



## **3.8.2023 Agenda Regular Meeting of Trustees**

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **March 8, 2023** at **6:00 P.M. in the boardroom and via Zoom.**

### **Call to Order**

### **Pledge of Allegiance**

### **Presiding Trustee's Explanation of Procedures**

### **Public Comment - Non Agenda Items**

### **GUESTS:**

### **Consent Agenda**

**Minutes:** February 2, 2023-Special Committee Meeting, February 15, 2023-Regular Meeting and March 3, 2023-Special Committee Meeting; **Finance:** Warrants; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report; **Personnel:** Resignation and New Hire

### **Superintendent Report**

### **District Clerk Report**

### **Business Manager Report**

### **Old Business**

Discussion Items:

Committee Updates

Study Session to Review Student Policies

### **New Business**

Discussion Items:

CPR/ First Aid Staff Policy - First Reading

Action Items:

Classified Contracts - Renewals/ Non Renewals

Certified Contracts - Renewals/ Non Renewals

Memorandum of Understanding - Interim Conditions

2023 Notice of Intent to Impose an Increase/ Decrease in Levies

Business Manager & District Clerk Job Descriptions - Supervisor change

### **Adjournment**

## Excerpt from GGS Policy #1441- Audience Participation

### 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 comments to ensure an orderly progression of the meeting.

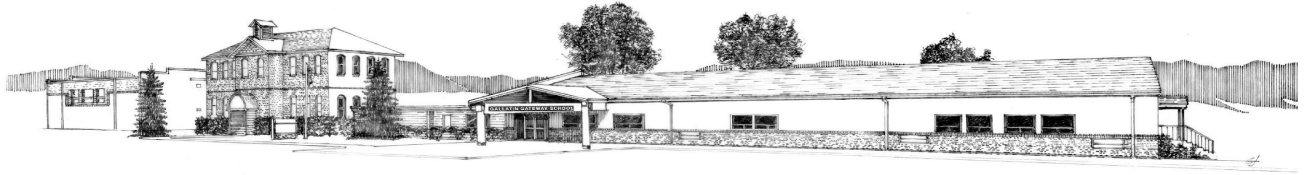
Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual’s statement when appropriate, including 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 procedures:***

1. *Login details are on the district website -- [See District Calendar](#)*
2. *Please ensure your mic is muted until called upon by the 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 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*



**2.2.2023 MINUTES  
SPECIAL WORK SESSION MEETING  
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

---

**CALL TO ORDER**

The Board of Trustees of the Gallatin Gateway School District #35 met at 10:00 A.M. on February 2, 2023, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 10:08 A.M.

**TRUSTEES PRESENT**

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair; Mary Thurber

**COMMITTEE MEMBERS PRESENT**

Kelly Henderson, Superintendent; Brittney Bateman, District Clerk

**COMMITTEE MEMBERS ABSENT**

None

**OTHERS PRESENT**

Nancy Topel

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None.

**NEW BUSINESS**

Agenda Setting for February 15, 2023 Meeting

Board Chair Julie Fleury led a discussion regarding the agenda for the February 15, 2023 regular meeting. The individuals present discussed agenda items to be included on the agenda.

**ADJOURNMENT**

Board Chair Julie Fleury adjourned the meeting at 11:12 A.M.

---

Julie Fleury, Board Chair

---

Brittney Bateman, District Clerk



**2.15.2023 MINUTES  
REGULAR MEETING  
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

---

**CALL TO ORDER**

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00 P.M. on February 15, 2023, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 6:02 P.M.

**TRUSTEES PRESENT**

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

**TRUSTEES ABSENT**

None.

**STAFF PRESENT**

Kelly Henderson, Superintendent  
Zoom: Donna Avilez, Business Manager; Ashley Davis, Teacher

**OTHERS PRESENT**

Nancy Topel, Brian Nickolay

**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**

Nancy Topel: Meetings postings, budget posting, election information

**CONSENT AGENDA**

Motion: Trustee Paulson to approve the consent agenda as presented. **Minutes:** January 18, 2023-Regular Meeting, January 26, 2023-Special Meeting, January 30, 2023-Special Meeting; **Finance:** Warrants; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report; **Personnel:** Personnel Resolution; Out of District Student

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

### **SUPERINTENDENT REPORT**

Superintendent Kelly Henderson gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) individual student success; 2) staff & volunteers; 3) leadership

### **DISTRICT CLERK REPORT**

District Clerk Brittney Bateman was absent from the meeting.

### **BUSINESS MANAGER REPORT**

Business Manager Donna Avilez gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) payroll issues; 2) positive pay;

### **OLD BUSINESS**

*Discussion Items:*

#### Committee Updates

An update regarding the following committees was given by the assigned board trustee.

*Facilities Committee* - Aaron Schweiterman and Tim Melton

In the first meeting, the group reviewed the prior plan and discussed the Long Range Facility Plan and the RFP.

*Safety Committee* - Mary Thurber

Discussions: A representative from MDOT, Dave Gates, was present; GGSF Grant; school zone; evacuation site change; in class resources; external security cameras; backpacks; dismissal

*Whole Child* - Julie Fleury

Discussions: C/C Readiness; student programs

*PDAC* - Carissa Paulson

The PDAC committee will meet after the calendar is approved.

*Action Items:*

#### Health Insurance RFP

The committee will involve the superintendent, district clerk and business manager. The last time a Request For Proposal (RFP) was provided was in 2021, and there was no staff committee to engage in the process. There are concerns the staff have with the current insurance company. The staff would like the district to engage in the RFP process again. The RFP process will be completed prior to July 1, 2023 before the new fiscal year starts.

Motion: Trustee Thurber to approve a staff committee and the initiation and development of the RFP process for health insurance.

Seconded: Trustee Melton

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

### Long Term Substitute Daily Rate of Pay

Policy 5314 outlines the District must follow a set rate for substitute pay. If the District needs to utilize a long term substitute, a contract must be provided. Administration recommended Long-Term Substitutes (LTS) will be placed on a certified teaching contract for assignments over 35 days. The LTS will be placed on the salary schedule for 0-5 years with a cap on experience at BA+20. Long-Term substitutes will not receive fringe benefits.

Motion: Trustee Schwieterman to approve the substitute daily rate of pay, with the removal of 'additional' in the policy.

Seconded: Trustee Thurber

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

### Teacher Contract Language

Administration recommends adding required duties outside of the school day to the certified contract to include Open House, Parent Teacher Conferences (Fall and Spring), Christmas Program, and Ski Day (as necessitated by grade level attendance).

Motion: Trustee Melton to approve addition of the required duties outside of the school day to the certified contract.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

## **NEW BUSINESS**

### *Discussion Items:*

#### Tuition Rates

Policy 7008 requires the Governing Board to review tuition rates for out of district student attendance at Gallatin Gateway School District. Montana Code Annotated 20-5-323 indicates the district is permitted to charge out of district students tuition which may not exceed 20% of the per-ANB amount for the year of attendance. 2023-2024 per-ANB entitlement rate will be \$6,123. The rate for tuition for out of district students would be \$1,224.60 per out of district student for the school year. The group discussed tuition rates and want to ensure the process discates general education seats as a priority when making a decision.

#### Custodial Services

During the 2021-2022 school year, the district engaged in a one-year custodial contract with Butler Industries. We are currently paying \$1,680 per week for 40 hours of services. This equates to \$42 an hour. Administration is interested in investigating the hiring of our own staff - 1 full time and 1 part time employee, as well as the cost of supplies and equipment. Administration will do an analysis of other districts to include hourly wage and benefits and the cost of supplies and required equipment.

### *Action Items:*

#### 2023-24 School District Calendar

The Calendar Committee met to develop a calendar for the 23-24 school year. They utilized the Bozeman Public School District to reference similar days on the calendar for consistency with families.

The Calendar Committee consisted of Mrs. Krogstad, Mrs. Hetherington, Ms. Clark, Mrs. Heller, and Mrs. Henderson. The recommended calendar has similarities to BPS' calendar, required number of hours for both students and PIR days for staff.

Motion: Trustee Melton to approve the presented calendar for the 2023-24 calendar.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

#### 2023 Trustee Resolution Calling for an Election

The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted.

Motion: Trustee Schwieterman to approve the presented 2023 Trustee Resolution Calling for an Election.

Seconded: Trustee Thurber

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

#### Audit RFP and Board Appointee

Administration recommended the board to establish a committee consisting of the Superintendent, Business Manager, District Clerk and a Board Trustee to develop a Request For Proposal (RFP), send the RFP to auditors approved by the state, evaluate the returned RFP's, and make a recommendation to the Board to enter into a contract with an auditor to complete future audit(s).

Motion: Trustee Thurber to establish a committee including Aaron Schwieterman for the audit RFP process.

Seconded: Trustee Melton

Public Comment: None

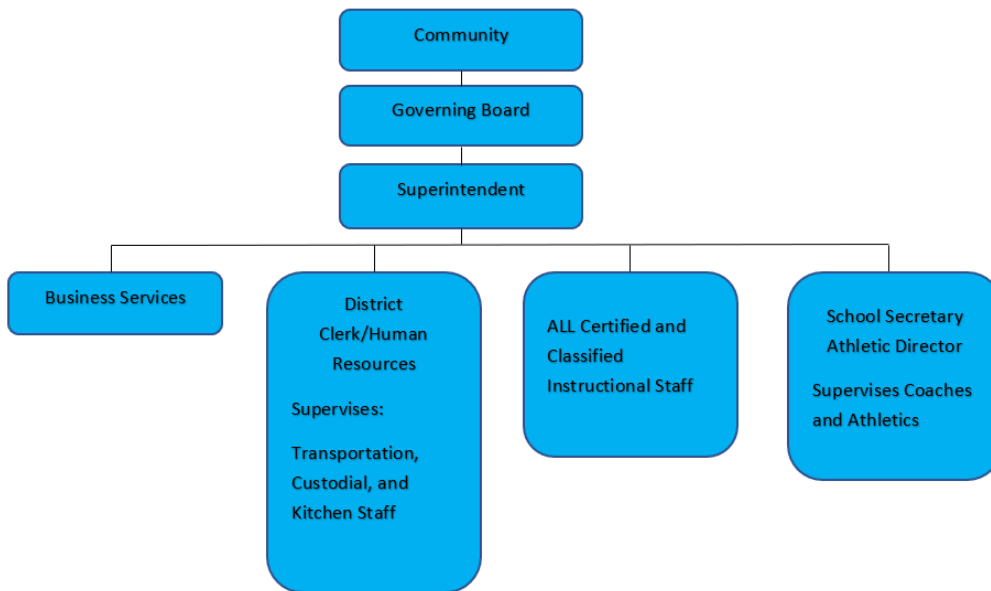
For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

#### Organizational Chart

Administration recommends the approval of the organizational chart and grants administration approval to amend job descriptions to note appropriate supervisors.



Motion: Trustee Schwieterman to approve the organizational chart and grant administrative approval.  
 Seconded: Trustee Paulson  
 Public Comment: None  
 For: Fleury, Paulson, Schwieterman, Thurber, Melton  
 Opposed: None  
 Motion passed unanimously 5-0

**ADJOURNMENT**

Board Chair Julie Fleury adjourned the meeting at 8:08 P.M.

---

Julie Fleury, Board Chair

---

Brittney Bateman, District Clerk





**3.3.2023 MINUTES  
SPECIAL WORK SESSION MEETING  
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

---

**CALL TO ORDER**

The Board of Trustees of the Gallatin Gateway School District #35 met at 10:00 A.M. on March 3, 2023, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 10:00 A.M.

**TRUSTEES PRESENT**

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair

**COMMITTEE MEMBERS PRESENT**

Kelly Henderson, Superintendent; Brittney Bateman, District Clerk

**COMMITTEE MEMBERS ABSENT**

None

**OTHERS PRESENT**

Nancy Topel

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None.

**NEW BUSINESS**

Agenda Setting for March 8, 2023 Meeting

Board Chair Julie Fleury led a discussion regarding the agenda for the March 8, 2023 regular meeting. The individuals present discussed agenda items to be included on the agenda.

**ADJOURNMENT**

Board Chair Julie Fleury adjourned the meeting at 11:02 A.M.

---

Julie Fleury, Board Chair

---

Brittney Bateman, District Clerk

*GENERAL FUND*

Funds 101- 101

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	<i>ORIGINAL BUDGET</i>		<i>YTD</i>	<i>BUDGET</i>
									Curr.	Approp.	Spent	Balance
										Committed	Remaining	
101		100	1000	250		INSTRUCTION	WORKERS' COMPENSATIO		0.00		7.99	-7.99
101		100	1000	320		INSTRUCTION	PROFESSIONAL/EDUCATI		0.00	1,697.50		-1,697.50
101		100	1000	330		INSTRUCTION	OTHER PROFESSIONAL S		0.00	37.00		-37.00
101		100	1000	581		INSTRUCTION	TRAVEL IN-DISTRICT		0.00	153.80		-153.80
101		100	1000	680		INSTRUCTION	COMPUTER SOFTWARE		0.00	13,123.20		-13,123.20
101		100	1000	***	****				0.00	15,019.49		-15,019.49
101		100	2131	800		HEALTH SERVICES-	OTHER		0.00	976.00		-976.00
101		100	2131	***	****				0.00	976.00		-976.00
101		100	2212	810		CURRICULUM	DUES AND FEES		0.00	234.00		-234.00
101		100	2212	***	****				0.00	234.00		-234.00
101		100	2225	330		LIBRARY SERVICES	OTHER PROFESSIONAL S		0.00	1,195.51		-1,195.51
101		100	2225	***	****				0.00	1,195.51		-1,195.51
101		100	2300	320		GENERAL	PROFESSIONAL/EDUCATI		0.00	2,776.80		-2,776.80
101		100	2300	330		GENERAL	OTHER PROFESSIONAL S		0.00	84.01		-84.01
101		100	2300	532		GENERAL	POSTAGE		0.00	145.60		-145.60
101		100	2300	550		GENERAL	PRINTING/DUPLICATING		0.00	30.23		-30.23
101		100	2300	***	****				0.00	3,036.64		-3,036.64
101		100	2312	330		DISTRICT CLERK	OTHER PROFESSIONAL S		0.00	869.75		-869.75
101		100	2312	***	****				0.00	869.75		-869.75
101		100	2490	320		OTHER SUPPORT	PROFESSIONAL/EDUCATI		0.00	237.50		-237.50
101		100	2490	***	****				0.00	237.50		-237.50
101		100	2500	330		BUSINESS SERVICES	OTHER PROFESSIONAL S		0.00	500.00		-500.00
101		100	2500	610		BUSINESS SERVICES	SUPPLIES		0.00	310.51		-310.51
101		100	2500	***	****				0.00	810.51		-810.51
101		100	2572	320		PERSONNEL	PROFESSIONAL/EDUCATI		0.00	360.00		-360.00
101		100	2572	***	****				0.00	360.00		-360.00
101		100	2600	330		OPERATIONS &	OTHER PROFESSIONAL S		0.00	15,323.27		-15,323.27
101		100	2600	410		OPERATIONS &	POWER - LIGHTS		0.00	52.39		-52.39
101		100	2600	411		OPERATIONS &	NATURAL GAS		0.00	192.76		-192.76
101		100	2600	412		OPERATIONS &	ELECTRICITY		0.00	2,593.75		-2,593.75
101		100	2600	433		OPERATIONS &	CUSTODIAL SERVICES		0.00	6,720.00		-6,720.00
101		100	2600	440		OPERATIONS &	REPAIR AND MAINTENAN		0.00	2,880.16		-2,880.16
101		100	2600	531		OPERATIONS &	COMMUNICATIONS- TELE		0.00	900.00		-900.00
101		100	2600	610		OPERATIONS &	SUPPLIES		0.00	1,696.57		-1,696.57
101		100	2600	810		OPERATIONS &	DUES AND FEES		0.00	100.00		-100.00
101		100	2600	***	****				0.00	30,458.90		-30,458.90
101		100	2800	330		SUPPORT	OTHER PROFESSIONAL S		0.00	63.42		-63.42
101		100	2800	***	****				0.00	63.42		-63.42
101		100	****	***	****				0.00	53,261.72		-53,261.72
101		190	2670	780		SAFETY- OPERATION	MAJOR TECHNOLOGY HAR		0.00	1,068.00		-1,068.00

*NO BUDGET SET!*

*ORIGINAL BUDGET*  
*YTD SPENT*  
*BUDGET BALANCE*

Funds 101- 101

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
101		190	2670	***	****				0.00	1,068.00	-1,068.00
101		190	****	***	****				0.00	1,068.00	-1,068.00
101		***	****	***	****						
101	80	100	1000	260		INSTRUCTION	HEALTH INS		0.00	814.00	-814.00
101	80	100	1000	810		INSTRUCTION	DUES AND FEES		0.00	1,862.81	-1,862.81
101	80	100	1000	***	****				0.00	2,676.81	-2,676.81
101	80	100	2131	610		HEALTH SERVICES-	SUPPLIES		0.00	45.00	-45.00
101	80	100	2131	***	****				0.00	45.00	-45.00
101	80	100	2212	810		CURRICULUM	DUES AND FEES		0.00	22.00	-22.00
101	80	100	2212	***	****				0.00	22.00	-22.00
101	80	100	2213	810		INSTRUCTIONAL	DUES AND FEES		0.00	467.09	-467.09
101	80	100	2213	***	****				0.00	467.09	-467.09
101	80	100	2300	330		GENERAL	OTHER PROFESSIONAL S		19,000.00	815.30	18,184.70
101	80	100	2300	331		GENERAL	PROF. SERV. AUDITOR		10,000.00	4,530.00	5,470.00
101	80	100	2300	332		GENERAL	PROF. SERV. LEGAL		4,000.00	0.00	4,000.00
101	80	100	2300	450		GENERAL	RENTAL		0.00	145.62	-145.62
101	80	100	2300	530		GENERAL	COMMUNICATIONS- INTE		4,000.00	0.00	4,000.00
101	80	100	2300	531		GENERAL	COMMUNICATIONS- TELE		3,100.00	822.59	2,277.41
101	80	100	2300	532		GENERAL	POSTAGE		1,750.00	42.54	1,707.46
101	80	100	2300	535		GENERAL	COMMUNICATIONS		770.00	0.00	770.00
101	80	100	2300	540		GENERAL	ADVERTISING		200.00	0.00	200.00
101	80	100	2300	550		GENERAL	PRINTING/DUPLICATING		3,000.00	1,356.66	1,643.34
101	80	100	2300	581		GENERAL	TRAVEL IN-DISTRICT		0.00	288.48	-288.48
101	80	100	2300	582		GENERAL	TRAVEL OUT-OF-DISTRI		1,000.00	0.00	1,000.00
101	80	100	2300	610		GENERAL	SUPPLIES		900.00	0.00	900.00
101	80	100	2300	680		GENERAL	COMPUTER SOFTWARE		1,500.00	0.00	1,500.00
101	80	100	2300	810		GENERAL	DUES AND FEES		5,500.00	2,350.88	3,149.12
101	80	100	2300	***	****				54,720.00	10,352.07	44,367.93
101	80	100	2312	111		DISTRICT CLERK	ADMINISTRATIVE SALAR		0.00	10,965.16	-10,965.16
101	80	100	2312	250		DISTRICT CLERK	WORKERS' COMPENSATIO		0.00	51.77	-51.77
101	80	100	2312	260		DISTRICT CLERK	HEALTH INS		0.00	179.50	-179.50
101	80	100	2312	***	****				0.00	11,196.43	-11,196.43
101	80	100	2314	330		ELECTIONS	OTHER PROFESSIONAL S		4,500.00	0.00	4,500.00
101	80	100	2314	332		ELECTIONS	PROF. SERV. LEGAL		500.00	0.00	500.00
101	80	100	2314	532		ELECTIONS	POSTAGE		1,500.00	0.00	1,500.00
101	80	100	2314	540		ELECTIONS	ADVERTISING		650.00	0.00	650.00
101	80	100	2314	610		ELECTIONS	SUPPLIES		200.00	0.00	200.00
101	80	100	2314	***	****				7,350.00	0.00	7,350.00
101	80	100	2316	610		Staff Relations	SUPPLIES		3,000.00	0.00	3,000.00
101	80	100	2316	***	****				3,000.00	0.00	3,000.00
101	80	100	2321	111		SUPERINTENDENT	ADMINISTRATIVE SALAR		61,483.00	5,098.99	56,384.01

