

# September Special Meeting Agenda

A special meeting of the Board of Trustees of School District #35 has been scheduled for **Friday, September 3, 2021** at **9:00am** via Zoom (*to avoid disruption to the instructional day*). (All policies can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).)

## Call to Order

## Presiding Trustee's explanation of procedures

## Public Comment- Non Agenda Items- Sign in sheet

## Consent Agenda:

**Finance:** Warrants; **Minutes:** August 18, 2021 Minutes and August 23, 2021 Minutes; Other: Consider Non-resident student attendance agreements

## New Business

Consider Revision to Paraprofessional Employment Contracts and Salary Increase

Hire: Paraprofessional & Assistant Volleyball Coach

Discuss and Consider Interim District Clerk

Review, Discuss, and Consider Plan for Safe Return to School

Discuss and Set agenda for September 15, 2021 Regular Meeting

Approve minutes from September 3, 2021 Meeting

## Next meetings

September 9, 2021- Special Meeting- Facility Walk-through and Board Training with MTSBA

September 15, 2021- Regular Meeting

October 1, 2021- Special Meeting- Agenda setting

## Adjournment

## 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

09/02/21  
20:29:01

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 9/21

Page: 1 of 3  
Report ID: AP100W

\* ... Over spent expenditure

Warrant Claim		Vendor #/Name	Amount						
-----		-----	-----	Acct/Source/					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
37043S		1620 4 CORNERS WELDING							----
	2912		1,020.00						
1		13885 08/16/21 RAILING REPAIR NEAR BUS ENTRAN	1,020.00*		161	80	100-2600	440	613
		Total Check:	1,020.00						
37044S		161 BOZEMAN SAFE & LOCK							
	2900		497.73						
1		49066 08/17/21 LOCK REPAIRS & KEY MAINTENANCE	497.73		101	80	100-2600	440	
		Total Check:	497.73						
37045S		228 CENTURYLINK							
	2904		10.58						
1		85642150 08/20/21 MONTHLY LONG DISTANCE	7.72		101	80	100-2300	531	
2		85642150 08/20/21 MONTHLY LONG DISTANCE	2.65		110	80	100-2300	531	
3		85642150 08/20/21 MONTHLY LONG DISTANCE	0.21		117	80	610-2300	531	
		Total Check:	10.58						
37046S		349 DRAKE IRRIGATION							
	2898		1,132.50						
1		2026 06/20/21 IRRIGATION REPAIRS	415.50		101	80	100-2630	440	
2		2226 08/25/21 IRRIGATION REPAIRS	717.00		101	80	100-2630	440	
		Total Check:	1,132.50						
37047S		352 EAGLE FENCE							
	2901		221.14						
1		1623 08/30/21 CHAINLINK FENCE REPAIR	221.14		101	80	100-2630	440	
		Total Check:	221.14						
37048S		1740 Educational & Community Supports							
	2914		350.00						
1		INV0006391 09/01/21 SWIS ANNUAL LICENSE	266.00*		101	81	100-2120	680	
2		INV0006391 09/01/21 SWIS ANNUAL LICENSE	84.00		101	82	100-2120	680	
		Total Check:	350.00						
37049S		409 FIRE SUPPRESSION SYSTEM INC							
	2913		185.00						
1		1034946-IN 08/26/21 KITCHEN HOOD INSPECTION/SE	185.00		101	80	100-2600	440	
		Total Check:	185.00						
37050S		439 GALLATIN GATEWAY SCHOOL							
	2910		385.93						
2		238906 09/01/21 OPEN HOUSE FOOD/SUPPLIES	108.06*		115	82	100-1000	610	110
3		238906 09/01/21 OPEN HOUSE FOOD/SUPPLIES	277.87*		115	81	100-1000	610	110
		Total Check:	385.93						

09/02/21  
20:29:01

GALLATIN GATEWAY ELEMENTARY  
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Page: 2 of 3  
Report ID: AP100W

\* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
37051S	577 KELLEY CONNECT						----
2907		60.11					
1	IN882221 08/10/21 COPIER- BUSINESS OFFICE	36.86		101	80	100-2500	550
2	IN867087 07/08/21 COPIER- BUSINESS OFFICE	23.25		101	80	100-2300	550
	Total Check:	60.11					
37052S	609 KENYON NOBLE						
2902		161.07					
1	8533067 08/09/21 MAINTENANCE SUPPLIES	25.07		101	80	100-2600	610
2	8561815 08/09/21 MAINTENANCE SUPPLIES	60.76		101	80	100-2600	610
3	8563339 08/24/21 MAINTENANCE SUPPLIES	75.24		101	80	100-2600	610
2905		266.11					
1	8535379 08/10/21 MAINTENANCE SUPPLIES	92.24		101	80	100-2600	610
2	8552922 08/18/21 MAINTENANCE SUPPLIES	115.96		101	80	100-2600	610
3	8553927 08/19/21 MAINTENANCE SUPPLIES	57.91		101	80	100-2600	610
	Total Check:	427.18					
37053S	856 NORTHWESTERN ENERGY						
2906		817.03					
ELECTRICITY							
POWER-LIGHTS							
NATURAL GAS							
1	08/04/21 ELECTRICITY	465.50		101	80	100-2600	412
2	08/04/21 ELECTRICITY	119.36		110	80	100-2600	412
3	08/04/21 ELECTRICITY	11.94		117	80	610-2600	412
4	08/04/21 POWER-LIGHTS	50.59		101	80	100-2600	410
5	08/04/21 POWER-LIGHTS	52.71		110	80	100-2600	410
6	08/04/21 POWER-LIGHTS	2.11		117	80	610-2600	410
7	08/04/21 NATURAL GAS	112.52		101	80	100-2600	411
8	08/04/21 NATURAL GAS	2.30		117	80	610-2600	411
	Total Check:	817.03					
37054S	917 POWER SCHOOL GROUP LLC						
2911		288.00					
1	INV274192 08/19/21 PS Registration	207.36*	22032	101	81	100-1000	680
2	INV274192 08/19/21 PS Registration	80.64*	22032	101	82	100-1000	680
	Total Check:	288.00					
37055S	1724 PURITAN COMMERCIAL CLEANING &						
2899		6,104.00					
1	29087 09/01/21 MONTHLY CUSTODIAL CLEANING	4,761.12		101	80	100-2600	433
2	29087 09/01/21 MONTHLY CUSTODIAL CLEANING	1,220.80		110	80	100-2600	433
3	29087 09/01/21 MONTHLY CUSTODIAL CLEANING	122.08		117	80	610-2600	433
	Total Check:	6,104.00					

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Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
37056S	1110 SYSCO FOOD SERVICES OF MT						----
2908		2,229.97					
1	343396421 08/24/21 FOOD	829.08		112	80	910-3100	630
2	343396421 08/24/21 SUPPLIES- OTHER	225.58		112	80	910-3100	630
3	343407517 08/31/21 FOOD	760.57		112	80	910-3100	630
4	343407517 08/31/21 SUPPLIES	414.74		112	80	910-3100	630
	Total Check:	2,229.97					
37057S	666 THOMAS, LORRIE						
2903		200.00					
1	08/22/21 WATER TESTING- AUGUST	98.00		101	80	100-2600	421
2	08/22/21 WATER TESTING- AUGUST	2.00		117	80	610-2600	421
3	08/22/21 WATER TESTING- SEPTEMBER	98.00		101	80	100-2600	421
4	08/22/21 WATER TESTING- SEPTEMBER	2.00		117	80	610-2600	421
	Total Check:	200.00					
37058S	420 US FOODS						
2909		2,141.67					
1	4286314 08/25/21 FOOD	285.74*		112	81	910-3100	630
2	4286314 08/25/21 FOOD	90.24*		112	82	910-3100	630
3	4286315 08/25/21 FOOD	37.86*		112	81	910-3100	630
4	4286315 08/25/21 FOOD	11.95*		112	82	910-3100	630
5	4236792 08/23/21 FOOD	716.19*		112	81	910-3100	630
6	4236792 08/23/21 FOOD	226.17*		112	82	910-3100	630
7	4236792 08/23/21 SUPPLIES	125.54*		112	81	910-3100	610
8	4236792 08/23/21 SUPPLIES	39.65*		112	82	910-3100	610
9	4354173 08/27/21 FOOD	340.46*		112	81	910-3100	630
10	4354173 08/27/21 FOOD	107.52*		112	82	910-3100	630
11	4207479 08/18/21 FOOD	121.87*		112	81	910-3100	610
12	4207479 08/18/21 FOOD	38.48*		112	82	910-3100	610
	Total Check:	2,141.67					
# of Claims		17	Total:	16,070.84			

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

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**CALL TO ORDER**

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00pm on Wednesday, August 18, 2021 at Gallatin Gateway School. Board Chair Julie Fleury presided and called the meeting to order at 6:01 pm.

