066.00	10,066.00	9,951.24	1 %
Org Total:		6,857.39	64,530.00	64,530.00	57,672.61	10 %
81 K-6 SCHOOL						

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	2,687.12	37,500.00	37,500.00	34,812.88	7 %
220 TRS	0.00	3,449.83	47,500.00	47,500.00	44,050.17	7 %
240 UNEMPLOYMENT	0.00	152.40	3,500.00	3,500.00	3,347.60	4 %
Function Total:	0.00	6,289.35	88,500.00	88,500.00	82,210.65	7 %
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	0.00	12.99	900.00	900.00	887.01	1 %
220 TRS	0.00	0.00	950.00	950.00	950.00	0 %
240 UNEMPLOYMENT	0.00	0.68	100.00	100.00	99.32	0 %
Function Total:	0.00	13.67	1,950.00	1,950.00	1,936.33	0 %
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	0.00	199.72	3,500.00	3,500.00	3,300.28	5 %
220 TRS	0.00	250.66	3,300.00	3,300.00	3,049.34	7 %
240 UNEMPLOYMENT	0.00	10.70	200.00	200.00	189.30	5 %
Function Total:	0.00	461.08	7,000.00	7,000.00	6,538.92	6 %
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	141.49	1,800.00	1,800.00	1,658.51	7 %
220 TRS	0.00	176.89	2,000.00	2,000.00	1,823.11	8 %
240 UNEMPLOYMENT	0.00	7.56	150.00	150.00	142.44	5 %
Function Total:	0.00	325.94	3,950.00	3,950.00	3,624.06	8 %
Program Total:	0.00	7,090.04	101,400.00	101,400.00	94,309.96	6 %
Program Group Total:	0.00	7,090.04	101,400.00	101,400.00	94,309.96	6 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	200.02	2,500.00	2,500.00	2,299.98	8 %
220 TRS	0.00	245.00	2,800.00	2,800.00	2,555.00	8 %
240 UNEMPLOYMENT	0.00	10.46	160.00	160.00	149.54	6 %
Function Total:	0.00	455.48	5,460.00	5,460.00	5,004.52	8 %
Program Total:	0.00	455.48	5,460.00	5,460.00	5,004.52	8 %
Program Group Total:	0.00	455.48	5,460.00	5,460.00	5,004.52	8 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	84.00	84.00	84.00	0 %
240 UNEMPLOYMENT	0.00	0.00	6.00	6.00	6.00	0 %
Function Total:	0.00	0.00	90.00	90.00	90.00	0 %
3407 ACTIVITIES- STUDENT COUNCIL						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	40.00	40.00	40.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	65.00	65.00	65.00	0 %
Program Total:	0.00	0.00	155.00	155.00	155.00	0 %
720 ATHLETICS						

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
700						
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	350.00	350.00	350.00	0 %
240 UNEMPLOYMENT	0.00	0.00	50.00	50.00	50.00	0 %
Function Total:	0.00	0.00	400.00	400.00	400.00	0 %
3501 ATHLETICS- VOLLEYBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
3502 ATHLETICS- GIRLS BASKETBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
3503 ATHLETICS- BOYS BASKETBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
3504 ATHLETICS- WRESTLING						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	0.00	0.00	100.00	100.00	100.00	0 %
3505 ATHLETICS- TRACK						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	150.00	150.00	150.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	175.00	175.00	175.00	0 %
3506 ATHLETICS- CHEERLEADING						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
Program Total:	0.00	0.00	1,175.00	1,175.00	1,175.00	0 %
Program Group Total:	0.00	0.00	1,330.00	1,330.00	1,330.00	0 %
Org Total:		7,545.52	108,190.00	108,190.00	100,644.48	6 %
82 7-8 SCHOOL						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	719.71	12,000.00	12,000.00	11,280.29	5 %
220 TRS	0.00	861.55	15,000.00	15,000.00	14,138.45	5 %
240 UNEMPLOYMENT	0.00	38.51	1,000.00	1,000.00	961.49	3 %
Function Total:	0.00	1,619.77	28,000.00	28,000.00	26,380.23	5 %
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	0.00	4.64	600.00	600.00	595.36	0 %
220 TRS	0.00	0.00	450.00	450.00	450.00	0 %
240 UNEMPLOYMENT	0.00	0.24	50.00	50.00	49.76	0 %
Function Total:	0.00	4.88	1,100.00	1,100.00	1,095.12	0 %

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	0.00	63.08	2,500.00	2,500.00	2,436.92	2 %
220 TRS	0.00	79.16	3,000.00	3,000.00	2,920.84	2 %
240 UNEMPLOYMENT	0.00	3.37	175.00	175.00	171.63	1 %
Function Total:	0.00	145.61	5,675.00	5,675.00	5,529.39	2 %
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	49.71	1,000.00	1,000.00	950.29	4 %
220 TRS	0.00	62.15	1,200.00	1,200.00	1,137.85	5 %
240 UNEMPLOYMENT	0.00	2.65	100.00	100.00	97.35	2 %
Function Total:	0.00	114.51	2,300.00	2,300.00	2,185.49	4 %
Program Total:	0.00	1,884.77	37,075.00	37,075.00	35,190.23	5 %
Program Group Total:	0.00	1,884.77	37,075.00	37,075.00	35,190.23	5 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	70.28	3,300.00	3,300.00	3,229.72	2 %
220 TRS	0.00	86.08	3,700.00	3,700.00	3,613.92	2 %
240 UNEMPLOYMENT	0.00	3.67	275.00	275.00	271.33	1 %
Function Total:	0.00	160.03	7,275.00	7,275.00	7,114.97	2 %
Program Total:	0.00	160.03	7,275.00	7,275.00	7,114.97	2 %
Program Group Total:	0.00	160.03	7,275.00	7,275.00	7,114.97	2 %
700						
710 EXTRACURRICULAR PROGRAM						
3407 ACTIVITIES- STUDENT COUNCIL						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	40.00	40.00	40.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	65.00	65.00	65.00	0 %
3421 ACTIVITIES-CLASS OF 2021						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	74.00	74.00	74.00	0 %
240 UNEMPLOYMENT	0.00	0.00	6.00	6.00	6.00	0 %
Function Total:	0.00	0.00	80.00	80.00	80.00	0 %
3422 ACTIVITIES- CLASS OF 2022						
210 SOCIAL SECURITY AND MEDICARE	0.00	7.28	100.00	100.00	92.72	7 %
240 UNEMPLOYMENT	0.00	0.40	50.00	50.00	49.60	0 %
Function Total:	0.00	7.68	150.00	150.00	142.32	5 %
Program Total:	0.00	7.68	295.00	295.00	287.32	2 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	350.00	350.00	350.00	0 %
240 UNEMPLOYMENT	0.00	0.00	50.00	50.00	50.00	0 %
Function Total:	0.00	0.00	400.00	400.00	400.00	0 %
3501 ATHLETICS- VOLLEYBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
700						
720 ATHLETICS						
3502 ATHLETICS- GIRLS BASKETBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
3503 ATHLETICS- BOYS BASKETBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
3504 ATHLETICS- WRESTLING						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
3505 ATHLETICS- TRACK						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	150.00	150.00	150.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	175.00	175.00	175.00	0 %
3506 ATHLETICS- CHEERLEADING						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
Program Total:	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
Program Group Total:	0.00	7.68	1,495.00	1,495.00	1,487.32	0 %
Org Total:		2,052.48	45,845.00	45,845.00	43,792.52	4 %
Fund Total:	0.00	16,455.39	218,565.00	218,565.00	202,109.61	7 %

115 MISC. PROGRAMS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
320-785 PROFESSIONAL/EDUCATIONAL SERVI	150.00	150.00	0.00	0.00	-150.00	*** %
ESSER III- BASIC						
800-710 OTHER	3,750.00	3,750.00	0.00	0.00	-3,750.00	*** %
FIELD TRIPS						
Function Total:	3,900.00	3,900.00	0.00	0.00	-3,900.00	*** %
2120 GUIDANCE PROGRAM						
680-785 COMPUTER SOFTWARE	7,500.00	7,500.00	0.00	0.00	-7,500.00	*** %
ESSER III- BASIC						
Function Total:	7,500.00	7,500.00	0.00	0.00	-7,500.00	*** %
2600 OPERATIONS & MAINTENANCE						
440-145 REPAIR AND MAINTENANCE SERVICE	1,120.00	1,120.00	0.00	0.00	-1,120.00	*** %
MISC.						
Function Total:	1,120.00	1,120.00	0.00	0.00	-1,120.00	*** %
2700 STUDENT TRANSPORTATION						
510-710 STUDENT TRANSPORTATION SERVICE	493.90	493.90	0.00	0.00	-493.90	*** %
FIELD TRIPS						
Function Total:	493.90	493.90	0.00	0.00	-493.90	*** %
Program Total:	13,013.90	13,013.90	0.00	0.00	-13,013.90	*** %
Program Group Total:	13,013.90	13,013.90	0.00	0.00	-13,013.90	*** %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
730-145 MAJOR NEW EQUIPMENT	6,793.44	6,793.44	0.00	0.00	-6,793.44	*** %
MISC.						
Function Total:	6,793.44	6,793.44	0.00	0.00	-6,793.44	*** %
Program Total:	6,793.44	6,793.44	0.00	0.00	-6,793.44	*** %
Program Group Total:	6,793.44	6,793.44	0.00	0.00	-6,793.44	*** %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
660-430 MINOR EQUIPMENT	0.00	0.00	10,111.00	10,111.00	10,111.00	0 %
REAP (FY21)						
Function Total:	0.00	0.00	10,111.00	10,111.00	10,111.00	0 %
2300 GENERAL ADMINISTRATION						
582-110 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	138.00	138.00	138.00	0 %
MEDICAID- MAC REIMBURSEMENT						
582-162 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	1,599.00	1,599.00	1,599.00	0 %
FSA Excess						
810-110 DUES AND FEES	0.00	0.00	785.00	785.00	785.00	0 %
MEDICAID- MAC REIMBURSEMENT						
Function Total:	0.00	0.00	2,522.00	2,522.00	2,522.00	0 %

115 MISC. PROGRAMS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2316 Staff Relations Services						
610-110 SUPPLIES	0.00	0.00	1,466.00	1,466.00	1,466.00	0 %
MEDICAID- MAC REIMBURSEMENT						
610-145 SUPPLIES	0.00	0.00	990.00	990.00	990.00	0 %
MISC.						
610-169 SUPPLIES	0.00	0.00	280.00	280.00	280.00	0 %
PCARD REBATE						
Function Total:	0.00	0.00	2,736.00	2,736.00	2,736.00	0 %
2321 SUPERINTENDENT SERVICES						
582-110 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	250.00	250.00	250.00	0 %
MEDICAID- MAC REIMBURSEMENT						
610-110 SUPPLIES	0.00	0.00	87.00	87.00	87.00	0 %
MEDICAID- MAC REIMBURSEMENT						
Function Total:	0.00	0.00	337.00	337.00	337.00	0 %
2400 SCHOOL ADMINISTRATION						
610-110 SUPPLIES	0.00	0.00	188.00	188.00	188.00	0 %
MEDICAID- MAC REIMBURSEMENT						
Function Total:	0.00	0.00	188.00	188.00	188.00	0 %
2500 BUSINESS SERVICES						
810-145 DUES AND FEES	0.00	0.00	36.00	36.00	36.00	0 %
MISC.						
Function Total:	0.00	0.00	36.00	36.00	36.00	0 %
2600 OPERATIONS & MAINTENANCE						
610-110 SUPPLIES	0.00	0.00	369.00	369.00	369.00	0 %
MEDICAID- MAC REIMBURSEMENT						
Function Total:	0.00	0.00	369.00	369.00	369.00	0 %
Program Total:	0.00	0.00	16,299.00	16,299.00	16,299.00	0 %
Program Group Total:	0.00	0.00	16,299.00	16,299.00	16,299.00	0 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
810-110 DUES AND FEES	0.00	0.00	159.00	159.00	159.00	0 %
MEDICAID- MAC REIMBURSEMENT						
Function Total:	0.00	0.00	159.00	159.00	159.00	0 %
Program Total:	0.00	0.00	159.00	159.00	159.00	0 %
Program Group Total:	0.00	0.00	159.00	159.00	159.00	0 %
700						
737 ARP DPHHS						
1000 INSTRUCTION						
660-737 MINOR EQUIPMENT	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
ARP REOPENING SCHOOLS GRANT						
Function Total:	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
2123 GUIDANCE- TESTING SERVICES						
320-737 PROFESSIONAL/EDUCATIONAL SERVI	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
ARP REOPENING SCHOOLS GRANT						
Function Total:	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %

115 MISC. PROGRAMS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
700						
737 ARP DPHHS						
2131 HEALTH SERVICES- MEDICAL						
610-737 SUPPLIES	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
ARP REOPENING SCHOOLS GRANT						
Function Total:	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
2600 OPERATIONS & MAINTENANCE						
330-737 OTHER PROFESSIONAL SERVICES	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
ARP REOPENING SCHOOLS GRANT						
Function Total:	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
Program Total:	0.00	0.00	35,000.00	35,000.00	35,000.00	0 %
775 ESSER II-BASIC						
1000 INSTRUCTION						
640-775 BOOKS	0.00	0.00	1,408.00	1,408.00	1,408.00	0 %
ESSER II- BASIC						
Function Total:	0.00	0.00	1,408.00	1,408.00	1,408.00	0 %
2100 STUDENTS						
330-775 OTHER PROFESSIONAL SERVICES	0.00	0.00	16,963.00	16,963.00	16,963.00	0 %
ESSER II- BASIC						
Function Total:	0.00	0.00	16,963.00	16,963.00	16,963.00	0 %
2600 OPERATIONS & MAINTENANCE						
440-775 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	525.00	525.00	525.00	0 %
ESSER II- BASIC						
Function Total:	0.00	0.00	525.00	525.00	525.00	0 %
2700 STUDENT TRANSPORTATION						
610-775 SUPPLIES	0.00	0.00	136.00	136.00	136.00	0 %
ESSER II- BASIC						
Function Total:	0.00	0.00	136.00	136.00	136.00	0 %
Program Total:	0.00	0.00	19,032.00	19,032.00	19,032.00	0 %
785 ESSER III- BASIC						
1000 INSTRUCTION						
150-785 STIPEND	0.00	0.00	1,800.00	1,800.00	1,800.00	0 %
ESSER III- BASIC						
210-785 SOCIAL SECURITY AND MEDICARE	0.00	0.00	130.00	130.00	130.00	0 %
ESSER III- BASIC						
220-785 TRS	0.00	0.00	167.00	167.00	167.00	0 %
ESSER III- BASIC						
240-785 UNEMPLOYMENT	0.00	0.00	9.00	9.00	9.00	0 %
ESSER III- BASIC						
250-785 WORKERS' COMPENSATION	0.00	0.00	9.00	9.00	9.00	0 %
ESSER III- BASIC						
260-785 HEALTH INS	0.00	0.00	196.00	196.00	196.00	0 %
ESSER III- BASIC						
330-785 OTHER PROFESSIONAL SERVICES	0.00	0.00	645.00	645.00	645.00	0 %
ESSER III- BASIC						
610-785 SUPPLIES	0.00	630.00	0.00	0.00	-630.00	*** %
ESSER III- BASIC						
Function Total:	0.00	630.00	2,956.00	2,956.00	2,326.00	21 %

115 MISC. PROGRAMS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
700						
785 ESSER III- BASIC						
2600 OPERATIONS & MAINTENANCE						
440-785 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	8,659.00	8,659.00	8,659.00	0 %
ESSER III- BASIC						
610-785 SUPPLIES	0.00	0.00	5,102.00	5,102.00	5,102.00	0 %
ESSER III- BASIC						
Function Total:	0.00	0.00	13,761.00	13,761.00	13,761.00	0 %
4600 BUILDING IMPROVEMENTS SERVICES						
330-785 OTHER PROFESSIONAL SERVICES	0.00	0.00	2,075.00	2,075.00	2,075.00	0 %
ESSER III- BASIC						
Function Total:	0.00	0.00	2,075.00	2,075.00	2,075.00	0 %
Program Total:	0.00	630.00	18,792.00	18,792.00	18,162.00	3 %
Program Group Total:	0.00	630.00	72,824.00	72,824.00	72,194.00	0 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
660-108 MINOR EQUIPMENT	0.00	0.00	2,347.00	2,347.00	2,347.00	0 %
NO KID HUNGRY GRANT-2021						
660-203 MINOR EQUIPMENT	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
COVID-19 NUTRITION FUNDING						
Function Total:	0.00	0.00	4,347.00	4,347.00	4,347.00	0 %
Program Total:	0.00	0.00	4,347.00	4,347.00	4,347.00	0 %
Program Group Total:	0.00	0.00	4,347.00	4,347.00	4,347.00	0 %
Org Total:		630.00	93,629.00	93,629.00	92,999.00	0 %
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
340-110 TECHNICAL SERVICES	0.00	0.00	664.00	664.00	664.00	0 %
MEDICAID- MAC REIMBURSEMENT						
583-430 INSERVICE	0.00	0.00	720.00	720.00	720.00	0 %
REAP (FY21)						
610-110 SUPPLIES	0.00	0.00	126.00	126.00	126.00	0 %
MEDICAID- MAC REIMBURSEMENT						
610-145 SUPPLIES	0.00	379.44	1,811.00	1,811.00	1,431.56	20 %
MISC.						
610-194 SUPPLIES	0.00	0.00	953.00	953.00	953.00	0 %
MUSIC - BAND						
680-430 COMPUTER SOFTWARE	0.00	0.00	5,650.00	5,650.00	5,650.00	0 %
REAP (FY21)						
810-430 DUES AND FEES	0.00	0.00	201.00	201.00	201.00	0 %
REAP (FY21)						
Function Total:	0.00	379.44	10,125.00	10,125.00	9,745.56	3 %
2100 STUDENTS						
113-166 PROFESSIONAL-OTHER CERTIFIED S	0.00	0.00	2,222.00	2,222.00	2,222.00	0 %
NURSE						
220-166 TRS	0.00	0.00	206.00	206.00	206.00	0 %
NURSE						

115 MISC. PROGRAMS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
2100 STUDENTS						
260-166 HEALTH INS	0.00	0.00	8.00	8.00	8.00	0 %
NURSE						
Function Total:	0.00	0.00	2,436.00	2,436.00	2,436.00	0 %
Program Total:	0.00	379.44	12,561.00	12,561.00	12,181.56	3 %
Program Group Total:	0.00	379.44	12,561.00	12,561.00	12,181.56	3 %
400						
420 TITLE I, PART A, IMPROVING BAS						
1000 INSTRUCTION						
112-434 CERTIFIED SALARIES	0.00	1,609.19	15,936.00	15,936.00	14,326.81	10 %
Title I (FY22)						
117-434 PARAPROFESSIONALS	0.00	542.27	3,584.00	3,584.00	3,041.73	15 %
Title I (FY22)						
210-434 SOCIAL SECURITY AND MEDICARE	0.00	161.05	1,461.00	1,461.00	1,299.95	11 %
Title I (FY22)						
220-434 TRS	0.00	181.10	1,810.00	1,810.00	1,628.90	10 %
Title I (FY22)						
240-434 UNEMPLOYMENT	0.00	8.62	107.00	107.00	98.38	8 %
Title I (FY22)						
250-434 WORKERS' COMPENSATION	0.00	10.00	86.00	86.00	76.00	11 %
Title I (FY22)						
260-434 HEALTH INS	0.00	378.73	3,034.00	3,034.00	2,655.27	12 %
Title I (FY22)						
Function Total:	0.00	2,890.96	26,018.00	26,018.00	23,127.04	11 %
Program Total:	0.00	2,890.96	26,018.00	26,018.00	23,127.04	11 %
Program Group Total:	0.00	2,890.96	26,018.00	26,018.00	23,127.04	11 %
700						
775 ESSER II-BASIC						
1000 INSTRUCTION						
610-775 SUPPLIES	0.00	0.00	2,751.00	2,751.00	2,751.00	0 %
ESSER II- BASIC						
680-775 COMPUTER SOFTWARE	0.00	0.00	4,550.00	4,550.00	4,550.00	0 %
ESSER II- BASIC						
Function Total:	0.00	0.00	7,301.00	7,301.00	7,301.00	0 %
Program Total:	0.00	0.00	7,301.00	7,301.00	7,301.00	0 %
776 ESSER II-SUPPLEMENTAL						
2100 STUDENTS						
113-776 PROFESSIONAL-OTHER CERTIFIED S	0.00	43.20	2,673.00	2,673.00	2,629.80	1 %
ESSER II- SUPPLEMENTAL						
210-776 SOCIAL SECURITY AND MEDICARE	0.00	3.31	0.00	0.00	-3.31	*** %
ESSER II- SUPPLEMENTAL						
220-776 TRS	0.00	0.00	513.00	513.00	513.00	0 %
ESSER II- SUPPLEMENTAL						
240-776 UNEMPLOYMENT	0.00	0.17	0.00	0.00	-0.17	*** %
ESSER II- SUPPLEMENTAL						
250-776 WORKERS' COMPENSATION	0.00	0.20	0.00	0.00	-0.20	*** %
ESSER II- SUPPLEMENTAL						

115 MISC. PROGRAMS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
700						
776 ESSER II-SUPPLEMENTAL						
2100 STUDENTS						
260-776 HEALTH INS	0.00	32.71	0.00	0.00	-32.71	*** %
ESSER II- SUPPLEMENTAL						
Function Total:	0.00	79.59	3,186.00	3,186.00	3,106.41	2 %
Program Total:	0.00	79.59	3,186.00	3,186.00	3,106.41	2 %
785 ESSER III- BASIC						
1000 INSTRUCTION						
112-785 CERTIFIED SALARIES	0.00	0.00	68,200.00	68,200.00	68,200.00	0 %
ESSER III- BASIC						
210-785 SOCIAL SECURITY AND MEDICARE	0.00	0.00	4,800.00	4,800.00	4,800.00	0 %
ESSER III- BASIC						
220-785 TRS	0.00	0.00	6,699.00	6,699.00	6,699.00	0 %
ESSER III- BASIC						
240-785 UNEMPLOYMENT	0.00	0.00	392.00	392.00	392.00	0 %
ESSER III- BASIC						
250-785 WORKERS' COMPENSATION	0.00	0.00	392.00	392.00	392.00	0 %
ESSER III- BASIC						
260-785 HEALTH INS	0.00	0.00	1,162.00	1,162.00	1,162.00	0 %
ESSER III- BASIC						
610-785 SUPPLIES	0.00	0.00	234.00	234.00	234.00	0 %
ESSER III- BASIC						
682-785 SUPPLIES- TECHNOLOGY	0.00	0.00	2,298.00	2,298.00	2,298.00	0 %
ESSER III- BASIC						
Function Total:	0.00	0.00	84,177.00	84,177.00	84,177.00	0 %
2100 STUDENTS						
112-785 CERTIFIED SALARIES	0.00	0.00	16,000.00	16,000.00	16,000.00	0 %
ESSER III- BASIC						
210-785 SOCIAL SECURITY AND MEDICARE	0.00	0.00	1,224.00	1,224.00	1,224.00	0 %
ESSER III- BASIC						
220-785 TRS	0.00	0.00	1,531.00	1,531.00	1,531.00	0 %
ESSER III- BASIC						
240-785 UNEMPLOYMENT	0.00	0.00	89.00	89.00	89.00	0 %
ESSER III- BASIC						
250-785 WORKERS' COMPENSATION	0.00	0.00	89.00	89.00	89.00	0 %
ESSER III- BASIC						
260-785 HEALTH INS	0.00	0.00	267.00	267.00	267.00	0 %
ESSER III- BASIC						
Function Total:	0.00	0.00	19,200.00	19,200.00	19,200.00	0 %
Program Total:	0.00	0.00	103,377.00	103,377.00	103,377.00	0 %
Program Group Total:	0.00	79.59	113,864.00	113,864.00	113,784.41	0 %
Org Total:		3,349.99	152,443.00	152,443.00	149,093.01	2 %
82 7-8 SCHOOL						
100 ELEMENTARY						

115 MISC. PROGRAMS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
583-430 INSERVICE	0.00	0.00	280.00	280.00	280.00	0 %
REAP (FY21)						
610-110 SUPPLIES	0.00	0.00	49.00	49.00	49.00	0 %
MEDICAID- MAC REIMBURSEMENT						
610-145 SUPPLIES	0.00	147.56	743.00	743.00	595.44	19 %
MISC.						
610-194 SUPPLIES	0.00	0.00	371.00	371.00	371.00	0 %
MUSIC - BAND						
810-430 DUES AND FEES	0.00	0.00	77.00	77.00	77.00	0 %
REAP (FY21)						
Function Total:	0.00	147.56	1,520.00	1,520.00	1,372.44	9 %
2100 STUDENTS						
113-166 PROFESSIONAL-OTHER CERTIFIED S	0.00	0.00	741.00	741.00	741.00	0 %
NURSE						
220-166 TRS	0.00	0.00	69.00	69.00	69.00	0 %
NURSE						
260-166 HEALTH INS	0.00	0.00	3.00	3.00	3.00	0 %
NURSE						
Function Total:	0.00	0.00	813.00	813.00	813.00	0 %
Program Total:	0.00	147.56	2,333.00	2,333.00	2,185.44	6 %
Program Group Total:	0.00	147.56	2,333.00	2,333.00	2,185.44	6 %
400						
420 TITLE I, PART A, IMPROVING BAS						
1000 INSTRUCTION						
112-434 CERTIFIED SALARIES	0.00	565.39	6,005.00	6,005.00	5,439.61	9 %
Title I (FY22)						
117-434 PARAPROFESSIONALS	0.00	197.19	1,536.00	1,536.00	1,338.81	12 %
Title I (FY22)						
210-434 SOCIAL SECURITY AND MEDICARE	0.00	57.08	535.00	535.00	477.92	10 %
Title I (FY22)						
220-434 TRS	0.00	64.01	661.00	661.00	596.99	9 %
Title I (FY22)						
240-434 UNEMPLOYMENT	0.00	3.05	39.00	39.00	35.95	7 %
Title I (FY22)						
250-434 WORKERS' COMPENSATION	0.00	3.56	32.00	32.00	28.44	11 %
Title I (FY22)						
260-434 HEALTH INS	0.00	134.91	1,090.00	1,090.00	955.09	12 %
Title I (FY22)						
Function Total:	0.00	1,025.19	9,898.00	9,898.00	8,872.81	10 %
Program Total:	0.00	1,025.19	9,898.00	9,898.00	8,872.81	10 %
Program Group Total:	0.00	1,025.19	9,898.00	9,898.00	8,872.81	10 %

115 MISC. PROGRAMS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
700						
775 ESSER II-BASIC						
1000 INSTRUCTION						
610-775 SUPPLIES	0.00	0.00	1,070.00	1,070.00	1,070.00	0 %
ESSER II- BASIC						
Function Total:	0.00	0.00	1,070.00	1,070.00	1,070.00	0 %
Program Total:	0.00	0.00	1,070.00	1,070.00	1,070.00	0 %
776 ESSER II-SUPPLEMENTAL						
2100 STUDENTS						
113-776 PROFESSIONAL-OTHER CERTIFIED S	0.00	14.40	2,673.00	2,673.00	2,658.60	0 %
ESSER II- SUPPLEMENTAL						
210-776 SOCIAL SECURITY AND MEDICARE	0.00	1.10	0.00	0.00	-1.10	*** %
ESSER II- SUPPLEMENTAL						
220-776 TRS	0.00	0.00	513.00	513.00	513.00	0 %
ESSER II- SUPPLEMENTAL						
240-776 UNEMPLOYMENT	0.00	0.06	0.00	0.00	-0.06	*** %
ESSER II- SUPPLEMENTAL						
250-776 WORKERS' COMPENSATION	0.00	0.06	0.00	0.00	-0.06	*** %
ESSER II- SUPPLEMENTAL						
260-776 HEALTH INS	0.00	10.91	0.00	0.00	-10.91	*** %
ESSER II- SUPPLEMENTAL						
Function Total:	0.00	26.53	3,186.00	3,186.00	3,159.47	0 %
Program Total:	0.00	26.53	3,186.00	3,186.00	3,159.47	0 %
785 ESSER III- BASIC						
1000 INSTRUCTION						
610-785 SUPPLIES	0.00	0.00	81.00	81.00	81.00	0 %
ESSER III- BASIC						
682-785 SUPPLIES- TECHNOLOGY	0.00	0.00	52.00	52.00	52.00	0 %
ESSER III- BASIC						
Function Total:	0.00	0.00	133.00	133.00	133.00	0 %
Program Total:	0.00	0.00	133.00	133.00	133.00	0 %
Program Group Total:	0.00	26.53	4,389.00	4,389.00	4,362.47	0 %
Org Total:		1,199.28	16,620.00	16,620.00	15,420.72	7 %
Fund Total:	19,807.34	24,986.61	262,692.00	262,692.00	237,705.39	9 %

117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
600						
610 ADULT CONTINUING EDUCATION PRO						
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	0.00	1.35	0.00	0.00	-1.35	*** %
411 NATURAL GAS	0.00	2.31	0.00	0.00	-2.31	*** %
412 ELECTRICITY	0.00	38.13	0.00	0.00	-38.13	*** %
Function Total:	0.00	41.79	0.00	0.00	-41.79	*** %
Program Total:	0.00	41.79	0.00	0.00	-41.79	*** %
Program Group Total:	0.00	41.79	0.00	0.00	-41.79	*** %
80 DISTRICT						
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
119 OTHER SUPERVISORY SALARIES	0.00	0.00	9,500.00	9,500.00	9,500.00	0 %
124 TEMPORARY- TECHNICAL- A/E INSTRUCTORS	0.00	0.00	1,100.00	1,100.00	1,100.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	100.00	100.00	100.00	0 %
260 HEALTH INS	0.00	0.00	850.00	850.00	850.00	0 %
610 SUPPLIES	0.00	0.00	350.00	350.00	350.00	0 %
Function Total:	0.00	0.00	11,900.00	11,900.00	11,900.00	0 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	0.00	1,300.00	1,300.00	1,300.00	0 %
531 COMMUNICATIONS- TELEPHONE	0.00	22.27	200.00	200.00	177.73	11 %
Function Total:	0.00	22.27	1,500.00	1,500.00	1,477.73	1 %
2312 DISTRICT CLERK SERVICES						
111 ADMINISTRATIVE SALARY	0.00	427.22	0.00	0.00	-427.22	*** %
250 WORKERS' COMPENSATION	0.00	2.02	0.00	0.00	-2.02	*** %
260 HEALTH INS	0.00	0.51	0.00	0.00	-0.51	*** %
Function Total:	0.00	429.75	0.00	0.00	-429.75	*** %
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	0.00	159.70	2,462.00	2,462.00	2,302.30	6 %
115 OFFICE/CLERICAL SALARY	0.00	80.14	450.00	450.00	369.86	17 %
250 WORKERS' COMPENSATION	0.00	1.11	25.00	25.00	23.89	4 %
260 HEALTH INS	0.00	12.43	295.00	295.00	282.57	4 %
Function Total:	0.00	253.38	3,232.00	3,232.00	2,978.62	7 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	0.00	329.47	3,300.00	3,300.00	2,970.53	9 %
115 OFFICE/CLERICAL SALARY	0.00	0.00	600.00	600.00	600.00	0 %
250 WORKERS' COMPENSATION	0.00	1.53	50.00	50.00	48.47	3 %
260 HEALTH INS	0.00	0.56	250.00	250.00	249.44	0 %
Function Total:	0.00	331.56	4,200.00	4,200.00	3,868.44	7 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	0.00	0.00	60.00	60.00	60.00	0 %
411 NATURAL GAS	0.00	4.15	250.00	250.00	245.85	1 %
412 ELECTRICITY	0.00	0.00	250.00	250.00	250.00	0 %
421 WATER TESTS	0.00	9.00	50.00	50.00	41.00	18 %
431 DISPOSAL SERVICE	0.00	0.00	82.00	82.00	82.00	0 %
433 CUSTODIAL SERVICES	122.08	122.08	1,500.00	1,500.00	1,377.92	8 %
520 INSURANCE	0.00	1,086.45	976.00	976.00	-110.45	111 %
Function Total:	122.08	1,221.68	3,168.00	3,168.00	1,946.32	38 %

11/08/22
13:48:58

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 22

Page: 32 of 38
Report ID: B100

117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
600						
Program Total:	122.08	2,258.64	24,000.00	24,000.00	21,741.36	9 %
Program Group Total:	122.08	2,258.64	24,000.00	24,000.00	21,741.36	9 %
Org Total:	122.08	2,258.64	24,000.00	24,000.00	21,741.36	9 %
Fund Total:	122.08	2,300.43	24,000.00	24,000.00	21,699.57	9 %

11/08/22
13:48:58

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 22

Page: 33 of 38
Report ID: B100

121 COMPENSATED ABSENCES LIABILITY FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2500 BUSINESS SERVICES						
170 VACATION PAY	0.00	0.00	7,500.00	7,500.00	7,500.00	0 %
Function Total:	0.00	0.00	7,500.00	7,500.00	7,500.00	0 %
Program Total:	0.00	0.00	7,500.00	7,500.00	7,500.00	0 %
Program Group Total:	0.00	0.00	7,500.00	7,500.00	7,500.00	0 %
Org Total:			7,500.00	7,500.00	7,500.00	%
Fund Total:	0.00	0.00	7,500.00	7,500.00	7,500.00	0 %

128 TECHNOLOGY FUNDS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	0.00	588.00	588.00	588.00	0 %
Function Total:	0.00	0.00	588.00	588.00	588.00	0 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	0.00	1,600.00	1,600.00	1,600.00	0 %
Function Total:	0.00	0.00	1,600.00	1,600.00	1,600.00	0 %
2580 ADMINISTRATIVE TECH SERVICES						
112 CERTIFIED SALARIES	0.00	660.82	8,000.00	8,000.00	7,339.18	8 %
250 WORKERS' COMPENSATION	0.00	3.08	50.00	50.00	46.92	6 %
260 HEALTH INS	0.00	122.77	1,500.00	1,500.00	1,377.23	8 %
Function Total:	0.00	786.67	9,550.00	9,550.00	8,763.33	8 %
Program Total:	0.00	786.67	11,738.00	11,738.00	10,951.33	6 %
Program Group Total:	0.00	786.67	11,738.00	11,738.00	10,951.33	6 %
Org Total:		786.67	11,738.00	11,738.00	10,951.33	6 %
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
660 MINOR EQUIPMENT	0.00	0.00	1,536.00	1,536.00	1,536.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
810 DUES AND FEES	0.00	0.00	216.00	216.00	216.00	0 %
Function Total:	0.00	0.00	5,752.00	5,752.00	5,752.00	0 %
Program Total:	0.00	0.00	5,752.00	5,752.00	5,752.00	0 %
Program Group Total:	0.00	0.00	5,752.00	5,752.00	5,752.00	0 %
Org Total:			5,752.00	5,752.00	5,752.00	%
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
660 MINOR EQUIPMENT	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	1,112.00	1,112.00	1,112.00	0 %
810 DUES AND FEES	0.00	0.00	84.00	84.00	84.00	0 %
Function Total:	0.00	0.00	4,196.00	4,196.00	4,196.00	0 %
Program Total:	0.00	0.00	4,196.00	4,196.00	4,196.00	0 %
Program Group Total:	0.00	0.00	4,196.00	4,196.00	4,196.00	0 %
Org Total:			4,196.00	4,196.00	4,196.00	%
Fund Total:	0.00	786.67	21,686.00	21,686.00	20,899.33	3 %

11/08/22
13:48:58

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 22

Page: 35 of 38
Report ID: B100

129 FLEXIBILITY FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
610 SUPPLIES	0.00	0.00	350.00	350.00	350.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	5,027.00	5,027.00	5,027.00	0 %
Function Total:	0.00	0.00	11,377.00	11,377.00	11,377.00	0 %
Program Total:	0.00	0.00	11,377.00	11,377.00	11,377.00	0 %
Program Group Total:	0.00	0.00	11,377.00	11,377.00	11,377.00	0 %
Org Total:			11,377.00	11,377.00	11,377.00	%
Fund Total:	0.00	0.00	11,377.00	11,377.00	11,377.00	0 %

11/08/22
13:48:58

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 22

Page: 36 of 38
Report ID: B100

150 DEBT SERVICE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
5100 DEBT SERVICE						
850 INTEREST ON DEBT	0.00	0.00	2,040.00	2,040.00	2,040.00	0 %
860 AGENT FEES/ISSUANCE COSTS	0.00	0.00	350.00	350.00	350.00	0 %
Function Total:	0.00	0.00	2,390.00	2,390.00	2,390.00	0 %
Program Total:	0.00	0.00	2,390.00	2,390.00	2,390.00	0 %
Program Group Total:	0.00	0.00	2,390.00	2,390.00	2,390.00	0 %
Org Total:			2,390.00	2,390.00	2,390.00	%
Fund Total:	0.00	0.00	2,390.00	2,390.00	2,390.00	0 %

161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2620 OPERATION OF BUILDING SERVICES						
740-613 MAJOR EQUIPMENT REPLACEMENT	6,074.63	6,074.63	0.00	0.00	-6,074.63	*** %
BUILDING RESERVE- PERMISSIVE LEVY						
Function Total:	6,074.63	6,074.63	0.00	0.00	-6,074.63	*** %
Program Total:	6,074.63	6,074.63	0.00	0.00	-6,074.63	*** %
Program Group Total:	6,074.63	6,074.63	0.00	0.00	-6,074.63	*** %
300						
364 OTO-BUILDING M & O						
2600 OPERATIONS & MAINTENANCE						
440-613 REPAIR AND MAINTENANCE SERVICE	0.00	4,675.00	0.00	0.00	-4,675.00	*** %
BUILDING RESERVE- PERMISSIVE LEVY						
Function Total:	0.00	4,675.00	0.00	0.00	-4,675.00	*** %
Program Total:	0.00	4,675.00	0.00	0.00	-4,675.00	*** %
Program Group Total:	0.00	4,675.00	0.00	0.00	-4,675.00	*** %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2600 OPERATIONS & MAINTENANCE						
330-612 OTHER PROFESSIONAL SERVICES	0.00	0.00	35,000.00	35,000.00	35,000.00	0 %
BUILDING RESERVE- VOTED LEVY						
330-613 OTHER PROFESSIONAL SERVICES	0.00	0.00	20,500.00	20,500.00	20,500.00	0 %
BUILDING RESERVE- PERMISSIVE LEVY						
440-612 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	25,812.00	25,812.00	25,812.00	0 %
BUILDING RESERVE- VOTED LEVY						
440-613 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	45,000.00	45,000.00	45,000.00	0 %
BUILDING RESERVE- PERMISSIVE LEVY						
660-613 MINOR EQUIPMENT	0.00	0.00	27,506.00	27,506.00	27,506.00	0 %
BUILDING RESERVE- PERMISSIVE LEVY						
740-613 MAJOR EQUIPMENT REPLACEMENT	0.00	0.00	200.00	200.00	200.00	0 %
BUILDING RESERVE- PERMISSIVE LEVY						
780-612 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	30,500.00	30,500.00	30,500.00	0 %
BUILDING RESERVE- VOTED LEVY						
810-613 DUES AND FEES	0.00	0.00	1,181.00	1,181.00	1,181.00	0 %
BUILDING RESERVE- PERMISSIVE LEVY						
Function Total:	0.00	0.00	185,699.00	185,699.00	185,699.00	0 %
2670 SAFETY- OPERATION & MAINTENANCE						
780-613 MAJOR TECHNOLOGY HARDWARE	0.00	11,159.78	0.00	0.00	-11,159.78	*** %
BUILDING RESERVE- PERMISSIVE LEVY						
Function Total:	0.00	11,159.78	0.00	0.00	-11,159.78	*** %
Program Total:	0.00	11,159.78	185,699.00	185,699.00	174,539.22	6 %
Program Group Total:	0.00	11,159.78	185,699.00	185,699.00	174,539.22	6 %
Org Total:		11,159.78	185,699.00	185,699.00	174,539.22	6 %
Fund Total:	6,074.63	21,909.41	185,699.00	185,699.00	163,789.59	11 %

184 STUDENT ACTIVITY/EXTRACURRICUL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
700						
710 EXTRACURRICULAR PROGRAM						
3407 ACTIVITIES- STUDENT COUNCIL						
610 SUPPLIES	0.00	0.00	245.00	245.00	245.00	0 %
Function Total:	0.00	0.00	245.00	245.00	245.00	0 %
3420 ACTIVITIES- CLASS OF 2020						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	-225.00	-225.00	-225.00	0 %
Function Total:	0.00	0.00	-225.00	-225.00	-225.00	0 %
3424 ACTIVITIES- CLASS OF 2024						
452 RENTAL OF EQUIPMENT & VEHICLES	0.00	0.00	318.00	318.00	318.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	1,443.00	1,443.00	1,443.00	0 %
Function Total:	0.00	0.00	1,761.00	1,761.00	1,761.00	0 %
Program Total:	0.00	0.00	1,781.00	1,781.00	1,781.00	0 %
720 ATHLETICS						
3505 ATHLETICS- TRACK						
610 SUPPLIES	0.00	0.00	201.00	201.00	201.00	0 %
Function Total:	0.00	0.00	201.00	201.00	201.00	0 %
Program Total:	0.00	0.00	201.00	201.00	201.00	0 %
Program Group Total:	0.00	0.00	1,982.00	1,982.00	1,982.00	0 %
Org Total:			1,982.00	1,982.00	1,982.00	%
82 7-8 SCHOOL						
700						
710 EXTRACURRICULAR PROGRAM						
3407 ACTIVITIES- STUDENT COUNCIL						
610 SUPPLIES	0.00	0.00	94.00	94.00	94.00	0 %
Function Total:	0.00	0.00	94.00	94.00	94.00	0 %
3420 ACTIVITIES- CLASS OF 2020						
610 SUPPLIES	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	25.00	25.00	25.00	0 %
3421 ACTIVITIES-CLASS OF 2021						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	918.00	918.00	918.00	0 %
610 SUPPLIES	0.00	0.00	120.00	120.00	120.00	0 %
Function Total:	0.00	0.00	1,038.00	1,038.00	1,038.00	0 %
Program Total:	0.00	0.00	1,157.00	1,157.00	1,157.00	0 %
720 ATHLETICS						
3505 ATHLETICS- TRACK						
610 SUPPLIES	0.00	0.00	78.00	78.00	78.00	0 %
Function Total:	0.00	0.00	78.00	78.00	78.00	0 %
Program Total:	0.00	0.00	78.00	78.00	78.00	0 %
Program Group Total:	0.00	0.00	1,235.00	1,235.00	1,235.00	0 %
Org Total:			1,235.00	1,235.00	1,235.00	%
Fund Total:	0.00	0.00	3,217.00	3,217.00	3,217.00	0 %
Grand Total:	58,012.54	324,946.96	2,580,653.00	2,580,653.00	2,255,706.04	12 %