*No Budget Set*

*No Budget*

Funds 101- 101

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
101	80	100	2321	115		SUPERINTENDENT	OFFICE/CLERICAL SALA		34,285.00	6,732.06	27,552.94
101	80	100	2321	125		SUPERINTENDENT	SUBSTITUTE- OFFICE/C		500.00	0.00	500.00
101	80	100	2321	160		SUPERINTENDENT	SICK LEAVE TERMINATI		500.00	0.00	500.00
101	80	100	2321	170		SUPERINTENDENT	VACATION PAY		4,000.00	0.00	4,000.00
101	80	100	2321	250		SUPERINTENDENT	WORKERS' COMPENSATIO		421.00	57.76	363.24
101	80	100	2321	260		SUPERINTENDENT	HEALTH INS		12,000.00	1,594.81	10,405.19
101	80	100	2321	582		SUPERINTENDENT	TRAVEL OUT-OF-DISTRI		2,500.00	0.00	2,500.00
101	80	100	2321	610		SUPERINTENDENT	SUPPLIES		500.00	0.00	500.00
101	80	100	2321	810		SUPERINTENDENT	DUES AND FEES		1,300.00	0.00	1,300.00
101	80	100	2321	***	****				117,489.00	13,483.62	104,005.38
101	80	100	2400	810		SCHOOL	DUES AND FEES		0.00	1,125.00	-1,125.00
101	80	100	2400	***	****				0.00	1,125.00	-1,125.00
101	80	100	2500	111		BUSINESS SERVICES	ADMINISTRATIVE SALAR		23,600.00	4,284.51	19,315.49
101	80	100	2500	115		BUSINESS SERVICES	OFFICE/CLERICAL SALA		8,200.00	2,062.50	6,137.50
101	80	100	2500	160		BUSINESS SERVICES	SICK LEAVE TERMINATI		3,500.00	0.00	3,500.00
101	80	100	2500	170		BUSINESS SERVICES	VACATION PAY		5,300.00	0.00	5,300.00
101	80	100	2500	250		BUSINESS SERVICES	WORKERS' COMPENSATIO		226.00	29.01	196.99
101	80	100	2500	260		BUSINESS SERVICES	HEALTH INS		6,175.00	7.14	6,167.86
101	80	100	2500	340		BUSINESS SERVICES	TECHNICAL SERVICES		500.00	0.00	500.00
101	80	100	2500	550		BUSINESS SERVICES	PRINTING/DUPLICATING		425.00	0.00	425.00
101	80	100	2500	582		BUSINESS SERVICES	TRAVEL OUT-OF-DISTRI		1,500.00	0.00	1,500.00
101	80	100	2500	610		BUSINESS SERVICES	SUPPLIES		250.00	146.88	103.12
101	80	100	2500	660		BUSINESS SERVICES	MINOR EQUIPMENT		500.00	0.00	500.00
101	80	100	2500	680		BUSINESS SERVICES	COMPUTER SOFTWARE		9,200.00	10,408.00	-1,208.00
101	80	100	2500	800		BUSINESS SERVICES	OTHER		0.00	52.61	-52.61
101	80	100	2500	810		BUSINESS SERVICES	DUES AND FEES		1,000.00	375.00	625.00
101	80	100	2500	***	****				60,376.00	17,365.65	43,010.35
101	80	100	2517	540		PROPERTY	ADVERTISING		85.00	0.00	85.00
101	80	100	2517	680		PROPERTY	COMPUTER SOFTWARE		656.00	0.00	656.00
101	80	100	2517	***	****				741.00	0.00	741.00
101	80	100	2530	610		Printing,	SUPPLIES		1,100.00	0.00	1,100.00
101	80	100	2530	***	****				1,100.00	0.00	1,100.00
101	80	100	2572	540		PERSONNEL	ADVERTISING		3,344.00	0.00	3,344.00
101	80	100	2572	810		PERSONNEL	DUES AND FEES		200.00	0.00	200.00
101	80	100	2572	***	****				3,544.00	0.00	3,544.00
101	80	100	2580	682		ADMINISTRATIVE	SUPPLIES- TECHNOLOGY		3,500.00	2,456.00	1,044.00
101	80	100	2580	***	****				3,500.00	2,456.00	1,044.00
101	80	100	2600	114		OPERATIONS &	CUSTODIAL SALARY		9,243.00	2,366.00	6,877.00
101	80	100	2600	250		OPERATIONS &	WORKERS' COMPENSATIO		254.00	11.01	242.99
101	80	100	2600	260		OPERATIONS &	HEALTH INS		0.00	0.91	-0.91
101	80	100	2600	410		OPERATIONS &	POWER - LIGHTS		1,500.00	0.00	1,500.00
101	80	100	2600	411		OPERATIONS &	NATURAL GAS		12,500.00	3,271.11	9,228.89
101	80	100	2600	412		OPERATIONS &	ELECTRICITY		11,000.00	0.00	11,000.00
101	80	100	2600	420		OPERATIONS &	OTHER UTILITY SERVIC		10,717.00	7,144.32	3,572.68
101	80	100	2600	421		OPERATIONS &	WATER TESTS		1,800.00	1,419.04	380.96

Funds 101- 101

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
101	80	100	2600	431		OPERATIONS &	DISPOSAL SERVICE		3,600.00	396.00	3,204.00
101	80	100	2600	433		OPERATIONS &	CUSTODIAL SERVICES		47,150.00	25,471.94	21,678.06
101	80	100	2600	440		OPERATIONS &	REPAIR AND MAINTENAN		15,000.00	1,933.56	13,066.44
101	80	100	2600	520		OPERATIONS &	INSURANCE		12,683.00	14,123.85	-1,440.85
101	80	100	2600	531		OPERATIONS &	COMMUNICATIONS- TELE		0.00	675.00	-675.00
101	80	100	2600	610		OPERATIONS &	SUPPLIES		6,000.00	1,413.83	4,586.17
101	80	100	2600	660		OPERATIONS &	MINOR EQUIPMENT		1,300.00	0.00	1,300.00
101	80	100	2600	810		OPERATIONS &	DUES AND FEES		1,000.00	144.00	856.00
101	80	100	2600	***	****				133,747.00	58,370.57	75,376.43
101	80	100	2630	432		GROUNDS- CARE AND	SNOW PLOWING SERVICE		5,000.00	487.50	4,512.50
101	80	100	2630	440		GROUNDS- CARE AND	REPAIR AND MAINTENAN		7,213.00	0.00	7,213.00
101	80	100	2630	***	****				12,213.00	487.50	11,725.50
101	80	100	****	***	****				397,780.00	118,047.74	279,732.26
101	80	910	3100	116		FOOD SERVICES	COOKS		0.00	166.80	-166.80
101	80	910	3100	250		FOOD SERVICES	WORKERS' COMPENSATIO		0.00	0.78	-0.78
101	80	910	3100	260		FOOD SERVICES	HEALTH INS		0.00	65.40	-65.40
101	80	910	3100	610		FOOD SERVICES	SUPPLIES		0.00	29.53	-29.53
101	80	910	3100	630		FOOD SERVICES	FOOD		0.00	2,335.69	-2,335.69
101	80	910	3100	810		FOOD SERVICES	DUES AND FEES		0.00	45.50	-45.50
101	80	910	3100	***	****				0.00	2,643.70	-2,643.70
101	80	910	****	***	****				0.00	2,643.70	-2,643.70
101	80	***	****	***	****				397,780.00	120,691.44	277,088.56
101	81	100	1000	112		INSTRUCTION	CERTIFIED SALARIES		420,931.00	34,964.36	385,966.64
101	81	100	1000	117		INSTRUCTION	PARAPROFESSIONALS		62,976.00	3,105.74	59,870.26
101	81	100	1000	122		INSTRUCTION	SUBSTITUTE TEACHERS		3,000.00	0.00	3,000.00
101	81	100	1000	150		INSTRUCTION	STIPEND		0.00	25.00	-25.00
101	81	100	1000	160		INSTRUCTION	SICK LEAVE TERMINATI		2,000.00	0.00	2,000.00
101	81	100	1000	170		INSTRUCTION	VACATION PAY		3,000.00	0.00	3,000.00
101	81	100	1000	180		INSTRUCTION	BONUS		1,368.00	0.00	1,368.00
101	81	100	1000	250		INSTRUCTION	WORKERS' COMPENSATIO		2,193.00	231.64	1,961.36
101	81	100	1000	260		INSTRUCTION	HEALTH INS		68,771.00	7,553.01	61,217.99
101	81	100	1000	610		INSTRUCTION	SUPPLIES		15,000.00	30,781.60	-15,781.60
101	81	100	1000	650		INSTRUCTION	PERIODICALS		150.00	0.00	150.00
101	81	100	1000	680		INSTRUCTION	COMPUTER SOFTWARE		15,900.00	0.00	15,900.00
101	81	100	1000	682		INSTRUCTION	SUPPLIES- TECHNOLOGY		500.00	0.00	500.00
101	81	100	1000	***	****				595,789.00	76,661.35	519,127.65
101	81	100	2100	113		STUDENTS	PROFESSIONAL-OTHER C		4,448.00	169.80	4,278.20
101	81	100	2100	170		STUDENTS	VACATION PAY		375.00	0.00	375.00
101	81	100	2100	250		STUDENTS	WORKERS' COMPENSATIO		45.00	0.80	44.20
101	81	100	2100	260		STUDENTS	HEALTH INS		459.00	128.51	330.49
101	81	100	2100	***	****				5,327.00	299.11	5,027.89
101	81	100	2120	113		GUIDANCE PROGRAM	PROFESSIONAL-OTHER C		23,841.00	2,675.15	21,165.85
101	81	100	2120	170		GUIDANCE PROGRAM	VACATION PAY		200.00	0.00	200.00
101	81	100	2120	250		GUIDANCE PROGRAM	WORKERS' COMPENSATIO		105.00	12.44	92.56

X

SHOULD NOT  
BE 101  
WRONG CODING

Funds 101- 101

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
101	81	100	2120	260		GUIDANCE PROGRAM	HEALTH INS		3,687.00	352.03	3,334.97
101	81	100	2120	610		GUIDANCE PROGRAM	SUPPLIES		700.00	0.00	700.00
101	81	100	2120	680		GUIDANCE PROGRAM	COMPUTER SOFTWARE		200.00	0.00	200.00
101	81	100	2120	810		GUIDANCE PROGRAM	DUES AND FEES		200.00	0.00	200.00
101	81	100	2120	***	****				28,933.00	3,039.62	25,893.38
101	81	100	2131	610		HEALTH SERVICES-	SUPPLIES		200.00	0.00	200.00
101	81	100	2131	***	****				200.00	0.00	200.00
101	81	100	2212	810		CURRICULUM	DUES AND FEES		2,850.00	124.80	2,725.20
101	81	100	2212	***	****				2,850.00	124.80	2,725.20
101	81	100	2213	150		INSTRUCTIONAL	STIPEND		228.00	0.00	228.00
101	81	100	2213	250		INSTRUCTIONAL	WORKERS' COMPENSATIO		4.00	0.00	4.00
101	81	100	2213	582		INSTRUCTIONAL	TRAVEL OUT-OF-DISTRI		200.00	0.00	200.00
101	81	100	2213	***	****				432.00	0.00	432.00
101	81	100	2225	113		LIBRARY SERVICES	PROFESSIONAL-OTHER C		19,734.00	1,887.86	17,846.14
101	81	100	2225	150		LIBRARY SERVICES	STIPEND		760.00	0.00	760.00
101	81	100	2225	250		LIBRARY SERVICES	WORKERS' COMPENSATIO		87.00	8.78	78.22
101	81	100	2225	260		LIBRARY SERVICES	HEALTH INS		2,728.00	226.99	2,501.01
101	81	100	2225	610		LIBRARY SERVICES	SUPPLIES		700.00	1,358.06	-658.06
101	81	100	2225	640		LIBRARY SERVICES	BOOKS		1,800.00	872.31	927.69
101	81	100	2225	660		LIBRARY SERVICES	MINOR EQUIPMENT		500.00	0.00	500.00
101	81	100	2225	680		LIBRARY SERVICES	COMPUTER SOFTWARE		2,700.00	0.00	2,700.00
101	81	100	2225	***	****				29,009.00	4,354.00	24,655.00
101	81	100	****	***	****				662,540.00	84,478.88	578,061.12
101	81	280	1000	112		INSTRUCTION	CERTIFIED SALARIES		29,368.00	2,614.73	26,753.27
101	81	280	1000	122		INSTRUCTION	SUBSTITUTE TEACHERS		400.00	0.00	400.00
101	81	280	1000	160		INSTRUCTION	SICK LEAVE TERMINATI		500.00	0.00	500.00
101	81	280	1000	170		INSTRUCTION	VACATION PAY		500.00	0.00	500.00
101	81	280	1000	250		INSTRUCTION	WORKERS' COMPENSATIO		130.00	12.16	117.84
101	81	280	1000	260		INSTRUCTION	HEALTH INS		5,457.00	457.02	4,999.98
101	81	280	1000	610		INSTRUCTION	SUPPLIES		500.00	0.00	500.00
101	81	280	1000	682		INSTRUCTION	SUPPLIES- TECHNOLOGY		200.00	0.00	200.00
101	81	280	1000	***	****				37,055.00	3,083.91	33,971.09
101	81	280	6200	920		RESOURCES	RESOURCES TRANSFER T		2,106.00	0.00	2,106.00
101	81	280	6200	***	****				2,106.00	0.00	2,106.00
101	81	280	****	***	****				39,161.00	3,083.91	36,077.09
101	81	365	2225	640		LIBRARY SERVICES	BOOKS		500.00	0.00	500.00
101	81	365	2225	***	****				500.00	0.00	500.00
101	81	365	****	***	****				500.00	0.00	500.00
101	81	710	3407	150		ACTIVITIES-	STIPEND		264.00	0.00	264.00
101	81	710	3407	250		ACTIVITIES-	WORKERS' COMPENSATIO		1.00	0.00	1.00

Funds 101- 101

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
101	81	710	3407	***	****				265.00	0.00	265.00
101	81	710	3424	150		ACTIVITIES- CLASS	STIPEND		600.00	0.00	600.00
101	81	710	3424	250		ACTIVITIES- CLASS	WORKERS' COMPENSATIO		3.00	0.00	3.00
101	81	710	3424	***	****				603.00	0.00	603.00
101	81	710	3425	150		ACTIVITIES- CLASS	STIPEND		150.00	0.00	150.00
101	81	710	3425	250		ACTIVITIES- CLASS	WORKERS' COMPENSATIO		1.00	0.00	1.00
101	81	710	3425	***	****				151.00	0.00	151.00
101	81	710	****	***	****				1,019.00	0.00	1,019.00
101	81	720	3500	119		EXTRACURRICULAR	OTHER SUPERVISORY SA		3,700.00	0.00	3,700.00
101	81	720	3500	250		EXTRACURRICULAR	WORKERS' COMPENSATIO		16.00	0.00	16.00
101	81	720	3500	***	****				3,716.00	0.00	3,716.00
101	81	720	3501	150		ATHLETICS-	STIPEND		950.00	0.00	950.00
101	81	720	3501	250		ATHLETICS-	WORKERS' COMPENSATIO		4.00	0.00	4.00
101	81	720	3501	***	****				954.00	0.00	954.00
101	81	720	3502	150		ATHLETICS- GIRLS	STIPEND		950.00	0.00	950.00
101	81	720	3502	250		ATHLETICS- GIRLS	WORKERS' COMPENSATIO		4.00	0.00	4.00
101	81	720	3502	***	****				954.00	0.00	954.00
101	81	720	3503	150		ATHLETICS- BOYS	STIPEND		950.00	0.00	950.00
101	81	720	3503	250		ATHLETICS- BOYS	WORKERS' COMPENSATIO		4.00	0.00	4.00
101	81	720	3503	***	****				954.00	0.00	954.00
101	81	720	3504	150		ATHLETICS-	STIPEND		600.00	0.00	600.00
101	81	720	3504	250		ATHLETICS-	WORKERS' COMPENSATIO		3.00	0.00	3.00
101	81	720	3504	***	****				603.00	0.00	603.00
101	81	720	3505	150		ATHLETICS- TRACK	STIPEND		1,200.00	0.00	1,200.00
101	81	720	3505	250		ATHLETICS- TRACK	WORKERS' COMPENSATIO		5.00	0.00	5.00
101	81	720	3505	***	****				1,205.00	0.00	1,205.00
101	81	720	3506	150		ATHLETICS-	STIPEND		264.00	0.00	264.00
101	81	720	3506	250		ATHLETICS-	WORKERS' COMPENSATIO		1.00	0.00	1.00
101	81	720	3506	***	****				265.00	0.00	265.00
101	81	720	****	***	****				8,651.00	0.00	8,651.00
101	81	***	****	***	****				711,871.00	87,562.79	624,308.21
101	82	100	1000	112		INSTRUCTION	CERTIFIED SALARIES		110,450.00	8,547.64	101,902.36
101	82	100	1000	117		INSTRUCTION	PARAPROFESSIONALS		15,677.00	1,084.55	14,592.45
101	82	100	1000	122		INSTRUCTION	SUBSTITUTE TEACHERS		2,500.00	0.00	2,500.00
101	82	100	1000	160		INSTRUCTION	SICK LEAVE TERMINATI		2,000.00	0.00	2,000.00
101	82	100	1000	170		INSTRUCTION	VACATION PAY		5,000.00	0.00	5,000.00
101	82	100	1000	180		INSTRUCTION	BONUS		450.00	0.00	450.00
101	82	100	1000	250		INSTRUCTION	WORKERS' COMPENSATIO		600.00	44.83	555.17
101	82	100	1000	260		INSTRUCTION	HEALTH INS		18,100.00	1,398.08	16,701.92

Funds 101- 101

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
101	82	100	1000	610		INSTRUCTION	SUPPLIES		4,000.00	11,318.04	-7,318.04
101	82	100	1000	650		INSTRUCTION	PERIODICALS		100.00	0.00	100.00
101	82	100	1000	680		INSTRUCTION	COMPUTER SOFTWARE		4,800.00	0.00	4,800.00
101	82	100	1000	810		INSTRUCTION	DUES AND FEES		400.00	0.00	400.00
101	82	100	1000	***	****				164,077.00	22,393.14	141,683.86
101	82	100	2100	113		STUDENTS	PROFESSIONAL-OTHER C		1,440.00	60.60	1,379.40
101	82	100	2100	170		STUDENTS	VACATION PAY		125.00	0.00	125.00
101	82	100	2100	250		STUDENTS	WORKERS' COMPENSATIO		20.00	0.28	19.72
101	82	100	2100	260		STUDENTS	HEALTH INS		192.00	45.87	146.13
101	82	100	2100	610		STUDENTS	SUPPLIES		100.00	0.00	100.00
101	82	100	2100	***	****				1,877.00	106.75	1,770.25
101	82	100	2120	113		GUIDANCE PROGRAM	PROFESSIONAL-OTHER C		23,841.00	844.79	22,996.21
101	82	100	2120	170		GUIDANCE PROGRAM	VACATION PAY		100.00	0.00	100.00
101	82	100	2120	250		GUIDANCE PROGRAM	WORKERS' COMPENSATIO		105.00	3.93	101.07
101	82	100	2120	260		GUIDANCE PROGRAM	HEALTH INS		3,687.00	111.16	3,575.84
101	82	100	2120	610		GUIDANCE PROGRAM	SUPPLIES		300.00	0.00	300.00
101	82	100	2120	680		GUIDANCE PROGRAM	COMPUTER SOFTWARE		100.00	0.00	100.00
101	82	100	2120	810		GUIDANCE PROGRAM	DUES AND FEES		170.00	0.00	170.00
101	82	100	2120	***	****				28,303.00	959.88	27,343.12
101	82	100	2212	810		CURRICULUM	DUES AND FEES		900.00	0.00	900.00
101	82	100	2212	***	****				900.00	0.00	900.00
101	82	100	2213	150		INSTRUCTIONAL	STIPEND		72.00	0.00	72.00
101	82	100	2213	250		INSTRUCTIONAL	WORKERS' COMPENSATIO		1.00	0.00	1.00
101	82	100	2213	582		INSTRUCTIONAL	TRAVEL OUT-OF-DISTRI		200.00	0.00	200.00
101	82	100	2213	***	****				273.00	0.00	273.00
101	82	100	2225	113		LIBRARY SERVICES	PROFESSIONAL-OTHER C		6,934.00	663.30	6,270.70
101	82	100	2225	150		LIBRARY SERVICES	STIPEND		240.00	0.00	240.00
101	82	100	2225	250		LIBRARY SERVICES	WORKERS' COMPENSATIO		31.00	3.09	27.91
101	82	100	2225	260		LIBRARY SERVICES	HEALTH INS		959.00	79.76	879.24
101	82	100	2225	610		LIBRARY SERVICES	SUPPLIES		0.00	528.17	-528.17
101	82	100	2225	640		LIBRARY SERVICES	BOOKS		1,000.00	339.25	660.75
101	82	100	2225	660		LIBRARY SERVICES	MINOR EQUIPMENT		225.00	0.00	225.00
101	82	100	2225	680		LIBRARY SERVICES	COMPUTER SOFTWARE		1,025.00	0.00	1,025.00
101	82	100	2225	***	****				10,414.00	1,613.57	8,800.43
101	82	100	****	***	****				205,844.00	25,073.34	180,770.66
101	82	280	1000	112		INSTRUCTION	CERTIFIED SALARIES		10,318.00	918.69	9,399.31
101	82	280	1000	122		INSTRUCTION	SUBSTITUTE TEACHERS		500.00	0.00	500.00
101	82	280	1000	160		INSTRUCTION	SICK LEAVE TERMINATI		200.00	0.00	200.00
101	82	280	1000	170		INSTRUCTION	VACATION PAY		350.00	0.00	350.00
101	82	280	1000	250		INSTRUCTION	WORKERS' COMPENSATIO		46.00	4.27	41.73
101	82	280	1000	260		INSTRUCTION	HEALTH INS		1,917.00	160.58	1,756.42
101	82	280	1000	610		INSTRUCTION	SUPPLIES		200.00	0.00	200.00
101	82	280	1000	682		INSTRUCTION	SUPPLIES- TECHNOLOGY		100.00	0.00	100.00
101	82	280	1000	***	****				13,631.00	1,083.54	12,547.46



Funds 101- 101

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
101	82	280	6200	920		RESOURCES	RESOURCES TRANSFER T		665.00	0.00	665.00
101	82	280	6200	***	****				665.00	0.00	665.00
101	82	280	****	***	****				14,296.00	1,083.54	13,212.46
101	82	365	2225	640		LIBRARY SERVICES	BOOKS		200.00	0.00	200.00
101	82	365	2225	***	****				200.00	0.00	200.00
101	82	365	****	***	****				200.00	0.00	200.00
101	82	710	3407	150		ACTIVITIES-	STIPEND		336.00	0.00	336.00
101	82	710	3407	250		ACTIVITIES-	WORKERS' COMPENSATIO		1.00	0.00	1.00
101	82	710	3407	***	****				337.00	0.00	337.00
101	82	710	3422	150		ACTIVITIES- CLASS	STIPEND		1,000.00	100.00	900.00
101	82	710	3422	250		ACTIVITIES- CLASS	WORKERS' COMPENSATIO		4.00	0.47	3.53
101	82	710	3422	582		ACTIVITIES- CLASS	TRAVEL OUT-OF-DISTRI		3,000.00	0.00	3,000.00
101	82	710	3422	***	****				4,004.00	100.47	3,903.53
101	82	710	****	***	****				4,341.00	100.47	4,240.53
101	82	720	3500	119		EXTRACURRICULAR	OTHER SUPERVISORY SA		1,300.00	0.00	1,300.00
101	82	720	3500	250		EXTRACURRICULAR	WORKERS' COMPENSATIO		6.00	0.00	6.00
101	82	720	3500	***	****				1,306.00	0.00	1,306.00
101	82	720	3501	150		ATHLETICS-	STIPEND		950.00	0.00	950.00
101	82	720	3501	250		ATHLETICS-	WORKERS' COMPENSATIO		4.00	0.00	4.00
101	82	720	3501	***	****				954.00	0.00	954.00
101	82	720	3502	150		ATHLETICS- GIRLS	STIPEND		950.00	0.00	950.00
101	82	720	3502	250		ATHLETICS- GIRLS	WORKERS' COMPENSATIO		4.00	0.00	4.00
101	82	720	3502	***	****				954.00	0.00	954.00
101	82	720	3503	150		ATHLETICS- BOYS	STIPEND		950.00	0.00	950.00
101	82	720	3503	250		ATHLETICS- BOYS	WORKERS' COMPENSATIO		4.00	0.00	4.00
101	82	720	3503	***	****				954.00	0.00	954.00
101	82	720	3504	150		ATHLETICS-	STIPEND		600.00	0.00	600.00
101	82	720	3504	250		ATHLETICS-	WORKERS' COMPENSATIO		3.00	0.00	3.00
101	82	720	3504	***	****				603.00	0.00	603.00
101	82	720	3505	150		ATHLETICS- TRACK	STIPEND		1,200.00	0.00	1,200.00
101	82	720	3505	250		ATHLETICS- TRACK	WORKERS' COMPENSATIO		5.00	0.00	5.00
101	82	720	3505	***	****				1,205.00	0.00	1,205.00
101	82	720	3506	150		ATHLETICS-	STIPEND		336.00	0.00	336.00
101	82	720	3506	250		ATHLETICS-	WORKERS' COMPENSATIO		1.00	0.00	1.00
101	82	720	3506	***	****				337.00	0.00	337.00
101	82	720	****	***	****				6,313.00	0.00	6,313.00

Funds 101- 101

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
101	82	***	****	***	****				230,994.00	26,257.35	204,736.65
101	***	***	****	***	****				1,340,645.00	288,841.30	1,051,803.70
<b>Grand Total</b>									<b>1,340,645.00</b>	<b>288,841.30</b>	<b>1,051,803.70</b>

↓  
TOTAL general  
FUND BUDGET [REDACTED]  
[REDACTED] IS ACTUALLY  
\$ 1,351,226.40  
NEED to Add  
\$ 10,581.40  
to 2023 BUDGET.