**TRUSTEES PRESENT**

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair; Mary Martin, Patti Ringo, Aaron Schwieterman

**TRUSTEES ABSENT**

None

**STAFF PRESENT**

Theresa Keel, Superintendent and Carrie Fisher, District Clerk

**OTHERS PRESENT**

Lesley Gilmore, Tim Melton, Melissa Melton, Joe Rare, and Andi Shockley

**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

**COVID-19 Related Business**

Consider Ending the State of Emergency as it relates to Covid-19

Motion: Trustee Aaron Schwieterman for the Board of Trustees to end the state of emergency from June 30, 2020 as an unforeseen emergency within the meaning of that term as set forth in Title 20, Chapter 9, Part 8, to become immediately effective.

Seconded: Vice Chair Carissa Paulson

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously.

Consider ending the August 19, 2020 MOA with Gallatin Gateway Education Association

Motion: Trustee Mary Martin for the Board of Trustees revoke the MOA with the Gallatin Gateway Education Association, originally adopted August 19, 2020.

Seconded: Trustee Patti Ringo

Public Comment: None  
For: Fleury, Martin, Paulson, Ringo, Schwieterman  
Opposed: None  
Motion passed unanimously.

#### Review & Consider Plan for Safe Return to In-Person Instruction and Continuity of Services

Superintendent Theresa Keel reviewed and discussed information from the school community gained via the online survey to parents and staff and the Superintendent Discuss and Cuss on Monday, August 16, 2020. She noted that she is proposing a few changes to the plan included in the packet based on feedback from the parent meeting. This include, but are not limited to:

1. add a bullet under Universal and Correct Wearing of Masks to read “The decision regarding the recommendation for the universal and correct wearing of face shields or masks in the building is at the discretion of the individual, or, in the case of a student, their parent or guardian.”
2. add a bullet under Universal and Correct Wearing of Masks to read “The universal and correct wearing of face shields or masks are required on school buses”
3. add a bullet under Cleaning and Maintaining Healthy Facilities to read “Mold, Radon, and other air quality improvement or mitigation will occur as necessary”

Motion: Trustee Mary Martin for the Board of Trustees to adopt the Plan for Safe Return to In-Person Instruction and Continuity of Services as presented with changes recommended by Superintendent Keel.

Seconded: Trustee Aaron Schwieterman

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously.

#### **CONSENT AGENDA**

Motion: Trustee Mary Martin to approve the consent agenda as presented: **Minutes (with discussed changes):** June 30, 2021- regular meeting and August 9, 2021- special meeting; **Finance:** approve warrants: #36990-37042; Electronic A/P warrants #-99636- -99630; Void: #37001; Payroll Warrants #75869-75873 Direct Deposits: #-8775- -87761; Voids: #75877, 75878, 75881, 75882; Journal Vouchers; Operational Budget by Object Code as of the June 30, 2021 meeting; Cash Reconciliations- June 30, 2021; **Personnel:** Hire Classified/Certified Substitutes: Maxine Daniel, Cheryl Brenner, Christina Albers, Diane Belcourt, April Bettilyon, Cyndie Bishop, April Buonaminci, Cynthia Corliss, Mary Jo Haberman, Lisa Lamb, Kimberly Lind, Joshua Miller, Brad Parsch, Teresa Ann Quatraro, Debra Tysse  
Seconded: Trustee Mary Martin; **Other:** Approve eleven (11) discretionary non-resident student attendance agreements for the 2021-2022 school year; and approve the Trustee’s to attend, at their discretion, any training and professional development opportunities during the 2021-2022 year.

Seconded: Vice Chair Carissa Paulson

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously.

#### **SUPERINTENDENT REPORT**

Superintendent Keel shared the following with the Board: 1) Volleyball parent meeting- Aug 17; 2) Middle School Elective courses; 3) Employment openings for the 2021-2022 school year; 4) Fingerprinting at Open House; 5) Bridge Church- storage building and fencing; 6) Facility projects; 7) Student Information

System change; 8) Superintendent Discuss & Cuss; 9) HVAC System grant possibility; 10) County Health Department Meetings; and 11) Anticipated 2021-2022 Enrollment = 161.

## **DISTRICT CLERK REPORT**

District Clerk Carrie Fisher reviewed the following with the Board: 1) Multidistrict Agreement Transfer- \$26,650; 2) Compensated absences Transfer- \$115.92; 3) Excess Sale was August 17 from 9am-12pm; 4) Taxable Value = \$8,595,018; 5) Title I Allocation FY22 = \$35,916; 6) REAP Allocation FY22 = \$17,821; 7) Gifted & Talented Grant FY22 = \$1,000; 8) E-rate application filed for Emergency Connectivity Funds (60 Chromebooks) should find out if our application is funded first part of September; 9) New online payment program- Infinite Campus; 10) School Beautification Day- August 19- show up anytime between 8am - 4pm; 11) Urinal removed in 1915 boys bathroom- needs painted; 12) Landscaping project- Mike Coon completed by freezer; 13) Boys' locker room mirror repair- \$615; 14) Bozeman Safe & Lock- repairs and rekeying; 15) Kitchen Floor replacement/repair proposal; 16) Proposal for assessment on basement from Cushing-Terrell (enclosed); 17) Radon Mitigation- August 18 by Triple R Mitigation; 18) Gym Bleachers- info included- Tutt Construction repair assessment- not repairable and unsafe; Tutt Construction replacement quote; Montana School Equipment replacement quote; Jackson Contractor Services quote; 19) Bus Inspections scheduled during PIR days; 20) No applications for a Bus Driver yet; 21) Regular maintenance schedule prior to school starting; 22) Seamless Summer Program- application still has not opened at state level- free meals for all students in 2021-2022; 23) New Infinite Campus point of sale program- family accounting, online payments, and reminders; 24) Board Training Opportunities; and 25) Important Dates.

## **NEW BUSINESS**

### Discussion: State Assessment Data

Superintendent Theresa Keel reviewed Spring 2021 state assessment data with the Board and noted that she was very pleased with the improvements across the Board as a District. She also explained that she expects to see even more improvement in the coming years with the new curriculum the Board purchased for ELA, Math, and Science.

### Discussion: Board Welcoming Staff Back to School

The Board will provide breakfast for the staff on Wednesday, August 25th at 8:30am.

### Discussion: District Wellness Plan & Procedures (Draft)

The Board reviewed the draft of the District Wellness Plan and Procedures. The plan will be reviewed by the whole child committee and feedback from parents and staff will be received prior to final adoption of the plan.

### Discussion: Review Radon Gas Screen & Laboratory Report by Northern Industrial Hygiene, Inc.

District Clerk Carrie Fisher reviewed the Radon Gas Screen & Laboratory Report with the Board. She noted that the rooms that tested outside the safe range during the screening were music, special education, and the primary grades. She explained that she had already reached out to multiple mitigation companies for a quote to mitigate the Radon.

### Consider selection and hiring of Owner's Representative

This agenda item was tabled. The Board will re-evaluate at a later date.

Consider Long-Term Substitute Contract 21-22 school year.

Motion: Trustee Patti Ringo to hire Tina Albers as a long-term substitute beginning August 25, 2021 and ending no later than October 20, 2021.

