



November 3, 2022 Agenda Special Meeting of Trustees

A special meeting of the Board of Trustees of School District #35 has been scheduled for **Thursday, November 3, 2022 at 2:00 P.M.** in the District Boardroom. (All policies can be found at www.gallatingatewayschool.com.)

Call to Order

Presiding Trustee's explanation of procedures

Public Comment- Non Agenda Items- Sign in sheet

New Business

Strategic Planning with Debra Silk

Adjournment

"The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens."

Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the “public comment” section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comment to ensure an orderly progression of the meeting.

Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual’s statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. It is important for all participants to remember that Board meetings are held in public but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairperson.

Cross Reference: 1420 School Board Meeting Procedure

Legal Reference: Article II, Section 8, Montana Constitution – Right of participation
Article II, Section 10, Montana Constitution – Right of privacy
§§ 2-3-101, et seq., MCA Notice and Opportunity to Be Heard

ZOOM MEETING INFORMATION:

1. *Login details are on the district website-- [See District Calendar](#)*
2. *Please ensure your mic is muted until called upon by the Committee Chair*
3. *Public Comment is accepted two times during the meeting:*
 - a. *During non-agenda public comment for items not on the agenda*
 - b. *When the Committee Chair opens it for public comment as determined appropriate*
4. *To participate from a mobile device or computer:*
 - a. *Please use the “Raise Hand” button under “Participants” button at the bottom of your screen*
 - b. *Once called on please unmute yourself to provide comments*
5. *To participate from a phone when dialed in:*
 - a. **9 to raise and lower hand for public comment*
 - b. *Once called on please press *6 to unmute yourself to provide comment*

“The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens.”