Fund=110,112

# TRANSPORTATION

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
110		100	2600	410		OPERATIONS &	POWER - LIGHTS		0.00	13.43	-13.43
110		100	2600	412		OPERATIONS &	ELECTRICITY		0.00	381.27	-381.27
110		100	2600	***	****				0.00	394.70	-394.70
110		100	2700	510		STUDENT	STUDENT TRANSPORTATI		0.00	5,747.20	-5,747.20
110		100	2700	***	****				0.00	5,747.20	-5,747.20
110		100	2740	440		TRANSPORATION	REPAIR AND MAINTENAN		0.00	212.00	-212.00
110		100	2740	***	****				0.00	212.00	-212.00
110		100	****	***	****				0.00	6,353.90	-6,353.90
110		***	****	***	****						
110	80	100	2300	530		GENERAL	COMMUNICATIONS- INTE		1,500.00	0.00	1,500.00
110	80	100	2300	531		GENERAL	COMMUNICATIONS- TELE		1,300.00	281.71	1,018.29
110	80	100	2300	***	****				2,800.00	281.71	2,518.29
110	80	100	2312	111		DISTRICT CLERK	ADMINISTRATIVE SALAR		0.00	2,848.10	-2,848.10
110	80	100	2312	250		DISTRICT CLERK	WORKERS' COMPENSATIO		0.00	13.44	-13.44
110	80	100	2312	260		DISTRICT CLERK	HEALTH INS		0.00	48.99	-48.99
110	80	100	2312	***	****				0.00	2,910.53	-2,910.53
110	80	100	2321	111		SUPERINTENDENT	ADMINISTRATIVE SALAR		16,500.00	1,064.67	15,435.33
110	80	100	2321	115		SUPERINTENDENT	OFFICE/CLERICAL SALA		6,300.00	1,202.15	5,097.85
110	80	100	2321	250		SUPERINTENDENT	WORKERS' COMPENSATIO		100.00	10.54	89.46
110	80	100	2321	260		SUPERINTENDENT	HEALTH INS		2,600.00	180.36	2,419.64
110	80	100	2321	***	****				25,500.00	2,457.72	23,042.28
110	80	100	2500	111		BUSINESS SERVICES	ADMINISTRATIVE SALAR		19,000.00	1,977.42	17,022.58
110	80	100	2500	115		BUSINESS SERVICES	OFFICE/CLERICAL SALA		3,800.00	0.00	3,800.00
110	80	100	2500	160		BUSINESS SERVICES	SICK LEAVE TERMINATI		1,800.00	0.00	1,800.00
110	80	100	2500	170		BUSINESS SERVICES	VACATION PAY		4,200.00	0.00	4,200.00
110	80	100	2500	190		BUSINESS SERVICES	LEAVE - PAY		750.00	0.00	750.00
110	80	100	2500	250		BUSINESS SERVICES	WORKERS' COMPENSATIO		115.00	9.12	105.88
110	80	100	2500	260		BUSINESS SERVICES	HEALTH INS		2,800.00	3.30	2,796.70
110	80	100	2500	***	****				32,465.00	1,989.84	30,475.16
110	80	100	2600	410		OPERATIONS &	POWER - LIGHTS		1,500.00	0.00	1,500.00
110	80	100	2600	412		OPERATIONS &	ELECTRICITY		2,700.00	0.00	2,700.00
110	80	100	2600	431		OPERATIONS &	DISPOSAL SERVICE		500.00	0.00	500.00
110	80	100	2600	433		OPERATIONS &	CUSTODIAL SERVICES		11,720.00	1,220.80	10,499.20
110	80	100	2600	***	****				16,420.00	1,220.80	15,199.20
110	80	100	2630	432		GROUNDS- CARE AND	SNOW PLOWING SERVICE		2,000.00	162.50	1,837.50
110	80	100	2630	440		GROUNDS- CARE AND	REPAIR AND MAINTENAN		400.00	0.00	400.00
110	80	100	2630	***	****				2,400.00	162.50	2,237.50
110	80	100	2700	118		STUDENT	BUS DRIVERS		27,000.00	0.00	27,000.00
110	80	100	2700	128		STUDENT	SUBSTITUTE BUS DRIVE		500.00	0.00	500.00
110	80	100	2700	180		STUDENT	BONUS		1,600.00	800.00	800.00
110	80	100	2700	190		STUDENT	LEAVE - PAY		800.00	0.00	800.00

*No Budget Set!*

*No Budget & payroll no t set correctly. Not sure if will look in to it.*

03/03/23  
10:06:17

GALLATIN GATEWAY ELEMENTARY  
Summary Budget  
For the Accounting Period: 2 / 23

Page: 2 of 4  
Report ID: B100M

Fund=110,112

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
110	80	100	2700	250		STUDENT	WORKERS' COMPENSATIO		1,560.00	48.06	1,511.94
110	80	100	2700	260		STUDENT	HEALTH INS		1,700.00	0.00	1,700.00
110	80	100	2700	330		STUDENT	OTHER PROFESSIONAL S		1,032.00	0.00	1,032.00
110	80	100	2700	510		STUDENT	STUDENT TRANSPORTATI		0.00	14,592.50	-14,592.50
110	80	100	2700	520		STUDENT	INSURANCE		4,873.00	6,518.70	-1,645.70
110	80	100	2700	582		STUDENT	TRAVEL OUT-OF-DISTRI		200.00	0.00	200.00
110	80	100	2700	610		STUDENT	SUPPLIES		600.00	97.27	502.73
110	80	100	2700	624		STUDENT	FUEL		4,100.00	0.00	4,100.00
110	80	100	2700	810		STUDENT	DUES AND FEES		150.00	0.00	150.00
110	80	100	2700	***	****				44,115.00	22,056.53	22,058.47
110	80	100	2740	440		TRANSPORATION	REPAIR AND MAINTENAN		1,000.00	3,815.00	-2,815.00
110	80	100	2740	610		TRANSPORATION	SUPPLIES		200.00	0.00	200.00
110	80	100	2740	***	****				1,200.00	3,815.00	-2,615.00
110	80	100	****	***	****				124,900.00	34,894.63	90,005.37
110	80	***	****	***	****				124,900.00	34,894.63	90,005.37
110	***	***	****	***	****				124,900.00	41,248.53	83,651.47

↓  
Budget  
BALANCE

Fund=110,112

# FOOD SERVICE

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
→ 112		100	3100	800		FOOD SERVICES	OTHER		0.00	326.04	-326.04
112		100	3100	***	****				0.00	326.04	-326.04
112		100	****	****	****				0.00	326.04	-326.04
112		910	3100	610		FOOD SERVICES	SUPPLIES		0.00	252.93	-252.93
112		910	3100	630		FOOD SERVICES	FOOD		-201.00	0.00	-201.00
112		910	3100	***	****				-201.00	252.93	-453.93
112		910	****	****	****				-201.00	252.93	-453.93
112		***	****	****	****						
112	80	100	2316	610		Staff Relations	SUPPLIES		38.00	0.00	38.00
112	80	100	2316	***	****				38.00	0.00	38.00
112	80	100	****	****	****				38.00	0.00	38.00
112	80	910	3100	116		FOOD SERVICES	COOKS		43,816.00	807.89	43,008.11
112	80	910	3100	126		FOOD SERVICES	SUBSTITUTE COOKS		235.00	0.00	235.00
112	80	910	3100	160		FOOD SERVICES	SICK LEAVE TERMINATI		674.00	0.00	674.00
112	80	910	3100	170		FOOD SERVICES	VACATION PAY		425.00	0.00	425.00
112	80	910	3100	250		FOOD SERVICES	WORKERS' COMPENSATIO		1,785.00	26.96	1,758.04
112	80	910	3100	260		FOOD SERVICES	HEALTH INS		3,926.00	152.60	3,773.40
112	80	910	3100	440	203	FOOD SERVICES	REPAIR AND MAINTENAN COVID-19 NUTRITION F		734.00	0.00	734.00
112	80	910	3100	610		FOOD SERVICES	SUPPLIES		9,695.00	2,247.44	7,447.56
112	80	910	3100	630		FOOD SERVICES	FOOD		65,042.00	16,774.94	48,267.06
112	80	910	3100	810		FOOD SERVICES	DUES AND FEES		71.00	115.00	-44.00
112	80	910	3100	***	****				126,403.00	20,124.83	106,278.17
112	80	910	****	****	****				126,403.00	20,124.83	106,278.17
112	80	***	****	****	****				126,441.00	20,124.83	106,316.17
112	81	910	3100	116		FOOD SERVICES	COOKS		38,000.00	0.00	38,000.00
112	81	910	3100	126		FOOD SERVICES	SUBSTITUTE COOKS		380.00	0.00	380.00
112	81	910	3100	250		FOOD SERVICES	WORKERS' COMPENSATIO		1,520.00	0.00	1,520.00
112	81	910	3100	260		FOOD SERVICES	HEALTH INS		3,420.00	0.00	3,420.00
112	81	910	3100	610		FOOD SERVICES	SUPPLIES		7,600.00	0.00	7,600.00
112	81	910	3100	630		FOOD SERVICES	FOOD		57,000.00	0.00	57,000.00
112	81	910	3100	810		FOOD SERVICES	DUES AND FEES		152.00	0.00	152.00
112	81	910	3100	***	****				108,072.00	0.00	108,072.00
112	81	910	****	****	****				108,072.00	0.00	108,072.00
112	81	***	****	****	****				108,072.00	0.00	108,072.00
112	82	910	3100	116		FOOD SERVICES	COOKS		12,000.00	0.00	12,000.00
112	82	910	3100	126		FOOD SERVICES	SUBSTITUTE COOKS		120.00	0.00	120.00
112	82	910	3100	250		FOOD SERVICES	WORKERS' COMPENSATIO		480.00	0.00	480.00
112	82	910	3100	610		FOOD SERVICES	SUPPLIES		2,400.00	0.00	2,400.00
112	82	910	3100	630		FOOD SERVICES	FOOD		18,000.00	0.00	18,000.00

*\* WAGES ARE NOT CODED CORRECTLY THEY ARE CURRENTLY IN GENERAL FUND.*

\*

\*

Fund=110,112

Fund	Org	Prog	Func	Obj	Proj	Function	Object	Project	Curr. Approp.	Committed	Remaining
112	82	910	3100	810		FOOD SERVICES	DUES AND FEES		48.00	0.00	48.00
112	82	910	3100	***	****				33,048.00	0.00	33,048.00
112	82	910	****	****	****				33,048.00	0.00	33,048.00
112	82	***	****	****	****				33,048.00		33,048.00
112	***	***	****	****	****				267,360.00	20,703.80	246,656.20
<b>Grand Total</b>									<b>392,260.00</b>	<b>61,952.33</b>	<b>330,307.67</b>

*Balance.*

*I will be working on adjustments/  
JOURNAL ENTRIES to fix payroll &  
other CODING ERRORS.  
Donna*

02/28/23  
14:18:10

GALLATIN GATEWAY ELEMENTARY  
Check Register  
For the Accounting Period: 2/23

Page: 1 of 1  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
37595	S	1925 Bateman, Brittney	197.60	02/14/23			
37604	S	262 COMMERCIAL ENERGY OF MONTANA INC	1592.33	02/28/23		CL 3605	197.60
37596	S	1337 CORE CONTROL	284.38	02/14/23		CL 3612	1592.33
37605	S	1337 CORE CONTROL <i>Pump Replacement</i>	10976.88	02/28/23		CL 3601	284.38
37597	S	1330 DENNING, DOWNEY & ASSOCIATES CPA'S	355.00	02/14/23		CL 3610	10976.88
37606	S	1621 DOWNS, MADISON	80.05	02/28/23		CL 3604	355.00
37598	S	431 GALLATIN CO. SUPERINTENDENT OF SCHOOLS	209.00	02/14/23		CL 3613	80.05
37599	S	441 GALLATIN GATEWAY WATER & SEWER DISTRICT	893.04	02/14/23		CL 3599	209.00
37600	S	1917 Harlow's School Bus Service Inc. of Mont	4118.70	02/14/23		CL 3600	893.04
37607	S	1917 Harlow's School Bus Service Inc. of Mont	2738.90	02/28/23		CL 3602	4118.70
37608	S	545 HOUSE OF CLEAN a Hillyard Company	599.28	02/28/23		CL 3609	2738.90
37601	S	1918 KEARNS-DANIEL, KELSEY	44.88	02/14/23		CL 3611	599.28
37602	S	577 KELLEY CONNECT	272.65	02/14/23		CL 3603	44.88
37609	S	747 MONTANA COOPERATIVE SERVICES	154.00	02/28/23		CL 3598	272.65
37610	S	666 THOMAS, LORRIE	100.00	02/28/23		CL 3614	154.00
37603	S	420 US FOODS	1620.47	02/14/23		CL 3607	100.00
37611	S	420 US FOODS	2151.72	02/28/23		CL 3597	1620.47
						CL 3608	2151.72
		<b>Total for Claim Checks</b>	<b>26388.88</b>				
		Count for Claim Checks	17				

\* denotes missing check number(s)

# of Checks: 17                      Total: 26388.88





# Amanda McClish

---

## SUMMARY

Caring teacher with strong communication skills and drive to excite students about learning. Specializing in creating stimulating environments that help students achieve their full potential and enjoy learning. Communicates effectively and maintains strong relationships with students, families, and colleagues.

## SKILLS

- Lesson Planning
- Verbal and Written Communication
- Parent Communication
- Student Motivation and Engagement
- Relationship Building
- Schedule Management
- Positive Reinforcement
- Student-Centered Learning
- Conflict Resolution
- Test Proctoring
- Team Teaching and Collaboration
- Standardized Testing
- Google Classroom

## EXPERIENCE

*K-3 Title 1 Teacher, Parkview Elementary School, August 2022-Current  
Dillon, MT*

- Tutored students requiring extra help and gave additional practice work to help improve conceptual understanding.
- Evaluated students monthly and adjusted lessons accordingly to incorporate improvements.
- Remained calm and patient in student interactions to support individual growth and development.
- Tutored and assisted children individually and in small groups to help them master assignments and reinforce learning concepts.
- Helped students to develop good behavioral habits through positive reinforcement and encouragement in studies.

*Summer School Teacher, Parkview Elementary School, June 2022-August 2022*

*Dillon, MT*

- Created and managed hands-on activities that engaged students in the learning process.
- Taught students various stages of cognitive, linguistic, social, and emotional development.
- Supervised planning and instruction for a 10-week course in Kindergarten readiness that would teach students new concepts to be successful in their first year of school.
- Developed lesson plans guided by required course topics.

*After-School Program Leader, Parkview Elementary School, January 2022-June 2022*

*Dillon, MT*

- Conferred with parents and staff to discuss educational activities and policies.
- Implemented and delivered programming for groups of children ages eight to eleven.
- Created educational materials according to lesson plans and school programs.
- Monitored student progress and assisted students and teachers with resolving problems.
- Implemented policies, procedures, and programs to carry out educational standards and goals.

*5th Grade Title Teacher, Parkview Elementary School, August 2021-June 2022*

*Dillon, MT*

- Referred to district standards to plan lessons and prepare students to take standardized assessments.
- Explored foundational learning concepts with students through hands-on activities, videos, and discussions.
- Provided positive feedback with an emphasis on learning from mistakes to establish a solid foundation for progress.
- Taught students subject-specific material, learning strategies, and social skills.
- Attended in-service training and professional development courses to stay on top of policy and education changes.
- Prepared, administered, and graded daily work and tests to evaluate students' progress.

## **EDUCATION**

### *Bachelor of Science*

*Elementary Education, University of Montana Western, Dillon, MT May 2021*

- [Fall, Spring Summer 2018] - Dean's List
- [Fall, Spring, Summer 2019] - Dean's List
- [Fall, Spring 2020] - Dean's List
- Graduated magna cum laude

# Superintendent's Report

March 8, 2023

## Strategic Goals



### Individual Student Success

- Attended one 504, one IEP
- Special Education students - 12
- English Language Learners - 2
- Students with 504's - 10
- Met with K-5 ELA staff to discuss the reading materials options. The team selected Foundations for K-2 and Savvas for 3-5. I'll be sending the parents notification to review the options selected.
- Collaborated with 2nd Grade on progress in reading and developed a plan to increase student growth and developed an intervention plan to include 8th grade student mentors.
- Met with intervention staff regarding the assessment system for the district.
- Facilitated three parent meetings with specific staff.
- Supervised two different testing sessions - one for 7th grade math and 1 for 7th grade ELA
- Met with the Student Council to plan events for the remainder of the school year.

### Staff and Volunteers

- Observed three classroom teachers and completed their post observation meetings.
- PLC meeting topics: Back to School Planning, PD Priorities, Annual Calendar activities
- Implemented Time and Effort Documentation for all employees paid with Federal funds

### Facilities

- Completed the Shelter in Place drill.

### Leadership Communication Collaboration

- Attended Safety Committee meetings
- Attending Creating the District Budget (2 more sessions) and REAP Webinar
- HR Symposium and Collective Bargaining Training (Completed)
- Completed Calendar Committee.
- Sent out parent information for maturation dates and curriculum review, information regarding spring parent teacher conferences.
- School Safety Team meetings
- Weekly meetings with MFPE

- Revising and preparing Out of District and Enrollment Packets and Online Registration information for release in April
- Attended the Spelling Bee and the 2nd Grade President Reports

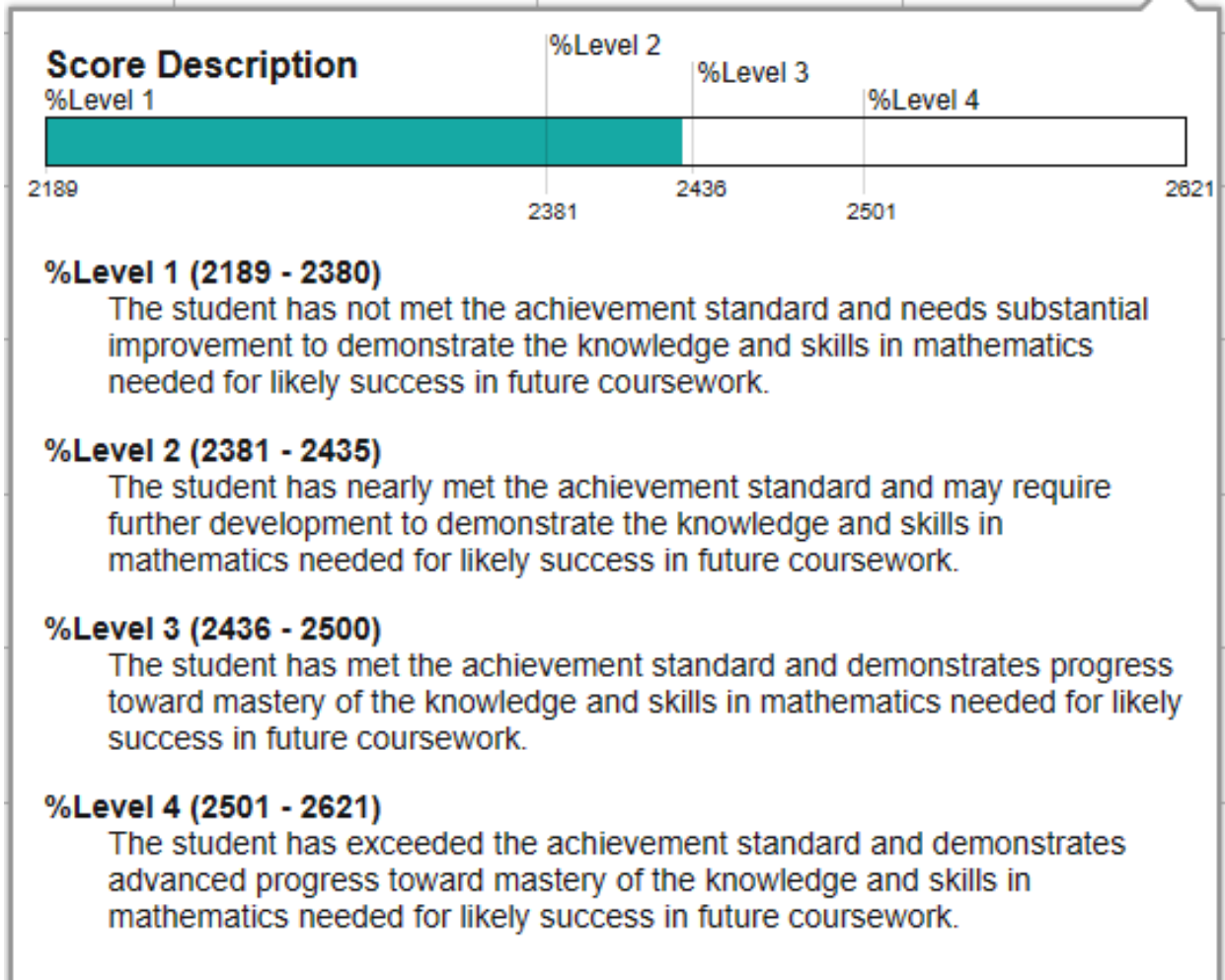
General Updates:

- We are completing the work on the staff and student handbooks. These should be ready for the May Board meeting. We are continuing to work on the HR Handbook, a Writing Handbook.
- I am working on updating the job descriptions of the Clerk, Business Manager, School Secretary/AD, and the new Maintenance position.
- I've discussed with the 3-5 staff about moving to self-contained classrooms to support block scheduling for reading and math for next school year. We talked about the changes to the master schedule to facilitate a "walk-to-read" intervention for English Language Arts. In order to have reading at the same time for all students (except 8th grade), we need to move reading to the same time for everyone.
- We are very interested in instituting the volunteer program for next school year and are hoping to solicit the help of the Whole Child Committee. It will be integral to our block scheduling of reading and math as we need parents to help with reading support. This will come with volunteer training at Open House.
- Working on the updates of the online registration, out of district and enrollment packet documents.
- Mrs. Avilez and I have been working on a checklist or process for the Board to be able to know that the work of the Business Office is getting accomplished. Through this discussion, we have also discussed the benefits of switching to another accounting software and as a Governing Board team, we have discussed moving from the county financing to establishing our own system.