Seconded: Trustee Mary Martin

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously.

Consider Hiring: Adult Education Director

Motion: Trustee Mary Martin to hire Lisa Lamb as the Adult Education Coordinator at \$20/hour and \$720/year in flex benefits for a maximum of 10 hours a week from August 20, 2021-June 30, 2022 pending adequate fingerprint/background check.

Seconded: Vice Chair Carissa Paulson

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously.

Consider Salary and Personnel Hiring Extra Curricular Positions

Motion: Trustee Mary Martin to set the yearly stipends for extracurricular positions and hire the following individuals as presented:

Mentor	Jamie Hetherington	\$300/year
Student Council Advisor	Alix Davis	\$600/year
8th Grade Advisor	Ashley Davis	\$1000/year
8th Grade Assistant Advisor	TBD	\$375/year
6th Grade Advisor	Sarah Malott	\$600/year
5th Grade Advisor	Alix Davis	\$150/year
Librarian Extra Duty	Jamie Hetherington	\$1000/year
Athletic Director	TBD	\$5000/year
Head Coaches	Varies	\$12000/year
Assistant Coaches	Varies	\$700/year
Cheer Coach	TBD	\$600/year
Assistant Track Coaches	Varies	\$400/year

Seconded: Vice Chair Carissa Paulson

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously.



2020-2021 Trustee's Financial Summary

Motion: Trustee Aaron Schwieterman to approve the 2020-2021 Trustee's Financial Summary as presented.

Seconded: Trustee Mary Martin

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously.

2021-2022 Budget Adoption- All Budgeted Funds and Budget Report

Motion: Trustee Aaron Schwieterman to approve the 2021-2022 Budget Report and budget for all budgeted funds as presented.

Seconded: Trustee Mary Martin

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously.

Consider Facility use Agreement Revisions

Motion: Trustee Mary Martin to adopt the revisions to the Facility Use Agreement and add GYG as a school-related organization.

Seconded: Vice Chair Carissa Paulson

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Schedule Facility Walk-through

The Board will conduct their annual facility walkthrough on Thursday, September 9, 2021 beginning at 3:15pm. If needed the Board will resume the facility walkthrough after the Board MTSBA training at 6:30pm.

Next Meetings:

- Special Meeting- August 23, 2021 @ 1pm- Budget Workshop (line-item)
- Special Committee Meeting- September 3, 2021 @ 10:00am- agenda setting
- Special Meeting- September 9, 2021 @ 4:30pm- Board Orientation & Training with MTSBA
- Regular Meeting- September 15, 2021 @ 6pm

**ADJOURNMENT**

Board Chair Julie Fleury adjourned the meeting at 9:23pm.

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Julie Fleury, Board Chair

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Carrie Fisher, District Clerk

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

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**Call to Order**

The Board of Trustees of the Gallatin Gateway School District #35 met at 11:30am Monday, August 23, 2021 at the Gallatin Gateway School. Board Chair Julie Fleury presided and called the meeting to order at 1:03pm.

**Trustees Present**

Julie Fleury, Board Chair; Carissa Paulson, Board Vice-Chair; Patti Ringo (electronic), Aaron Schwieterman, Mary Thurber

**Trustees Absent**

None

**Staff Present**

Theresa Keel, Superintendent; and Carrie Fisher, District Clerk

**Others Present**

None

**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; and 3) public comment periods are not intended to be a question and answer session.

**Public Comment on Non- Agenda Items**

None

**NEW BUSINESS**

Resignations: Assistant Cook & District Clerk

Motion: Trustee Aaron Schwieterman acknowledged the resignation of Carrie Fisher, District Clerk and Delaney Campbell, Assistant Cook.

Seconded: Trustee Mary Thurber

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman, Thurber

Opposed: None

Motion passed unanimously.

Hire: Assistant Cook

No motions were presented and this was tabled.

Hire: Bus Driver

Motion: Trustee Mary Thurber to hire Cheryl Brenner as the bus driver at \$16/hour, from August 25, 2021 through October 1, 2021.

Seconded: Trustee Aaron Schwieterman

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman, Thurber

Opposed: None

Motion passed unanimously.

Budget Workshop- line-item Budget

District Clerk Carrie Fisher and Superintendent Keel reviewed the line item budgets with the Board for all budgeted funds. The final line item budget will be approved at a later date.

**Adjournment**

Board Chair Julie Fleury adjourned the meeting at 3:25pm.

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Julie Fleury, Board Chair

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Carrie Fisher, District Clerk

## Agenda Item: Non-resident Student Attendance Agreements

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**Recommended Motion:** I move to approve the following one (1) Discretionary Non-resident Student Attendance Agreements for the 2021-2022 school year:

Grade	Status (new student or current student)	Home School District	Tuition
K	NewStudent	Cottonwood	\$0

**Superintendent Recommendation:**

Approve one(1) Discretionary Non-resident Student Attendance Agreements for the 2021-2022 school year

**Background:**

Gallatin Gateway School Board set the 2021-2022 tuition rate at the April 21, 2021 regular board meeting as follows:

*to set the 2021-2022 out-of-district tuition at the Montana state rates for grades K-6 and for grades 7-8, waiving the entire amount of tuition for students whose parents/guardians are responsible for the tuition and the district of residence will pay the full state rate amount per student for those who are attending from Cottonwood School District in grades 6-8.*

**Out of District Enrollment History:**

2013-2014	37
2014-2015	24
2015-2016	28
2016-2017	25
2017-2018	34
2018-2019	42
2019-2020	44
2020-2021	34

## **Agenda Item: Consider Revision to Paraprofessional Employment Contracts and Wage Increase**

**Recommended Motion:** I move to amend the contracts for Spencer Kirkemo and Nicki (Achinger) Barnes to increase hourly wage to \$16/hour and to increase the starting wage for paraprofessionals during the 2021-2022 school year to \$16/hour.

### **Background:**

- During the budget workshop and discussion it was recommended that the District increase the hourly wage for paraprofessionals to \$16/hour, which would require an amendment to Ms. Barnes and Mr. Kirkemo's current contracts.
- Current starting hourly wage for paraprofessionals is \$14/hour with % increase each year.

## **Agenda Item: Hire: Paraprofessional & Assistant Volleyball Coach**

### **Paraprofessional:**

*Recommended Motion:* to hire \_\_\_\_\_ at \$16.00/hour for the 2021-2022 school year with a contract end date of June 10, 2022 pending adequate fingerprint/background check.

Recommendation will be provided at the meeting.

### **Assistant Volleyball Coach**

*Recommended Motion:* to hire Tina Albers as the assistant volleyball coach for a salary of \$700/season.

# ***Todd Watkins Consulting Services, LLC.***

*Todd Watkins, PO Box 790, Manhattan, MT 59741  
(406) 253-4645 Cell/Business Line • E-Mail [toddwatkinsconsulting101@gmail.com](mailto:toddwatkinsconsulting101@gmail.com)*

September 1, 2021

Gallatin Gateway School District  
Theresa Keel, Superintendent of Schools  
PO Box 265  
Gallatin Gateway MT, 59730

## **RE: Consulting Proposal – Financial and Mentoring Services**

Dear Theresa,

I am pleased to have this opportunity to provide a proposal for consulting services to Gallatin Gateway School District. From the information provided, my proposal would encompass immediate interim financial, accounting, and clerk services, as well as mentoring and training services to your new Business Manager/District Clerk “as needed”. Services would be provided via on site services up to three days per week as needed and as requested. Specific services would be determined by the Superintendent but would typically include accounts payable, payroll, month-end closing and balancing, reporting to OPI, budget, accounting and Clerk services. Specific services would also include general ledger accounting, reconciliation of the county treasurer’s monthly reports, payroll and claims processing, and day to day mentoring services once you hire a new Clerk/Business Manager.

If the proposal is accepted, the School District will establish and monitor the performance of the described services to ensure that they meet the government’s objectives. As such, management of the School District accepts full responsibility for any decisions made.