GALLATIN GATEWAY SCHOOL

Long-Range Facility Plan



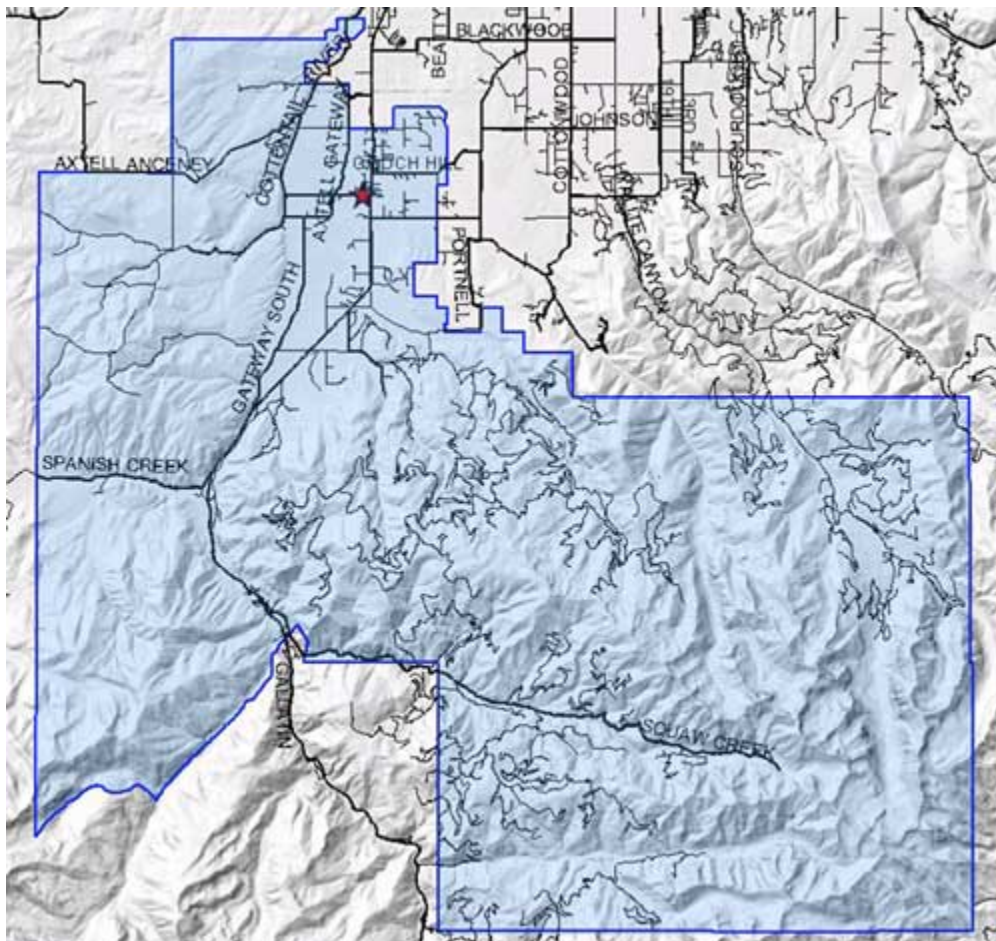
Developed and adopted: April 21, 2021

Table of Contents

District Overview	3
Campus Information	3
Building Assessments	5
Identified Deficiencies	5
District Educational Program Standards	8
School Capacity & Demographics	9
Future Facility Needs/Options	10
Meeting District Needs: Now & Into the Future	10
Evaluating Potential School Sites	10
Facility Improvement Financing Options	12
Conclusion and Recommendations	13

District Overview

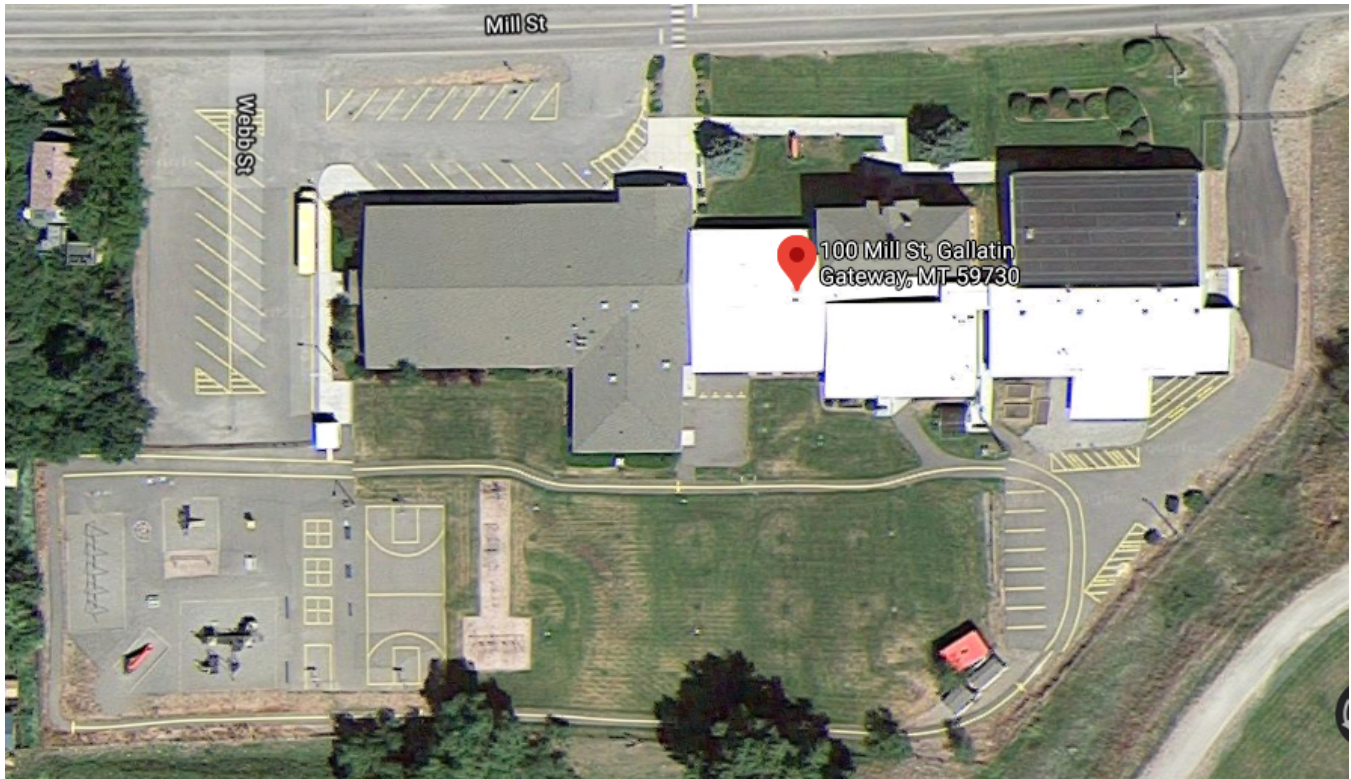
Gallatin Gateway School District is a rural elementary school District in southwest Montana. The District's geographic area includes approximately 175,207 acres and is located approximately 13 miles from Bozeman. The District currently operates one campus comprising a school building, playground, and parking area.



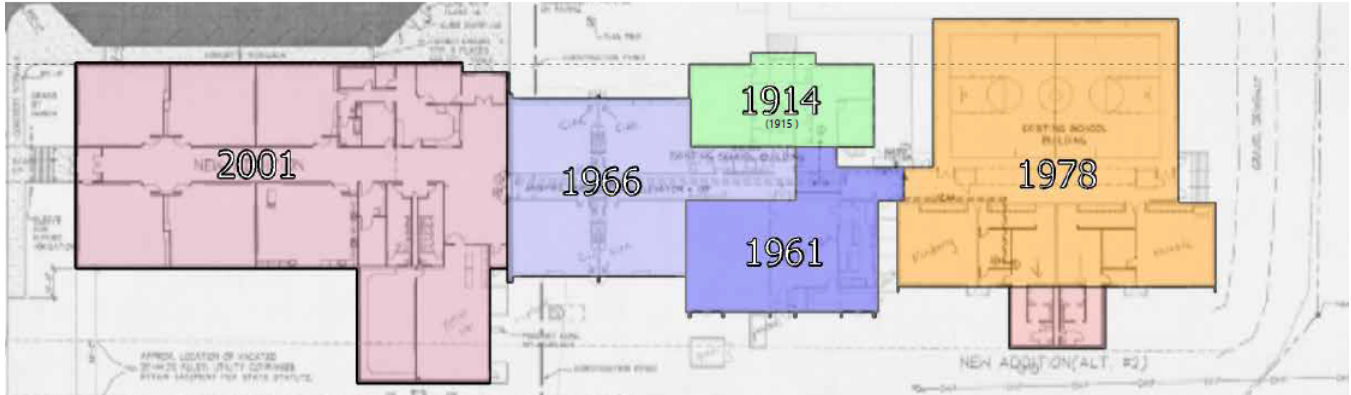
CAMPUS INFORMATION:

Gallatin Gateway School
100 Mill Street, Gallatin Gateway, MT 59730

Year of original construction:	1915 (1914)
Major renovations:	1961, 1966, 1978, 2001
Lot size (acres):	approximately 3.6
Building size:	35,136 SF
Grades:	K-8
Teaching spaces/Classrooms:	15
Capacity:	236



The Gallatin Gateway School building is comprised of multiple era's of additions as illustrated below:



The PreBond Assessment completed by Cushing Terrell & DCI Engineers in 2020 describes how each addition is currently functions and is used:

1914

The original two-story school was constructed and remains at its original location. This structure includes a basement with two floors above. The 1914 school building contained four classrooms, four restrooms, one office, and storage areas. This structure was constructed using load bearing masonry walls and wood framed floor and roof assemblies.

1961

The first single-story addition was constructed south of the original school. This included four classrooms, a multi-purpose room, and restrooms.

1966

The second single-story addition was constructed west of the original school and the 1961 addition. This included four classrooms with each pair of rooms sharing a small restroom.

1978

The third single-story addition was constructed to the east of the 1961 addition. This included a gymnasium, locker rooms and two classrooms.

2001

The fourth and most recent addition was built to the west of the 1966 addition. This included six additional classrooms, restrooms, administrative offices, library & computer lab. Additional restrooms were included as an alteration south of the locker rooms on the far east side of the building.

BUILDING ASSESSMENTS

Multiple assessments have been completed on the District building in recent years (i.e. 2012, 2016, & 2020) Must recently, June 2020, Cushing Terrell and DCI Engineers conducted a PreBond Assessment which identified many life-safety issues and identified many areas and systems throughout the building and noted the following in their summary of findings:

“The Gallatin Gateway School was constructed with quality materials and portions remain in serviceable condition. The multiple era's of additions throughout the years have some building envelope repairs that are needed, as well as a roof replacement. Throughout the interior, safety and security upgrades need to be made in the Main Office area and exiting, to provide further security for the school; thermal comfort and ventilation in the classrooms need improved and updated HVAC systems; fire alarms need to be consolidated, non-serviceable electrical panels need replaced.”

“Most deficiencies identified are related to materials close to, or over, their lifespan. Life safety, building envelope, & safety/security items are the focus for prioritizing recommendations.

The June 2020 report also indicated the following site challenges:

“The primary challenges of this site are due to pedestrian and vehicular circulation for pick up and drop off times, general wear in the asphalt near the playground, visual surveillance from interior to exterior, and building and site drainage which are directing water back towards the building.”

IDENTIFIED DEFICIENCIES

Per the June 2020 PreBond Assessment conducted by Cushing Terrell and DCI Engineers the following deficiencies have been identified and recommended the following priorities:

- To bring the entire building in compliance with today's building codes:

- Replacement of the non-rated corridor doors to 20-minute rated doors with closers and smoke seals, replacement of all non-rated glazing (doors & walls) in the corridors with rated/safety glazing, and
- the installation of an automatic fire sprinkler system (entirety of building).
- Items specific to the original 1915 building:
 - Add an interior fire-rated stairwell,
 - re-work the fire escape to accommodate a second means of egress from the second floor,
 - redesign of the bathrooms to make them handicap accessible,
 - install an elevator for accessibility,
 - replace the non-rated glazing in doors with safety glazing, patch & repair the holes in the upper floor rooms and re-paint,
 - replace the run of stairs from the first floor to the main level of the building to have consistent riser heights & eliminate the tripping hazard, and
 - re-glaze and repaint the original windows.
- Other exterior items to be considered on or adjacent the 1915 building include:
 - brush off the efflorescence patches visible on the exterior brick walls,
 - patch the failing mortar joints,
 - reconstruct the fence and gate (at the exterior fire stair) to accommodate an opening size for egress exiting.
- Structural systems considerations for the 1915 building:
 - The structural members of the roof and floors are undersized per today's loading standards.
 - The roof and floor systems need to be better tied to the masonry walls to increase resistance to seismic event
 - The floors and interior side of the walls should be sheathed in plywood to increase resistance to seismic event
- Exterior elements to prioritize include repair of the building envelope failures, such as:
 - filling in voids around windows, doors and exposed joints in CMU & brick wainscot walls.
 - The mechanically fastened roof membrane appears to be close to its lifespan and should be considered for replacement.
 - Revising the fire exit stair discharge/roof access doorway for adequate exiting requirements and limiting unwarranted rooftop access is recommended.
- The additional interior building recommendations are:
 - to remove and replace the failing VCT flooring in the 2001 portion with a product suitable for the location.
 - Safety and security review concludes that the main entry administration offices and lobby are disconnected from key opportunities of visual surveillance. Not being able to see visitors entering the campus and entry doors poses challenges and safety concerns for the school administration. Recommend to provide appropriate visual connections, secure entry lobby, as well as opportunities to shut portions of the school off to public access during after hour events, and provide adequate exiting.

- Mechanical priorities and considerations include:
 - Update the entire building to modern Direct Digital Controls (DDC) supervisory controller.
 - Improve thermal comfort and ventilation in the classrooms.
 - Update the HVAC systems in all occupied spaces of the building.
 - Replace the Gymnasium Air Handling units with new units.
 - Replace the cafeteria heating unit with a small air handler to handle ventilation, heating, and cooling.
 - Replace the four existing boilers with new high-efficiency boilers.
- Electrical/Fire Alarm/IT Infrastructure Upgrade Priorities and consideration:
 - Upgrade and consolidate fire alarm systems under a single manufacturer and location.
 - Add mass notification functionality for campus wide audible messaging capability.
 - Replace non-serviceable/dangerous electrical panels and follow-up with a campus wide Arc Flash Hazard Analysis.
 - Address emergency lighting deficiencies throughout the school campus.
 - Provide separate, secured IT space with dedicated cooling/ventilation.

District Educational Program Standards

Gallatin Gateway School community values a small school setting, which currently supports one classroom per grade-level, K-8. Gallatin Gateway School is an Accredited Independent K-8 Elementary School. We are a Targeted Title I school, which means that we receive supplemental funding to support students who are considered academically at-risk. We provide Special Education and Federal 504 services based on Federal and State Guidelines. We value and hold ourselves accountable for the individual success of each student.

Gallatin Gateway School is a one-to-one laptop district. Students take keyboarding in grades K-5, then transition to technology applications at the Middle School Level. The use of technology is an integral part of the learning and curriculum for all students. Maintaining and planning future network and device growth to support the increasing use of technology is a major part of effective facility planning.

Primary classrooms (Grades K-2) are self-contained classrooms where students have the same teacher throughout the day, with the exception of their special classes (P.E., Music, and Art). We offer a full day-five day Kindergarten as well as a modified every-other-day Kindergarten.

Intermediate classrooms (Grades 3-5) are departmentalized where students have a homeroom teacher and classroom, and their Core Courses (E.L.A., Math, Social Studies, and Science) are taught by a collaborative team of three teachers. Students move between three classrooms, with the exception of their special classes (P.E., Music, and Art).

Middle School classrooms (Grades 6-8) follow a traditional Middle School Schedule with seven periods, which include their Core Courses (E.L.A., Math, Social Studies and Science), an Advisory/Homeroom Period, and two elective periods. Our community is committed to offer a rich variety of elective courses, including Technology applications, Exploratory Science, Band, Choir, Spanish, Art, and many others.

The Gallatin Gateway School community greatly values a rigorous Music and Art program throughout grades K-8. In grades K-3, students are provided a comprehensive music curriculum. In grade 4, students begin learning the recorder. In grade 5, all students are included in the band, where they are able to select an instrument to learn and perform. In grades 6-8, students have the opportunity to continue with band, participate in choir, or learn guitar. Art, including art history, is taught at every grade level, using all mediums.

Maintaining the small school setting, as well as providing a rich accredited academic program requires prudent facility planning that takes into account class-size, full time educators and spaces that support a vibrant counseling program, Title I, Special Education, and opportunities for individualized instruction based on individual student needs.

School Capacity and Demographics

School Year	Enrollment	OPI Maximum Capacity by number of students (1 class/1 grade)	Recommended Classroom Square Footage (45 ft ² per student current enrollment)
2018-2019	167	236	7515
2019-2020	172	236	7740
2020-2021	153	236	6885
2021-2022 Projected	161	236	7254
2022-2023 Projected	160	236	7200

Based on the 2020 Demographics Study, enrollment at Gallatin Gateway School is predicted to remain relatively static until 2025, when enrollment is predicted to increase by five to ten percent. The demographic study in 2020 did not take into account a 360-plus unit housing development within the district that will potentially have occupants as early as Winter of 2021.

Part of the small-community feel of Gallatin Gateway School is due to small class sizes. Classrooms have had, on average, 17 students per classroom over the last five years. If the school district were to maximize class size to an enrollment of 236, we can continue to maintain one grade for one classroom. The consequence of maximizing class sizes means that Kindergarten, First, and Second Grade classrooms would each have 20 students. Third and Fourth grade classrooms would each have 28 students, and Fifth grade through Eighth Grade classrooms would have 30 students each. While maximum class sizes are possible, there would be an adverse effect to the small-community feel.

The classroom square footage supports the current smaller class sizes at the recommended square footage -- an average of 45 sq. ft. per student. However, when class sizes increase, the classroom square footage remains finite at 7406 sq ft. The amount of square footage per student decreases, and at maximum enrollment of 236, the square footage per student would be 36 sq. ft per student. The district could reduce class sizes by increasing the number of teachers and using non-core classroom learning spaces as additional core classrooms (ie technology lab, art, music, etc).

Gallatin Gateway School welcomes Discretionary Non-resident Students (BP 3141), and over the last three years, the district enrollment has, on average included 25% Discretionary Non-resident Students. Welcoming students from outside the district, increases the District's ability to fund personnel to provide the academic program described in District Educational Program Standards. We provide a rich and rigorous curriculum due to the number of teaching staff we are able to fund. If we did not welcome out of district students this year, for example, we would have to decrease our current teaching staff by three teachers, due to a loss of per student state funding. This would require at least two grade levels to combine and be taught by one teacher in one classroom. Music and art would also have to become classroom activities, rather than consistent courses taught by qualified teachers.

Future Facility Needs and Options

MEETING DISTRICT NEEDS: NOW AND INTO THE FUTURE

Phase I: 0-5 years

Based on assessments of the current building structure there are many deficiencies and deferred maintenance needs. In addition to the aforementioned needs the District is not currently prepared for substantial growth, but does have the current capacity for limited growth.

Recommended Solution:

Utilize the District's maximum bonding capacity (approx: \$7M) to update and remodel the current facility with a plan to address future expansion. The District should also continue to monitor options for land acquisition within the District Boundaries.

Phase II: 5-7 years or 90% capacity

Assuming Phase I is completed. Once the District reaches 90% capacity it will trigger phase II and the District will need to begin the process to increase the building capacity.

Recommended Solution(s):

Explore and develop a plan to demolish the 1966 portion of the building and rebuild a two-story addition to match renovations and additions from Phase I. This addition will likely include more classrooms, gym space and cafeteria space. Explore a plan to purchase additional property for a future school site (elementary, K-8 or middle school) within the District boundaries that meets the criteria for potential school sites.

Phase III: 5-10 years or 100% capacity

Assuming no additional construction has occurred (Phase I and II not completed) the District facility will be beyond its lifespan and will have reached full capacity. Once the District reaches 100% capacity it will trigger phase III to increase the building capacity.

Recommended Solution(s):

Modular units could be used to accommodate any capacity exceeding 100% until a plan is developed and implemented. Explore and develop a plan to update, renovate, and expand the District facility. This addition will likely include more classrooms, gym space and cafeteria space. To meet projected capacity demands increased school capacity and updating will be required. Continue to explore a plan to purchase additional property for a future school site (elementary, K-8 or middle school) within the District boundaries that meets the criteria for potential school sites.

EVALUATING POTENTIAL SCHOOL SITES

Upon determining that there is a need for new facilities, a review of potential sites must consider many factors including health and safety, location, accessibility, environment, physical characteristics (soil and topography), acquisition and development costs (including utilities, and coordination with local comprehensive plans. The criteria outlined below is designed to select sites that provide the best environment for the instructional program and learning process:

Safety:

- If adjacent to or near arterial roadways the site must have adequate room on property to maintain sufficient setback to ensure good learning environment- preferably 200-foot
- Easily reachable by emergency response vehicles

- These factors should be avoided:
 - Crossed by high-voltage (500 KV) power lines
 - Close to high decibel noise sources
 - Close to open-pit mining
 - In a dam inundation area or 100-year flood plain
 - Social hazards such as high incidence of crime, drug use, or alcohol use
 - Areas which allow for air, water, and soil pollution
 - Danger of slides or liquefaction
 - Obstacles such as crossings on major streets and intersections, narrow or winding streets, heavy traffic patterns
 - Remote areas (with no sidewalks) where students walk to and from school

Location:

- Logical for families within the enrollment area
- Proximate to Gateway proper
- Safe walking areas can be provided
- Multiple street approaches available (2+ frontages ideal)
- Provides aesthetic view from and of the site
- Desirable features include a variety of trees and plants or a wooded area for use in education programs such as biology or outdoor learning

Size & Shape

- Minimum of 10 acres
- Length-to-width ratio does not exceed 2:1
- Sufficient open play area and open space
- Potential for expansion for future needs
- Area for adequate and separate bus loading and parking

Soils & Topography

- Stable subsurface and bearing capacity
- Generally level
- Flat sites preferred; if flat site is unavailable, choose site with minimal need for major excavation
- Positive drainage
- Adequate surface and subsurface drainage

Cost & Availability

- Reasonable costs for purchase of property, site preparation including but not limited to, drainage, parking, driveways, removal of any existing building, grading, and environmental mitigation
- On the market for sale or likely be available
- Title clearance- unencumbered
- Condemnation of building and relocation of District residents to be avoided

FACILITY IMPROVEMENT FINANCING OPTIONS

General Operating Fund:

Capital improvement projects are large projects that cannot generally be funding from the annual operating budget. However, regular maintenance and upkeep of the facility and grounds has generally been covered by the general fund operating budget and should continue to ensure all systems are operating at maximum efficiency and well-maintained.

Building Reserve (voted levy):

The Building Reserve Fund is used to accumulate funds for future construction, equipping or enlarging school buildings, or for purchasing land needed for school purposes. The fund is established upon passage of a voted levy that authorizes the levy for up to 20 years.

The District has approved a 5-year building reserve levy in the amount of \$35,000/year (\$175,000 total) in May 2017 for the purpose of properly maintaining, equipping, furnishing, remodeling and retro-fitting buildings and grounds of the district.. The last year of this levy is FY22.

The levy has been used to cover the cost of improvements such as, but not limited to: bathroom remodel, painting, plumbing repairs and improvements, sewer repairs, regular maintenance and upkeep of building and grounds and building assessments and projects associated with the FY21 bond process.

As of June 30, 2020 the balance of funds was: \$55,797.84.

Building Reserve (permissive levy):

According to SB307 (2017), the trustees of a district may authorize and impose a levy of no more than 10 mills on the taxable value of all taxable property within the district for that school fiscal year for the purposes of raising revenue for identified school major maintenance projects.

The levy has been used to cover the cost of improvements such as, but not limited to: LED lighting upgrades, gutter repairs/replacements, HVAC upgrades/repairs, building/safety assessments, safety upgrades such security entrance upgrades.

As of June 30, 2020 the balance of funds was: \$45,920.09.

Debt Service Fund:

The Debt Service Fund is used to budget and pay for a school district's bond debt, including principal and interest payments and agent fees, and/or special improvement district payments (SIDs). This is a budgeted fund with a voted levy. The last voted levy imposed on Gallatin Gateway District taxpayers was October 2000 for \$1,540,000. The general obligation bonds will be paid in full June 30, 2021.

District Bonding Capacity & Taxable Value:

Montana's current limit on debt is 100% of the estimated tax base.

FY21 District Tax base/Taxable Value:	\$7,124,119
Outstanding General Obligation Bonds:	<u>\$120,000</u> (as of December 2020)
Remaining Bonding Capacity:	\$7,004,119

Conclusions and Recommendations

Gallatin Gateway School District's facility has reached or is beyond its life expectancy in many of its systems and is in dire need of extensive upgrades, repairs, and renovations. In the past, the focus has been to maintain the facilities and perform timely preventative maintenance to preserve facility assets, but the time has come where the District has an immediate need for replacement of many systems such as HVAC, boilers, roofing, electrical, mechanical, plumbing, and flooring.

Therefore, overall recommendation for the District moving forward would be to:

1. Address all facility deficiencies and deferred maintenance issues.
2. Monitor student enrollment vs. facility capacity retaining the small school community feel
 - a. Maintain our Discretionary Non-Resident Student policy with a threshold of 25% of total student population -- revise if enrollment reaches 75% of capacity (177 students) to accommodate in-district student enrollment growth.
 - b. Maintain an average student to teacher ratio between 17-20 students in each classroom. Utilize non-core instructional classrooms and hiring of additional staff to maintain ratio.
 - c. When enrollment reaches 90% of capacity (212 students), recommend Phase II in Future Facility Needs and Options.
3. Explore options for property acquisition and monitor property availability within District boundaries that meets the criteria within this plan for potential school sites.
4. Ensure the District is prepared to move forward at each phase outlined in plan.
5. Re-evaluate the current plan as each phase is reached and/or completed.
6. If the bond initiative in May 2021 does not pass, consider asking voters to continue the Building Reserve Levy of \$35,000 for another 5 year period in May of 2022.