Interim SBAC Results

2022-2023

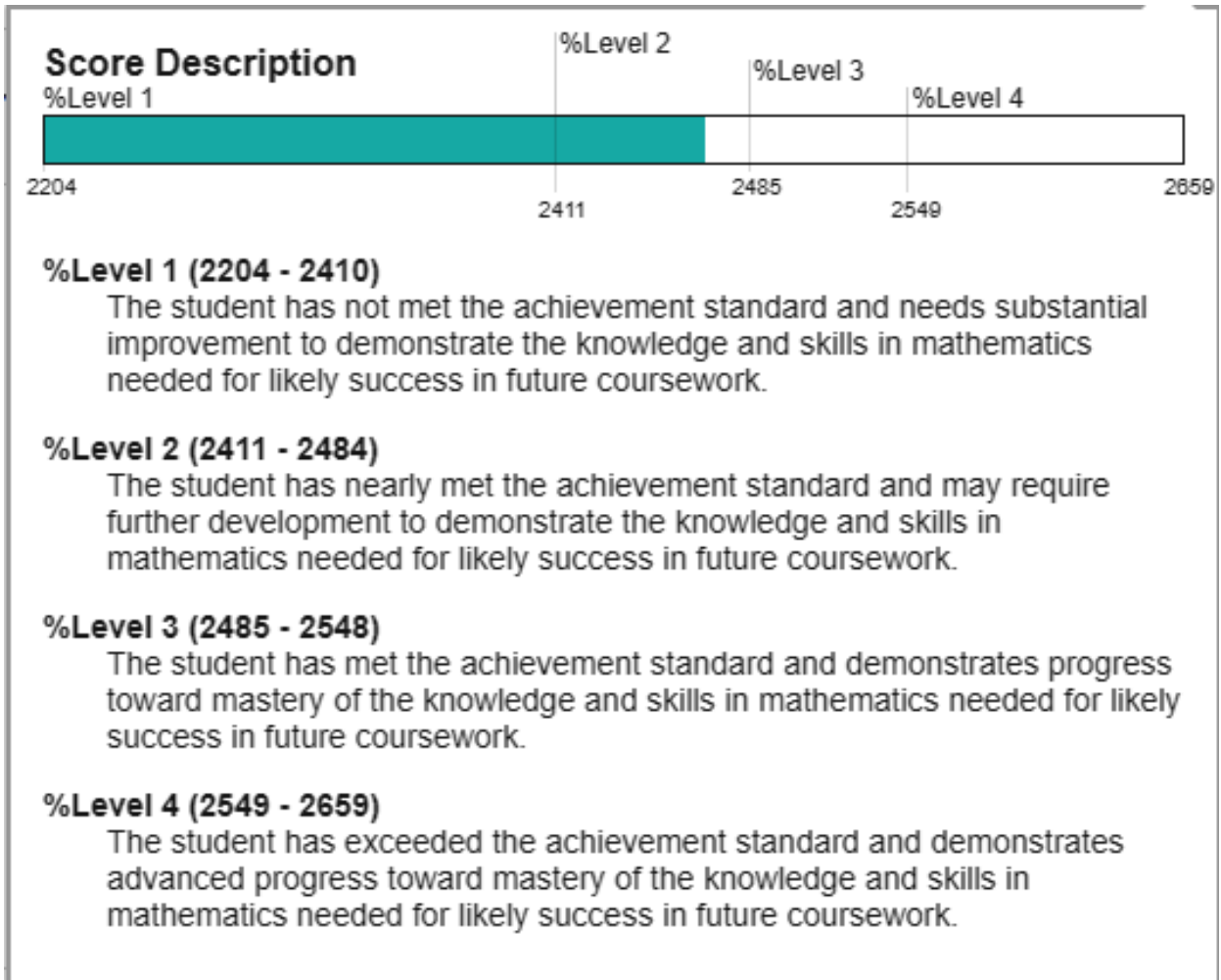
3<sup>rd</sup> Grade Mathematics



State Proficiency – 36%

Grade Proficiency – 43%

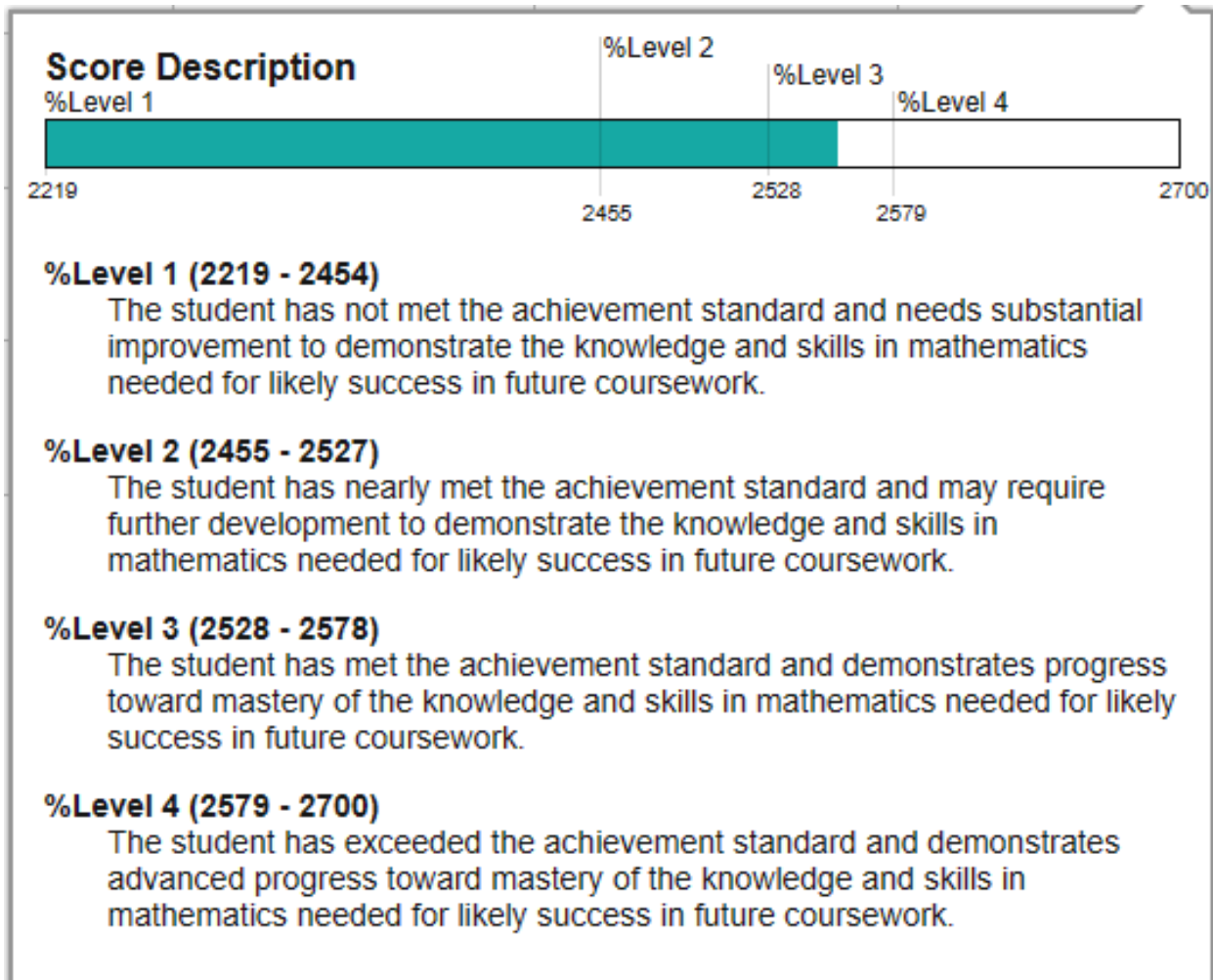
4<sup>th</sup> Grade Mathematics



State Proficiency – 33%

Grade Proficiency – 33%

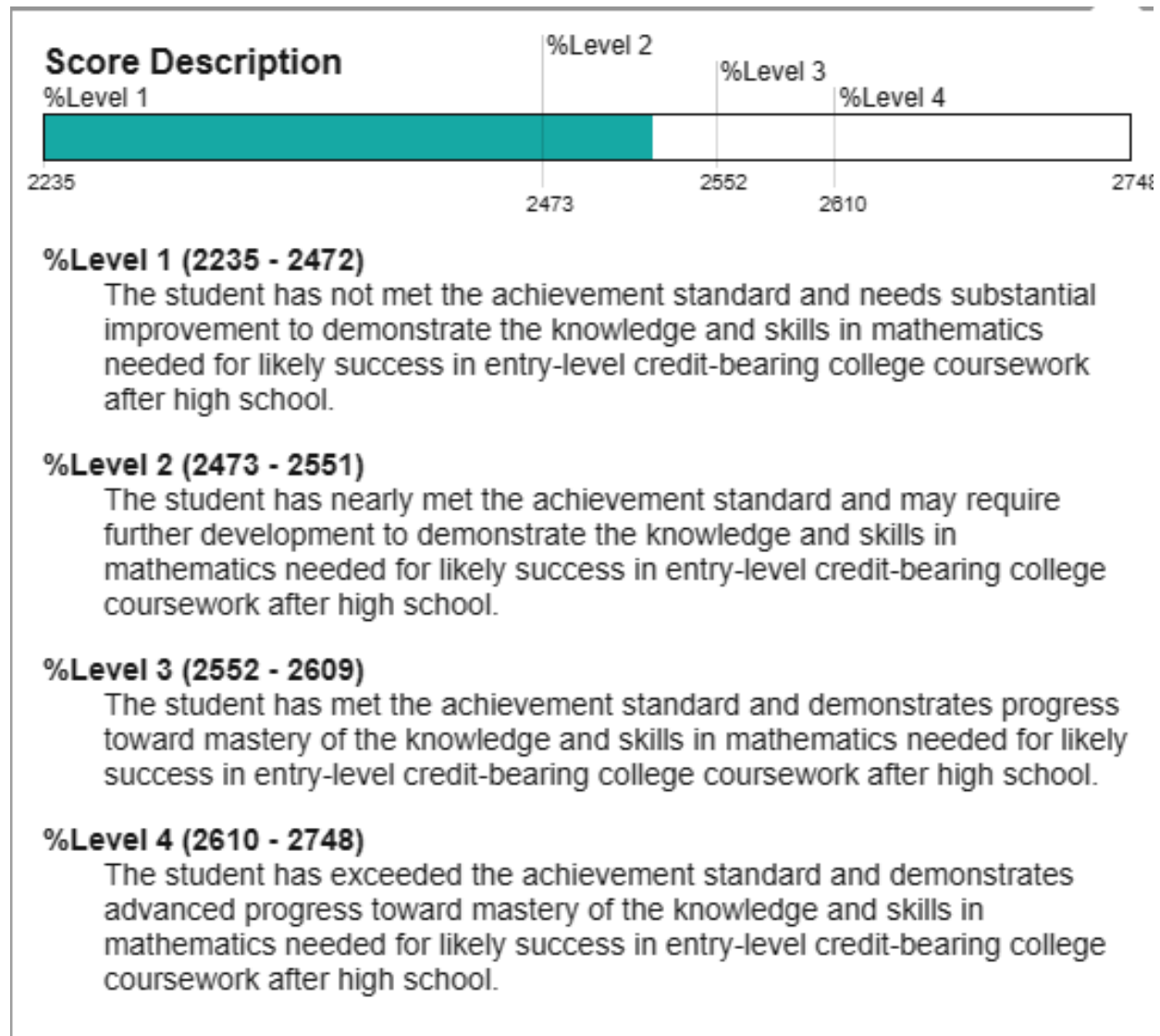
5<sup>th</sup> Grade Mathematics



State Proficiency – 32%

Grade Proficiency – 63%

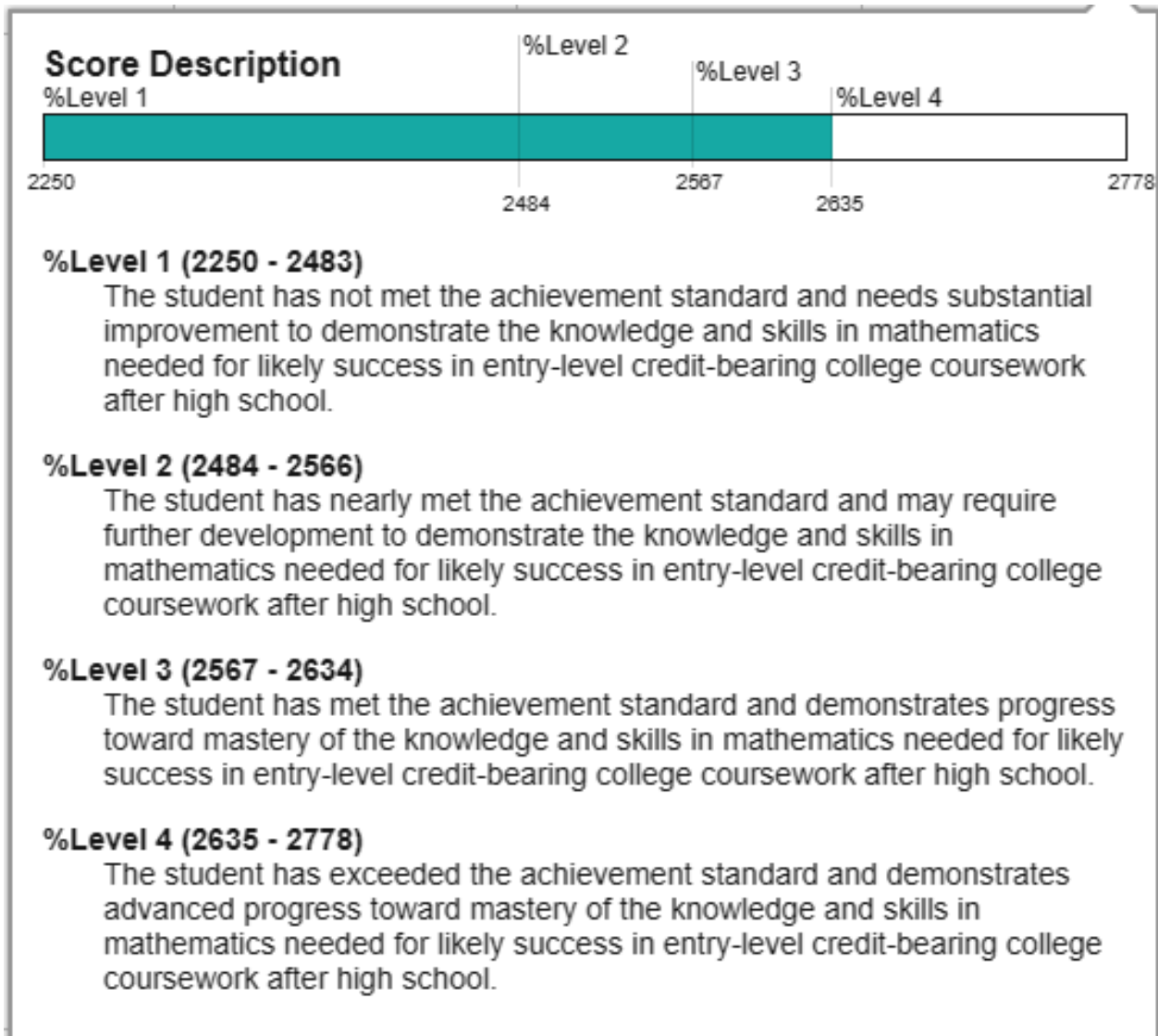




State Proficiency – 23%

Grade Proficiency – 33%

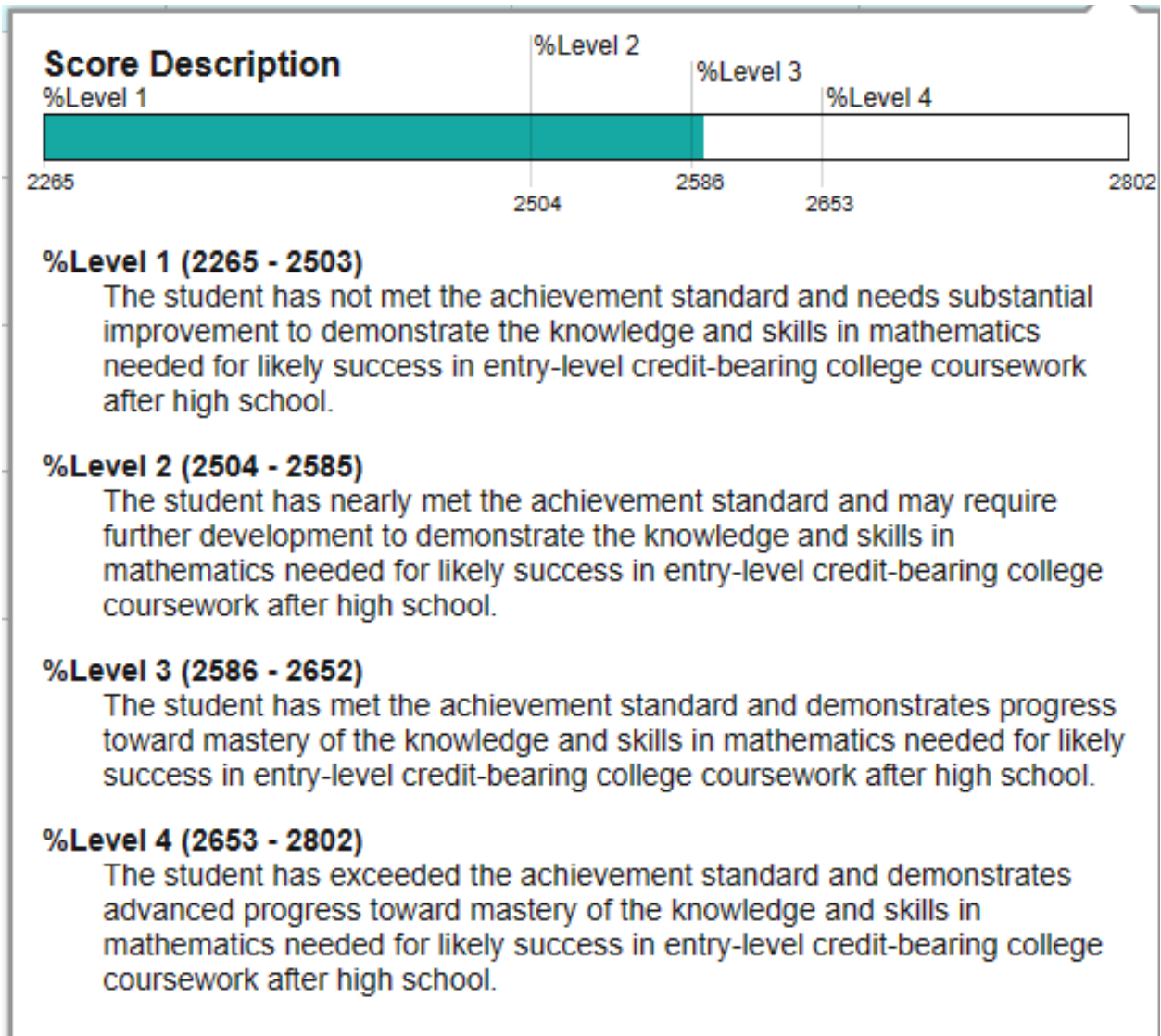
7<sup>th</sup> Grade Mathematics



State Proficiency – 35%

Grade Proficiency – 75%

8<sup>th</sup> Grade Mathematics

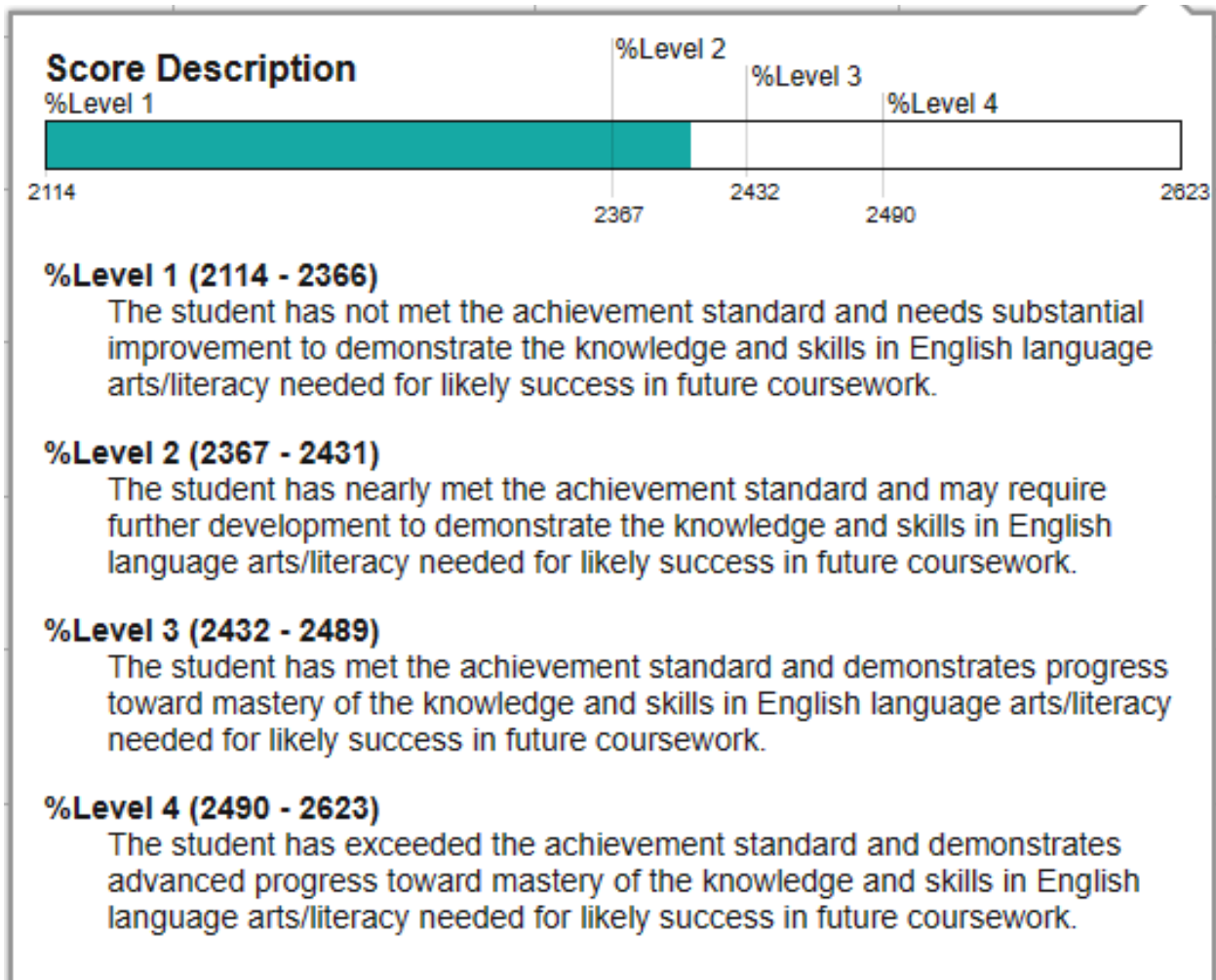


State Proficiency – 27%

Grade Proficiency – 55%

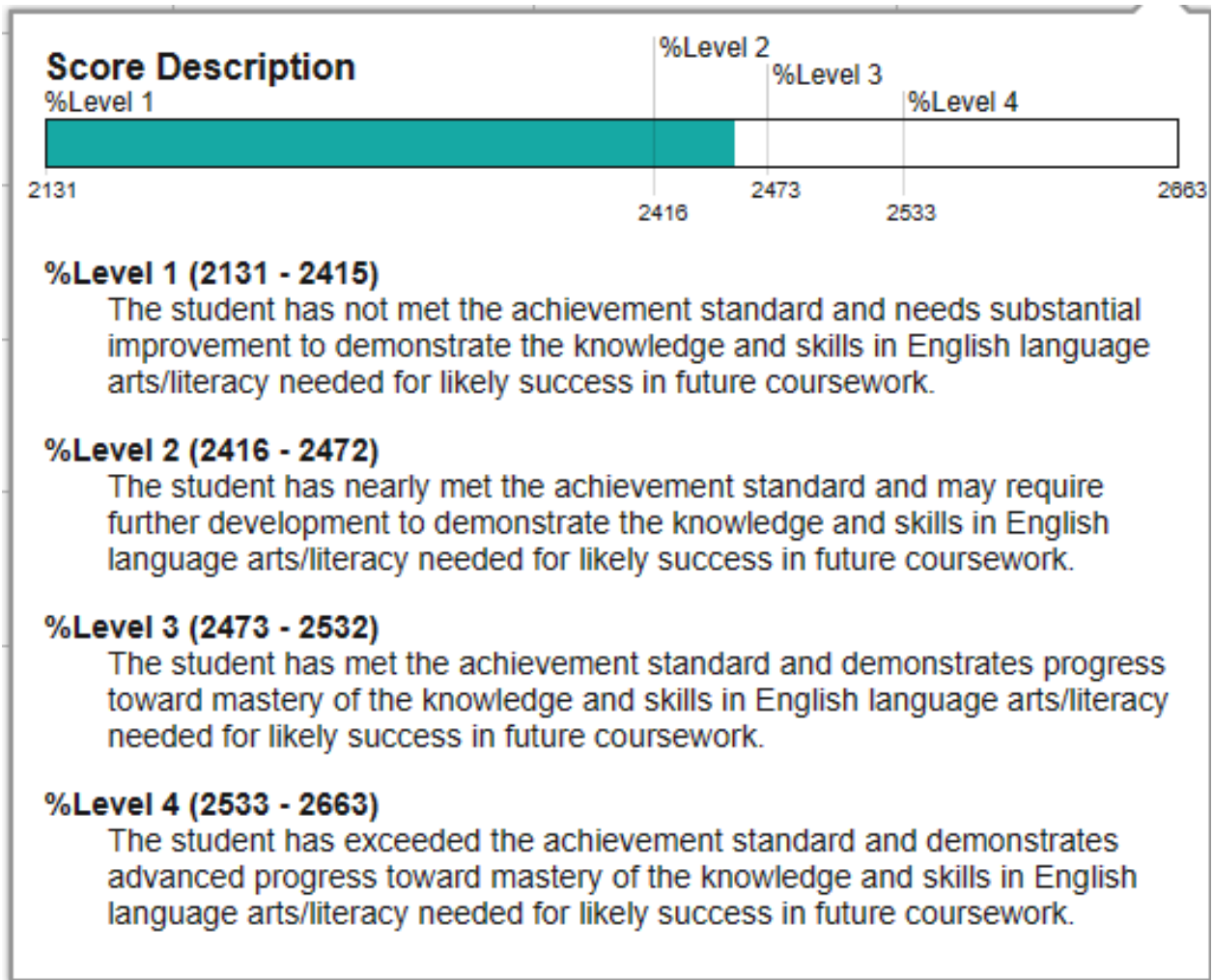
ELA

3<sup>rd</sup> ELA



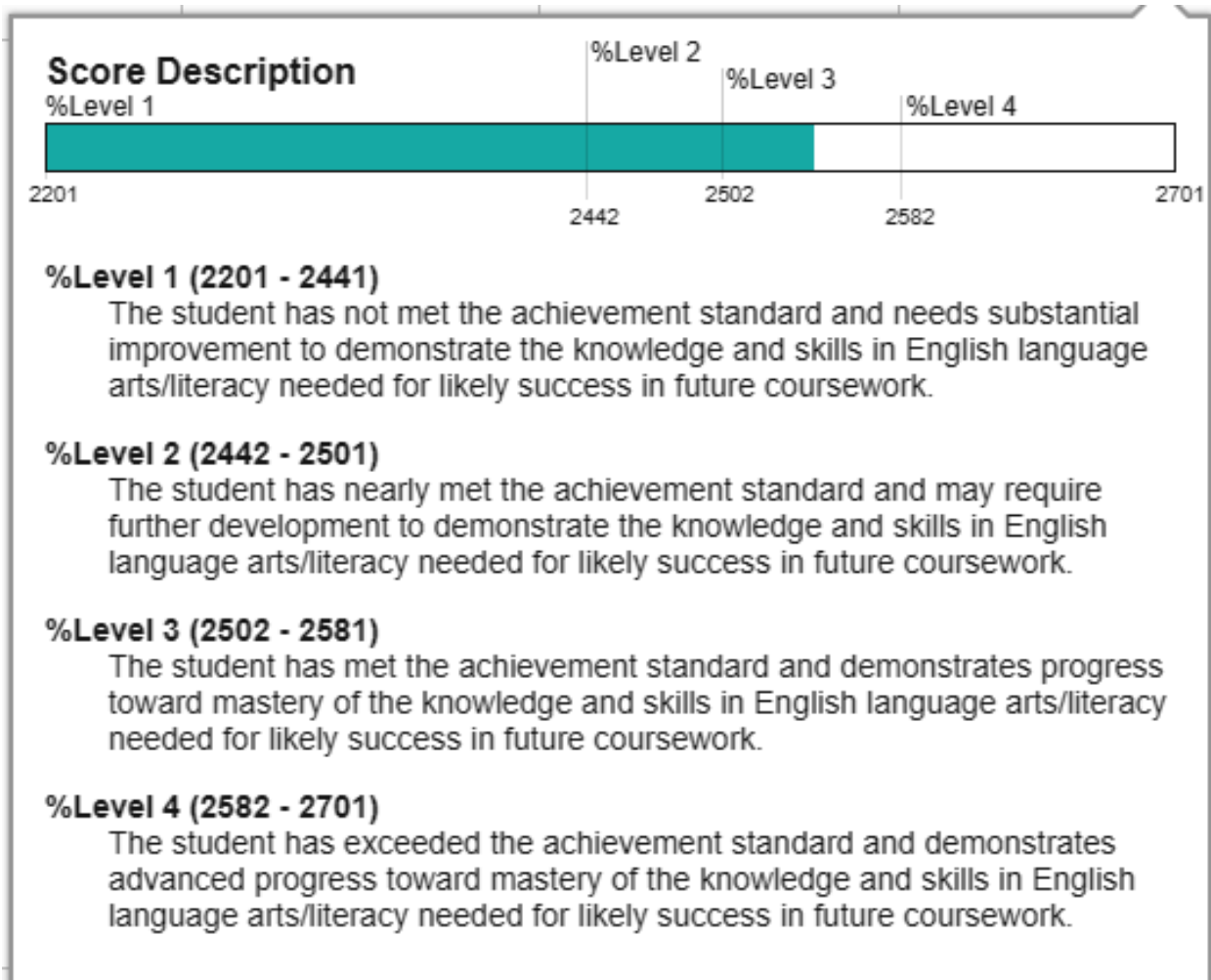
State Proficiency – 27%

Grade Proficiency – 33%



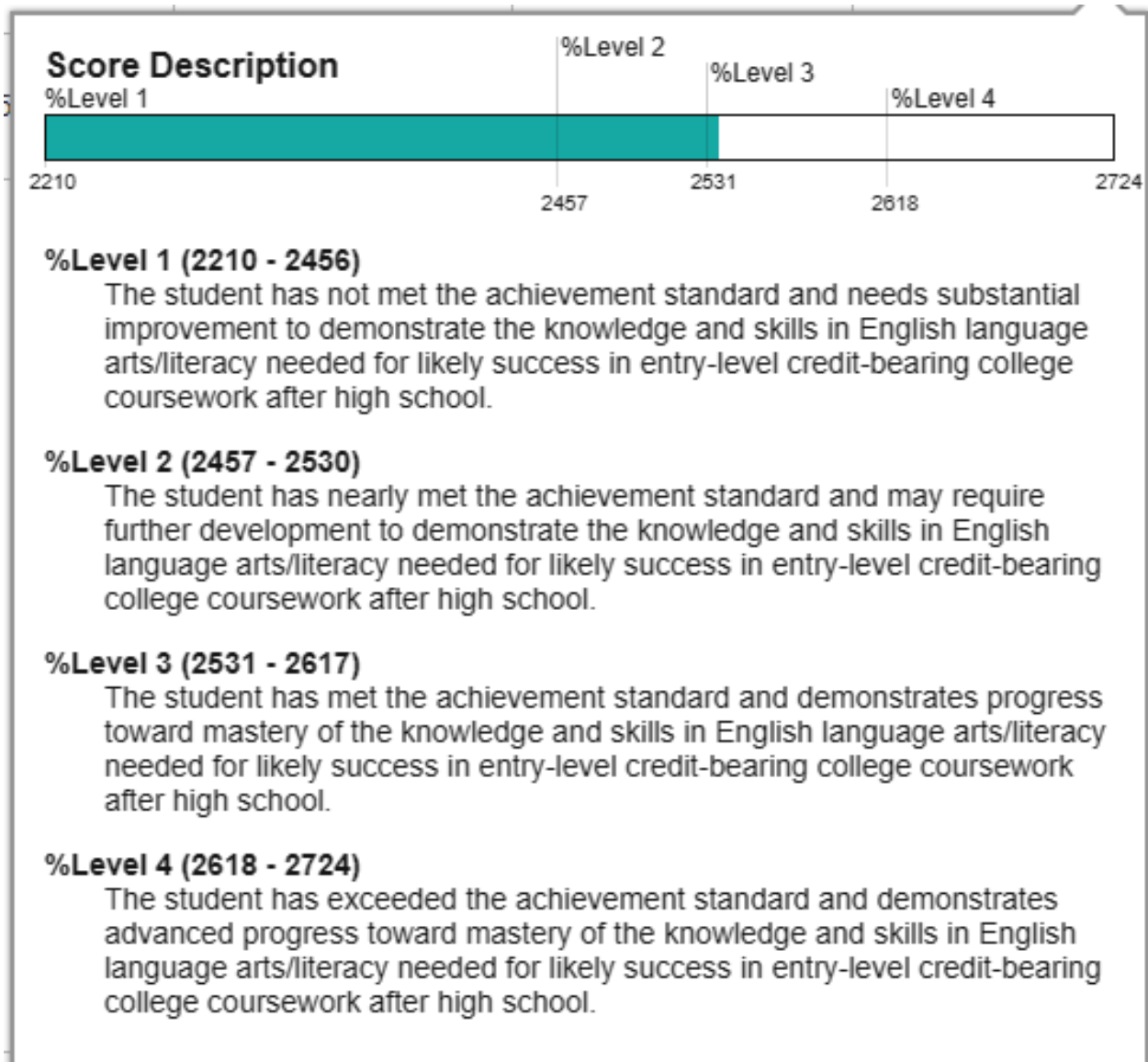
State Proficiency – 26%

Grade Proficiency – 36%



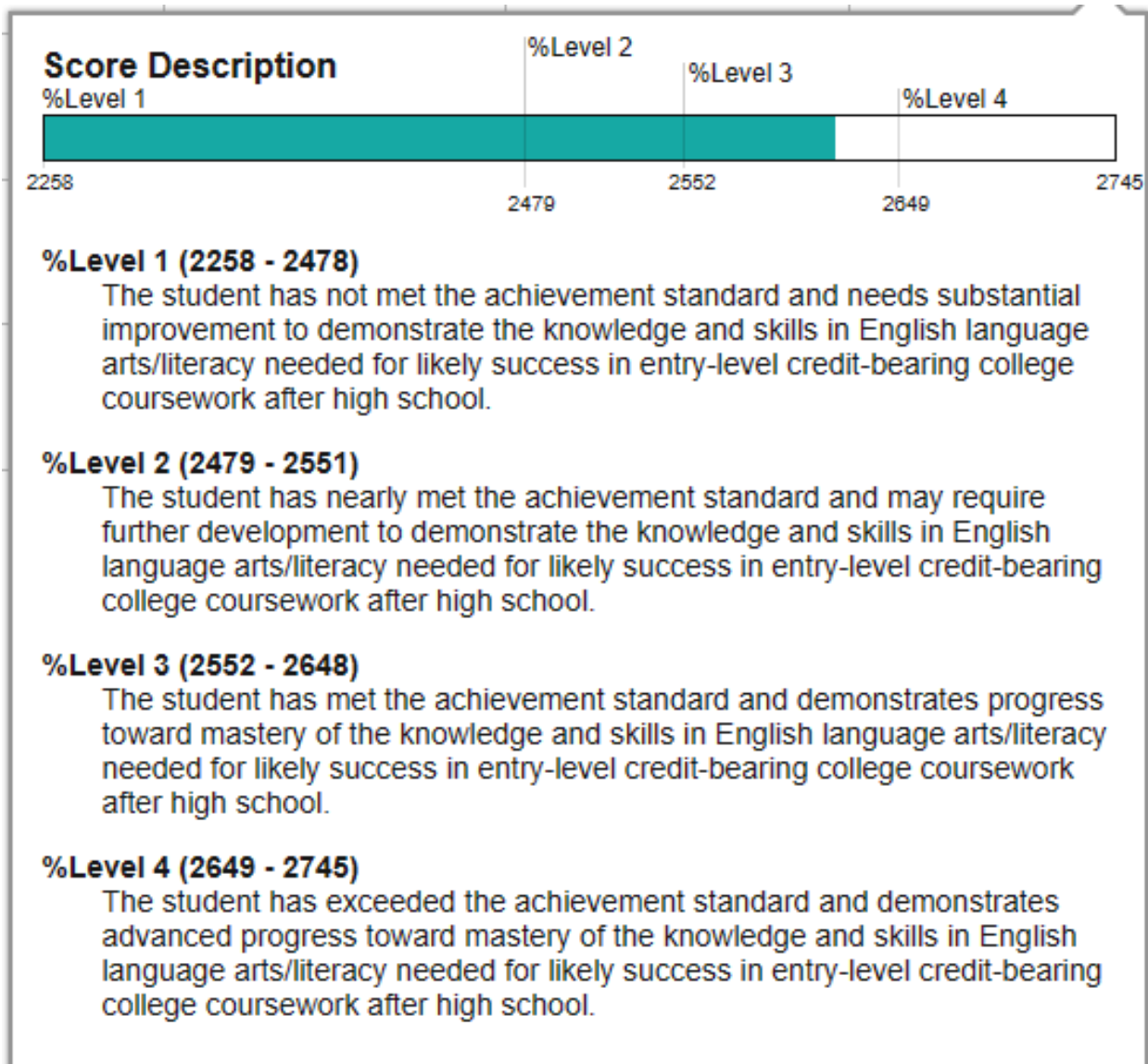
State Proficiency – 36%

Grade Proficiency – 79%



State Proficiency – 21%

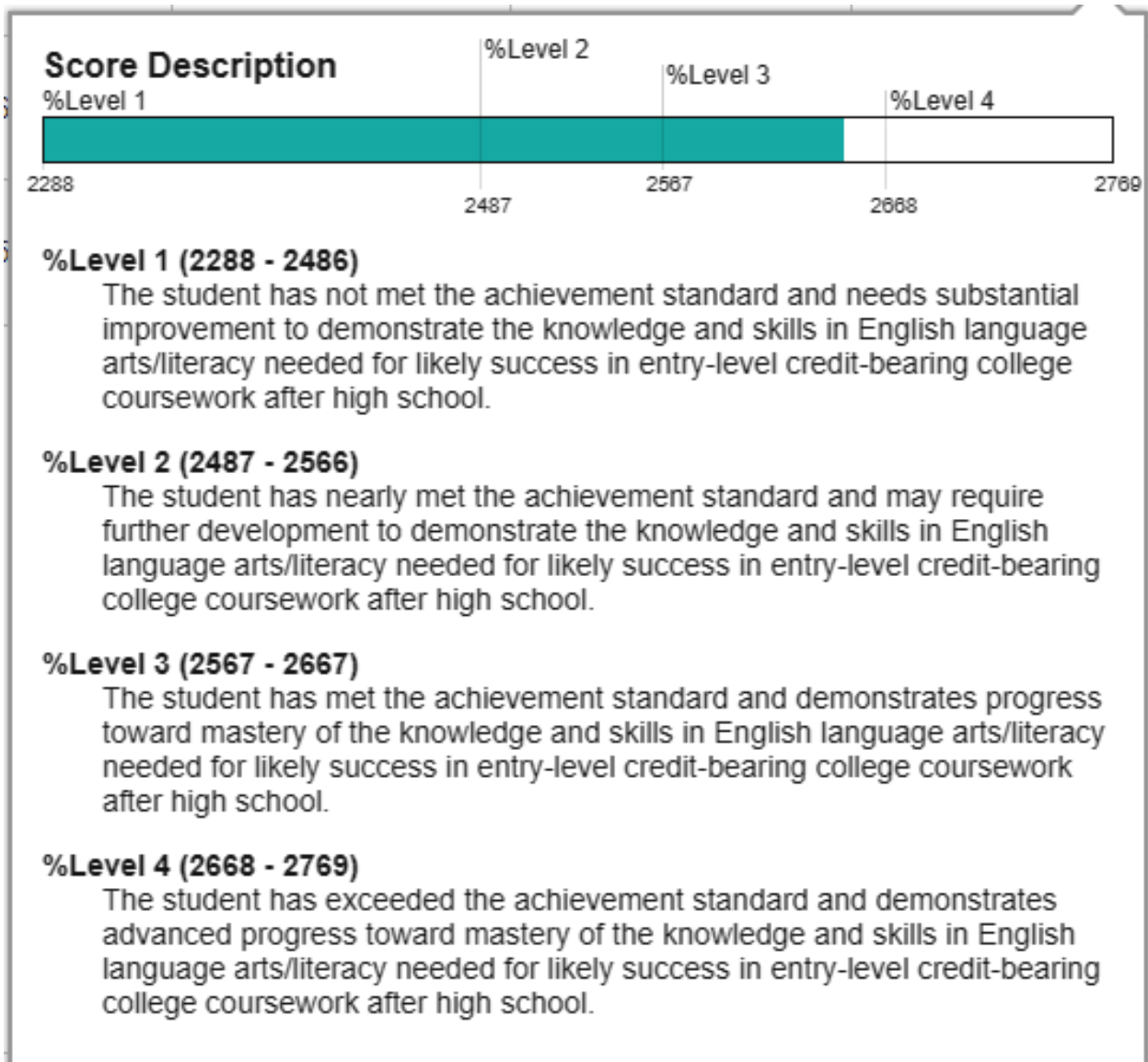
Grade Proficiency – 53%



State Proficiency – 36%

Grade Proficiency – 82%





State Proficiency – 39%

Grade Proficiency – 82%

Average Score and Performance Distribution, by Assessment: Gallatin Gateway Elem, 2022-2023

Filtered By **School:** All Schools | **Test Reasons:** All Test Reasons |

Features & Tools

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 3 Mathematics - Interim (ICA)	Interim Comprehensive Assessment (ICA)	3	Attempt 1	14	2430 ± 19	 Percent: 21% 36% 29% 14% Count: 3 5 4 2	02/17/2023