I am familiar with your accounting, payroll and budget, system (Black Mountain Software). If you decide to accept my proposal for services, it would be very effective for me to have remote access to the accounting system via RDP with Cloud access or some other form of remote connection. As such I will need authorization to use the cloud connection to access the BMS. As an alternative, we can also establish a remote connection to the school office computers via my office computer for training via TeamViewer or your preferred remote desktop software.

My hourly fee for financial and mentoring consulting services would be \$55.00 hour. Billing will be based on actual time committed (quarter hour basis) and associated travel/office expenses. Onsite services will include travel time at \$30.00 per hour, and mileage at \$.575 per mile. Travel would be from Manhattan, MT to Gallatin Gateway, MT. Invoices will be submitted monthly by the 5th of each month following the month of service.

I appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of my proposed engagement. If you have any questions, please let me know. If the need for additional services arises, my agreement with you will need to be revised. It is customary to enumerate these revisions in an addendum to this letter.

Should you have any questions, please feel free to contact me.

Very truly yours,

*Todd W. Watkins*

Todd Watkins Consulting Services, LLC

### **RESPONSE:**

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# **Gallatin Gateway School District**

## **Plan for Safe Return to In-Person Instruction and Continuity of Services**

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**Date of Adoption: August 18, 2021**

**Revision Dates: No later than February 18, 2022**

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### **SAFETY MEASURES**

The District is taking the following measures to safely provide in-person instruction, including consideration of guidance by the CDC and state and local health officials as follows:

#### **Universal and correct wearing of masks**

- All individuals are recommended to follow the CDC guidelines for the universal and correct wearing of face shields or masks in the building
- The decision regarding the recommendation for the universal and correct wearing of face shields or masks in the building is at the discretion of the individual or, in the case of a student, their parent or guardian
- The universal and correct wearing of face shields or masks are required on school buses
- GGS will supply every student and make available to all visitors a washable cloth or disposable face mask.

#### **Physical Distancing**

- Individuals will maintain a three-foot distance, described as their “Social Bubble,” in the classrooms, cafeteria, buses and other indoor spaces. In instances where a three-foot distance is not manageable, the close proximity of individuals will occur in time periods of less than 15 minutes.
- Clear Desk Carrels are provided for each student when needed for a physical barrier
- Floor markers and assigned seats in classrooms, on buses, and in the cafeteria will assist with helping students maintain three-foot distancing and providing contact tracing information.
- No more than two students at any one time will be allowed in any of the public restrooms.
- We encourage instruction to be held outdoors, and learning spaces and portable desks are available.

#### **Handwashing and Respiratory Etiquette**

- All individuals will wash or sanitize their hands when entering or leaving the building, after recess, and prior to breakfast and lunch
- The district provides hand sanitizer in every instructional area, at the front entrance, in the cafeteria, and in the gymnasium
- Students and Staff will receive direct instruction regarding proper coughing/sneezing etiquette as recommended by the CDC, and visual aids will be posted in public areas.



### **Cleaning and Maintaining Healthy Facilities (including improving ventilation)**

- Buses will be sanitized after each route.
- Touchless systems are provided in the Library, in restrooms, and cafeteria.
- Individuals use personal water bottles – no water fountains remain in the school
- Nightly sanitizing of all classroom desks, tables, chair uppers, door knobs, classroom sinks, fixtures, and light switches occurs
- Classroom computer monitors and keyboards sanitized by students after each use and 2 times per week by Custodial Services.
- Nightly sanitizing of all windows, benches, doors, handles and frames occurs
- Weekly sanitizing of exterior of lockers occurs
- We encourage open windows to facilitate the flow of fresh air, fans are available in every classroom, and air scrubbers are installed in every instructional space.
- Mold, Radon, and other air quality improvement or mitigation will occur as necessary

### **Contact Tracing**

- All Contact Tracing follows the guidelines of the Gallatin City/County Health Department.

### **Diagnostic and Screening Testing**

- COVID-19 Testing is available from the School Nurse for students, staff, parents, or non-school age siblings of students and staff.
- Any individual with COVID-19 symptoms should stay at home.
- Parents are asked to take their child/children's temperatures prior to boarding the bus or bringing them to school.
- Students/Staff who indicate a fever (>99), after they have come to school, will be sent home immediately. Students waiting on parent pick-up will be isolated in a designated waiting area.
- Students/Staff should be fever free for 24 hours with improving symptoms of any illness prior to returning to school.
- Students/Staff who have a fever of 100.4 or higher OR at least two other COVID-19 Symptoms will be isolated in a designated waiting area and sent home.
  - Students/Staff with a positive COVID-19 test result **or** if COVID-19 cannot be ruled out with a negative test will be asked to stay home in isolation, until it is safe to be around others, which is after 24 hours with no fever, respiratory symptoms have improved, **AND** 10 days since symptoms first appeared/positive test result.

### **Vaccinations**

The District will act in accordance with state and federal law with respect to vaccinations for its staff and eligible students.

The District will not refuse, withhold from, or deny a person any services, goods, facilities, advantages, privileges, licensing, educational opportunities, health care access, or employment opportunities based on the person's vaccination status.

### **Accommodating Students with Disabilities**

The District will provide accommodations to its policies for students with disabilities as determined appropriate based upon the individual student needs and in accordance with a individual accommodation plan or individualized education plan. Students requiring accommodations should contact the Superintendent to request information on plans for students with disabilities.

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## **CONTINUITY OF SERVICES**

The District will provide for continuity of services as follows:

### **Student Academic Needs**

- Students are provided with a 30-minute intervention/acceleration time, called Growing Gators, for targeted instruction based on individual student needs.
  - Targeted instruction may be teacher-driven, electronic, or provided by an instructional paraprofessional
  - Targeted instruction will accommodate English Language Learners, Gifted and Talented Learners, Special Education Learners, and 504 Learners
- After-school programming called “Later Gators” is provided for students who need additional assistance or enrichment. Programming for Later Gators is dedicated to a STEAM curriculum.
- Students are provided an individual Chromebook for use during the school year both in the classroom and if the student is quarantined or medically isolated due to COVID-19
- Google Classroom is used for student instruction and teacher planning for ease of transition if a student is quarantined or medically isolated due to COVID-19

### **Student Social, Emotional, and Mental Health Needs**

- The Montana Mindfulness Project is being explored by the District Whole Child Committee
- The School Counselor has dedicated Montana Behavior Initiative and Social Emotional Learning time with each grade level throughout each month
- The School Counselor has dedicated time for individual and small group counseling each day.
- The District has committed to a partnership through the Gallatin Madison Special Education Cooperative to provide 8-10 hours of professional counseling on-site weekly.

### **Other Student Needs** (which may include student health and food services)

- The District has committed to having a nurse present, on campus, at least two-times weekly
- GGS will continue to participate in the Seamless Summer Option of the Federal School Breakfast and lunch program which provides free breakfast and lunch for all students
  - Breakfast will continue to be served in the classroom

### **Staff Social, Emotional, and Mental Health Needs**

- All but one of the Teacher Health Care Plans provide for counseling services (first 3 visits free)
- The district provides flex funding for all employees which can be used for social, emotional and mental health needs.
- The School Counselor provides services to staff when needed

### **Other Staff Needs**

Any other staff needs will be addressed either through collaboration or through a memorandum of understanding.

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## **PUBLIC INPUT**

This plan will be placed on the District Website with a Google Form to allow for public input no later than June 24, 2021. There will be a discussion item and opportunity for public input at the June 30 Regular Meeting of the Gallatin Gateway Board of Trustees. The Superintendent will hold a public meeting on August 16, 2021 for final public input prior to submission to OPI on August 24, 2021.

The District will review this Plan at least once every six months and will provide an opportunity for public input in association with any review of the Plan.