11/08/22
13:46:53

GALLATIN GATEWAY ELEMENTARY
Claim Details
For the Accounting Period: 10/22

Page: 1 of 4
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
3447	37493S	1337 CORE CONTROL	1,204.00						
1		WO-4934 09/22/22 A/C Repair	1,204.00*		101	100-2600	440		
3449	37495S	441 GALLATIN GATEWAY WATER & SEWER	1,786.08						
1		6133 09/30/22 August & September Sewer Servi	1,786.08		101 80	100-2600	420		
3451	37496S	1905 KELLY HENDERSON	153.80						
1		9.23.22 RE 09/28/22 TRAVEL REIMBURSEMENT	153.80*		101	100-1000	581		
3452	37490S	1906 BETHANY METCALF	976.00						
1		10.10 REIM 10/10/22 REIMBURSEMENT LIABILITY IN	976.00*		101	100-2131	800		
3453	37498S	1211 VAN DYKEN DRILLING INC	6,074.63						
1		FC 6361 10/03/22 REPLACE PRESSURE TANK BLADDER	6,074.63*		161	100-2620	740	613	
3456	37497S	1403 SYSCO MONTANA, INC.	1,859.20						
1		STATEMENT 10/1/22, 10.1.22STM 10/01/22 SEPTEMBER INVOICES	1,859.20		112 80	910-3100	630		
3457	37492S	1503 COMPANION CORPORATION	2,250.00						
1		Alexandria, Textbook Tracker, SIS v2 Integration 511903 10/18/22 Subscription Renewal	2,250.00*		101	100-1000	680		
3458	37491S	1902 Butler Industries	6,720.00						
1		week 9/5 thru 9/26 31073 10/17/22 Cleaning Services	6,720.00*		101	100-2600	433		
3459	37489S	102 BARGREEN ELLINGSON	6,793.44						
1		Buffet table, sneeze guard and tray slide, No Kid Hungry Grant 010567600 09/14/22 Food Service Equipment	6,793.44*		115	910-3100	730	145	
3461	37494S	1610 EAGLE FENCE LLC	1,120.00						
1		Repair chain link fence, sysco reimburs for \$1120.00 received 1810 09/01/22 Chain Link Fence Repair	1,120.00*		115	100-2600	440	145	
3462	37506S	471 GRANITE TECHNOLOGY SOLUTIONS INC	337.50						
1		13375 10/18/22 voice -PBX Service	337.50*		101	100-2600	440		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
3463	37504S	1574 GLACIER FINANCIAL CONSULTING	500.00						
1		1137 06/17/22 fy21 MD&A Consulting	500.00*		101	100-2500	330		
3464	37502S	102 BARGREEN ELLINGSON	252.93						
		Pans, Lids, Utencils, Supplies							
1		010578795 09/21/22 Food Service Items	252.93*		112	910-3100	610		
3465	37507S	501 HARLOW'S BUS SALES, INC.	6,453.10						
		General Transportation, Field Trips and Activities							
1		5536 09/30/22 General Transportation Route	1,796.00*		110	100-2700	510		
2		5538 09/30/22 General Transportation Route	1,975.60*		110	100-2700	510		
3		5538 09/30/22 Field Trips/Activities/DownTim	493.90*		115	100-2700	510	710	
4		5628 10/20/22 General Transportation	1,975.60*		110	100-2700	510		
5		5628 10/20/22 Repairs - Inv 66690	212.00*		110	100-2740	440		
3466	37514S	1403 SYSCO MONTANA, INC.	1,636.21						
1		443039768 10/07/22 Food	753.85		112 80	910-3100	630		
2		443050383 10/14/22 Food	253.12		112 80	910-3100	630		
3		443045279 10/11/22 Food	629.24		112 80	910-3100	630		
3468	37510S	901 PERSONALIZE IT	310.51						
1		83437 08/31/22 Engraved Signs, Name Badges	249.00*		101	100-2500	610		
2		83509 09/08/22 Stamp. Engraved Sign	61.51*		101	100-2500	610		
3469	37509S	752 MONTANA DEPT. ENVIRONMENTAL	100.00						
1		512303626 09/26/22 2023 Annual Fee	100.00*		101	100-2600	810		
3471	37500S	43 ALSCO-AMERICAN LINEN DIVISION	721.84						
1		LBI L178413 09/05/22 LINEN SERVICE	117.85		101 80	100-2600	610		
2		LBI L178413 09/05/22 LINEN SERVICE	9.82		110 80	100-2700	610		
3		LBI L178413 09/05/22 LINEN SERVICE	68.75		112 80	910-3100	610		
4		LBI L178750 09/19/22 LINEN SERVICE	154.37		101 80	100-2600	610		
5		LBI L178750 09/19/22 LINEN SERVICE	12.86		110 80	100-2700	610		
6		LBI L178750 09/19/22 LINEN SERVICE	90.04		112 80	910-3100	610		
7		LBI L179083 10/03/22 LINEN SERVICE	111.26		101 80	100-2600	610		
8		LBI L179083 10/03/22 LINEN SERVICE	9.27		110 80	100-2700	610		
9		LBI L179083 10/03/22 LINEN SERVICE	64.90		112 80	910-3100	610		
10		LBI L179213 10/07/22 LINEN SERVICE	11.21		101 80	100-2600	610		
11		LBI L179213 10/07/22 LINEN SERVICE	0.93		110 80	100-2700	610		
12		LBI L179213 10/07/22 LINEN SERVICE	6.53		112 80	910-3100	610		
13		LBI L179422 10/17/22 LINEN SERVICE	38.43		101 80	100-2600	610		
14		LBI L179422 10/17/22 LINEN SERVICE	3.20		110 80	100-2700	610		

11/08/22
13:46:53

GALLATIN GATEWAY ELEMENTARY
Claim Details
For the Accounting Period: 10/22

Page: 3 of 4
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount							
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj	
15		LBI L179422 10/17/22 LINEN SERVICE	22.42		112	80	910-3100	610		
3473	37508S	1816 INFINI TE CAMPUS	150.00							
1		SRI NV02658 10/15/21 IMPLEMENTATION TRAINING po	150.00*		115		100-1000	320	785	
3474	37512S	1713 QUADI ENT, INC	145.60							
1		59565154 09/16/22 POSTAGE SERVICE	145.60*		101		100-2300	532		
3475	37511S	1724 PURITAN COMMERCIAL CLEANING & SHOULD HAVE BEEN PAID LAST FISCAL YEAR!	6,104.00							
1		31821 05/01/22 CUSTODIAL SERVICES	4,761.12		101	80	100-2600	433		
2		31821 05/01/22 CUSTODIAL SERVICES	1,220.80		110	80	100-2600	433		
3		31821 05/01/22 CUSTODIAL SERVICES	122.08		117	80	610-2600	433		
3477	37515S	1901 The Grounds Guys of Bozeman	570.66							
1		10703 10/01/22 GROUNDS MAINTENANCE CONTRACT	570.66*		101		100-2600	440		
3478	37513S	1029 SECURITY SOLUTIONS INC	180.00							
1		11831 10/14/22 Service Call Lock Repair	180.00*		101		100-2600	440		
3479	37501S	1911 AMBER MAURIELLO	326.04							
1		REIM-10.25 10/25/22 REIMBURSEMENT CLAIM	326.04*		112		100-3100	800		
3480	37503S	1396 ECKROTH MUSIC	37.00							
1		4632543 10/18/22 CLARINET REPAIRS	37.00*		101		100-1000	330		
3483	37505S	1909 Global Travel Alliance	3,750.00							
1	Washington DC	Trip Deposit inv-24190 10/11/22 deposit	3,750.00*		115		100-1000	800	710	
3484	37499S	1912 ADDICTION TREATMENT TECHNOLOGIES, 2022-10532 09/30/22 ANNUAL SUBSCRIPTION	7,500.00							
1			7,500.00*		115		100-2120	680	785	
		# of Claims	27	Total:	58,012.54	# of Vendors	25			

GALLATIN GATEWAY ELEMENTARY
Fund Summary for Claims
For the Accounting Period: 10/22

Fund/Account	Amount
101 GENERAL	
101	\$20,465.39
110 TRANSPORTATION	
101	\$7,216.08
112 FOOD SERVICE	
101	\$4,327.02
115 MISC. PROGRAMS	
101	\$19,807.34
117 ADULT EDUCATION FUND	
101	\$122.08
161 BUILDING RESERVE	
101	\$6,074.63
Total:	\$58,012.54

Total for Payroll Checks

	Employee	Employer	Amount
ADDL HOURS (Additional Pay)	168.00		
HOL HOURS (Holiday Pay)	19.00		309.39
JO01 HOURS (EX CURRICULAR)	0.00		100.00
JO02 HOURS (SUB-HALF DAY)	0.00		90.00
JO03 HOURS (SUB-FULL DAY)	0.00		270.00
JO17 HOURS (MENTOR STIPEND)	1.00		25.00
JO18 HOURS (STIPEND)	0.00		1,586.00
JO33 HOURS (LIBRARY STIPEND)	1.00		100.00
LV1 HOURS (Professional Leave)	68.33		1,594.18
REG HOURS (Regular Time)	3,211.00		78,053.16
REGH HOURS (Regular Hourly Pay)	82.50		1,320.00
REGP HOURS (REG PARA HOURS)	84.00		1,344.00
SICK HOURS (Sick Time)	29.00		5,244.95
STIP HOURS (Stipend)	0.00		100.00
VACA HOURS (Vacation Time Used)	1.33		23.07
GROSS PAY	90,159.75	0.00	
NET PAY	62,796.48	0.00	
403B ROTH	250.00	0.00	
457 PRETAX	300.00	0.00	
457 ROTH	410.00	0.00	
FIT	5,678.95	0.00	
FLEX	200.00	1,531.25	
FLEX FEE	0.00	129.80	
LIFE INSURANCE	29.00	0.00	
MEA DUES	348.00	0.00	
MEDI CARE	1,257.79	1,257.79	
MUST	3,217.00	9,736.00	
P. E. R. S.	1,027.97	1,132.06	
SIT	3,768.00	0.00	
SOCIAL SECURITY	5,378.04	5,378.04	
TRS	5,498.52	6,321.61	
UNEMPL. INSUR.	0.00	360.66	
WORKERS' COMP	0.00	403.37	
1ST INTERSTATE2	11,785.00	0.00	
1ST SECURITY	12,739.84	0.00	
BANK OF AMERICA	2,309.93	0.00	
BOA 2	2,294.87	0.00	
CHASE	3,834.22	0.00	
NAVYFCU	2,777.04	0.00	
ROCKY MTN CREDI	2,072.86	0.00	
STOCKMANS BANK	2,935.46	0.00	
US BANK	3,046.08	0.00	
USAA FED SAVING	2,714.43	0.00	
WELLS FARGO 3	12,210.11	0.00	
WELLS FARGO 6	2,522.28	0.00	
WELLS FARGO AK	1,554.36	0.00	
FIT/SIT BASE	79,916.26	0.00	
MEDI CARE BASE	86,742.75	0.00	

PERS BASE	13,012.18	0.00
SOC SEC BASE	86,742.75	0.00
TRS BASE	67,466.57	0.00
UN BASE	90,159.75	0.00
WC BASE	90,159.75	0.00

Total 26,250.58
Total Payroll Expense (Gross Pay + Employer Contributions): 116,410.33

Check Summary

Payroll Checks Prev. Out.	\$50,939.96
Payroll Checks Issued	\$13,301.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$64,240.96
Electronic Checks	\$98,295.22

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	10756.08	10756.08		614
Medicare	2515.58	2515.58		614
P. E. R. S.	2160.03		2160.03	615
Unempl. Insur.	360.66		360.66	612
Workers' Comp	403.37		403.37	617
FIT	5678.95	5678.95		613
SIT	3768.00	3768.00		610
TRS	11820.13	11820.13		616
FLEX	1731.25		1731.25	678
MUST	12953.00	12953.00		677
MEA DUES	348.00	348.00		679
457 PRETAX	300.00	300.00		676
FLEX FEE	129.80		129.80	678
LIFE INSURANCE	29.00		29.00	618
TRS- RETIREE	0.00			616
457 ROTH	410.00	410.00		676
403B ROTH	250.00	250.00		676
Total Ded.	53613.85	0.00	48799.74	4814.11

**** Carried Forward column only correct if report run for current period.

Superintendent's Report

November 16, 2022

Strategic Goals



Individual Student Success

- Attended one 504, two IEP meetings, and three behavior planning meetings for students
- Grade level grouping for Growing Gators
- Targeted discussions regarding student attendance and behavior issues
- Special Education students - 12 (two new students)
- English Language Learners - 2
- Students with 504's - 10

Staff and Volunteers

- Classified staff meeting regarding playground expectations and consequences for behavior needs.
- Completed all goal setting meetings for certified staff. Observed three classroom teachers and completed their post observation meetings. Classified staff will complete their goal setting meeting by December 1st.
- Attended 2 Adult Education classes

Facilities

- Scheduled the cleaning and organization of the attic of the old building.
- Prioritized and completed small projects related to the board walk through.

Leadership Communication Collaboration

- Met with Jacki OConnell (PIE) and Melissa Melton and Christina Rare (Boosters)

Enrollment Summary				
Grade	Total	Boys	Girls	OD
K	15	8	7	5
1	16	9	7	3
2	17	10	7	3
3	14	10	4	4
4	14	5	9	2
5	20	11	9	4
6	16	7	9	2
7	14	8	6	2
8	20	10	10	5
Total:	146	78	68	30
Enrollment as of:		<i>11/9/2022</i>		



Fall Student Count For ANB Summary By School October 03, 2022 Enrollment

County:	16 Gallatin	School Year:	2022-2023
District:	0364 Gallatin Gateway Elem	Lowest Grade:	PK
School:	0486 Gallatin Gateway School	Highest Grade:	6
		Budget Unit:	E1

TOTAL STUDENT COUNT FOR ANB BY GRADE - SCHOOL

<u>Grade</u>	<u>Fall</u>
Kindergarten Full E1	16
1st Grade E1	16
2nd Grade E1	17
3rd Grade E1	14
4th Grade E1	13
5th Grade E1	19
6th Grade E1	16
School Total	111

Students who turned 19 on or before September 10, 2022 are included in the total student count for ANB by grade.



Fall Student Count For ANB Summary By School October 03, 2022 Enrollment

County:	16 Gallatin	School Year:	2022-2023
District:	0364 Gallatin Gateway Elem	Lowest Grade:	7
School:	1702 Gallatin Gateway 7-8	Highest Grade:	8
		Budget Unit:	M1

TOTAL STUDENT COUNT FOR ANB BY GRADE - SCHOOL

<u>Grade</u>	<u>Fall</u>
7th Grade M1	14
8th Grade M1	18
School Total	<u><u>32</u></u>

Students who turned 19 on or before September 10, 2022 are included in the total student count for ANB by grade.

22-23
Gallatin Gateway School

100 Mill Street, PO Box 265,
Gallatin Gateway MT 59730

Generated on 11/09/2022 11:24:45 AM Page 1 of 1

Behavior Summary Report

All Grades
Event Count (descending)

Context	Incident Count	Event Count	Participant Count
During class	30	32	44
No Context Reported	22	23	37
During lunch/recess	4	3	4
Other	1	2	0
During passing	1	1	5
On the way from school	1	1	1
Unspecified	1	0	0

Location	Incident Count	Event Count	Participant Count
On Campus: Classroom	35	35	55
On Campus: Athletic field or playground	8	8	10
On Campus: Music	7	7	7
On Campus: Locker room or gym	4	6	6
On Campus: Hallway or stairs	5	5	12
On Campus: Other outside area	1	1	1

22-23
Gallatin Gateway 7-8

100 Mill Street, PO Box 265,
Gallatin Gateway MT 59730

Generated on 11/09/2022 11:23:32 AM Page 1 of 1

Behavior Summary Report

All Grades

Event Count (descending)

Context	Incident Count	Event Count	Participant Count
During lunch/recess	5	7	14
No Context Reported	7	7	14
During class	5	6	10
After classes	1	1	1

Location	Incident Count	Event Count	Participant Count
On Campus: Athletic field or playground	10	12	24
On Campus: Classroom	3	3	4
On Campus: Music	2	3	5
On Campus: Hallway or stairs	2	2	4
On Campus: Locker room or gym	1	1	2

**0512 Gallatin
Gateway Elem District**

PO Box 265, Gallatin Gateway, MT 59730
Generated on 11/09/2022
11:31:55 AM Page 1 of 3

Attendance/Membership Report

Start/End Date: 08/29/2022 - 10/28/2022 School(s): 2 Calendar(s): 2
Grade: 7, 8, 03, 04, 05, 06, PK, KF, 01, 02

SUMMARY Total Schools: 2 Total Calendars: 2

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
7	14	588	22.50	565.50	14.00	13.46	0.00	0.00	96.17%	
8	20	766	46.00	720.00	18.24	17.15	0.00	0.00	93.99%	
03	15	602	35.50	566.50	14.33	13.48	0.00	0.00	94.10%	
04	14	552	44.00	508.00	13.14	12.08	0.00	0.00	92.03%	
05	20	804	46.00	758.00	19.14	18.04	0.00	0.00	94.28%	
06	16	669	53.00	616.00	15.93	14.71	0.00	0.00	92.08%	
PK	0	0	0.00	0.00	0.00	0.00	0.00	0.00	N/A	
KF	16	628	50.00	578.00	14.92	13.76	0.00	0.00	92.04%	
01	16	672	40.50	631.50	16.00	15.03	0.00	0.00	93.97%	
02	17	714	26.50	687.50	17.00	16.36	0.00	0.00	96.29%	
Total	10	148	5995	364.00	5631.00	142.70	134.07	0.00	0.00	93.93%

School: Gallatin Gateway 7-8 Calendar: 22-23 Gallatin Gateway 7-8

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
7	14	588	22.50	565.50	14.00	13.46	0.00	0.00	96.17%	
8	20	766	46.00	720.00	18.24	17.15	0.00	0.00	93.99%	
Total	2	34	1354	68.50	1285.50	32.24	30.61	0.00	0.00	94.94%

School: Gallatin Gateway School Calendar: 22-23 Gallatin Gateway

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
03	15	602	35.50	566.50	14.33	13.48	0.00	0.00	94.10%	
04	14	552	44.00	508.00	13.14	12.08	0.00	0.00	92.03%	
05	20	804	46.00	758.00	19.14	18.04	0.00	0.00	94.28%	
06	16	669	53.00	616.00	15.93	14.71	0.00	0.00	92.08%	
PK	0	0	0.00	0.00	0.00	0.00	0.00	0.00	N/A	
KF	16	628	50.00	578.00	14.92	13.76	0.00	0.00	92.04%	
01	16	672	40.50	631.50	16.00	15.03	0.00	0.00	93.97%	
02	17	714	26.50	687.50	17.00	16.36	0.00	0.00	96.29%	
Total	8	114	4641	295.50	4345.50	110.46	103.46	0.00	0.00	93.63%



DISTRICT CLERK

Report

Clerk:

Notary Class and Test Prep
Fingerprinting Recertification and Class

Adult Education:

Working on November & December
Classes

Food Service:

Kitchen running smoothly with transition
Cashier from 11:24-1:00

Facilities:

Working with Devin Avilez on Facility Walk
Through Tasks



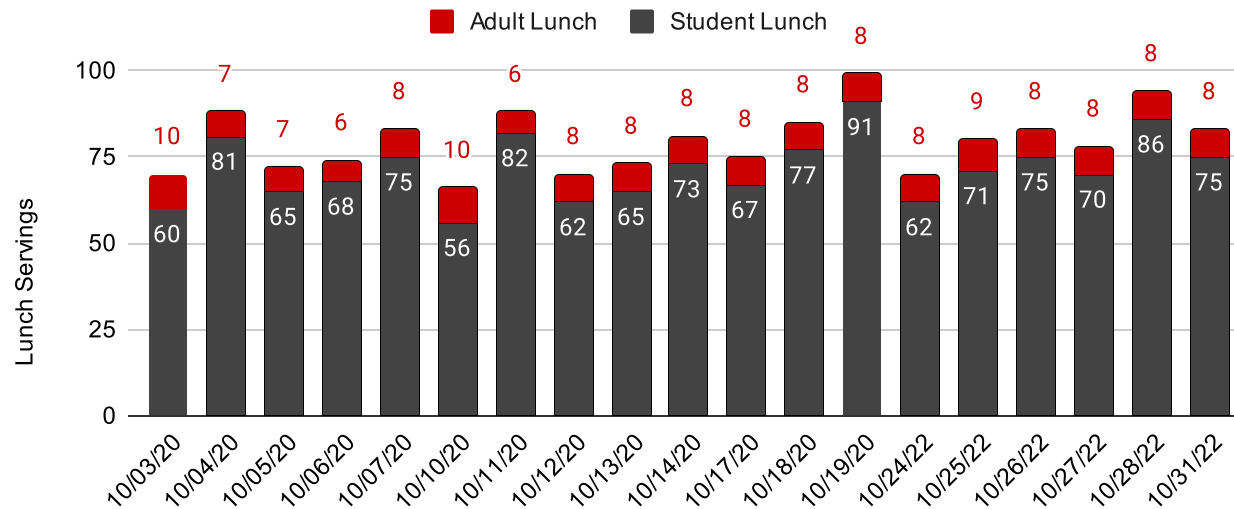
FOOD SERVICE SUMMARY

2022-2023

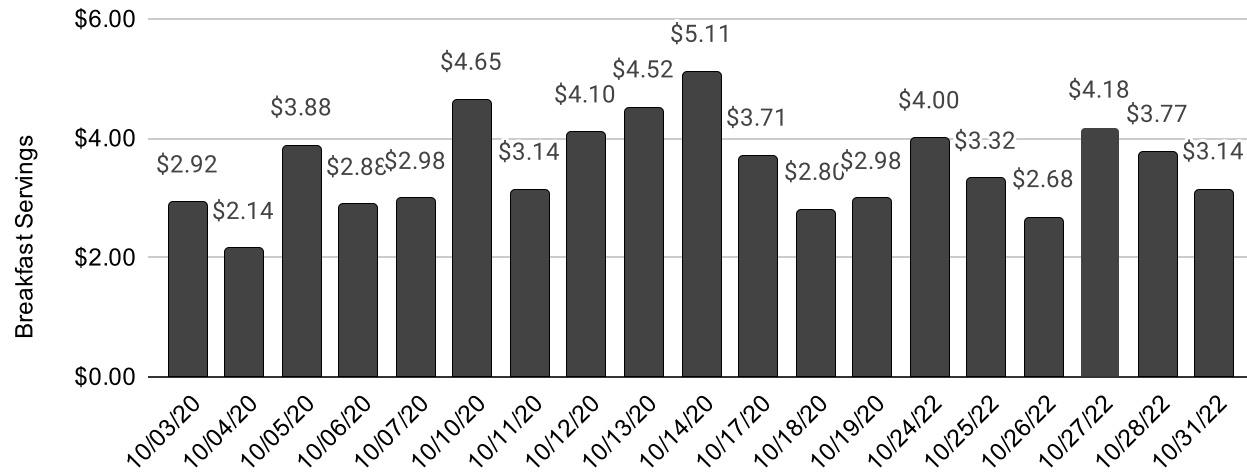
SCHOOL YEAR TO DATE - DAILY AVERAGES				
SERVING	STUDENTS	% OF ELIGIBLE STUDENTS	ADULTS	COST/MEAL
BREAKFAST	35.11	24.05%	0	\$1.38
LUNCH	61.31	41.99%	5.42	\$3.36

OCTOBER - DAILY AVERAGES				
SERVING	STUDENTS	% OF ELIGIBLE STUDENTS	ADULTS	COST/MEAL
BREAKFAST	41.16	28.19%	0	\$1.37
LUNCH	127.43	87.28%	5.76	\$3.52

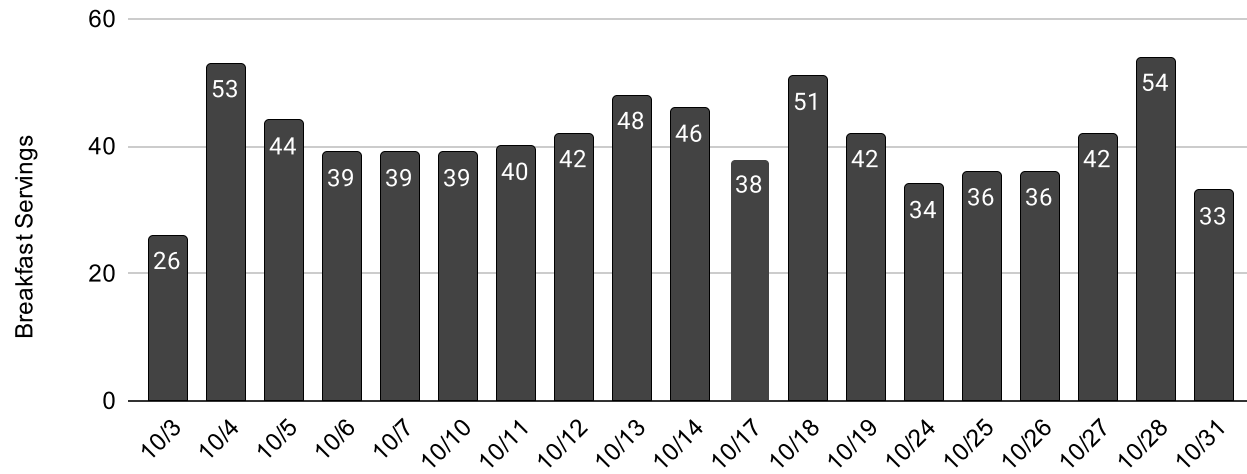
October Lunch Counts



October Lunch Cost



October Breakfast Counts



ENROLLMENT DATA:

TOTAL STUDENTS	146
K-2 STUDENTS (SNACKS)	48

STUDENT MEAL PRICES

BREAKFAST	\$2.00
LUNCH	\$3.50
K-2 SNACKS	\$50.00 PER YEAR

ADULT MEAL PRICES

BREAKFAST	\$2.75
LUNCH	\$4.25



NOVEMBER 2022

BUSINESS MANAGER REPORT

- currently working on the following projects:
 - work comp audit - COMPLETE
 - MAC reporting - IN PROGRESS
 - reviewing budgets
 - regular audit preparation
 - adjustments
 - reconciling cash
 - grants - IN PROGRESS
-



Old Business
DISCUSSION ITEM

Facility Walkthrough Report

Presented by: Kelly Henderson, Superintendent

Background: The Governing Board completed walkthroughs of both the interior and exterior of the school buildings on September 27th and 30th. This report is a summary of the information gathered on both occasions and an update of the items completed or pending completion. We have hired Devin Avilez to complete some of the work on this list.

Exterior Walkthrough Evaluation

Location	Description/Issue	Recommendation	Priority/Progress
Front of School	Broken Letters on Main Building	Replace Letters	
Front of School	Tape Residue on Windows	Remove Residue	Completed
Front of School	Doorbell Signage	Have professional sign made for doorbell	
Front of School	Doors and Lights adjusted for darkness	Adjust light timer	Completed
Entire Building/Grounds	Camera System		
Entire Building/Grounds	Gutter/Drains cleaned/Extensions properly placed	Several have been completed. Will continue to make progress	
Entire Building/Grounds	Weeds sprayed and removed	Grounds Guys	
Entire Building/Grounds	Loose boards on fencing and parking area		Completed
Entire Building/Grounds	Repair and replace sprinkler heads		
Entire Building/Grounds	Painting of eaves, steps, and other areas weatherworn		

Entire Building/Grounds	Trimming and cleaning of bushes and trees		
Entire Building/Grounds	Clean out corners and excess debris		
Playground	Remove Gators from the Fence	Happening over the break	
Playground	Remove gate to playground	Place in storage after removal	Completed
Playground	Replace timbers by swings		
Playground	Bolts loose or missing on the red slide		
Playground	Bolt covers missing on playground equipment		
Playground	Replace ground cover under swings		
Playground	Put gravel back in delegated spots		
Playground	Resurfacing the walking track		
Playground	Clean up soil and grass from construction of long jump pit		
Playground	Repair tire tracks in grass		
Greenhouse	Remove garbage and clean up greenhouse area - battery, drip line		
Back of School	Verify Radon detector is assembled correctly	The radon detector is assembled correctly and does not require the pipe on the top fixture.	Completed
Back of School	Investigate options for refrigerator access outside		
Rooftop Area	Replace missing cover for the windows		Completed

Rooftop Area Roof issues - mold deteriorating roof covering

Entire Building/Grounds Gaps exist under sidewalks leaving holes in the grass

Entire Building/Grounds Holes where drainage projects into the grass

Entire Building/Grounds Mice found in the front of the school

Entire Building/Grounds Removal of old camera system

Front of School Clean up School Board display board

Completed

Rooftop Area Areas of standing water/drainage issues

Interior Walkthrough Evaluation

Location	Description/Issue	Recommendation	Progress
All Rooms	Paint		
All Rooms	New Carpet or Flooring		
All Rooms	Light Covers		
All Rooms	Ceiling Tiles		
All Rooms	Corner Guards		
All Rooms	Replace damaged and defective light switches/ electric fixtures		
All Rooms	Heaters - replace, clean out		
All Rooms	HVAC System		
All Rooms	Security System - alarm, camera		
All Rooms	New interior vestibule/waiting area with safety features		

All Rooms	Repair/replace window tinting in rooms
All Rooms	Wires - move to inside wall, ceiling or conduit
Hallways	Remove staples and install tack strips to display student work
Hallways/Common Areas	Establish process/procedure of installation of bulletin boards, display boards
Hallways	Organize plaques and awards
Hetherington	Wall plug with duct tape
Hetherington	Light Cover with duct tape
Hetherington	Phone System
Custodial Closet	Add shelving
Custodial Closet	Construct a wall to separate technology from water source
Boys Bathroom - Office	Left Faucet
Girls Bathroom - Office	Remove all posters
Basement - Old Building	Remove all storage and remove access
Upstairs - Old Building	Clean out and reorganize all items - throw away old and unused items
Primary Classrooms	New sinks
Primary Classrooms	Deep cleaning of bathrooms
Entire Building	Remove excess furniture and dispose
Entry Area	Remove shelves outside library
Gym Area	Complete storage assembly and

Completed

Board Room

put away equipment

Remove white boards, organize
plaques and awards

Old Business
ACTION ITEM

Review and Consider Revisions to Superintendent Evaluation Tool

Presented by: Julie Fleury

Background: The superintendent's evaluation tool must be reviewed and adopted for the current school year.

Recommendation:

Gallatin Gateway Superintendent Evaluation

2019-2020

* Required

1. Date *

Example: December 15, 2012

2. Trustee Name *

Purpose

This evaluation is conducted to provide the superintendent with the trustee's assessment of work for the school district. As well, it is conducted to provide the trustees with the superintendent's self-evaluation and goals for the future. A further intent of the evaluation is to strengthen the working relationship between the trustees and the superintendent for the achievement of their Core Purpose:

To embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

Process

Each trustee shall complete their part of this evaluation form individually, and each form shall be electronically submitted. After the public discussion and evaluation of the Superintendent, the trustee chair or designee shall prepare a composite evaluation form. This evaluation form, after being signed by the superintendent and the trustees, shall be placed in the personnel file of the superintendent. Each trustee's evaluation responses will be used as the source documents for the composite and shall be given to the superintendent for information and use toward continual improvement.

Performance Standards

The ten performance standards are the Professional Standards for Educational Leaders.

Standard 1. Mission, Vision, and Core Values

Effective educational leaders develop, advocate, and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.

Goal Area 1: Individual Student Success

Statement of Intended Outcome, Five years: We have successfully enhanced our expectations of students, the exposure of our students to learning opportunities, and our individualized approach to education. As a result, our students are literate and enthused about their education, are enjoying their experiences, and are thriving.

3. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

4. Please provide comments/goals for Superintendent in relation to Goal Area 1:

Goal Area 2: Staff and Volunteers

Statement of Intended Outcome, Five years: Our staff are highly valued and supported and because of our positive work environment, our staff flourish in their respective positions. Our staff, with our volunteers, collaborate in a cohesive manner that fully supports the individual needs of our students. Our staff and volunteers have positively impacted each student enrolled in our school.

5. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

6. Please provide comments/goals for Superintendent in relation to Goal Area 2:

Goal Area 3: Facilities

Statement of Intended Outcome, Five Years: We have successfully integrated environmentally friendly initiatives into our school and enhanced the current and future use and efficiency of our facilities to ensure that our school meets the contemporary needs of our students, staff and the community we serve.

7. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

8. Please provide comments/goals for Superintendent in relation to Goal Area 3:

Goal Area 4: Leadership, Communication and Collaboration

Statement of Intended Outcome, Five Years: Through our efforts in enhancing our leadership roles, the quality and effectiveness of our communications and collaboration with parents, staff and the community, we operate in a cohesive manner that has significantly improved our District operations, programs and services and enhanced individual student success.

9. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

10. Please provide comments/goals for Superintendent in relation to Goal Area 4:

Goal Area 5: Safety

Statement of Intended Outcome, Five Years: We have enhanced the safety and security of our facilities to minimize the risk and harm to our students and staff in the event of a safety or security breach. We have effectively enhanced our emotional support services for students. We have further experienced a significant decline in student discipline as a result of our restorative justice initiative.

11. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

12. Please provide comments/goals for Superintendent in relation to Goal Area 5:

Standard 2. Ethics and Professional Norms

Effective educational leaders act ethically and according to professional norms to promote each student's academic success and well-being.

13. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Ethics and Professional Norms *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

14. Please provide comments/goals for Superintendent in relation to Ethics and Professional Norms:

Standard 3. Equity and Cultural Responsiveness

Effective educational leaders strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.

15. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Equity and Cultural Responsiveness *

Mark only one oval.

1	2	3	4	5		
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

16. Please provide comments/goals for Superintendent in relation to Equity and Cultural Responsiveness:

Standard 4. Curriculum, Instruction, and Assessment

Effective educational leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.

17. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Curriculum, Instruction, and Assessment *

Mark only one oval.

1	2	3	4	5		
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

18. Please provide comments/goals for Superintendent in relation to Curriculum, Instruction, and Assessment

Standard 5. Community of Care and Support for Students

Effective educational leaders cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.

19. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Community of Care and Support for Students *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

20. Please provide comments/goals for Superintendent in relation to Community of Care and Support for Students

Standard 6. Professional Capacity of School Personnel

Effective educational leaders develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.

21. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Professional Capacity of School Personnel *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

22. Please provide comments/goals for Superintendent in relation to Professional Capacity of School Personnel

Standard 7. Professional Community for Teachers and Staff

Effective educational leaders foster a professional community of teachers and other professional staff to promote each student's academic success and well-being.

23. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Professional Community for Teachers and Staff *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

24. Please provide comments/goals for Superintendent in relation to Professional Community for Teachers and Staff

Standard 8. Meaningful Engagement of Families and Community

Effective educational leaders engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.

25. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Meaningful Engagement of Families and Community *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

26. Please provide comments/goals for Superintendent in relation to Meaningful Engagement of Families and Community

Standard 9. Operations and Management

Effective educational leaders manage school operations and resources to promote each student's academic success and well-being.

27. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Operations and Management *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

28. Please provide comments/goals for Superintendent in relation to Operations and Management

Standard 10. School Improvement

Effective educational leaders act as agents of continuous improvement to promote each student's academic success and well-being

29. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding School Improvement *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

30. Please provide comments/goals for Superintendent in relation to School Improvement

Relationship with Trustees

The following items serve as examples to illustrate our collective understanding of the superintendent's responsibilities in relation to the Board of Trustees.

31. Proposes and implements policies of the school board. *

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

32. **Reports to the school board about the status of programs, personnel, and operations of the district. ***

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

33. **Facilitates the decision-making process for the board by making sound recommendations for board action which are consistent with the district's vision, mission statements, and board goals. ***

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

34. **Communicates as liaison between the school board and school personnel. ***

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

35. **Informs the school board about statutes and rules of the State of Montana, federal laws, and current trends and developments in education. ***

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

36. **Collaboratively prepares agendas of meetings to the school board. ***

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

37. **Keeps school board adequately informed of the superintendent's activities, particularly those activities affecting the functioning of the school district. ***

Mark only one oval.

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

38. Attends meetings of the board and takes part in deliberations, but does not vote. *

Mark only one oval.

1 2 3 4 5

Does not meet expectations Exceeds expectations

39. Ensures the filing of all reports required by statute or regulation. *

Mark only one oval.

1 2 3 4 5

Does not meet expectations Exceeds expectations

40. Please provide comments/goals for Superintendent in relation to Board/Superintendent Relationship



Old Business
ACTION ITEM

Discuss & Consider Bell Placement

Presented by: Kelly Henderson

Background: The bell was removed from the building in the 1970's. Morgan Stuart obtained the bell from a community member and would like to have the bell placed on the school site.

Recommendation:

https://www.bozemandailychronicle.com/news/education/part-of-our-heritage-decades-later-schoolhouse-bell-returns-to-gallatin-gateway/article_6c2cc037-75b3-5a31-b47e-0c86079a5ec7.html

TOP STORY

'Part of our heritage': Decades later, schoolhouse bell returns to Gallatin Gateway

By Liz Weber Chronicle Staff Writer
Apr 21, 2021



The Gallatin Gateway School bell now sits in Morgan Stuart's driveway after it was recovered from Karen ter Telgte. Rachel Leathe/Chronicle

In the 1970s, word spread through Gallatin Gateway that the bell in the 1914 schoolhouse needed to be removed over concerns the old bell tower could no longer hold it. Whoever managed to remove the bell could keep it, the district said.

Ed ter Telgte, a rancher who attended the school as a child, took up the challenge. After he removed the bell, it stayed with him and his family, including on their move to Columbus, Montana.

Decades later, the bell was returned to Gallatin Gateway with the help of a sleuthing parent, Morgan Stuart, and the blessing of ter Telgte's wife, Karen.

Ter Telgte, who died in 2008, held on to the bell in hopes that it could be put back to use. To those who knew him, ter Telgte was a man who loved kids and valued education.

“Ed saw the value in it a long time ago and the historical value of saving it,” Stuart said. “He really wanted it to be used again.”

Stuart, a parent with three children at the school, said her interest in tracking down the bell was sparked when she heard someone at a local thrift store mention that they were there when the bell was taken down in the 1970s.

Stuart said she had the name ter Telgte and began searching through obituaries for people with the same last name. After finding Ed, she reached out to his children on Facebook. With the help of a mutual friend, Stuart was able to get in touch with Karen.

Karen happily reported to Stuart that the bell was still in her possession. Stuart said Karen was glad the bell ter Telgte had valued enough to save would be returned to the district.

“I feel like with our valley changing so much and a lot of emphasis on new structures and tearing down the old, it's important to return the bell,” Stuart said. “It's teaching kids that we can save things and there's a historical value that's meaningful to the

community.”

There are a lot of people in Gallatin Gateway who have strong generational ties to the area and it’s important to respect that, Stuart said.

“It’s trying to reintroduce something to where it belongs,” Stuart said.

The bell, which has a partially repaired crack down its side, dates to the 1910s, according to Theresa Keel, superintendent of Gallatin Gateway School District.



Karen ter Telgte drops off the Gallatin Gateway School bell with Morgan Stuart.

Courtesy of Morgan Stuart



Morgan Stuart and her dog, Bowser, sit next to the Gallatin Gateway School bell that was recovered from Karen ter Telgte after her husband, Ed ter Telgte, took it down in the 1970's.

Rachel Leathe/Chronicle

entrance to the schoolhouse as a memorial.

Keel said when she first started at the district a few years ago, people didn’t know if the bell was still in its tower because it was dangerous to go up there.

“It doesn’t seem to have had the value when they took it down as we have for it now,” she said. “They really just wanted someone to take it off their hands.”

With the bell found, Keel said there have been talks about placing the bell in a renovated tower or placing it inside the

The future of the bell partially depends on Gallatin Gateway's bond election on May 4.

The district is asking voters for a \$7 million bond to renovate the 1914 building, update deferred maintenance, upgrade classroom and labs, add additional teaching spaces and expand the cafeteria and gymnasium.

"We haven't had a bond since 2000 and we have a lot of pieces of our school that need to be fixed," Keel said.

The bond process was first launched in November 2019 and has included a lot of resident input, according to Keel.

"When we first started this process, the most cost effective route would have been to demolish the schoolhouse. And we heard loud and clear from the community that this building is a part of our heritage, part of our community."



The historic Gallatin Gateway Schoolhouse's bell was removed in the 1970s as the 1914 structure began to age.
Courtesy of the Gallatin Gateway School District

The school's building committee initially voted for the 1914 portion of the school to be demolished. But after public outcry, they reversed course and the school has committed to trying to save and renovate the structure.

"We heard that message, which is why we're doing the renovation, listening to the community and being prudent about how we spend taxpayer money because we know property taxes are no fun to pay and we want to make sure we're honoring their commitment to us," Keel said.

Since it was announced the bell had been found earlier this month, Keel said she's heard from a lot of residents who remember when the bell was in the schoolhouse's tower.

"Once this story started to hit, people really got excited about the process of bringing the school back to its glory," she said.

Stuart, who grew up in Washington attending a two-room schoolhouse, said she has always loved what bells symbolize. As a child, she remembers she and her fellow students would take turns ringing their own schoolhouse bell at the start and end of each school day.

"For me, it's the idea of freedom and marking a new beginning or ending," Stuart said. "There's a lot of that going on in the valley right now, a lot of change It symbolizes the past and the present and bringing it together."

Liz Weber can be reached at lweber@dailychronicle.com or 582-2633.

Liz Weber

Liz Weber covers education for the Chronicle.

Old Business
ACTION ITEM

Discuss & Consider National Register Nomination

Presented by: Kelly Henderson

Background: Lesley Gilmore submitted a Historic Property Record Form application to the Montana Historical Society. Ms. Gilmore would like the Governing Board to consider an application to have the Gallatin Gateway School registered on the National Register for historic structures.

Recommendation:

November 8, 2022

Gallatin Gateway School Board and Superintendent
School District #35, P.O. Box 265
Gallatin Gateway, Montana 59730

Re: National Register Nomination Potential for Gallatin Gateway School
Smithsonian No. 24GA2021

Dear Gallatin Gateway School Trustees and Superintendent Henderson,

Thank you for indulging our request to apply for National Register listing for the Gallatin Gateway School, a significant historic structure of Gallatin Gateway. As you know, on October 13, 2021, the State Historic Preservation Office deemed the building eligible for listing in the National Register and assigned it Smithsonian No. 24GA2021. The Historic Preservation Board of Gallatin Gateway (HPBGG) believes it is fitting to nominate the building for official listing in the National Register of Historic Places. It's important to us to have the support of the Board before we formally submit the nomination.

Listing in the National Register is honorific; it does not tie the school district's hands in any way. An additional advantage of being listed is that it increases grant-funding possibilities even further than those afforded buildings determined eligible for listing. Grants from the DOC and the MHF require a building to be eligible for listing or to actually be listed. The DOC grants are the biennial historic preservation grants that provide funding of up to \$500,000 per project. These grants are available to active schools that are historic. The School Board is fortunate to have a building worthy of these competitive grants. To summarize, submitting the nomination has no disadvantages, only benefits.

We have composed the following Frequently Asked Questions to aid your discussion. The items in quotes have been provided by the MT SHPO (as noted) or extracted directly from the National Park Service website: <http://www.nps.gov/subjects/nationalregister/faqs.htm>.

- A. "Question.** What are the restrictions, rules, regulations for historic property owners?
Answer. Under Federal Law, the listing of a property in the National Register places no restrictions on what a non-federal owner may do with their property up to and including destruction, unless the property is involved in a project that receives Federal assistance, usually funding or licensing/permitting."

"There may be state or local preservation laws that a property owner should be aware of before they undertake a project with a historic property. We recommend you, or the property owner contact the State Historic Preservation Office (SHPO) before an action with a listed property is taken. The SHPO is the state agency that oversees historic preservation efforts in their state."

Additional Information. Feel free to contact John Boughton, National Register Coordinator at the Montana SHPO. He can be reached at (406) 444-3647 and JBoughton@mt.gov.

Neither Montana, Gallatin Gateway, nor the Gallatin County Historic Preservation Board has a preservation ordinance; no review of the construction projects is required unless a grantor program includes review.



B. Question. What sort of federal funding requires review of the School; for instance, does federal lunch funding require the project to be reviewed?

Answer. “That is a good question. However, something like federal money for student lunches would not require Section 106 review of demolition or alterations of the school, because the Federal involvement needs to be project related. The federal hook needs to be in some way directly tied to the project. For example, if you needed a demolition permit from a federal agency or were receiving a federal grant for the project.”

Laura Evilsizer, M.A.
Review and Compliance Officer
Montana State Historic Preservation Office

C. Question. Does the nomination process require approval from the School District?

Answer. No, since the school is a public building, School District approval is not required. It is, however, preferred to have the School District’s support for listing.

D. Question. What does the nomination process entail and how long does it take?

Answer. “Nominations can be submitted to your SHPO from property owners, historical societies, preservation organizations, governmental agencies, and other individuals or groups. The SHPO notifies affected property owners and local governments and solicits public comment. If the owner (or a majority of owners for a district nomination) objects, the property cannot be listed but may be forwarded to the National Park Service for a Determination of Eligibility (DOE). Proposed nominations are reviewed by your state’s historic preservation office and the state’s National Register Review Board. The length of the state process varies but will take a minimum of 90 days. Complete nominations, with certifying recommendations, are submitted by the state to the National Park Service in Washington, D.C. for final review and listing by the Keeper of the National Register of Historic Places. The National Park Service makes a listing decision within 45 days.”

E. Question. What is the intended schedule for the nomination of Gallatin Gateway School?

Answer. The HPBGG plans to complete the nomination form in March 2023 and present the nomination to the state Review Board during their May 2023 meeting.

We hope the above provides the information you need to render your support for this nomination. Feel free to ask us further questions as you deem necessary.

Thank you for consideration.

Respectfully yours,
HISTORIC PRESERVATION BOARD OF GALLATIN GATEWAY

Lesley M. Gilmore

Lesley M. Gilmore, President
c. 406.600.0464

Att. SHPO letter to SD#35, 2021-10-13
36CFR 60.2 Effects of Listing under Federal Law
36CFR 800.1 Protection of Historic Properties; Purposes



October 13, 2021

Theresa Keel, Superintendent
Gallatin Gateway School
100 Mill Street
Gallatin Gateway, MT 59730

RE: Gallatin Gateway School

Dear Superintendent Keel:

The State Historic Preservation Office (SHPO) received on September 27th an Historic Property Record Form for the Gallatin Gateway School in Gallatin Gateway. Receipt of the form, submitted by Lesley Gilmore who helped prepare the document, prompted its review by our office as to the school's eligibility for listing in the National Register of Historic Places. The form is well prepared and details both the architecture and the history of the building; the authors did a fine job.

After reviewing the form our office has determined that the school is indeed eligible for listing in the National Register. A Smithsonian Number unique only to the Gallatin Gateway School has been assigned and the form entered into the SHPO database. To clarify, the school has been determined eligible for listing, it is not listed. Actual listing follows a different process.

The retention of the original school along with the construction of the additions speaks to the importance of education to Gallatin Gateway and reflects quite positively on the community. Investment in the past signifies a strong commitment to the future.

If you require further information, please feel free to contact me.



John Boughton
National Register Coordinator
Montana State Historic Preservation Office
Montana Historical Society
1410 8th Avenue
Helena, MT 59620

225 North Roberts Street
P.O. Box 201201
Helena, MT 59620-1201
(406) 444-2694
(406) 444-2696 FAX
montanahistoricalsociety.org

This content is from the eCFR and is authoritative but unofficial.

Title 36 - Parks, Forests, and Public Property

Chapter I - National Park Service, Department of the Interior

Part 60 - National Register of Historic Places

Authority: National Historic Preservation Act of 1966, as amended, 16 U.S.C. 470 *et seq.*, and E.O. 11593.

Source: 46 FR 56187, Nov. 16, 1981, unless otherwise noted.

§ 60.2 Effects of listing under Federal law.

The National Register is an authoritative guide to be used by Federal, State, and local governments, private groups and citizens to identify the Nation's cultural resources and to indicate what properties should be considered for protection from destruction or impairment. Listing of private property on the National Register does not prohibit under Federal law or regulation any actions which may otherwise be taken by the property owner with respect to the property.

- (a) The National Register was designed to be and is administered as a planning tool. Federal agencies undertaking a project having an effect on a listed or eligible property must provide the Advisory Council on Historic Preservation a reasonable opportunity to comment pursuant to section 106 of the National Historic Preservation Act of 1966, as amended. The Council has adopted procedures concerning, *inter alia*, their commenting responsibility in 36 CFR part 800. Having complied with this procedural requirement the Federal agency may adopt any course of action it believes is appropriate. While the Advisory Council comments must be taken into account and integrated into the decisionmaking process, program decisions rest with the agency implementing the undertaking.
- (b) Listing in the National Register also makes property owners eligible to be considered for Federal grants-in-aid for historic preservation.
- (c) If a property is listed in the National Register, certain provisions of the Tax Reform Act of 1976 as amended by the Revenue Act of 1978 and the Tax Treatment Extension Act of 1980 may apply. These provisions encourage the preservation of depreciable historic structures by allowing favorable tax treatments for rehabilitation, and discourage destruction of historic buildings by eliminating certain otherwise available Federal tax provisions both for demolition of historic structures and for new construction on the site of demolished historic buildings. Owners of historic buildings may benefit from the investment tax credit provisions of the Revenue Act of 1978. The Economic Recovery Tax Act of 1981 generally replaces the rehabilitation tax incentives under these laws beginning January 1, 1982 with a 25% investment tax credit for rehabilitations of historic commercial, industrial and residential buildings. This can be combined with a 15-year cost recovery period for the adjusted basis of the historic building. Historic buildings with certified rehabilitations receive additional tax savings by their exemption from any requirement to reduce the basis of the building by the amount of the credit. The denial of accelerated depreciation for a building built on the site of a demolished historic building is repealed effective January 1, 1982. The Tax Treatment Extension Act of 1980 includes provisions regarding charitable contributions for conservation purposes of partial interests in historically important land areas or structures.
- (d) If a property contains surface coal resources and is listed in the National Register, certain provisions of the Surface Mining and Control Act of 1977 require consideration of a property's historic values in the determination on issuance of a surface coal mining permit.

This content is from the eCFR and is authoritative but unofficial.

Title 36 - Parks, Forests, and Public Property
Chapter VIII - Advisory Council on Historic Preservation
Part 800 - Protection of Historic Properties
Subpart A - Purposes and Participants

Authority: 16 U.S.C. 470s.

Source: 65 FR 77725, Dec. 12, 2000, unless otherwise noted.

§ 800.1 Purposes.

- (a) **Purposes of the section 106 process.** Section 106 of the National Historic Preservation Act requires Federal agencies to take into account the effects of their undertakings on historic properties and afford the Council a reasonable opportunity to comment on such undertakings. The procedures in this part define how Federal agencies meet these statutory responsibilities. The section 106 process seeks to accommodate historic preservation concerns with the needs of Federal undertakings through consultation among the agency official and other parties with an interest in the effects of the undertaking on historic properties, commencing at the early stages of project planning. The goal of consultation is to identify historic properties potentially affected by the undertaking, assess its effects and seek ways to avoid, minimize or mitigate any adverse effects on historic properties.
- (b) **Relation to other provisions of the act.** Section 106 is related to other provisions of the act designed to further the national policy of historic preservation. References to those provisions are included in this part to identify circumstances where they may affect actions taken to meet section 106 requirements. Such provisions may have their own implementing regulations or guidelines and are not intended to be implemented by the procedures in this part except insofar as they relate to the section 106 process. Guidelines, policies, and procedures issued by other agencies, including the Secretary, have been cited in this part for ease of access and are not incorporated by reference.
- (c) **Timing.** The agency official must complete the section 106 process “prior to the approval of the expenditure of any Federal funds on the undertaking or prior to the issuance of any license.” This does not prohibit agency official from conducting or authorizing nondestructive project planning activities before completing compliance with section 106, provided that such actions do not restrict the subsequent consideration of alternatives to avoid, minimize or mitigate the undertaking's adverse effects on historic properties. The agency official shall ensure that the section 106 process is initiated early in the undertaking's planning, so that a broad range of alternatives may be considered during the planning process for the undertaking.

Old Business
ACTION ITEM

Discuss & Consider Committee Assignments

Presented by: Julie Fleury

Recommendation:

Safety	PDAC	Facilities	Whole Child
Mary Thurber	Carissa Paulson	Aaron Schwieterman	Julie Fleury
Kelly Henderson	Kelly Henderson	Tim Melton	Kelly Henderson
Hailee Olsen	Neal Krogstad	Kelly Henderson	Missy Schultz
Ashley Davis	Ashley Senenfelder	Brittney Bateman	Rochelle Dierenfeldt
Missy Schultz	Jamie Hetherington	Chantel Jaeger-Smith	Jacki Yager
Vacant - Community	Maddie Downs	Mike Coon	Erican Clark
Vacant - Parent		Vacant - Parent	Vacant - Parent
		Vacant - Parent	Vacant - Parent
		Vacant - Community	
		Vacant - Community	

Old Business
ACTION ITEM

Discuss & Consider Basement Options

Presented by: Kelly Henderson

Background: During the June 2021 Governing Board meeting, the Trustees received two reports regarding the basement. Buffalo Restoration completed an inspection of the facilities May 2021. The inspection found areas of wet concrete and walls with mold and fungal growth visible. Buffalo Restoration provided nine recommendations:

1. Repair and eliminate all areas of water intrusion - mold cannot grow without moisture.
2. Cistern tanks to catch rainwater from the roof may help minimize the ground water available to seep into the school. As the school sits in a bowl, all water from runoff, roofs, streets, etc. collects in the bowl and can penetrate the school foundation. The collected water could be used to water the lawn throughout the summer.
3. French drains installed below the level of the foundation to move water out of the bowl may also help limit available groundwater.
4. Remove water damaged porous building materials and treat all water damaged non-porous building materials with a surface and substrate cleaner to remove organic contamination. HEPA vacuum and damp wipe all treated surfaces to remove fungal/mold spores.
5. All contents currently stored in the basement need to be cleaned following industry standards prior to being transferred to other areas of the school. If a professional mitigation is hired to clean and relocate the contents, preliminary estimates may be \$40,000-\$60,000.
6. All mitigation should be completed following IICRC S520 standards for water damage and mold remediation.
7. If the area is not able to be cleaned and mitigated, sealing off the basement and limiting access to boiler repair only is advised. If the area is accessed, proper personal protective equipment should be worn, and decontamination protocols followed.
8. If repairs cannot start immediately, it may be helpful to provide HEPA filtered air purifiers for each occupied space. The filters should be changed regularly to maintain purification efficiency.
9. A whole school post construction cleaning by a professional cleaner is recommended.

Following this inspection, An air quality sample was completed by Northern Industrial Hygiene on June 11, 2021. Findings indicate the significant growth of mold in the basement area and entrance. While there were rumors of black mold (*Stachybotrys Chartarum*), this was not indicated in either report. As indicated in the chart below, mold presence is significantly high in the basement and elevated in the entrance to the basement and elevated but within the acceptable range in the other tested locations.

Table 3 Bioaerosol Air Sample Results June 11, 2021					
Sample No.	Sample Location	Total Result (Count/m ³)	Dominant Spore Types ¹	Count/m ³	Elevated (Yes/No)
A-1	Basement	9,240	<i>Aspergillus/Penicillium</i> Basidiospores <i>Cladosporium</i>	2,500 6,220 290	Yes
A-1	Basement Entrance	1,057	<i>Aspergillus/Penicillium</i> Basidiospores <i>Cladosporium</i>	570 200 200	No
A-3	Mrs. Fisher's Office	624	<i>Aspergillus/Penicillium</i>	310	No
A-4	Art Room	717	<i>Aspergillus/Penicillium</i> <i>Cladosporium</i>	200 270	No
A-5	Exterior	1,230	Ascospores Basidiospores <i>Cladosporium</i>	230 370 450	N/A

¹ Mold spore types represented at levels of 200 counts/m³ or greater are included in this table. Concentrations less than 200 counts/m³ are not considered significant. See attached laboratory results for more details.

INTERPRETATION OF ANALYTICAL RESULTS

Northern evaluates the laboratory analytical results using the following guidelines. Airborne Mold Spores
Mold spore concentrations of less than 200 counts/m³ are not considered significant. Airborne mold spore concentrations inside of the building should not be significantly higher than (>1.4 times) the concentrations of the same mold spore types present in the outdoor air. The total indoor mold spore count in an air-conditioned building should not exceed 2,000 counts per cubic meter (counts/m³). The total indoor mold spore count of *Aspergillus/Penicillium* spore types should not generally be greater than 700 counts/m³ or, if greater than 700 counts/m³, should not exceed the outdoor air count by more than 300 counts/m³. Toxigenic spore types such as *Stachybotrys* and *Trichoderma* should not be present in significant concentrations (>200 counts/m³). The presence of spore types such as *Stachybotrys*, *Chaetomium* or *Ulocladium* in significant concentrations during an initial investigation may be indicative of active water infiltration.

CONCLUSIONS

Construction Area

- A musty/moldy odor was noted in the basement.
- Organic materials were observed in the water-stained northwest corner of the basement.
- During heavy rains, water is leaking into the basement from the lower north wall.
- Elevated moisture levels were detected in the lower deteriorated gypsum board south wall in the boiler area.
- An open hole was observed in the boiler area of the basement.
- Efflorescence was observed on the deteriorating chimney in the boiler area of the basement.

Construction Kitchen/Crawlspace Area

- The crawlspace does not have a vapor barrier in place.

- The vinyl sheet flooring in the kitchen is delaminating around the floor drains.
- The wood roof deck/ceiling in the kitchen has two areas where water is leaking around drain pipes.

RECOMMENDATIONS

Construction Area

- Remove all organic materials from the basement and dispose of or store in another location.
- Consult a building engineer to investigate the water intrusions in the lower north wall of the basement and determine the structural integrity of the chimney.
- Remove one foot of the lower gypsum board wall on the south side of the boiler area. Replace with a non-organic material.
- Determine the significance of the hole in the floor of the boiler area and, at a minimum, place a drain cover over the opening.
- Consult a remediation company to clean the basement and use HEPA filtration air scrubbers during remediation.

Construction Kitchen/Crawlspace Area

- Consult with a roofing professional to determine the source of the leaks allowing water to intrude around the two kitchen wood roof deck/ceiling drain pipe penetrations.
- Replacing the vinyl sheet flooring in the kitchen. Ensure that the edges of the flooring around the drains are sealed to prevent water impacting the subfloor.



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Inspection Report

Gallatin Gateway School

100 Mill Street

Gallatin Gateway, Montana

Buffalo Restoration completed a visual inspection at Gallatin Gateway School, Gallatin Gateway, Montana on May 25, 2021, at 12:00 pm. The purpose of the inspection was to identify any moisture issues and areas of fungal/mold growth. Buffalo Restoration's business practice is to complete a visual inspection prior to air sampling; if visible growth is found it is not necessary to complete testing as all growth is mitigated following the same procedures.

Inspection Findings

1. An area of wet concrete, including puddles, was visible in the corner of the basement.





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2. Debris found within the puddle shows visible mold and fungal growth. The wood pallets being used to keep the stored contents out of the water are starting to support mold growth.



3. Extensive mineral efflorescence was found throughout the entire basement – the efflorescence clearly shows as a water line in the boiler room. The extent of the efflorescence indicates multiple water intrusion events.





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4. Water stains and minor work found on the lower portion of the closet next to the stairs and on a sill plate



5. Visible growth found on the dry boiler room.



6. Areas of moss and fungal growth found near the downspouts on the exterior. This indicates the area is not drying quickly and potentially indicating elevated ground water levels.



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Recommendations

1. Repair and eliminate all areas of water intrusion - mold cannot grow without moisture.
2. Cistern tanks to catch rainwater from the roof may help minimize the ground water available to seep into the school. As the school sits in a bowl, all water from run off, roofs, streets, etc. collects in the bowl and can penetrate the school foundation. The collected water could be used to water the lawn throughout the summer.
3. French drains installed below the level of the foundation to move water out of the bowl may also help limit available ground water.
4. Remove water damaged porous building materials and treat all water damaged non-porous building materials with a surface and substrate cleaner to remove organic contamination. HEPA vacuum and damp wipe all treated surfaces to remove fungal/mold spores.
5. All contents currently stored in the basement need to be cleaned following industry standards prior to be transferred to other areas of the school. If a professional mitigation is hired to clean and relocate the contents, preliminary estimates may be \$40,000-\$60,000.
6. All mitigation should be completed following IICRC S520 standards for water damage and mold remediation.
7. If the area is not able to be cleaned and mitigated, sealing off the basement and limiting access to boiler repair only is advised. If the area is accessed, proper personal protective equipment should be worn, and decontamination protocols followed.
8. If repairs cannot start immediately, it may be helpful to provide HEPA filtered air purifiers for each occupied space. The filters should be changed regularly to maintain purification efficiency.

9. A whole school post professional cleaner is



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construction cleaning by a recommended.



Carrie Fisher <fisher@gallatingatewayschool.com>

Mold Sample Results for Gallatin Gateway School

Todd Schneider <tschneider@northernih.com>
To: Carrie Fisher <fisher@gallatingatewayschool.com>

Tue, Jun 15, 2021 at 9:33 AM

Good Morning Carrie,

I have attached the air sampling results (pages 5 and 6 show the numbers). The basement does have a high mold spore count. Sample A-2 was collected outside the entrance to the basement and had a big drop off. This shows that the spores are, for the most part, staying in the basement and are not affecting the adjacent rooms.

While I was looking at the pictures I took, it looks like the storm drain in the parking lot was backed up. Somebody might want to take a look.


Also, the asbestos results from the kitchen flooring should be in on Friday.


I'll work on a proposal for the radon testing this afternoon. Let me know if you have any questions or concerns.

Thank you,

Todd Schneider
Northern Industrial Hygiene
1325 Euclid Ave
Helena, MT 59601
tschneider@northernih.com
Cell: 573-821-6619
Office: 406-443-3369

2 attachments

 122102738_coc.pdf
697K

 122102738_001.pdf
672K



201 South 30th Street
Billings, Montana 59101
Phone: 406/245-7766
FAX: 406/254-1428

June 21, 2021

Mrs. Carrie Fisher
District Clerk
Gallatin Gateway School
100 Mill Street
Gallatin Gateway, MT 59730

RE: Limited Mold Assessment
Gallatin Gateway School
Gallatin Gateway, Montana
Northern Industrial Hygiene Project No. 399-997

Dear Mrs. Fisher:

At your request, Northern Industrial Hygiene (Northern) visited the above described project site on June 11, 2021. The purpose of our visit was to conduct an assessment of select portions of the building for the presence of mold, document the presence/absence of mold using standard sampling techniques and to provide mold or other remedial recommendations (if required).

OVERVIEW

Gallatin Gateway School was constructed in 1914 with additions in 1961, 1966, 1978, and 2001. This surveys primary focus was the basement of the original 1914 constructions area and the rooms directly above this basement. You also requested that Northern visually assess the kitchen and the crawlspace under the kitchen located in the 1961 constructed area as part of this project.

It was reported that the basement of the 1914 section has flooded in the past during heavy rains and faculty that have entered the basement or that have worked for long periods of time in the rooms above the basement have felt ill.

You also reported that a gray water drainpipe burst in the crawlspace below the kitchen. It was further reported that the drainpipe had been replaced and Buffalo Restoration had remediated the affected crawlspace area.

VISUAL INSPECTION

Observations - 1914 Construction Area

The exterior finishes of the 1914 section include a concrete masonry foundation, brick exterior and an asphalt shingle roof. (Photograph #1).

Typical interior finishes of the areas inspected include concrete, carpet, vinyl, or wood finished floors, gypsum board, concrete or plaster finished walls and gypsum board, or lay-in panel finished ceilings.

Basement:

The basement is separated into two sections. The main portion of the basement is used to store school supplies and maintenance tools. The second houses the boilers and a water heater. It was reported that the basement floods during heavy rain events.

Upon entering the basement Northern noted a musty/moldy odor. Northern observed water staining on the lower wall and floor in the northwest corner of the basement. A water-stained wood pallet and a piece of deteriorating cardboard were observed in this area. No elevated moisture levels were found in this area. One air sample was collected in this area. (Photographs 2 and 3)

The boiler portion is located in the center of the basement along the northern wall. It is sectioned off by gypsum board walls. The lower gypsum board wall on the south side contains elevated moisture levels. (Photograph 4)

Water staining was observed along the northern concrete wall approximately one foot above the floor. A hole was noted in the floor where the boiler pressure release pipe is located. Another PVC pipe enters the boiler area through the ceiling and enters this hole. (Photographs 5 and 6)

A brick chimney located in the boiler area which is used as the boiler exhaust contained areas of efflorescence "crystal-like fibers" forming on the outside of the bricks. Some areas of the brick chimney were soft and deteriorated with little hand pressure. One air sample was collected in this area. (Photograph 7)

A moldy/musty odor was noted in the basement.

Mrs. Fisher's Office:

This office is located above the western portion of the basement. No musty/moldy odors were noted in this office. No evidence of water intrusions was noted in this office. One air sample was collected in this office.

Art Room:

The art room is located above the eastern portion of the basement. No evidence of water intrusions was noted in this room. One air sample was collected in this room.

No moldy/musty odors were noted in the main floor rooms.

Observations – 1961 Construction Kitchen/Crawlspace Area

Northern observed approximately one-third of the crawlspace below the kitchen had plastic sheeting on the ground. The plastic sheeting is not sealed or attached to

foundation walls or other materials in the crawlspace and therefore does not appear to be in place as a vapor barrier.

The soil appeared to be dry and no other concerns were noted in the crawlspace.

In the kitchen Northern observed that the vinyl sheet flooring near the drains in the kitchen was delaminating. Normal janitorial duties or spills is allowing moisture to affect the wood subfloor in these areas. Kitchen staff also stated that there were drips coming from near the drainpipes where they penetrate the wood roof deck/kitchen ceiling on the north and south sides of the kitchen.

Because the condition of the vinyl sheet flooring is such that replacement is foreseen you requested Northern collected bulk samples of the material and submit them for laboratory analysis to determine the presence or absence of asbestos.

Laboratory results revealed that both the vinyl sheeting and the underlying mastic were negative for asbestos.

For additional information see attached asbestos laboratory analysis report.

Moisture Testing of Building Materials

A Protimeter Survey Master moisture meter was used to measure the moisture content in building materials located in the assessed areas. Each component was sampled at least two times. Research has determined that mold growth is likely to occur when moisture content of nutrient-rich materials is at 18-20% or higher. Moisture content in building materials is summarized in the table below:

Table 1 Building Material Moisture Content Results		
Sample Location	Building Material	% Moisture Range
Basement – NW Corner	Wood Pallet	< 6.5
Basement – NW Corner	Gypsum Board Ceiling	< 6.5
Exterior South Wall of Boiler Area	Gypsum Board	< 6.5
Interior South Wall of Boiler Area	Gypsum Board (3" up from floor)	27.7
Interior South Wall of Boiler Area	Gypsum Board (12" up from floor)	< 6.5

Relative Humidity/Temperature

The relative humidity and temperature were measured in various locations using an Extech RH300 digital psychrometer. Relative humidity and temperature data are summarized in the table below:

Table 2 Relative Humidity and Temperature Summary		
Sample Location	Relative Humidity %	Temperature °F
Basement	30.4	72.8
Basement Boiler Area	18.8	77.7

Bioaerosol Sampling for Mold

Five air samples were collected for analysis. The samples were assigned numbers A-1 through A-5. Airborne samples for nonviable analysis are collected using Air-O-Cell® cassettes at a sampling rate of approximately 15 liters per minute. Sample times vary depending on sample location and suspected airborne concentrations of mold spores present. Airborne particles were impacted on a hexsilicone-coated microscopic slide. Mold concentrations are reported by the laboratory as the number of fungal particulates per cubic meter of air sampled.

Table 3 Bioaerosol Air Sample Results June 11, 2021					
Sample No.	Sample Location	Total Result (Count/m ³)	Dominant Spore Types ¹	Count/m ³	Elevated (Yes/No)
A-1	Basement	9,240	<i>Aspergillus/Penicillium</i> Basidiospores <i>Cladosporium</i>	2,500 6,220 290	Yes
A-1	Basement Entrance	1,057	<i>Aspergillus/Penicillium</i> Basidiospores <i>Cladosporium</i>	570 200 200	No
A-3	Mrs. Fisher's Office	624	<i>Aspergillus/Penicillium</i>	310	No
A-4	Art Room	717	<i>Aspergillus/Penicillium</i> <i>Cladosporium</i>	200 270	No
A-5	Exterior	1,230	Ascospores Basidiospores <i>Cladosporium</i>	230 370 450	N/A

¹ Mold spore types represented at levels of 200 counts/m³ or greater are included in this table. Concentrations less than 200 counts/m³ are not considered significant. See attached laboratory results for more details.

INTERPRETATION OF ANALYTICAL RESULTS

Northern evaluates the laboratory analytical results using the following guidelines.

Airborne Mold Spores

Mold spore concentrations of less than 200 counts/m³ are not considered significant.

Airborne mold spore concentrations inside of the building should not be significantly higher than (>1.4 times) the concentrations of the same mold spore types present in the outdoor air.

The total indoor mold spore count in an air-conditioned building should not exceed 2,000 counts per cubic meter (counts/m³).

The total indoor mold spore count of *Aspergillus/Penicillium* spore types should not generally be greater than 700 counts/m³ or, if greater than 700 counts/m³, should not exceed the outdoor air count by more than 300 counts/m³.

Toxicogenic spore types such as *Stachybotrys* and *Trichoderma* should not be present in significant concentrations (>200 counts/m³).

The presence of spore types such as *Stachybotrys*, *Chaetomium* or *Ulocladium* in significant concentrations during an initial investigation may be indicative of active water infiltration.

CONCLUSIONS

1914 Construction Area

- A musty/moldy odor was noted in the basement.
- Organic materials were observed in the water-stained northwest corner of the basement.
- During heavy rains, water is leaking into the basement from the lower north wall.
- Elevated moisture levels were detected in the lower deteriorated gypsum board south wall in the boiler area.
- An open hole was observed in the boiler area of the basement.
- Efflorescence was observed on the deteriorating chimney in the boiler area of the basement.

1961 Construction Kitchen/Crawlspace Area

- The crawlspace does not have a vapor barrier in place.
- The vinyl sheet flooring in the kitchen is delaminating around the floor drains.
- The wood roof deck/ceiling in the kitchen has two areas where water is leaking around drainpipes.

RECOMMENDATIONS

1914 Construction Area

- Remove all organic materials from the basement and dispose of or store in another location.
- Consult a building engineer to investigate the water intrusions in the lower north wall of the basement and determine the structural integrity of the chimney.
- Remove one foot of the lower gypsum board wall on the south side of the boiler area. Replace with a non-organic material.
- Determine the significance of the hole in the floor of the boiler area and, at a minimum, place a drain cover over the opening.
- Consult a remediation company to clean the basement and use HEPA filtration air scrubbers during remediation.

1961 Construction Kitchen/Crawlspace Area

- Consult with a roofing professional to determine the source of the leaks allowing water to intrude around the two kitchen wood roof deck/ceiling drainpipe penetrations.
- Replacing the vinyl sheet flooring in the kitchen. Ensure that the edges of the flooring around the drains are sealed to prevent water impacting the subfloor.

LIMITATIONS

This assessment report was prepared based on the laboratory results of the samples collected during this survey and information gathered during the site visit. The conclusions in this report are professional opinions based solely upon visual site observations and interpretations of laboratory analyses as described herein.

This report has been prepared to provide information concerning the exposures to the specific materials in this report and includes observations of activities or processes that were observed during our site visit. As such, it is not possible to

Limited Mold Assessment
Gallatin Gateway School
100 Mill Street
Gallatin Gateway, Montana
June 21, 2021
Page 7 of 7

identify or quantify exposures other than those specifically addressed during our assessment.

Our opinions and recommendations are intended exclusively for use by Gallatin Gateway Schools. The scope of services conducted by Northern Industrial Hygiene, Inc. may not be appropriate to satisfy the needs of other users, and any use or re-use of this document, or the findings presented herein, is at the sole risk of the user.

The opinions presented herein apply to the site conditions existing at the time of our investigation. Therefore, our opinions and recommendations may not apply to future conditions that may exist at the site, which we have not had the opportunity to evaluate.

We trust this summary report meets your requirements at this time. Please contact us if you have any questions or if we can be of further assistance.

Respectfully Submitted,

NORTHERN INDUSTRIAL HYGIENE, INC.



Todd Schneider
Environmental Scientist

Attachments: Mold Overview
 Photograph Log
 Fungal Report
 Invoice



201 South 30th Street
Billings, Montana 59101
Phone: 406/245-7766
FAX: 406/254-1428

MOLD OVERVIEW

Molds, a subset of the fungi, are found in every ecological niche and are necessary for the recycling of organic building blocks that allow plants and animals to live. Included in the group "fungi" are yeasts, molds and mildews, as well as large mushrooms, puffballs and bracket fungi. Fungi are primarily saprophytic, using nonliving organic material as a nutrient source for growth and reproduction.

Molds grow on cloth, carpets, leather, wood, gypsum wallboard and insulation when moist conditions exist. When molds grow in moist indoor environments, it is possible for people to become exposed to molds and their products, either by direct contact on surfaces or through the air, if mold spores, fragments or mold products are aerosolized. Molds reproduce by producing spores that, if they land on a moist food source, can germinate and begin producing a branching network of cells called hyphae.

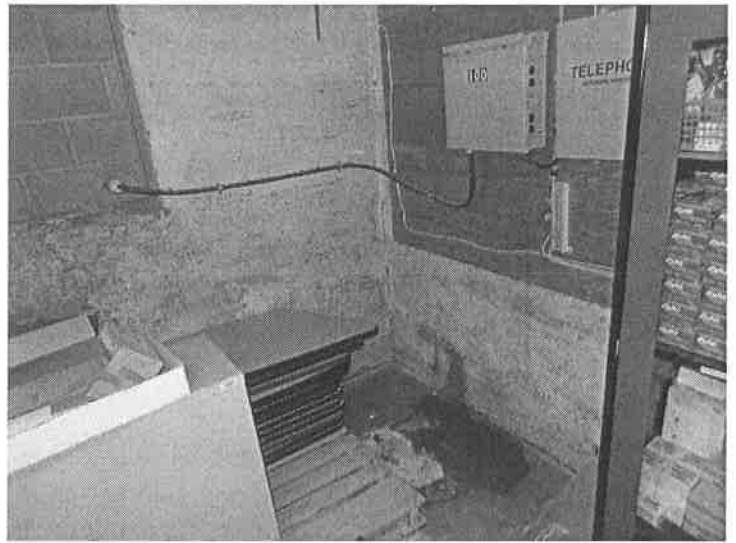
Most types of molds that are routinely encountered are not hazardous to healthy individuals. However, the impact on human health depends on the nature of the species involved, the metabolic products being produced by these species, the amount and duration of an individual's exposure to mold parts or products, and the specific susceptibility to those exposed. Health effects generally fall into four categories, which include allergy, infection, irritation (mucous membrane and sensory) and toxicity. Studies have shown a correlation between the prevalence of fungi and sick building syndrome.

Fungi can colonize on organic water-damaged building materials. During the digestion process fungi secrete enzymes into the nutrient source to break down complex compounds into simpler compounds, which are taken up by the fungi and digested. The digested nutrients are classified into two categories, primary and secondary metabolites. The primary metabolites consist of cellulose and other compounds that are used for energy to grow and reproduce. The secondary metabolites, called mycotoxins, are produced to give fungi a competitive edge against other microorganisms, including other fungi. There are over 200 recognized mycotoxins, however, the study of mycotoxins and their health effects on humans is in its infancy and more is waiting to be discovered. Many mycotoxins are harmful to humans and animals when inhaled, ingested or brought into contact with human skin. Mycotoxins can cause a variety of short term as well as long-term health effects, ranging from immediate toxic response to potential long-term carcinogenic and teratogenic effects. Symptoms due to exposure to mycotoxins include dermatitis, cold and flu symptoms, sore throat, headache, fatigue, diarrhea and opportunistic infection. Research has implicated many toxin-producing fungi, such as *Stachybotrys*, *Penicillium*, *Aspergillus* and *Fusarium* species, to indoor air quality problems and building related illnesses.

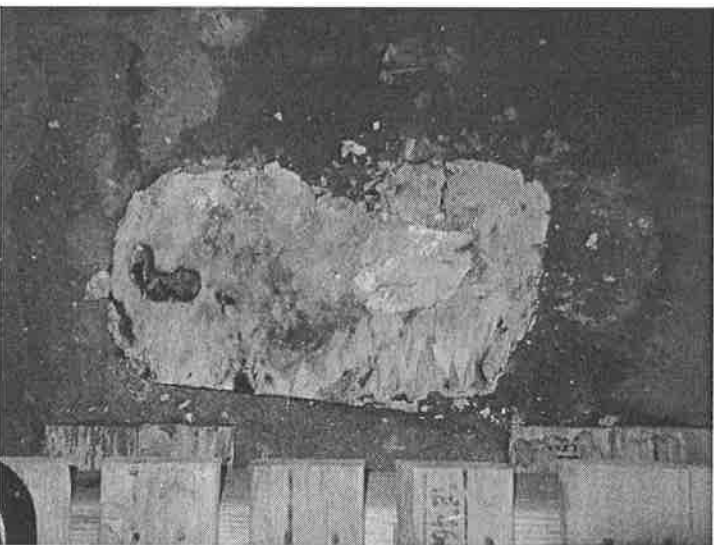
**Photograph Log
Limited Mold Assessment
Gallatin Gateway School
100 Mill Street
Gallatin Gateway, Montana
Project: 399-997**



Photograph 1: View of school's original 1914 build exterior.



Photograph 2: View of the basement's northwest corner showing water staining on northern wall and floor.



Photograph 3: View of deteriorating cardboard and water-stained wooden pallet on floor in northwest corner of the basement.



Photograph 4: View of elevated moisture reading (27.7%) in the deteriorating gypsum board on the south wall of the boiler area.

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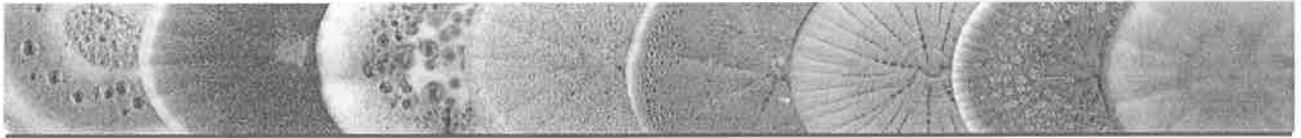
Photograph 5: View of water staining on the lower north concrete wall in the boiler area.



Photograph 6: View of a hole in the concrete flooring in the boiler area.



Photograph 7: View of the deteriorating chimney in the boiler area with efflorescence present, an indicator of elevated moisture content.



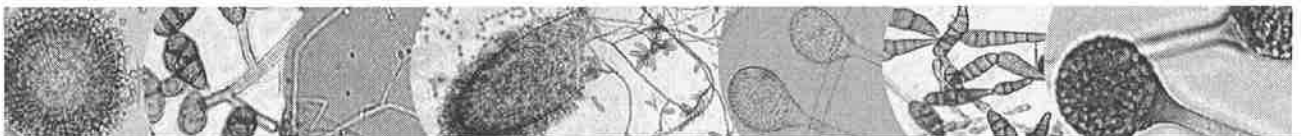
EXPANDED FUNGAL REPORT TM

Prepared Exclusively For

Northern Industrial Hygiene, Inc.
201 South 30th Street
Billings, MT 59101
Phone:406-245-7766

Report Date: 6/15/2021
Project: Gallatin Gateway School / 399-997
EMSL Order: 122102738

AIHA-LAP, LLC-EMLAP Accredited
#189631



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EMSL Analytical, Inc.

3356 West Catalina Drive Phoenix, AZ 85017

Phone: (602) 276-4344 Fax: (602) 276-4053 Web: <http://www.EMSL.com> Email: phoenixlab@emsl.com

tn: Todd Schneider
Northern Industrial Hygiene, Inc.
201 South 30th Street
Billings, MT 59101

EMSL Order: 122102738
Customer ID: NIH162
Collected: 6/11/2021
Received: 6/14/2021
Analyzed: 6/14/2021

Proj: Gallatin Gateway School / 399-997

1. Description of Analysis

Analytical Laboratory

EMSL Analytical, Inc. (EMSL) is a nationwide, full service, analytical testing laboratory network providing Asbestos, Mold, Indoor Air Quality, Microbiological, Environmental, Chemical, Forensic, Materials, Industrial Hygiene and Mechanical Testing services since 1981. Ranked as the premier independently owned environmental testing laboratory in the nation, EMSL puts analytical quality as its top priority. This quality is recognized by many well-respected federal, state and private accrediting agencies, and assured by our high quality personnel, including many Ph.D. microbiologists and mycologists.

EMSL is an independent laboratory that performed the analysis of these samples. EMSL did not conduct the sampling or site investigation for this report. The samples referenced herein were analyzed under strict quality control procedures using state-of-the-art microbiological methods. The analytical methods used and the data presented are scientifically and legally defensible.

The laboratory data is provided in compliance with ISO-IEC 17025 guidelines for the particular test(s) requested, including any associated limitations for the methods employed. These data are intended for use by professionals having knowledge of the testing methods necessary to interpret them accurately.

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Air Samples - Spore traps:

Spore traps are commercially available sampling devices that capture airborne particles on an adhesive slide. Air is pulled through the device using a vacuum pump. Spores, as well as other airborne particles, are impacted on the collection adhesive. Using spore trap collection methods has inherent limitations. These collection methods are biased towards larger spore sizes.

The analysis for total spore counts is a direct microscopic examination and does not include culturing or growing the fungi. Therefore, the results include both viable and non-viable spores. Some fungal groups produce similar spore types that cannot be distinguished by direct microscopic examination alone (i.e., *Aspergillus/Penicillium*, and others). Other spore types may lack distinguishing features that aid in their identification. These types are grouped into larger categories such as Ascospores or Basidiospores.

Fungal spores are identified and grouped by morphological characteristics including color, shape, septation, ornamentation, and fruiting structures (if present) which are compared to published mycological identification keys and texts. EMSL reports provide spore counts per cubic meter of air to three significant figures. Please note that each spore category is reported to three significant figures. Due to rounding and the application of three significant figures the sum of the individual spore numbers may not equal the total spore count on the report. EMSL does not maintain responsibility for final volume concentrations (counts/m³) since this volume is provided by the field collector and can not be verified by EMSL.

EMSL analyzes spore traps using phase contrast microscopy. There is a wide choice of collection devices (Air-O-Cell, Micro-5, Burkhard, etc.) on the market. Differences in analytical method may exist between spore trap devices.

Spore trap results are reported in spores per cubic meter of air. Due to the other airborne particles collected with the spores, EMSL reports a background particle density. Background density is an indication of overall particulate matter present on the sample (i.e. dust in the air). High background concentrations may obscure spores such as the *Penicillium/Aspergillus* group. The rating system is from 1-5 with 1 = 1 - 25% of the background obscured by material, 2 = 26 - 50%, 3 = 51 - 75%, 4 = 76% - 99%, 5 = 100% or overloaded. A background rating of 4 or higher should be regarded as a minimum count since the actual concentrations may be higher than those reported. EMSL will not be held responsible for overloading of samples. Sample volumes are left to the discretion of the company or persons conducting the fieldwork.

Skin fragment density is the percentage of skin cells making up the total background material, 1 = 1 - 25%, 2 = 26 - 50%, 3 = 51 - 75%, 4 = 76-100%. Skin fragment density is considered an indication of the general cleanliness in the area sampled. It has been estimated that up to 90% of household dust consists of dead skin cells.

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Email: phoenixlab@emsl.com

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2. Analytical Results

See attached data reports and charts.

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Test Report: Air-O-Cell™ Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number:	122102738-0001			122102738-0002			122102738-0003		
Client Sample ID:	A-1			A-2			A-3		
Volume (L):	150			150			150		
Sample Location:	Basement			Basement Entrance			Mrs. Fisher's Office		
Spore Types	Raw Count	Count/m ³	% of Total	Raw Count	Count/m ³	% of Total	Raw Count	Count/m ³	% of Total
Alternaria (Ulocladium)	1	20	0.2	1	20	1.9	-	-	-
Ascospores	6	100	1.1	1	20	1.9	2	40	6.4
Aspergillus/Penicillium	122	2500	27.1	28	570	53.9	15	310	49.7
Basidiospores	303	6220	67.3	8	200	18.9	4	80	12.8
Bipolaris++	-	-	-	1	20	1.9	-	-	-
Chaetomium	1	20	0.2	-	-	-	-	-	-
Cladosporium	14	290	3.1	9	200	18.9	6	100	16
Curvularia	-	-	-	-	-	-	-	-	-
Epicoccum	-	-	-	-	-	-	-	-	-
Fusarium	-	-	-	-	-	-	-	-	-
Ganoderma	-	-	-	-	-	-	1*	7*	1.1
Myxomycetes++	-	-	-	1	20	1.9	4	80	12.8
Pithomyces++	-	-	-	-	-	-	-	-	-
Rust	-	-	-	1*	7*	0.7	-	-	-
Scopulariopsis/Microascus	-	-	-	-	-	-	-	-	-
Stachybotrys/Memnoniella	4	80	0.9	-	-	-	-	-	-
Unidentifiable Spores	-	-	-	-	-	-	-	-	-
Zygomycetes	-	-	-	-	-	-	-	-	-
Nigrospora	2*	10*	0.1	-	-	-	1*	7*	1.1
Total Fungi	453	8240	100	50	1057	100	33	624	100
Hyphal Fragment	-	-	-	-	-	-	-	-	-
Insect Fragment	-	-	-	-	-	-	-	-	-
Pollen	2	40	-	1	20	-	1*	7*	-
Analyt. Sensitivity 600x	-	21	-	-	21	-	-	21	-
Analyt. Sensitivity 300x	-	7*	-	-	7*	-	-	7*	-
Skin Fragments (1-4)	-	1	-	-	1	-	-	1	-
Fibrous Particulate (1-4)	-	1	-	-	1	-	-	1	-
Background (1-5)	-	3	-	-	1	-	-	1	-

Michelle Wilson

Michelle Wilson, Laboratory Manager
or Other Approved Signatory

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

No discernable field blank was submitted with this group of samples.

EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. High levels of background particulate can obscure spores and other particulates, leading to underestimation. Background levels of 5 indicate an overloading of background particulates, prohibiting accurate detection and quantification. Present = Spores detected on overloaded samples. Results are not blank corrected unless otherwise noted. The detection limit is equal to one fungal spore, structure, pollen, fiber particle or insect fragment. "*" Denotes particles found at 300X. "-" Denotes not detected. Due to method stopping rules, raw counts in excess of 100 are extrapolated based on the percentage analyzed. Samples analyzed by EMSL Analytical, Inc. Phoenix, AZ AIHA-LAP, LLC-EMLAP Accredited #189531

Initial report from: 06/15/2021 07:55:10

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Web: <http://www.EMSL.com>

Email: phoenixlab@emsl.com

Client: Todd Schneider
Northern Industrial Hygiene, Inc.
201 South 30th Street
Billings, MT 59101

EMSL Order: 122102738
Customer ID: NIHI62
Collected: 6/11/2021
Received: 6/14/2021
Analyzed: 6/14/2021

Proj: Gallatin Gateway School / 399-997

Test Report: Air-O-Cell™ Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number:	122102738-0004			122102738-0005		
Client Sample ID:	A-4			A-5		
Volume (L):	150			150		
Sample Location:	Art Room			Exterior		
Spore Types	Raw Count	Count/m³	% of Total	Raw Count	Count/m³	% of Total
Alternaria (Ulocladium)	1*	7*	1	-	-	-
Ascospores	3	60	8.4	11	230	18.7
Aspergillus/Penicillium	9	200	27.9	7	100	8.1
Basidiospores	6	100	13.9	18	370	30.1
Bipolaris++	-	-	-	-	-	-
Chaetomium	-	-	-	-	-	-
Cladosporium	13	270	37.7	22	450	36.6
Curvularia	-	-	-	-	-	-
Epicoccum	-	-	-	-	-	-
Fusarium	-	-	-	-	-	-
Ganoderma	-	-	-	-	-	-
Myxomycetes++	4	80	11.2	4	80	6.5
Pithomyces++	-	-	-	-	-	-
Rust	-	-	-	-	-	-
Scopulariopsis/Microascus	-	-	-	-	-	-
Stachybotrys/Memnoniella	-	-	-	-	-	-
Unidentifiable Spores	-	-	-	-	-	-
Zygomycetes	-	-	-	-	-	-
Nigrospora	-	-	-	-	-	-
Total Fungi	36	717	100	62	1230	100
Hyphal Fragment	-	-	-	-	-	-
Insect Fragment	-	-	-	-	-	-
Pollen	2	40	-	1*	7*	-
Analyt. Sensitivity 600x	-	21	-	-	21	-
Analyt. Sensitivity 300x	-	7*	-	-	7*	-
Skin Fragments (1-4)	-	1	-	-	-	-
Fibrous Particulate (1-4)	-	1	-	-	1	-
Background (1-5)	-	1	-	-	1	-

Michelle Wilson, Laboratory Manager
or Other Approved Signatory

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

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3. Important Terms, Conditions, and Limitations

A. Sample Retention

Samples analyzed by EMSL will be retained for 60 days after analysis date. Storage beyond this period is available for a fee with written request prior to the initial 30 day period. Samples containing hazardous/toxic substances which require special handling will be returned to the client immediately. EMSL reserves the right to charge a sample disposal fee or return samples to the client.

B. Change Orders and Cancellation

All changes in the scope of work or turnaround time requested by the client after sample acceptance must be made in writing and confirmed in writing by EMSL. If requested changes result in a change in cost the client must accept payment responsibility. In the event work is cancelled by a client, EMSL will complete work in progress and invoice for work completed to the point of cancellation notice. EMSL is not responsible for holding times that are exceeded due to such changes.

C. Warranty

EMSL warrants to its clients that all services provided hereunder shall be performed in accordance with established and recognized analytical testing procedures and with reasonable care in accordance with applicable federal, state and local laws. The foregoing express warranty is exclusive and is given in lieu of all other warranties, expressed or implied. EMSL disclaims any other warranties, express or implied, including a warranty of fitness for particular purpose and warranty of merchantability.

D. Limits of Liability

In no event shall EMSL be liable for indirect, special, consequential, or incidental damages, including, but not limited to, damages for loss of profit or goodwill regardless of the negligence (either sole or concurrent) of EMSL and whether EMSL has been informed of the possibility of such damages, arising out of or in connection with EMSL's services thereunder or the delivery, use, reliance upon or interpretation of test results by client or any third party. We accept no legal responsibility for the purposes for which the client uses the test results. EMSL will not be held responsible for the improper selection of sampling devices even if we supply the device to the user. The user of the sampling device has the sole responsibility to select the proper sampler and sampling conditions to insure that a valid sample is taken for analysis. Any resampling performed will be at the sole discretion of EMSL, the cost of which shall be limited to the reasonable value of the original sample delivery group (SDG) samples. In no event shall EMSL be liable to a client or any third party, whether based upon theories

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of tort, contract or any other legal or equitable theory, in excess of the amount paid to EMSL by client thereunder.

E. Indemnification

Client shall indemnify EMSL and its officers, directors and employees and hold each of them harmless for any liability, expense or cost, including reasonable attorney's fees, incurred by reason of any third party claim in connection with EMSL services, the test result data or its use by client

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EMSL ANALYTICAL, INC.
LABORATORY SERVICES

Microbiology Chain of Custody

EMSL Order Number (Lab Use Only):

122102738

EMSL Analytical, Inc.
200 Route 130 North

Cinnaminson, NJ 08077

PHONE: 1-800-220-3675

FAX: (856) 786-5974

Company Name: Northern Industrial Hygiene, Inc.

Street: 201 South 30th Street

City: Billings State/Province: MT Zip/Postal Code: 59101 Country: US

Report To (Name): Todd Schneider Telephone #: 406-245-7766

Email Address: tschneider@northernih.com Fax #: 406-254-1428 Purchase Order:

Project Name/Number: Gallatin Gateway School / 399-997 Please Provide Results: Fax Email

U.S. State Samples Taken: MT Project Zip Code: Connecticut Samples: Commercial Residential

Sterile, Sodium Thiosulfate Preserved Bottle Used: Biocide Used in Source (specify):

Public Water Supply Samples: Note: All results may automatically be reported to DOH if required by state.

Turnaround Time (TAT) Options - Please Check

3 Hour 6 Hour 24 Hour 48 Hour 72 Hour 96 Hour 1 Week 2 Week

Microbiology Test Codes			
M001 Air-O-Cell	M174 MoldSnap	M012 Pseudomonas aeruginosa (P/A ^{***})	M116 Sewage Screen - Water (P/A ^{***})
M030 Micro 5	M032 Allergenco-D	M024 Pseudomonas aeruginosa (MFT ^{**})	M118 Sewage Screen - Water (MPN ^{**})
M041 Fungal Direct Examination		M015 Heterotrophic Plate Count	M117 Sewage Screen - Swab (P/A ^{***})
M109 Pollen ID & Enumeration		M017 Total Coliform & E. coli (Colliert P/A ^{***})	M013 Sewage Screen - Swab (MFT ^{**})
M200 Dust Characterization Level-1		M018 Total Coliform & E. coli (MFT ^{**})	M133 Methicillin-resistant Staph. aureus (MRSA)
M201 Dust Characterization Level-2		M114 Total Coliform & E. coli Enumeration (Colliert MPN ^{**})	M031 Rapid-growing non-TB Mycobacteria Detection & Enumeration
M005 Viable Fungi- Air Samples (Genus ID & Count)		M019 Fecal Coliform (MFT ^{**})	M014 Endotoxin Analysis
M006 Viable Fungi- Air Samples (Includes Penicillium, Aspergillus, Cladosporium, Stachybotrys Species ID & Count)		M020 Fecal Streptococcus (MFT ^{**})	M044 Group Allergen (Cat, Dog, Cockroach, Dust Mite)
M007 Culturable fungi - Surface Samples (Genus ID & Count)		M029 Enterococci (MFT ^{**})	Other See Analytical Price Guide
DB Culturable fungi - Surface Samples (Includes Penicillium, Aspergillus, Cladosporium, Stachybotrys Species ID & Count)		M129 Enterococci (Enterolert P/A ^{***})	Legionella Analysis Please use EMSL Legionella COC
M008 Bacteria Culture Gram Stain & Count		M100 Real Time qPCR-ERM1 36 Panel	
M010 Bacteria Count & ID - 3 Most Prominent		M025 Sewage Screen - Water (MFT ^{**})	
M011 Bacteria Count & ID - 5 Most Prominent			

*MFT= Membrane Filtration Technique.
**MPN= Most Probable Number
***P/A= Presence/Absence

Name of Sampler: Todd Schneider Signature of Sampler: *Todd Schneider*

Sample #	Sample Location/Description	Sample Type	Potable/NonPotable (Only for Waters)	Test Code	Volume/Area	Date/Time Collected	Temperature (°C) (Lab Use Only)
Example A1	Kitchen Sink/Tap	Water	<input checked="" type="checkbox"/> P <input type="checkbox"/> NP	M017	100 ml	9/1/13 4:00 PM	
A-1	Basement	Air	<input type="checkbox"/> P <input type="checkbox"/> NP	m001	150 L	6-11-2021	
A-2	Basement Entrance		<input type="checkbox"/> P <input type="checkbox"/> NP				
A-3	Mrs. Fisher's office		<input type="checkbox"/> P <input type="checkbox"/> NP				
A-4	Art Room		<input type="checkbox"/> P <input type="checkbox"/> NP				
A-5	Exterior		<input type="checkbox"/> P <input type="checkbox"/> NP				

Client Sample # (s): A-1 → A-5 Total # of Samples: 5 Samples Received/Chilled? Yes/No (Lab Use Only)

Relinquished (Client): *Todd Schneider* Date: 6-11-2021 Time: 1700

Received (Lab): *efx* Date: 6/14/21 Time: 940

Comments/Special Instructions: 796156891

EMSL Analytical, Inc.'s Laboratory Terms and Conditions are incorporated into this chain of custody by reference in their entirety. Submission of samples to EMSL Analytical, Inc. constitutes acceptance and acknowledgment of all terms and conditions by Customer.



EMSL Analytical, Inc.

3356 West Catalina Drive Phoenix, AZ 85017
Tel/Fax: (602) 276-4344 / (602) 276-4053
http://www.EMSL.com / phoenixlab@emsl.com

EMSL Order: 122102744
Customer ID: NIHI62
Customer PO:
Project ID:

Attention: Todd Schneider
Northern Industrial Hygiene, Inc.
201 South 30th Street
Billings, MT 59101

Phone: (406) 245-7766
Fax: (406) 254-1428
Received Date: 06/14/2021 9:40 AM
Analysis Date: 06/15/2021
Collected Date: 06/11/2021

Project: Gallatin Gateway School / 399-997

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
F1.1A-Vinyl <small>122102744-0001</small>	Vinyl Sheet Flooring - Blue Speckled	Various Fibrous Heterogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
F1.1A-Mastic <small>122102744-0001A</small>	Vinyl Sheet Flooring - Blue Speckled	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
F1.1B-Vinyl <small>122102744-0002</small>	Vinyl Sheet Flooring - Blue Speckled	Various Fibrous Heterogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
F1.1B-Mastic <small>122102744-0002A</small>	Vinyl Sheet Flooring - Blue Speckled	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
F1.1C-Vinyl <small>122102744-0003</small>	Vinyl Sheet Flooring - Blue Speckled	Various Fibrous Heterogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
F1.1C-Mastic <small>122102744-0003A</small>	Vinyl Sheet Flooring - Blue Speckled	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected

Analyst(s)
Isai Portillo (4)
Jillian Gessner (2)

Michelle Wilson, Laboratory Manager
or Other Approved Signatory

EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. The above analyses were performed in general compliance with Appendix E to Subpart E of 40 CFR (previously EPA 600/M4-82-020 "Interim Method") but augmented with procedures outlined in the 1993 ("final") version of the method. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Estimation of uncertainty is available on request.

Samples analyzed by EMSL Analytical, Inc. Phoenix, AZ NVLAP Lab Code 200811-0, AZ0937, CO AL-19027

Initial report from: 06/15/2021 18:58:22



EMSL ANALYTICAL, INC.
LABORATORY PRODUCTS TRAINING

Asbestos Bulk Building Material Chain of Custody

EMSL Order Number (Lab Use Only):

1 2 2 1 0 2 7 4 4

EMSL ANALYTICAL, INC.
3356 W. CATALINA DRIVE
PHOENIX, AZ 85017
PHONE: 602-276-4344
FAX: 602-276-4053

Company : Northern Industrial Hygiene		EMSL-Bill to: <input checked="" type="checkbox"/> Same <input type="checkbox"/> Different <small>If Bill to is Different note Instructions in Comments**</small>	
Street: 201 S. 30 th Street		<i>Third Party Billing requires written authorization from third party</i>	
City: Billings	State/Province: MT	Zip/Postal Code: 59101	Country: USA
Report To (Name): Todd Schneider		Telephone #: 406-245-7766	
Email Address: tschneider@northernih.com		Fax #: 406-254-1428	Purchase Order:
Project Name/Number: Gallatin Gateway School/399-997		Please Provide Results: <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Email	
U.S. State Samples Taken:		CT Samples: <input type="checkbox"/> Commercial/Taxable <input type="checkbox"/> Residential/Tax Exempt	

Turnaround Time (TAT) Options* - Please Check

3 Hour
 6 Hour
 24 Hour
 48 Hour
 72 Hour
 96 Hour
 1 Week
 2 Week

*For TEM Air 3 hr through 6 hr, please call ahead to schedule. *There is a premium charge for 3 Hour TEM AHERA or EPA Level II TAT. You will be asked to sign an authorization form for this service. Analysis completed in accordance with EMSL's Terms and Conditions located in the Analytical Price Guide.

PLM - Bulk (reporting limit)	TEM - Bulk
<input checked="" type="checkbox"/> PLM EPA 600/R-93/116 (<1%)	<input type="checkbox"/> TEM EPA NOB - EPA 600/R-93/116 Section 2.5.5.1
<input type="checkbox"/> PLM EPA NOB (<1%)	<input type="checkbox"/> NY ELAP Method 198.4 (TEM)
Point Count <input type="checkbox"/> 400 (<0.25%) <input type="checkbox"/> 1000 (<0.1%)	<input type="checkbox"/> Chatfield Protocol (semi-quantitative)
Point Count w/Gravimetric <input type="checkbox"/> 400 (<0.25%) <input type="checkbox"/> 1000 (<0.1%)	<input type="checkbox"/> TEM % by Mass - EPA 600/R-93/116 Section 2.5.5.2
<input type="checkbox"/> NIOSH 9002 (<1%)	<input type="checkbox"/> TEM Qualitative via Filtration Prep Technique
<input type="checkbox"/> NY ELAP Method 198.1 (friable in NY)	<input type="checkbox"/> TEM Qualitative via Drop Mount Prep Technique
<input type="checkbox"/> NY ELAP Method 198.6 NOB (non-friable-NY)	Other
<input type="checkbox"/> OSHA ID-191 Modified	<input type="checkbox"/>
<input type="checkbox"/> Standard Addition Method	

Check For Positive Stop - Clearly Identify Homogenous Group Date Sampled: 6-11-2021

Samplers Name: Todd Schneider Samplers Signature: *Todd Schneider*

Sample #	HA #	Material Description	Sample Location
F1.1A	F1.1	vinyl sheet Flooring - Blue Speckled	Kitchen
B	L	L	L
C	L	L	L

Client Sample # (s): F1.1A → F1.1C	Total # of Samples: 3
Relinquished (Client): <i>Todd Schneider</i>	Date: 6-11-2021 Time: 1700
Received (Lab): <i>AS Ex</i>	Date: 6/14/21 Time: 940
Comments/Special Instructions: 79615168 991	



Billings, MT ♦ Helena, MT

201 South 30th Street
Billings, Montana 59101
Phone: 406/245-7766
FAX: 406/254-1428

sent by e-mail to: fisher@gallatingatewayschool.com

June 16, 2021

Carrie Fisher
District Clerk
Gallatin Gateway Schools
100 Mill Street
Gallatin Gateway, MT 59730

RE: Proposal H21-18
Radon Sampling
Gallatin Gateway Schools
100 Mill Street
Gallatin Gateway, Montana 59730

Dear Ms. Fisher:

Northern Industrial Hygiene, Inc. (Northern) is pleased to present this proposal to conduct radon gas sampling at the above referenced facility. The following paragraph outlines our current understanding of the project scope.

Northern will conduct radon gas sampling in select areas of the Gallatin Gateway School. Radon sampling canisters will be placed on the lowest level of the building in 12 classrooms that are normally occupied when school is in session.

Radon Testing Procedures

Northern will utilize the Charcoal Liquid Scintillation (LS) Short-Term radon testing method. This method absorbs radon gas on activated charcoal. The containers are filled with a measured amount of activated charcoal. They are perforated or screened and have a filter to keep out radon decay products. All charcoal absorbers are stored in an air-tight container before and after sampling.

For short term radon gas testing, the charcoal absorbers are installed for a period of two to four days. Northern proposes to set the canisters and leave them installed for four days or approximately 96 hours. The location, time, temperature, and relative humidity will be recorded during the set-up and collection of each canister.

Each test kit will be placed at least 20 inches above the floor in a location where it will not be disturbed. Recommended locations will be the lowest inhabited space of each room tested.

Ms. Carrie Fisher
Radon Gas Sampling
Gallatin Gateway School
Gallatin Gateway, Montana
Proposal H21-18
June 16, 2021
Page 2

It is required that that building personnel close all windows and outside doors at least 12 hours before the start of the testing. The doors and windows should be kept closed as much as possible throughout the testing. Heating and air conditional system fans that re-circulate air may be in operation during the testing however fans or other machines which bring in air from the outside cannot be operated during the test period.

SCOPE OF SERVICES

Field Work

- All samples will be positioned according to the testing procedures described earlier in this proposal. Northern will visit the site twice, once for canister set-up and once again four days later for canister pick-up.
- All radon canisters will be shipped via Federal Express to EMSL Laboratories in Cinnaminson, NJ for analysis. EMSL is certified by the National Radon Safety Board (NRSB) to perform radon in air analysis.

Reporting

- Northern will prepare a concise letter report of our findings. This narrative will summary our visual observations while setting and picking up the radon canisters and include interpretation of the laboratory analysis reports. Field logs with sample locations, time of set-up and time of pick-up along with laboratory results will also be developed.

SCHEDULE

We are prepared to start work at a mutually agreed upon time following receipt of your written authorization to proceed. Based on our previous experience in radon sampling it is anticipated that this sampling event will require approximately four hours to complete (two hours for each site visit) for our one-person sampling team. We will transmit preliminary information to you when we have completed reviewing the laboratory reports. The final report can be completed within two weeks of receiving laboratory data.

Ms. Carrie Fisher
Radon Gas Sampling
Gallatin Gateway School
Gallatin Gateway, Montana
Proposal H21-18
June 16, 2021
Page 3

PROFESSIONAL FEES

Lump sum and estimated professional fees associated with the above-described tasks are presented below.

Radon Testing and Reporting

Site Time, Travel, and Reporting (lump sum)	\$ 1,900.00
Radon Sample Analysis (Est. 12 Samples @ \$100.00/sample)	<u>\$ 1,200.00</u>
Estimated Project Budget	\$ 3,100.00

Our lump sum fees include all site time, travel costs, and reporting time. Northern has included a budget for 12 radon gas samples.

LIMITATION OF LIABILITY

Our limits of liability are outlined in our General Conditions (attached). Signature of the attached authorization constitutes acceptance of these liability limits. Northern Industrial Hygiene is prepared to provide certificates of insurance to evidence coverage to the limits of liability mutually agreed upon.

Our professional services will be conducted in accordance with generally accepted professional practices relating to the nature of the work completed. This warranty is in lieu of all other warranties, expressed or implied. We appreciate the opportunity to provide this proposal and we look forward to working with you on this project. If you have questions concerning this proposal, please contact us.

Respectfully submitted,

Northern Industrial Hygiene, Inc.



Todd Schneider
Environmental Scientist

Enclosure: General Conditions

Ms. Carrie Fisher
Radon Gas Sampling
Gallatin Gateway School
Gallatin Gateway, Montana
Proposal H21-18
June 16, 2021
Page 4

AUTHORIZATION

The scope of services and contractual conditions as described in this proposal are acceptable and Northern Industrial Hygiene, Inc. is authorized to proceed. Issuance of a Purchase Order and/or your signature in the block provided herein will be considered as authorization to proceed.

By: _____
Signature* Printed

For: _____
Company Date

Old Business
ACTION ITEM

Discuss & Consider Policy Authorization - Policy 3141 Out of District Students (2nd Reading)

Presented by: Kelly Henderson, Superintendent

Background: Based on Policy 1513, Management Rights, the Governing Board may give the superintendent authority to complete district business.

Rationale: Because we have meetings one time monthly, it is important to start students in a timely manner. Starting students after a Governing Board meeting could violate Special Education laws and give students a late start to the school year in a new environment. As students come to Gallatin Gateway, we want to start them in school as soon as possible.

Recommendation: Based on Policy 1513-R, it is recommended that the Governing Board give authorization to the Superintendent to implement the following processes:

Out of District Students (Policy 3141): Review applications from out of district students and grant/deny enrollment based on verified information from the previous attended school. Out of District Enrollments will be presented to the Governing Board at the next regular meeting.

Management Rights

The Board retains the right to operate and manage its affairs in such areas as but not limited to:

1. Direct employees;
2. Employ, dismiss, promote, transfer, assign, and retain employees;
3. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and nonproductive;
4. Maintain the efficiency of District operations;
5. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted;
6. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
7. Establish the methods and processes by which work is performed.

The Board reserves all other rights, statutory and inherent, as provided by state law.

The Board also reserves the right to delegate authority to the Superintendent for the ongoing direction of all District programs.

Cross Reference: 6110 Superintendent

Legal Reference: § 20-3-324, MCA Powers and duties
§ 39-31-303, MCA Management rights of public employers
Bonner School District No. 14 v. Bonner Education Association, MEA-MFT, NEA, AFT, AFL-CIO, (2008), 2008 MT 9

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

3141

STUDENTS

Revised on: 04/08/2013, 6/26/17,
6/27/2018, 4/20/22

page 1 of 2

Discretionary Nonresident Student Attendance Policy

1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at its discretion.
2. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy, with the Board making the final decision on admission.
3. The District will examine a student's records from this district and other school districts before any Board approval for admission. Review of the records and decisions regarding admission cannot be inconsistent with district policies regarding nondiscrimination.
4. The District will not admit nonresident students when doing so would cause the district to exceed the class size standards under 10.55.712 and 10.55.713, ARM.
5. Every nonresident student who attends District schools must reapply for admission for the succeeding school year by June 15. Admission in one school year does not infer or guarantee admission in subsequent years.
6. Nonresident students enrolled under this policy are subject to all district policies, rules, regulations on the same basis as resident students.
7. All resident students who become nonresidents because their parents or guardians move out of the District may continue attendance for the school year, barring registration in another District. At the completion of the school year, a student must apply as a nonresident student in accordance with #5.
8. The Board will not admit any student who is expelled from another school district.
9. The Board reserves the right to charge tuition for nonresident students. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district. Any waiver of tuition will be applied equally to all students whose tuition is paid by the same kind of entity (i.e., if the District charges tuition in those circumstances where a resident district pays but waives tuition in those circumstances where a parent or guardian is responsible for tuition, the tuition waiver will be applicable to all students whose parents or guardians bear the responsibility for payment).
10. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).

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Cross Reference:	2161 – 2161P	Special Education
	3110	Entrance, Placement, and Transfer
	3125	Education of Homeless Children
	3210	Equal Education, Nondiscrimination and Sex Equity
Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-321, MCA	Attendance with mandatory approval - tuition and transportation
	§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301B, ARM	Out-of-District Attendance Agreements
	10.55.712, ARM	Class Size Elementary
	10.55.713, ARM	Teacher Load and Class Size – High School

Old Business
ACTION ITEM

Discuss & Consider Policy Authorization - Policy 5120 Personnel (2nd Reading)

Presented by: Kelly Henderson, Superintendent

Background: Based on Policy 1513, Management Rights, the Governing Board may give the superintendent authority to complete district business as noted

Rationale: Because we have meetings one time monthly, it is important to start employees in a timely manner. Starting employees after a Governing Board meeting could result in Gallatin Gateway losing a great employee due to the timeliness of the Board vote.

Recommendation: Based on Policy 1513-R, it is recommended that the Governing Board give authorization to the Superintendent to implement the following processes:

Hiring of Staff (Policy 5120): Grant the Superintendent the authority to hire staff based on participation in the hiring process to include review of references. New hire information will be provided to the Governing Board at the next regular meeting.

Management Rights

The Board retains the right to operate and manage its affairs in such areas as but not limited to:

1. Direct employees;
2. Employ, dismiss, promote, transfer, assign, and retain employees;
3. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and nonproductive;
4. Maintain the efficiency of District operations;
5. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted;
6. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
7. Establish the methods and processes by which work is performed.

The Board reserves all other rights, statutory and inherent, as provided by state law.

The Board also reserves the right to delegate authority to the Superintendent for the ongoing direction of all District programs.

Cross Reference: 6110 Superintendent

Legal Reference: § 20-3-324, MCA Powers and duties
§ 39-31-303, MCA Management rights of public employers
Bonner School District No. 14 v. Bonner Education Association,
MEA-MFT, NEA, AFT, AFL-CIO, (2008), 2008 MT 9

Hiring Process and Criteria

The Board and Superintendent/administrator will determine the screening and hiring process upon the existence of each vacancy. The District will hire personnel appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment.

Every applicant must provide the District with written authorization for a fingerprint/criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. The district will create a determination sheet from the criminal history record. The determination sheet will be kept on file at the District Office. The Criminal History Record with no disqualifiers will be shredded on site immediately after review. The Criminal History Record with disqualifiers will be retained on file at the District Office according to law. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Certification

The District requires contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The custodian of records will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The custodian of records also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

Reference Checks

The Board authorizes the Superintendent or the Superintendent's designee to inquire of past employers about an applicant's employment on topics including but not limited to: title, role, reason for leaving, work ethic, punctuality, demeanor, collegiality, putting the interests of students first, and suitability for the position in the District. Responses to these inquiries should be documented and considered as part of the screening and hiring process.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Legal Reference: § 20-4-202, MCA Teacher and specialist certification registration
§ 39-29-102, MCA Point preference or alternative preference in initial hiring for certain applicants – substantially equivalent selection procedure

Old Business
ACTION ITEM

Discuss & Consider Policy Authorization - Policy 7310 Financial Management (2nd Reading)

Presented by: Kelly Henderson, Superintendent

Background: Based on Policy 1513, Management Rights, the Governing Board may give the superintendent authority to complete district business as noted

Rationale: Because we have meetings one time monthly, it is important to pay district claims regularly.

Recommendation: Based on Policy 1513-R, it is recommended that the Governing Board give authorization to the Superintendent to implement the following processes:

Paying of Expenses (Policy 7310): Grant the Superintendent the authority to pay outstanding expenses (less than \$15,000) of the school district from the list of vendors (provided). Warrants will be provided to the Governing Board at the next regular meeting as indicated in Policy 7310.

Management Rights

The Board retains the right to operate and manage its affairs in such areas as but not limited to:

1. Direct employees;
2. Employ, dismiss, promote, transfer, assign, and retain employees;
3. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and nonproductive;
4. Maintain the efficiency of District operations;
5. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted;
6. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
7. Establish the methods and processes by which work is performed.

The Board reserves all other rights, statutory and inherent, as provided by state law.

The Board also reserves the right to delegate authority to the Superintendent for the ongoing direction of all District programs.

Cross Reference: 6110 Superintendent

Legal Reference: § 20-3-324, MCA Powers and duties
§ 39-31-303, MCA Management rights of public employers
Bonner School District No. 14 v. Bonner Education Association,
MEA-MFT, NEA, AFT, AFL-CIO, (2008), 2008 MT 9

Gallatin Gateway Elementary

Adopted on: 08/20/12
Reviewed on: 6/26/17
Revised on:

7310

FINANCIAL MANAGEMENT

Budget Implementation and Execution

Once adopted by the Board, the operating budget shall be administered by the Superintendent's designees. All actions of the Superintendent/designees in executing programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for employment and assignment of staff shall meet legal requirements of the state of Montana and adopted Board policies.
2. Funds held for contingencies may not be expended without Board approval.
3. A listing of warrants describing goods and/or services for which payment has been made must be presented for Board ratification each month.
4. Purchases will be made according to the legal requirements of the state of Montana and adopted Board policy.

Legal Reference: § 20-3-332, MCA Personal immunity of trustees
 § 20-9-213, MCA Duties of trustees

New Business
DISCUSSION ITEM

Review Staff Policies -First Reading

Presented by: Kelly Henderson

Rationale: In preparation for the review and update of the staff handbook, administration would like to have a review of the personnel policies to ensure the district and staff are operating according to policy and standard operating practices.

GALLATIN GATEWAY SCHOOL DISTRICT

R = required

5000 SERIES PERSONNEL

TABLE OF CONTENTS

R	5002	Accommodating Individuals with Disabilities and Section 504 of the Rehabilitation Act of 1973
R	5010	Equal Employment Opportunity, Non-Discrimination, and Sex Equity
R	5012-5012F-5012P	Sexual Harassment of Employees
	5015	Bullying/Harassment/Intimidation
	5120-5120F-5120P	Hiring Process and Criteria
	5121	Applicability of Personnel Policies
	5122-5122F	Fingerprints and Criminal Background Investigations
	5125	Whistle Blowing and Retaliation
	5130	Staff Health
	5140	Employment and Assignment
R	5220	Prohibition on Aiding Sexual Abuse
R	5222	Evaluation of Non-Administrative Staff
	5223	Personal Conduct
	5224	Political Activity
	5225	Conflict of Interest
	5226	Drug-Free Workplace
R	5228-5288F-5228F2-5228P	Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
	5230	Prevention of Disease Transmission
	5231	Personnel Records
	5232	Abused and Neglected Child Reporting
	5250	Termination from Employment/Non-Renewal of Employment
	5251	Resignations
	5255	Disciplinary Action
	5256	Reduction in Force
	5314	Substitutes
	5321	Leaves of Absence
R	5325	Breastfeeding Workplace
R	5328	Family Medical Leave
	5329	Long Term Illness/Temporary Disability
	5329P	Long Term Illness/Temporary Disability/Maternity Leave Procedure
	5330	Maternity and Paternity Leave
	5331	Insurance Benefits for Employees
	5333	Holidays
	5334-5334P	Vacations
R	5336	Fair labor Standards Act
	5337	Workers' Compensation Benefits
	5420	Paraprofessionals
	5430F	Volunteer Agreement Form
	5450-5450F-5450P	Employee use of Electronic Mail, Internet, Networks, and District Equipment
	5460	Electronic Resources and Social Networking
	5500	Payment of Wages upon Termination

R 5510
5630
5701

HIPAA
Employee Use of Mobile Devices
Employee Surveys and End of Year Interviews

1

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on: 6/27/2018

5002 - R

PERSONNEL

Accommodating Individuals with Disabilities and Section 504 of the Rehabilitation Act of 1973

It is the intent of the District to ensure that qualified employees with disabilities under Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate accommodations or other positive actions in assistance.

The District will not discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or other terms, conditions, and privileges of employment.

The Superintendent/Principal is designated the Section 504 and Americans with Disabilities Act Title II Coordinator and, in that capacity, is directed to:

1. Oversee District compliance efforts, recommend to the Board necessary modifications, and maintain the District's final Title II self-evaluation document and keep it available for public inspection.
2. Make information regarding Title II protection available to any interested party.
3. Coordinating and monitoring the district's compliance with Section 504 and Title II of the ADA, as well as state civil rights requirements regarding discrimination and harassment based on disability.
4. Overseeing prevention efforts to avoid Section 504 and ADA violations by necessary actions, including by not limited to, scheduling Section 504 meetings, implementing and monitoring Section 504 plans of accommodation and providing information to employees and supervisors.
5. Implementing the district's discrimination complaint procedures with respect to allegations of Section 504/ADA violations, discrimination based on disability, and disability harassment; and
6. Investigating complaints alleging violations of Section 504/ADA, discrimination based on disability, and disability harassment.

The District's procedure for resolution of complaints alleging violation of this policy is set forth in Policy 1700.

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference: Americans with Disabilities Act, 42 U.S.C. §§ 12111, *et seq.*, and 12131, *et seq.*; 28 C.F.R. Part 35.

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on: 6/26/17

5010 - R

PERSONNEL

Revised on: 10/21/2013,

6/27/2018, 10/21/20

Equal Employment Opportunity, Non-Discrimination, and Sex Equity

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, genetic information, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work physical or mental disability. The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District.

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Counselor
Office address: 100 Mill Street. Gallatin Gateway, MT. 59630
Phone number: (406) 763-4415. Ext. 28

Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator. The Board designates the following individual to serve as the District's Section 504 Coordinator:

Title: Counselor
Office address: 100 Mill Street. Gallatin Gateway, MT. 59630
Phone number: (406) 763-4415. Ext. 28

Any individual may file a complaint alleging violation of this policy, Policy 5012/512P – Sexual Harrassment, or Policy 5015-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure.

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

All complaints about behavior that may violate this policy shall be promptly investigated.

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5 Retaliation against an employee who has filed a discrimination complaint, testified, or
6 participated in any manner in a discrimination investigation or proceeding is prohibited.
7

8 Legal Reference: Age Discrimination in Employment Act, 29 U.S.C. §§ 621, *et seq.*
9 Americans with Disabilities Act, Title I, 42 U.S.C. §§ 12111, *et seq.*
10 Equal Pay Act, 29 U.S.C. § 206(d)
11 Immigration Reform and Control Act, 8 U.S.C. §§ 1324(a), *et seq.*
12 Rehabilitation Act of 1973, 29 U.S.C. §§ 791, *et seq.*
13 Genetic Information Nondiscrimination Act of 2008 (GINA)
14 Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), *et seq.*; 29 C.F.R.,
15 Part 1601
16 Title IX of the Education Amendments, 20 U.S.C. §§ 1681, *et seq.*; 34
17 C.F.R., Part 106
18 Montana Constitution, Art. X, § 1 - Educational goals and duties
19 § 49-2-101, *et seq.*, MCA Human Rights Act
20 § 49-2-303, MCA Discrimination in Employment
21 § 49-3-102, MCA What local governmental units affected
22 §49-3-201, MCA Employment of state and local government
23 personnel.
24
25

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on: 6/26/17

5012 - R

PERSONNEL

Revised on: 10/21/20

Sexual Harassment of Employees

The District does not discriminate on the basis of sex in any education program or activity that it operates. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Counselor
Office address: 100 Mill Street. Gallatin Gateway, MT. 59630
Phone number: (406) 763-4415. Ext. 28

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made using the attached form, in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator shall direct the individual to the applicable sex discrimination process for investigation.

An individual is not required to submit a report of sexual harassment involving the Title IX coordinator. In the event the Title IX Coordinator is responsible for or a witness to the alleged

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4 harassment, the individual may report the allegations to the building principal or superintendent
5 or other unbiased school official.

6 7 Retaliation Prohibited

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9 The District prohibits intimidation, threats, coercion or discrimination against any individual for
10 the purpose of interfering with any right or privilege secured by Title IX or this policy, or
11 because the individual has made a report or complaint, testified, assisted, or participated or
12 refused to participate in any manner in an investigation proceeding or hearing, if applicable.
13 Intimidation, threats, coercion, or discrimination, including charges against an individual for
14 code of conduct violations that do not involve sex discrimination or sexual harassment, but arise
15 out of the same facts or circumstances as a report or complaint of sex discrimination, or a report
16 or formal complaint of sexual harassment, for the purpose of interfering with any right or
17 privilege secured by Title IX or this part, constitutes retaliation.

18 19 Confidentiality

20
21 The District must keep confidential the identity of any individual who has made a report or
22 complaint of sex discrimination, including any individual who has made a report or filed a
23 formal complaint of sexual harassment, any individual who has been alleged to be the victim or
24 perpetrator of conduct that could constitute sexual harassment, and any witness, except as may
25 be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or
26 to carry out the purposes of the Title IX regulations, including the conduct of any investigation,
27 hearing or judicial proceeding arising thereunder.

28 29 Notice Requirements

30
31 The District provides notice to applicants for admission and employment, students, parents or
32 legal guardians of elementary and secondary school students, employees and the union(s) with
33 the name or title, office address, email address and telephone number of the Title IX Coordinator
34 and notice of the District grievance procedures and process, including how to report or file a
35 complaint of sex discrimination, how to file a formal complaint of sexual harassment and how
36 the District will respond. The District also posts the Title IX Coordinator's contact information
37 and Title IX policies and procedures in a prominent location on the District website and in all
38 handbooks made available by the District.

39 40 Training Requirements

41
42 The District ensures that Title IX Coordinators, investigators, decision-makers, and any person
43 who facilitates an informal resolution process, receives training on the definition of sexual
44 harassment, the scope of the District's education program or activity, how to conduct an
45 investigation and grievance process including hearings, appeals and informal resolution
46 processes, when applicable, and how to serve impartially including by avoiding prejudgment of

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4 the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers
5 and investigators receive training on issues of relevance of questions and evidence, including
6 when questions and evidence about the complainant's sexual predisposition or prior sexual
7 behavior are not relevant as set forth in the formal procedures that follow, and training on any
8 technology to be used at a live hearing, if applicable. Investigators also receive training on
9 issues of relevance to create an investigative report that fairly summarizes relevant evidence. All
10 materials used to train individuals who receive training under this section must not rely on sex
11 stereotypes and must promote impartial investigations and adjudications of formal complaints of
12 sexual harassment and are made publicly available on the District's website.

13 14 Conflict of Interest and Bias

15
16 The District ensures that Title IX Coordinators, investigators, decision-makers, and any person
17 who facilitates an informal resolution process do not have a conflict of interest or bias for or
18 against complainants or respondents generally or an individual complainant or respondent.

19 20 Determination of Responsibility

21
22 The individual who has been reported to be the perpetrator of conduct that could constitute
23 sexual harassment is presumed not responsible for alleged conduct. A determination regarding
24 responsibility will be made by the decision-maker at the conclusion of the investigation in
25 accordance with the process outlined in Policy 5012P. No disciplinary sanctions will be imposed
26 unless and until a final determination of responsibility is reached.

27
28 Cross Reference: Policy 5010 - Equal Employment and Non-Discrimination
29 Policy 5012P – Sexual Harassment Procedures

30
31
32 Legal References: Art. X, Sec. 1, Montana Constitution – Educational goals and duties
33 §§ 49-3-101, et seq., MCA Montana Human Rights Act
34 Civil Rights Act, Title VI; 42 USC 2000d et seq.
35 Civil Rights Act, Title VII; 42 USC 2000e et seq.
36 Education Amendments of 1972, Title IX; 20 USC 1681 et seq.
37 34 CFR Part 106 Nondiscrimination on the basis of sex in
38 education programs or activities receiving
39 Federal financial assistance
40 10.55.701(1)(f), ARM Board of Trustees
41 10.55.719, ARM Student Protection Procedures
42 10.55.801(1)(a), ARM School Climate
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Sexual Harassment Reporting/Intake Form for Employees

This form is not required. Complaints may be submitted in any manner noted in Policy 5012. The form may be used by the Title IX Coordinator to document allegations.

School _____ Date _____

Employee's name _____

• Who was responsible for the harassment or incident(s)? _____

• Describe the incident(s). _____

• Date(s), time(s), and place(s) the incident(s) occurred. _____

• Were other individuals involved in the incident(s)? yes no

If so, name the individual(s) and explain their roles. _____

• Did anyone witness the incident(s)? yes no

If so, name the witnesses. _____

• Did you take any action in response to the incident? yes no

If yes, what action did you take? _____

• Were there any prior incidents? yes no

If so, describe any prior incidents. _____

• Signature of complainant _____

Gallatin Gateway Elementary

Adopted on: 10/21/20
Reviewed on:
Revised on: 4/21/21

5012P

PERSONNEL

page 1 of 9

Sexual Harassment Grievance Procedure - Employees

The Board requires the following grievance process to be followed for the prompt and equitable resolution of employee complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

Definitions

The following definitions apply for Title IX policies and procedures:

“Actual knowledge:” notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary or secondary school.

“Education program or activity:” includes locations, events or circumstances over which the District exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, and the context in which the sexual harassment occurs.

“Complainant:” an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent:” an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Formal complaint:” a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment.

“Supportive measures:” non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

District Requirements

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4 When the District has actual knowledge of sexual harassment in an education program or activity
5 of the District, the District will respond promptly in a manner that is not deliberately indifferent.
6 When the harassment or discrimination on the basis of sex does not meet the definition of sexual
7 harassment, the Title IX Coordinator will direct the individual to the applicable sex
8 discrimination process bullying and harassment policy, or public complaint procedure for
9 investigation.

10
11 The District treats individuals who are alleged to be the victim (Complainant) and perpetrator
12 (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive
13 measures. Supportive measures are designed to restore or preserve equal access to the District's
14 education program or activity without unreasonably burdening the other party, including
15 measures designed to protect the safety of all parties or the District's educational environment, or
16 deter sexual harassment. Supportive measures may include counseling, extensions of deadlines
17 or other course-related adjustments, modifications of work or class schedules, mutual restrictions
18 on contact between the parties, leaves of absence, increased security and monitoring of certain
19 areas of the District's property, campus escort services, changes in work locations and other
20 similar measures.

21
22 The Title IX Coordinator is responsible for coordinating the effective implementation of
23 supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly
24 contact the Complainant to discuss the availability of supportive measures, consider the
25 Complainant's wishes with respect to supportive measures, inform the Complainant of the
26 availability of supportive measures with or without the filing of a formal complaint, and explain
27 to the Complainant the process for filing a formal complaint. If the District does not provide the
28 Complainant with supportive measures, then the District must document the reasons why such a
29 response was not clearly unreasonable in light of the known circumstances.

30 31 Timelines

32
33 The District has established reasonably prompt time frames for the conclusion of the grievance
34 process, including time frames for filing and resolving appeals and informal resolution processes.
35 The grievance process may be temporarily delayed or extended for good cause. Good cause may
36 include considerations such as the absence of a party, a party's advisor, or a witness; concurrent
37 law enforcement activity; or the need for language assistance or accommodation of disabilities.
38 In the event the grievance process is temporarily delayed for good cause, the District will provide
39 written notice to the Complainant and the Respondent of the delay or extension and the reasons
40 for the action.

41 42 Response to a Formal Complaint

43
44 At the time of filing a formal complaint, a Complainant must be participating in or attempting to
45 participate in the education program or activity of the District with which the formal complaint is
46 filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by
47 electronic mail, or other means designated by the District.

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2
3 The District must follow the formal complaint process before the imposition of any disciplinary
4 sanctions or other actions that are not supportive measures. However, nothing in this policy
5 precludes the District from placing a non-student employee Respondent on administrative leave
6 during the pendency of the grievance process. The District may also remove a student
7 Respondent alleged to have harassed an employee Complainant from the education setting. The
8 student may receive instruction in an offsite capacity during the period of removal. This
9 provision may not be construed to modify any rights under the Individuals with Disabilities
10 Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities
11 Act.

12
13 Upon receipt of a formal complaint, the District must provide written notice to the known parties
14 including:

- 15
16 1. Notice of the allegations of sexual harassment, including information about the
17 identities of the parties involved in the incident, the conduct allegedly constituting
18 sexual harassment, the date and location of the alleged incident, and any sufficient
19 details known at the time. Such notice must be provided with sufficient time to
20 prepare a response before any initial interview;
- 21
22 2. An explanation of the District's investigation procedures, including any informal
23 resolution process;
- 24
25 3. A statement that the Respondent is presumed not responsible for the alleged
26 conduct and that a determination regarding responsibility will be made by the
27 decision-maker at the conclusion of the investigation;
- 28
29 4. Notice to the parties that they may have an advisor of their choice who may be, but
30 is not required to be, an attorney, and may inspect and review any evidence; and
31
- 32 5. Notice to the parties of any provision in the District's code of conduct or policy that
33 prohibits knowingly making false statements or knowingly submitting false
34 information.

35
36 If, in the course of an investigation, the District decides to investigate allegations about the
37 Complainant or Respondent that are not included in the notice initially provided, notice of the
38 additional allegations must be provided to known parties.

39
40 The District may consolidate formal complaints as to allegations of sexual harassment against
41 more than one Respondent, or by more than one Complainant against one or more Respondents,
42 or by one party against the other party, where the allegations of sexual harassment arise out of
43 the same facts or circumstances.

44 45 Investigation of a Formal Complaint

46 When investigating a formal complaint and throughout the grievance process, the District must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties’;
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party’s ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party’s choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make credibility determinations based on the individual’s status as Complainant, Respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District’s education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

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- 4 1. a Complainant provides written notification to the Title IX Coordinator that the
- 5 Complainant would like to withdraw the formal complaint or any allegations therein;
- 6
- 7 2. the Respondent is no longer enrolled or employed by the District; or
- 8
- 9 3. specific circumstances prevent the District from gathering evidence sufficient to reach a
- 10 determination as to the formal complaint or allegations therein.
- 11

12 Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the
13 reasons for dismissal simultaneously to both parties. The grievance process will close in the
14 event a notice of dismissal is provided to the parties. Support measures may continue following
15 dismissal.

16 Evidence Review

17
18
19 The District provides both parties an equal opportunity to inspect and review any evidence
20 obtained as part of the investigation so that each party can meaningfully respond to the evidence
21 prior to the conclusion of the investigation. The evidence provided by the District must include
22 evidence that is directly related to the allegations in the formal complaint, evidence upon which
23 the District does not intend to rely in reaching a determination regarding responsibility, and any
24 inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to
25 completion of the investigative report, the Title IX Coordinator must send to each party and the
26 party's advisor, if any, the evidence subject to inspection and review in an electronic format or a
27 hard copy. The parties have 10 calendar days to submit a written response to the Title IX
28 Coordinator, which the investigator will consider prior to completion of the investigative report.

29 Investigative Report

30
31
32 The investigator must prepare an investigative report that fairly summarizes relevant evidence
33 and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each
34 party and the party's advisor, if any, the investigative report in an electronic format or a hard
35 copy, for their review and written response. The parties have 10 calendar days to submit a
36 written response to the Title IX Coordinator.

37 Decision-Maker's Determination

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40 The investigative report is submitted to the decision-maker. The decision-maker cannot be the
41 same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a
42 hearing or make a determination regarding responsibility until 10 calendar days from the date the
43 Complainant and Respondent receive the investigator's report.

44
45 Prior to reaching a determination regarding responsibility, the decision-maker must afford each
46 party the opportunity to submit written, relevant questions that a party wants asked of any party
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4 or witness, provide each party with the answers, and allow for additional, limited follow-up
5 questions from each party. Questions and evidence about the Complainant's sexual
6 predisposition or prior sexual behavior are not relevant, unless such questions and evidence
7 about the Complainant's prior sexual behavior are offered to prove that someone other than the
8 Respondent committed the conduct alleged by the Complainant, or if the questions and evidence
9 concern specific incidents of the Complainant's prior sexual behavior with respect to the
10 Respondent and are offered to prove consent. Questions must be submitted to the Title IX
11 Coordinator within three calendar days from the date the Complainant and Respondent receive
12 the investigator's report.

13
14 The decision-maker must issue a written determination regarding responsibility based on a
15 preponderance of the evidence standard. The decision-maker's written determination must:

- 16
17 1. Identify the allegations potentially constituting sexual harassment;
- 18
19 2. Describe the procedural steps taken, including any notifications to the parties,
20 interviews with parties and witnesses, site visits, methods used to gather evidence, and
21 hearings held;
- 22
23 3. Include the findings of fact supporting the determination;
- 24
25 4. Draw conclusions regarding the application of any District policies and/or code of
26 conduct rules to the facts;
- 27
28 5. Address each allegation and a resolution of the complaint including a determination
29 regarding responsibility, the rationale therefor, any recommended disciplinary
30 sanction(s) imposed on the Respondent, and whether remedies designed to restore or
31 preserve access to the educational program or activity will be provided by the District
32 to the Complainant; and
- 33
34 6. The procedures and permissible bases for the Complainant and/or Respondent to appeal
35 the determination.

36
37 A copy of the written determination must be provided to both parties simultaneously, and
38 generally will be provided within 60 calendar days from the District's receipt of a formal
39 complaint.

40
41 The determination regarding responsibility becomes final either on the date that the District
42 provides the parties with the written determination of the result of the appeal, if an appeal is
43 filed, or if an appeal is not filed, the date on which an appeal would no longer be considered
44 timely.

45
46 Where a determination of responsibility for sexual harassment has been made against the

Respondent, the District will provide remedies to the Complainant that are designed to restore or preserve equal access to the District's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Following any determination of responsibility, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement. For employees, the sanctions may include any form of responsive discipline, up to and including termination.

Appeals

Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time that could affect the outcome and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent that affected the outcome.

The District also may offer an appeal equally to both parties on additional bases.

The request to appeal must be made in writing to the Title IX Coordinator within seven calendar days after the date of the written determination. The appeal decision-maker must not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

The appeal decision-maker must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision must be provided to both parties simultaneously, and generally will be provided within 10 calendar days from the date the appeal is filed.

Informal Resolution Process

Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that

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4 does not involve a full investigation and determination of responsibility, provided that the
5 District:

6
7 1. Provides to the parties a written notice disclosing:

8
9 A. The allegations;

10
11 B. The requirements of the informal resolution process including the circumstances
12 under which it precludes the parties from resuming a formal complaint arising
13 from the same allegations, provided, however, that at any time prior to agreeing to
14 a resolution, any party has the right to withdraw from the informal resolution
15 process and resume the Title IX formal complaint process with respect to the
16 formal complaint; and

17
18 C. Any consequences resulting from participating in the informal resolution process,
19 including the records that will be maintained or could be shared.
20

21 2. Obtains the parties' voluntary, written consent to the informal resolution process.
22

23 The informal resolution process generally will be completed within 30 calendar days, unless the
24 parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process.
25 The formal grievance process timelines are stayed during the parties' participation in the
26 informal resolution process. If the parties do not reach resolution through the informal resolution
27 process, the parties will resume the formal complaint grievance process, including timelines for
28 resolution, at the point they left off.
29

30 Recordkeeping

31
32 The District must maintain for a period of seven years records of:

- 33
34 1. Each sexual harassment investigation, including any determination regarding
35 responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies
36 provided to the Complainant designed to restore or preserve equal access to the
37 District's education program or activity;
38
39 2. Any appeal and the result therefrom;
40
41 3. Any informal resolution and the result therefrom; and
42
43 4. All materials used to train Title IX Coordinators, investigators, decision-makers, and
44 any person who facilitates an informal resolution process. The District must make
45 these training materials publicly available on its website.
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4 The District must create, and maintain for a period of seven years, records of any actions,
5 including any supportive measures, taken in response to a report or formal complaint of sexual
6 harassment. In each instance, the District must document the basis for its conclusion that its
7 response was not deliberately indifferent, and document that it has taken measures designed to
8 restore or preserve equal access to the District's education program or activity.
9

10 Cross Reference: Policy 5010 Equal Employment and Non-Discrimination
11 Policy 5012 Sexual Harassment
12 Policy 5255 Employee Discipline
13

14 Legal References: Art. X, Sec. 1, Montana Constitution – Educational goals and duties
15 Section 49-3-101, et seq., MCA, Montana Human Rights Act
16 Civil Rights Act, Title VI; 42 USC 2000d et seq.
17 Civil Rights Act, Title VII; 42 USC 2000e et seq.
18 Education Amendments of 1972, Title IX; 20 USC 1681 et seq.
19 34 CFR Part 106 Nondiscrimination on the basis of sex in
20 education programs or activities receiving
21 Federal financial assistance
22 10.55.701(1)(f), ARM Board of Trustees
23 10.55.719, ARM Student Protection Procedures
24 10.55.801(1)(a), ARM School Climate
25

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

5015

PERSONNEL

Revised on: 8/2/2018, 10/21/20

Page 1 of 2

Bullying/Harassment/Intimidation

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices.

Definitions

- “Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
- “District” includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.
- “Harassment, intimidation, or bullying” means any act that substantially interferes with an employee’s opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such 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, and that has the effect of:
 - a. Physically harming an employee or damaging an employee’s property;
 - b. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee’s property; or
 - c. Creating a hostile working environment.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board, via written communication to the Board Chair.

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3
4 The complainant may be provided a summary of the findings of the investigation and, as
5 appropriate, that remedial action has been taken.
6

7 Responsibilities
8

9 The District Administrator shall be responsible for ensuring that notice of this policy is provided
10 to staff and third parties.
11

12 When an employee has actual knowledge that behavior is in violation of this policy is sexual
13 harassment, the employee must contact the Title IX Coordinator. The Title IX sexual harassment
14 grievance process will be followed, if applicable, prior to imposing any discipline that cannot be
15 imposed without resolution of the Title IX process.
16

17 Consequences
18

19 Staff whose behavior is found to be in violation of this policy will be subject to discipline up to
20 and including termination of employment. Third parties whose behavior is found to be in
21 violation of this policy shall be subject to appropriate sanctions as determined and imposed by
22 the District Administrator or the Board. Individuals may also be referred to law enforcement
23 officials.
24

25 Retaliation and Reprisal
26

27 Retaliation is prohibited against any person who reports or is thought to have reported a
28 violation, files a complaint, or otherwise participates in an investigation or inquiry. Such
29 retaliation shall be considered a serious violation of Board policy, whether or not a complaint is
30 substantiated. False charges shall also be regarded as a serious offense and will result in
31 disciplinary action or other appropriate sanctions.
32
33

34 Legal Reference: 10.55.701(3)(g), ARM Board of Trustees
35 10.55.801(1)(d), ARM School Climate

7 Hiring Process and Criteria

8 The Board and Superintendent/administrator will determine the screening and hiring process upon the
9 existence of each vacancy. The District will hire personnel appropriately licensed and endorsed in
10 accordance with state statutes and Board of Public Education rules, consistent with budget and staffing
11 requirements and will comply with Board policy and state law on equal employment opportunities and
12 veterans’ preference. All applicants must complete a District application form to be considered for
13 employment.

14
15 Every applicant must provide the District with written authorization for a fingerprint/criminal background
16 investigation. The Superintendent will keep any conviction record confidential as required by law and
17 District policy. The district will create a determination sheet from the criminal history record. The
18 determination sheet will be kept on file at the District Office. The Criminal History Record with no
19 disqualifiers will be shredded on site immediately after review. The Criminal History Record with
20 disqualifiers will be retained on file at the District Office according to law. Every newly hired employee
21 must complete an Immigration and Naturalization Service form, as required by federal law.

22
23 Certification

24 The District requires contracted certified staff to hold valid Montana teacher or specialist certificates
25 endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement
26 shall be just cause for termination of employment. No salary warrants may be issued to a staff member,
27 unless a valid certificate for the role to which the teacher has been assigned has been registered with the
28 county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and
29 administrator under contract must bring their current, valid certificate to the personnel office at the time
30 of initial employment, as well as at the time of each renewal of certification.

31
32 The custodian of records will register all certificates, noting class and endorsement of certificates, and
33 will update permanent records as necessary. The custodian of records also will retain a copy of each valid
34 certificate of a contracted certified employee in that employee’s personnel file.

35
36 Reference Checks

37 The Board authorizes the Superintendent or the Superintendent’s designee to inquire of past employers
38 about an applicant’s employment on topics including but not limited to: title, role, reason for leaving,
39 work ethic, punctuality, demeanor, collegiality, putting the interests of students first, and suitability for
40 the position in the District. Responses to these inquiries should be documented and considered as part of
41 the screening and hiring process.

42
43
44 Cross Reference: 5122 Fingerprints and Criminal Background Investigations

45
46 Legal Reference: § 20-4-202, MCA Teacher and specialist certification registration
47 § 39-29-102, MCA Point preference or alternative preference in initial hiring
48 for certain applicants – substantially equivalent selection
49 procedure
50

Gallatin Gateway Elementary

District Contact
District Contact Position

Address Line #1
Address Line #2
City, State, Zip Code

Determination of Eligibility for Hire – Policy 5120F

(DATE)

RE: [NAME OF APPLICANT]

In regards to the determination of eligibility for hire/licensure; based on the minimum criteria as specified in the Gallatin Gateway Elementary School District Applicant Background Check Procedure, the individual listed below:

Name

Date of Birth

- Meets eligibility criteria**
 Does NOT meet eligibility criteria

Please contact Gallatin Gateway Elementary School District with any questions regarding this determination or to be provided with a copy of the Gallatin Gateway Elementary School District Applicant Background Check Procedure.

Determination Completed By:

Signature

Printed Name

Title

Date



Dissemination Log – Policy 5120F

For national criminal history fingerprint-based background checks under Policy 5120P

Date	Person Making Dissemination	Name and Date of Birth on Disseminated Information	Receiving Entity As Verified by CHRI Auditor (Name, Phone Number, Person)	Disseminated by Telephone, Fax, Mail?	Date Qualified Entity Status Verified by ID

Instructions: A log entry must be made every time you share with another qualified entity any information you obtained from a criminal history records check through the Montana Department of Justice (MDOJ) or the FBI. This includes the sharing of “No Record” information. The Dissemination Log must be retained for four (4) years from the date of the entry, and it must be made available to MDOJ and FBI auditors.

Reminder: Criminal history record information received from MDOJ or the FBI under NCPA/VCA and/or Public Law 92-544, shall be used or shared only for the screening of current or prospective Montana employees, volunteers, contractors, and/or vendors of QUALIFIED ENTITIES, pursuant to these laws.

Gallatin Gateway Elementary

Adopted on: 4/21/21

Reviewed on:

Revised on:

5120P

PERSONNEL

Page 1 of 3

Federal Background Check Fingerprint and Information Handling Procedure

1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers or recommended for hire by the School District need to be fingerprinted under the National Child Protection Act and Volunteers for Children's Act (NCPA/VCA).
2. The School District will obtain a signed waiver from all applicants and provide written communication of Applicant Rights and Consent to Fingerprint Form at 5122F. Applicants shall also be provided the Applicant Privacy statement at 5120F. The Applicant Rights and Consent to Fingerprint Form will be kept on file for 5 years or for the length of employment, which ever is longer. The form will be filed in the employees Personnel File.

Basis to Collect and Submit Fingerprints for Purposes of Federal Background Check

Fingerprints are obtained via local law enforcement agencies: Gallatin County Sheriff or Bozeman Police Department.

A spreadsheet of those fingerprinted is kept by the School District to identify the individual, position being hired for, date of fingerprint, date print received and date print billed.

The School District staff that have received training by CRISS will process the fingerprints and send them to the DOJ.

LASO

Gallatin County School Superintendent has been appointed as the Local Agency Security Officer and acts as the primary point of contact between the School District and CRISS. Gallatin County School Superintendent is responsible for ensuring CJIS Policy compliance by all authorized recipients within the School District LASO is also responsible of any Privacy and Security Agreements with those who do not use CHRI on a regular basis. Any change in appointment of the LASO or other authorized personnel will be reported to CRISS immediately.

Access of CHRI

All background results are received by the school secretary through the State File Transfer Service. Results are printed and stored in a locked filing cabinet in the business office until a determination for employment is made. Only authorized personnel that have undergone Privacy and Security Information have access to printed criminal history record information. Authorized recipients of CHRI include

Superintendent Theresa Kiel, School Secretary, Erica Clark, and the Business Manager, Carrie Fisher

1
2
3 Printed background checks are reviewed by the Business Manager (name) and a determination form is
4 completed. If any adverse results are present on the background check, it is given to the Superintendent,
5 and Principal for final determination of eligibility. (Entity Name) utilizes a determination form and the
6 CHRI is then shredded.

7 8 Determination Procedures 9

10 Personnel staff that have been trained by CRISS and granted access to criminal history record information
11 will receive the background results through their Montana State File Transfer account.

- 12
13 a. Results are reviewed for determination of eligibility to hire.
14 b. Any adverse reports are presented to the appropriate administrator for final approval.
15 c. Determination is noted on a determination form and kept in a locked file cabinet.
16

17 Retention and Storage Procedure 18

19 All criminal history record information is stored in a locked filing cabinet within the business office. Only
20 authorized personnel, Superintendent, Principal, and the Business Manager as noted in this policy have access to this
21 information. Only authorized personnel are present during the determination process when the criminal record is
22 being reviewed.
23

24 Printed background checks are stored until a final determination for employment has been made,
25 two weeks or less. A determination form is then completed and CHRI is then destroyed in
26 accordance with the Destruction Procedure outlined in this document.
27

28 Dissemination Logs are maintained for a period of 3 years from the date of dissemination or
29 between audits, and the Applicant Rights and Consent to Fingerprint form is maintained for at
30 least five years or the length of employment, whichever is longer.
31
32

33 Dissemination Procedure 34

35 The School District does not disseminate criminal history record information with any other
36 agency. A copy of our determination form can be provided to outside agencies upon request.
37

38 Destruction Procedure 39

40 At the end of the retention and storage period outlined in this document, all CHRI and related
41 information is shredded on site by a company that come to our location. Authorized personnel
42 witness the shredding of the CHRI.
43

44 Applicant procedures for challenging or correcting their record 45

46 All applicants are given the opportunity to challenge or complete their record before a final
47 determination is made.
48

49 Applicants wishing to challenge their record are given a copy of the background report.

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4 The applicant is then given 10 days to contact the state or agency in which the record was created
5 to make corrections. After the allotted time, the applicant must then provide the School District
6 with a copy of the corrected background report provided by and notarized by the State
7 Identification Bureau. The fee associated for a copy of the state record provided by the State
8 Identification Bureau will be the responsibility of the applicant.
9

10 Policy and procedures for misuse of CHRI

11
12 The School District does not allow dissemination of CHRI to persons or agencies that are not
13 directly involved in the hiring and determination process. If CHRI is disseminated outside of the
14 authorized receiving department, (agency LASO) will report this to CRISS immediately and
15 provide CRISS with an incident response form. The incident response form will include the
16 nature of the incident, any internal reprimands that may have resulted from the incident, as well
17 as our agencies plan to ensure that this incident does not get repeated.
18

19 Training Procedure

- 20
- 21 • Local Agency Security Officer (LASO)
 - 22 *Signed user agreement between district and CRISS
 - 23 • Privacy and Security Training
 - 24 *CRISS training on CHRI required to receive background reports

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:4/20/22

5121

PERSONNEL

Applicability of Personnel Policies

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the District. However, where there is a conflict between terms of a collective bargaining agreement and District policy, the terms of the collective bargaining agreement shall prevail for staff covered by that agreement.

Board policies will govern when a matter is not specifically provided for in an applicable collective bargaining agreement.

Each personnel position in the District will be directed by a position description that delineates the responsibilities of the employee. The employee will receive the position description with the employment contract. Position descriptions are available upon request. The Board of Trustees will regularly review the position descriptions.

Professional Development

If not otherwise addressed in the applicable collective bargaining agreements, the Board shall establish an advisory committee to evaluate the District's current school year professional development plan; and develop and recommend a plan for the subsequent school year. The advisory committee shall include, but not be limited to, trustees, administrators, and teachers. A majority of the committee shall be teachers. Each school year the Board shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee that meets the requirements of ARM 10.55.714.

Legal Reference:	§ 39-31-102, MCA	Chapter not limit on legislative authority
	ARM 10.55.701(d)	Board of Trustees
	ARM 10.55.714	Professional Development

5122

PERSONNEL

Fingerprints and Criminal Background Investigations

It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with the District involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a national fingerprint-based criminal history record check conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. Any offer of employment will be contingent on results of the fingerprint based criminal background investigation. Employment or opportunity to volunteer in the District will not begin until a favorable result of the criminal background investigation has been received by the District or an applicant can present the District with a current Montana teaching certificate and provide documentation of contiguous employment by a school district in the state of Montana. This policy shall also be applied to an employee of a person or firm holding a contract with the District, if the employee is assigned to the District, and the employee may have unsupervised access to students.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment in a manner consistent with the expectations and standards set by the board. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

The following applicants for employment, as a condition for employment, will be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation:

- A certified teacher seeking full- or part-time employment with the District;
- An educational support personnel employee seeking full- or part-time employment with the District;
- An employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- A volunteer assigned to work in the District, who has regular unsupervised access to students; and
- Substitute teachers.

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Legal Reference:	§ 44-5-301, MCA	Dissemination of public criminal justice information
	§ 44-5-302, MCA	Dissemination of criminal history record information that is not public criminal justice information
	§ 44-5-303, MCA	Dissemination of confidential criminal justice information – procedure for dissemination through court
	Admin. R. Mont. 10.55.716	Substitute Teachers
	Public Law 105-251,	Volunteers for Children Act

Applicant Rights and Consent to Fingerprint – Policy 5122F

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ by _____ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at DOJCRISS@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.

Signed:

Name

Date

¹ Written notification includes electronic notification but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

NCPA/VCA Applicants

To _____:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to (write in Agency or Entity name)

_____ for the position of (please be specific) _____.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act(VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

- 1. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
2. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
3. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.

The entity shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the qualified entity. The entity shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name: _____
First Middle Maiden Last

Date of Birth: _____

Address: _____

City State Zip

- I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:
I have not been convicted of, nor am I under pending indictment for, any crimes
I authorize Montana Department of Justice, Criminal Records and Identification Services Section to disseminate criminal history record information to _____.

Signature of Applicant Date

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

5125

PERSONNEL

Page 1 of 2

Whistle Blowing and Retaliation

When district employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of district resources, violations of law and/or abuse of authority) have occurred, they should report such wrongful conduct to the Superintendent or Board Chairperson.

For purposes of this policy, the term “wrongful conduct” shall be defined to include:

- theft of district money, property, or resources;
- misuse of authority for personal gain or other non-district purpose;
- fraud;
- violations of applicable federal and state laws and regulations; and/or
- serious violations of district policy, regulation, and/or procedure.

The Board of Trustees will not tolerate any form of reprisal, retaliation or discrimination against:

- Any employee, or applicant for employment, because he/she opposed any practice that he/she reasonably believed to be made unlawful by federal or state laws prohibiting employment discrimination on the basis of sex, sexual orientation, race, color, national origin, age, religion, height, weight, marital status, handicap or disability.
- Any employee, or applicant for employment, because he/she filed a charge, testified, assisted or participated, in any manner, in an investigation, proceeding or hearing under federal or state laws prohibiting employment discrimination on the basis of sex, sexual orientation, race, color, national origin, age, religion, height, weight, marital status, handicap or disability or because he/she reported a suspected violation of such laws according to this policy; or,
- Any employee or applicant because he/she reported, or was about to report, a suspected violation of any federal, state or local law or regulation to a public body (unless the employee knew that the report was false) or because he/she was requested by a public body to participate in an investigation, hearing or inquiry held by that public body or a court.

An employee or applicant for employment who believes that he/she has suffered reprisal, retaliation or discrimination in violation of this policy shall report the incident(s) to the

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4 Superintendent or his/her designee. The Board of Trustees guarantees that no employee or
5 applicant for employment who makes such a report will suffer any form of reprisal, retaliation or
6 discrimination for making the report. Individuals are forbidden from preventing or interfering
7 with whistle blowers who make good faith disclosures of misconduct.
8

9 The Board or its agents will not discharge, discipline or otherwise penalize any employee
10 because the employee or someone acting on the employee's behalf, reports, verbally or in
11 writing, a violation or suspected violation of any state or federal law or regulation or any
12 town/city ordinance or regulation to a public body, or because an employee is requested by a
13 public body to participate in an investigation, hearing or inquiry held by that public body, or a
14 court action. Further, the Board or its agents will not discharge, discipline or otherwise penalize
15 any employee because the employee, or a person acting on his/her behalf, reports, verbally or in
16 writing, to a public body, as defined in the statutes, concerning unethical practices,
17 mismanagement or abuse of authority by the employer. This section does not apply when an
18 employee knowingly makes a false report.

19 The District will exercise reasonable efforts to:

- 20
- 21 • investigate any complaints of retaliation or interference made by whistle blowers;
 - 22 • take immediate steps to stop any alleged retaliation; and
 - 23 • discipline any person associated with the District found to have retaliated against or
24 interfered with a whistle blower.
25

26 The Board of Trustees considers violations of this policy to be a major offense that will result in
27 disciplinary action, up to and including termination, against the offender, regardless of the
28 offender's position within the District.
29

30 The Board shall make this policy available to its staff by posting it on its website with its other
31 District policies.
32
33
34

35 Legal References: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e-3(a)
36 Age Discrimination in Employment Act, 29 U.S.C. §623 (d)
37 Americans with Disabilities Act, 42 U.S.C. §12203(a) and (b)
38 Fair Labor Standards Act, 29 U.S.C. §215(a)(3)
39 Occupational Safety and Health Act, 29 U.S.C. §6660(c)
40 Family and Medical Leave Act, 29 U.S.C. §2615
41 National Labor Relations Act, 29 U.S.C. §158(a)
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Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

5130

PERSONNEL

Page 1 of 2

Staff Health

Medical Examinations

Through its overall safety program and various policies pertaining to school personnel, the Board will promote the safety of employees during working hours and assist them in the maintenance of good health. The Board will encourage all its employees to maintain optimum health through the practice of good health habits.

The Board may require physical examinations of its employees, under circumstances defined below. The District will maintain results of physical examinations in medical files separate from the employee's personnel file and will release them only as permitted by law.

Physical Examinations

The District participates in a Pre-Placement Physical Program for all custodial and maintenance personnel and other positions deemed inclusive of this policy as determined by specific Board action. Subsequent to a conditional offer of employment in a position for which the District may require participation in a pre-placement physical but before commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements which may be imposed by the state. The District may condition an offer of employment on the results of such examination, if all employees who received a conditional offer of employment in the applicable job category are subject to such examination. The report shall certify the employee's ability to perform the job-related functions of the position for which the employee is being considered. Such examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions.

All bus drivers, whether full-time, regular part-time, or temporary part-time, are required by state law to have a satisfactory medical examination before employment.

Communicable Diseases

If a staff member has a communicable disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff member must notify the school nurse or other responsible person designated by the Board of the communicable disease which could be life threatening to an immune-compromised person. The school nurse or other responsible person designated by the Board must determine, after consultation with and on the advice of public health officials, if the immune-compromised person needs appropriate accommodation to protect their health and safety.

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An employee with a communicable disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a communicable disease capable of being readily transmitted in the school setting (e.g., airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness so that precautions may be taken to protect the health of others. The District reserves the right to require a statement from an employee’s primary care provider, before the employee may return to work.

Confidentiality

In all instances, District personnel will respect an individual’s right to privacy and treat any medical diagnosis as confidential information. Any information obtained regarding the medical condition or history of any employee will be collected and maintained on separate forms and in separate medical files and will be treated as confidential information. Only those individuals with a legitimate need to know (i.e., those persons with a direct responsibility for the care of or for determining workplace accommodation for the staff person) will be provided necessary medical information.

Supervisors and managers may be informed of necessary restrictions on the work or duties of an employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if a staff member with a disability might require emergency treatment.

Legal Reference:	29 U.S.C. § 794, <i>et seq.</i>	Section 504 of the Rehabilitation Act
	42 U.S.C. § 12101, <i>et seq.</i>	Americans with Disabilities Act
	29 CFR, Part 1630.14(c)	Examination of employees
	Title 49, Chapter 2, MCA	Illegal Discrimination
	Title 49, Chapter 4, MCA	Rights of Persons With Disabilities
	§ 20-10-103(4), MCA	School bus driver qualifications
	Admin. R. Mont. 37.114.1010	Employee of School: Day Care
		Facility Care Provider
	Admin. R. Mont. 37.111.825	Health Supervision and Maintenance

Gallatin Gateway Elementary

Adopted on:

Reviewed on: 6/26/17

Revised on: 7/17/17, 10/18/21

5140

PERSONNEL

Page 1 of 2

Employment and Assignment

Certified

Each certified employee will be employed under a written contract, subject to the terms and conditions of the collective bargaining agreement and District policies. Renewal and nonrenewal will be determined by the Board after receiving a recommendation from the Superintendent and in conformance with law.

Classified Employment and Assignment

Employees designated as “classified” employees include all non-teaching positions or duties in the District.

Each newly hired classified employee will either be hired: (1) as a probationary employee, or (2) immediately be placed on a written contract for a specific term with a beginning and ending date, within the meaning of Section 39-2-912(2), MCA. Employees initially hired on a written contract for a specific term will have no expectation of continued employment beyond the current contract term, and in the absence of Board action to offer a subsequent contract, the employment will automatically conclude at the conclusion of the contract term.

For those employees hired as probationary employees, such employees will be required to complete a probationary period of two months. The Board authorizes the Superintendent to extend the probationary period in a manner permitted by law. Any extension of the probationary period by the Superintendent, together with the original probationary period, may not exceed a total of 18 months. Leaves of absence by an employee for a period of more than 5 consecutive working days other than holidays or vacations during the probationary period will be counted as part of the probationary period.

During the probationary period of employment, the employment may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason. Prior to the conclusion of the original or extended probationary period, the Superintendent will determine whether to retain the employee or make a recommendation to the Board for termination of probationary employment. If the employee is retained, the employee will be designated as one of the following types of employees depending on the factors noted.

Designation 1: If, before the probationary period concludes, the employee is placed on a written employment contract, the employment contract shall be a written contract of employment for a specific term with a beginning and ending date, within the meaning of Section 39-2-912(2), MCA. The employee will have no expectation of continued employment beyond the current

1 contract term, and in the absence of Board action to offer a subsequent contract, the employment
2 will automatically conclude at the conclusion of the contract term.

3
4 If the employee is issued subsequent contracts for a specific term following the initial contract, a
5 probationary period will not apply. The employee will be subject to terms of the contract
6 including the beginning and ending date, within the meaning of Section 39-2-912(2), MCA. The
7 employee will have no expectation of continued employment beyond the current contract term,
8 and in the absence of Board action to offer a subsequent contract, the employment will
9 automatically conclude at the conclusion of the contract term.

10
11 Designation 2: If, after the probationary period concludes, the employee is not placed on a
12 written employment contract for a specific term, the employee's service to the District will be
13 subject to the provisions in Title 39, Chapter 2, Part 9, MCA.

14
15 Designation 3: If, after the probationary period concludes, the employee is subject to the
16 provisions of a collective bargaining agreement, the employee's service to the District will be
17 subject to the terms of the collective bargaining agreement within the meaning of Section 39-2-
18 912, MCA.

19
20 Subject to any applicable collective bargaining agreement, the District reserves the right to: (1)
21 change employment conditions affecting an employee's duties, assignment, supervisor, or grade
22 and/or (2) determine the salary and benefits for classified employees.

23 24 Assignments, Reassignments, Transfers

25
26 The Superintendent may assign, reassign, and/or transfer positions and duties of all staff, subject
27 to any provisions contained in the collective bargaining agreement. Teachers will be assigned at
28 the levels and in the subjects for which their certificates are endorsed. The Superintendent will
29 provide for a system of assignment, reassignment, and transfer of classified staff, including
30 voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff
31 member during a school year.

32
33 Legal Reference: § 39-2-904, MCA Elements of wrongful discharge – presumptive
34 probationary period

35 § 39-2-912, MCA Exceptions to Wrongful Discharge from
36 Employment Act

37 *Hunter v. City of Great Falls* (2002), 2002 MT 331

38 *Whidden v. Nerison*, 294 Mont. 346, 981 P.2d 271 (1999)

39 *Bowden v. The Anaconda Co.*, 38 St. Rep. 1974 (D.C. Mont. 1981)

40 *Prout v. Sears, Roebuck & Co.*, 236 Mont. 152, 722 P.2d 288 (1989)

41 *Stowers v. Community Medical Center, Inc.*, 2007 MT 309, 340 Mont.
42 116, 172 P.2d 1252.

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

5220

PERSONNEL

Prohibition on Aiding Sexual Abuse

The district prohibits any employee, contractor or agent from assisting a school employee, contractor or agent in obtaining a new job if the individual or district knows or has probable cause to believe that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or a student in violation of the law. This prohibition does not include the routine transmission of administrative and personnel files.

This prohibition does not apply under certain conditions specified by the Every Student Succeeds Act (ESSA) such as:

1. The matter has been reported to law enforcement authorities and it has been officially closed or the school officials have been notified by the prosecutor or police after an investigation that there is insufficient information to establish probable cause, or;
2. The individual has been acquitted or otherwise cleared of the alleged misconduct, or;
3. The case remains open without charges for more than 4 years after the information was reported to a law enforcement agency.

Legal Reference: ESSA section 8038, § 8546

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 6/26/17

5222 - R

PERSONNEL

Evaluation of Non-Administrative Staff

Each classified member's job performance will be evaluated by the staff member's direct supervisor. The evaluation process uses forms applicable to the job classification and description, and day-to-day appraisals.

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

The supervisor will provide a copy of the completed evaluation to the staff member and will provide opportunity to discuss the evaluation. The original should be signed by the staff member and filed in the staff member's personnel file. If the staff member refuses to sign the evaluation, the Superintendent should note the refusal and file a copy of the evaluation.

Legal Reference: ARM 10.55.701(4)(a)(b)

Board of Trustees

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on: 6/26/17

5223

PERSONNEL

Revised on: 3/11/20, 6/30/21, 10/18/21, 4/20/22

Page 1 of 3

Personal Conduct

School District employees will abide by all district policies, state and federal laws in the course of their employment. Where applicable, employees will abide by and honor the professional educator code of conduct.

All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum, and impartiality in the conduct of District business. All employees shall maintain appropriate employee-student relationship boundaries in all respects, including but not limited to personal, speech, print, and digital communications. Failure to honor the appropriate employee student relationship boundary will result in a report to the Department of Public Health and Human Services and the appropriate law enforcement agency.

In accordance with state law, an employee shall not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, may disclose the nature of the private interest which would create a conflict. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain. Curriculum or materials created within the course of the employee's duties for the District using District resources are considered to be the property of the District.

Further, employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication and confidential information should only be communicated on a need to know basis. Employees shall not record or cause to be recorded a conversation by use of a hidden electronic or mechanical device which may include any combination of audio or video that reproduces a human conversation without the knowledge of all parties to the conversation.

Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the job within a particular building.

Firearms and Weapons

Employees of the District shall not injure or threaten to injure another person; damage another's

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4 property or that of the District; or possess any firearm or other non-firearm weapon on school
5 property at any time.

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7 For the purposes of this policy, the term “firearm” means (A) any weapon which will or is
8 designed to or may readily be converted to expel a projectile by the action of an explosive; (B)
9 the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any
10 destructive device pursuant to

11
12 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921
13 (16). For purposes of this policy, “non-firearm weapon” means any object, device, or instrument
14 designed as a weapon or through its use is capable of intimidating threatening or producing
15 bodily harm or which may

16
17 be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or
18 facsimile weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars;
19 explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains;
20 arrows; and objects that have been modified to serve as a weapon.

21
22 District administrators are authorized to appropriate action, as circumstances warrant, to enforce
23 this section of the policy including but not limited to requesting the assistance of law
24 enforcement in accordance with Montana law.

25
26 For the purposes of this policy, “school property” means within school buildings, in vehicles
27 used for school purposes, or on owned or leased school land or grounds. “Building” specifically
28 means a combination of any materials, whether mobile, portable, or fixed, to form a structure and
29 the related facilities for the use or occupancy by persons or property owned or leased by a local
30 school district that are used for instruction or for student activities as specified in Section 50-60-
31 101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the
32 words "or part or parts of a building" and is considered to include all stadiums, bleachers, and
33 other similar outdoor facilities, whether temporary or permanently fixed.

34
35 This section does not apply to a law enforcement officer acting in the officer’s official capacity
36 or an individual previously authorized by the Board of Trustees to possess a firearm or weapon
37 in a school building.

38
39 The Board of Trustees shall annually review this policy and update this policy as determined
40 necessary by the trustees based on changing circumstances pertaining to school safety.

41
42 Cross Reference: Professional Educators of Montana Code of Ethics
43 5121 Applicability of Personnel Policies
44 3311 Firearms and Weapons
45 5232 Abused and Neglected Children
46 4332 Conduct on School Property

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Legal Reference:	§ 20-1-201, MCA	School officers not to act as agents
	Title 2, Chapter 2, Part 1	Standards of Conduct
	§ 39-2-102, MCA	What belongs to employer
	§ 45-8-361, MCA	Possession or allowing possession of a weapon in a school building
	§ 45-5-501, MCA	Definitions
	§ 45-5-502, MCA	Sexual Assault
	ARM 10.55.701(2)(d)	Board of Trustees
	§ 45-8-213, MCA	Privacy in communications

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on: 6/26/17

5224

PERSONNEL

Revised on:

Political Activity

The Board recognizes its employees’ rights of citizenship, including but not limited to engaging in political activities. A District employee may seek an elective office, provided the employee does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available. An employee elected to office is entitled to take a leave of absence without pay, in accordance with the provisions of § 39-2-104, MCA.

No person, in or on District property, may attempt to coerce, command, or require a public employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.

No District employee may solicit support for or in opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue, while on the job or in or on District property.

Nothing in this policy is intended to restrict the right of District employees to express their personal political views.

Legal Reference:	5 U.S.C. § 7321	Hatch Act
	§ 39-2-104, MCA	Mandatory leave of absence for employees holding public office
	§ 13-35-226, MCA	Unlawful acts of employers and employees

1 Gallatin Gateway Elementary

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3 Adopted on: 10/21/2013
4 Reviewed on: 6/26/17

5 5225

6 PERSONNEL

7 Revised on:

8 Conflicts of Interest

9
10 Employees shall refrain from any activity that can be reasonably seen as creating a conflict of
11 interest with their duties and responsibilities as employees of the District.

12
13 The following conduct is specifically prohibited:

- 14
- 15 • Using public time, facilities, equipment, supplies, personnel, or funds for the
- 16 employee's private business purposes;
- 17 • Engaging in a substantial financial transaction for the employee's private business
- 18 purposes with a person whom the employee inspects or supervises in the course of
- 19 official duties;
- 20 • Assisting any person for a fee or other compensation in obtaining a contract, claim,
- 21 license, or other economic benefit from the District;
- 22 • Assisting any person for a contingent fee in obtaining a contract, claim, license, or other
- 23 economic benefit from the District;
- 24 • Performing an official act directly and substantially affecting to its economic benefit a
- 25 business or other undertaking in which the employee either has a substantial financial
- 26 interest or is engaged as counsel, consultant, representative, or agent; or
- 27 • Soliciting or accepting employment, or engaging in negotiations or meetings to
- 28 consider employment, with a person whom the employee regulates in the course of
- 29 official duties without first giving written notification to the employee's supervisor and
- 30 Superintendent.

31
32 Employees who violate this policy will be subject to disciplinary action, up to and including
33 termination from employment.

34
35 Legal Reference: § 2-2-121, MCA Rules of conduct for public officers and public employees

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 6/26/17

5226

PERSONNEL

Page 1 of 2

Drug-Free Workplace

All District workplaces are drug- and alcohol-free. All employees are prohibited from:

- Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, including employees possessing a “medical marijuana” card.
- Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one that is:

- Not legally obtainable;
- Being used in a manner other than as prescribed;
- Legally obtainable but has not been legally obtained; or
- Referenced in federal or state controlled-substance acts.

As a condition of employment, each employee will:

- Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
- Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
- Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs, to provide information to District employees; and
- Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any employee-assistance programs.

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4 District Action Upon Violation of Policy
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6 An employee who violates this policy may be subject to disciplinary action; up to and including
7 termination of employment. Alternatively, the Board may require an employee to successfully
8 complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.
9

10 The Board will take disciplinary action with respect to an employee convicted of a drug offense
11 in the workplace, within thirty (30) days of receiving notice of a conviction.
12

13 Should District employees be engaged in the performance of work under a federal contract or
14 grant, or under a state contract or grant, the Superintendent will notify the appropriate state or
15 federal agency from which the District receives contract or grant moneys of an employee's
16 conviction, within ten (10) days after receiving notice of the conviction.
17
18
19

20 Legal Reference: 41 U.S.C. §§ 702, 703, 706 Drug-free workplace requirements for
21 Federal grant recipients
22 *Johnson v. Columbia Falls Aluminum Company LLC*, 2009 MT 108N.
23
24

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on: 6/26/17

5228 - R

PERSONNEL

Revised on:

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

Other persons who drive vehicles designed to transport sixteen (16) or more passengers, including the driver, are likewise subject to the drug and alcohol testing program.

Testing procedures and facilities used for the tests shall conform with the requirements of the Code of Federal Regulations, Title 49, §§ 40, et seq.

Pre-Employment Tests

Tests shall be conducted before the first time a driver performs any safety-sensitive function for the District.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work, until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any entity.

The tests shall be required of an applicant only after he/she has been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six (6) months and participated in the drug testing program required by law within the previous thirty (30) days, provided that the District has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

- Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
- Who receives a citation under state or local law, for a moving traffic violation arising from the accident.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

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4 No such driver shall use alcohol for eight (8) hours after the accident, or until after he/she
5 undergoes a post-accident alcohol test, whichever occurs first.
6

7 If an alcohol test is not administered within two (2) hours or if a drug test is not administered
8 within thirty-two (32) hours, the District shall prepare and maintain records explaining why the
9 test was not conducted. Tests will not be given if not administered within eight (8) hours after
10 the accident for alcohol or within thirty-two (32) hours for drugs.
11

12 Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing
13 requirements, provided they conform to applicable legal requirements and are obtained by the
14 District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled
15 substance testing obligations.
16

17 Random Tests 18

19 Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for
20 alcohol shall be conducted just before, during, or just after the performance of safety-sensitive
21 functions. The number of random alcohol tests annually must equal twenty-five percent (25%)
22 of the average number of driver positions. The number of random drug tests annually must equal
23 fifty percent (50%) of the average number of driver positions. Drivers shall be selected by a
24 scientifically valid random process, and each driver shall have an equal chance of being tested
25 each time selections are made.
26

27 Reasonable Suspicion Tests 28

29 Tests shall be conducted when a supervisor or District official trained in accordance with law has
30 reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This
31 reasonable suspicion must be based on specific, contemporaneous, articulable observations
32 concerning the driver's appearance, behavior, speech, or body odors. The observations may
33 include indications of the chronic and withdrawal effects of controlled substances.
34

35 Alcohol tests are authorized for reasonable suspicion only if the required observations are made
36 during, just before, or just after the period of the work day when the driver must comply with
37 alcohol prohibitions. An alcohol test may not be conducted by the person who determines that
38 reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within
39 two (2) hours of a determination of reasonable suspicion, the District shall prepare and maintain
40 a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate
41 after eight (8) hours.
42

43 A supervisor or District official who makes observations leading to a controlled substance
44 reasonable suspicion test shall make a written record of his/her observations within twenty-four
45 (24) hours of the observed behavior or before the results of the drug test are released, whichever
46 is earlier.

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4 Enforcement
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6 Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up
7 test shall not perform or continue to perform safety-sensitive functions.
8

9 Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and
10 including termination of employment.
11

12 A driver who violates District prohibitions related to drugs and alcohol shall receive from the
13 District the names, addresses, and telephone numbers of substance abuse professionals and
14 counseling and treatment programs available to evaluate and resolve drug and alcohol-related
15 problems. The employee shall be evaluated by a substance abuse professional who shall
16 determine what help, if any, the driver needs in resolving such a problem. Any substance abuse
17 professional who determines that a driver needs assistance shall not refer the driver to a private
18 practice, person, or organization in which he/she has a financial interest, except under
19 circumstances allowed by law.
20

21 An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated
22 by a substance abuse professional to determine that he/she has properly followed the prescribed
23 rehabilitation program and shall be subject to unannounced follow-up tests after returning to
24 duty.
25

26 Return-to-Duty Tests
27

28 A drug or alcohol test shall be conducted when a driver who has violated the District's drug or
29 alcohol prohibition returns to performing safety-sensitive duties.
30

31 Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function
32 until the return-to-duty drug test produces a verified negative result.
33

34 Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function
35 until the return-to-duty alcohol test produces a verified result that meets federal and District
36 standards.
37

38 Follow-Up Tests
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40 A driver who violates the District's drug or alcohol prohibition and is subsequently identified by
41 a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall
42 be subject to unannounced follow-up testing as directed by the substance abuse professional in
43 accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just
44 after the time when the driver is performing safety-sensitive functions.
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4 Records
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6 Employee drug and alcohol test results and records shall be maintained under strict
7 confidentiality and released only in accordance with law. Upon written request, a driver shall
8 receive copies of any records pertaining to his/her use of drugs or alcohol, including any records
9 pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent
10 employer or other identified persons only as expressly requested in writing by the driver.
11

12 Notifications
13

14 Each driver shall receive educational materials that explain the requirements of the Code of
15 Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and
16 regulations for meeting these requirements. Representatives of employee organizations shall be
17 notified of the availability of this information. The information shall identify:
18

- 19 1. The person designated by the District to answer driver questions about the materials;
20
- 21 2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49,
22 Part 382;
23
- 24 3. Sufficient information about the safety-sensitive functions performed by drivers to make
25 clear what period of the work day the driver is required to comply with Part 382;
26
- 27 4. Specific information concerning driver conduct that is prohibited by Part 382;
28
- 29 5. The circumstances under which a driver will be tested for drugs and/or alcohol under Part
30 382;
31
- 32 6. The procedures that will be used to test for the presence of drugs and alcohol, protect the
33 driver and the integrity of the testing processes, safeguard the validity of test results, and
34 ensure that test results are attributed to the correct driver;
35
- 36 7. The requirement that a driver submit to drug and alcohol tests administered in accordance
37 with Part 382;
38
- 39 8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the
40 attendant consequences;
41
- 42 9. The consequences for drivers found to have violated the drug and alcohol prohibitions of
43 Part 382, including the requirement that the driver be removed immediately from safety-
44 sensitive functions and the procedures for referral, evaluation, and treatment;

10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
11. Information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Drivers shall also receive information about legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials.

Before any driver operates a commercial motor vehicle, the District shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed, the District shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within sixty (60) calendar days of being notified of the disposition of his/her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

Legal Reference: 49 C.F.R. Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing
 49. C.F.R. Part 382 Controlled Substances and Alcohol Use and Testing

**ACKNOWLEDGEMENT OF RECEIPT
POLICY 5228F**

I, _____, an employee serving as a commercially licensed driver for Gallatin Gateway Elementary School District complete this form to document that I have received School District Policies 5228 and 5228P and been given the opportunity to ask questions about the policies to fully understand how the policies govern my employment with the School District.

Employee Signature:

Signature: _____ Date: _____

Supervisor Receipt:

Signature: _____ Date: _____

Gallatin Gateway Elementary

Adopted on: 4/21/21

Reviewed on:

Revised on: 4/20/22

5228P

PERSONNEL

page 1 of 6

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

Other persons who drive vehicles designed to transport sixteen (16) or more passengers, including the driver, are likewise subject to the drug and alcohol testing program.

Testing procedures and facilities used for the tests shall conform with the requirements of the Code of Federal Regulations, Title 49, §§ 40, et seq.

Pre-Employment Tests

Tests shall be conducted before the first time a driver performs any safety-sensitive function for the District. Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work, until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any entity.

The tests shall be required of an applicant only after he/she has been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six (6) months and participated in the drug testing program required by law within the previous thirty (30) days, provided that the District has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

- Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
- Who receives a citation within 8 hours of the occurrence under state or local law, for a moving traffic violation arising from the accident if the accident involved:
 - (i) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - (ii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

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4 Disabling damage under the law means damage which precludes departure of a motor
5 vehicle from the scene of the accident in its usual manner in daylight after simple
6 repairs.
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8 Accidents will be reported to the Superintendent or designee immediately. Drivers shall make
9 themselves readily available for testing, absent the need for immediate medical attention. No
10 such driver shall use alcohol for eight (8) hours after the accident, or until after he/she undergoes
11 a post-accident alcohol test, whichever occurs first. If an alcohol test is not administered within
12 two (2) hours or if a drug test is not administered within thirty-two (32) hours, the District shall
13 prepare and maintain records explaining why the test was not conducted. Tests will not be given
14 if not administered within eight (8) hours after the accident for alcohol or within thirty-two (32)
15 hours for drugs. Tests conducted by authorized federal, state, or local officials will fulfill post-
16 accident testing requirements, provided they conform to applicable legal requirements and are
17 obtained by the District. Breath tests will validate only the alcohol test and cannot be used to
18 fulfill controlled substance testing obligations.
19

20 Random Tests

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22 Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for
23 alcohol shall be conducted just before, during, or just after the performance of safety-sensitive
24 functions. The number of random alcohol tests annually must equal twenty-five percent (25%)
25 of the average number of driver positions. The number of random drug tests annually must equal
26 fifty percent (50%) of the average number of driver positions. Drivers shall be selected by a
27 scientific random process, and each driver shall have an equal chance of being tested each time.
28

29 Reasonable Suspicion Tests

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31 Tests shall be conducted when a supervisor or District official trained in accordance with law has
32 reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This
33 reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning
34 the driver's appearance, behavior, speech, or body odors. The observations may include indications of
35 the chronic and withdrawal effects of controlled substances.
36

37 Alcohol tests are authorized for reasonable suspicion only if the required observations are made during,
38 just before, or just after the period of the work day when the driver must comply with alcohol
39 prohibitions. An alcohol test may not be conducted by the person who determines that reasonable
40 suspicion exists to conduct such a test. If an alcohol test is not administered within two (2) hours of a
41 determination of reasonable suspicion, the District shall prepare and maintain a record explaining why
42 this was not done. Attempts to conduct alcohol tests shall terminate after eight (8) hours.
43

44 A District official who makes observations leading to a controlled substance reasonable suspicion test
45 shall make a written record of observations within twenty-four (24) hours of the observed behavior or
46 before the results of the drug test are released, whichever is earlier.
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3 Enforcement

4 Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up
5 test shall not perform or continue to perform safety-sensitive functions.

6
7 Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and
8 including termination of employment.

9
10 A driver who violates District prohibitions related to drugs and alcohol shall receive from the
11 District the names, addresses, and telephone numbers of substance abuse professionals and
12 counseling and treatment programs available to evaluate and resolve drug and alcohol-related
13 problems. The employee shall be evaluated by a substance abuse professional who shall
14 determine what help, if any, the driver needs in resolving such a problem. Any substance abuse
15 professional who determines that a driver needs assistance shall not refer the driver to a private
16 practice, person, or organization in which he/she has a financial interest, except under
17 circumstances allowed by law.

18
19 An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated
20 by a substance abuse professional to determine that he/she has properly followed the prescribed
21 rehabilitation program and shall be subject to unannounced follow-up tests after returning to
22 duty.

23
24 Return-to-Duty Tests

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26 A drug or alcohol test shall be conducted when a driver who has violated the District's drug or
27 alcohol prohibition returns to performing safety-sensitive duties.

28
29 Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function
30 until the return-to-duty drug test produces a verified negative result.

31
32 Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function
33 until the return-to-duty alcohol test produces a verified result that meets federal and District
34 standards.

35
36 Follow-Up Tests

37
38 A driver who violates the District's drug or alcohol prohibition and is subsequently identified by
39 a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall
40 be subject to unannounced follow-up testing as directed by the substance abuse professional in
41 accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just
42 after the time when the driver is performing safety-sensitive functions.

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44 Records

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46 Employee drug and alcohol test results and records shall be maintained under strict

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3 confidentiality and released only in accordance with law. Upon written request, a driver shall
4 receive copies of any records pertaining to his/her use of drugs or alcohol, including any records
5 pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent
6 employer or other identified persons only as expressly requested in writing by the driver.

7
8 Notifications

9
10 Each driver shall receive educational materials that explain the requirements of the Code of
11 Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and
12 regulations for meeting these requirements. Representatives of employee organizations shall be
13 notified of the availability of this information. The information shall identify:

- 14
15 1. The person designated by the District to answer driver questions about the materials;
- 16
17 2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49,
18 Part 382;
- 19
20 3. Sufficient information about the safety-sensitive functions performed by drivers to make
21 clear what period of the work day the driver is required to comply with Part 382;
- 22
23 4. Specific information concerning driver conduct that is prohibited by Part 382;
- 24
25 5. The circumstances under which a driver will be tested for drugs and/or alcohol under Part
26 382;
- 27
28 6. The procedures that will be used to test for the presence of drugs and alcohol, protect the
29 driver and the integrity of the testing processes, safeguard the validity of test results, and
30 ensure that test results are attributed to the correct driver;
- 31
32 7. The requirement that a driver submit to drug and alcohol tests administered in accordance
33 with Part 382;
- 34
35 8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the
36 attendant consequences;
- 37
38 9. The consequences for drivers found to have violated the drug and alcohol prohibitions of
39 Part 382, including the requirement that the driver be removed immediately from safety-
40 sensitive functions and the procedures for referral, evaluation, and treatment;
- 41
42 10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater
43 but less than 0.04;
- 44
45 11. Information concerning the effects of drugs and alcohol on an individual's health, work,
46 and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a

coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management; and

12. The requirement that the following personal information collected and maintained under this part shall be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse:

- A. A verified positive, adulterated, or substituted drug test result;
- B. An alcohol confirmation test with a concentration of 0.04 or higher;
- C. A refusal to submit to any test required by law;
- D. An employer's report of actual knowledge, as defined in law;
- E. On duty alcohol use;
- F. Pre-duty alcohol use;
- G. Alcohol use following an accident;
- H. Controlled substance use;
- I. A substance abuse professional report of the successful completion of the return-to-duty process;
- J. A negative return-to-duty test; and
- K. An employer's report of completion of follow-up testing.

Drivers shall also receive information about legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials.

Before any driver operates a commercial motor vehicle, the District shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed, the District shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

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The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within sixty (60) calendar days of being notified of the disposition of his/her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

Clearinghouse

The School District will comply with the requirements of the Commercial Driver's License Drug and Alcohol Clearinghouse. The School District and Transportation service providers are called upon to report DOT drug and alcohol testing program violations to the Clearinghouse. Drivers have been notified that any information subject to disclosure will be submitted to the Clearinghouse in accordance with this policy and applicable regulations.

- Legal Reference: 49 C.F.R. Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing
- 49. C.F.R. Part 382 Controlled Substances and Alcohol Use and Testing

Gallatin Gateway Elementary

Adopted on: 3/11/20

Reviewed on:

Revised on: 6/30/21

5230

PERSONNEL

Prevention of Disease Transmission

All District personnel shall be advised of routine procedures to follow in handling body fluids. These procedures, developed in consultation with public health and medical personnel, shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. The procedures shall follow standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

The District shall provide training on procedures on a regular basis. Appropriate supplies shall be available to all personnel, including those involved in transportation and custodial services.

The District shall provide soap and disposable towels or other hand-drying devices shall be available at all handwashing sinks. Common-use towels are prohibited. The District shall provide sanitary napkin disposal in teachers' toilet rooms and nurses' toilet rooms. The District shall provide either sanitary napkin dispensers in the girls', nurses', and teachers' toilet rooms or some other readily available on-site access to sanitary napkins.

If a staff member develops symptoms of any reportable communicable or infectious illness while at school, the responsible school officials shall do the following:

- (a) isolate the staff member immediately from students or staff
- (b) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported.

Healthy Hand Hygiene Behavior

All staff and volunteers present in any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

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Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

Confidentiality

This policy in no way limits or adjusts the School District’s obligations to honor staff privacy rights. All applicable district policies and handbook provision governing confidentiality of staff medical information remain in full effect.

Legal Reference: 37.114.101, et seq., ARM Communicable Disease Control
 37.111.825, ARM Health Supervision and Maintenance

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

5231

PERSONNEL

Revised on: 07/08/2013, 6/26/17

Personnel Records

The District maintains a complete confidential and permanent personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office, under the Superintendent's direct supervision. Employees will be given a copy of their personnel record upon request.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless such placement is authorized by the Superintendent, as indicated by his initials, and unless the employee has had the opportunity to read the material. The employee shall be entitled to respond to the material and to have that response placed in the file, if requested in a reasonable period of time, not to exceed 60 days.

The District may release public information regarding the professional qualifications, degrees, and experience of teachers and the qualifications of paraprofessionals to parents upon request. Access to other information is governed by Policy 4340.

Personnel records must be kept for 10 years after separation of employment.

Cross Reference: 4340 Public Access to District Records

Legal Reference: Admin. R. Mont. 10.55.701(4) Board of Trustees
No Child Left Behind Act of 2001, (Public Law 107-334)
§ 20-1-212(2), MCA Destruction of records by school officer.
§ 2-6-1001, MCA Definitions

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

5232

PERSONNEL

Revised on: 07/08/2013, 6/26/17;

3/11/20, 4/21/21

Child Abuse, Neglect, and Sex Trafficking Reporting

A District employee who has reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused, neglected, or subjected to sex trafficking by anyone regardless of whether the person suspected of causing the abuse, neglect, or trafficking is a parent or other person responsible for the child's welfare, shall report the matter promptly to the Department of Public Health and Human Services and local law enforcement.

Child abuse or neglect means actual physical or psychological harm to a child, substantial risk of physical or psychological harm to a child, exposure to or involvement with sex trafficking, and abandonment. This definition includes sexual abuse and sexual contact by or with a student. The obligation to report suspected child abuse or neglect also applies to actual or attempted sexual or romantic contact between a student and a staff member.

The District administration is authorized to provide access to educational resources for interested parents, teachers, and students on how to prevent and report child abuse, neglect and sex trafficking; identify the warning signs of child abuse, neglect and sex trafficking; recognize predatory behaviors; and coordinate efforts with law enforcement, the Department of Public Health and Human Services, and local organizations on these topics.

A District employee who makes a report of child abuse, neglect, or sex trafficking is encouraged to notify the building administrator of the report. An employee does not discharge the obligation to personally report by notifying the Superintendent or principal.

Any District employee who fails to report a suspected case of abuse, neglect, or sex trafficking to law enforcement or the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

When a District employee makes a report, the Department of Public Health and Human Services may share information with that individual or others as permitted by law. Individuals in the District who receive information related to a report of child abuse, neglect, or sex trafficking shall maintain the confidentiality of the information.

Cross Reference: 5223 Personal Conduct
 3225 Sexual Harassment of Students

Legal Reference: § 41-3-201, MCA Reports

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§ 41-3-202, MCA	Action on reporting
§ 41-3-203, MCA	Immunity from liability
§ 41-3-205, MCA	Confidentiality – disclosure exceptions
§ 41-3-207, MCA	Penalty for failure to report
§ 45-5-501, MCA	Definitions
§ 45-5-502, MCA	Sexual Assault
§ 20-7-1316, MCA.	Child Sex Trafficking Prevention

1 Gallatin Gateway Elementary

2
3 Adopted on: 08/20/2012
4 Reviewed on: 6/26/17
5 Revised on: 07/08/2013

5 5250

PERSONNEL

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8 Termination From Employment, Non-Renewal of Employment

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10 The Board, after receiving the recommendations of the Superintendent, will determine the non-
11 renewal or termination of certified and classified staff, in conformity with state statutes and
12 applicable District policy.

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16 Cross Reference: 5140 Classified Employment and Assignment
17 5255 Disciplinary Action

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20 Legal Reference: § 20-3-324(2), MCA Trustee Powers and Duties
21 § 20-4-204, MCA Termination of tenure teacher services
22 § 20-4-206, MCA Notification of nontenure teacher reelection –
23 acceptance – termination.
24 § 20-4-207, MCA Dismissal of teacher under contract
25 § 39-2-912, MCA Exemptions to Wrongful Discharge from
26 Employment Act
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Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

5251

PERSONNEL

Revised on: 07/08/2013, 6/26/17

Resignations

The Board authorizes the Superintendent to accept on its behalf resignations from any District employee. The Superintendent shall provide written acceptance of the resignation, including the date of acceptance, to the employee, setting forth the effective date of the resignation.

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting.

Optional Exit Questionnaire

In an effort to ensure a positive, safe, discrimination free workplace and to facilitate employee retention, it is the policy of the Board to request employees who are separating to participate in the Employee Exit Questionnaire Process (EEQ). The purpose of the EEQ is to obtain employees' input regarding District working conditions and employment policies, practices and/or procedures. Information obtained will be used for statistical purposes and to meet the Board's goals to facilitate employee retention and enhancing the work environment.

Legal Reference: *Booth v. Argenbright*, 225 Mont. 272, 731 P.2d 1318 (1987)

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 6/26/17

5255

PERSONNEL

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

Discipline will be reasonably appropriate to the circumstance and will include but not be limited to a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, without pay, or to impose other appropriate disciplinary sanctions. Disciplinary sanctions, including all forms of reprimands, will be documented and placed in the employees personnel file accordance with Policy 5231. In accordance with Montana law, only the Board may terminate an employee or non-renew employment.

The Superintendent is authorized to immediately suspend a staff member, with pay, in a non-disciplinary manner.

Legal Reference:	§ 20-3-324, MCA	Powers and duties
	§ 20-4-204, MCA	Termination of tenure teacher services
	§ 20-4-207, MCA	Dismissal of teacher under contract
	§ 39-2-903, MCA	Definitions
	§ 45-8-361, MCA	Possession or allowing possession of a weapon in school building – exceptions – penalties – seizure and forfeiture or return authorized – definitions.

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on: 6/26/17
Revised on: 07/08/2013

5256

PERSONNEL

Reduction in Force

The Board has exclusive authority to determine the appropriate number of employees. A reduction in certified employees may occur as a result of but not be limited to changes in the education program, staff realignment, changes in the size or nature of the student population, financial considerations, or other reasons deemed relevant by the Board.

The Board will follow the procedure stated in the current collective bargaining agreement when considering a reduction in force of certified staff. The Board will consider performance evaluations, staff needs, and other reasons it deems relevant, in determining order of dismissal when it reduces classified staff or discontinues some type of educational service.

Cross Reference: 5250 Non-Renewal of Employment/Dismissal From Employment

Legal Reference: § 39-2-912, MCA Exceptions

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

5314

PERSONNEL

Revised on: 6/26/17, 10/18/21, 4/20/22

Substitutes

The Board will regularly approve a list of acceptable substitutes for classified and certified staff that meet the guidelines as prescribed in this policy. Appearance on the substitute list authorizes the administration to call upon a substitute to temporarily work for the District, but does not guarantee employment.

All substitute employees will be required to undergo fingerprint and background checks. All substitute employees are subject to District Policies during their term of service to the District. All substitute employees shall abide by student and staff confidentiality standards during their term of service to the District.

Substitute Certified Staff

The Board authorizes the use of substitute teachers that appear on the list to replace teachers who are temporarily absent. The principal shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for their own substitute. A substitute teacher may be employed to carry on a teacher's duties not to exceed 35 consecutive teaching days.

If the absence of the regular, licensed or authorized teacher continues for more than 35 consecutive teaching days, the board of trustees shall place a licensed teacher under contract or seek an emergency authorization of employment.

The Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are given to substitute teachers.

Substitutes for Classified Staff

The Board authorizes the use of substitute employees that appear on the list to replace classified employees who are temporarily absent. The principal shall arrange for the substitute to work for the absent employee. Under no condition is an employee to select or arrange for their own substitute.

Substitutes for classified positions will be paid by the hour. When a classified employee is called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is higher.

Legal Reference:	10.55.716, ARM	Substitute teachers
	10.57.107, ARM	Emergency Authorization of Employment

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on:

5321

PERSONNEL

Revised on: 03/23/2015, 6/26/17, 4/20/22

Page 1 of 3

Leaves of Absence

Sick and Bereavement Leave

Certified employees will be granted sick leave according to terms of their collective bargaining agreement.

Classified employees will be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, “sick leave” is defined as a leave of absence, with pay, for a sickness suffered by an employee or an employee’s immediate family. Sick leave may be used by an employee when they are unable to perform job duties because of:

- A physical or mental illness, injury, or disability;
- Maternity or pregnancy-related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee’s child;
- Parental leave for a permanent employee as provided in § 2-18-606, MCA;
- Quarantine resulting from exposure to a contagious disease;
- Examination or treatment by a licensed health care provider;
- Short-term attendance, in an agency’s discretion, to care for a person (who is not the employee or a member of the employee’s immediate family) until other care can reasonably be obtained;
- Necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- Death or funeral attendance of an immediate family member or, at an agency’s discretion, another person.

Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will judge each request in accordance with this policy and governing collective bargaining agreements.

It is understood that seniority will accumulate while a teacher or employee is utilizing sick leave credits. Seniority will not accumulate, unless an employee is in a paid status. Abuse of sick leave is cause for disciplinary action up to and including termination of employment. The administration is authorized to request documentation or evidence supporting a leave request.

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4 Immediate family is defined as an employee's spouse and any member of the employee's
5 household, or any parent, child, grandparent, grandchild, or corresponding in-law.
6

7 Personal and Emergency Leave
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9 Teachers will be granted personal and emergency leave according to terms of the current
10 collective bargaining agreement. Upon recommendation of the Superintendent, and in
11 accordance with law and District policy, classified staff may be granted personal leave pursuant
12 to the following conditions:
13

- 14 1. Leave will be without pay unless otherwise stated. If leave is to include expenses payable
15 by the District, leave approval will so state.
16
- 17 2. Leave will be granted only in units of half (½) or full days.
18
- 19 3. Notice of at least one (1) week is required for any personal leave of less than one (1)
20 week; notice of one (1) month is required for any personal leave exceeding one (1) week.
21
- 22 4. With approval of the Board, the Superintendent has the flexibility, in unusual or
23 exceptional circumstances, to grant personal leave to employees not covered by sick or
24 annual leave. The employee will not receive fringe benefits during any personal leave of
25 greater than fifteen (15) days. During the leave, the employee may pay the District's
26 share of any insurance benefit program in order to maintain those benefits, provided that
27 is acceptable to the insurance carrier. Staff using personal leave will not earn any sick
28 leave or annual leave credits or any other benefits during the approved leave of absence.
29

30 ***Civic Duty Leave***
31

32 Leaves for service on either a jury or in the Legislature will be granted in accordance with state
33 and federal law.
34

35 An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive regular salary
36 or to take annual leave during jury time. An employee who elects not to take annual leave, however, must remit to
37 the District all juror and witness fees and allowances (except for expenses and mileage). The District may request
38 the court to excuse an employee from jury duty when an employee is needed for proper operation of the school.
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Legal Reference:	42 U.S.C §2000e	Equal Employment Opportunities
	§ 2-18-601(15), MCA	Definitions
	§ 2-18-618, MCA	Sick leave
	§ 2-18-619, MCA	Jury Duty – Service as Witness
	§ 39-2-104, MCA	Mandatory Leave of Absence for employees
		Holding public office
	§ 49-2-310, MCA	Maternity leave – unlawful acts of employers
	§ 49-2-311, MCA	Reinstatement to job following pregnancy- related leave of absence

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on: 6/26/17

5325 - R

PERSONNEL

Revised on:

Breastfeeding in the Workplace

The District recognizes that breastmilk is the optimal food for growth and development of infants and it encourages employees and management to have a positive, accepting attitude toward working women and breastfeeding. The District promotes and supports breastfeeding and the expression of breastmilk by employees who are breastfeeding when they return to work.

Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated at the District. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the District’s Uniform Grievance Procedure.

Time to Express Milk or Breastfeed (Lactation Time)

Lactation times shall be established for each employee based on her work schedule. If possible, the lactation time is to run concurrently with any break time already provided. Lactation time beyond the regular break time is unpaid.

The District is not required to provide break time if to do so would unduly disrupt the District’s operations. Supervisors are encouraged to consider flexible schedules when accommodating employees’ needs. Building administrators are authorized to work with teachers to provide students necessary time to express milk for a child.

Space and Equipment for Expressing Milk or Breastfeeding

Employees or students shall be provided the use of a clean, comfortable space or “Lactation Area.” A toilet shall not serve as the lactation area.

The Lactation Area will:

- be equipped with an electrical outlet
- be in close proximity to the employee’s work area, if possible
- contain comfortable seating.
 - Access to a place to store breastmilk safely
 - Building administrators shall ensure those employees or students in need of such accommodations be aware of them prior to maternity leave.

Legal Reference:	§ 39-2-215, MCA	Public employer policy on support of women and breastfeeding – unlawful discrimination
	§ 39-2-216, MCA	Private Place for nursing mothers
	§ 39-2-217, MCA	Break time for nursing mothers

Gallatin Gateway Elementary

Adopted on:
Reviewed on:
Revised on: 6/26/17

5328 – R PERSONNEL

Family Medical Leave

Employees are eligible for benefits under the Family Medical Leave Act when the District has fifty (50) or more employees. The Gallatin Gateway School District has less than fifty (50) employees, and therefore employees are not eligible for FMLA benefits.

NOTE: This provision applies to school districts with fifty (50) or more employees. Those districts with less than fifty (50) employees must comply with notice and record retention but are not obligated to provide the leave as a benefit of any employee’s employment. The FMLA poster may be obtained by going to the Montana Department of Labor website, highlight “Resources & Services” tab and click on “Required Postings”.

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

5329

PERSONNEL

Revised on: 3/11/20

Long-Term Illness/Temporary Disability Leave

Employees may use sick leave for long-term illness or temporary disability, and, upon the expiration of sick leave, the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability may be required, at the Board's discretion.

Leave without pay arising out of any long-term illness or temporary disability shall commence only after sick leave has been exhausted. The duration of leaves, extensions, and other benefits for privileges such as health and long-term illness, shall apply under the same conditions as other long-term illness or temporary disability leaves.

Gallatin Gateway Elementary

Adopted on: 3/11/20

Reviewed on:

Revised on:

5329P

PERSONNEL

Long-Term Illness/Temporary Disability

The following procedures will be used when an employee has a long-term illness or temporary disability:

1. When any illness or temporarily disabling condition is “prolonged,” an employee will be asked by the administration to produce a written statement from a physician, stating that the employee is temporarily disabled and is unable to perform the duties of his/her position until such a time.
2. In the case of any extended illness, procedures for assessing the probable duration of the temporary disability will vary. The number of days of leave will vary according to different conditions, individual needs, and the assessment of individual physicians. Normally, however, the employee should expect to return on the date indicated by the physician, unless complications develop which are further certified by a physician.
3. An employee who has signified her intent to return at the end of extended leave of absence shall be reinstated to his/her original job or an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits.

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on: 3/11/20

5330

PERSONNEL

Maternity and Paternity Leave

The School District’s maternity leave policy covers employees who are not eligible for FMLA leave at Policy 5328. Maternity leave includes only continuous absence immediately prior to adoption, delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications.

The School District shall not refuse to grant an employee a reasonable leave of absence for pregnancy or require that an employee take a mandatory maternity leave for an unreasonable length of time. The School District has determined that maternity leave shall not exceed _____ weeks unless mandated otherwise by the employee’s physician.

The School District shall not deny to the employee who is disabled as a result of pregnancy any compensation to which the employee is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by the employer, provided that the employer may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform employment duties.

An employee who has signified her intent to return at the end of her maternity leave of absence shall be reinstated to her original job or an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits.

The School District will review requests for Paternity Leave in accordance with any applicable policy or collective bargaining agreement provision governing use of leave for family purposes.

Legal Reference: § 49-2-310, MCA Maternity leave – unlawful acts of employers
§ 49-2-311, MCA Reinstatement to job following pregnancy-related leave of absence
Admin. R. Mont. 24.9.1201—1207 Maternity Leave

**GALLATIN GATEWAY ELEMENTARY
VOLUNTEER AGREEMENT FORM
COACH/HELPER/AIDE/CHAPERONE**

5430F

I, _____ (the Volunteer) hereby agree to serve Gallatin Gateway Elementary Schools (the District) on a volunteer basis as a _____.

Please initial next to each statement:

- _____ The Volunteer understands any volunteer services will not be compensated now or in the future.
- _____ The Volunteer has been informed and understands that volunteer services rendered do not create an employee-employer relationship between the Volunteer and the District for the position stated above.
- _____ The Volunteer understands that the District may not carry worker's compensation insurance and does not carry medical insurance for a person serving as a volunteer in the position stated above.
- _____ The Volunteer understands that the mutually established schedule of services for the position stated above carries no obligation for either party and maybe adjusted at any time.
- _____ The Volunteer understands that services as a volunteer may be terminated at any time.
- _____ The Volunteer understands that they are under the direction of the school district at all times during their service as a volunteer and must follow directives given by district employees.
- _____ The Volunteer understands that they are to follow all laws, policies, and rules regarding student and employee confidentiality during their service as a volunteer.
- _____ The Volunteer understands that they are to follow district policy as well as local, state, federal and other applicable law during their service as a volunteer.
- _____ The Volunteer understands that they are not to use alcohol, tobacco or other drugs around students at any time whether on school property or not.
- _____ The Volunteer understands that they are not to encourage students to violate district policy. The Volunteer further understands that if they observe a student violating district policy they are to report the behavior to the supervising district employee immediately.
- _____ The Volunteer understands that any violation of this agreement, district policy or any local, state, federal or other applicable law can result in permanent termination of volunteer privileges and possible legal action.
- _____ The Volunteer is 18 years of age or older.
- _____ The Volunteer understands that his authorization only applies to the ____ / ____ school year.
- _____ The Volunteer understands that if the position stated above involves regular unsupervised access to students in schools they shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of this agreement.

I understand that should I have been found to have violated these rules, I will not be used again as a chaperone for any District-sponsored field trips or excursions and may be excluded from using District-sponsored transportation for the remainder of the field trip or excursion and that I will be responsible for my own transportation back home.

DISTRICT REPRESENTATIVE

DATE

VOLUNTEER SIGNATURE

DATE

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 6/26/17, 4/20/22

5450

PERSONNEL

Page 1 of 2

Employee use of Electronic Mail, Internet, Networks, and District Equipment

The District equipment, e-mail and Internet systems are intended to be used for educational purposes only, and employees have no expectation of privacy. Employees have no expectation of privacy in district owned technology equipment, including but not limited to district-owned desktops, laptops, memory storage devices, and cell phones.

Users of District equipment, e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of the equipment, e-mail, and Internet system, including but not limited to network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the equipment, e-mail, or Internet systems through personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. If the sender of an e-mail or Internet message does not intend for the e-mail or Internet message to be forwarded, the sender should clearly mark the message "Do Not Forward."

To keep District equipment, e-mail and Internet systems secure, users shall not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the system administrator. The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

Additionally, District equipment, records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process.

Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence. Employee e-mail/Internet messages may not necessarily reflect the views of the District.

All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

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All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored.

**EMPLOYEE EQUIPMENT USE, INTERNET CONDUCT,
AND NETWORK ACCESS AGREEMENT**

Every staff member must read and sign below:

I have read, understand, and agree to abide by the terms of the School District's policy regarding District-Provided Access to Electronic Information, Equipment, Services, and Networks (Policies 5450 and 5450P). Should I commit any violation or in any way misuse my access to the District's computers, network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Terms and Conditions

- Acceptable Use – Access to the District's technology and electronic networks must be:
(a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
- 2. Privileges – The use of the District's technology and electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
- 3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;

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- 5 i. Posting material authored or created by another, without his/her consent;
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- 7 j. Posting anonymous messages;
- 8
- 9 k. Using the network for commercial or private advertising;
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- 11 l. Accessing, submitting, posting, publishing, or displaying any defamatory,
- 12 inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially
- 13 offensive, harassing, or illegal material; and
- 14
- 15 m. Using the network while access privileges are suspended or revoked.
- 16
- 17 4. Network Etiquette – The user is expected to abide by the generally accepted rules of
- 18 network etiquette. These include but are not limited to the following:
- 19
- 20 a. Be polite. Do not become abusive in messages to others.
- 21
- 22 b. Use appropriate language. Do not swear or use vulgarities or any other
- 23 inappropriate language.
- 24
- 25 c. Do not reveal personal information, including the addresses or telephone
- 26 numbers, of students or colleagues.
- 27
- 28 d. Recognize that electronic mail (e-mail) is not private. People who operate the
- 29 system have access to all mail. Messages relating to or in support of illegal
- 30 activities may be reported to the authorities.
- 31
- 32 e. Do not use the network in any way that would disrupt its use by other users.
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- 34 f. Consider all communications and information accessible via the network to be
- 35 private property.
- 36
- 37 5. No Warranties – The District makes no warranties of any kind, whether expressed or
- 38 implied, for the service it is providing. The District will not be responsible for any
- 39 damages the user suffers. This includes loss of data resulting from delays, non-deliveries,
- 40 missed deliveries, or service interruptions caused by its negligence or the user’s errors or
- 41 omissions. Use of any information obtained via the Internet is at the user’s own risk.
- 42 The District specifically denies any responsibility for the accuracy or quality of
- 43 information obtained through its services.
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6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism and Damage – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses. The user is responsible for any unintentional damage to the District-owned equipment or technology that cause by the use or user’s negligence. Such damage includes but is not limited to that caused by drops, spills, virus, exposure to heat and cold, or submersion.
9. Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.

Internet Safety

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social

etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.

5. The system administrator and principal shall monitor student Internet access.

I understand and will abide by the technology, equipment and network access policies. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's issuance of technology, electronic network connection and having access to public networks, I hereby acknowledge the risk for any claims and damages arising from my use of, or inability to use the equipment, network, and Internet. I understand any negligence arising out of my use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA.

User Name (*please print*)

User Signature

Date

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

- Acceptable Use – Access to the District’s electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
- 2. Privileges – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
- 3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user’s account or password;

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- 7 j. Posting anonymous messages;
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- 9 k. Using the network for commercial or private advertising;
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- 11 l. Accessing, submitting, posting, publishing, or displaying any defamatory,
- 12 inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially
- 13 offensive, harassing, or illegal material; and
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- 15 m. Using the network while access privileges are suspended or revoked.
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- 17 4. Network Etiquette – The user is expected to abide by the generally accepted rules of
- 18 network etiquette. These include but are not limited to the following:
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- 20 a. Be polite. Do not become abusive in messages to others.
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- 23 inappropriate language.
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- 25 c. Do not reveal personal information, including the addresses or telephone
- 26 numbers, of students or colleagues.
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- 28 d. Recognize that electronic mail (e-mail) is not private. People who operate the
- 29 system have access to all mail. Messages relating to or in support of illegal
- 30 activities may be reported to the authorities.
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- 32 e. Do not use the network in any way that would disrupt its use by other users.
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- 34 f. Consider all communications and information accessible via the network to be
- 35 private property.
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- 37 5. No Warranties – The District makes no warranties of any kind, whether expressed or
- 38 implied, for the service it is providing. The District will not be responsible for any
- 39 damages the user suffers. This includes loss of data resulting from delays, non-deliveries,
- 40 missed deliveries, or service interruptions caused by its negligence or the user’s errors or
- 41 omissions. Use of any information obtained via the Internet is at the user’s own risk.
- 42 The District specifically denies any responsibility for the accuracy or quality of
- 43 information obtained through its services.
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4 6. Indemnification – The user agrees to indemnify the District for any losses, costs, or
5 damages, including reasonable attorney fees, incurred by the District, relating to or
6 arising out of any violation of these procedures.
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- 8 7. Security – Network security is a high priority. If the user can identify a security problem
9 on the Internet, the user must notify the system administrator or building principal. Do
10 not demonstrate the problem to other users. Keep your account and password
11 confidential. Do not use another individual’s account without written permission from
12 that individual. Attempts to log on to the Internet as a system administrator will result in
13 cancellation of user privileges. Any user identified as a security risk may be denied
14 access to the network.
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- 16 8. Vandalism and Damage – Vandalism will result in cancellation of privileges, and other
17 disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy
18 data of another user, the Internet, or any other network. This includes but is not limited
19 to uploading or creation of computer viruses. The user is responsible for any
20 unintentional damage to the District-owned equipment or technology that cause by the
21 use or user’s negligence. Such damage includes but is not limited to that caused by drops,
22 spills, virus, exposure to heat and cold, or submersion.
23
- 24 9. Charges – The District assumes no responsibility for any unauthorized charges or fees,
25 including telephone charges, long-distance charges, per-minute surcharges, and/ or
26 equipment or line costs.
27
- 28 10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the
29 republishing of text or graphics found on the Web or on District Websites or file servers,
30 without explicit written permission.
31
 - 32 a. For each republication (on a Website or file server) of a graphic or text file that
33 was produced externally, there must be a notice at the bottom of the page
34 crediting the original producer and noting how and when permission was granted.
35 If possible, the notice should also include the Web address of the original source.
36
 - 37 b. Students and staff engaged in producing Web pages must provide library media
38 specialists with e-mail or hard copy permissions before the Web pages are
39 published. Printed evidence of the status of “public domain” documents must be
40 provided.
41
 - 42 c. The absence of a copyright notice may not be interpreted as permission to copy
43 the materials. Only the copyright owner may provide the permission. The
44 manager of the Website displaying the material may not be considered a source of
45 permission.
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- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and the student.

Internet Safety

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
5. The system administrator and principal shall monitor student Internet access.

Legal Reference: Children’s Internet Protection Act, P.L. 106-554
Broadband Data Services Improvement Act/Protecting Children in
the 21st Century Act of 2008 (P.L. 110-385)
20 U.S.C. § 6801, et seq. Language instruction for limited English
proficient and immigrant students
47 U.S.C. § 254(h) and (l) Universal service

Gallatin Gateway Elementary

Adopted on: 7/17/17

Reviewed on: 6/26/17

5460

PERSONNEL

Revised on: 6/27/2018

Page 1 of 2

Electronic Resources and Social Networking

The Gallatin Gateway School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Public school employees are held to a high standard of behavior. The Montana Department of Education *Professional Educators of Montana Code of Ethics* requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The District encourages all staff to read and become familiar with the Code of Ethics.

The school district staff shall not socialize with students on social networking websites (during school or out-of-school) in a manner contrary to this policy. Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability.

Specifically, the following guidelines should be followed as it relates to the delivery of educational services or district operations.

- Sharing personal landline or cell phone numbers with students for non-educational purposes is forbidden;
- Text messaging students for non-educational purposes is forbidden;
- Emailing students other than through and to school controlled and monitored accounts is forbidden;
- Soliciting students as friends or contacts on social networking sites for non-educational purposes is forbidden;
- Accepting the solicitation of students as friends or contacts on social networking sites for non-educational purposes is forbidden;
- Creation of administratively approved and sanctioned "groups" on social networking sites that permit the broadcast of information without granting students access to staff member's personal information is permitted;
- Sharing with student's access information to personal websites or other media through which the staff member would share personal information and occurrences is forbidden.

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Accessing social networking websites for individual use during school hours is prohibited, unless asked to do so by superintendent. Except in an emergency situation, staff shall not access social networking sites using district equipment or personal equipment, including during preparation periods. District employees, may however; use personal equipment to access social networking sites during duty-free lunch periods, off the clock lunch periods, or while attending overnight trips as appropriate. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

The Board directs the Superintendent or his/her designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Staff should receive prior approval of the superintendent prior to establishing an educational related social media presence.

Cross Reference: 5015 Bullying/Harassment/Intimidation
 5223 Personal Conduct
 5255 Disciplinary Action
 Professional Educators of Montana Code of Ethics

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on: 6/26/17
Revised on: 07/08/2013

5500

PERSONNEL

Payment of Wages Upon Termination

When a District employee separates from employment, wages owed will be paid on the next regular pay day for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

In the case of an employee discharged for allegations of theft connected to the employee’s work, the District may withhold the value of the theft, provided:

- The employee agrees in writing to the withholding; or
- The District files a report of the theft with law enforcement within seven (7) business days of separation.

If no charges are filed within thirty (30) days of the filing of a report with law enforcement, wages are due within a thirty-(30)-day period.

Legal Reference: § 39-3-205, MCA Payment of wages when employee separated from employment prior to payday – exceptions

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on: 6/26/17

5331

PERSONNEL

Revised on:

Insurance Benefits for Employees

Certified employees are eligible for insurance benefits offered by the District as stated in the current collective bargaining agreement.

A medical examination at the expense of the employee may be required, if the employee elects to join the District health insurance program after initially refusing coverage during the “open season,” as defined in the plan documents. An eligible employee wishing to discontinue or change health insurance coverage must initiate the action by contacting the personnel office and completing appropriate forms.

Trustees may choose to participate in the District’s group health insurance program at their own expense.

Legal Reference: § 2-18-702, MCA Group insurance for public employees and officers
 § 2-18-703, MCA Contributions

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on: 6/26/17

5333

PERSONNEL

Revised on:

Holidays

Holidays for certified staff are dictated in part by the school calendar. Temporary employees will not receive holiday pay. Part-time employees will receive holiday pay on a prorated basis.

The holidays required for classified staff, by § 20-1-305, MCA, are:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year’s Day
6. Memorial Day
7. State and national election days when the school building is used as a polling place and conduct of school would interfere with the election process

When an eligible employee is required to work any of these holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee’s regular pay for all time worked on the holiday.

When one of the above holidays falls on Sunday, the following Monday will not be a holiday. When one of the above holidays falls on Saturday, the preceding Friday will not be a holiday.

When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee’s annual leave.

Legal Reference: § 20-1-305, MCA School holidays
37 A.G. Op. 150 (1978)

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

5334

PERSONNEL

Revised on: 03/23/2015, 6/26/17

Vacations

Classified employees, Business Managers/District Clerks, and Superintendents will accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA. Nothing in this policy guarantees approval for granting specific days as annual vacation leave in any instance. The District will judge each request for vacation in accordance with staffing needs.

Vacation days taken by the Superintendent, during Pupil Instruction days, must be taken at a time or times that will least interfere with the performance of their contracted duties and pre-approved by the Board. Annual vacation leave credits must be used for those days.

Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months.

The District, in its sole discretion and/or subject to the terms of the collective bargaining agreement, may provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

Legal Reference:	§ 2-18-611, MCA	Annual vacation leave
	§ 2-18-612, MCA	Rate earned
	§ 2-18-617, MCA	Accumulation of leave – cash for unused – transfer

Gallatin Gateway Elementary

Adopted on: April 24, 2019
Reviewed on:

5334P

PERSONNEL

Revised on:

Vacations

All classified employees, except those in a temporary status, serving more than six (6) months, are eligible to earn vacation leave credits retroactive to the date of employment. Leave credits may not be advanced nor may leave be taken retroactively.

Vacation is earned according to the following schedule:

RATE-EARNED SCHEDULE

Years of Employment	Working Days <u>Credit per Year</u>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

Time as an elected state, county, or city official, as a school teacher, or as an independent contractor, does not count toward the rate earned. For purposes of this paragraph, an employee of a district or the university system is eligible to have school district or university employment time count toward the rate-earned schedule, if that employee was eligible for annual leave in the position held with the school district or university system.

Maximum Accrual of Vacation Leave

All full-time classified employees serving in permanent positions may accumulate two (2) times the total number of annual leave credits they are eligible to earn per year, according to the rate-earned schedule.

Sick Leave Bank

An employee may contribute accumulated vacation leave to the sick leave bank provided for in § 2-18-618, MCA. Donation of vacation leave credits to and use of vacation leave credits in the sick leave bank are governed by terms of the current collective bargaining agreement.

Annual Pay-Out

All part-time employees serving in permanent and seasonal positions will be paid out their unused vacation leave annually in June in lieu of the accumulation of leave as per 2-18-617 (5) MCA.

Full-time permanent classified employees with unused vacation days in excess of the accumulation limit will be notified in December. Employees with days in excess of the accumulation limit will be given reasonable opportunity to use the excess days until March 31.

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5 The District will provide cash compensation to employees in April of each year for each unused
6 vacation leave day, up to five (5) days, in excess of the accumulation limit outlined in this policy
7 that the employee was unable to use between January 1 and March 31.

8
9 Lump-Sum Payment Upon Termination

10 An employee who terminates employment for reasons not reflecting discredit on the employee
11 shall be entitled, upon the date of such termination, to cash compensation for unused vacation
12 leave, assuming that the employee has worked the qualifying periods set forth in § 2-18-611,
13 MCA. The District shall not pay accumulated leaves to employees who have not worked the
14 qualifying period. Vacation leave contributed to the sick leave bank is nonrefundable and is not
15 eligible for cash compensation upon termination.

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19 Legal Reference: §§ 2-18-611 ---- § 2-18-618, MCA Leave Time
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Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

5336 - R

PERSONNEL

Page 1 of 2

Fair Labor Standards Act

Compensatory Time and Overtime for Classified Employees

Non-exempt classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate, unless the District and the employee agree to the provision of compensation time at a rate of one and one-half (1½) times all hours worked in excess of forty (40) hours in any workweek. The Superintendent must approve any overtime work of a classified employee.

Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer to work without pay in an assignment similar to the employee's regular work.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

Blended Time

Classified Employees working two or more jobs for the District at different rates of pay shall be paid overtime at a weighted average of the differing wages. This shall be determined by dividing the total regular remuneration for all hours worked by the number of hours worked in that week to arrive at the weighted average. One half that rate is then multiplied times the number of hours worked over 40 to arrive at the overtime compensation due.

Example: Employee works one job at 30 hrs./week at 10.00/hr. The same employee works a different job at 20 hrs./week at \$12.00/hr. (Same district). The employee would get \$300.00 per week for the 30 hr/week job (\$10.00X30) and \$240.00 per week for the 20 hr./week job (\$12.00X20). A total of \$540.00 (regular remuneration). Divide \$540.00 by 50(total hours worked) = \$10.8/hr (weighted average). One-half that rate (\$10.80/2 = \$5.40)is multiplied by 10 (number of hours over 40). \$54.00 is the amount of overtime compensation due the employee based on the "blended time".

Record-Keeping Requirements Under the Fair Labor Standards Act

1. Records required for ALL employees:
 - A. Name in full (same name as used for Social Security);
 - B. Employee's home address, including zip code;
 - C. Date of birth if under the age of nineteen (19);
 - D. Sex (may be indicated with Male/Female, M/F, Mr./Mrs./Miss/Ms.);
 - E. Time of day and day of week on which the employee's workweek begins;
 - F. Basis on which wages are paid (such as \$5/hour, \$200/week, etc.);
 - G. Any payment made which is not counted as part of the "regular rate";
 - H. Total wages paid each pay period.
 - I. Occupation

2. Additional records required for non-exempt employees:

- A. Regular hourly rate of pay during any week when overtime is worked;
- B. Hours worked in any workday (consecutive twenty-four-(24)-hour period);
- C. Hours worked in any workweek (or work period in case of 207[k]);
- D. Total daily or weekly straight-time earnings (including payment for hours in excess of forty (40) per week but excluding premium pay for overtime);
- E. Total overtime premium pay for a workweek;
- F. Date of payment and the pay period covered;
- G. Total deductions from or additions to wages each pay period;
- H. Itemization of dates, amounts, and reason for the deduction or addition, maintained on an individual basis for each employee;
- I. Number of hours of compensatory time earned each pay period;
- J. Number of hours of compensatory time used each pay period;
- K. Number of hours of compensatory time compensated in cash, the total amount paid, and the dates of such payments;
- L. The collective bargaining agreements which discuss compensatory time, or written understandings with individual non-union employees.

Legal Reference:	29 U.S.C § 201, <i>et seq.</i>	Fair Labor Standards Act
	ARM, 24.9.805	Employment Records
	Title 39, Chapter 3, Part 4	Minimum Wage and Overtime Compensation
	Admin. R. Mont. 24.16.2501—2581	Overtime Compensation

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

5337

PERSONNEL

Revised on:

Workers' Compensation Benefits

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form.

The administrator will notify the immediate supervisor of the report and will include the immediate supervisor as necessary in completing the required report.

An employee who is injured in an industrial accident may be eligible for workers' compensation benefits. By law, employee use of sick leave must be coordinated with receipt of workers' compensation benefits, on a case-by-case basis, in consultation with the Workers' Compensation Division, Department of Labor and Industry.

The District will not automatically and simply defer to a report of industrial accident but will investigate as it deems appropriate to determine: (1) whether continuing hazardous conditions exist which need to be eliminated; and (2) whether in fact an accident attributable to the District working environment occurred as reported. The District may require the employee to authorize the employee's physician to release pertinent medical information to the District or to a physician of the District's choice, should an actual claim be filed against the Workers' Compensation Division, which could result in additional fees being levied against the District.

Legal Reference: §§ 39-71-101, *et seq.*, MCA Workers' Compensation Act

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

5420

PERSONNEL

Paraprofessionals

Paraprofessionals, as defined in the appropriate job descriptions, are under the supervision of a Superintendent and a teacher to whom the Superintendent may have delegated responsibility for close direction. The nature of the work accomplished by paraprofessionals will encompass a variety of tasks that may be inclusive of “limited instructional duties.”

Paraprofessionals are employed by the District mainly to assist the teacher. A paraprofessional is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and responsibility for control and the welfare of the students.

It is the responsibility of the Superintendent and teacher to provide adequate training for a paraprofessional. This training should take into account the unique situations in which a paraprofessional works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first thirty (30) days of employment, the supervising teacher or Superintendent shall continue to assess the skills and ability of the paraprofessional to assist in reading, writing, and mathematics instruction.

The Superintendent shall develop and implement procedures for an annual evaluation of paraprofessionals. Evaluation results shall be a factor in future employment decisions.

If the school receives Title I funds, the District shall notify parents of students attending the school annually that they may request the District to provide information regarding the professional qualifications of their child’s paraprofessionals, if applicable.

Legal Reference: 20 U.S.C. § 6319 Qualifications for teachers and paraprofessionals

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on: 6/26/17

5510 - R

PERSONNEL

Revised on:

Page 1 of 2

HIPAA

Privacy of Medical Records

It shall be the policy of the District to protect and safeguard the protected health information (“PHI”) created, acquired, and maintained by the school district consistent with the Standards for Privacy of Individually Identifiable Health Information (the “Privacy Rule”) promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), and any case law arising from the interpretation thereof, and applicable state laws.

All health information created and maintained by the District and its agents that is considered part of a student’s “education record” under FERPA (“Family Educational Rights and Privacy Act”) is not subject to this policy.

The Board and administration recognize that, as an employer and health plan sponsor, and as a provider of health care services, certain components within the school district engage in HIPAA-covered functions and must comply with the HIPAA Privacy Rule (hereafter the “Covered Component(s)”); however, there are other components of the school district that engage in non-covered functions and so are not required to comply with the HIPAA Privacy Rule (hereafter the “non-Covered Component(s).” Therefore, Board hereby designates itself as a “Hybrid Covered Entity” under HIPAA and its rules and regulations.

The Superintendent is the Privacy Officer, who will, with individuals appointed by the Superintendent as members of a “Privacy Team,” undertake the following tasks to ensure compliance with the HIPAA Privacy Rule:

1. Conduct a thorough initial assessment of all existing policies, procedures, and practices for creating, maintaining, using, disclosing, and destroying health information to determine where the gaps may be with respect to meeting HIPAA and/or FERPA standards and as to whether there are reasonable administrative, technical, and physical safeguards to protect the privacy of PHI.
2. Draft, adopt, and maintain administrative policies and procedures to allow the school district to meet the requirements of the HIPAA Privacy Rule as they may apply to the employee health plan and/or its health care provider Covered Components.

1
2
3
4 3. Draft and adopt a “Notice of Privacy Practices” that describes, among other things, the uses
5 and disclosures that the District is permitted or required to make under the HIPAA Privacy Rule,
6 its obligations under HIPAA, and the rights related thereto for employees, and students who may
7 receive services from the school district’s health care provider Covered Component.

8
9 4. Draft and adopt HIPAA-compliant written authorizations to use or disclose PHI for purposes
10 unrelated to treatment, payment, health care operations, and other designated purposes under the
11 HIPAA Privacy Rule.

12
13 5. Identify Business Associates and enter into Business Associate Agreements with all third
14 parties that access PHI when providing services on behalf of the District in relation to its
15 employee health plan and/or health care provider component(s).

16
17 6. Establish a training program for all members of the District workforce on HIPAA and the
18 District’s policies and procedures related thereto “as necessary and appropriate” for said
19 employees to carry out their functions. Such a training program shall include periodic refresher
20 courses.

21
22 7. Develop a process for handling complaints, such process to include the designation of a
23 specific individual to handle such complaints and appropriate procedures for documenting said
24 complaints and the disposition thereof.

25
26 The Privacy Officer shall ensure the appropriate development and implementation of sanctions
27 against those members of the workforce who fail to comply with the administrative policies and
28 procedures developed hereunder. In addition to ensuring that appropriate administrative policies
29 and procedures are adopted and implemented to ensure compliance with the HIPAA Privacy
30 Rule, the District will mitigate, to the extent possible, any harmful effects of improper
31 disclosures of PHI and will refrain from any activity that may intimidate, threaten, coerce,
32 discriminate against, or retaliate against an individual for exercising his/her rights under HIPAA.

33
34 Legal Reference: 45 C.F.R. Parts 160, 162, 164
35

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

5630

PERSONNEL

Employee Use of Mobile Devices

The Board recognizes that the use of mobile devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities.

District-owned mobile devices will be used for authorized District business purposes. Unauthorized personal use of such equipment is prohibited except in emergency situations. Use of mobile devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including termination of employment.

District employees are prohibited from using mobile devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles for school district purposes.

Emergency Use

Staff are encouraged to use any available mobile device in the event of an emergency that threatens the safety of students, staff, or other individuals.

Use of Personal Mobile Devices

Employees are prohibited from using their personal mobile devices during the instructional period for non-instructional purposes. When necessary, employees may use their personal mobile devices only during non-instructional time. In no event shall an employee's use of a mobile device interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies.

Gallatin Gateway Elementary

Adopted on: April 24, 2019

Reviewed on:

Revised on:

5630

PERSONNEL

Employee Surveys and End of Year Interviews

All surveys or interviews soliciting information from employees must advance or relate to the District's educational objectives as identified in Board Policy.

The Board recognizes the importance of surveying and interviewing employees about District operations. The Board may conduct, develop and administer surveys and interviews at the conclusion of each school year. The survey or interview will include, but is not limited to, questions on the following topics; 1) successes and challenges experienced during the school year; 2) methods and means to improve the educational experience; 3) areas of preparation for the next school year; 4) the relevance of non-academic school activities; 5) experience with the school system, and; 6) the overall climate throughout the District.

The results of the surveys and interviews may be used by Board and its committees to determine the overall effectiveness of the Gallatin Gateway Public School and to identify areas improvement of the delivery of educational services. All surveys and interviews will be voluntary. Information related to individual staff members will be protected in accordance with Montana law, District policy, and the current collective bargaining agreement. Surveys and interviews may not be used for evaluation or disciplinary purposes. Retaliation against a survey or interview participant will not be tolerated in accordance with District policy.

Notification of Rights and Procedures

The Board or designee shall notify employees of:

1. This policy as well as its availability from the administration office upon request;
2. How to opt out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey or interview is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given employees at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Master Agreement

Between

The Gallatin Gateway Board of Trustees

School District No. 35

&

The Gallatin Gateway Education

Association- MFPE



2022-2024

MASTER AGREEMENT INDEX

	Preamble	3
ARTICLE 1	Association Recognition	3
ARTICLE 2	Right to Organize	3
ARTICLE 3	Just Cause	4
ARTICLE 4	Uniform Application of Rules & Regulations	4
ARTICLE 5	Guarantee of Academic Freedom	4
ARTICLE 6	Authority and Responsibility	4
ARTICLE 7	Definition of Seniority	4
ARTICLE 8	Reduction in Force	4
	Lay off Benefits	5
ARTICLE 9	Work Day	5
	Preparation Time	5
	Duty-Free Lunch Period	5
	PIR Days	5
	Early Release	5
	Obligations Outside the Regular Workday	6
	PIR Days for Part-Time Teachers	6
	Calendar	6
ARTICLE 10	Personnel Records	6
ARTICLE 11	Evaluations	6
	Formal Observation	6
	Informal Observation	6
	Pre-Observation Conference	6
	Post-Observation Conference	7
	Evaluation	7
	Notification of Evaluation	7
	Evaluation of Non-Tenured Staff	7
	Evaluation of Tenured Staff	7
	Right to Respond	7
ARTICLE 12	Grievance Procedure	7
	Mediation	8

	Unresolved and Disputed Interpretations of Agreement	8
	Binding Arbitration	9
	Arbitration Costs	9
	Exceptions to Time Limits	10
	Reprisals	10
	Personnel Files	10
ARTICLE 13	Annual Leave	10
ARTICLE 14	Professional Leave	11
ARTICLE 15	Bereavement Leave	11
ARTICLE 16	Sabbatical & Extended Leave of Absence	11
ARTICLE 17	Leave Without Pay	11
ARTICLE 18	Salary Schedule	11
ARTICLE 19	Major Medical & Flexible Benefits Plan	12
ARTICLE 20	Credit Recognition	12
ARTICLE 21	Stipends	12
ARTICLE 22	Pay Periods	12
ARTICLE 23	Change in Agreement	13
ARTICLE 24	Compliance of Individual Contract	13
ARTICLE 25	Savings Clause	13
ARTICLE 26	Maintenance of Standards	13
ARTICLE 27	Nondiscrimination Clause	13
ARTICLE 28	Effective Period	13
ARTICLE 29	Contingency	13
ARTICLE 30	Renewal & Reopening of Agreement	13
ARTICLE 31	Assignment	13
ARTICLE 32	Date & Signatures	14
APPENDIX A	Salary Schedules	
	2022-2023 Matrix Chart	15

MASTER AGREEMENT

This agreement is entered into this 2nd day of June, 2022, by and between the Board of Trustees, School District No. 35, Gallatin Gateway, Montana, hereinafter called the Board, and the teaching faculty of Gallatin Gateway School as the Gallatin Gateway Education Association/Gallatin County Rural Education Association/Montana Education Association/National Education Association, hereinafter called the Association.

PREAMBLE

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service and the morale of the school community;

WHEREAS, the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve the educational standards;

WHEREAS, the Board has an obligation pursuant to law to bargain collectively with the exclusive representative of public employees with respect to wages, hours, fringe benefits, and other conditions of employment;

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the foregoing mutual covenants, it is hereby agreed as follows:

Article 1 - Association Recognition - The Board hereby recognizes the Association as the exclusive representative for collective bargaining with respect to wages, hours, fringe benefits, and other conditions of employment for all certified teachers under teaching contract.

1.1 The Association shall have the right to use District computers, calculators, and all types of audio visual equipment when such equipment is not otherwise in use. When the use of District audio visual equipment is needed, a staff member shall coordinate its use through the Superintendent. The Association may use the District email, telephones, and employees' mailboxes for Association business. Respect shall be given to working outside school hours when conducting Association business via email, telephone, or other communications. The Association shall have the right to post notices of Association activities and schedules on the bulletin board used to post other District notices. Outdated notices shall be removed promptly. The Association may be given a copy number to use the copy machine for Association business. The Association will be invoiced for copier use at the end of the school year in accordance with District procedures. The Association shall be given time on the agenda of the orientation program for new teachers to explain Association activities and shall have the opportunity after the conclusion of staff meetings to present reports and announcements.

Article 2 - Right to Organize - The Board agrees that the individual teacher shall have full freedom of association, self-organization, and the designation of representatives of his/her own choosing

to negotiate the terms and conditions of his/her employment. The teacher shall be free from interference, restraint, or coercion by the Board or its agents in the designation of such representatives or in other concerted activities for the purpose of collective bargaining or other mutual aid protection.

Article 3 - Just Cause - No teacher shall be disciplined, reprimanded, suspended, non-renewed, dismissed, or terminated without just cause. It is understood that this provision does not apply to the non-renewal of non-tenured teachers prior to the signing of the fourth (4th) contract as stated in Section 20-4-206, MCA.

Article 4 - Uniform Application of Rules & Regulations - All rules and regulations governing employee activities and conduct shall be interpreted and applied uniformly throughout the District.

Article 5 - Guarantee of Academic Freedom - Academic freedom shall be guaranteed to teachers. Teachers shall have the right to support or oppose political causes and issues outside the normal classroom activities.

Article 6 - Authority & Responsibility - The Association recognizes that the Board 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, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this agreement.

Article 7 - Definition of Seniority - Seniority is defined as the length of continuous service. Seniority is broken by resignation, termination, or failure to report in a reasonable amount of time upon recall.

Article 8 - Reduction in Force

8.1 The District has the sole authority to determine the number of teachers to be employed. Prior to layoff of tenured teachers, the District shall determine which non-tenured teachers shall be laid off. While a non-tenured teacher may be retained if he/she is the sole possessor of a required endorsement, a tenured teacher shall not be subject to a layoff while a non-tenured teacher with the same endorsement is retained. For purposes of a reduction in staff, in the case of tenured teachers, seniority shall be the criterion.

8.2 If a laid-off teacher has displaced another, the teacher will remain eligible for recall in accordance with the provisions of this article.

8.3 Notice of recall will be given by registered mail to the last address given to the Board by a teacher. A copy of the notice of recall will be given to the Association. If a teacher fails to respond within ten (10) calendar days from the date of the notice, the teacher will be deemed to have refused the position.

8.4 A teacher who is laid off will remain on the recall list for one (1) year after the effective day of lay off, unless the teacher:

1. waives recall in writing;
2. resigns;
3. fails to accept recall to the position held immediately prior to layoff or to a substantially equivalent position; or
4. fails to report to work in a position that he or she has accepted.

8.5 Lay off Benefits -All positions of substitute teacher shall be offered to qualified teachers on lay off who are on the substitute list before any other person is offered such a position. All benefits to which teachers were entitled at the time of their lay off, including but not limited to tenure, will be restored to them upon their return to active employment, and they will be placed on the step of the salary schedule for their current position according to their experience and education.

Article 9 - Work Day

9.1 The regular workday for all full time teachers will span eight (8) consecutive hours. Part-time teachers will have that time prorated within their schedule. The time before and after the student day will be used for additional preparation, consultation with parents, students and others, and other duties as assigned. On the day of the weekly scheduled staff meeting, the teachers will stay thirty (30) additional minutes from the regular workday end time. On Fridays, teachers may leave thirty (30) minutes early from the regular workday end time. The start and end time of the eight (8) hour day will be determined by the Superintendent.

9.2 Preparation Time - Full time teachers shall receive a minimum of two hundred twenty-five (225) minutes for preparation during the regular work week. Part-time teachers will have that time prorated. It is understood that events may, from time to time, cause the loss of some preparation time. The Superintendent will schedule preparation time in no less than forty-five (45) minute blocks.

9.3 Duty-free Lunch Period - All teachers shall receive a daily, duty-free lunch period of forty-five (45) minutes. Part-time teachers will be prorated but will have no less than 25 minutes.

9.4 PIR Days - A minimum of seven (7) PIR days will be scheduled per school year, two (2) of which are the annual educator conferences in October. Teachers may trade a maximum of two (2) of the October conference days for equivalent training, completed during non-contracted hours, between the end of the prior school year and the conference days. Equivalent training shall mean six (6) OPI renewal credits to replace one (1) day or twelve (12) OPI renewal credits, or one (1) semester university credit to replace two (2) days of the October conferences. Semester credit used as equivalent training for October conference days cannot be used for movement on the salary matrix. The Professional Development Advisory Committee will review any questions regarding equivalency of OPI credits.

9.5 Early Release Days - On Early Release Days, students will be released five (5) minutes after the last lunch period ends. Teachers' day will end at their regularly scheduled time. Early Release Days are scheduled for instructional related activities which may include, but are not limited to: quarterly report card preparation, parent teacher conferencing, and professional training.

9.6 Obligations Outside the Regular Workday - Teachers will be required to attend and provide their professional abilities at Open House, the Christmas Program, and for teachers in the participating grade-levels, Ski Day. The Superintendent will ensure teachers participating in Ski Day will receive flextime for time worked outside of contracted hours.

9.7 PIR Days for Part-Time Teachers - Part-time teachers will only be required to attend PIR days on prorated basis. The Superintendent and the teacher will mutually decide specific times and days. If the Superintendent deems it professionally necessary for the teacher to attend additional PIR days, the teacher will be compensated at the teacher's daily rate of pay. Written notification of additional days shall be given no later than thirty (30) calendar days prior to the PIR day. If not approved, a teacher may voluntarily go to any additional day(s) without pay.

9.8 Calendar - The school calendar shall reflect a teacher work year of one hundred and eighty-seven days. The teachers will be given an opportunity prior to Board adoption to provide input. This will be accomplished by having a discussion at a staff meeting and then each teacher initialing his/her preference.

Article 10 - Personnel Records - No document may be placed in a personnel record that is not signed and dated by the author of said document. No document may be placed in personnel records without the acknowledgment of the teacher.

Article 11 - Evaluations - The District evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and to receive administrative responses to them; to have formal and/or informal observations of the teaching of licensed staff; to receive verbal and written comments and suggestions for improvement from their supervisor and to have clear opportunities to make improvement within the specific timelines.

11.1 Formal Observation - An observation by the Superintendent to an instructional or performance activity that has been pre-scheduled at the request of the Superintendent or the teacher. This includes a pre-observation conference, a scheduled observation, a written feedback report, and a post-observation conference between the Superintendent and the teacher. The post-observation conference shall occur within fifteen (15) working days of the formal observation.

11.2 Informal Observation - Any non-scheduled visit or observation by the Superintendent to an instructional or performance activity. This includes a written feedback report and may include a post-observation conference between the Superintendent and the teacher. If the Superintendent has a concern with any observation, a post-observation conference shall be scheduled and completed within ten (10) working days.

11.3 Pre-Observation Conference - A conference conducted between the teacher and the Superintendent before each formal observation so that the administration can be apprised of the teacher's objectives, methods, and materials for the activity to be observed. The Superintendent will announce the time period for formal observations.

- 11.4 Post-Observation Conference** - A conference held to provide an opportunity for feedback, identification of strengths, and directions for areas to be developed. This conference is documented by a written summary signed and retained by the teacher and the Superintendent.
- 11.5 Evaluation** - A written cumulative document of teacher performance based on at least one formal observation and one informal observation. The evaluation may include all aspects of employee performance, including what has been directly observed and/or what has been investigated and substantiated. This written summary shall be discussed with the teacher and signed by the teacher and the Superintendent, with one copy to the teacher and one copy to the teacher's personnel record. This evaluation discussion may also serve as a post-observation conference for the final observation.
- 11.6 Notification of Evaluation** - Teachers will be advised of the District's evaluation procedures at the beginning of each school year. Teachers joining staff after the commencement of the school year will be advised of the evaluation procedures by the Superintendent.
- 11.7 Evaluation of Non-tenured Staff** - At least two (2) written cumulative evaluations shall be made for all non-tenured teachers each year. These evaluations will include classroom observations as defined above. The first evaluation shall be completed by January 1. The second evaluation shall be completed prior to issuing of teaching contracts for the following year.
- 11.8 Evaluation of Tenured Staff** - At least one written cumulative evaluation shall be made for all tenured teachers each year. These evaluations will include classroom observations as defined above. The evaluations shall be completed by May 1.
- 11.9** Should concerns arise regarding a teacher's performance; the teacher will be advised by the Superintendent that corrective measures are called for.

A written plan of improvement will be made by the Superintendent to point out weaknesses and corrective measures necessary to overcome them. Within thirty (30) working days, follow-up observations will be made, including a formal observation addressing written recommendations by the administration. If adequate measurable progress is not demonstrated, the Superintendent will take additional action.

- 11.10 Right to Respond** - A teacher may submit a written response within fifteen (15) working days to any part of the evaluation procedure. This response shall be attached to the copy of the observation or evaluation in the teacher's personnel file.

Article 12 - Grievance Procedure

- 12.1** A grievance is a teacher complaint regarding alleged violation of any provisions in this Agreement or other Board policy. A grievant is a teacher filing a grievance.
1. Within twenty (20) working days of the knowledge of the occurrence of an incident giving rise to a grievance, the grievant shall speak to the Superintendent informing the Superintendent of the grievance. Complaints must be declared as a grievance when

that is the intent. The Superintendent shall arrange an initial grievance resolution meeting within five (5) working days. The grievant, and if desired, a representative of their choosing, shall meet with the Superintendent. Following the meeting, the Superintendent will provide the grievant and Association with a written answer to the grievance within two (2) working days.

2. If the grievant is not satisfied with the Superintendent's action or a written response has not been received after two (2) working days, the grievant shall present a written grievance to the Superintendent within five (5) working days. The Superintendent shall act upon the written grievance and provide the grievant and Association with a written response within five (5) working days.
3. If the grievant is not satisfied with the Superintendent's action or has not received a written response after five (5) working days, the grievant shall present a written grievance to the School Board. The School Board shall act upon the grievance and provide the grievant and Association with a written response within ten (10) working days.

12.2 Mediation - If the Association is not satisfied with the disposition of the grievance by the School Board, or if no disposition has been made within the period provided in the grievance process, and both parties agree, the grievance may be submitted for mediation using the following steps. Each party shall bear its own cost of the mediation, except that the fees and charges of the mediator shall be shared equally by the parties.

1. If the Association intends to pursue mediation, they shall notify the School Board within five (5) working days of receipt of the School Board's written response or expiration of the timelines involved in the grievance process.
2. Within ten (10) working days after written notice of submission for mediation, the Association shall, in writing, request the Montana Board of Personnel Appeals assign a mediator to the dispute.
3. The mediator shall consult with the parties in an attempt to bring about resolution to the grievance. The mediator shall not produce any records or testimony, nor make any statement with regard to any mediation conducted by him/her in any forum or proceeding before any court, board, investigatory body, arbitrator, or fact finder.
4. If the board of Personnel Appeals refuses to assign a mediator or if the assigned Mediator, determines that the grievance is not likely to be resolved, or after twenty (20) working days, whichever comes first, the Association may choose to seek a solution through binding arbitration.

12.3 Unresolved and Disputed Interpretations of Agreements - MCA 39-31-306(5) The grievant may have the unresolved grievance or disputed interpretations of the agreement resolved either by final and binding arbitration or by any other available legal methods and forum, but not by both. After a grievance has been submitted to arbitration, the grievant and the exclusive representative waive any right to pursue against the school an action or complaint that seeks the

same remedy. If a grievant or the exclusive representative files a complaint or other action against the school, arbitration seeking the same remedy may not be filed or pursued under this section.

12.4 Binding Arbitration - If the Association is not satisfied with the disposition of the grievance by the School Board, or if no disposition has been made within the period provided in the grievance process, or the grievance has not been solved through mediation, the grievance may, at the exclusive option of the Association, be submitted for final and binding arbitration before an impartial arbitrator using the following steps:

1. If the Association intends to pursue final binding arbitration, they shall notify the School Board within twenty (20) working days of receipt of the School Board's written response or expiration of the timelines involved in the grievance and, if applicable, the mediation process.
2. Within ten (10) working days after written notice of submission for arbitration, the Association shall, in writing, request a list of five potential in-state arbitrators from the Montana Board of Personnel Appeals.
3. Within ten (10) working days the arbitrator shall be selected from the list provided as a result of each party alternately striking names from the list and the last name remaining being the arbitrator selected. The order of name strikes shall be determined by an initial coin toss. Should either party fail to participate in the arbitrator selection process, the other party may demand a Montana Board of Personnel Appeals appointment.
4. The arbitrator shall consider the grievance (using either the "expedited" or "ordinary voluntary arbitration rules" of the American Arbitration Association), conduct a hearing and/or receive the parties' briefs and have all necessary authority to render a full and effective award and issue a remedy for same which shall be final and binding upon the parties.

12.5 Arbitration Costs -

1. Each party shall bear its own cost of arbitration except that the fees and charges 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.
2. Should either party fail to implement an arbitrator's award, the award may be entered in any court of competent jurisdiction for immediate enforcement. All court costs, legal fees, other related expenses incurred as a result of failure to implement an arbitrator's award, and subsequent enforcement proceedings shall be paid by the party who refuses to implement an award.
3. If a motion to vacate the arbitrator's award is entered in a court of competent Jurisdiction, 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 fee, interest on monetary awards, and other related expenses incurred as a result of defending such action.

12.6 Exceptions to Time Limits - The time limits provided in this policy shall be strictly adhered to unless extended by written agreement of the parties. Similarly, steps of the grievance process may be waived only by written mutual agreement of the parties and so indicated by written instrument.

12.7 Reprisals - The parties agree that no reprisals of any kind will be taken against any person because of participation in this grievance procedure.

12.8 Personnel Files - All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Article 13 - Annual Leave - At the beginning of each school year, each full time teacher shall be credited with fourteen (14) days of Annual Leave at full salary. Part time teachers shall be credited with a prorated amount.

1. A maximum of four (4) consecutive work days of Annual Leave may be used for personal reasons and must be arranged at least two (2) work days in advance. Any Annual Leave for personal reasons requested beyond four (4) consecutive work days must be approved by the Superintendent.
 - a. Annual Leave days may not be taken during the first five or last five instructional days of the school year.
 - b. Annual Leave days may not be taken immediately preceding or following a holiday or vacation period.
 - c. Annual Leave days may not be taken on PIR days.
2. Teachers may choose to accumulate a maximum of twelve (12) Annual Leave days, per year. Unused Annual Leave will be allowed to accumulate up to eighty (80) days. Accumulated Annual Leave days may be used for illness, quarantine, communicable disease, injury, and disability (including pregnancy, miscarriage, childbirth, and recovery), or as approved by the Superintendent.
3. When a teacher has reached the maximum accumulation of eighty (80) days, any days unused will be reimbursed at the end of the year at the current substitute teacher's pay.
4. Termination of employment from Gallatin Gateway School would result in a lump sum payment for all days of unused Annual Leave at the current substitute teacher's pay.
5. A teacher may use Annual Leave for contracted days immediately following the birth/adoption of a child for up to eight (8) calendar weeks. If a physician deems it medically necessary for the teacher to commence leave preceding the birth/adoption of the child, the eight (8) calendar weeks begin on the date indicated by the physician's medical certification.
6. In case of need for additional leave beyond the year's fourteen (14) Annual Leave Days, a teacher may, with the approval of the Superintendent, take up to sixteen (16) additional leave days. Each of the thirty (30) days (Annual and additional) for which the teacher does not have accumulated Annual Leave days will be without pay.
7. During the school year, any teacher may donate no more than two (2) days to one or more teachers who are in need and who have exhausted their Annual Leave. The donor and

recipient have no later than five (5) working days after the recipient's return to work to notify the Superintendent of the requested leave transfer.

Article 14 - Professional Leave - Three (3) days of professional leave will be credited to each full-time teacher at the beginning of the school year. Part-time teachers will be credited with a prorated amount. Professional leave may be used to visit other schools, professional development, or attendance at educational workshops or conferences. Professional leave monies at the current rate of substitute teacher pay per day will be paid to the teacher for workshops or training outside regular contracted hours. Professional leave must be requested at least two (2) work days prior to the day(s) being requested and approved by the Superintendent. Professional leave does not accumulate and will not be paid out if unused. Professional Leave will be available from September 1 to August 31 of each year. Training or credits gained using professional leave cannot be used as equivalency training to trade for the October conference days.

Article 15 - Bereavement Leave - No more than twelve (12) total days leave at full salary will be allowed for death(s) of a member or members of the teacher's immediate family. Immediate family includes: spouse and any relative living in the teacher's household or any parent, child, brother, sister, grandparent, grandchild or corresponding in-law. Two (2) days of the before mentioned days may be used for non-family bereavement needs. This leave is not accumulative. Upon request, the Superintendent may grant approval for the use of additional Annual Leave days if necessary. This leave will be prorated for part-time teachers.

Article 16 - Sabbatical & Extended Leave of Absence

Sabbatical:

The School Board may grant a tenured employee a one-year unpaid sabbatical leave for the purpose of pursuing scholarly and/or professional pursuits for the mutual benefit of the District and the employee. The employee must submit a request for Sabbatical Leave to the Superintendent and School Board, no less than six months prior to the beginning of the requested leave. The request will include the following:

- The presentation of a definite plan for the scholarly/professional plan of work for the sabbatical leave, which describes both the plan and the "mutual benefit of the District and the Employee."
- An agreement to submit a written report on the extent to which s/he has achieved the purpose for which the leave was granted.
- An agreement to return to service for one year immediately following the leave.

Extended Leave of Absence:

The School Board may grant a tenured employee an extended leave of absence as leave without pay. An extended leave of absence is discretionary on the District's part, but may be granted to eligible employees for such reasons as disability leave (extended personal or family illness), fulfillment of duties in an elected political office, professional development, and military or alternative service such as Peace or Vista Corps, or for other purposes recommended by the Superintendent and approved by the Board of Trustees. The request for an extended leave of absence will include the following:

- A description of the reason for the request.
- An estimation of time requested, with the understanding that the request can be no more than one contracted year.

In both sabbatical and extended leave, employees will not accrue any leave or any experience on the salary schedule. Employees, while on sabbatical or extended leave will not be eligible for any other benefits outlined in this agreement. Upon return, the employee will be entitled to all benefits, and be placed on the Salary Schedule at the level earned at the time of departure.

Article 17 - Leave Without Pay - The Superintendent may grant up to five (5) days leave without pay at his/her discretion. Leave without pay may also be granted for any other circumstances not otherwise specified above at the discretion of the Board.

Article 18 - Salary Schedule - The basic salaries of teachers covered by this Agreement are set forth in Appendix A which is attached to and incorporated in this Agreement. The salary scale shall be good for one (1) year effective July 1, 2022 to June 30, 2023. Implementation of any negotiated increase on the base of the salary schedule is contingent upon state funding for secondary students at the high school level and/or voter acceptance of the special mill levy, if required. Such salary schedule shall remain in effect during the designated period. Part-time teachers shall have their salaries prorated.

A maximum of five (5) years will be credited for prior teaching experience.

Article 19 - Major Medical & Flexible Benefits Plan

19.1 The District will provide five hundred eighty-six dollars (\$586.00) toward a major medical plan for every teacher who is contracted for .5 FTE or above. In addition, twenty-five dollars (\$25.00) per month will be contributed by the District to each teacher who is contracted .5 FTE or above to the Flexible Benefits Plan. The Flex benefit will be prorated for part-time (between 0.5 and 1.0 FTE) teachers.

19.2 All teachers contracted for .5 FTE or above shall be required to participate in the group health plan with at least single coverage. Teachers less than .5 FTE will have a choice to join or not.

19.3 The Flexible Benefit's Plan will be administered by a mutually agreeable, disinterested third party. The District will assume the cost to administer the program. Participation in the Flexible Plan itself by teachers will be voluntary and open to every teacher. Teachers will be provided information yearly on the flexible plan itself as well as, upon request, a monthly report on Flex transactions and other paycheck deductions.

Article 20 - Credit Recognition - Payment will be made for approved credits. These credits shall be in areas that develop general background information and/or teaching skills. All credits must be approved by the Professional Development Advisory Committee before applying for the salary step-up. The Professional Development Advisory Committee shall include the Superintendent, a Board Member, and teachers chosen by the Association. The committee will use the consensus approach in determining credits beneficial to the District's curriculum. If consensus cannot be

reached, the committee members will make recommendations to the Board who will have the final decision. A teacher who completes approved college credit by the first (1st) of September shall receive the appropriate salary increment that school year. However, such teacher must notify the Superintendent in writing of his/her intent to gain credits before the first (1st) of April preceding the school year in which the planned increment will become effective. Each teacher shall file an official transcript of said credits with the Superintendent no later than the thirty-first (31st) of December. The appropriate salary increment shall be received as soon as an official transcript is provided to the Superintendent and shall be retroactive to the beginning of that school year.

Article 21 - Stipends - The Board may pay stipends for duties and projects above and beyond the contractual day to teachers at a minimum of \$50 per day (less deductions). Project proposals may be suggested by the Superintendent or proposed by the teacher. Project proposals will be presented to the Board by the Superintendent's recommendation. Teachers may be reimbursed for travel and meals according to School Board Policy.

Article 22 - Pay Periods - Each teacher will receive her/her contract salary in twelve (12) payments. Payroll checks shall be issued by the fifth (5th) of each month. The eleventh (11th) and twelfth (12th) direct deposits will be initiated or paper checks mailed as soon as possible, but no later than five (5) business days after the last contracted day.

Article 23 - Change in Agreement - During its term this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

Article 24 - Compliance of Individual Contract - Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement duration shall be controlling.

Article 25 - Savings Clause - If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or application shall be deemed invalid except to the extent permitted by the law, but all other provisions or applications shall continue in full force and effect. If such provisions exist which are contrary to law, at the request of either party, negotiations shall immediately commence and agreement shall be reached in order to alter said section(s) providing the benefits according to the intent of the parties.

Article 26 - Maintenance of Standards - All existing district policies involving terms and conditions of professional service, matters relating directly to the employer-teacher relationships, and other terms of employment not specifically referred to in this agreement shall be maintained at no less than the highest minimum of standards in effect in the District at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of teachers as required by the express provisions of this Agreement. This Agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein.

Article 27 - Nondiscrimination Clause - The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, physical disability, or marital status.

Article 28 - Effective Period - This Agreement shall be effective as of July 1, 2022 and shall continue in full force and effect until June 30, 2024.

Article 29 - Contingency - Should legislation or other circumstances in any way change the general fund revenue formulas, district budgeting authority, or School District revenue in any way, the parties agree to reopen negotiations.

Article 30 - Renewal & Reopening of Agreement - Said Agreement will automatically be renewed and will continue in force for a period of one (1) year unless either party gives notice to the other party, no later than ninety (90) days prior to the expiration date or any anniversary thereof, of its desire to reopen the contract. Between July 1, 2022 and June 30, 2024, the agreement is made to only reopen negotiations to discuss salary, not wording.

Article 31 - Assignment - All teachers shall be given notice of their tentative teaching assignments relative to grade level and subject area for the forthcoming year no later than the end of the school year. In the event that unforeseen changes in assignments are necessary after the end of the school year, affected teachers shall be given notice as soon as possible prior to the effective date. The affected teacher may request from the Superintendent up to five (5) paid days (at the current substitute rate of pay) for such assistance as moving classrooms, time to prepare, conferring with appropriate colleagues, learning new curriculum, etc. If the requested assistance is denied, the teacher may appeal to the Board who will make the final decision.

Article 32 - Date and Signatures

This Agreement is signed this 2nd day of June, 2022.

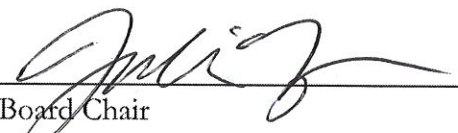
IN WITNESS THEREOF:

For the Association:



Association

For the Board of Trustees
of School District #35:



Board Chair

APPENDIX A
Gallatin Gateway School Salary Schedule Matrix Chart
for the 2022-2023 School Year

Years Experience	BA		BA+10		BA+20		BA+30		BA+40		MA		MA+10	
0	37,194	1.000	38,310	1.030	39,426	1.060	39,984	1.075	40,541	1.090	41,099	1.105	41,657	1.120
1	38,459	1.034	39,686	1.067	40,913	1.100	41,509	1.116	42,141	1.133	42,736	1.149	43,368	1.166
2	39,723	1.068	41,062	1.104	42,401	1.140	43,033	1.157	43,740	1.176	44,372	1.193	45,079	1.212
3	40,988	1.102	42,438	1.141	43,889	1.180	44,558	1.198	45,339	1.219	46,009	1.237	46,790	1.258
4	42,252	1.136	43,815	1.178	45,377	1.220	46,083	1.239	46,939	1.262	47,646	1.281	48,501	1.304
5	43,517	1.170	45,191	1.215	46,864	1.260	47,608	1.280	48,538	1.305	49,282	1.325	50,212	1.350
6	44,782	1.204	46,567	1.252	48,352	1.300	49,133	1.321	50,138	1.348	50,919	1.369	51,923	1.396
7	46,046	1.238	47,943	1.289	49,840	1.340	50,658	1.362	51,737	1.391	52,555	1.413	53,634	1.442
8	47,311	1.272	49,319	1.326	51,328	1.380	52,183	1.403	53,336	1.434	54,192	1.457	55,345	1.488
9	48,575	1.306	50,695	1.363	52,815	1.420	53,708	1.444	54,936	1.477	55,828	1.501	57,056	1.534
10	49,840	1.340	52,072	1.400	54,303	1.460	55,233	1.485	56,535	1.520	57,465	1.545	58,767	1.580
11	51,105	1.374	53,448	1.437	55,791	1.500	56,758	1.526	58,134	1.563	59,101	1.589	60,477	1.626
12	52,369	1.408	54,824	1.474	57,279	1.540	58,283	1.567	59,734	1.606	60,738	1.633	62,188	1.672
13	53,634	1.442	56,200	1.511	58,767	1.580	59,808	1.608	61,333	1.649	62,374	1.677	63,899	1.718
14	54,898	1.476	57,576	1.548	60,254	1.620	61,333	1.649	62,932	1.692	64,011	1.721	65,610	1.764
15			58,952	1.585	61,742	1.660	62,858	1.690	64,532	1.735	65,647	1.765	67,321	1.810
16					63,230	1.700	64,383	1.731	66,131	1.778	67,284	1.809	69,032	1.856
17							65,908	1.772	67,730	1.821	68,920	1.853	70,743	1.902
18									69,330	1.864	70,557	1.897	72,454	1.948
19											72,194	1.941	74,165	1.994
20											73,830	1.985	75,876	2.040
21													77,587	2.086
22													79,298	2.132

There is a mutual commitment between the Gallatin Gateway Board of Trustees and the Gallatin Gateway Education Association to open conversation regarding Appendix A for the 23-24 school year, per Article 30 of this Agreement, no later than May 1, 2023.

New Business
DISCUSSION ITEM

Discuss Open Positions and Job Vacancy Posting Locations

Presented by: Kelly Henderson

Background: We currently have coaching positions for assistant boys basketball and wrestling. The science position continues to be vacant as well. We have some prospects for the second semester as well as for the 2023-2024 school year.

We currently post open positions on the following sites:

- GGS Website
- LinkedIn
- News email subscription
- OPI website
- Montana Small Schools Alliance (MSSA) newsletter
- Montana State University portal “Handshake”

New Business
ACTION ITEM

Discuss & Consider Adoption of Strategic Plan

Presented by: Julie Fleury

Background: The Governing Board completed a review and update of the strategic plan on November 3, 2022 with Debra Silk, MTSBA.

Rationale: The Strategic plan was updated through input of the entire board and executive staff.

Recommendation: Recommend approval of the strategic plan.

GALLATIN GATEWAY SCHOOL

Strategic Plan

Updated November 2022

Overview

The Gallatin Gateway School has created a new direction for the school district to strategically focus its resources on identified wants, preferences, and needs of its community. As part of this process, the District has begun a strategic planning and thinking process that will lead to a stronger and more vital school district. This process will be ongoing as the District moves into the future. This strategic plan is intended to help the District in focusing its resources in a manner that will best benefit the children enrolled in the District.

The Gallatin Gateway Board of Trustees and staff began the strategic planning and thinking process necessary to fit with its commitment to children, to community engagement and to knowledge-based decision-making processes.

As part of its preparation for strategic planning, the District brought in Debra Silk of the Montana School Boards Association to help facilitate the strategic planning process.

On August 15, 2018, the Gallatin Gateway Board of Trustees formally adopted its new strategic plan. The Board has made it a priority to meet on a regular basis to update the plan and discussed strategies to ensure the Plan remains at the forefront of the ongoing focus and work of the Board and Staff in collaboration with parents and community members.

The District views the process of strategic planning as an ongoing process within the school system. This is not a "strategic planning project" that is completed. Adoption of a plan is an affirmation of the general intent and direction articulated by the Core Ideology, Envisioned Future and Goals and Strategic Objectives. It is understood that progress toward achieving plan strategic objectives will be assessed at least annually, and the plan will be updated based on achievement and changes in the needs of the children served by the District.

Executive Summary

The following are the key components of the District's Strategic Plan. A more comprehensive description of these components is included in this publication following this Executive Summary:

THE CORE PURPOSE OF GALLATIN GATEWAY SCHOOL IS TO:

embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

THE CORE VALUES OF GALLATIN GATEWAY SCHOOL ARE:

- **Individualized Success** – *We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student's individual success.*
- **Student-Centered** – *The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.*
- **Sense of Community** – *We believe that engagement with and respect for our community is vital to our success.*
- **Accountability** – *We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.*
- **Culture of Collaboration and Support** – *We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.*

OUR LONG-TERM ENVISIONED FUTURE:

Gallatin Gateway School is the premier school in our area because of our dynamic, collaborative, and stimulating environment where each student thrives.

Our priorities are centered around the following 3-5 year goals/priorities:

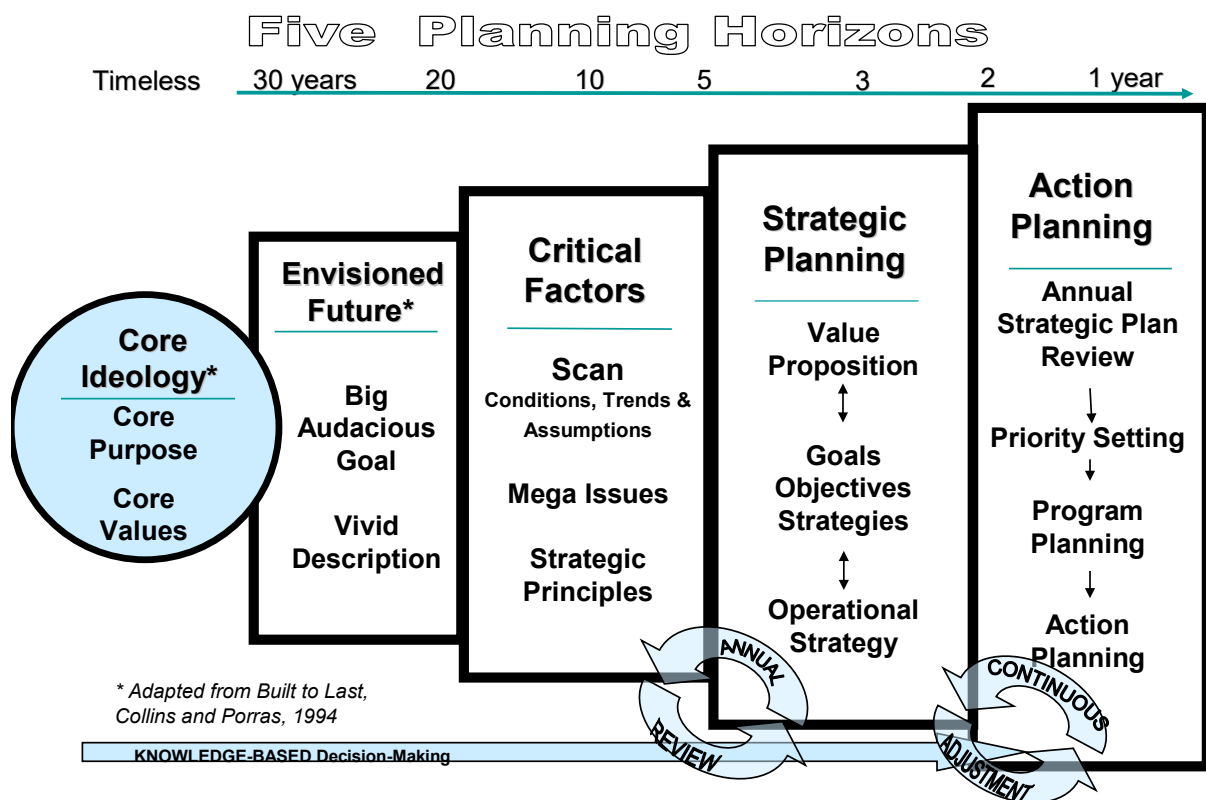
- **Individual Student Success**
- **Facilities**
- **Staff and Volunteers**
- **Leadership, Communication and Collaboration**
- **Safety**

Table of Contents

- Strategic Planning Framework.....4
- Part I: Planning Horizon: Timeless - Core Ideology of the Gallatin Gateway School.....5
 - Core Purpose of the Gallatin Gateway School5
 - Core Values of the Gallatin Gateway School5
- Part II: Planning Horizon: 10-15 Years - Envisioned Future of the Gallatin Gateway School
 - Big Audacious Goal.....6
 - A Vivid Description of the Desired Future.....6
- Part III: Planning Horizon: 5-10 Years.....7
 - Assumptions Regarding the Relevant Future for the Gallatin Gateway School.....7
- Part IV: Planning Horizon: 1-5 Years.....7
 - Outcome-Oriented Goals and Strategic Objectives7
 - Priorities/Goals of the Gallatin Gateway School8
 - Priority/Goal Area: Individual Student Success8
 - Priority/Goal Area: Facilities.....8
 - Priority/Goal Area: Staff and Volunteers9
 - Priority/Goal Area: Leadership, Communication and Collaboration9
 - Priority/Goal Area: Safety9
- Appendix A: Mega-Trends Analysis11
- Appendix B: Institutionalized Strategies14

Strategic Planning Framework

The framework used by Stevensville Public Schools for its strategic planning process was adapted from a model developed by Jim Collins, author of “Built to Last” and “Good to Great.” The Board focused on five different planning horizons, starting with the long term issues first to provide focus to shorter term efforts.



Planning Horizons:

Part I: Planning Horizon: Timeless

Core Ideology¹ of the Gallatin Gateway School

The Core Purpose of Gallatin Gateway School:

The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

Core Values of the Gallatin Gateway School:

- **Individualized Success** – We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student’s individual success.
- **Student-Centered** – The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.
- **Sense of Community** – We believe that engagement with and respect for our community is vital to our success.
- **Accountability** – We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.
- **Culture of Collaboration and Support** – We believe that fostering a culture in which our staff are and feel valued and supported in their roles and

¹ **Core ideology** describes a school district's consistent identity that transcends all changes related to its relevant environment. It consists of two elements - **core purpose** - the school district's reason for being - and **core values** - essential and enduring principles that guide a school district.

a culture where collaboration is embraced and honored is vital to our success.

Part II: Planning Horizon: 10-15 years

Envisioned Future² of the Gallatin Gateway School

Big Audacious Goal: Gallatin Gateway School is the premier school in our area because of our dynamic, collaborative, and stimulating environment where each student thrives.

Vivid Descriptors of our Desired Future:

- Our small student to staff ratio allows us to focus on the individualized success of each student.
- We embrace a whole-child approach through safety, mental health, engagement, support and a challenging environment.
- Our staff are highly trained in meeting the individual needs, skills and learning styles of each student.
- Our staff are valued and supported in their respective roles. As a result of the supportive, collaborative environment we have cultivated, we attract and retain high quality staff.
- Our students enjoy a variety of opportunities for out-of-classroom experiences that enhance their learning.
- Our students excel in science, technology, engineering, music, arts, literacy and math.
- Our school schedule fully supports the needs, skills and learning styles of each student.
- Our educational programming is set up to fully integrate subject matters, to include real-world applications, and smooth transitions from subject to subject and grade to grade.
- Students interact with multiple caring, dynamic staff and volunteers each day. This keeps our students stimulated and enthusiastic about their learning environment.

² **Envisioned Future** conveys a concrete yet unrealized vision for the District. It consists of a **Big Audacious Goal** - a clear and compelling catalyst that serves as a focal point for effort - and a **Vivid Description** - vibrant and engaging descriptions of what it will be like to achieve the big audacious goal.

- Because of our quality programming, we have an excellent reputation, and are well-respected.
- Families that have children enrolled in our school are enthusiastic about having their children here and have provided us with important feedback on the impacts we had on their child(ren);
- Our parents and community members welcome opportunities to volunteer. As a result of our strong volunteer program and the ongoing collaboration with businesses and professionals in our area, our students are exposed to a variety of opportunities that they wouldn't otherwise have.
- Our facilities fully support our dynamic, collaborative, and stimulating environment and the needs of our community.

Part III: Planning Horizon: 5-10 Years

Assumptions Regarding the Relevant Future for the Gallatin Gateway School

In order to make progress toward the 10-15 Envisioned Future, Gallatin Gateway School must constantly anticipate the strategic factors likely to affect its ability to succeed, and to assess the implications of those factors. This process of building foresight about the future will help the District to constantly recalibrate its view of the relevant future, a basis upon which to update the strategic plan on an annual basis. As the outcome-oriented goals that will form the basis of the long-range strategic plan will be based on this foresight, annual review of these statements will be an appropriate method of determining and ensuring the ongoing relevance of the strategic plan.

Creating the Assumptions - during the Strategic Planning meetings held in the Spring of 2018, the Gallatin Gateway School Board of Trustees, Staff Leadership Team, and faculty made many assumptions about the future. While many different assumptions were made, see Appendix "A" to this Plan for those assumptions that are likely to have the greatest influence on the success of Gallatin Gateway School.

Part IV: Planning Horizon: 3-5 Years

Outcome-Oriented Goals and Strategic Objectives

The following thinking represents goals for the next three to five years. They are areas in which Gallatin Gateway School will explicitly state the conditions or attributes it wants to achieve. These outcome statements will define, "what will constitute future success." The achievement of each goal will move the school district toward realization of its Envisioned Future.

Strategic Objectives provide direction and actions on how the school district will accomplish its articulated goals. All strategies included in the strategic plan should be considered accomplishable at some point in the future. Strategic Objectives are reviewed annually by the Gallatin Gateway School Board, Staff Leadership Team, and faculty.

Goals of the Gallatin Gateway School

Goal Area 1: Individual Student Success

Statement of Intended Outcome, Five years: We have successfully enhanced our expectations of students, the exposure of our students to learning opportunities, and our individualized approach to education. As a result, our students are literate and enthused about their education, are enjoying their experiences, and are thriving.

1-2 Year Strategic Objectives:

High Priority Strategy:

1. We will establish high expectations for each student and provide the necessary supports, to attain proficiency and continued growth for individual student success. This includes, but is not limited to:
 - Building on the depth of subject matters and integrating opportunities in our curriculum and programs to enhance the exposure and opportunities for each student.
 - Enhancing the educational opportunities for each student and provide our families with the tools needed to best support their children.
 - Enhancing the opportunities for our students to learn through real world application of concepts, problem solving and critical thinking.
 - Enriching the team-building and collaboration opportunities that support individual student success.
2. We will enhance the exposure and opportunities for each student in the arts, foreign languages, and music programs.

Goal Area 2: Facilities

Statement of Intended Outcome, Five Years: We have successfully integrated environmentally friendly initiatives into our school and enhanced the current and future use and efficiency of our facilities to ensure that our school meets the contemporary needs of our students, staff and the community we serve.

1-2 Year Strategic Objectives:

High Priority Strategy:

1. We will continue with our comprehensive review of our existing space to address deferred maintenance and analyze options for future expansion in order to maximize the efficiency and use of our facilities and to ensure that our facilities support our students, staff and community.
2. We will advocate for the support and funding of facilities to reach our intended outcome, including but not limited to, advocating for the passage of bonds and levies needed to reach this goal in compliance with the law.

Goal Area 3: Staff and Volunteers

Statement of Intended Outcome, Five years: Our staff are highly valued and supported and because of our positive work environment, our staff flourish in their respective positions. Our staff, with our volunteers, collaborate in a cohesive manner that fully supports the individual needs of our students. Our staff and volunteers have positively impacted each student enrolled in our school.

1-2 Year Strategic Objectives:

High Priority Strategies:

1. We will enhance the professional development and mentorship opportunities for our staff with a clear focus on increasing the individual success of each student.
2. We will enhance the opportunities for staff to collaborate in work sessions with a focus on alignment of our curriculum from subject to subject, grade to grade and the transition to secondary education.

Medium-Level Priorities:

1. We will enhance the professional development opportunities and effectiveness of our volunteer program for the mutual benefit of the school, staff, students and those who volunteer their time.

Goal Area 4: Leadership, Communication and Collaboration

Statement of Intended Outcome, Five Years: Leadership roles have been articulated and enhanced resulting in quality and effective communications and collaboration with parents, staff and the community. Through our efforts, we now operate in a cohesive manner that has significantly improved our District operations, programs and services and enhanced individual student success.

1-2 Year Strategic Objectives:

High Priority Strategy:

1. We will enhance the effectiveness of our communications with students, staff, parents and community members to create a school environment that is collaborative and solution-based involving all relevant stakeholders.

2. We will enhance the effectiveness of a strong, consistent administrative leadership team and efficient school operations.

Goal Area 5: Safety

Statement of Intended Outcome, Five Years: We have enhanced the safety and security of our facilities to minimize the risk and harm to our students and staff in the event of a safety or security breach. We have effectively enhanced our emotional support services for students.

1-2 Year Strategic Objectives:

1. We will enhance the safety, health and well-being of our students and staff and the security of our school building and property. This includes but is not necessarily limited to:
 - Enhancing our safety procedures and training for all emergency situations.
 - Enhancing our counseling support for students.
 - Increasing our awareness of, training on and implementation of alternative means of addressing student behaviors.
 - Ensuring our facilities are safe and secure.

Next Steps:

The Board, Staff Leadership Team and Staff will be developing action plans identifying the key activities/events, primary person(s) responsible for championing each activity/event identified and the timeline(s) for implementing and/or completing each activities/event.

Appendix “A”

Megatrend Analysis to Help Inform and Assess Gallatin Gateway

School’s Strategic Plan

Assumptions about the future (5-10 years)

5-10 Year Planning Horizon

Assumptions Regarding the Relevant Future for the Gallatin Gateway Schools

In order to make progress toward the District’s Envisioned Future, Gallatin Gateway Schools must constantly anticipate the strategic factors likely to affect its ability to succeed, and to assess the implications of those factors. This process of building foresight about the future will help Gallatin Gateway Schools to constantly recalibrate its view of the relevant future, a basis upon which to update the strategic plan on an annual basis. As the outcome-oriented goals that will form the basis of the long-range strategic plan will be based on this foresight, annual review of these statements will be an appropriate method of determining and ensuring the ongoing relevance of the strategic plan.

Creating the Assumptions - during the Strategic Planning meetings, the Gallatin Gateway School Board, Staff Leadership Team, faculty and community made many assumptions about the future. While many different assumptions were made, what follows are those assumptions that are likely to have the greatest influence on the development of Gallatin Gateway Schools' Strategic Plan.

Assumptions about the future

- Demographics/Business and Economic Climate
 - We anticipate continued housing developments. The unknown is the amount of growth and the impact on our school and our community.
 - We anticipate that economic conditions (e.g., unemployment rates, higher taxes, cost of living, etc.) are going to have an impact on the District. We are unsure at this time of the impact this may have on the District.
 - Given the changing dynamics of our community, we anticipate it will be a challenge to keep our community informed of the ongoing needs of the District.
 - We anticipate that recruitment and retention of staff will continue to be a challenge and will continue to impact staff shortages.

- Politics and Social Values
 - We anticipate that the politics and social climate at the national, state and local levels will continue to be a challenge. Compromise and personal responsibility are becoming less common. Additional parental rights movement and/or legislation is an unknown at this time.

- Technology and Science
 - We anticipate that it will be a challenge to maintain a 1:1 District. This will require that we effectively utilize our resources so that students have the technology and tools that serve them on an ongoing basis.
 - We anticipate having the need for more technology support for our students and our staff.

- Legislation and Regulation
 - We anticipate that reports required by the state and at the federal level will continue to consume more and more time of our staff.
 - Legislation impacting our public schools is always a moving target. This is largely driven by who has control of the legislative and executive branches.

5-10 Year Planning Horizon

Mega Issues facing the Gallatin Gateway Schools

Mega issues are issues of strategic importance, which represent choices the school district will need to make in defining the ultimate direction of its long-range plan. These issues represent potential impediments to achievement of the Envisioned Future and form a basis for dialogue about the choices facing the school district. These questions can serve as an ongoing "menu" of strategic issues that, using a knowledge-based approach in gathering insights relative to Gallatin Gateway Schools' strategic position and directional choices for each of the issues, can be used by the Board to create regular opportunities for strategic dialogue about the future issues facing the school district.

Assumptions: Taking into consideration the external trends, challenges and issues likely to impact the future success of Gallatin Gateway Schools, the following mega issue was identified by those who took part in the strategic planning meetings held in 2017 and 2018:

Mega Issue(s) that require the District's attention:

How do we ensure our facilities meet the contemporary needs of our students, staff and the community we serve?

This mega issue will be analyzed using a knowledge-based decision-making process using the following four questions to gain insight and to develop options for consideration:

Question #1: What do we know about the **needs, wants, and preferences of our stakeholders** (students, staff, parents and community members) that is relevant to this issue?

Question 2. What do we know about the **current realities and evolving dynamics** of our environment that is relevant to this issue?

Question 3. What do we know about the **“capacity” and “strategic position”** of our District and our community that is relevant to this issue?

Question 4. What are the **ethical implications of our options/choices?**

Appendix “B”

Institutionalized Strategies

The District has made significant progress as a result of planning strategically. The following strategies have been characterized as “institutionalized” due to the fact that they are now part of the culture of our District and remain relevant to preserve our current and ongoing success.

Goal Area: Staff and Volunteers

- We have increased the effectiveness, efficiency and professionalism of our staffing levels to ensure that we are meeting the individual needs of our students.
- We have facilitated and promoted a positive culture and make workplace enhancements that increase the satisfaction levels and enthusiasm of our staff in the performance of their duties.

New Business
ACTION ITEM

Discuss & Consider Superintendent Goals

Presented by: Kelly Henderson

Background: The Governing Board completed a review of the strategic plan on November 3, 2022.

Recommendation:

Strategic Plan Goal Area	Superintendent's Goal	Action Strategies
1 - Individual Student Success	Establishing a climate of high expectations and providing necessary supports, students will attain proficiency and continued growth for individualized student success.	<ul style="list-style-type: none"> ● K-5 Reading/ELA Resource Review ● Writing Handbook for developmental progressions ● Establish College/Career education & awareness for 5-8 grade students ● Focus on standards based instruction and grading practice to measure student proficiency. ● Align the curriculum resources with the standards by grade, grade band, and transition planning. ● Develop multi-tiered system of support to improve interventions for students.
2 - Facilities	Focusing on safety and security, facility improvements will be prioritized with the Facilities Committee.	<ul style="list-style-type: none"> ● Grant applications focusing on facilities improvements ● Prioritize facility improvements focusing on safety and security. ● Engage the community in feedback and engagement in the improvement of the facilities.
3 - Staff and Volunteers	Through professional	<ul style="list-style-type: none"> ● Continue to grow the

	<p>development activities, staff will collaborate to improve the proficiency of all students.</p> <p>Collaboration with PIE, GG Foundation, Boosters, local community organizations (GYG, WWLA) to engage the community in the school district.</p>	<p>Adult Education program.</p> <ul style="list-style-type: none"> ● Facilitate the dissemination of information between each of our school and community organizations. ● PDAC planning for professional development focusing on the district initiatives and student growth. ● Professional Learning Community (PLC) planning and implementation to focus on student academics, behavior, and school climate.
<p>4 - Leadership, Communication, Collaboration</p>	<p>Improve communication and collaboration through partnering with various school stakeholders.</p>	<ul style="list-style-type: none"> ● Increase communication and feedback opportunities through social media, Google, and other communication tools ● Monthly superintendent newsletter to the community ● Weekly board updates regarding the day to day operations of the school and district.
<p>5 - Safety</p>	<p>Increase opportunities to support the mental well-being of all students and staff.</p>	<ul style="list-style-type: none"> ● Partner with community mental health organizations (Care Solace, YAM) ● Review all the emergency and safety plans. ● Improve the behavior RTI system to increase positive student behavior. ● Through direct instruction, assist students in developing positive citizenship. (Developing lessons around bullying,

		harassment, proper relationships
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New Business
ACTION ITEM

Schedule Superintendent Evaluation

Presented by: Julie Fleury

Background: Establish a timeline to complete the superintendent's evaluation per policy 6110R.

Recommendation:

New Business
ACTION ITEM

Approval to Open Bank Account for Allegiance Flex Debit Card Use

Presented by: Brittney Bateman

Background: We would like to implement the use of debit cards for our employees to use for their flex benefits. The bank account will be controlled by Gallatin Gateway School Administration and only be accessible to Allegiance for claims based funding.

Recommendation: Administration recommends the approval to open an outside bank account at First Security Bank located at 33 Ice Center Lane, Bozeman, MT 59718.

New Business
ACTION ITEM

Electronic Vote on MTSBA FY24 Dues Revenue Estimate

Presented by: Brittney Bateman

Background: We received an email from Debra Silk at MTSBA regarding the FY24 Dues Revenue Estimate vote. Attached you will find the email from her, as well as a letter from Lance Melton.



Brittney Bateman <district-clerk@gallatingatewayschool.com>

RE: MTSBA Connect : Electronic Vote on MTSBA FY24 Dues Revenue Estimate

1 message

Debra Silk via Montana School Boards Association <Mail@connectedcommunity.org>

Fri, Nov 4, 2022 at 2:50 PM

Reply-To: MTSBA-mtsbaconnect@connectedcommunity.org

To: district-clerk@gallatingatewayschool.com

MTSBA Connect

[Post New Message](#)

Re: Electronic Vote on MTSBA FY24 Dues Revenue Estimate

[Reply to Group](#)

[Reply to Sender](#)



Nov 4, 2022 1:51 PM | [view attached](#)

[Debra Silk](#)

This is a friendly reminder to place the MTSBA FY24 Dues Revenue Estimate on your November or December Board Agendas and to fill out the electronic poll no later than 5:00 p.m., on Friday, December 16, 2022.

I am attaching our Membership Value Infographic as it provides great information on all the programs and services available through your District's membership in MTSBA. For example, participation in our MSGIA Workers Comp and Property Casualty and MTSUIP Unemployment insurance programs are exclusively available to current MTSBA members only. Participation in these programs typically saves a member in excess of the entire cost of annual membership dues. Membership in MTSBA is also a requirement for participation in our Policy Services Program, which provides great value to our members in staying abreast of changing requirements and recommendations for school district policies, as well as our other cost-savings programs. Please see the attached infographic for more information on the value of membership in MTSBA.

Thank you.

Debra Silk
Assoc Exec Dir & General Counsel
Montana School Boards Association

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Original Message:
Sent: 10-23-2022 18:06
From: Debra Silk
Subject: Electronic Vote on MTSBA FY24 Dues Revenue Estimate

**FY24 Dues Revenue Estimate
Montana School Boards Association**

To: MTSBA Member District Board Chairs

From: Lance Melton, MTSBA Executive Director
Re: Voting on FY24 Dues Revenue Estimate
Date: October 23, 2022

It was so great to see many of you at MCEL this past week and thank you to those who joined us for our Delegate Assembly meeting and the other professional development opportunities offered at MCEL.

As you may recall, we held our Annual Meeting of members on June 9, 2022. You may also recall that we did not meet quorum requirements to conduct business at that meeting. Since the June 2022 Annual Meeting, the MTSBA Board of Directors has approved the FY24 dues estimate. Article III, Section 7 of the MTSBA Bylaws provides an alternative process for conducting voting on these issues as follows:

ARTICLE III SECTION 7. VOTING BETWEEN MEETINGS OF MEMBERS. Voting at times other than at annual or special meetings shall be on ballots distributed by the Executive Director as authorized by the Board of Directors. Such ballots shall contain a full explanation of the question presented, shall indicate the number of votes to be cast by the member school district, shall instruct the manner in which the ballot is to be marked and shall be mailed to the chairperson of each member school board by the Executive Director at least thirty (30) days in advance of the deadline for returning the marked ballots. All ballots cast must be signed by the chairperson of the member school board and shall be tallied by the Executive Director. The results of the balloting shall be provided to the membership via mail and/or electronic means.

The Bylaws also allow for conducting business of the Association via electronic means.

ARTICLE XII – CONDUCTING BUSINESS THROUGH ELECTRONIC MEANS

The Association may conduct any business via technology and/or other electronic means. Therefore, any reference in these Bylaws to written notice, mailings, signatures, distribution of information, conducting meetings or otherwise conducting any business of the Association shall be construed to specifically authorize such conduct in whole or in part through technological means. Such authority shall include but shall not be construed as being limited to: video and conference calls, electronic ballots, electronic meetings, and elections.

Pursuant to the MTSBA Bylaw language above, the following is a live link for your Board of Trustees to cast its vote on the FY24 MTSBA Dues Revenue Estimate. This comes as a seconded motion of the MTSBA Board of Directors:

www.surveymonkey.com/r/...

Below are the instructions for submitting your Board's vote on the FY24 Dues Revenue Estimate.

INSTRUCTIONS FOR VOTING ON FY24 DUES REVENUE ESTIMATE

1. Your Board should place this issue on your **November or December meeting agenda(s)** and vote on this issue. *NOTE: Be sure to review the attached memorandum providing background information on how dues are calculated and the FY24 Dues Estimates.*
2. Your Board Chair or an individual on the Board Chair's behalf must click on the link provided and fill out the ballot consistent with the Board's directive. In that regard, you will need to provide:
 1. The NAME of your school district. *NOTE: DO NOT submit your District's Number;*
 2. The NAME of the individual submitting the ballot on the District's behalf. *NOTE: The individual submitting the electronic ballot on behalf of your District has to either be: (1) your Board Chair, or (2) an individual who has the authority to submit it on behalf of your Board Chair, e.g., the Clerk of the District;*
 3. Mark whether your Board approves or opposes the FY24 Dues Estimate;
 4. Insert the Board Chair's name. By doing so, this constitutes and has the legal impact of your Board Chair's legal signature; and
 5. Submit your District's ballot.
1. Your District's electronic ballot needs to be submitted no later than **5:00 p.m., on Friday, December 16, 2022**. The link will be closed at that time.
2. MTSBA will tabulate the returned ballots in accordance with the weighted votes of each District and inform the membership of the results of this vote on Connect2 the week of December 19, 2022.

Thank you!

Debra Silk
Assoc Exec Dir & General Counsel
Montana School Boards Association

You are subscribed to "MTSBA Connect" as district-clerk@gallatingatewayschool.com. To change your subscriptions, go to [My Subscriptions](#). To unsubscribe from this community discussion, go to [Unsubscribe](#).



TO: MTSBA Board of Directors
 FROM: Lance Melton, Executive Director
 RE: Dues Revenue Estimate for FY2024
 DATE: July 6, 2022

Pursuant to the MTSBA Bylaws, below is a dues revenue estimate for the fiscal year beginning July 1, 2023.

Requested Action: The MTSBA Board of Directors is requested to approve the FY24 dues revenue estimate for presentation to our members for their approval through electronic ballot.

Refresher Regarding How MTSBA Dues are Calculated:

The MTSBA bylaws include a dues formula that is based on total current spending by each member three years preceding the year to which the dues apply. The lag between the year of spending vs. the year of dues to which such spending applies is to ensure that we are relying on audited data submitted by OPI to the National Center for Education Statistics.

The dues formula is largely sensitive to each member’s local funding, providing a decrease in dues when a member’s expenditures drop from year to year and providing an increase in each year when a member’s expenditures rise. If a member’s spending places them in one of the floors, caps or flat rates, the dues for such member change according to the total percentage change in expenditures by all members in the applicable year.

The percentage by which total current spending of all members increased from FY20 to FY21 (ESSER funds removed from the total of both years) was 1.13% (\$19,377,800 increase in total current spending). That inflation factor has been applied to all floors, caps and flat rates as well as to spending thresholds as required by the Bylaws.

The following is a chart that identifies the various assessment rates, floors, caps and flat rates as they would be set in the bylaws after member approval. The chart below is in an adjusted form as specified in the Bylaws and is presented for your consideration and approval.

FY24 Proposed Dues Formula - Dues Effective July 1, 2023				
FY21 Spending Low	FY21 Spending High	Assessment	Floor	Cap
\$0	\$397,028	Flat Rate	\$403	\$403
\$397,029	\$2,390,975	0.14%	\$403	\$2,638
\$2,390,976	\$4,769,362	0.11%	\$2,638	\$4,457
\$4,769,363	\$7,067,083	0.09%	\$4,457	\$5,483
\$7,067,084	\$11,174,351	0.08%	\$5,483	\$7,247
\$11,174,352	Above Floor, not 1 of 7 largest	0.06%	\$7,247	\$14,171
Seven Largest Members	Flat Rate	Flat Rate	\$19,874	\$19,874
Coop Members	Flat Rate	Flat Rate	\$817	\$817

Estimated Dues Revenue Required by the MTSBA Bylaws:

The MTSBA Bylaws provide that I am to “*estimate the financial impact of the formula above upon projected revenue from regular voting member dues for the Corporation in the subsequent year. In making such estimate, the Executive Director shall adjust the floors, caps and flat rates by the same percentage that spending of the membership overall has changed.*”

Once the revenue estimate is complete, it is subject to approval by the MTSBA Board of Directors. Once approved by the MTSBA Board, the dues revenue estimate is presented to the members for their approval.

For purposes of estimating the dues revenue for FY2024, I have used OPI’s data set for total current spending for FY2021, which reflects an increase in total current spending by our members of 1.13% from FY20-21:

- FY20 Total Current Spending = \$1,720,070,700
- FY21 Total Current Spending = \$1,739,448,500
- Growth in Total Current Spending, \$\$, FY20-21 = \$19,377,800
- Growth in Total Current Spending, %, FY20-21 = 1.13%

Pursuant to the Bylaws, I have estimated the impact of this growth on our existing dues formula by adjusting the floors, caps, flat rates and spending classifications by 1.13% and by applying the Bylaws-adjusted formula to total current spending of the members from FY21.

On the basis of these referenced calculations, I estimate that MTSBA dues revenue would increase under the adjusted formula by approximately \$16,551, from \$1,074,587 in FY23 to \$1,091,138 in FY24.

1. The increase in dues represents approximately 0.32% of MTSBA’s budgeted revenues for FY23 and this increase, if approved, will help MTSBA meet the inflationary costs of operation in FY24 and continue to provide expanded dues based services to our members.
2. This projected increase represents estimated membership dues revenue growth of 1.54% and is based on 100% member retention and no member consolidating, dissolving, or quitting between now and FY24.
3. Provided that we experience average growth in overall revenues from FY23 to FY24, I estimate that the FY24 dues will represent approximately 21% of overall revenues.

Placing Dues in Context:

The large majority, 79% of what we do, is funded through revenues other than dues. At approximately 21% of our \$5.2 million overall budget, our dues are among the lowest in the nation in terms of the percentage of revenues.

We have approximately \$1.7 million in expenses that don’t generate any revenues for MTSBA, and dues help pay for programs that do not generate revenues but that provide tremendous value for our members. Examples of the categories of expense that do not generate revenues include the cost of operating the MTSBA Board and engaging in COSSBA, member outreach, the cost of

owning and operating the building, advocacy before the Legislature and Congress and the cost of corresponding staff that do not generate revenues but who provide valuable services that are core to our Mission. We make up the several hundred thousand dollar gap between dues revenue and non-revenue generating expenses through fees generated by voluntary member selection of MTSBA services, royalties, and contracts with our Insurance Programs that provide our members with access to extensive fee-free services, all of which have been extensively documented and transparently outlined to our members in the membership value infographic.

If you have any questions, please let me know. We will be working with the MTSBA Officers to determine how best to seek your approval of this dues revenue estimate, which will occur either through a Zoom meeting of the board or an electronic ballot, at the discretion of the officers.

Thank you in advance for reviewing this memo and let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Lance Melton", with a stylized flourish at the end.

Lance Melton, Executive Director