Grade 8 Mathematics - Interim (ICA)	Interim Comprehensive Assessment (ICA)	8	Attempt 1	22	2595 ± 21	 Percent: 14% 32% 27% 27% Count: 3 7 6 6	02/16/2023
Grade 5 Mathematics - Interim (ICA)	Interim Comprehensive Assessment (ICA)	5	Attempt 1	19	2554 ± 19	 Percent: 5% 32% 37% 26% Count: 1 6 7 5	02/15/2023
Grade 6 Mathematics - Interim (ICA)	Interim Comprehensive Assessment (ICA)	6	Attempt 1	15	2522 ± 17	 Percent: 27% 40% 27% 7% Count: 4 6 4 1	02/15/2023
Grade 4 Mathematics - Interim (ICA)	Interim Comprehensive Assessment (ICA)	4	Attempt 1	15	2468 ± 20	 Percent: 20% 47% 13% 20% Count: 3 7 2 3	02/13/2023
Grade 7 Mathematics - Interim (ICA)	Interim Comprehensive Assessment (ICA)	7	Attempt 1	12	2633 ± 27	 Percent: 8% 17% 17% 58% Count: 1 2 2 7	02/13/2023

Average Score and Performance Distribution, by Assessment: Gallatin Gateway Elem, 2022-2023

Filtered By **School:** All Schools | **Test Reasons:** All Test Reasons |

Features & Tools

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 3 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	3	Attempt 1	12	2405 ± 24	 Percent: 33% 33% 17% 17% Count: 4 4 2 2	02/22/2023
Grade 4 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	4	Attempt 1	14	2453 ± 17	 Percent: 36% 29% 21% 14% Count: 5 4 3 2	02/22/2023
Grade 7 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	7	Attempt 1	11	2617 ± 22	 Percent: 18% 45% 36% Count: 2 5 4	02/15/2023
Grade 8 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	8	Attempt 1	22	2647 ± 23	 Percent: 9% 9% 36% 45% Count: 2 2 8 10	02/14/2023
Grade 6 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	6	Attempt 1	15	2536 ± 19	 Percent: 7% 40% 33% 20% Count: 1 6 5 3	02/14/2023
Grade 5 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	5	Attempt 1	19	2539 ± 16	 Percent: 5% 16% 58% 21% Count: 1 3 11 4	02/13/2023