BEFORE THE DEPARTMENT OF PUBLIC  
HEALTH AND HUMAN SERVICES OF THE  
STATE OF MONTANA

In the matter of the adoption of	)	NOTICE OF ADOPTION OF
Temporary Emergency Rule I to allow	)	TEMPORARY EMERGENCY RULE
students and/or their parents or	)	
guardians the ability to opt-out of	)	
school health-related mandates for	)	
health, religious, moral, or other	)	
fundamental rights reasons	)	

TO: All Concerned Persons

1. The Department of Public Health and Human Services (department) is adopting the following temporary emergency rule as part of the State's response to the current COVID-19 global pandemic. The current COVID-19 global pandemic has placed great burdens on the State, and some of the responses to the pandemic, including mask mandates, have also imposed additional burdens on citizens, including on their health and well-being. While the department encourages citizens to receive the COVID-19 vaccine in consultation with their health care provider, this choice, which could mitigate not only the need to wear a mask, but also, potentially, the need for school-based mask mandates, is not yet available to the majority of students because of their age. The rule directs that, if schools or school districts impose a health-related mandate on students, such as a mask mandate, they should consider, and be able to demonstrate they considered, parental concerns in adopting the mandate, and should provide the ability for students, and/or parents or guardians on behalf of their children, to choose to opt-out based on physical, mental, emotional, or psychosocial health concerns, as well as on the basis of religious belief, moral conviction, or other fundamental right, the impairment of which may negatively impact such students' physical, mental, emotional, or psychosocial health.

2. The Centers for Disease Control and Prevention (CDC) recognizes categories of people as exempt from the requirement to wear a mask, including children under age two; persons with disabilities who cannot wear a mask, or cannot safely wear a mask, for reasons related to the disability; and persons for whom wearing a mask would create a risk to workplace health, safety, or job duties (see "Guidance for Wearing Masks", "Who should or should not wear a mask" at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>, last updated April 19, 2021). Similarly, mask wearing can interfere with the learning and general well-being of school-aged children, related to their age and development; their disabilities, and physical and mental health attributes; and classroom health, safety, and productivity. As those best suited and entitled to assess individual needs for the physical, mental, and developmental well-being of their minor children, parents or guardians, in consultation with their children's health care provider as appropriate, should be afforded the ability to opt-out of mask requirements on behalf of their children.

3. The department is charged with providing consultation on conditions and issues of public health importance for schools, to school and local public health personnel, and to the superintendent of public instruction (50-1-202(1)(l), MCA). The department is also charged with adopting and enforcing rules regarding public health requirements for schools, including any matters pertinent to the health and physical well-being of pupils, teachers, and others (50-1-202(1)(p)(v), 50-1-206, MCA). To this end, for example, the department recommends students be evaluated by a health care provider periodically and as necessary to identify health problems with the potential for interfering with learning, including assessment of students' health and developmental status, vision, hearing, and mental health (ARM 37.111.825(7)). In furtherance of this obligation, and for the reasons set forth herein, the department has determined that schools and school districts that impose such health-related mandates as mandatory mask wearing should provide the ability for students through their parents or guardians to choose to opt-out of mandated mask wear in school.

4. The scientific literature is not conclusive on the extent of the impact of masking on reducing the spread of viral infections. The department understands that randomized control trials have not clearly demonstrated mask efficacy against respiratory viruses, and observational studies are inconclusive on whether mask use predicts lower infection rates, especially with respect to children.<sup>1</sup> The department understands, however, that there is a body of literature, scientific as well as survey/anecdotal, on the negative health consequences that some individuals, especially some children, experience as a result of prolonged mask wearing.<sup>2</sup>

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<sup>1</sup> See, e.g., Guerra, D. and Guerra, D., *Mask mandate and use efficacy for COVID-19 containment in US States*, MedRx, Aug. 7, 2021, <https://www.medrxiv.org/content/10.1101/2021.05.18.21257385v2> ("Randomized control trials have not clearly demonstrated mask efficacy against respiratory viruses, and observational studies conflict on whether mask use predicts lower infection rates."). Compare CDC, *Science Brief: Community Use of Cloth Masks to Control the Spread of SARS-CoV-2*, last updated May 7, 2021, <https://www.cdc.gov/coronavirus/2019-ncov/science/science-briefs/masking-science-sars-cov2.html>, last visited Aug. 30, 2021 (mask wearing reduces new infections, citing studies) with David Zweig, *The Science of Masking Kids at School Remains Uncertain*, New York Magazine, Aug. 20, 2021, <https://nymag.com/intelligencer/2021/08/the-science-of-masking-kids-at-school-remains-uncertain.html> (author reviewed the 17 studies cited in CDC's K-12 guidance of evidence that masks on students are effective, noting that none looked at student mask use in isolation from other mitigation measures or against a control, with some studies demonstrating that lack of masking correlated with low transmission and noting issue with presentation of one study published in CDC's MMWR). See also Xiao, J., Shiu, E., Gao, H., Wong, J. Y., Fong, M. W., Ryu, S., Cowling, B. J. (2020). *Nonpharmaceutical Measures for Pandemic Influenza in Nonhealthcare Settings—Personal Protective and Environmental Measures*. CDC, Emerging Infectious Diseases, 26(5), 967-975, <https://doi.org/10.3201/eid2605.190994> (meta-analysis found that although mechanistic studies support potential effect of hand hygiene or face masks, evidence from 14 randomized controlled trials of such measures did not support a substantial effect on transmission of laboratory-confirmed influenza); Guerra, D. and Guerra, D. (not observing "association between mask mandates or use and reduced COVID-19 spread in US states").

<sup>2</sup> See, e.g., Kisielinski, K. et al., *Is a Mask That Covers the Mouth and Nose Free From Undesirable Side Effects in Everyday Use and Free of Potential Hazards?*, Int. J. Environ. Res. Public Health 2021, 18, 4344, <https://doi.org/10.3390/ijerph18084344> (scientific review of multiple studies revealed relevant adverse events over more than ten medical disciplines, including internal medicine, psychology, psychiatry, and pediatrics, finding statistically significant correlation in the quantitative

5. Similarly, there is also substantial literature that persons who are forced to act contrary to their religious beliefs or moral convictions may experience moral distress, and psychological and emotional harm.<sup>3</sup> This moral distress and the associated impact on an individual's psychological and emotional health could also arise when a person is forced to act contrary to his or her views of his or her fundamental rights.<sup>4</sup>

6. Mask wearing has been shown to cause some children to suffer mental and emotional distress and issues.<sup>5</sup> Mask wearing can also cause or aggravate physical conditions in some children, including interference with breathing related to asthma or other respiratory conditions or infections, or interference with the ability to see classroom boards, screens, papers and desk surfaces, and surrounding safety conditions, especially for students wearing glasses. The scientific literature has identified, with respect to pediatrics, diseases, or predispositions where masking may present significant risks, including respiratory diseases, cardiopulmonary diseases (asthma, bronchitis, cystic fibrosis, congenital heart disease, emphysema), neuromuscular diseases, and epilepsy.<sup>6</sup> In addition, mask wearing can cause

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analysis between the negative effects of blood-oxygen depletion and fatigue in mask wearers, and identifying what the authors called Mask-Induced Exhaustion Syndrome with symptoms including feeling of fatigue or exhaustion, decreased ability to concentrate, and decreased ability to think). *But see* CDC, Science Brief (“[r]esearch supports that mask wearing has no significant adverse health effects for wearers,” citing studies mainly conducted with healthy research subjects).

<sup>3</sup> See, e.g., Christy A. Rentmeester, *Moral Damage to Health Care Professionals and Trainees: Legalism and Other Consequences for Patients and Colleagues*, *Journal of Medicine and Philosophy*, 33: 27-43, 2008, p.37 (“moral distress is a sense of complicity in doing wrong. This sense of complicity does not come from uncertainty about what is right but from the experience that one’s power to resist participation in doing wrong is severely restricted by one’s work environment and from the experience that resisting participation in doing wrong exposes one to harm.”); Borhani et al., *The relationship between moral distress, professional stress, and intent to stay in the nursing profession*, *J. Med. Ethics Hist. Med.* 2014; 7:3.

<sup>4</sup> Cf. Kisielinski, K. et al. (masks impair the wearer’s field of vision and inhibit other habitual actions, which can be perceived “as a permanent disturbance, obstruction, and restriction”; “[w]earing masks, thus, entails a feeling of deprivation of freedom and loss of autonomy and self-determination, which can lead to suppressed anger and subconscious constant distraction, especially as the wearing of masks is mostly dictated and ordered by others”).

<sup>5</sup> *Id.* (noting a survey which showed masks can cause anxiety and stress reactions in children, an increase in psychosomatic and stress-related illnesses and depressive self-experience, reduced participation, social withdrawal, and lowered health-related selfcare); see also Carla Peeters, September 9, 2020, *Rapid response: Psychological, biological, and immunological risks for children and pupils makes long-term wearing of mouth masks difficult to maintain*, *BMJ*, <https://www.bmj.com/content/370/bmj.m3021/rr-6>.

<sup>6</sup> Kisielinski, K. et al. These conditions tend to be ones with respect to which individuals would be excluded from research studies. See, e.g., Lubrano, R., Bloise, S., Testa, A., et al. *Assessment of Respiratory Function in Infants and Young Children Wearing Face Masks During the COVID-19 Pandemic*. *JAMA Netw Open*. Mar 2 2021;4(3):e210414. doi:10.1001/jamanetworkopen.2021.0414, (cited in CDC, Science Brief at note 64) (noting the exclusion from study of infants and young children with lung or cardiac disease, neuromuscular disorders and those with medications that could be associated with changes in the parameters examined).

decreased ability to think and to concentrate in some children, with potential implications for their cognitive development.<sup>7</sup>

7. Accordingly, personal choice in the form of an exemption from or exception to a mask mandate policy can serve to protect and further the physical, mental, and emotional health of students who may be negatively impacted by a masking requirement. Safety recommendations and choices in response to the COVID-19 global pandemic are invaluable, but mandates can place more detrimental stress or have other adverse health impacts on some students and families, unless they have the ability to opt-out as necessary. This is especially the case where the scientific evidence supporting the original public health intervention is inconclusive. With respect to the documentation necessary to support such exception or exemption from a mandatory health measure such as mandatory mask wearing, the department suggests that the type and quantum of documentation outlined in House Bill 334, with respect to exemptions from school vaccination requirements, may serve as an appropriate model.

8. For the foregoing reasons, the department adopts this emergency rule. Certain Montana schools and school districts have adopted and, with the beginning of the school year, will be enforcing mask mandates on the basis of public health, without considering the negative implications that such measures could have on the physical, mental, emotional, or psychosocial health of some students. Promulgation of this emergency rule is necessary because no other administrative act can be taken to avert this imminent peril to the public health, safety, and well-being of Montana youth, who are now returning or beginning to return to the classroom for the new school year. This rule will remain in effect no longer than 120 days after the date of adoption.

9. EMERGENCY RULE I is necessary to provide essential health, well-being, fundamental rights, and a safe and effective learning environment for Montana youth. Emergency Rule I protects Montana students returning to school who may experience adverse effects from mandatory mask wear by directing schools and school districts that they should consider, and be able to demonstrate consideration of, parental concerns when adopting a mask mandate, and should provide those students, or their parents or guardians, on their behalf, with the ability to opt-out of wearing a mask, as necessary.

10. The Department of Public Health and Human Services will make reasonable accommodations for persons with disabilities who need an alternative accessible format of this notice. If you require an accommodation, contact Heidi Clark at the Department of Public Health and Human Services, Office of Legal Affairs, P.O. Box 4210, Helena, Montana, 59604-4210; telephone (406) 444-4094; fax (406) 444-9744; or e-mail [dphhslegal@mt.gov](mailto:dphhslegal@mt.gov).

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<sup>7</sup> See, e.g., Kisielinski, K. et al.; see also Guerra, D. and Guerra, D. (noting some risks of mask wearing, including that by obscuring nonverbal communication, masks interfere with social learning in children, and research that masks decrease cognitive precision).

11. The emergency rule is effective immediately, August 31, 2021.

12. The text of the emergency rule provides as follows:

EMERGENCY RULE I ABILITY TO OPT-OUT OF SCHOOL HEALTH-RELATED MANDATES (1) In order to provide for the health, well-being, rights, and educational needs of students, schools and school districts should consider, and be able to demonstrate consideration of, parental concerns when adopting a mask mandate, and should provide students and/or their parents or guardians, on their behalf, with the ability to opt-out of health-related mandates, to include wearing a mask or face covering, for reasons including:

- (a) physical health;
- (b) mental health;
- (c) emotional health;
- (d) psychosocial health;
- (e) developmental needs; or
- (f) religious belief, moral conviction, or other fundamental right the impairment of which could negatively impact the physical, mental, emotional, or psychosocial health of students.

AUTH: 2-4-303, 50-1-202, 50-1-206, MCA

IMP: 50-1-202, 50-1-206, MCA

13. The rationale for the temporary emergency rule is set forth in paragraphs 1 through 9.

14. It is presently unknown whether a standard rulemaking procedure will be undertaken prior to the expiration of this temporary emergency rule. The necessity and efficacy of this emergency rule will be continuously evaluated as the effort to combat the COVID-19 global pandemic in Montana continues and develops.

15. The department maintains a list of interested persons who wish to receive notices of rulemaking actions proposed by this agency. Persons who wish to have their name added to the list shall make a written request that includes the name, e-mail, and mailing address of the person to receive notices, and specifies for which program the person wishes to receive notices. Notices will be sent by e-mail unless a mailing preference is noted in the request. Such written request may be mailed or delivered to the contact person in paragraph 10 or may be made by completing a request form at any rules hearing held by the department.

16. The bill sponsor contact requirements of 2-4-302, MCA, do not apply to this rulemaking. Special notice, pursuant to 2-4-303, MCA, was made to each member of the Children, Families, Health, and Human Services; and Education Interim Committees and to each member of the committees' staff, using electronic mail on August 31, 2021.



/s/ Robert Lishman  
Robert Lishman  
Rule Reviewer

/s/ Adam Meier  
Adam Meier, Director  
Public Health and Human Services

Certified to the Secretary of State August 31, 2021.

1 \_\_\_\_\_ **School District**

2  
3 **COVID-19 Emergency Measures**

1905

4  
5 Student, Staff, and Community Health and Safety

6  
7 The School District has adopted the protocols outlined in this policy during the term of the  
8 declared public health emergency to ensure the safe and healthy delivery of education services  
9 provided to students on school property in accordance with Policy 1906, and a safe workplace  
10 when staff are present on school property in accordance with Policy 1909, and the safety, health  
11 and well-being of parents and community members. The supervising teacher, principal,  
12 superintendent or designated personnel are authorized to implement the protocols in coordination  
13 with state and local health officials.

14  
15 Symptoms of Illness

16  
17 Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms  
18 of illness must not come to school or work. Students who have a fever or are exhibiting other  
19 signs of illness must be isolated in a designated area until such time as parents or caregiver may  
20 arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly  
21 cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in  
22 accordance with state and/or local health standards as applicable. Students may engage in  
23 alternative delivery of education services during the period of illness or be permitted to make up  
24 work in accordance with District Policy 1906. Staff members will be provided access to leave in  
25 accordance with District Policy 1911 or the applicable Master Contract or Memorandum of  
26 Understanding.

27  
28 Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise  
29 demonstrating symptoms of illness must not be present at the school for any reason including but  
30 not limited events or gatherings or to drop off or pick up students excepted as provided by this  
31 policy. To avoid exposing others to illness, parents or caregivers who are ill must make  
32 arrangements with others to transport students to school or events, if at all practicable. If not  
33 practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop  
34 off and must arrange with District staff to supervise students in accordance with physical  
35 distancing guidelines in this Policy.

36  
37  
38 Physical Distancing (Boards must select option 1 or option 2)

39  
40 Option 1

41 Students, staff, volunteers, and visitors will maintain a six-foot distance between themselves and  
42 their colleagues and peers throughout the school day inside any school building, on school  
43 provided transportation, and on school property before and after school. Staff members will  
44 arrange classrooms and restructure courses, transportation services, and food service to meet this  
45 standard.