**0512 Gallatin  
Gateway Elem District**

PO Box 265, Gallatin Gateway, MT 59730  
Generated on 03/02/2023 01:18:11 PM Page 1 of 1

**Attendance/Membership Summary Report**

Start/End Date: 02/01/2023 - 02/28/2023 School(s): 2 Calendar(s): 2  
Grade: 7, 8, 03, 04, 05, 06, PK, KF, 01, 02

**SUMMARY Total Schools: 2 Total Calendars: 2**

	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Grade	Count					Days	Days		Avg. Daily
	7	12	228	22.50	205.50	12.00	10.81	3.50	0.18	90.13%
	8	23	424	36.00	388.00	22.31	20.38	4.00	0.21	91.51%
	03	14	266	32.50	233.50	14.00	12.27	7.00	0.37	87.78%
	04	15	285	40.50	244.50	15.00	12.86	2.50	0.13	85.79%
	05	21	396	41.00	355.00	20.84	18.68	4.00	0.21	89.65%
	06	15	285	25.50	259.50	15.00	13.65	4.00	0.21	91.05%
	PK	0	0	0.00	0.00	0.00	0.00	0.00	0.00	N/A
	KF	13	247	35.50	211.50	13.00	11.12	0.00	0.00	85.63%
	01	16	304	39.00	265.00	16.00	13.93	3.00	0.16	87.17%
	02	17	323	30.50	292.50	17.00	15.40	1.50	0.08	90.56%
<b>Total</b>	<b>10</b>	<b>146</b>	<b>2758</b>	<b>303.00</b>	<b>2455.00</b>	<b>145.15</b>	<b>129.10</b>	<b>29.50</b>	<b>1.55</b>	<b>89.01%</b>

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

	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Grade	Count					Days	Days		Avg. Daily
	7	12	228	22.50	205.50	12.00	10.81	3.50	0.18	90.13%
	8	23	424	36.00	388.00	22.31	20.38	4.00	0.21	91.51%
<b>Total</b>	<b>2</b>	<b>35</b>	<b>652</b>	<b>58.50</b>	<b>593.50</b>	<b>34.31</b>	<b>31.19</b>	<b>7.50</b>	<b>0.39</b>	<b>91.03%</b>

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

	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Grade	Count					Days	Days		Avg. Daily
	03	14	266	32.50	233.50	14.00	12.27	7.00	0.37	87.78%
	04	15	285	40.50	244.50	15.00	12.86	2.50	0.13	85.79%
	05	21	396	41.00	355.00	20.84	18.68	4.00	0.21	89.65%
	06	15	285	25.50	259.50	15.00	13.65	4.00	0.21	91.05%
	PK	0	0	0.00	0.00	0.00	0.00	0.00	0.00	N/A
	KF	13	247	35.50	211.50	13.00	11.12	0.00	0.00	85.63%
	01	16	304	39.00	265.00	16.00	13.93	3.00	0.16	87.17%
	02	17	323	30.50	292.50	17.00	15.40	1.50	0.08	90.56%
<b>Total</b>	<b>8</b>	<b>111</b>	<b>2106</b>	<b>244.50</b>	<b>1861.50</b>	<b>110.84</b>	<b>97.91</b>	<b>22.00</b>	<b>1.16</b>	<b>88.39%</b>

**22-23**  
**Gallatin Gateway School**

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

Generated on 03/02/2023 01:47:05 PM Page 1 of 1

**Behavior Summary Report**

All Grades  
Event Count (ascending)

<b>Context</b>	<b>Incident Count</b>	<b>Event Count</b>	<b>Participant Count</b>
During lunch/recess	1	1	2
During class	3	3	6
Other time during school hours	5	5	9
No Context Reported	11	11	23

<b>Location</b>	<b>Incident Count</b>	<b>Event Count</b>	<b>Participant Count</b>
On Campus: Cafeteria	1	1	2
On Campus: Music	1	1	1
On Campus: Hallway or stairs	2	2	4
On Campus: Other outside area	2	2	4
On Campus: Athletic field or playground	4	4	13
On Campus: Classroom	10	10	16

**22-23**  
**Gallatin Gateway 7-8**

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

Generated on 03/02/2023 01:48:02 PM Page 1 of 1

**Behavior Summary Report**

All Grades  
Event Count (ascending)

<b>Context</b>	<b>Incident Count</b>	<b>Event Count</b>	<b>Participant Count</b>
During class	3	3	3
No Context Reported	6	7	17

<b>Location</b>	<b>Incident Count</b>	<b>Event Count</b>	<b>Participant Count</b>
On Campus: Other outside area	1	1	3
On Campus: Locker room or gym	2	2	3
On Campus: Classroom	3	3	6
On Campus: Athletic field or playground	3	4	8



# Clerk Report

March 2023

## Elections

**Trustee Candidates File for Election**

due March 23 @ 5pm

**Write in Candidacy**

due March 30 @ 5pm

**Last Day Trustees May Withdraw**

March 30 @ 5pm

## Adult Education, Food Service, Facilities

**Classes Posted:**

Zumba, Pickleball, Buff City, Ladies of Leisure

**Kitchen**

Report attached

**Boiler**

Waiting on bid for replacement



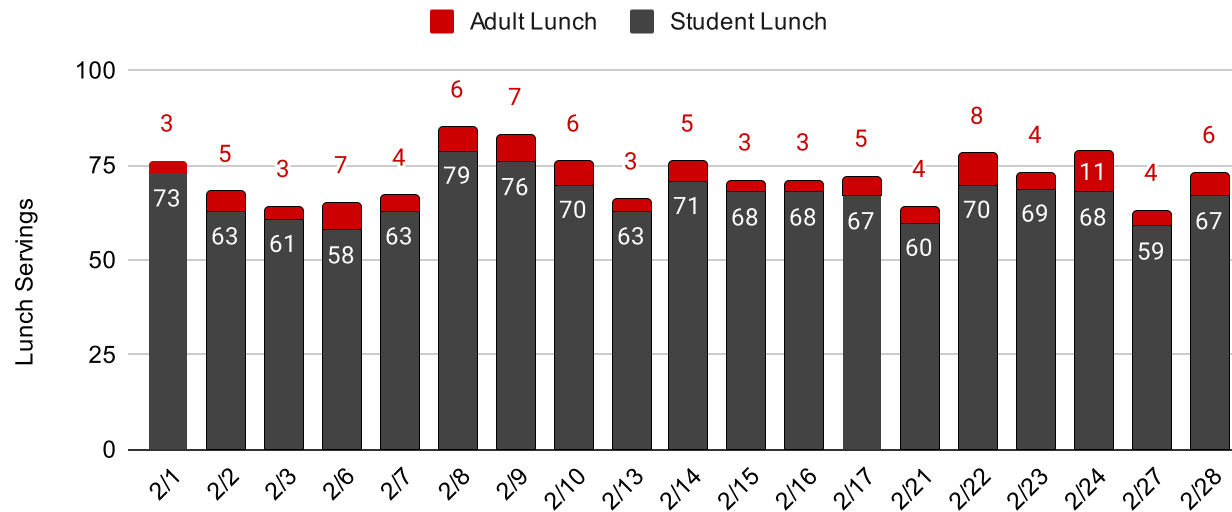
# FOOD SERVICE SUMMARY

2022-2023

SCHOOL YEAR TO DATE - DAILY AVERAGES				
SERVING	STUDENTS	% OF ELIGIBLE STUDENTS	ADULTS	COST/MEAL
BREAKFAST	38.87	26.81%	0	\$1.23
LUNCH	65.62	45.25%	5.62	\$2.71

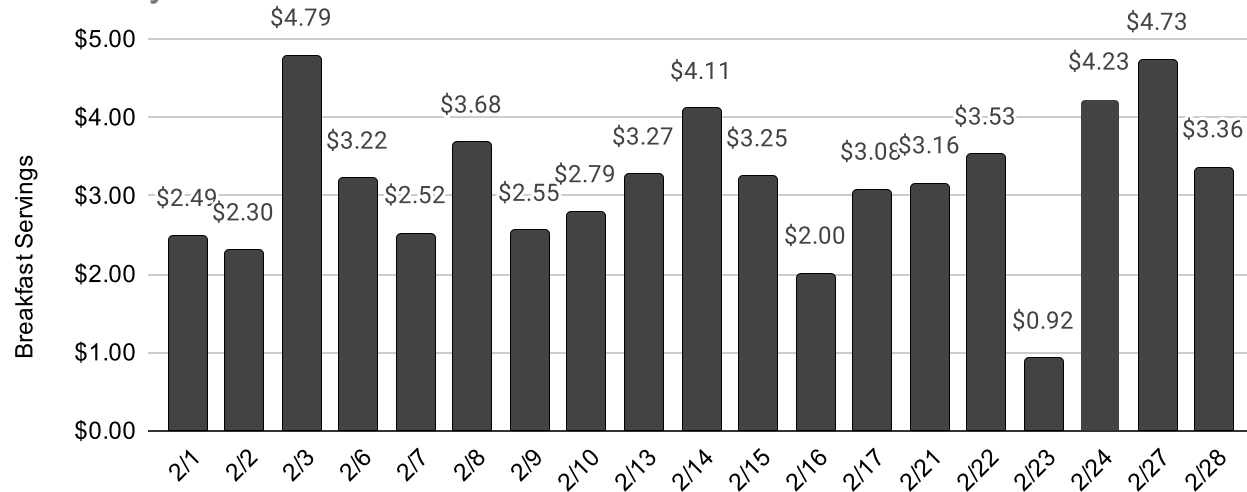
FEBRUARY - DAILY AVERAGES				
SERVING	STUDENTS	% OF ELIGIBLE STUDENTS	ADULTS	COST/MEAL
BREAKFAST	45.26	31.22%	0	\$1.01
LUNCH	67.00	46.21%	5.11	\$3.16

February Lunch Counts

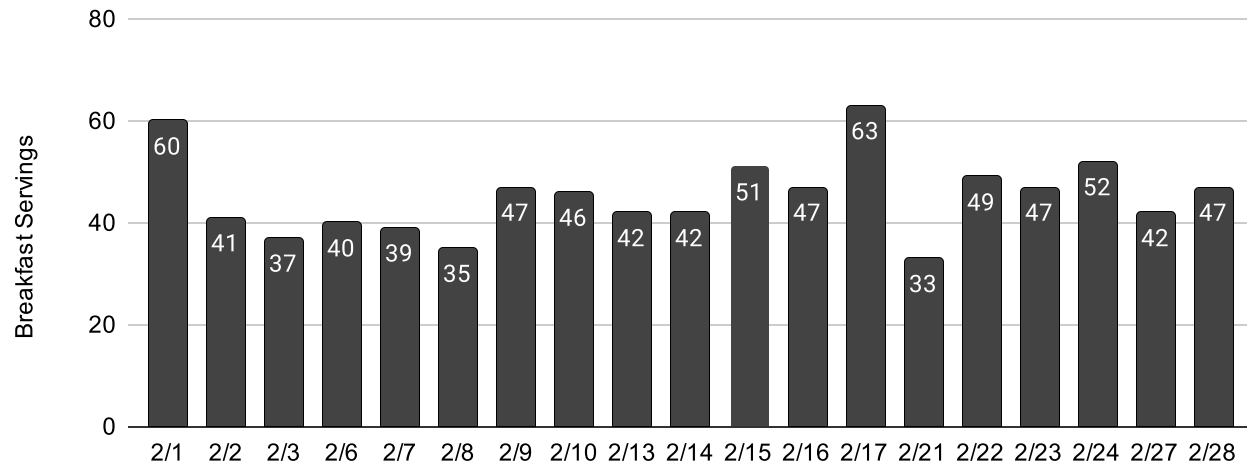




## February Lunch Cost



## February Breakfast Counts



**ENROLLMENT DATA:**

TOTAL STUDENTS	145
K-2 STUDENTS (SNACKS)	48

**STUDENT MEAL PRICES**

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

**ADULT MEAL PRICES**

BREAKFAST	\$2.75
LUNCH	\$4.25

**REIMBURSEMENT RATES**


	FREE	REDUCED	PAID
BREAKFAST	\$2.26	\$1.96	\$0.50
LUNCH	\$4.33	\$3.93	\$0.77

# SCHOOL ELECTION CALENDAR 2023

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
No earlier than 145 days, or later than 40 days before	<b>Thursday, December 8 through Thursday, March 23</b>	<p><b>Trustee candidates file for election.</b> A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</b></p> <p><i>Candidate must be registered to vote at the time the Oath is filed.</i></p>	<a href="#">13-10-201</a>  <a href="#">20-3-305</a>	<a href="#">Declaration of Intent and Oath of Candidacy for Trustee Candidates School Board Organization</a>
At least 70 days before	<b>Tuesday, February 21</b>	<p><b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct.</p> <ul style="list-style-type: none"> <li>• <b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a>, MCA).</li> <li>• <b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.</li> </ul>	<a href="#">13-19-202</a>  <a href="#">13-19-203</a>  <a href="#">20-9-422</a>  <a href="#">20-20-201</a>  <a href="#">20-20-203</a>	<a href="#">Trustee Resolutions Calling for School Election</a>
At least 67 days before (within 3 days of passage of the election resolution)	<b>Friday, February 24</b>	<p><b>Last day to file resolutions for school election with county election administrator.</b> To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.</p>	<a href="#">20-20-201(2)(a)</a>	
At least 60 days before	<b>Friday, March 3</b>	<p><b>Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office</b> so that it is received by this deadline (e.g., fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator.</p>	<a href="#">13-19-205</a>	<a href="#">Mail Ballot Written Plan, Timetable and Instructions</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
4 weeks preceding the close of regular registration	<b>Monday, March 6</b>	<b>Notice of close of regular registration.</b> The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	<a href="#">13-2-301</a>	
Not later than 5pm the day before ballot certification	<b>Thursday, March 30 (by 5 p.m.)</b>	<b>Last day trustee candidates may withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	<a href="#">20-3-305(3)(a)</a>	
Not later than 5pm the day before ballot certification	<b>Thursday, March 30 (by 5 p.m.)</b>	<b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b> (must be filed with the district clerk, regardless of who is running the election).	<a href="#">20-3-305(2)(b)</a>	<a href="#">Declaration of Intent and Oath of Candidacy for Write-In Candidates</a>
No later than the 30th day before	<b>Friday, March 31</b>	<b>Deadline to notify election judges of appointment.</b>	<a href="#">13-4-101</a>	
Not less than 30 days before	<b>Friday, March 31</b>	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk.  <i>Trustees must pass a resolution stating exact levy amounts by this date for the clerk to certify the ballot. This resolution must include the durational limit, if any, on the levy.</i>	<a href="#">20-20-401</a> <a href="#">15-10-425</a>	
Not less than 30 days before	<b>Friday, March 31</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. <b>Send a copy to the county election administrator to aid with the provisions of late registration.</b>  <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	<a href="#">20-3-313</a>	<a href="#">Notice of Trustee Election Cancellation</a>  <a href="#">Certificate of Trustee Election by Acclamation</a>
30 days before any election	<b>Monday, April 3</b>	<b>Close of regular voter registration.</b> Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	<a href="#">13-2-301</a>	

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not more than 30 days before	<b>Monday, April 3</b>	<b>Contact your county election administrator</b> for the absentee ballot list.	<a href="#">13-13-212</a> <a href="#">20-20-312</a>	
Not more than 30 days before	<b>Monday, April 3</b>	<b>Performance Testing and Certification of Voting System.</b> The election administrator must publicly test and certify that the system is performing properly.	<a href="#">13-17-212</a>	
Day after Close of Regular Registration	<b>Tuesday, April 4</b>	<b>Start of Late Registration. Start of Late Registration.</b> Late voter registration starts and continues through election day. Late registration must be completed at the office of the county election administrator.	<a href="#">13-2-304</a>	
Not less than 10 days, or more than 40 days before	<b>Thursday March 23 Through Saturday, April 22</b>	<b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. <ul style="list-style-type: none"> <li>• If the polling place has changed from the previous school election, that change must be referred to in the notice.</li> <li>• If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.</li> </ul>	<a href="#">20-20-204</a>	<a href="#">School Election Notices</a>
At least 20 days before	<b>Wednesday, April 12</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>• The ballot, stamped official ballot (with stub removed);</li> <li>• Instructions for voting and returning the ballot;</li> <li>• A secrecy envelope, free of marks that would identify the voter; and</li> <li>• A self-addressed, return envelope with affirmation printed on the back of the envelope.</li> </ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>	<a href="#">Absentee Voter Materials</a>
Not before the 20 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Wednesday, April 12 through Monday, April 17</b>	<b>Mail ballots mailed.</b> If mail ballot election is used, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan), except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">13-19-207</a>	

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not more than 10 days or less than 2 days before	<b>Saturday, April 22 through Sunday, April 30</b>	<b>Absentee/Mail Ballot Counting Notice.</b> Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. <i>If the district publishes their notice of election <b>on the 10<sup>th</sup> day</b> prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	<a href="#">13-15-105</a>	<a href="#">Absentee/Mail Ballot Counting Notice</a>
Not more than 10 days or less than 2 days before	<b>Saturday, April 22 through Sunday, April 30</b>	<b>Polling Location Accessibility Notice.</b> Districts must publish in a newspaper of general circulation in the county a statement of the location of the polling places and whether each location is accessible or inaccessible. <i>This notice may be combined with the notice above, and with the notice of election if the notice is published <b>on the 10<sup>th</sup> day</b> prior to the election.</i>	<a href="#">13-3-105</a> <a href="#">13-3-207</a>	<a href="#">Notice of Polling Place Locations and Accessibility Designations</a>
Not more than 10 days or less than 2 days before	<b>Saturday, April 22 through Sunday, April 30</b>	<b>Publication of Information Concerning Voting Systems.</b> Districts shall broadcast on radio or television or publish in a newspaper of general circulation in the county a diagram showing the voting system to be used by voters and a sample ballot (newspaper only), a statement of location of where the voting system to be used is on public display, and instructions on how to vote. <i>This notice may be combined with the notices above, and with the notice of election if the notice is published <b>on the 10<sup>th</sup> day</b> prior to the election.</i>	<a href="#">13-17-203</a>	<a href="#">Notice of Information Concerning Voting Systems</a>
Day before (By Noon)	<b>Monday, May 1</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	<a href="#">13-13-211</a> <a href="#">13-13-214</a>	<a href="#">Application for Absentee Ballot</a>
Day before	<b>Monday, May 1</b>	<b>Deliver certified copy of the lists of registered electors.</b> Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	<a href="#">20-20-313</a>	
Election Day 	<b>Tuesday, May 2</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election.  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>	<a href="#">Display of Instructions for Electors</a>  <a href="#">Election Judges' Oath</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
No sooner than 3pm on the 6 <sup>th</sup> day after the election	<b>Monday, May 8</b>	<b>The first date that provisional ballots may be counted.</b> Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 <sup>th</sup> day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	<a href="#">13-15-107</a>	<a href="#">Provisional Ballot Instructions</a>
Following receipt of the tally sheets from all polls and within 15 days after the election	<b>By Friday, May 26</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>	<a href="#">Certificate of Election of Trustee</a> <a href="#">Canvass of Votes and Results</a>
Within 5 days after the official canvass	<b>Monday, May 8 through Wednesday, May 31</b>	<b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvass.	<a href="#">13-16-201</a>	<a href="#">Petition for Recount</a>
Within 5 days of receipt of notice from the election administrator	<b>Monday, May 8 through Monday, June 5</b>	<b>Deadline for convening the School Recount Board.</b> When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvass or recount petition.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>	
Within 15 days of election	<b>By Friday, May 26</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>	<a href="#">School Board Organization</a>
June 1	<b>Thursday, June 1</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<a href="#">20-20-417</a>	<a href="#">Trustee Resolution – Request for County to Conduct Elections</a>
Within 15 days after receipt of certificate of election	<b>By Friday, June 9</b>	<b>Candidate completes and files Oath of Office</b> with the County Superintendent.  <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below) but must be completed within 15 days of issuance.</i>  <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>	

**NOTE:**

On September 30, 2022, the MT Supreme Court ruled that the last of the four bills from the 2021 Legislative Session were unconstitutional and not to be enforced. As of now, there are no changes to late registration, issuance of a ballot to an underage elector, voter identification requirements, or prohibitions on ballot collection. As new legislation is introduced in the 2023 Legislative Session the OPI will update the election calendar to reflect any changes that may impact the May school election.

[1-1-307](#), MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

*If the deadline, as read in statute, is phrased "not later than..." the deadline does not move to a later date but an earlier one.*

**Additional References:**

Sample forms can be found at this address: [School Finance Election Webpage](#)

Election Manual: [School Election Handbook](#)

MT Secretary of State's Office: [Secretary of State's Election Webpage](#)

**NOTE:** Candidates for trustee positions in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at: [Commissioner of Political Practices Webpage](#).





# BUSINESS MANAGER REPORT

## March 2023

I have attached a different budget report with notes. As I go through my reconciling and different projects it has come to my attention that a lot of payroll and previous expenses were not being coded correctly according to how the budget was set. I have made notes on the budget sheets hoping this helps clarify the big picture. I felt these reports gave the board and superintendent a better view of where we stand budget wise. I am keeping a list of adjustments/journal entries that I will present to the board next month.

- Reconciling did not go as quickly as I had hoped, however, I am almost done,
- Payroll Complete with no issues
- Quarterly Reports to Work Comp started, Unemployment Insurance is complete.
- MAC Reports Filed and we are current, next report is due in April

Old Business  
DISCUSSION ITEM

Committee Updates

Presented by: Governing Board

Background: Facilities Committee - Aaron Schweiterman and Tim Melton  
Safety Committee - Mary Thurber  
Whole Child - Julie Fleury  
PDAC - Carissa Paulson

# GALLATIN GATEWAY SCHOOL

## Strategic Plan

Updated November 2022

### Overview

**The Gallatin Gateway School** has created a new direction for the school district to strategically focus its resources on identified wants, preferences, and needs of its community. As part of this process, the District has begun a strategic planning and thinking process that will lead to a stronger and more vital school district. This process will be ongoing as the District moves into the future. This strategic plan is intended to help the District in focusing its resources in a manner that will best benefit the children enrolled in the District.

The Gallatin Gateway Board of Trustees and staff began the strategic planning and thinking process necessary to fit with its commitment to children, to community engagement and to knowledge-based decision-making processes.

As part of its preparation for strategic planning, the District brought in Debra Silk of the Montana School Boards Association to help facilitate the strategic planning process.

On August 15, 2018, the Gallatin Gateway Board of Trustees formally adopted its new strategic plan. The Board has made it a priority to meet on a regular basis to update the plan and discussed strategies to ensure the Plan remains at the forefront of the ongoing focus and work of the Board and Staff in collaboration with parents and community members.

The District views the process of strategic planning as an ongoing process within the school system. This is not a "strategic planning project" that is completed. Adoption of a plan is an affirmation of the general intent and direction articulated by the Core Ideology, Envisioned Future and Goals and Strategic Objectives. It is understood that progress toward achieving plan strategic objectives will be assessed at least annually, and the plan will be updated based on achievement and changes in the needs of the children served by the District.

## Executive Summary

The following are the key components of the District's Strategic Plan. A more comprehensive description of these components is included in this publication following this Executive Summary:

### THE CORE PURPOSE OF GALLATIN GATEWAY SCHOOL IS TO:

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

### THE CORE VALUES OF GALLATIN GATEWAY SCHOOL ARE:

- **Individualized Success** – *We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student's individual success.*
- **Student-Centered** – *The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.*
- **Sense of Community** – *We believe that engagement with and respect for our community is vital to our success.*
- **Accountability** – *We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.*
- **Culture of Collaboration and Support** – *We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.*

### OUR LONG-TERM ENVISIONED FUTURE:

*Gallatin Gateway School is the premier school in our area because of our dynamic, collaborative, and stimulating environment where each student thrives.*

### Our priorities are centered around the following 3-5 year goals/priorities:

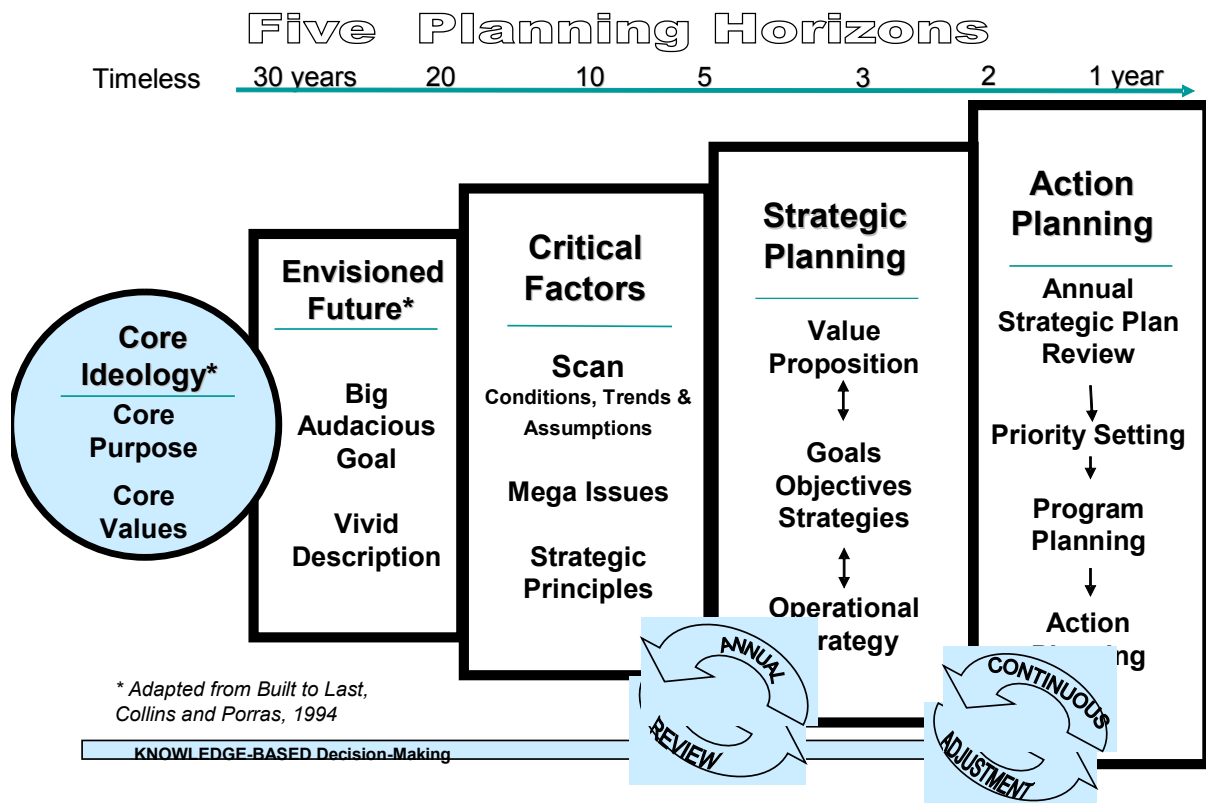
- **Individual Student Success**
- **Facilities**
- **Staff and Volunteers**
- **Leadership, Communication and Collaboration**
- **Safety**

# Table of Contents

Strategic Planning Framework	4
Part I: Planning Horizon: Timeless - Core Ideology of the Gallatin Gateway School	5
Core Purpose of the Gallatin Gateway School	5
Core Values of the Gallatin Gateway School	5
Part II: Planning Horizon: 10-15 Years - Envisioned Future of the Gallatin Gateway School	
Big Audacious Goal	6
A Vivid Description of the Desired Future	6
Part III: Planning Horizon: 5-10 Years	7
Assumptions Regarding the Relevant Future for the Gallatin Gateway School	7
Part IV: Planning Horizon: 1-5 Years	7
Outcome-Oriented Goals and Strategic Objectives	7
Priorities/Goals of the Gallatin Gateway School	8
Priority/Goal Area: Individual Student Success	8
Priority/Goal Area: Facilities	8
Priority/Goal Area: Staff and Volunteers	9
Priority/Goal Area: Leadership, Communication and Collaboration	9
Priority/Goal Area: Safety	9
Appendix A: Mega-Trends Analysis	11
Appendix B: Institutionalized Strategies	14

# Strategic Planning Framework

The framework used by Stevensville Public Schools for its strategic planning process was adapted from a model developed by Jim Collins, author of “Built to Last” and “Good to Great.” The Board focused on five different planning horizons, starting with the long term issues first to provide focus to shorter term efforts.



## Planning Horizons:

### Part I: Planning Horizon: Timeless

## Core Ideology<sup>1</sup> of the Gallatin Gateway School

### The Core Purpose of Gallatin Gateway School:

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

### Core Values of the Gallatin Gateway School:

- **Individualized Success** – We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student’s individual success.
- **Student-Centered** – The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.
- **Sense of Community** – We believe that engagement with and respect for our community is vital to our success.
- **Accountability** – We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.
- **Culture of Collaboration and Support** – We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.

---

<sup>1</sup> **Core ideology** describes a school district's consistent identity that transcends all changes related to its relevant environment. It consists of two elements - **core purpose** - the school district's reason for being - and **core values** - essential and enduring principles that guide a school district.

## Part II: Planning Horizon: 10-15 years

### Envisioned Future<sup>2</sup> of the Gallatin Gateway School

**Big Audacious Goal:** Gallatin Gateway School is the premier school in our area because of our dynamic, collaborative, and stimulating environment where each student thrives.

#### Vivid Descriptors of our Desired Future:

- Our small student to staff ratio allows us to focus on the individualized success of each student.
- We embrace a whole-child approach through safety, mental health, engagement, support and a challenging environment.
- Our staff are highly trained in meeting the individual needs, skills and learning styles of each student.
- Our staff are valued and supported in their respective roles. As a result of the supportive, collaborative environment we have cultivated, we attract and retain high quality staff.
- Our students enjoy a variety of opportunities for out-of-classroom experiences that enhance their learning.
- Our students excel in science, technology, engineering, music, arts, literacy and math.
- Our school schedule fully supports the needs, skills and learning styles of each student.
- Our educational programming is set up to fully integrate subject matters, to include real-world applications, and smooth transitions from subject to subject and grade to grade.
- Students interact with multiple caring, dynamic staff and volunteers each day. This keeps our students stimulated and enthusiastic about their learning environment.
- Because of our quality programming, we have an excellent reputation, and are well-respected.

---

<sup>2</sup> **Envisioned Future** conveys a concrete yet unrealized vision for the District. It consists of a **Big Audacious Goal** - a clear and compelling catalyst that serves as a focal point for effort - and a **Vivid Description** - vibrant and engaging descriptions of what it will be like to achieve the big audacious goal.



- Families that have children enrolled in our school are enthusiastic about having their children here and have provided us with important feedback on the impacts we had on their child(ren);
- Our parents and community members welcome opportunities to volunteer. As a result of our strong volunteer program and the ongoing collaboration with businesses and professionals in our area, our students are exposed to a variety of opportunities that they wouldn't otherwise have.
- Our facilities fully support our dynamic, collaborative, and stimulating environment and the needs of our community.

### **Part III: Planning Horizon: 5-10 Years**

#### **Assumptions Regarding the Relevant Future for the Gallatin Gateway School**

In order to make progress toward the 10-15 Envisioned Future, Gallatin Gateway School must constantly anticipate the strategic factors likely to affect its ability to succeed, and to assess the implications of those factors. This process of building foresight about the future will help the District to constantly recalibrate its view of the relevant future, a basis upon which to update the strategic plan on an annual basis. As the outcome-oriented goals that will form the basis of the long-range strategic plan will be based on this foresight, annual review of these statements will be an appropriate method of determining and ensuring the ongoing relevance of the strategic plan.

Creating the Assumptions - during the Strategic Planning meetings held in the Spring of 2018, the Gallatin Gateway School Board of Trustees, Staff Leadership Team, and faculty made many assumptions about the future. While many different assumptions were made, see Appendix "A" to this Plan for those assumptions that are likely to have the greatest influence on the success of Gallatin Gateway School.

### **Part IV: Planning Horizon: 3-5 Years**

#### **Outcome-Oriented Goals and Strategic Objectives**

The following thinking represents goals for the next three to five years. They are areas in which Gallatin Gateway School will explicitly state the conditions or attributes it wants to achieve. These outcome statements will define, "what will constitute future success." The achievement of each goal will move the school district toward realization of its Envisioned Future.

Strategic Objectives provide direction and actions on how the school district will accomplish its articulated goals. All strategies included in the strategic plan should be considered accomplishable at some point in the future. Strategic Objectives are reviewed annually by the Gallatin Gateway School Board, Staff Leadership Team, and faculty.

# Goals of the Gallatin Gateway School

## Goal Area 1: Individual Student Success

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

### 1-2 Year Strategic Objectives:

#### High Priority Strategy:

1. We will establish high expectations for each student and provide the necessary supports, to attain proficiency and continued growth for individual student success. This includes, but is not limited to:
  - Building on the depth of subject matters and integrating opportunities in our curriculum and programs to enhance the exposure and opportunities for each student.
  - Enhancing the educational opportunities for each student and provide our families with the tools needed to best support their children.
  - Enhancing the opportunities for our students to learn through real world application of concepts, problem solving and critical thinking.
  - Enriching the team-building and collaboration opportunities that support individual student success.
2. We will enhance the exposure and opportunities for each student in the arts, foreign languages, and music programs.

## Goal Area 2: Facilities

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

### 1-2 Year Strategic Objectives:

#### High Priority Strategy:

1. We will continue with our comprehensive review of our existing space to address deferred maintenance and analyze options for future expansion in order to maximize the efficiency and use of our facilities and to ensure that our facilities support our students, staff and community.

2. We will advocate for the support and funding of facilities to reach our intended outcome, including but not limited to, advocating for the passage of bonds and levies needed to reach this goal in compliance with the law.

### **Goal Area 3: Staff and Volunteers**

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

#### **1-2 Year Strategic Objectives:**

##### High Priority Strategies:

1. We will enhance the professional development and mentorship opportunities for our staff with a clear focus on increasing the individual success of each student.
2. We will enhance the opportunities for staff to collaborate in work sessions with a focus on alignment of our curriculum from subject to subject, grade to grade and the transition to secondary education.

##### Medium-Level Priorities:

1. We will enhance the professional development opportunities and effectiveness of our volunteer program for the mutual benefit of the school, staff, students and those who volunteer their time.

### **Goal Area 4: Leadership, Communication and Collaboration**

**Statement of Intended Outcome, Five Years:** Leadership roles have been articulated and enhanced resulting in quality and effective communications and collaboration with parents, staff and the community. Through our efforts, we now operate in a cohesive manner that has significantly improved our District operations, programs and services and enhanced individual student success.

#### **1-2 Year Strategic Objectives:**

##### High Priority Strategy:

1. We will enhance the effectiveness of our communications with students, staff, parents and community members to create a school environment that is collaborative and solution-based involving all relevant stakeholders.
2. We will enhance the effectiveness of a strong, consistent administrative leadership team and efficient school operations.

### **Goal Area 5: Safety**

**Statement of Intended Outcome, Five Years:** We have enhanced the safety and security of our facilities to minimize the risk and harm to our students and staff in the event of a safety or security breach. We have effectively enhanced our emotional support services for students.

**1-2 Year Strategic Objectives:**

1. We will enhance the safety, health and well-being of our students and staff and the security of our school building and property. This includes but is not necessarily limited to:
  - Enhancing our safety procedures and training for all emergency situations.
  - Enhancing our counseling support for students.
  - Increasing our awareness of, training on and implementation of alternative means of addressing student behaviors.
  - Ensuring our facilities are safe and secure.

**Next Steps:**

The Board, Staff Leadership Team and Staff will be developing action plans identifying the key activities/events, primary person(s) responsible for championing each activity/event identified and the timeline(s) for implementing and/or completing each activities/event.

## Appendix “A”

### Megatrend Analysis to Help Inform and Assess Gallatin Gateway

#### School’s Strategic Plan

#### Assumptions about the future (5-10 years)

### 5-10 Year Planning Horizon

#### Assumptions Regarding the Relevant Future for the Gallatin Gateway Schools

In order to make progress toward the District’s Envisioned Future, Gallatin Gateway Schools must constantly anticipate the strategic factors likely to affect its ability to succeed, and to assess the implications of those factors. This process of building foresight about the future will help Gallatin Gateway Schools to constantly recalibrate its view of the relevant future, a basis upon which to update the strategic plan on an annual basis. As the outcome-oriented goals that will form the basis of the long-range strategic plan will be based on this foresight, annual review of these statements will be an appropriate method of determining and ensuring the ongoing relevance of the strategic plan.

Creating the Assumptions - during the Strategic Planning meetings, the Gallatin Gateway School Board, Staff Leadership Team, faculty and community made many assumptions about the future. While many different assumptions were made, what follows are those assumptions that are likely to have the greatest influence on the development of Gallatin Gateway Schools' Strategic Plan.

#### Assumptions about the future

- Demographics/Business and Economic Climate
  - We anticipate continued housing developments. The unknown is the amount of growth and the impact on our school and our community.
  - We anticipate that economic conditions (e.g., unemployment rates, higher taxes, cost of living, etc.) are going to have an impact on the District. We are unsure at this time of the impact this may have on the District.
  - Given the changing dynamics of our community, we anticipate it will be a challenge to keep our community informed of the ongoing needs of the District.
  - We anticipate that recruitment and retention of staff will continue to be a challenge and will continue to impact staff shortages.
  
- Politics and Social Values
  - We anticipate that the politics and social climate at the national, state and local levels will continue to be a challenge. Compromise and personal responsibility are becoming less common. Additional parental rights movement and/or legislation is an unknown at this time.

- Technology and Science
  - We anticipate that it will be a challenge to maintain a 1:1 District. This will require that we effectively utilize our resources so that students have the technology and tools that serve them on an ongoing basis.
  - We anticipate having the need for more technology support for our students and our staff.
  
- Legislation and Regulation
  - We anticipate that reports required by the state and at the federal level will continue to consume more and more time of our staff.
  - Legislation impacting our public schools is always a moving target. This is largely driven by who has control of the legislative and executive branches.

## 5-10 Year Planning Horizon

### Mega Issues facing the Gallatin Gateway Schools

**Mega issues** are issues of strategic importance, which represent choices the school district will need to make in defining the ultimate direction of its long-range plan. These issues represent potential impediments to achievement of the Envisioned Future and form a basis for dialogue about the choices facing the school district. These questions can serve as an ongoing "menu" of strategic issues that, using a knowledge-based approach in gathering insights relative to Gallatin Gateway Schools' strategic position and directional choices for each of the issues, can be used by the Board to create regular opportunities for strategic dialogue about the future issues facing the school district.

Assumptions: Taking into consideration the external trends, challenges and issues likely to impact the future success of Gallatin Gateway Schools, the following mega issue was identified by those who took part in the strategic planning meetings held in 2017 and 2018:

Mega Issue(s) that require the District's attention:

*How do we ensure our facilities meet the contemporary needs of our students, staff and the community we serve?*

This mega issue will be analyzed using a knowledge-based decision-making process using the following four questions to gain insight and to develop options for consideration:

Question #1: What do we know about the **needs, wants, and preferences of our stakeholders** (students, staff, parents and community members) that is relevant to this issue?

Question 2. What do we know about the **current realities and evolving dynamics** of our environment that is relevant to this issue?

Question 3. What do we know about the **“capacity” and “strategic position”** of our District and our community that is relevant to this issue?

Question 4. What are the **ethical implications of our options/choices?**

## Appendix “B”

### Institutionalized Strategies

**The District has made significant progress as a result of planning strategically. The following strategies have been characterized as “institutionalized” due to the fact that they are now part of the culture of our District and remain relevant to preserve our current and ongoing success.**

#### **Goal Area: Staff and Volunteers**

- We have increased the effectiveness, efficiency and professionalism of our staffing levels to ensure that we are meeting the individual needs of our students.
- We have facilitated and promoted a positive culture and make workplace enhancements that increase the satisfaction levels and enthusiasm of our staff in the performance of their duties.



Old Business  
DISCUSSION ITEM

Study Session

Presented by: Kelly Henderson

Background: We postponed the 2nd reading of the Student Policies. We will schedule another time to complete the second reading.

Available dates: March 21st  
March 22nd - 10am-3pm  
March 23rd  
March 24th  
March 27th

We will begin the review and first reading of the Instructional Policies at the April Board meeting. I'll be providing highlighted questions and suggested changes.

New Business  
DISCUSSION ITEM

CPR/ First Aid Staff Policy - First Reading

Presented by: Kelly Henderson

Background: Our current policy 3305 indicates all staff must be certified in both CPR/First Aid.

Recommendation: Remove "Training in CPR and basic first aid;" from section Training of School Personnel.  
Add "Training in CPR and basic first aid for all Special Education, Office Staff, Teachers taking students on overnight field trips, and coaches."

New Business  
ACTION ITEM

Classified Contracts - Renewals/ Non Renewals

Presented by: Brittney Bateman

Recommendation: To approve the 2022-2023 classified contract renewals, salaries, and benefits as presented.

<b>Name:</b>	<b>Position</b>	<b>23-24 Wage/ Salary</b>	<b>Anticipated Schedule</b>	<b>Flex /Insurance Benefits</b>
Erica Clark	Administrative Secretary	\$44,000	8 hrs- 260 days (2080)	\$212.50/month (\$2550/year) or MUST- \$586/month
Kelsey Kearns-Daniel	Kitchen Manager	\$30,000	8 hrs- 197 days (1576)	\$212.50/month (\$2125/year)
Shelby Taylor	Kitchen Assistant	\$16.00	7 hrs- 180 days (1260)	\$212.50/month (\$2125/year)
Nickie Barnes	Paraprofessional	\$16.00	7.5 hrs- 187 days (1403)	\$212.50/month (\$2125/year)
Spencer Kirkemo	Paraprofessional	\$16.00	7.5 hrs- 187 days (1403)	\$212.50/month (\$2125/year)
LaDonna Quarters	Paraprofessional	\$16.00	7.5 hrs- 187 days (1403)	\$212.50/month (\$2125/year)
Silvia Vega	Paraprofessional	\$16.00	7.5 hrs- 187 days (1403)	\$212.50/month (\$2125/year)
Bethany Metcalf	Nurse Practitioner	\$25.09	72 days	\$59.50/month (\$595.00/year)
Brittney Bateman	District Clerk	\$62,000	8 hrs- 260 days	\$212.50/month (\$2550/year) or MUST- \$586/month
Donna Avilez	Business Manager	\$32,000	4 hrs- 260 days	\$212.50/month (\$2550/year) or MUST- \$586/month
Varies	Sub- Office Staff	\$10.00	on call	none
Varies	Sub- Paraprofessional	\$90/day	on call	none

**Gallatin Gateway School District #35**  
**Gallatin Gateway, Montana**  
*Classified Staff Employment Contract*  
2023-2024

This is a Contract between **Staff Name, Staff Position**("Employee") and the Board of Trustees of Gallatin Gateway School District No. 35 Gallatin Gateway Montana ("Board").

1. **Mutual Promises:** The Board agrees to employ Employee and Employee agrees to perform duties when, where and as assigned by the Superintendent or his/her designee in accordance with Gallatin Gateway School District #35 Job Description Clas-002, Adm-004, Adm-005, Clas-014 and to comply with board policy for the school year 2023-2024 beginning July 1, 2023 and ending June 30, 2024.
2. **No Guarantee of Hours or Renumeration:** Nothing in this Contract shall be construed to provide a guarantee of assignment, duties, projects, income, renumeration or hours worked. The parties agree that the projects assigned, as well as the number of hours worked, will vary according to the nature and extent of the District's needs.
3. **Compensation:**  
Salaried Employee: The Board shall pay Employee an initial salary of **amount** in twelve equal installments and a Flex contribution of \$2,550.00 per year (\$212.50 per month for 12 months) OR \$586/month for 12 months towards MUST health insurance plan of the employee's choice, including all benefits accruing in accordance with Title 2, Chapter 18, Part 6 of the Montana Codes Annotated and District policy, for the assigned positions of **Position**. The wage may thereafter be unilaterally modified by the District to reflect any change in assignment or position.  
Hourly Employee: The Board shall pay Employee an initial wage of **amount** per hour and a Flex contribution of \$2,125.00 per year (\$212.50 per month for 10 months), including all benefits accruing in accordance with Title 2, Chapter 18, Part 6 of the Montana Codes Annotated and District policy, for the assigned positions of **position**. The wage may thereafter be unilaterally modified by the District to reflect any change in assignment or position.
4. **Termination of Employment:** The term of this contract is set forth in paragraph 1, unless otherwise terminated earlier under section 5 or by virtue of the doctrine of impossibility as specified in 1-3-222, MCA. Employee shall have no expectation of continued employment with the School District upon the expiration of the term of this Contract. Both parties agree that without Board action, employment will automatically terminate upon expiration of this Contract.
5. **Termination of Employment:** The District may terminate this contract for cause at any time during the year.
6. **Jurisdiction:** This Contract shall be governed by the laws of the State of Montana.
7. **Saving Clause:** In the event any one or more of the provisions contained in this Contract shall, for any reason, be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
8. **Entire Contract /Modification:** This Contract embodies the complete Contract of the parties hereto, superseding all oral and written and contemporary Contracts between the parties. No alterations or modification of this Contract shall be valid unless evidenced by writing signed by the parties to this Contract.
9. **Acceptance:** This offer shall expire unless signed and returned to the Board or its authorized representative by **3:30 pm March 28, 2023**.

I have read this Contract and initial all pages of Job Description Clas-002, Adm-004, Adm-005, Clas-014 (see attached), understand its term, and agree to be bound thereby.

Approved on this DATE (8th day of March), 2023 (Board Meeting).

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Chair, Board of Trustees

\_\_\_\_\_  
Superintendent, School District No. 35

New Business  
ACTION ITEM

Certified Contracts - Renewals/ Non Renewals

Presented by: Brittney Bateman

Recommendation: To approve the 2022-2023 certified contract renewals, salaries, and benefits as presented.

<b>Name:</b>	<b>Position</b>	<b>23-24 Salary</b>	<b>FTE</b>	<b>Flex /Insurance Benefits</b>
Ashley Davis	Teacher	\$60,738	1.0	\$25.00/month (\$300/year) and MUST-\$586/month
Ashley Senenfelder	Teacher	\$40,988	1.0	\$25.00/month (\$300/year) and MUST-\$586/month
Chantel Jaeger-Smith	Teacher	\$50,138	1.0	\$25.00/month (\$300/year) and MUST-\$586/month
Hailee Olsen	Teacher	\$40,988	1.0	\$25.00/month (\$300/year) and MUST-\$586/month
Jacki Yager	Teacher	\$54,303	1.0	\$25.00/month (\$300/year) and MUST-\$586/month
Jamie Hetherington	Teacher	\$57,465	1.0	\$25.00/month (\$300/year) and MUST-\$586/month
Lilliana Thorstad	Teacher	\$38,459	1.0	\$25.00/month (\$300/year) and MUST-\$586/month
Madeline Herron	Teacher	\$40,988	1.0	\$25.00/month (\$300/year) and MUST-\$586/month
Madison Downs	Teacher	\$43,889	1.0	\$25.00/month (\$300/year) and MUST-\$586/month
Marissa Schultz	Teacher/ Counselor	\$52,555	1.0	\$25.00/month (\$300/year) and MUST-\$586/month
Mike Coon	Teacher	\$79,298	1.0	\$25.00/month (\$300/year) and MUST-\$586/month
Neal Krogstad	Teacher	\$54,898	1.0	\$25.00/month (\$300/year) and MUST-\$586/month
Nicole Barnes	Teacher	\$19,229.50	0.5	\$25.00/month (\$300/year) and MUST-\$586/month
Rochelle Dierenfeldt	Teacher	\$48,501	1.0	\$25.00/month (\$300/year) and MUST-\$586/month

# GALLATIN GATEWAY SCHOOL DISTRICT #35

## CERTIFIED CONTRACT

2023-2024

This agreement, made and entered into this 8<sup>th</sup> day of March, 2023 reflects a one (1) year only contract between School District #35 of Gallatin County, State of Montana, hereinafter referred to as the School District, and **Name** hereinafter referred to as the teacher,

### WITNESSETH:

(1) That said School District hereby agrees to employ the said teacher to teach, or to render related professional services and MTSS support, as and where assigned by the Board of Trustees of the Gallatin Gateway Public School for the school year 2023-2024, for a period of 187 pupil instruction and pupil instruction related days as determined by the approved calendar at 1.00 FTE (full time equivalent) position.

(2) That the School District shall pay to the above named teacher the sum of fifty-nine thousand one hundred one dollars and 00 cents (\$59,101) per year payable in 12 installments, to be paid on such days of each month as are designated by the School District. The teacher's salary is based on the education achievement of MA (semester) and eleven (11) years of experience. Teacher's salary will be paid at the rate stated above per annum, fewer deductions required under Federal and State Laws, and such other deductions as shall be mutually agreed to.

(3) It is further understood that the teacher holds a valid certificate, or will have met the requirements for such by the opening of school.

(4) Should the teacher be found incompetent in the discharge of his/her duties, the Board of Trustees may dismiss a teacher before the expiration of his employment contract for immorality, unfitness, incompetence, or violation of the adopted policies of such trustees, and in such case the part of the annual salary to be paid the teacher will be prorated for the actual time of his/her service.

(5) The teacher will be required to attend the following school events outside of the school day: Parent Teacher Conferences (Spring and Fall), Open House, Christmas Program, and Ski Day for appropriate grades.

(6) The teacher will be required to comply with the provisions of the State Laws concerning the duties of teachers, with all the rules and regulations of the Board of Trustees and to faithfully observe and execute the directions of the Superintendent.

(6) Resignations submitted to take effect at a time other than the end of the school term shall be out of order except by mutual agreement. When a contract has been terminated by mutual agreement, the School District shall be obligated to pay that portion of the salary provided in this contract that has been earned up to and including the last day of school.

(7) That this instrument shall operate as notice of election of the teacher for the school year designated herein, and that, unless the teacher shall accept, sign, and return said instrument to the office of the Superintendent on March 28, 2023, the said instrument shall be without legal effect.

(8) That the rights and obligations of the parties to this contract shall be governed by the Laws of the State of Montana, and the personnel policies which have been approved and adopted by the Board of Trustees of the School District.

(9) This offer shall expire unless signed and returned to the Board or its authorized representative by 3:30 pm on March 28, 2023. I have read this Contract and the attached Cert-001, Cert-002, and Cert-009, understand its term, and agree to be bound thereby.

IN WITNESS WHEREOF, the parties hereto cause this agreement to be duly signed in duplicate originals, each of which shall be entitled to full faith and credit.

\_\_\_\_\_  
Teacher

XXX-XX-\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date signed

Due Date: On or prior to March 28, 2023 to Superintendent.

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Clerk, Board of Trustees

BOARD OF TRUSTEES  
DISTRICT #35  
GALLATIN COUNTY, MONTANA

New Business  
ACTION ITEM

Memorandum of Understanding - Interim Conditions

Presented by: Kelly Henderson

Background: Contracts will go out to Classified and Certified staff on March 9, 2023. Due to the delay in getting information for the insurance RFP's and the Legislature deciding the K-12 Education budget, the MOU outlines the re-opening of Collective Bargaining once all items have been settled.

Recommendation: Administration recommends approval of the MOU for the 2022-2023 to reopen negotiations upon completion of the Legislative session and the staff consensus on Health Insurance.

MEMORANDUM OF UNDERSTANDING (MOU)  
Gallatin Gateway Board of Trustees and  
Gallatin Gateway Education Association  
March 8, 2023

The purpose of the Memorandum of Understanding (MOU) is to mitigate the timing of interim conditions related to the K-12 Budget adoption and the receipt and review of the Health Insurance Requests for Proposals. Certified Staff contracts will be provided to staff before either conditions will be decided.

The parties have agreed:

- Gallatin Gateway Public Schools and the Gallatin Gateway Education Association will reopen salary/wage negotiations upon the decision of the Montana State Legislature regarding the K-12 Budget adoption.
- Both parties also agree to re-open negotiations following the receipt and review of the insurance RFP's.

Upon completion of re-negotiations, the Collective Bargaining Agreement will be updated to note any changes in the salary/wages and insurance. If needed or required, Certified Contracts will be updated with accurate salary/benefit information.

Implementation date of the above MOA to be effective March 8, 2023 to June 30, 2023.

The parties also view this MOA is a one-time, non-precedent setting event.

\_\_\_\_\_ Date

\_\_\_\_\_  
For the District

\_\_\_\_\_  
For the Association



New Business  
ACTION ITEM

2023 Notice of Intent to Impose an Increase/ Decrease in Levies

Presented by: Brittney Bateman

Background: The board must approve the passage of permissive levy amounts.

Recommendation: Administration recommends the approval of the 2023 Notice of Intent to Impose an Increase/ Decrease in Levies.

**NOTICE OF INTENT TO IMPOSE AN INCREASE/ DECREASE IN LEVIES  
GALLATIN GATEWAY SCHOOL DISTRICT #35**

March 8, 2022

As an essential part of its budgeting process, the Gallatin Gateway School District #35 Board of Trustees is authorized by law to impose permissive levies to support its budget. Per Senate Bill 307, state law requires the District to provide notice of its intent to increase/decrease these permissive levies in the upcoming fiscal year. To ensure financial transparency and avoid confusion, the District has chosen to analyze the estimated impact of all its levies, voted and permissive, across all funds.

The Gallatin Gateway School District #35 estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2022:

<b>Fund</b>	<b>Estimated Change in Revenues</b>	<b>Estimated Change in Mills</b>	<b>Estimated Annual Impact on a \$100,000 Home*</b>	<b>Estimated Annual Impact on a \$200,000 Home*</b>
General- BASE	\$78	0.01	\$0.01	\$0.02
General- OverBASE	\$3,997	0.46	\$0.62	\$1.24
Transportation	\$13,383	1.52	\$2.05	\$4.10
Bus Depreciation	\$9,974	1.13	\$1.53	\$3.06
Tuition	-	-	-	-
Adult Education	\$7,112	0.8	\$1.08	\$2.16
Technology	-	-	-	-
Flexibility	-	-	-	-
Building Reserve- Permissive	-	(1.70)	(\$2.30)	(\$4.60)
Building Reserve- Voted	-	-	-	-
<b>Total</b>	<b>\$34,544</b>	<b>2.22</b>	<b>\$2.99</b>	<b>\$5.98</b>

**\*Impacts above are based on certified taxable valuations from the current school fiscal year**

This notice must also document the District's expected use of its Building Reserve State Major Maintenance levies and associated funding. In FY2023 the District intends to use Building Reserve Fund revenue to address the following items:

The District intends to use the permissive Building Reserve Levy listed above to:

- Lighting upgrades
- HVAC system repair/replace
- Flooring repair/replace
- School Safety Upgrades

No further proceedings were conducted relating to the non voted levies and/or revenues of the transportation, bus depreciation, tuition, adult education, or building reserve funds.

Forecasting the District's tax impact for the ensuing fiscal year requires a number of variables and an analysis of projections, historical trends and anticipated projects, therefore the information provided above is strictly an educated estimate. Once the District's FY23 budget is adopted in August, an updated notice will be posted. Please contact the District Clerk, Brittney Bateman, at (406) 763-4415 if you have any questions or need any additional information.



# PRELIMINARY BUDGET DATA SHEET

## FY 2024

### Pre-Session Including HB15 Inflationary Increases

**County: 16 Gallatin**

**District: 0364 Gallatin Gateway Elem**

NOTE: Information shown on the asterisked lines below (\*) is subject to change if your district's certified ANB is changed; any changes will be reflected on the FY2024 final budget form. (+) This symbol indicates whether the current ANB or 3 year average ANB (whichever is greater) is used to determine budget funding.

1. Certified ANB	FY 2024			3 Year Avg ANB		
*Budget Unit	ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement
E1 GALLATIN GATEWAY K-6	116	57,246.00	708,934.00	118	57,246.00	721,133.40 +
M1 GALLATIN GATEWAY 7-8	35	114,493.00	274,102.50	41	114,493.00	321,030.00 +
<b>2. * Direct State Aid</b>						542,614.37
<b>3. Quality Educator</b>						58,375.42
<b>4. At Risk Student</b>						2,412.30
<b>5. * Indian Education For All</b>						3,801.69
<b>6. American Indian Achievement Gap</b>						940.00
<b>7. * Data For Achievement</b>						3,639.51
<b>8. Special Education Funding (FY 2024):</b>						
NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified.						
<b>Special Education Block Grant Eligibility Status</b>						Yes
<b>Special Education Block Grant Rates Per Current ANB</b>						
Instructional Block Grant Rate [IBG]						154.21
Related Services Block Grant Rate [RSBG]						51.40
Threshold to Determine Disproportionate Costs						2.933368958
<b>Special Education Allowable Cost Payments</b>						
* a.	Instructional Block Grant Entitlement [IBG rate X Current Year ANB]					23,285.71
* b.	Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]					N/A
c.	Reimbursement for Disproportionate Costs - See Page 2.					0.00
* d.	Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]					23,285.71
<b>Prorated Cooperative Cost Payments (Members of Cooperatives Only)</b>						
* e.	Related Services Block Grant Entitlement (Paid Directly to Coop)					7,761.40
<b>Required Local Match</b>						
* f(i).	District's Required Match for IBG [8a X 0.33]					7,684.28
f(ii).	District's Required Match for RSBG [8b X 0.33]					N/A
* f(iii).	District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]					2,561.26
* f(iv).	Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)]					10,245.54
<b>Minimum Special Education Budget to Avoid Reversions</b>						
* g.	Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]					33,531.25



# PRELIMINARY BUDGET DATA SHEET

## FY 2024

### Pre-Session Including HB15 Inflationary Increases

**County:** 16 Gallatin

**District:** 0364 Gallatin Gateway Elem

### Reimbursement For Disproportionate Costs

	EL	HS	K12
a. FY 2022 Allowable Cost Expenditures Total K-12 Expenditures Prorated by FY 2022 ANB	52,095.88	0.00	0.00
b. FY 2022 Amount to Avoid Reversion	36,271.37	0.00	0.00
c. Reimbursement for Disproportionate Costs If (a-b) > 0 and a > (b * 2.933368958) then [a - (b * 2.933368958)] * 0.4	0.00	0.00	0.00

**9. FY 2024 Budget Limits:**

* a.	Required % of Special Ed Funding in Maximum [20-9-306(9), MCA]	100%
* b.	BASE Budget	1,075,995.39
c.	Maximum Budget Limit	1,337,404.14
* d.	Highest Budget Without A Vote (excluding tuition, excess reserves, flexible non-voted levy authority and other Over-BASE revenues)	1,343,793.61
* e.	Highest Budget With A Vote	1,363,520.51
* f.	Highest Voted Amount (9e-9d)	19,726.90

**10. Prior Year Information for Budgeting:**

a.	FY 2023 BASE Budget	1,087,425.53
b.	FY 2023 Maximum Budget	1,351,226.40
c.	FY 2023 Budget Limit ANB	167
d.	FY 2023 Adopted General Fund Budget	1,351,226.40
e.	Highest Levy Over-BASE Authorized or Imposed Between FY 2019 FY 2023	267,798.22

**11. Debt Service Fund and County Retirement GTB:**

	Elementary	High School
<b>County</b>		
a.	451,536,176	451,536,176
b.	10,233	4,317
c.	44.13	104.59
<b>District</b>		
d.	8,798,683	N/A
e.	167	N/A
f.	52.69	N/A
<b>Statewide</b>		
g.	39.43	92.85
h.	45.62	107.42



# PRELIMINARY BUDGET DATA SHEET

## FY 2024

### Pre-Session Including HB15 Inflationary Increases

**County:** 16 Gallatin

**District:** 0364 Gallatin Gateway Elem

**12. General Fund Guaranteed Tax Base Aid (GTB) Ratios And Subsidies**

<b>I. STATEWIDE GTB RATIO:</b>	<u>Elementary</u>	<u>High School</u>
a. Statewide Taxable Valuation (Tax Year 2022)***	3,557,597,673	3,557,597,673
b. FY 2023 Statewide GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement + 40% of Special Education Allowable Cost Payment (Including Cooperative Costs)	269,181,739.61	146,351,330.17
c. GTB Ratio: [(a) Divided by (b)] x 254%	33.57	61.74

<b>II. DISTRICT GTB SUBSIDY:</b>	<u>Elementary</u>	<u>High School</u>
a. Statewide GTB ratio (from c above)	33.57	N/A
b. FY 2023 District GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement	436,950.64	N/A
c. 40% of FY 2023 District Special Education Allowable Cost Payment plus District Coop Cost Payment	13,254.51	N/A
d. District's FY 2024 Guaranteed Tax Base (a) x [b + c]	15,113,386.89	N/A
e. District Taxable Valuation (Tax Year 2022)***	8,798,683	N/A
f. If (d) is Greater Than (e), Then: DISTRICT's FY 2024 GTB Subsidy Per BASE Mill [d - e] x 0.001	6,315.00	N/A

\*\*\* A final determination of the Taxable Value by the Department of Revenue based on information delivered to the county clerk and recorder as required in 15-10-305, MCA (December). Tax Increment Districts are excluded from taxable valuations used in GTB calculations.

Per 20-9-366(2)(a), MCA, GTB ratios for the ensuing year are calculated using prior year taxable values and GTB subsidized area as submitted. GTB ratios on I(c) are rounded to two decimal places.

**13. Building Reserve Permissive Sub-Fund School Major Maintenance Aid Subsidy**

	<u>Elementary</u>	<u>High School</u>	<u>K-12</u>
a. District State Major Maintenance Aid (SMMA) Allowable Amount	33,370.00		
b. Calculated Amount of State School Major Maintenance Aid Per Dollar of Local Effort****	0.53		

\*\*\*\* State major maintenance aid per dollar of local effort calculated as per 20-9-525, MCA assumes full state funding for this program. Proration may apply due to limitations in state appropriation and/or available state revenue for funding.

New Business  
ACTION ITEM

Business Manager & District Clerk Job Descriptions

Presented by: Kelly Henderson

Background: The business manager and district clerk positions were supervised by the board. To align with normal practices, the supervisor has been changed to be the Superintendent.

Recommendation: To approve the change of supervisor of both the business manager and district clerk from the board of trustees to the superintendent.

**BUSINESS MANAGER**

**REPORTS TO:** Superintendent

**ESSENTIAL FUNCTIONS:**

Serves as chief financial officer of the District.

Informs the superintendent and Board of Trustees of the business operations of the District.

Attends all meetings of the Board of Trustees, unless excused by the Board Chair

Reconciles all funds monthly with the County Treasurer.

Responsible for keeping accurate and detailed accounts of all receipts.

Processes all authorized invoices.

Maintains records of paid/unpaid invoices and purchase orders as requested.

Processes payroll data for all School District employees and prepares payroll checks for distribution.

Maintains up-to-date files of all payroll information.

Establishes procedures for monthly time card submittal and processing.

Responsible for processing payroll functions for retirements and employment terminations.

Communicates with governmental agencies, labor organization, TRS, and PERS to provide information.

Responsible for drawing and countersigning all warrants for student activity fund 184.

Generates timely financial statements and other financial reports as necessary for the district, state, and county reporting, or upon request of the Board of Trustees and/or Superintendent.

Maintains detailed and accurate records of accounts of all receipts and disbursements.

Responsible for drawing and countersigning all warrants for expenditures, payroll, and student activity funds.

Prepares invoices and maintains records of paid/unpaid invoices and purchase orders.

Creates and applies fiscal controls and procedures.

Responsible for development of the budget for all funds.

Establishes and applies procedures necessary for budgetary controls.

Establishes procedures for purchasing in accordance with Board policy.

Responsible for preparation and communication regarding annual district audits.

Cross train with District Clerk, in case of absence.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

Hold a Bachelor's degree with a major in accounting, economics, or finance or related field. Five or more years of progressively responsible leadership experience in and/or familiarity with school finance. Knowledge of finance and budgeting principles.

Strong leadership and communication skills.

Able to establish and maintain effective working relationships with students, staff, and the community.

Able to express himself/herself clearly and concisely in both oral and written communications. Able to perform duties with an awareness of all District requirements and Board policies. Ability to handle stressful situations.

Ability to effectively manage time and responsibilities.

**EQUIPMENT USED:**

Computer, calculator, copy machine, fax machine, telephone/voice mail.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee may work remotely with a calendar of on-site/off-site determined at hire; the employee constantly works around others; works with the public; and works inside. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and depth perception.



**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are frequently used/required on the job.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

History

Approved on: October 1, 2021

Revised on: June 30, 2022

**District Clerk**

**REPORTS TO:** Superintendent

**ESSENTIAL FUNCTIONS :**

Attend all meetings of the Board of Trustees, unless excused by the chairperson or Superintendent.

Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees and its committees, as requested.

Acts as custodian of all records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and minutes.

Maintain cooperative working relationships with those contacted in the course of work.

Responsible for the preparation of all notices for School Board meetings and elections.

Assists the Board in the development and review of District policies, including job descriptions and board procedures.

Serves as the Election Administrator for the District and is responsible for all duties as assigned by the Trustees as it relates to elections and in accordance with 20-20-401, MCA and the school elections handbook, as supplied by Montana Office of Public Instruction.

Responsible for preparation, advertisement, and dissemination of district employment openings.

Update and maintain school board and employee resources of the district website.

Responsible for preparing and submitting food services and transportation financial reports to the superintendent and the Board, as requested.

Responsible as the Transportation Director for duties, as assigned.

Responsible as the Foods Services Supervisor for duties, as assigned.

Responds to questions regarding employee benefits, credentials, fingerprinting, and other terms and conditions of employment.

Assists applicants with completing the application for employment packet, as needed.

Responsible for preparation of Board packets and responsible for distribution of board packets to the Board of Trustees and ensures packets are available to the public.

Assists in budget preparation and with audits, as requested.

Responsible for collection of all employment forms, including but not limited to retirement, IRS, and W-2's.

Cross train with Business Manager, in case of absence.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS :**

Three year experience in typing and general clerical work; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Basic arithmetic, filing, and record-keeping procedures.

Proficiently operate copier, computer (IBM & Mac), word processor, typewriter, digital camera, flatbed scanner, email, multi-line phone, laser printer, postage machine, etc.

Proficiency in software programs including, FileMaker Pro, Excel, Access, Adobe InDesign, MS Word, and Adobe PhotoShop. Perform a variety of clerical work involving use of independent judgment and requiring accuracy and speed. Receive and give information over the telephone or in person in a courteous manner.

Handle a variety of telephone calls and personal contacts with tact, diplomacy, and discretion.

Able to express himself/herself clearly and concisely in both oral and written communications.

Communicate effectively with students, community, and staff.

Compile and maintain accurate and complete records and reports.

Understand and carry out oral and written instructions.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

Prior knowledge of Montana Open Meeting Laws, District Policy and public meeting procedures

**EQUIPMENT USED :**

Computer, calculator, copier, telephone/voice mail, fax, email, website, digital camera, postal machine, scanner.

Proficiently operate copier, computer, word processor, typewriter, digital camera, flatbed scanner, email, multi-line phone, laser printer, postage machine, etc.

Proficiency in software programs including, Adobe Pro, Excel, Access, MS Word, Infinite Campus and Catapult.

**WORK ENVIRONMENT :**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS :**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 30 pounds.

**MENTAL/MOTOR DEMANDS :**

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

**History**

Approved on: October 1, 2021

Revised on: June 30, 2022