1 Recess will continue as scheduled in accordance with physical distancing guidance without the  
2 use of playground equipment. Any other use of school playgrounds is strictly prohibited.

3  
4 Drop off and pick up of students will be completed in a manner that limits direct contact between  
5 parents and staff members and adheres to social distancing expectations around the exterior of  
6 the school building while on school property.

## 7 8 Option 2

9 To the extent possible, elementary school courses will be delivered to the same group of students  
10 each day, and the same teachers will remain with the same group in the same separate and  
11 designated room each day. If physical distancing is not possible during meal service and courses  
12 delivered in a separate area such as the library, gymnasium, and music room, the service or  
13 course will be delivered in the designated classroom for each group of students. Recess and use  
14 of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate  
15 student groupings. Transportation services will be provided in accordance with cleaning and  
16 disinfection procedures outlined in this policy.

17  
18 Secondary school courses will be delivered using a restructured bell system to minimize student  
19 interaction in common areas. Upon arriving in a classroom, secondary school students will be  
20 provided disinfecting wipes or disinfecting spray and disposable paper towel and time to clean  
21 their learning area or desk. Meal service for secondary students will be provided through a grab  
22 and go lunch that will be eaten in designated areas.

23  
24 Parent arrival times to drop-off and pick up students riding with parents and caregivers will be  
25 staggered in designated intervals by grade level through a schedule set by the supervising teacher  
26 or building administrator.

27  
28 Drop off and pick up of students will be completed in a manner that limits direct contact between  
29 parents and staff members and adhere to social distancing recommendations in the exterior of the  
30 building.

31  
32 Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance  
33 between themselves and others. This distancing requirement does not apply to individuals who  
34 are a part of the visitor's regular household isolation group when the group is authorized to  
35 present at the school facility.

## 36 37 38 Face Coverings as Personal Protective Equipment (Boards must select option 1, option 2, or 39 option 3)

### 40 41 Option 1- Required Face Coverings

42  
43 This provision is required due to the COVID-19 state of emergency declared by the Board of  
44 Trustees or other local, state or federal agency, official, or legislative body. This policy is  
45 adopted, implemented, and enforced in accordance with the supervisory authority vested with the  
46 Board of Trustees in accordance with Article 10, section 8 of the Montana Constitution and

1 related statutes and regulations. The Board of Trustees authorizes the Superintendent to develop  
2 and implement procedures to enforce this policy.

3  
4 The School District requires all staff, volunteers, visitors, and school-aged students to wear  
5 a face covering, mask, or face shield while present in any school building, regardless of COVID-  
6 19 vaccination status. The implementation of a face covering requirement is not based on the  
7 COVID-19 vaccination status of any person in accordance with state law. The District does not  
8 make decisions regarding access to or delivery of school services based on COVID-19  
9 vaccination status in accordance with Policy 3413. The School District also requires all  
10 staff, volunteers, visitors, and school-aged students to wear a face covering, mask, or face shield  
11 while present at any outdoor school activity with fifty (50) or more people where physical  
12 distancing is not possible or is not observed. Face covering, mask, or face shield means  
13 disposable or reusable covering that covers the nose and mouth. The School District will  
14 provide masks to students, volunteers, and staff, if needed. If a student or staff member wears a  
15 reusable mask, the School District expects that the masks be washed on a regular basis to ensure  
16 maximum protection.

17  
18 Students, staff, volunteers, and visitors are not required to wear a face covering, mask, or face  
19 shield under this provision when:

- 20 1. consuming food or drink;
- 21 2. engaging in strenuous physical activity;
- 22 3. giving a speech, lecture, class presentation, course lesson, or performance when separated  
23 by at least six feet of distance from the gathering, class, or audience;
- 24 4. communicating with someone who is hearing impaired;
- 25 5. identifying themselves;
- 26 6. receiving medical attention; or
- 27 7. precluded from safely using a face covering, mask, or face shield due to a medical or  
28 developmental condition. The superintendent, building principal, or their designee shall  
29 request documentation from a health care provider when considering an exception to this  
30 provision for medical or developmental reasons. The School District will comply with all  
31 applicable disability and discrimination laws when implementing this provision.

32  
33 When students and members of the public are not present, staff may remove their face covering,  
34 mask, or face shield if they are at their individual workstation and six feet of distance is strictly  
35 maintained between individuals. If students are working in small groups, the students must be  
36 wearing face covering, mask, or face shield

37  
38 All points of entry to any school building or facility open to the public shall have a clearly visible  
39 sign posted stating the face covering, mask, or face shield requirement.

40  
41 Allegations of harassment of any person wearing or not wearing a face covering, mask, or face  
42 shield requirement will be promptly investigated in accordance with District policy. Failure or  
43 refusal to wear a face covering, mask, or face shield by a staff member or student not subject to  
44 an exception noted above may result in redirection or discipline in accordance with District  
45 policy and codes of conduct, as applicable.

## Option 2 – Optional Face Coverings

Staff, students, and visitors may wear a face covering, mask, or face shield while present in any school building. The School District does not require the use of masks and will not provide masks except in cases required by this policy or at the discretion of the administration.

Allegations of harassment of any person wearing or not wearing a face covering, mask or face shield shall be promptly investigated in accordance with District policy. A student, staff member, or visitor who, after an investigation, is found to have engaged in behavior that violates District policy is subject to redirection or discipline.

**OPTIONAL:** If, after this section is adopted, the number of active COVID-19 cases in the county where the school district is located increases to the point of being considered a "substantial" or "high" rate of transmission as defined by the Centers for Disease Control (CDC), the Board of Trustees authorizes the superintendent to implement a requirement for face coverings to be worn in identified District buildings until such time as the Board of Trustees can adopt an applicable District policy. The superintendent shall coordinate with the county health department and Board Chair to determine whether face coverings are a necessary response to a potential or actual COVID-19 outbreak. The implementation of a face covering requirement in the identified buildings shall not be based on the COVID-19 vaccination status of any person in accordance with state law. The District does not make decisions regarding access to or delivery of school services based on COVID-19 vaccination status in accordance with Policy 3413. In the event face coverings are required, the superintendent shall announce the face covering requirement to students, parents, staff, and visitors for the immediate successive school day each day by 3:00 p.m. If the superintendent determines masks are required, signs will be installed to inform students, parents, staff, and visitors of mask requirements while present in the identified District buildings. In the event of a mask requirement, the following exceptions shall apply:

Students, staff, volunteers, and visitors are not required to wear a face covering, mask, or face shield under this provision when:

1. consuming food or drink;
2. engaging in strenuous physical activity;
3. giving a speech, lecture, class presentation, course lesson, or performance when separated by at least six feet of distance from the gathering, class, or audience;
4. communicating with someone who is hearing impaired;
5. identifying themselves;
6. receiving medical attention; or
7. precluded from safely using a face covering, mask, or face shield due to a medical or developmental condition. The superintendent, building principal, or their designee shall request documentation from a health care provider when considering an exception to this provision for medical or developmental reasons. The School District will comply with all applicable disability and discrimination laws when implementing this provision.

Option 3 – Required Face Coverings for Specific Schools and Groups | Optional Face Coverings in Other Buildings

This provision is required due to the COVID-19 state of emergency declared by the Board of Trustees or other local, state, or federal agency, official, or legislative body. This policy is adopted, implemented, and enforced in accordance with the supervisory authority vested with the Board of Trustees in accordance with Article 10, section 8 of the Montana Constitution and related statutes and regulations. The Board of Trustees authorizes the Superintendent to develop and implement procedures to enforce this policy.

The School District requires all staff, volunteers, visitors, and students in buildings serving students **Option: Grades \_\_\_\_ | Option: Ages \_\_\_\_** to wear a face covering, mask, or face shield while present in the **following buildings: \_\_\_\_\_**, regardless of COVID-19 vaccination status. The School District also requires all staff, volunteers, visitors, and students in the identified buildings to wear a face covering, mask, or face shield while present at any outdoor school activity with fifty (50) or more people where physical distancing is not possible or is not observed. Face covering, mask, or face shield means disposable or reusable covering that covers the nose and mouth. The School District will provide masks to students, volunteers, and staff, if needed. If a student or staff member wears a reusable mask, the School District expects that the masks be washed on a regular basis to ensure maximum protection.

Students, staff, volunteers, and visitors are not required to wear a face covering, mask, or face shield under this provision when:

1. consuming food or drink;
2. engaging in strenuous physical activity;
3. giving a speech, lecture, class presentation, course lesson, or performance when separated by at least six feet of distance from the gathering, class, or audience;
4. communicating with someone who is hearing impaired;
5. identifying themselves;
6. receiving medical attention; or
7. precluded from safely using a face covering, mask, or face shield due to a medical or developmental condition. The superintendent, building principal, or their designee shall request documentation from a care provider when considering an exception to this provision for medical or developmental reasons. The School District will comply with all applicable disability and discrimination laws when implementing this provision.

When students and members of the public are not present, staff may remove their face covering, mask, or face shield if they are at their individual workstation and six feet of distance is strictly maintained between individuals. If students are working in small groups, the students must be wearing a face covering, mask, or face shield.

All points of entry to any school building or facility open to the public shall have a clearly visible sign posted stating the face covering, mask, or face shield requirement.

Staff, visitors, and students in buildings that do not serve students K-6 have the option of wearing a face covering, mask, or face shield while present in a school building other than those

1 identified in this section. In the event staff or students visit a building where a face covering,  
2 mask, or face shield is required, the student or staff member will comply with that building's  
3 requirements under this policy  
4

5 The implementation of a face covering requirement in the identified buildings is not based on the  
6 COVID-19 vaccination status of any person in accordance with state law. The District does not  
7 make decisions regarding access to or delivery of school services based on COVID-19  
8 vaccination status in accordance with Policy 3413.  
9

10 Allegations of harassment of any person wearing or not wearing a face covering, mask, or face  
11 shield requirement will be promptly investigated in accordance with District policy. Failure or  
12 refusal to wear a face covering, mask, or face shield by a staff member or student not subject to  
13 an exception noted above may result in redirection or discipline in accordance with District  
14 policy and codes of conduct, as applicable.  
15

16 **OPTIONAL:** If, after this section is adopted, the number of active COVID-19 cases in the county  
17 where the school district is located increases to the point of being considered a "substantial" or  
18 "high" rate of transmission as defined by the Centers for Disease Control (CDC), the Board of  
19 Trustees authorizes the superintendent to implement a requirement for face coverings to be worn  
20 in District buildings until such time as the Board of Trustees can adopt an applicable District  
21 policy. The superintendent shall coordinate with the county health department and Board Chair  
22 to determine whether face coverings are a necessary response to a potential or actual COVID-19  
23 outbreak. In the event face coverings are required for other buildings, the superintendent shall  
24 announce the face covering requirement to students, parents, staff, and visitors for the immediate  
25 successive school day each day by 3:00 p.m. If the superintendent determines masks are  
26 required, signs will be installed to inform students, parents, staff, and visitors of mask  
27 requirements while present in the identified District buildings. In the event of a mask  
28 requirement, the exceptions noted in this section shall apply.  
29  
30

### 31 Cleaning and Disinfecting 32

33 School district personnel will routinely both clean by removing germs, dirt and impurities and  
34 disinfect by using chemicals to kill germs on all surfaces and objects in any school building and  
35 on school property that are frequently touched. This process shall include cleaning  
36 objects/surfaces not ordinarily cleaned daily.  
37

38 Personnel will clean with the cleaners typically used and will use all cleaning products according  
39 to the directions on the label. Personnel will disinfect with common EPA-registered household  
40 disinfectants. A list of products that are EPA-approved for use against the virus that causes  
41 COVID-19 is available from the supervising teacher or administrator. Personnel will follow the  
42 manufacturer's instructions for all cleaning and disinfection products.  
43

44 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary  
45 students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped  
46 down before use. Supervising teacher or administrators are required to ensure adequate supplies  
47 to support cleaning and disinfection practices.



### Student Arrival

Hand hygiene stations will be available at the entrance of any school building, so that children can clean their hands before they enter. If a sink with soap and water is not available, the School District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of elementary students' reach and student use will be supervised by staff.

A District employee will greet children outside the school as they arrive to ensure orderly compliance with the provisions of this policy.

### Temperature Screening

Designated School District staff are authorized to test the temperature of students with an approved non-contact or touchless temperature reader. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in accordance with state and/or local health standards as applicable.

When administering a temperature check on a possibly ill student, designated staff members will utilize available physical barriers and personal protective equipment to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

### Healthy Hand Hygiene Behavior

All students, staff, and others present in the any school building will engage in hand hygiene at the following times, which include but are not limited to:

- Arrival to the facility and after breaks
- Before and after preparing, eating, or handling food or drinks
- Before and after administering medication or screening temperature
- After coming in contact with bodily fluid
- After recess
- After handling garbage
- After assisting students with handwashing
- 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.

Staff members will supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members will place grade level appropriate posters describing handwashing steps near sinks.



### Vulnerable Individuals

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if they should telework during the period of declared public health emergency.

Employees who have documented high risk designation from a medical provider are entitled to reasonable accommodation within the meaning of that term in accordance with the Americans with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations may include but are not limited to teleworking in accordance with a work plan developed in coordination with and authorized by the supervising teacher, administrator or other designated supervisor. Such employees may also be eligible for available leave in accordance with the applicable policy or master agreement provision.

### Food Preparation and Meal Service

Facilities must comply with all applicable federal, state, and local regulations and guidance related to safe preparation of food.

Sinks used for food preparation must not be used for any other purposes.

Staff and students will wash their hands in accordance with this policy.

### Transportation Services

The Board of Trustees authorizes the transportation of eligible transportees to and from the school facility in a manner consistent with the protocols established in this policy. The transportation director and school bus drivers will clean and disinfect each seat on each bus after each use.

### Public Awareness

The School District will communicate with parents, citizens, and other necessary stakeholders about the protocols established in this policy and the steps taken to implement the protocols through all available and reasonable means.

### Confidentiality

This policy in no way limits or adjusts the School District's obligations to honor staff and student privacy rights. All applicable district policies and handbook provision governing confidentiality of student and staff medical information remain in full effect.

#### Transfer of Funds for Safety Purposes

The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security to implement this policy in accordance with District Policy 1006FE.

Legal Reference	Governor's Directive Implementing Executive Order 2-2021 – February 12, 2021
	Correspondence clarifying Governor's Directive – February 11, 2021
	Article X, section 8 Montana Constitution
	Section 20-3-324, MCA Powers and Duties
	Section 20-9-806, MCA School Closure by Declaration of
	Emergency
	10.55.701(2)(d)(s) Board of Trustees
	<i>State, ex rel., Bartmess v. Helena Board of Trustees</i> , 726 P.2d 801

<u>Cross Reference:</u>	Policy 1901 – School District Policy and Procedures
	Policy 1903 – School District Events and Meetings
	Policy 1903F – School Events Notice
	Policy 1906 - Student Services and Instructional Delivery
	Policy 1907 – Transportation Services
	Policy 1006FE – Transfer of Funds for Safety Purposes
	Policy 3410 – Student examination and screenings
	Policy 3226 – Bullying and Harassment
	Policy 3417 – Communicable Diseases
	Policy 3431 – Emergency Treatment
	Policy 5015 – Bullying and Harassment
	Policy 1911 - Personnel Use of Leave
	Policy 1910 – Human Resources and Personnel
	Policy 4120 - Public Relations
	Policy 5002 – Accommodating Individuals with Disabilities
	Policy 5130 – Staff Health
	Policy 5230 - Prevention of Disease Transmission
	Policy 6110 – Superintendent Authority
	Policy 6122 - Delegation of Authority

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on: