

June 30, 2022 Agenda Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **June 30, 2022** at **6:00 P.M. in the boardroom and via Zoom.**

Call to Order

Pledge of Allegiance

Presiding Trustee's Explanation of Procedures

Public Comment- Non Agenda Items

GUESTS:

Clayton Peacock - Gateway Village Update

Consent Agenda

Minutes: May 18, 2022-Regular Meeting & June 2, 2022-Special Meeting; **Finance:** Warrants; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report;

Personnel:

Superintendent Report

District Clerk Report

Business Manager Report

Old Business

Covid 19 Report

New Business

Discussion:

Action Items:

Plan for Safe Return to In-Person Instruction & Continuity of Services

ARP ESSER Plan

Consider Transportation Bids

Background Check Procedures - Universal Screening Company

Consider Amended Job Descriptions for District Clerk & Business Manager

Consider 2022-23 Staff Handbook

Consider 2022-23 Student/Parent Handbook

Consider Renewal of Classified Contracts and Wages for 2022-2023

Consider Hiring Recommendation: Extra-Curricular Coaches

Consider 2022-2023 Professional Development Plan

Consider a Custodial/Cleaning Contract

Consider Interfund Transfer - Compensated Absences Liability Fund/General Fund

Discuss & Consider End of the Year Budgetary and Building Reserve Priorities

Pre-Authorize FY23 Expenditures

Resolution to dispose of abandoned, obsolete, and undesirable property - 20-6-604, MCA

Consider Disposal of District Records - School District Records Schedule No. 7

Review, Discuss, & Accept FY21 Audit Report

Review, Discuss, & Consider Regular Board Meeting Dates for 2022-2023 - GGS Policy #1400

Next Meetings:

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*

**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 pm on May 18, 2022, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 6:02 pm.

TRUSTEES PRESENT

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

TRUSTEES ABSENT

None.

STAFF PRESENT

Theresa Keel, Superintendent; Brittney Bateman, District Clerk; Diane Belcourt, Business Manager; Ashley Davis, Teacher; Maddie Downs, Teacher; Fraulein Jaffe, Assistant Clerk; Ashley Senenfelder, Teacher; Missy Schultz, Counselor

OTHERS PRESENT

George Wintle, Misti Richardson

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

GUEST REPORT

Visitor Clayton Peacock gave an update on the progress of the construction project sharing details of what has been done this month, as well as what the plans are moving forward.

Declamations Winners

Speech - 1st place: Ezra Graham, 2nd place: Isabella Donaghey, 3rd place: Josephine Stuart

Essay - 1st place: Alex Ramsey, 3rd place: Natalie Samsó

ELECTION 2022 - Canvass Election Results

Trustee Thurber made a motion to approve the results of the May 3, 2022 election as follows:

Building Reserve Levy Election:

For	310
Against	217

Number of ballots issued: 1261
Number of ballots cast: 527
Number of ballots accepted: 529
Number of ballots rejected: 5
Number of voters: 1451

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

CONSENT AGENDA

Motion: Trustee Schwieterman to approve the consent agenda as presented. **Minutes:** April 20, 2022-Regular Meeting; May 4, 2022-Special Committee Meeting; **Finance:** Warrants ; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report

Personnel:

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

SUPERINTENDENT REPORT

Superintendent Theresa Keel gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) end of year trips; 2) preliminary SBAC results; 3) parent meeting regarding MS electives

COVID-19 Related Business

DISTRICT CLERK REPORT

District Clerk Brittney Bateman gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) upcoming trainings for trustees; 2) wrapping up elections; 3) facilities repairs

BUSINESS MANAGER REPORT

Business Manager Diane Belcourt gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) audit; 2) training; 3) payroll

OLD BUSINESS

Discuss & Consider Revision to Nurse Contract

Motion: Trustee Schwieterman to hire Bethany Metcalf, MSN, APRN, FNP-C for the 2022-2023 School Year as the School Nurse per the *amended* agreement with the First Presbyterian Church, at a compensation rate of \$30.00 per hour, reimbursement for liability insurance at \$976.00/ year and \$595.00/year in flexible benefits. The hire is pending Fingerprint/Background Check.

Seconded: Trustee Ringo
Public Comment: None
For: Fleury, Thurber, Paulson, Ringo, Schwieterman

Opposed: None
Motion passed unanimously 5-0

NEW BUSINESS

Ratify 2022-2024 Certified Master Agreement: Gallatin Gateway Board of Trustees, School District No. 35 and the Gallatin Gateway Education Association, MEA-MFT

Motion: Trustee Schwieterman to approve the certified master agreement between the Gallatin Gateway Board of Trustees, School District No. 35 and the Gallatin Gateway Education Association effective July 1, 2022 - June 30, 2024.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Thurber, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously 5-0

Consider 2022-2023 Certified Staff Contracts - Renewal (Certified Master Agreement, MCA 20-4-205 and 20-4-206)

Motion: Trustee Paulson to renew the following certified staff contracts for 2022-2023:

Mike Coon

Ashley Davis

Rochelle Dierenfeldt

Madison Downs

Madeline Herron

Jamie Hetherington

Chantel Jaeger

Neal Krogstad

Hailee Olsen

Ashley Senenfelder

Jacki Yager

Marissa Schultz

Seconded: Trustee Thurber

Public Comment: None

For: Fleury, Thurber, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously 5-0

Consider 2022-2023 Certified Staff Contract - Non Renewal Without Cause

Motion: Trustee Schwieterman to nonrenew without cause the non-tenured contract for Tina Albers for the 2022-2023 school year.

Seconded: Trustee Thurber

Public Comment: None

For: Fleury, Thurber, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously 5-0

Hire: Summer Maintenance - Mike Coon

Motion: Trustee Ringo to hire Mike Coon at \$13/hour for a maximum of 234 hours from June 13, 2022 - July 29, 2022 and the TBD Excess Sale and Community Clean Up Dates to conduct general facility maintenance, supervise excess sale and community clean up, update and maintain the district's technology, software, and network, and develop vendor contracts to comply with HB745 – "Montana Pupil Online Personal Information Protection Act".

Seconded: Trustee Thurber

Public Comment: None

For: Fleury, Thurber, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously 5-0

Hire: New Teachers for 2022-23 School Year

Motion: Trustee Thurber to hire Lilliana Perham as a Teacher for the 2022-2023 School Year, pending completion of degree, certification, and Federal Fingerprint Background Check.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Thurber, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously 5-0

Appoint Professional Development Advisory Committee (PDAC)

Motion: Board Chair Fleury appointed Trustee Paulson, Maddy Downs and Rochelle Dierenfeldt as the PDAC Committee members.

Consider 2022-2023 Non-resident Student Attendance Agreements

Motion: Trustee Ringo to approve the following twenty-five (25) Discretionary Non-resident Student Attendance Agreements for the 2022-2023 school year.

Seconded: Trustee Thurber

Public Comment: None

For: Fleury, Thurber, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously 5-0

Discuss & Consider End of the Year Budgetary and Building Reserve Priorities

This exhibit was tabled.

Trustee Resolution Requesting County to Conduct Election(s) (20-20-417, MCA) for FY23 Election(s)

Motion: Trustee Ringo to adopt the following resolution:

BE IT RESOLVED, the Board of Trustees for School District No. 35, Gallatin County, State of Montana, requests that Gallatin County, State of Montana, conduct the elections for School District No. 35, Gallatin, County for all elections which may occur between July 1, 2022 and the May 2, 2023 annual school election (trustee and levy elections).

In accordance with 20-20-417, MCA, the county will perform the duties imposed on the trustees and the clerk of the district for school elections in 20-20-203, 20-20-313, and 20-20-401, and deliver to the trustees, for the purpose of canvassing the vote, the certified tally sheets and other items as provided in

13-15-301.

Other election duties not specified will be conducted by mutual agreement between the district clerk and the county election administrators.

Seconded: Trustee Thurber

Public Comment: None

For: Fleury, Thurber, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously 5-0

Board Self Evaluation & Community Survey Results

The school board discussed the results of the community survey.

Public Comment: Jamie Hetherington, Ashley Davis

Set dates for Special Work Sessions: Board Orientation & Training & Strategic Plan Review

The school board set the date for the Goal Setting Special Meeting for June 22, 2022 at 4:30 P.M.

Swear in Trustees - County Superintendent Matthew Henry

Gallatin County Superintendent Matthew Henry swore in new trustee Tim Melton. Patti Ringo was thanked for her service and years of dedication to the Gallatin Gateway School Board of Trustees.

Reorganization of the Board

Motion: Trustee Thurber to appoint Julie Fleury as Board Chair.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Thurber, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 5-0

Motion: Trustee Schwieterman to appoint Carissa Paulson as Vice Chair.

Seconded: Trustee Thurber

Public Comment: None

For: Fleury, Thurber, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 5-0

Clerk Appointment

Motion: Trustee Thurber to appoint Brittney Bateman to serve as District Clerk.

Seconded: Trustee Schwieterman

Public Comment: None

For: Fleury, Thurber, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 5-0

Next Meetings:

- Regular Meeting - June 30, 2022 at 6:00 pm

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 7:57 pm

Julie Fleury, Board Chair

Brittney Bateman, District Clerk

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

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 1:00 pm on June 2, 2022 in the Gallatin Gateway School Board Room. Board Chair Julie Fleury presided and called the meeting to order at 1:08 pm.

TRUSTEES PRESENT

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

TRUSTEES ABSENT

Aaron Schwieterman

STAFF PRESENT

Theresa Keel, Superintendent; Brittney Bateman, District Clerk; Diane Belcourt, Business Manager

OTHERS PRESENT

None.

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

NEW BUSINESS

Amended Salary Scale for Master Agreement

Motion: Trustee Paulson to approve the presented salary scale for the Master Agreement.

Seconded: Trustee Melton

Public Comment: None

For: Fleury, Thurber, Paulson, Melton

Opposed: None

Motion passed unanimously 4-0

Teacher Hire - 2022-23 School Year

Motion: Trustee Melton to hire Rebecca Cristando as a 1.0 FTE certified teacher for the 2022-2023 academic year to be placed at the appropriate spot in the negotiated salary matrix based on educational attainment and years of experience (not to exceed five years). The successful hire further pending proof of certification and adequate fingerprint/background check.

Seconded: Trustee Thurber

Public Comment: None
For: Fleury, Thurber, Paulson, Melton
Opposed: None
Motion passed unanimously 4-0

Resignation and Rescind Contract

Motion: Trustee Paulson to accept the resignation letter submitted by Jerry Lee on Monday, May 23, 2022 at 10:46 am.

Seconded: Trustee Melton

Public Comment: None

For: Fleury, Thurber, Paulson, Melton

Opposed: None

Motion passed unanimously 4-0

Motion: Trustee Melton to accept the resignation letter submitted by Theresa Keel on Monday, May 31, 2022 at 10:46 am.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Thurber, Paulson, Melton

Opposed: None

Motion passed unanimously 4-0

Agenda Setting

The school board then went into the agenda setting portion of the meeting to discuss exhibit options for the June 30, 2022 regular board meeting.

Next Meetings:

- Regular Meeting- June 30, 2022 at 6:00 pm

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 2:17 pm.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk

06/28/22
15:05:05

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

Page: 1 of 1
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 GENERAL	242,965.53	1,304,178.92	1,340,645.00	1,340,645.00	36,466.08	97 %
110 TRANSPORTATION	9,213.51	96,870.25	124,900.00	124,900.00	28,029.75	78 %
111 BUS DEPRECIATION	0.00	0.00	96,189.00	96,189.00	96,189.00	0 %
113 TUITION	0.00	0.00	14,433.00	14,433.00	14,433.00	0 %
114 RETIREMENT	33,387.27	162,183.51	218,565.00	218,565.00	56,381.49	74 %
117 ADULT EDJICATION FUND	884.47	11,356.28	24,000.00	24,000.00	12,643.72	47 %
128 TECHNOLOGY FUNDS	2,188.50	13,940.47	21,686.00	21,686.00	7,745.53	64 %
129 FLEXIBILITY FUND	0.00	0.00	11,377.00	11,377.00	11,377.00	0 %
161 BUILDING RESERVE	0.00	29,876.70	185,699.00	185,699.00	155,822.30	16 %
Grand Total:	288,639.28	1,618,406.13	2,037,494.00	2,037,494.00	419,087.87	79 %

06/28/22
14:51:20

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 6/22

Page: 3 of 3
Report ID: W100X

Payroll

Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	CL #/Payroll Notes
-87408	P	39	2042.70	6/22	06/10/22	
-87407	P	49	2299.88	6/22	06/10/22	
-87406	P	100078	2450.73	6/22	06/10/22	
-87405	P	86	2467.15	6/22	06/10/22	
-87404	P	58	2463.44	6/22	06/10/22	
-87403	P	100074	2674.85	6/22	06/13/22	
-87402	P	15	4237.64	6/22	06/13/22	
-87401	P	100011	2544.32	6/22	06/13/22	
-87400	P	20	3285.21	6/22	06/13/22	
-87399	P	100014	2166.82	6/22	06/13/22	
-87398	P	100031	2384.68	6/22	06/13/22	
-87397	P	100032	2283.36	6/22	06/13/22	
-87396	P	100009	3109.90	6/22	06/13/22	
-87395	P	111	2566.90	6/22	06/13/22	
-87394	P	39	2042.76	6/22	06/13/22	
-87393	P	49	2299.85	6/22	06/13/22	
-87392	P	100078	2450.76	6/22	06/13/22	
-87391	P	86	2467.15	6/22	06/13/22	
-87390	P	58	2463.40	6/22	06/13/22	
75989	P	100045	494.69	6/22	06/03/22	
75990	P	FLEX ALLEGIANCE BENEFIT PLAN	2223.90	6/22	06/06/22	
75991	P	LIFE INSURANCE DEARBORN LIFE INSURANCE	114.00	6/22	06/06/22	
75992	P	MEA DUES MFPE, JAMIE HETHERINGTON	318.44	6/22	06/06/22	
75993	P	MUST MUST	13462.00	6/22	06/06/22	

Payroll Total # of Checks: 72 Total: 184358.22

Grand Total # of Checks: 92 Total: 219923.24

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

06/28/22
14:51:19

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 6/22

Page: 2 of 3
Report ID: W100X

Payroll

Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	CL #/Payroll Notes
-87456	P	100027	1997.56	6/22	06/03/22	
-87455	P	100074	2737.23	6/22	06/03/22	
-87454	P	100089	2977.15	6/22	06/03/22	
-87453	P	100061	1781.61	6/22	06/03/22	
-87452	P	11	2573.16	6/22	06/03/22	
-87451	P	15	4237.60	6/22	06/03/22	
-87450	P	100011	2544.28	6/22	06/03/22	
-87449	P	20	3765.62	6/22	06/03/22	
-87448	P	100014	2427.08	6/22	06/03/22	
-87447	P	100031	2384.72	6/22	06/03/22	
-87446	P	100087	83.11	6/22	06/03/22	
-87445	P	25	181.79	6/22	06/03/22	
-87444	P	100032	2283.40	6/22	06/03/22	
-87443	P	100009	3237.06	6/22	06/03/22	
-87442	P	100007	497.02	6/22	06/03/22	
-87441	P	32	448.13	6/22	06/03/22	
-87440	P	111	2566.88	6/22	06/03/22	
-87439	P	71	1263.05	6/22	06/03/22	
-87438	P	100054	369.40	6/22	06/03/22	
-87437	P	100030	3593.92	6/22	06/03/22	
-87436	P	93	1944.00	6/22	06/03/22	
-87435	P	39	2042.70	6/22	06/03/22	
-87434	P	40	1588.01	6/22	06/03/22	
-87433	P	44	2837.55	6/22	06/03/22	
-87432	P	100081	163.23	6/22	06/03/22	
-87431	P	49	2597.28	6/22	06/03/22	
-87430	P	100091	1626.02	6/22	06/03/22	
-87429	P	100082	203.79	6/22	06/03/22	
-87428	P	100088	2308.86	6/22	06/03/22	
-87427	P	100078	2491.63	6/22	06/03/22	
-87426	P	86	2551.17	6/22	06/03/22	
-87425	P	100079	526.25	6/22	06/03/22	
-87424	P	56	326.46	6/22	06/03/22	
-87423	P	58	2463.44	6/22	06/03/22	
-87422	P	SIT DEPARTMENT OF REVENUE	4021.00	6/22	06/06/22	
-87421	P	FIT EFTPS-IRS	19669.15	6/22	06/06/22	
-87420	P	P.E.R.S. PERS.	2843.79	6/22	06/06/22	
-87419	P	403B ROTH US OMNI & TSACG COMPLIAN	645.00	6/22	06/06/22	
-87418	P	457 PRETAX US OMNI & TSACG COMPLIANC	300.00	6/22	06/06/22	
-87417	P	100074	2674.85	6/22	06/10/22	
-87416	P	15	4237.60	6/22	06/10/22	
-87415	P	100011	3101.91	6/22	06/10/22	
-87414	P	20	3359.56	6/22	06/10/22	
-87413	P	100014	2166.78	6/22	06/10/22	
-87412	P	100031	2384.72	6/22	06/10/22	
-87411	P	100032	2283.40	6/22	06/10/22	
-87410	P	100009	3168.89	6/22	06/10/22	
-87409	P	111	2566.88	6/22	06/10/22	

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

06/28/22
14:51:19

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 6/22

Page: 1 of 3
Report ID: W100X

Claims

Check					Date			
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	CL #	/Payroll	Notes
37401	SC	666 THOMAS, LORRIE	300.00	6/22	06/23/22	CL 3309		300.00
37402	SC	43 ALSCO-AMERICAN LINEN DIVISION	450.35	6/22	06/27/22	CL 3305		450.35
37403	SC	545 HOUSE OF CLEAN a Hillyard Company	292.87	6/22	06/27/22	CL 3306		292.87
37404	SC	43 ALSCO-AMERICAN LINEN DIVISION	169.55	6/22	06/28/22	CL 3312		169.55
37405	SC	43 ALSCO-AMERICAN LINEN DIVISION	186.39	6/22	06/28/22	CL 3313		186.39
37406	SC	577 KELLEY CONNECT	317.25	6/22	06/28/22	CL 3314		317.25
37407	SC	1768 LEARNING ROCKS	1200.00	6/22	06/28/22	CL 3315		1200.00
37408	SC	1724 PURITAN COMMERCIAL CLEANING & SER	12208.00	6/22	06/28/22	CL 3316		12208.00
37409	SC	431 GALLATIN CO. SUPERINTENDENT OF SC	94.77	6/22	06/28/22	CL 3317		94.77
37410	SC	441 GALLATIN GATEWAY WATER & SEWER DI	893.04	6/22	06/28/22	CL 3319		893.04
37411	SC	1857 SUMMIT FIRE AND SECURITY	647.00	6/22	06/28/22	CL 3320		647.00
37412	SC	262 COMMERCIAL ENERGY OF MONTANA INC	142.07	6/22	06/28/22	CL 3321		142.07
37413	SC	856 NORTHWESTERN ENERGY	1846.87	6/22	06/28/22	CL 3322		1846.87
37414	SC	965 SCHOOL SERVICES OF MONTANA (SSoM)	442.20	6/22	06/28/22	CL 3323		442.20
37415	SC	1337 CORE CONTROL	2280.32	6/22	06/28/22	CL 3324		2280.32
37416	SC	1330 DENNING, DOWNEY & ASSOCIATES CPA'	4008.00	6/22	06/28/22	CL 3325		4008.00
37417	SC	1110 SYSCO FOOD SERVICES OF MT	6557.12	6/22	06/28/22	CL 3326		6557.12
37418	SC	1606 3 BROTHERS PLUMBING & HEATING	884.70	6/22	06/28/22	CL 3327		884.70
37419	SC	432 GALLATIN COUNTY ELECTION ADMINIST	2354.52	6/22	06/28/22	CL 3328		2354.52
37420	SC	471 GRANITE TECHNOLOGY SOLUTIONS INC	290.00	6/22	06/28/22	CL 3330		290.00

Claims Total # of Checks: 20

Total: 35565.02

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
37401S	666 THOMAS, LORRIE					----
	3309	300.00				
	May, June, and July Bacteriological					
1	062222 06/22/22 Bacteriological	294.00				
				101 80 100-2600		421
2	062222 06/22/22 Bacteriological	6.00		117 80 610-2600		421
	Total Check:	300.00				
37404S	43 ALSCO-AMERICAN LINEN DIVISION					
	3312	169.55				
	Cleaning Supplies					
1	1760368 05/30/22 cleaning Supplies	101.73*		101 80 100-2600		610
2	1760368 05/30/22 cleaning Supplies	8.48*		110 80 100-2700		610
3	1760368 05/30/22 cleaning Supplies	59.34		112 80 910-3100		610
	Total Check:	169.55				
37405S	43 ALSCO-AMERICAN LINEN DIVISION					
	3313	186.39				
1	1763761 06/13/22 Cleaning Supplies	111.83*		101 80 100-2600		610
2	1763761 06/13/22 Cleaning Supplies	9.32*		110 80 100-2700		610
3	1763761 06/13/22 Cleaning Supplies	65.24		112 80 910-3100		610
	Total Check:	186.39				
37406S	577 KELLEY CONNECT					
	3314	317.25				
	Printer & Copy Machines					
1	1065714 06/08/22 Business office Printer	31.99		101 80 100-2300		550
2	1060446 06/01/22 Front office Printer	285.26		101 80 100-2300		550
	Total Check:	317.25				
37407S	1768 LEARNING ROCKS					
	3315	1,200.00				
	Virtual Training & Coaching 10/6/21-3/9/22					
1	GC787 10/06/21 Virtual Training & Coaching	144.00				
			*	115 81 100-1000		583 430
3	GC787 10/06/21 Virtual Training & Coaching	56.00*		115 82 100-1000		583 430
4	GC787 11/10/21 Virtual Training & Coaching	144.00*		115 81 100-1000		583 430
5	GC787 11/10/21 Virtual Training & Coaching	56.00*		115 82 100-1000		583 430
6	GC787 12/08/21 Virtual Training & Coaching	144.00*		115 81 100-1000		583 430
7	GC787 12/08/21 Virtual Training & Coaching	56.00*		115 82 100-1000		583 430
8	GC787 01/26/22 Virtual Training & Coaching	144.00*		115 81 100-1000		583 430
9	GC787 01/26/22 Virtual Training & Coaching	56.00*		115 82 100-1000		583 430
10	GC787 02/16/22 Virtual Training & Coaching	144.00*		115 81 100-1000		583 430
11	GC787 02/16/22 Virtual Training & Coaching	56.00*		115 82 100-1000		583 430
12	GC787 03/09/22 Virtual Training & Coaching	144.00*		115 81 100-1000		583 430
13	GC787 03/09/22 Virtual Training & Coaching	56.00*		115 82 100-1000		583 430
	Total Check:	1,200.00				

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
37408S	1724 PURITAN COMMERCIAL CLEANING &					
	3316	12,208.00				
	Custodial Cleaning Services					
2	31197 03/01/22 Custodial Cleaning Services	4,761.12*		101 80 100-2600		433
3	31197 03/01/22 Custodial Cleaning Services	1,220.80*		110 80 100-2600		433
4	31197 03/01/22 Custodial Cleaning Services	122.08		117 80 610-2600		433
5	32163 06/01/22 Custodial Cleaning Services	4,761.12*		101 80 100-2600		433
6	32163 06/01/22 Custodial Cleaning Services	1,220.80*		110 80 100-2600		433
7	32163 06/01/22 Custodial Cleaning Services	122.08		117 80 610-2600		433
	Total Check:	12,208.00				
37409S	431 GALLATIN CO. SUPERINTENDENT OF					
	3317	94.77				
	County Wide Election Display AD					
1	2022-71 06/02/22 County-Wide Election Display	60.77		101 80 100-2300		330
2	2022-53 03/31/22 Meeting & Lunch	34.00		101 80 100-2300		330
	Total Check:	94.77				
37410S	441 GALLATIN GATEWAY WATER & SEWER					
	3319	893.04				
	Monthly Sewer					
1	5833 05/31/22 Monthly Sewer	893.04		101 80 100-2600		420
	Total Check:	893.04				
37411S	1857 SUMMIT FIRE AND SECURITY					
	3320	647.00				
	Service Call for FACP					
1	210101298 05/20/22 Service Call for FACP Repla	647.00*		101 80 100-2600		440
	Total Check:	647.00				
37412S	262 COMMERCIAL ENERGY OF MONTANA INC					
	3321	142.07				
1	071265 06/03/22 Gas on NWE System	139.23		101 80 100-2600		411
2	071265 06/03/22 Gas on NWE System	2.84		117 80 610-2600		411
	Total Check:	142.07				
37413S	856 NORTHWESTERN ENERGY					
	3322	1,846.87				
	ELECTRICITY					
	NATURAL GAS					
1	060322 06/03/22 Electricity	1,005.33*		101 80 100-2600		412
2	060322 06/03/22 Electricity	257.78		110 80 100-2600		412
3	060322 06/03/22 Electricity	25.78		117 80 610-2600		412
4	060322 06/03/22 Unmetered Services	50.10*		101 80 100-2600		412
5	060322 06/03/22 Unmetered Services	12.84		110 80 100-2600		412
6	060322 06/03/22 Unmetered Services	1.28		117 80 610-2600		412
7	060322 06/03/22 Natural Gas	211.25		101 80 100-2600		411

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
8	060322 06/03/22 Natural Gas	4.31		117 80 610-2600			411	
9	060322 06/03/22 State and Local Taxes	217.00*		101 80 100-2600			412	
10	060322 06/03/22 State and Local Taxes	55.64		110 80 100-2600			412	
11	060322 06/03/22 State and Local Taxes	5.56		117 80 610-2600			412	
	Total Check:	1,846.87						
37414S	965 SCHOOL SERVICES OF MONTANA (SSoM)							
	3323	442.20						
	SSOM Membership							
1	6399 06/23/22 Membership District	275.00		101 80 100-2300			810	
2	6399 06/23/22 Membership per Student	167.20		101 80 100-2300			810	
	Total Check:	442.20						
37415S	1337 CORE CONTROL							
	3324	2,280.32						
	# WO-4430 & WO-4695							
1	WO-4430 05/31/22 Clean coils, replace filters	2,130.32*		101 80 100-2600			440 785	
2	WO-4695 05/31/22 Shut down breakers for pump	150.00*		101 80 100-2600			440 785	
	Total Check:	2,280.32						
37416S	1330 DENNING, DOWNEY & ASSOCIATES CPA'S							
	3325	4,008.00						
1	15525 06/23/22 FY21 Annual Audit	3,840.00*		101 80 100-2300			331	
2	15524 06/23/22 Consulting post audit adjustme	168.00*		101 80 100-2300			331	
	Total Check:	4,008.00						
37417S	1110 SYSCO FOOD SERVICES OF MT							
	3326	6,557.12						
1	343798654 05/17/22 Food Costs	1,461.78		112 80 910-3100			630	
2	343798654 05/17/22 Supplies	447.40		112 80 910-3100			630	
3	343809937 05/24/22 Food Costs	1,837.20		112 80 910-3100			630	
4	343809937 05/24/22 Supplies	288.57		112 80 910-3100			630	
5	343820043 05/31/22 Food costs	3,032.46		112 80 910-3100			630	
6	343820043 05/31/22 Supplies	192.38		112 80 910-3100			630	
7	343793761 05/14/22 Spend and Save	-300.00		112 80 910-3100			630	
8	Credit 05/08/22 Credit	-402.67		112 80 910-3100			630	
	Total Check:	6,557.12						
37418S	1606 3 BROTHERS PLUMBING & HEATING							
	3327	884.70						
	Leak at main water heater							
1	4159 06/21/22 Leak at main water heater	884.70						
			*	101 80 100-2600			440	
	Total Check:	884.70						

06/28/22
14:49:22

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 6/22

Page: 4 of 4
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
37419S	432 GALLATIN COUNTY ELECTION					----
	3328	2,354.52				
	Election Expenses					
1	050322 05/03/22 Ballots	890.72		101 80 100-2314		330
2	050322 05/03/22 Advertising	471.35		101 80 100-2314		330
3	050322 05/03/22 Postage	103.94		101 80 100-2314		330
4	050322 05/03/22 Mailing	195.29		101 80 100-2314		330
5	050322 05/03/22 Materials	275.21		101 80 100-2314		330
6	050322 05/03/22 Personnel	418.01		101 80 100-2314		330
	Total Check:	2,354.52				
37420S	471 GRANITE TECHNOLOGY SOLUTIONS INC					
	3330	290.00				
	Voice-PBX					
1	9949 05/15/22 Voice PBX	290.00*		101 80 100-2600		440
	Total Check:	290.00				
	# of Claims	18				
	Total:	34,821.80				

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
250 WORKERS' COMPENSATION	0.00	42.73	0.00	0.00	-42.73	*** %
Function Total:	0.00	42.73	0.00	0.00	-42.73	*** %
1140 ART PROGRAM						
610 SUPPLIES	0.00	7.73	0.00	0.00	-7.73	*** %
Function Total:	0.00	7.73	0.00	0.00	-7.73	*** %
2111 SUPERVISION OF ATTENDANCE/SOCI						
330 OTHER PROFESSIONAL SERVICES	0.00	24.50	0.00	0.00	-24.50	*** %
Function Total:	0.00	24.50	0.00	0.00	-24.50	*** %
2212 CURRICULUM SERVICES						
610 SUPPLIES	0.00	31.19	0.00	0.00	-31.19	*** %
Function Total:	0.00	31.19	0.00	0.00	-31.19	*** %
2300 GENERAL ADMINISTRATION						
310 OFFICIAL/ADMINISTRATIVE SERVICE	0.00	255.00	0.00	0.00	-255.00	*** %
550 PRINTING/DUPLICATING	0.00	285.91	0.00	0.00	-285.91	*** %
Function Total:	0.00	540.91	0.00	0.00	-540.91	*** %
Program Total:	0.00	647.06	0.00	0.00	-647.06	*** %
Program Group Total:	0.00	647.06	0.00	0.00	-647.06	*** %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	1,420.53	0.00	0.00	-1,420.53	*** %
Function Total:	0.00	1,420.53	0.00	0.00	-1,420.53	*** %
Program Total:	0.00	1,420.53	0.00	0.00	-1,420.53	*** %
785 ESSER III- BASIC						
2600 OPERATIONS & MAINTENANCE						
440 REPAIR AND MAINTENANCE SERVICE	0.00	1,228.94	0.00	0.00	-1,228.94	*** %
Function Total:	0.00	1,228.94	0.00	0.00	-1,228.94	*** %
Program Total:	0.00	1,228.94	0.00	0.00	-1,228.94	*** %
Program Group Total:	0.00	2,649.47	0.00	0.00	-2,649.47	*** %
800						
810 COMMUNITY SERVICE PROGRAMS						
2600 OPERATIONS & MAINTENANCE						
680 COMPUTER SOFTWARE	0.00	384.00	0.00	0.00	-384.00	*** %
800 OTHER	0.00	58.08	0.00	0.00	-58.08	*** %
Function Total:	0.00	442.08	0.00	0.00	-442.08	*** %
Program Total:	0.00	442.08	0.00	0.00	-442.08	*** %
Program Group Total:	0.00	442.08	0.00	0.00	-442.08	*** %
16 District						
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
310 OFFICIAL/ADMINISTRATIVE SERVICE	0.00	399.00	0.00	0.00	-399.00	*** %
330 OTHER PROFESSIONAL SERVICES	0.00	104.00	0.00	0.00	-104.00	*** %
Function Total:	0.00	503.00	0.00	0.00	-503.00	*** %
Program Total:	0.00	503.00	0.00	0.00	-503.00	*** %
Program Group Total:	0.00	503.00	0.00	0.00	-503.00	*** %

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Org Total:		503.00			-503.00	*** %
19 Counseling						
100 ELEMENTARY						
100 ELEMENTARY						
2190 OTHER STUDENT SUPPORT SERVICES						
810 DUES AND FEES	0.00	90.00	0.00	0.00	-90.00	*** %
Function Total:	0.00	90.00	0.00	0.00	-90.00	*** %
Program Total:	0.00	90.00	0.00	0.00	-90.00	*** %
Program Group Total:	0.00	90.00	0.00	0.00	-90.00	*** %
Org Total:		90.00			-90.00	*** %
21 Special Education						
200						
280 SPECIAL EDUCATION						
2212 CURRICULUM SERVICES						
610 SUPPLIES	0.00	124.00	0.00	0.00	-124.00	*** %
Function Total:	0.00	124.00	0.00	0.00	-124.00	*** %
Program Total:	0.00	124.00	0.00	0.00	-124.00	*** %
Program Group Total:	0.00	124.00	0.00	0.00	-124.00	*** %
Org Total:		124.00			-124.00	*** %
25 Student Activities						
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
610 SUPPLIES	0.00	265.92	0.00	0.00	-265.92	*** %
Function Total:	0.00	265.92	0.00	0.00	-265.92	*** %
Program Total:	0.00	265.92	0.00	0.00	-265.92	*** %
Program Group Total:	0.00	265.92	0.00	0.00	-265.92	*** %
Org Total:		265.92			-265.92	*** %
28 Primary Care Clinic						
100 ELEMENTARY						
100 ELEMENTARY						
2131 HEALTH SERVICES- MEDICAL						
610 SUPPLIES	0.00	29.96	0.00	0.00	-29.96	*** %
Function Total:	0.00	29.96	0.00	0.00	-29.96	*** %
Program Total:	0.00	29.96	0.00	0.00	-29.96	*** %
Program Group Total:	0.00	29.96	0.00	0.00	-29.96	*** %
Org Total:		29.96			-29.96	*** %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
260 HEALTH INS	0.00	3,687.00	0.00	0.00	-3,687.00	*** %
610 SUPPLIES	0.00	701.85	0.00	0.00	-701.85	*** %
610-260 SUPPLIES	0.00	51.94	0.00	0.00	-51.94	*** %
LIBRARY-KAREN COX GRANT						
810 DUES AND FEES	0.00	530.00	0.00	0.00	-530.00	*** %
Function Total:	0.00	4,970.79	0.00	0.00	-4,970.79	*** %

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2100 STUDENTS						
330 OTHER PROFESSIONAL SERVICES	0.00	106.17	0.00	0.00	-106.17	*** %
Function Total:	0.00	106.17	0.00	0.00	-106.17	*** %
2131 HEALTH SERVICES- MEDICAL						
330 OTHER PROFESSIONAL SERVICES	0.00	185.50	0.00	0.00	-185.50	*** %
Function Total:	0.00	185.50	0.00	0.00	-185.50	*** %
2200 INSTRUCTIONAL STAFF						
280-145 OTHER EMPLOYEE BENEFITS MISC.	0.00	19.98	0.00	0.00	-19.98	*** %
Function Total:	0.00	19.98	0.00	0.00	-19.98	*** %
2212 CURRICULUM SERVICES						
810 DUES AND FEES	0.00	991.65	0.00	0.00	-991.65	*** %
Function Total:	0.00	991.65	0.00	0.00	-991.65	*** %
2300 GENERAL ADMINISTRATION						
330 OTHER PROFESSIONAL SERVICES	94.77	12,904.70	19,000.00	19,000.00	6,095.30	67 %
331 PROF. SERV. AUDITOR	4,008.00	11,003.00	10,000.00	10,000.00	-1,003.00	110 %
332 PROF. SERV. LEGAL	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
530 COMMUNICATIONS- INTERNET SERVICE	0.00	4,699.93	4,000.00	4,000.00	-699.93	117 %
531 COMMUNICATIONS- TELEPHONE	0.00	2,417.00	3,100.00	3,100.00	683.00	77 %
532 POSTAGE	0.00	2,054.76	1,750.00	1,750.00	-304.76	117 %
535 COMMUNICATIONS	0.00	702.75	770.00	770.00	67.25	91 %
540 ADVERTISING	0.00	135.00	200.00	200.00	65.00	67 %
550 PRINTING/DUPLICATING	317.25	2,323.31	3,000.00	3,000.00	676.69	77 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
610 SUPPLIES	0.00	1,110.02	900.00	900.00	-210.02	123 %
660 MINOR EQUIPMENT	0.00	2,249.97	0.00	0.00	-2,249.97	*** %
680 COMPUTER SOFTWARE	0.00	238.80	1,500.00	1,500.00	1,261.20	15 %
810 DUES AND FEES	442.20	4,453.47	5,500.00	5,500.00	1,046.53	80 %
Function Total:	4,862.22	44,292.71	54,720.00	54,720.00	10,427.29	80 %
2312 DISTRICT CLERK SERVICES						
111 ADMINISTRATIVE SALARY	3,011.14	9,033.43	0.00	0.00	-9,033.43	*** %
250 WORKERS' COMPENSATION	13.47	40.41	0.00	0.00	-40.41	*** %
260 HEALTH INS	171.04	506.75	0.00	0.00	-506.75	*** %
Function Total:	3,195.65	9,580.59	0.00	0.00	-9,580.59	*** %
2314 ELECTIONS						
330 OTHER PROFESSIONAL SERVICES	2,354.52	2,354.52	4,500.00	4,500.00	2,145.48	52 %
332 PROF. SERV. LEGAL	0.00	0.00	500.00	500.00	500.00	0 %
532 POSTAGE	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
540 ADVERTISING	0.00	0.00	650.00	650.00	650.00	0 %
610 SUPPLIES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	2,354.52	2,354.52	7,350.00	7,350.00	4,995.48	32 %
2316 Staff Relations Services						
610 SUPPLIES	0.00	922.14	3,000.00	3,000.00	2,077.86	30 %
Function Total:	0.00	922.14	3,000.00	3,000.00	2,077.86	30 %

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	4,998.58	59,983.04	61,483.00	61,483.00	1,499.96	97 %
115 OFFICE/CLERICAL SALARY	2,853.17	31,225.47	34,285.00	34,285.00	3,059.53	91 %
125 SUBSTITUTE- OFFICE/CLERICAL	0.00	0.00	500.00	500.00	500.00	0 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	500.00	500.00	500.00	0 %
170 VACATION PAY	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
180 BONUS	0.00	975.00	0.00	0.00	-975.00	*** %
250 WORKERS' COMPENSATION	35.13	413.96	421.00	421.00	7.04	98 %
260 HEALTH INS	963.71	11,074.11	12,000.00	12,000.00	925.89	92 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
610 SUPPLIES	0.00	17.00	500.00	500.00	483.00	3 %
680 COMPUTER SOFTWARE	0.00	19.99	0.00	0.00	-19.99	*** %
810 DUES AND FEES	0.00	1,527.95	1,300.00	1,300.00	-227.95	117 %
Function Total:	8,850.59	105,236.52	117,489.00	117,489.00	12,252.48	89 %
2400 SCHOOL ADMINISTRATION						
125 SUBSTITUTE- OFFICE/CLERICAL	0.00	330.00	0.00	0.00	-330.00	*** %
250 WORKERS' COMPENSATION	0.00	1.49	0.00	0.00	-1.49	*** %
Function Total:	0.00	331.49	0.00	0.00	-331.49	*** %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	1,586.00	14,965.93	23,600.00	23,600.00	8,634.07	63 %
115 OFFICE/CLERICAL SALARY	1,011.40	10,926.23	8,200.00	8,200.00	-2,726.23	133 %
160 SICK LEAVE TERMINATION PAY	0.00	3,902.87	3,500.00	3,500.00	-402.87	111 %
170 VACATION PAY	0.00	2,854.04	5,300.00	5,300.00	2,445.96	53 %
250 WORKERS' COMPENSATION	11.60	146.29	226.00	226.00	79.71	64 %
260 HEALTH INS	283.74	2,239.54	6,175.00	6,175.00	3,935.46	36 %
340 TECHNICAL SERVICES	0.00	0.00	500.00	500.00	500.00	0 %
550 PRINTING/DUPLICATING	0.00	94.13	425.00	425.00	330.87	22 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	90.00	1,500.00	1,500.00	1,410.00	6 %
610 SUPPLIES	0.00	222.91	250.00	250.00	27.09	89 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
680 COMPUTER SOFTWARE	0.00	8,959.00	9,200.00	9,200.00	241.00	97 %
810 DUES AND FEES	0.00	329.88	1,000.00	1,000.00	670.12	32 %
Function Total:	2,892.74	44,730.82	60,376.00	60,376.00	15,645.18	74 %
2517 PROPERTY ACCOUNTING SERVICES						
540 ADVERTISING	0.00	0.00	85.00	85.00	85.00	0 %
680 COMPUTER SOFTWARE	0.00	656.00	656.00	656.00	0.00	100 %
Function Total:	0.00	656.00	741.00	741.00	85.00	88 %
2530 Printing, Publishing, and Duplicating Services						
610 SUPPLIES	0.00	0.00	1,100.00	1,100.00	1,100.00	0 %
Function Total:	0.00	0.00	1,100.00	1,100.00	1,100.00	0 %
2572 PERSONNEL SERVICES: RECRUITMENT & PLACEMENT						
540 ADVERTISING	0.00	400.00	3,344.00	3,344.00	2,944.00	11 %
810 DUES AND FEES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	400.00	3,544.00	3,544.00	3,144.00	11 %

GALLATIN GATEWAY ELEMENTARY
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Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2574 NON-INSTRUCTIONAL STAFF TRAINING						
440 REPAIR AND MAINTENANCE SERVICE	0.00	3,597.94	0.00	0.00	-3,597.94	*** %
810 DUES AND FEES	0.00	226.74	0.00	0.00	-226.74	*** %
Function Total:	0.00	3,824.68	0.00	0.00	-3,824.68	*** %
2580 ADMINISTRATIVE TECH SERVICES						
682 SUPPLIES- TECHNOLOGY	0.00	3,524.00	3,500.00	3,500.00	-24.00	100 %
Function Total:	0.00	3,524.00	3,500.00	3,500.00	-24.00	100 %
2600 OPERATIONS & MAINTENANCE						
114 CUSTODIAL SALARY	0.00	2,320.50	9,243.00	9,243.00	6,922.50	25 %
250 WORKERS' COMPENSATION	0.00	10.39	254.00	254.00	243.61	4 %
310 OFFICIAL/ADMINSTRATIVE SERVICE	0.00	115.00	0.00	0.00	-115.00	*** %
330 OTHER PROFESSIONAL SERVICES	0.00	280.00	0.00	0.00	-280.00	*** %
410 POWER - LIGHTS	0.00	863.32	1,500.00	1,500.00	636.68	57 %
411 NATURAL GAS	350.48	9,766.58	12,500.00	12,500.00	2,733.42	78 %
412 ELECTRICITY	1,272.43	14,579.87	11,000.00	11,000.00	-3,579.87	132 %
420 OTHER UTILITY SERVICES- SEWER	893.04	9,823.44	10,717.00	10,717.00	893.56	91 %
421 WATER TESTS	294.00	1,599.36	1,800.00	1,800.00	200.64	88 %
431 DISPOSAL SERVICE	0.00	2,651.87	3,600.00	3,600.00	948.13	73 %
433 CUSTODIAL SERVICES	9,522.24	48,930.96	47,150.00	47,150.00	-1,780.96	103 %
440 REPAIR AND MAINTENANCE SERVICE	1,821.70	17,792.26	15,000.00	15,000.00	-2,792.26	118 %
440-785 REPAIR AND MAINTENANCE SERVICE	2,280.32	2,280.32	0.00	0.00	-2,280.32	*** %
ESSER III- BASIC						
520 INSURANCE	0.00	12,683.45	12,683.00	12,683.00	-0.45	100 %
610 SUPPLIES	213.56	8,366.14	6,000.00	6,000.00	-2,366.14	139 %
660 MINOR EQUIPMENT	0.00	0.00	1,300.00	1,300.00	1,300.00	0 %
810 DUES AND FEES	0.00	224.00	1,000.00	1,000.00	776.00	22 %
Function Total:	16,647.77	132,287.46	133,747.00	133,747.00	1,459.54	98 %
2630 GROUNDES- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	1,400.00	5,000.00	5,000.00	3,600.00	28 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	3,450.14	7,213.00	7,213.00	3,762.86	47 %
610 SUPPLIES	0.00	965.00	0.00	0.00	-965.00	*** %
Function Total:	0.00	5,815.14	12,213.00	12,213.00	6,397.86	47 %
3100 FOOD SERVICES						
630 FOOD	0.00	84.37	0.00	0.00	-84.37	*** %
Function Total:	0.00	84.37	0.00	0.00	-84.37	*** %
3400 EXTRACURRICULAR ACTIVITIES						
610 SUPPLIES	0.00	15.78	0.00	0.00	-15.78	*** %
Function Total:	0.00	15.78	0.00	0.00	-15.78	*** %
Program Total:	38,803.49	360,330.31	397,780.00	397,780.00	37,449.69	90 %
Program Group Total:	38,803.49	360,330.31	397,780.00	397,780.00	37,449.69	90 %
700						
752 TITLE-IA-ARRA						
2600 OPERATIONS & MAINTENANCE						
440-785 REPAIR AND MAINTENANCE SERVICE	0.00	544.67	0.00	0.00	-544.67	*** %
ESSER III- BASIC						
Function Total:	0.00	544.67	0.00	0.00	-544.67	*** %
Program Total:	0.00	544.67	0.00	0.00	-544.67	*** %

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Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
700						
785 ESSER III- BASIC						
2600 OPERATIONS & MAINTENANCE						
440-785 REPAIR AND MAINTENANCE SERVICE	0.00	1,473.30	0.00	0.00	-1,473.30	*** %
ESSER III- BASIC						
Function Total:	0.00	1,473.30	0.00	0.00	-1,473.30	*** %
Program Total:	0.00	1,473.30	0.00	0.00	-1,473.30	*** %
Program Group Total:	0.00	2,017.97	0.00	0.00	-2,017.97	*** %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	0.00	1,766.48	0.00	0.00	-1,766.48	*** %
180 BONUS	0.00	325.00	0.00	0.00	-325.00	*** %
250 WORKERS' COMPENSATION	0.00	121.12	0.00	0.00	-121.12	*** %
260 HEALTH INS	0.00	229.59	0.00	0.00	-229.59	*** %
610 SUPPLIES	0.00	209.69	0.00	0.00	-209.69	*** %
630 FOOD	0.00	5,965.26	0.00	0.00	-5,965.26	*** %
810 DUES AND FEES	0.00	194.50	0.00	0.00	-194.50	*** %
Function Total:	0.00	8,811.64	0.00	0.00	-8,811.64	*** %
Program Total:	0.00	8,811.64	0.00	0.00	-8,811.64	*** %
Program Group Total:	0.00	8,811.64	0.00	0.00	-8,811.64	*** %
Org Total:	38,803.49	371,159.92	397,780.00	397,780.00	26,620.08	93 %
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	114,946.11	435,429.83	420,931.00	420,931.00	-14,498.83	103 %
117 PARAPROFESSIONALS	6,436.81	33,829.09	62,976.00	62,976.00	29,146.91	53 %
122 SUBSTITUTE TEACHERS	1,400.40	28,552.86	3,000.00	3,000.00	-25,552.86	951 %
150 STIPEND	50.00	275.00	0.00	0.00	-275.00	*** %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
170 VACATION PAY	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
180 BONUS	0.00	2,827.50	1,368.00	1,368.00	-1,459.50	206 %
220 TRS	0.00	7.63	0.00	0.00	-7.63	*** %
250 WORKERS' COMPENSATION	537.65	2,245.67	2,193.00	2,193.00	-52.67	102 %
260 HEALTH INS	18,179.87	73,390.34	68,771.00	68,771.00	-4,619.34	106 %
330 OTHER PROFESSIONAL SERVICES	0.00	225.00	0.00	0.00	-225.00	*** %
340 TECHNICAL SERVICES	0.00	114.30	0.00	0.00	-114.30	*** %
610 SUPPLIES	0.00	22,300.97	15,000.00	15,000.00	-7,300.97	148 %
650 PERIODICALS	0.00	98.16	150.00	150.00	51.84	65 %
660 MINOR EQUIPMENT	0.00	3,297.00	0.00	0.00	-3,297.00	*** %
680 COMPUTER SOFTWARE	0.00	13,406.06	15,900.00	15,900.00	2,493.94	84 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	500.00	500.00	500.00	0 %
810 DUES AND FEES	0.00	231.88	0.00	0.00	-231.88	*** %
Function Total:	141,550.84	616,231.29	595,789.00	595,789.00	-20,442.29	103 %

GALLATIN GATEWAY ELEMENTARY
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Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOCL						
100 ELEMENTARY						
100 ELEMENTARY						
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	355.27	4,493.01	4,448.00	4,448.00	-45.01	101 %
170 VACATION PAY	0.00	0.00	375.00	375.00	375.00	0 %
180 BONUS	0.00	240.50	0.00	0.00	-240.50	*** %
250 WORKERS' COMPENSATION	1.88	27.34	45.00	45.00	17.66	60 %
260 HEALTH INS	3.89	396.16	459.00	459.00	62.84	86 %
Function Total:	361.04	5,157.01	5,327.00	5,327.00	169.99	96 %
2114 STUDENT ACCOUNTING SERVICES						
330 OTHER PROFESSIONAL SERVICES	0.00	216.00	0.00	0.00	-216.00	*** %
Function Total:	0.00	216.00	0.00	0.00	-216.00	*** %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	6,794.84	27,179.30	23,841.00	23,841.00	-3,338.30	114 %
170 VACATION PAY	0.00	0.00	200.00	200.00	200.00	0 %
250 WORKERS' COMPENSATION	30.39	122.02	105.00	105.00	-17.02	116 %
260 HEALTH INS	1,045.58	4,163.27	3,687.00	3,687.00	-476.27	112 %
610 SUPPLIES	0.00	33.56	700.00	700.00	666.44	4 %
680 COMPUTER SOFTWARE	0.00	266.00	200.00	200.00	-66.00	133 %
810 DUES AND FEES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	7,870.81	31,764.15	28,933.00	28,933.00	-2,831.15	109 %
2131 HEALTH SERVICES- MEDICAL						
610 SUPPLIES	0.00	310.66	200.00	200.00	-110.66	155 %
Function Total:	0.00	310.66	200.00	200.00	-110.66	155 %
2212 CURRICULUM SERVICES						
810 DUES AND FEES	0.00	17,123.41	2,850.00	2,850.00	-14,273.41	600 %
Function Total:	0.00	17,123.41	2,850.00	2,850.00	-14,273.41	600 %
2213 INSTRUCTIONAL STAFF TRAINING						
150 STIPEND	0.00	0.00	228.00	228.00	228.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	4.00	4.00	4.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	200.00	200.00	200.00	0 %
810 DUES AND FEES	0.00	113.37	0.00	0.00	-113.37	*** %
Function Total:	0.00	113.37	432.00	432.00	318.63	26 %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	4,933.57	19,771.32	19,734.00	19,734.00	-37.32	100 %
150 STIPEND	50.00	450.00	760.00	760.00	310.00	59 %
250 WORKERS' COMPENSATION	22.29	90.79	87.00	87.00	-3.79	104 %
260 HEALTH INS	675.39	2,714.25	2,728.00	2,728.00	13.75	99 %
610 SUPPLIES	0.00	62.99	700.00	700.00	637.01	8 %
640 BOOKS	0.00	1,124.55	1,800.00	1,800.00	675.45	62 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
680 COMPUTER SOFTWARE	0.00	2,666.82	2,700.00	2,700.00	33.18	98 %
Function Total:	5,681.25	26,880.72	29,009.00	29,009.00	2,128.28	92 %
2300 GENERAL ADMINISTRATION						
810 DUES AND FEES	0.00	742.84	0.00	0.00	-742.84	*** %
Function Total:	0.00	742.84	0.00	0.00	-742.84	*** %

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Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
2400 SCHOOL ADMINISTRATION						
260 HEALTH INS	0.00	20.17	0.00	0.00	-20.17	*** %
Function Total:	0.00	20.17	0.00	0.00	-20.17	*** %
2500 BUSINESS SERVICES						
260 HEALTH INS	0.00	142.03	0.00	0.00	-142.03	*** %
Function Total:	0.00	142.03	0.00	0.00	-142.03	*** %
Program Total:	155,463.94	698,701.65	662,540.00	662,540.00	-36,161.65	105 %
Program Group Total:	155,463.94	698,701.65	662,540.00	662,540.00	-36,161.65	105 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	7,341.90	29,367.65	29,368.00	29,368.00	0.35	99 %
122 SUBSTITUTE TEACHERS	0.00	0.00	400.00	400.00	400.00	0 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	500.00	500.00	500.00	0 %
170 VACATION PAY	0.00	0.00	500.00	500.00	500.00	0 %
180 BONUS	0.00	1,443.00	0.00	0.00	-1,443.00	*** %
250 WORKERS' COMPENSATION	32.85	138.43	130.00	130.00	-8.43	106 %
260 HEALTH INS	1,364.19	5,416.88	5,457.00	5,457.00	40.12	99 %
610 SUPPLIES	0.00	0.00	500.00	500.00	500.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	8,738.94	36,365.96	37,055.00	37,055.00	689.04	98 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	2,771.00	2,106.00	2,106.00	-665.00	131 %
Function Total:	0.00	2,771.00	2,106.00	2,106.00	-665.00	131 %
Program Total:	8,738.94	39,136.96	39,161.00	39,161.00	24.04	99 %
Program Group Total:	8,738.94	39,136.96	39,161.00	39,161.00	24.04	99 %
300						
365 INDIAN EDUCATION						
2225 LIBRARY SERVICES						
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	0.00	0.00	500.00	500.00	500.00	0 %
Program Total:	0.00	0.00	500.00	500.00	500.00	0 %
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	1,990.80	0.00	0.00	-1,990.80	*** %
Function Total:	0.00	1,990.80	0.00	0.00	-1,990.80	*** %
Program Total:	0.00	1,990.80	0.00	0.00	-1,990.80	*** %
Program Group Total:	0.00	1,990.80	500.00	500.00	-1,490.80	398 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	750.00	750.00	0.00	0.00	-750.00	*** %
250 WORKERS' COMPENSATION	3.36	3.36	0.00	0.00	-3.36	*** %
260 HEALTH INS	107.51	107.51	0.00	0.00	-107.51	*** %
810 DUES AND FEES	0.00	523.20	0.00	0.00	-523.20	*** %
Function Total:	860.87	1,384.07	0.00	0.00	-1,384.07	*** %

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81 K-6 SCHOOL						
700						
710 EXTRACURRICULAR PROGRAM						
3407 ACTIVITIES- STUDENT COUNCIL						
150 STIPEND	0.00	0.00	264.00	264.00	264.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1.00	1.00	1.00	0 %
Function Total:	0.00	0.00	265.00	265.00	265.00	0 %
3424 ACTIVITIES- CLASS OF 2024						
150 STIPEND	0.00	0.00	600.00	600.00	600.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	3.00	3.00	3.00	0 %
Function Total:	0.00	0.00	603.00	603.00	603.00	0 %
3425 ACTIVITIES- CLASS OF 2025						
150 STIPEND	0.00	0.00	150.00	150.00	150.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1.00	1.00	1.00	0 %
Function Total:	0.00	0.00	151.00	151.00	151.00	0 %
Program Total:	860.87	1,384.07	1,019.00	1,019.00	-365.07	135 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 OTHER SUPERVISORY SALARIES	0.00	0.00	3,700.00	3,700.00	3,700.00	0 %
150 STIPEND	875.00	3,250.00	0.00	0.00	-3,250.00	*** %
250 WORKERS' COMPENSATION	3.92	14.59	16.00	16.00	1.41	91 %
260 HEALTH INS	34.10	61.77	0.00	0.00	-61.77	*** %
Function Total:	913.02	3,326.36	3,716.00	3,716.00	389.64	89 %
3501 ATHLETICS- VOLLEYBALL						
150 STIPEND	0.00	600.00	950.00	950.00	350.00	63 %
250 WORKERS' COMPENSATION	0.00	2.72	4.00	4.00	1.28	68 %
Function Total:	0.00	602.72	954.00	954.00	351.28	63 %
3502 ATHLETICS- GIRLS BASKETBALL						
150 STIPEND	0.00	950.00	950.00	950.00	0.00	100 %
250 WORKERS' COMPENSATION	0.00	4.26	4.00	4.00	-0.26	106 %
Function Total:	0.00	954.26	954.00	954.00	-0.26	100 %
3503 ATHLETICS- BOYS BASKETBALL						
150 STIPEND	0.00	0.00	950.00	950.00	950.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	4.00	4.00	4.00	0 %
Function Total:	0.00	0.00	954.00	954.00	954.00	0 %
3504 ATHLETICS- WRESTLING						
150 STIPEND	0.00	0.00	600.00	600.00	600.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	3.00	3.00	3.00	0 %
Function Total:	0.00	0.00	603.00	603.00	603.00	0 %
3505 ATHLETICS- TRACK						
150 STIPEND	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	5.00	5.00	5.00	0 %
Function Total:	0.00	0.00	1,205.00	1,205.00	1,205.00	0 %
3506 ATHLETICS- CHEERLEADING						
150 STIPEND	0.00	0.00	264.00	264.00	264.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1.00	1.00	1.00	0 %
Function Total:	0.00	0.00	265.00	265.00	265.00	0 %
Program Total:	913.02	4,883.34	8,651.00	8,651.00	3,767.66	56 %
Program Group Total:	1,773.89	6,267.41	9,670.00	9,670.00	3,402.59	64 %
Org Total:	165,976.77	746,096.82	711,871.00	711,871.00	-34,225.82	104 %
82 7-8 SCHOOL						

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82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	23,344.85	89,671.36	110,450.00	110,450.00	20,778.64	81 %
117 PARAPROFESSIONALS	2,247.80	11,813.44	15,677.00	15,677.00	3,863.56	75 %
122 SUBSTITUTE TEACHERS	489.60	9,406.14	2,500.00	2,500.00	-6,906.14	376 %
160 SICK LEAVE TEFMINATION PAY	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
170 VACATION PAY	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
180 BONUS	0.00	422.50	450.00	450.00	27.50	93 %
250 WORKERS' COMPENSATION	116.69	502.55	600.00	600.00	97.45	83 %
260 HEALTH INS	3,481.23	15,029.72	18,100.00	18,100.00	3,070.28	83 %
330 OTHER PROFESSIONAL SERVICES	0.00	2.95	0.00	0.00	-2.95	*** %
610 SUPPLIES	0.00	4,909.70	4,000.00	4,000.00	-909.70	122 %
610-137 SUPPLIES	0.00	237.50	0.00	0.00	-237.50	*** %
ART DONATIONS						
610-260 SUPPLIES	0.00	139.00	0.00	0.00	-139.00	*** %
LIBRARY-KAREN COX GRANT						
650 PERIODICALS	0.00	30.79	100.00	100.00	69.21	30 %
660 MINOR EQUIPMENT	0.00	1,099.00	0.00	0.00	-1,099.00	*** %
680 COMPUTER SOFTWARE	0.00	4,768.67	4,800.00	4,800.00	31.33	99 %
810 DUES AND FEES	0.00	452.12	400.00	400.00	-52.12	113 %
Function Total:	29,680.17	138,485.44	164,077.00	164,077.00	25,591.56	84 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	126.45	1,599.35	1,440.00	1,440.00	-159.35	111 %
170 VACATION PAY	0.00	0.00	125.00	125.00	125.00	0 %
180 BONUS	0.00	84.50	0.00	0.00	-84.50	*** %
250 WORKERS' COMPENSATION	0.81	11.70	20.00	20.00	8.30	58 %
260 HEALTH INS	1.39	167.24	192.00	192.00	24.76	87 %
610 SUPPLIES	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	128.65	1,862.79	1,877.00	1,877.00	14.21	99 %
2114 STUDENT ACCOUNTING SERVICES						
330 OTHER PROFESSIONAL SERVICES	0.00	84.00	0.00	0.00	-84.00	*** %
Function Total:	0.00	84.00	0.00	0.00	-84.00	*** %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	2,145.74	8,582.93	23,841.00	23,841.00	15,258.07	36 %
170 VACATION PAY	0.00	0.00	100.00	100.00	100.00	0 %
250 WORKERS' COMPENSATION	9.60	38.54	105.00	105.00	66.46	36 %
260 HEALTH INS	330.19	1,314.73	3,687.00	3,687.00	2,372.27	35 %
610 SUPPLIES	0.00	14.39	300.00	300.00	285.61	4 %
680 COMPUTER SOFTWARE	0.00	84.00	100.00	100.00	16.00	84 %
810 DUES AND FEES	0.00	0.00	170.00	170.00	170.00	0 %
Function Total:	2,485.53	10,034.59	28,303.00	28,303.00	18,268.41	35 %
2131 HEALTH SERVICES- MEDICAL						
610 SUPPLIES	0.00	60.16	0.00	0.00	-60.16	*** %
Function Total:	0.00	60.16	0.00	0.00	-60.16	*** %

GALLATIN GATEWAY ELEMENTARY
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101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
2212 CURRICULUM SERVICES						
810 DUES AND FEES	0.00	900.00	900.00	900.00	0.00	100 %
Function Total:	0.00	900.00	900.00	900.00	0.00	100 %
2213 INSTRUCTIONAL STAFF TRAINING						
150 STIPEND	0.00	0.00	72.00	72.00	72.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1.00	1.00	1.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	200.00	200.00	200.00	0 %
810 DUES AND FEES	0.00	113.37	0.00	0.00	-113.37	*** %
Function Total:	0.00	113.37	273.00	273.00	159.63	41 %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	1,733.42	6,946.70	6,934.00	6,934.00	-12.70	100 %
150 STIPEND	50.00	450.00	240.00	240.00	-210.00	187 %
250 WORKERS' COMPENSATION	7.99	33.24	31.00	31.00	-2.24	107 %
260 HEALTH INS	241.61	992.65	959.00	959.00	-33.65	103 %
640 BOOKS	0.00	264.86	1,000.00	1,000.00	735.14	26 %
660 MINOR EQUIPMENT	0.00	0.00	225.00	225.00	225.00	0 %
680 COMPUTER SOFTWARE	0.00	1,022.71	1,025.00	1,025.00	2.29	99 %
Function Total:	2,033.02	9,710.16	10,414.00	10,414.00	703.84	93 %
Program Total:	34,327.37	161,250.51	205,844.00	205,844.00	44,593.49	78 %
Program Group Total:	34,327.37	161,250.51	205,844.00	205,844.00	44,593.49	78 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	2,579.57	10,318.35	10,318.00	10,318.00	-0.35	100 %
122 SUBSTITUTE TEACHERS	0.00	0.00	500.00	500.00	500.00	0 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	200.00	200.00	200.00	0 %
170 VACATION PAY	0.00	0.00	350.00	350.00	350.00	0 %
180 BONUS	0.00	507.00	0.00	0.00	-507.00	*** %
250 WORKERS' COMPENSATION	11.55	48.66	46.00	46.00	-2.66	105 %
260 HEALTH INS	479.31	1,903.22	1,917.00	1,917.00	13.78	99 %
610 SUPPLIES	0.00	0.00	200.00	200.00	200.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	3,070.43	12,777.23	13,631.00	13,631.00	853.77	93 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	665.00	665.00	665.00	0 %
Function Total:	0.00	0.00	665.00	665.00	665.00	0 %
Program Total:	3,070.43	12,777.23	14,296.00	14,296.00	1,518.77	89 %
Program Group Total:	3,070.43	12,777.23	14,296.00	14,296.00	1,518.77	89 %
300						
365 INDIAN EDUCATION						
2225 LIBRARY SERVICES						
640 BOOKS	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	0.00	200.00	200.00	200.00	0 %
Program Total:	0.00	0.00	200.00	200.00	200.00	0 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
300						
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	853.20	0.00	0.00	-853.20	*** %
Function Total:	0.00	853.20	0.00	0.00	-853.20	*** %
Program Total:	0.00	853.20	0.00	0.00	-853.20	*** %
Program Group Total:	0.00	853.20	200.00	200.00	-653.20	426 %
700						
710 EXTRACURRICULAR PROGRAM						
3407 ACTIVITIES- STUDENT COUNCIL						
150 STIPEND	0.00	0.00	336.00	336.00	336.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1.00	1.00	1.00	0 %
Function Total:	0.00	0.00	337.00	337.00	337.00	0 %
3422 ACTIVITIES- CLASS OF 2022						
150 STIPEND	200.00	1,100.00	1,000.00	1,000.00	-100.00	110 %
250 WORKERS' COMPENSATION	0.90	4.97	4.00	4.00	-0.97	124 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
Function Total:	200.90	1,104.97	4,004.00	4,004.00	2,899.03	27 %
Program Total:	200.90	1,104.97	4,341.00	4,341.00	3,236.03	25 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 OTHER SUPERVISORY SALARIES	0.00	625.00	1,300.00	1,300.00	675.00	48 %
150 STIPEND	550.00	3,825.00	0.00	0.00	-3,825.00	*** %
250 WORKERS' COMPENSATION	2.47	20.04	6.00	6.00	-14.04	334 %
260 HEALTH INS	34.10	61.77	0.00	0.00	-61.77	*** %
Function Total:	586.57	4,531.81	1,306.00	1,306.00	-3,225.81	346 %
3501 ATHLETICS- VOLLEYBALL						
150 STIPEND	0.00	600.00	950.00	950.00	350.00	63 %
250 WORKERS' COMPENSATION	0.00	2.72	4.00	4.00	1.28	68 %
340 TECHNICAL SERVICES	0.00	96.00	0.00	0.00	-96.00	*** %
Function Total:	0.00	698.72	954.00	954.00	255.28	73 %
3502 ATHLETICS- GIRLS BASKETBALL						
150 STIPEND	0.00	950.00	950.00	950.00	0.00	100 %
250 WORKERS' COMPENSATION	0.00	4.25	4.00	4.00	-0.25	106 %
Function Total:	0.00	954.25	954.00	954.00	-0.25	100 %
3503 ATHLETICS- BOYS BASKETBALL						
150 STIPEND	0.00	0.00	950.00	950.00	950.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	4.00	4.00	4.00	0 %
Function Total:	0.00	0.00	954.00	954.00	954.00	0 %
3504 ATHLETICS- WRESTLING						
150 STIPEND	0.00	0.00	600.00	600.00	600.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	3.00	3.00	3.00	0 %
Function Total:	0.00	0.00	603.00	603.00	603.00	0 %
3505 ATHLETICS- TRACK						
150 STIPEND	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	5.00	5.00	5.00	0 %
Function Total:	0.00	0.00	1,205.00	1,205.00	1,205.00	0 %

GALLATIN GATEWAY ELEMENTARY
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101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOCL						
700						
720 ATHLETICS						
3506 ATHLETICS- CHEERLEADING						
150 STIPEND	0.00	0.00	336.00	336.00	336.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1.00	1.00	1.00	0 %
Function Total:	0.00	0.00	337.00	337.00	337.00	0 %
Program Total:	586.57	6,184.78	6,313.00	6,313.00	128.22	97 %
Program Group Total:	787.47	7,289.75	10,654.00	10,654.00	3,364.25	68 %
Org Total:	38,185.27	182,170.69	230,994.00	230,994.00	48,823.31	78 %
Fund Total:	242,965.53	1,304,178.92	1,340,645.00	1,340,645.00	36,466.08	97 %

GALLATIN GATEWAY ELEMENTARY
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For the Accounting Period: 6 / 22

110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	756.83	1,500.00	1,500.00	743.17	50 %
531 COMMUNICATIONS- TELEPHONE	0.00	356.11	1,300.00	1,300.00	943.89	27 %
Function Total:	0.00	1,112.94	2,800.00	2,800.00	1,687.06	39 %
2312 DISTRICT CLERK SERVICES						
111 ADMINISTRATIVE SALARY	782.12	2,346.35	0.00	0.00	-2,346.35	*** %
250 WORKERS' COMPENSATION	3.50	10.50	0.00	0.00	-10.50	*** %
260 HEALTH INS	46.79	133.99	0.00	0.00	-133.99	*** %
Function Total:	832.41	2,490.84	0.00	0.00	-2,490.84	*** %
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	1,298.34	15,579.99	16,500.00	16,500.00	920.01	94 %
115 OFFICE/CLERICAL SALARY	509.50	5,576.09	6,300.00	6,300.00	723.91	88 %
250 WORKERS' COMPENSATION	8.09	95.03	100.00	100.00	4.97	95 %
260 HEALTH INS	210.52	2,438.47	2,600.00	2,600.00	161.53	93 %
Function Total:	2,026.45	23,689.58	25,500.00	25,500.00	1,810.42	92 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	732.00	6,907.57	19,000.00	19,000.00	12,092.43	36 %
115 OFFICE/CLERICAL SALARY	466.80	5,042.87	3,800.00	3,800.00	-1,242.87	132 %
160 SICK LEAVE TERMINATION PAY	0.00	1,801.33	1,800.00	1,800.00	-1.33	100 %
170 VACATION PAY	0.00	3,261.77	4,200.00	4,200.00	938.23	77 %
190 LEAVE - PAY	0.00	0.00	750.00	750.00	750.00	0 %
250 WORKERS' COMPENSATION	5.37	76.23	115.00	115.00	38.77	66 %
260 HEALTH INS	130.94	1,099.23	2,800.00	2,800.00	1,700.77	39 %
Function Total:	1,335.11	18,189.00	32,465.00	32,465.00	14,276.00	56 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	0.00	899.31	1,500.00	1,500.00	600.69	59 %
412 ELECTRICITY	326.26	2,192.64	2,700.00	2,700.00	507.36	81 %
431 DISPOSAL SERVICE	0.00	146.35	500.00	500.00	353.65	29 %
433 CUSTODIAL SERVICES	2,441.60	12,546.40	11,720.00	11,720.00	-826.40	107 %
610 SUPPLIES	0.00	14.38	0.00	0.00	-14.38	*** %
Function Total:	2,767.86	15,799.08	16,420.00	16,420.00	620.92	96 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	400.00	400.00	400.00	0 %
Function Total:	0.00	0.00	2,400.00	2,400.00	2,400.00	0 %
2700 STUDENT TRANSPORTATION						
118 BUS DRIVERS	2,031.41	19,717.08	27,000.00	27,000.00	7,282.92	73 %
125 SUBSTITUTE- OFFICE/CLERICAL	0.00	45.00	0.00	0.00	-45.00	*** %
128 SUBSTITUTE BUS DRIVER	0.00	0.00	500.00	500.00	500.00	0 %
180 BONUS	0.00	325.00	1,600.00	1,600.00	1,275.00	20 %
190 LEAVE - PAY	0.00	0.00	800.00	800.00	800.00	0 %
250 WORKERS' COMPENSATION	127.10	1,231.85	1,560.00	1,560.00	328.15	78 %
260 HEALTH INS	75.37	935.31	1,700.00	1,700.00	764.69	55 %
330 OTHER PROFESSIONAL SERVICES	0.00	712.26	1,032.00	1,032.00	319.74	69 %
510 STUDENT TRANSPORTATION SERVICE	0.00	39.35	0.00	0.00	-39.35	*** %
520 INSURANCE	0.00	5,853.90	4,873.00	4,873.00	-980.90	120 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	70.56	200.00	200.00	129.44	35 %

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110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
610 SUPPLIES	17.80	666.24	600.00	600.00	-66.24	111 %
624 FUEL	0.00	5,920.75	4,100.00	4,100.00	-1,820.75	144 %
810 DUES AND FEES	0.00	0.00	150.00	150.00	150.00	0 %
Function Total:	2,251.68	35,517.30	44,115.00	44,115.00	8,597.70	80 %
2740 TRANSPORTATION SERVICING & MAIN						
440 REPAIR AND MAINTENANCE SERVICE	0.00	71.51	1,000.00	1,000.00	928.49	7 %
610 SUPPLIES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	71.51	1,200.00	1,200.00	1,128.49	5 %
Program Total:	9,213.51	96,870.25	124,900.00	124,900.00	28,029.75	77 %
Program Group Total:	9,213.51	96,870.25	124,900.00	124,900.00	28,029.75	77 %
Org Total:	9,213.51	96,870.25	124,900.00	124,900.00	28,029.75	77 %
Fund Total:	9,213.51	96,870.25	124,900.00	124,900.00	28,029.75	77 %

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111 BUS DEPRECIATION

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

113 TUITION

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

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114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	68.00	68.00	68.00	0 %
240 UNEMPLOYMENT	0.00	0.00	5.00	5.00	5.00	0 %
Function Total:	0.00	0.00	73.00	73.00	73.00	0 %
2312 DISTRICT CLERK SERVICES						
210 SOCIAL SECURITY AND MEDICARE	290.19	870.56	0.00	0.00	-870.56	*** %
230 PERS	326.22	978.66	0.00	0.00	-978.66	*** %
240 UNEMPLOYMENT	17.83	53.48	0.00	0.00	-53.48	*** %
Function Total:	634.24	1,902.70	0.00	0.00	-1,902.70	*** %
2321 SUPERINTENDENT SERVICES						
210 SOCIAL SECURITY AND MEDICARE	719.95	8,100.22	9,500.00	9,500.00	1,399.78	85 %
220 TRS	583.73	7,004.76	8,000.00	8,000.00	995.24	87 %
230 PERS	289.19	3,164.91	3,700.00	3,700.00	535.09	85 %
240 UNEMPLOYMENT	45.40	532.67	1,000.00	1,000.00	467.33	53 %
Function Total:	1,638.27	18,802.56	22,200.00	22,200.00	3,397.44	84 %
2400 SCHOOL ADMINISTRATION						
210 SOCIAL SECURITY AND MEDICARE	0.00	25.24	16.00	16.00	-9.24	157 %
220 TRS	0.00	22.76	19.00	19.00	-3.76	119 %
240 UNEMPLOYMENT	0.00	1.55	1.00	1.00	-0.55	155 %
Function Total:	0.00	49.55	36.00	36.00	-13.55	137 %
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	286.77	4,115.49	5,844.00	5,844.00	1,728.51	70 %
220 TRS	0.00	57.69	0.00	0.00	-57.69	*** %
230 PERS	326.46	3,200.93	7,000.00	7,000.00	3,799.07	45 %
240 UNEMPLOYMENT	17.83	265.33	1,000.00	1,000.00	734.67	26 %
Function Total:	631.06	7,639.44	13,844.00	13,844.00	6,204.56	55 %
2517 PROPERTY ACCOUNTING SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	67.00	67.00	67.00	0 %
240 UNEMPLOYMENT	0.00	0.00	5.00	5.00	5.00	0 %
Function Total:	0.00	0.00	72.00	72.00	72.00	0 %
2580 ADMINISTRATIVE TECH SERVICES						
210 SOCIAL SECURITY AND MEDICARE	138.03	548.93	700.00	700.00	151.07	78 %
220 TRS	168.09	672.35	700.00	700.00	27.65	96 %
240 UNEMPLOYMENT	8.52	34.09	75.00	75.00	40.91	45 %
Function Total:	314.64	1,255.37	1,475.00	1,475.00	219.63	85 %
2600 OPERATIONS & MAINTENANCE						
210 SOCIAL SECURITY AND MEDICARE	0.00	177.51	700.00	700.00	522.49	25 %
240 UNEMPLOYMENT	0.00	10.90	150.00	150.00	139.10	7 %
Function Total:	0.00	188.41	850.00	850.00	661.59	22 %
2700 STUDENT TRANSPORTATION						
210 SOCIAL SECURITY AND MEDICARE	168.26	1,624.51	3,700.00	3,700.00	2,075.49	43 %
220 TRS	0.00	3.11	3.00	3.00	-0.11	103 %
230 PERS	189.16	1,606.94	1,700.00	1,700.00	93.06	94 %
240 UNEMPLOYMENT	10.34	99.78	200.00	200.00	100.22	49 %
Function Total:	367.76	3,334.34	5,603.00	5,603.00	2,268.66	59 %
Program Total:	3,585.97	33,172.37	44,153.00	44,153.00	10,980.63	75 %
Program Group Total:	3,585.97	33,172.37	44,153.00	44,153.00	10,980.63	75 %

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
200						
280 SPECIAL EDUCATION						
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
Function Total:	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
Program Total:	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
Program Group Total:	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	85.38	1,800.00	1,800.00	1,714.62	4 %
220 TRS	0.00	99.28	1,500.00	1,500.00	1,400.72	6 %
240 UNEMPLOYMENT	0.00	5.25	100.00	100.00	94.75	5 %
Function Total:	0.00	189.91	3,400.00	3,400.00	3,210.09	5 %
2312 DISTRICT CLERK SERVICES						
210 SOCIAL SECURITY AND MEDICARE	8.97	26.92	0.00	0.00	-26.92	*** %
230 PERS	10.09	30.27	0.00	0.00	-30.27	*** %
240 UNEMPLOYMENT	0.55	1.66	0.00	0.00	-1.66	*** %
Function Total:	19.61	58.85	0.00	0.00	-58.85	*** %
2321 SUPERINTENDENT SERVICES						
210 SOCIAL SECURITY AND MEDICARE	16.93	189.92	600.00	600.00	410.08	31 %
220 TRS	18.05	216.60	500.00	500.00	283.40	43 %
230 PERS	2.92	31.99	750.00	750.00	718.01	4 %
240 UNEMPLOYMENT	1.07	12.76	50.00	50.00	37.24	25 %
Function Total:	38.97	451.27	1,900.00	1,900.00	1,448.73	23 %
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	15.10	226.43	400.00	400.00	173.57	56 %
220 TRS	0.00	3.02	61.00	61.00	57.98	4 %
230 PERS	17.20	168.50	450.00	450.00	281.50	37 %
240 UNEMPLOYMENT	0.94	13.97	100.00	100.00	86.03	13 %
Function Total:	33.24	411.92	1,011.00	1,011.00	599.08	40 %
Program Total:	91.82	1,111.95	6,311.00	6,311.00	5,199.05	17 %
Program Group Total:	91.82	1,111.95	6,311.00	6,311.00	5,199.05	17 %
700						
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
220 TRS	0.00	44.03	0.00	0.00	-44.03	*** %
Function Total:	0.00	44.03	0.00	0.00	-44.03	*** %
Program Total:	0.00	44.03	0.00	0.00	-44.03	*** %
Program Group Total:	0.00	44.03	0.00	0.00	-44.03	*** %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
210 SOCIAL SECURITY AND MEDICARE	285.53	2,934.14	5,000.00	5,000.00	2,065.86	58 %
220 TRS	0.00	0.00	16.00	16.00	16.00	0 %
230 PERS	320.98	3,262.44	4,700.00	4,700.00	1,437.56	69 %
240 UNEMPLOYMENT	17.54	180.26	350.00	350.00	169.74	51 %
Function Total:	624.05	6,376.84	10,066.00	10,066.00	3,689.16	63 %
Program Total:	624.05	6,376.84	10,066.00	10,066.00	3,689.16	63 %
Program Group Total:	624.05	6,376.84	10,066.00	10,066.00	3,689.16	63 %

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Org Total:	4,301.84	40,705.19	64,530.00	64,530.00	23,824.81	63 %
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	8,504.79	35,342.79	37,500.00	37,500.00	2,157.21	94 %
220 TRS	10,877.52	44,660.95	47,500.00	47,500.00	2,839.05	94 %
240 UNEMPLOYMENT	564.77	2,341.81	3,500.00	3,500.00	1,158.19	66 %
Function Total:	19,947.08	82,345.55	88,500.00	88,500.00	6,154.45	93 %
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	32.24	463.45	900.00	900.00	436.55	51 %
220 TRS	32.94	416.52	950.00	950.00	533.48	43 %
240 UNEMPLOYMENT	1.98	28.45	100.00	100.00	71.55	28 %
Function Total:	67.16	908.42	1,950.00	1,950.00	1,041.58	46 %
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	488.43	1,954.30	3,500.00	3,500.00	1,545.70	55 %
220 TRS	629.88	2,519.52	3,300.00	3,300.00	780.48	76 %
240 UNEMPLOYMENT	31.95	127.78	200.00	200.00	72.22	63 %
Function Total:	1,150.26	4,601.60	7,000.00	7,000.00	2,398.40	65 %
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	375.02	1,458.31	1,800.00	1,800.00	341.69	81 %
220 TRS	461.97	1,874.50	2,000.00	2,000.00	125.50	93 %
240 UNEMPLOYMENT	23.43	95.08	150.00	150.00	54.92	63 %
Function Total:	860.42	3,427.89	3,950.00	3,950.00	522.11	86 %
Program Total:	22,024.92	91,283.46	101,400.00	101,400.00	10,116.54	90 %
Program Group Total:	22,024.92	91,283.46	101,400.00	101,400.00	10,116.54	90 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	561.63	2,356.92	2,500.00	2,500.00	143.08	94 %
220 TRS	680.58	2,722.33	2,800.00	2,800.00	77.67	97 %
240 UNEMPLOYMENT	34.50	144.79	160.00	160.00	15.21	90 %
Function Total:	1,276.71	5,224.04	5,460.00	5,460.00	235.96	95 %
Program Total:	1,276.71	5,224.04	5,460.00	5,460.00	235.96	95 %
Program Group Total:	1,276.71	5,224.04	5,460.00	5,460.00	235.96	95 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	57.37	57.37	84.00	84.00	26.63	68 %
240 UNEMPLOYMENT	3.53	3.53	6.00	6.00	2.47	58 %
Function Total:	60.90	60.90	90.00	90.00	29.10	67 %
3407 ACTIVITIES- STUDENT COUNCIL						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	40.00	40.00	40.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	65.00	65.00	65.00	0 %
Program Total:	60.90	60.90	155.00	155.00	94.10	39 %

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOCL						
700						
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
210 SOCIAL SECURITY AND MEDICARE	66.94	247.76	350.00	350.00	102.24	70 %
220 TRS	44.03	132.09	0.00	0.00	-132.09	*** %
240 UNEMPLOYMENT	4.11	15.27	50.00	50.00	34.73	30 %
Function Total:	115.08	395.12	400.00	400.00	4.88	98 %
3501 ATHLETICS- VOLLEYBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	45.83	100.00	100.00	54.17	45 %
240 UNEMPLOYMENT	0.00	2.82	25.00	25.00	22.18	11 %
Function Total:	0.00	48.65	125.00	125.00	76.35	38 %
3502 ATHLETICS- GIRLS BASKETBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	71.65	100.00	100.00	28.35	71 %
240 UNEMPLOYMENT	0.00	4.46	25.00	25.00	20.54	17 %
Function Total:	0.00	76.11	125.00	125.00	48.89	60 %
3503 ATHLETICS- BOYS BASKETBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
3504 ATHLETICS- WRESTLING						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	0.00	0.00	100.00	100.00	100.00	0 %
3505 ATHLETICS- TRACK						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	150.00	150.00	150.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	175.00	175.00	175.00	0 %
3506 ATHLETICS- CHEERLEADING						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
Program Total:	115.08	519.88	1,175.00	1,175.00	655.12	44 %
Program Group Total:	175.98	580.78	1,330.00	1,330.00	749.22	43 %
Org Total:	23,477.61	97,088.28	108,190.00	108,190.00	11,101.72	89 %
82 7-8 SCHOCL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	1,936.77	8,221.46	12,000.00	12,000.00	3,778.54	68 %
220 TRS	2,328.18	9,885.73	15,000.00	15,000.00	5,114.27	65 %
240 UNEMPLOYMENT	122.57	523.16	1,000.00	1,000.00	476.84	52 %
Function Total:	4,387.52	18,630.35	28,000.00	28,000.00	9,369.65	66 %
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	13.82	198.64	600.00	600.00	401.36	33 %
220 TRS	11.72	148.26	450.00	450.00	301.74	32 %
240 UNEMPLOYMENT	0.85	12.21	50.00	50.00	37.79	24 %
Function Total:	26.39	359.11	1,100.00	1,100.00	740.89	32 %

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	154.24	617.13	2,500.00	2,500.00	1,882.87	24 %
220 TRS	198.90	795.62	3,000.00	3,000.00	2,204.38	26 %
240 UNEMPLOYMENT	10.08	40.33	175.00	175.00	134.67	23 %
Function Total:	363.22	1,453.08	5,675.00	5,675.00	4,221.92	25 %
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	134.21	533.11	1,000.00	1,000.00	466.89	53 %
220 TRS	165.31	685.61	1,200.00	1,200.00	514.39	57 %
240 UNEMPLOYMENT	8.40	34.83	100.00	100.00	65.17	34 %
Function Total:	307.92	1,253.55	2,300.00	2,300.00	1,046.45	54 %
Program Total:	5,085.05	21,696.09	37,075.00	37,075.00	15,378.91	58 %
Program Group Total:	5,085.05	21,696.09	37,075.00	37,075.00	15,378.91	58 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	197.34	828.12	3,300.00	3,300.00	2,471.88	25 %
220 TRS	239.13	956.53	3,700.00	3,700.00	2,743.47	25 %
240 UNEMPLOYMENT	12.12	50.89	275.00	275.00	224.11	18 %
Function Total:	448.59	1,835.54	7,275.00	7,275.00	5,439.46	25 %
Program Total:	448.59	1,835.54	7,275.00	7,275.00	5,439.46	25 %
Program Group Total:	448.59	1,835.54	7,275.00	7,275.00	5,439.46	25 %
700						
710 EXTRACURRICULAR PROGRAM						
3407 ACTIVITIES- STUDENT COUNCIL						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	40.00	40.00	40.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	65.00	65.00	65.00	0 %
3421 ACTIVITIES-CLASS OF 2021						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	74.00	74.00	74.00	0 %
240 UNEMPLOYMENT	0.00	0.00	6.00	6.00	6.00	0 %
Function Total:	0.00	0.00	80.00	80.00	80.00	0 %
3422 ACTIVITIES- CLASS OF 2022						
210 SOCIAL SECURITY AND MEDICARE	14.67	80.61	100.00	100.00	19.39	80 %
240 UNEMPLOYMENT	0.94	5.17	50.00	50.00	44.83	10 %
Function Total:	15.61	85.78	150.00	150.00	64.22	57 %
Program Total:	15.61	85.78	295.00	295.00	209.22	29 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
210 SOCIAL SECURITY AND MEDICARE	42.07	339.52	350.00	350.00	10.48	97 %
220 TRS	13.91	287.40	0.00	0.00	-287.40	*** %
240 UNEMPLOYMENT	2.59	20.95	50.00	50.00	29.05	41 %
Function Total:	58.57	647.87	400.00	400.00	-247.87	161 %
3501 ATHLETICS- VOLLEYBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	45.83	100.00	100.00	54.17	45 %
240 UNEMPLOYMENT	0.00	2.82	25.00	25.00	22.18	11 %
Function Total:	0.00	48.65	125.00	125.00	76.35	38 %

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
700						
720 ATHLETICS						
3502 ATHLETICS- GIRLS BASKETBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	71.65	100.00	100.00	28.35	71 %
240 UNEMPLOYMENT	0.00	4.46	25.00	25.00	20.54	17 %
Function Total:	0.00	76.11	125.00	125.00	48.89	60 %
3503 ATHLETICS- BOYS BASKETBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
3504 ATHLETICS- WRESTLING						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
3505 ATHLETICS- TRACK						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	150.00	150.00	150.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	175.00	175.00	175.00	0 %
3506 ATHLETICS- CHEERLEADING						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	100.00	100.00	100.00	0 %
240 UNEMPLOYMENT	0.00	0.00	25.00	25.00	25.00	0 %
Function Total:	0.00	0.00	125.00	125.00	125.00	0 %
Program Total:	58.57	772.63	1,200.00	1,200.00	427.37	64 %
Program Group Total:	74.18	858.41	1,495.00	1,495.00	636.59	57 %
Org Total:	5,607.82	24,390.04	45,845.00	45,845.00	21,454.96	53 %
Fund Total:	33,387.27	162,183.51	218,565.00	218,565.00	56,381.49	74 %

117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	1,071.00	0.00	0.00	-1,071.00	*** %
119 OTHER SUPERVISORY SALARIES	0.00	0.00	9,500.00	9,500.00	9,500.00	0 %
124 TEMPORARY- TECHNICAL- A/E INSTRUCTORS	0.00	45.00	1,100.00	1,100.00	1,055.00	4 %
250 WORKERS' COMPENSATION	0.00	5.06	100.00	100.00	94.94	5 %
260 HEALTH INS	0.00	227.20	850.00	850.00	622.80	26 %
610 SUPPLIES	0.00	0.00	350.00	350.00	350.00	0 %
Function Total:	0.00	1,348.26	11,900.00	11,900.00	10,551.74	11 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	756.83	1,300.00	1,300.00	543.17	58 %
531 COMMUNICATIONS- TELEPHONE	0.00	29.90	200.00	200.00	170.10	14 %
Function Total:	0.00	786.73	1,500.00	1,500.00	713.27	52 %
2312 DISTRICT CLERK SERVICES						
111 ADMINISTRATIVE SALARY	117.32	351.96	0.00	0.00	-351.96	*** %
250 WORKERS' COMPENSATION	0.53	1.59	0.00	0.00	-1.59	*** %
260 HEALTH INS	0.17	13.26	0.00	0.00	-13.26	*** %
Function Total:	118.02	366.81	0.00	0.00	-366.81	*** %
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	194.75	2,337.00	2,462.00	2,462.00	125.00	94 %
115 OFFICE/CLERICAL SALARY	33.96	371.62	450.00	450.00	78.38	82 %
250 WORKERS' COMPENSATION	1.02	12.18	25.00	25.00	12.82	48 %
260 HEALTH INS	24.27	285.42	295.00	295.00	9.58	96 %
Function Total:	254.00	3,006.22	3,232.00	3,232.00	225.78	93 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	122.00	1,151.23	3,300.00	3,300.00	2,148.77	34 %
115 OFFICE/CLERICAL SALARY	77.80	840.41	600.00	600.00	-240.41	140 %
160 SICK LEAVE TERMINATION PAY	0.00	300.22	0.00	0.00	-300.22	*** %
170 VACATION PAY	0.00	679.54	0.00	0.00	-679.54	*** %
250 WORKERS' COMPENSATION	0.90	13.32	50.00	50.00	36.68	26 %
260 HEALTH INS	21.82	183.20	250.00	250.00	66.80	73 %
Function Total:	222.52	3,167.92	4,200.00	4,200.00	1,032.08	75 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	0.00	35.97	60.00	60.00	24.03	59 %
411 NATURAL GAS	7.15	185.18	250.00	250.00	64.82	74 %
412 ELECTRICITY	32.62	166.99	250.00	250.00	83.01	66 %
421 WATER TESTS	6.00	32.64	50.00	50.00	17.36	65 %
431 DISPOSAL SERVICE	0.00	29.27	82.00	82.00	52.73	35 %
433 CUSTODIAL SERVICES	244.16	1,254.64	1,500.00	1,500.00	245.36	83 %
520 INSURANCE	0.00	975.65	976.00	976.00	0.35	99 %
Function Total:	289.93	2,680.34	3,168.00	3,168.00	487.66	84 %
Program Total:	884.47	11,356.28	24,000.00	24,000.00	12,643.72	47 %
Program Group Total:	884.47	11,356.28	24,000.00	24,000.00	12,643.72	47 %
Org Total:	884.47	11,356.28	24,000.00	24,000.00	12,643.72	47 %
Fund Total:	884.47	11,356.28	24,000.00	24,000.00	12,643.72	47 %

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

128 TECHNOLOGY FUNDS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
17 Technology						
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
340 TECHNICAL SERVICES	0.00	2,524.99	0.00	0.00	-2,524.99	*** %
Function Total:	0.00	2,524.99	0.00	0.00	-2,524.99	*** %
Program Total:	0.00	2,524.99	0.00	0.00	-2,524.99	*** %
Program Group Total:	0.00	2,524.99	0.00	0.00	-2,524.99	*** %
Org Total:		2,524.99			-2,524.99	*** %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	630.00	588.00	588.00	-42.00	107 %
810 DUES AND FEES	0.00	300.00	0.00	0.00	-300.00	*** %
Function Total:	0.00	930.00	588.00	588.00	-342.00	158 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	955.50	1,600.00	1,600.00	644.50	59 %
Function Total:	0.00	955.50	1,600.00	1,600.00	644.50	59 %
2580 ADMINISTRATIVE TECH SERVICES						
112 CERTIFIED SALARIES	1,813.20	7,252.80	8,000.00	8,000.00	747.20	90 %
250 WORKERS' COMPENSATION	8.10	32.55	50.00	50.00	17.45	65 %
260 HEALTH INS	367.20	1,445.63	1,500.00	1,500.00	54.37	96 %
Function Total:	2,188.50	8,730.98	9,550.00	9,550.00	819.02	91 %
Program Total:	2,188.50	10,616.48	11,738.00	11,738.00	1,121.52	90 %
Program Group Total:	2,188.50	10,616.48	11,738.00	11,738.00	1,121.52	90 %
Org Total:	2,188.50	10,616.48	11,738.00	11,738.00	1,121.52	90 %
81 K-6 SCHOCL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
660 MINOR EQUIPMENT	0.00	0.00	1,536.00	1,536.00	1,536.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
810 DUES AND FEES	0.00	0.00	216.00	216.00	216.00	0 %
Function Total:	0.00	0.00	5,752.00	5,752.00	5,752.00	0 %
Program Total:	0.00	0.00	5,752.00	5,752.00	5,752.00	0 %
Program Group Total:	0.00	0.00	5,752.00	5,752.00	5,752.00	0 %
Org Total:			5,752.00	5,752.00	5,752.00	%
82 7-8 SCHOCL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
660 MINOR EQUIPMENT	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
680 COMPUTER SOFTWARE	0.00	799.00	1,000.00	1,000.00	201.00	79 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	1,112.00	1,112.00	1,112.00	0 %
810 DUES AND FEES	0.00	0.00	84.00	84.00	84.00	0 %
Function Total:	0.00	799.00	4,196.00	4,196.00	3,397.00	19 %
Program Total:	0.00	799.00	4,196.00	4,196.00	3,397.00	19 %
Program Group Total:	0.00	799.00	4,196.00	4,196.00	3,397.00	19 %
Org Total:		799.00	4,196.00	4,196.00	3,397.00	19 %

06/28/22
15:02:05

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

Page: 26 of 28
Report ID: B100

128 TECHNOLOGY FUNDS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Fund Total:	2,188.50	13,940.47	21,686.00	21,686.00	7,745.53	64 %

06/28/22
15:02:05

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

Page: 27 of 28
Report ID: B100

129 FLEXIBILITY FUND

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

161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2600 OPERATIONS & MAINTENANCE						
330-612 OTHER PROFESSIONAL SERVICES BUILDING RESERVE- VOTED LEVY	0.00	0.00	35,000.00	35,000.00	35,000.00	0 %
330-613 OTHER PROFESSIONAL SERVICES BUILDING RESERVE- PERMISSIVE LEVY	0.00	5,393.81	20,500.00	20,500.00	15,106.19	26 %
440-612 REPAIR AND MAINTENANCE SERVICE BUILDING RESERVE- VOTED LEVY	0.00	0.00	25,812.00	25,812.00	25,812.00	0 %
440-613 REPAIR AND MAINTENANCE SERVICE BUILDING RESERVE- PERMISSIVE LEVY	0.00	10,251.89	45,000.00	45,000.00	34,748.11	22 %
660-613 MINOR EQUIPMENT BUILDING RESERVE- PERMISSIVE LEVY	0.00	0.00	27,506.00	27,506.00	27,506.00	0 %
720-612 BUILDINGS AND BUILDING IMPROVE BUILDING RESERVE- VOTED LEVY	0.00	14,231.00	0.00	0.00	-14,231.00	*** %
740-613 MAJOR EQUIPMENT REPLACEMENT BUILDING RESERVE- PERMISSIVE LEVY	0.00	0.00	200.00	200.00	200.00	0 %
780-612 MAJOR TECHNOLOGY HARDWARE BUILDING RESERVE- VOTED LEVY	0.00	0.00	30,500.00	30,500.00	30,500.00	0 %
810-613 DUES AND FEES BUILDING RESERVE- PERMISSIVE LEVY	0.00	0.00	1,181.00	1,181.00	1,181.00	0 %
Function Total:	0.00	29,876.70	185,699.00	185,699.00	155,822.30	16 %
Program Total:	0.00	29,876.70	185,699.00	185,699.00	155,822.30	16 %
Program Group Total:	0.00	29,876.70	185,699.00	185,699.00	155,822.30	16 %
Org Total:		29,876.70	185,699.00	185,699.00	155,822.30	16 %
Fund Total:	0.00	29,876.70	185,699.00	185,699.00	155,822.30	16 %
Grand Total:	288,639.28	1,618,406.13	2,037,494.00	2,037,494.00	419,087.87	79 %

SUPERINTENDENT REPORT

Theresa Keel

Supt. Happenings

- Complete classes at MSU on Friday
-

Strategic Goals

Individual Student Success

- SBAC Results attached (with the exception of Science — August maybe?)
- Completed the school year with a great ending!
- Submitted the yearly report on behavior — 11 incidences where a student was

suspended out of school.

- PDAC committee developed calendar
- Developed a transition plan for the incoming Superintendent

Staff and Volunteers

- The following positions still need to be filled: MS Science/K-5 PE, Asst. Cook, various coaching positions
- On Student Appreciation Day, gave out certificates for volunteers — 56 individuals who volunteer in one or more areas in the school!

Leadership, Communication, Collaboration

- PDAC met to develop the professional development calendar
- Met with the new Booster Club board
- Developed a Transition Plan for the incoming Superintendent

I want to thank this Board, the Community of Gallatin Gateway, and the amazing staff at GGS for a wonderful (albeit strange) three years. I hope everyone knows that my decision to take a position in another district was solely due to two things — the cost to maintain two households, and, most importantly, moving home to be with my family. My goal was to stay at Gallatin Gateway for at least 5 years and then consider retirement or continuation; however, I needed to take the advice I give my teachers and staff — “family has to come first, otherwise you can’t take care of other people’s families.” I am grateful for everyone, and I have full confidence that the next leader of the district will continue the positive direction!

Best of luck to all of you!

Theresa

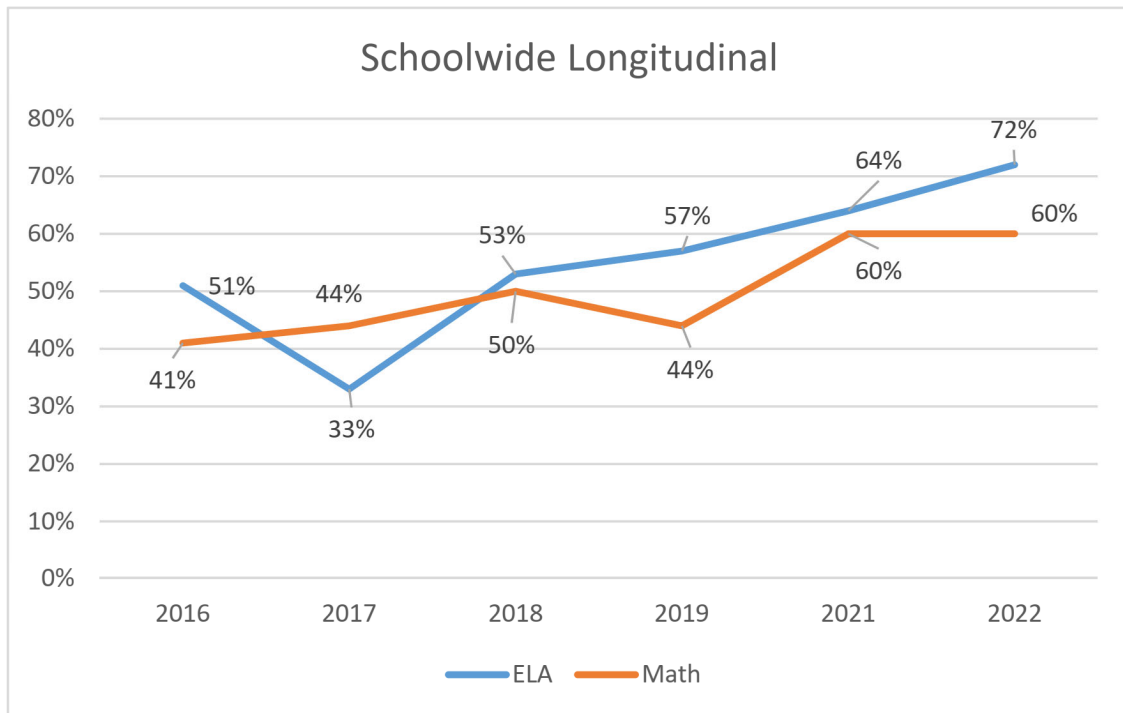


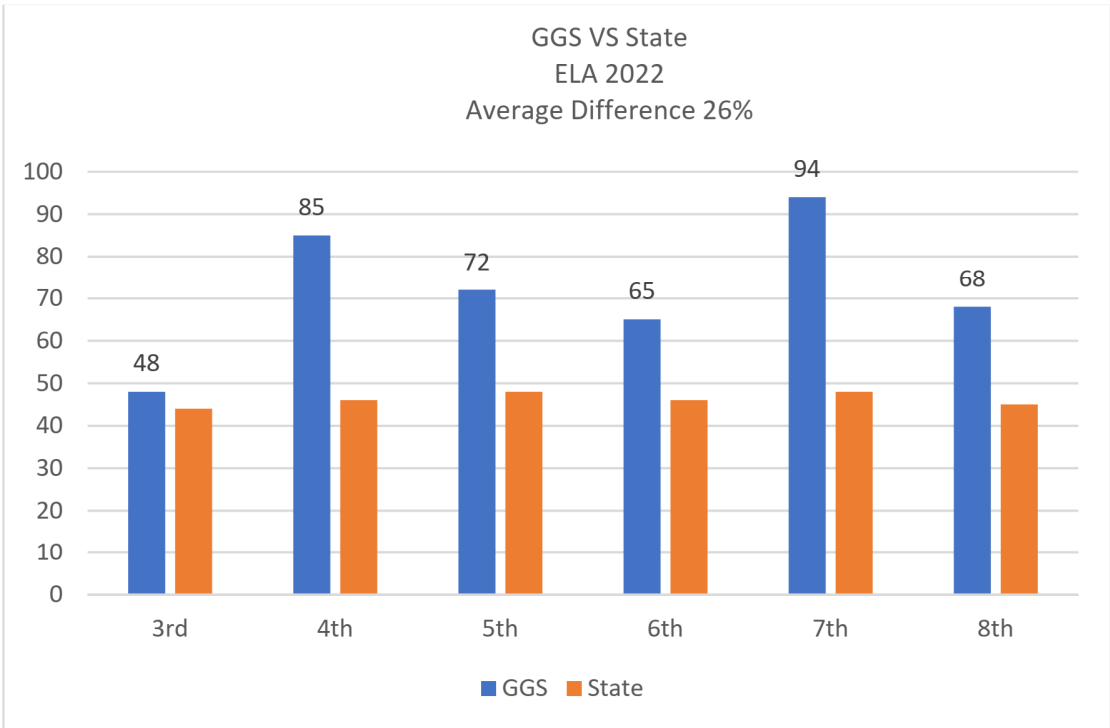
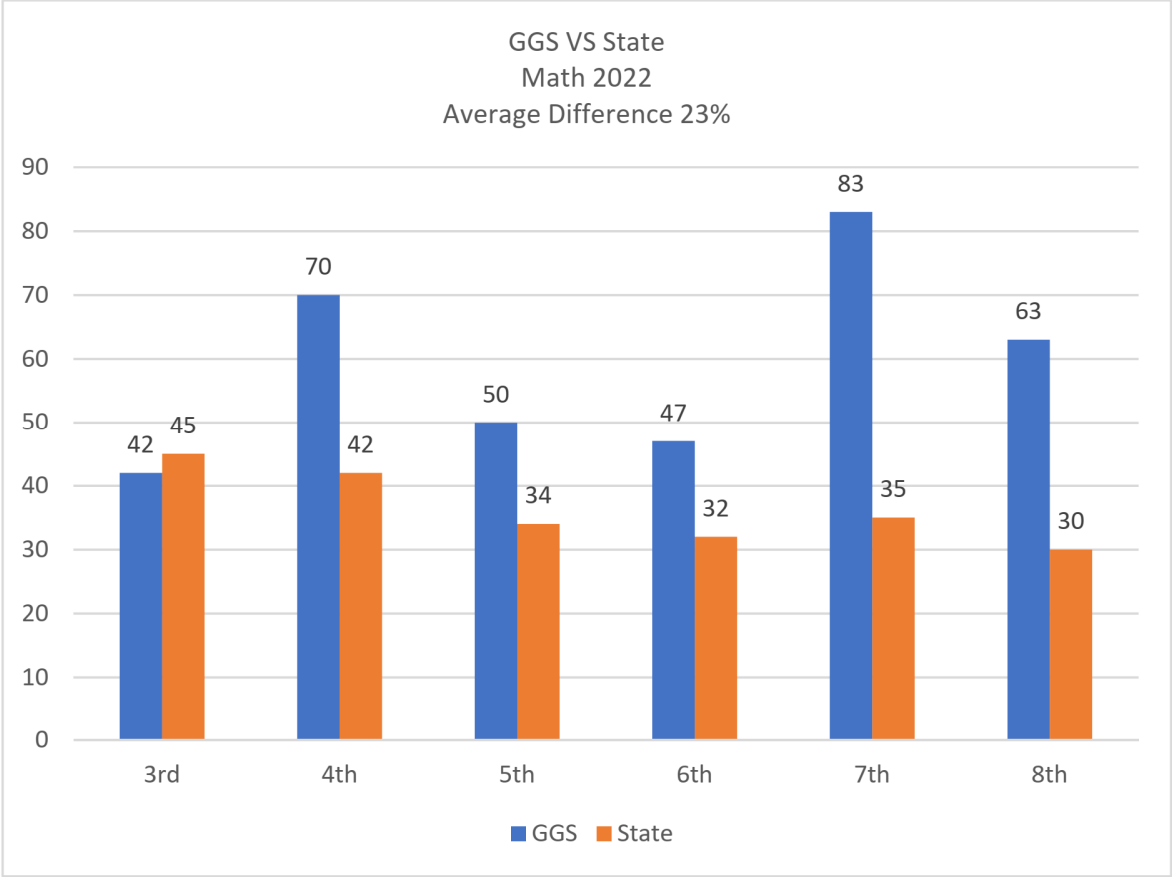
Enrollment Summary				
Grade	Total	Boys	Girls	OD
K	19	9	10	2
1	18	11	7	3
2	16	11	5	4
3	17	7	10	4
4	20	11	9	4
5	18	8	10	3
6	17	10	7	2
7	20	11	9	5
8	22	9	13	4
Total:	167	87	80	31
Enrollment		<i>6/19/22</i>		

Initial Kindergarten numbers for 2022-2023 — 9 in-district, 5 out of district applications

Schoolwide Proficiency Results

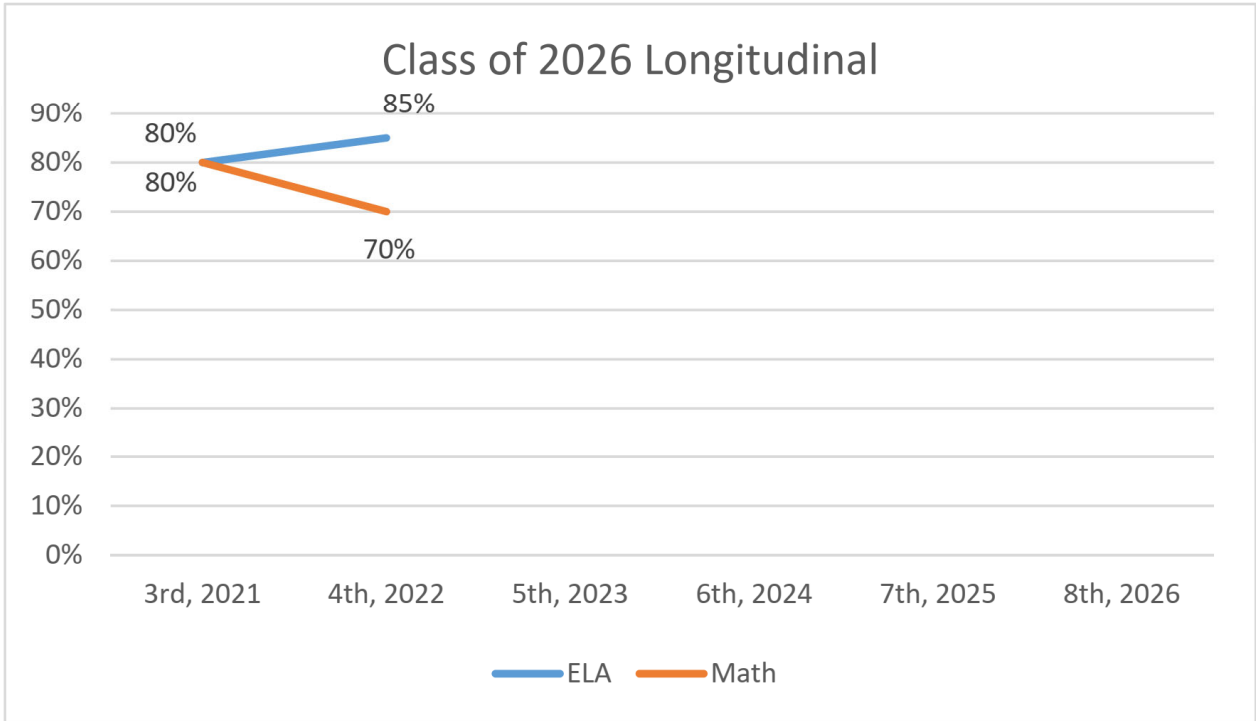
	2016	2017	2018	2019	2021	2022
ELA	51%	33%	53%	57%	64%	72%
Math	41%	44%	50%	44%	60%	60%



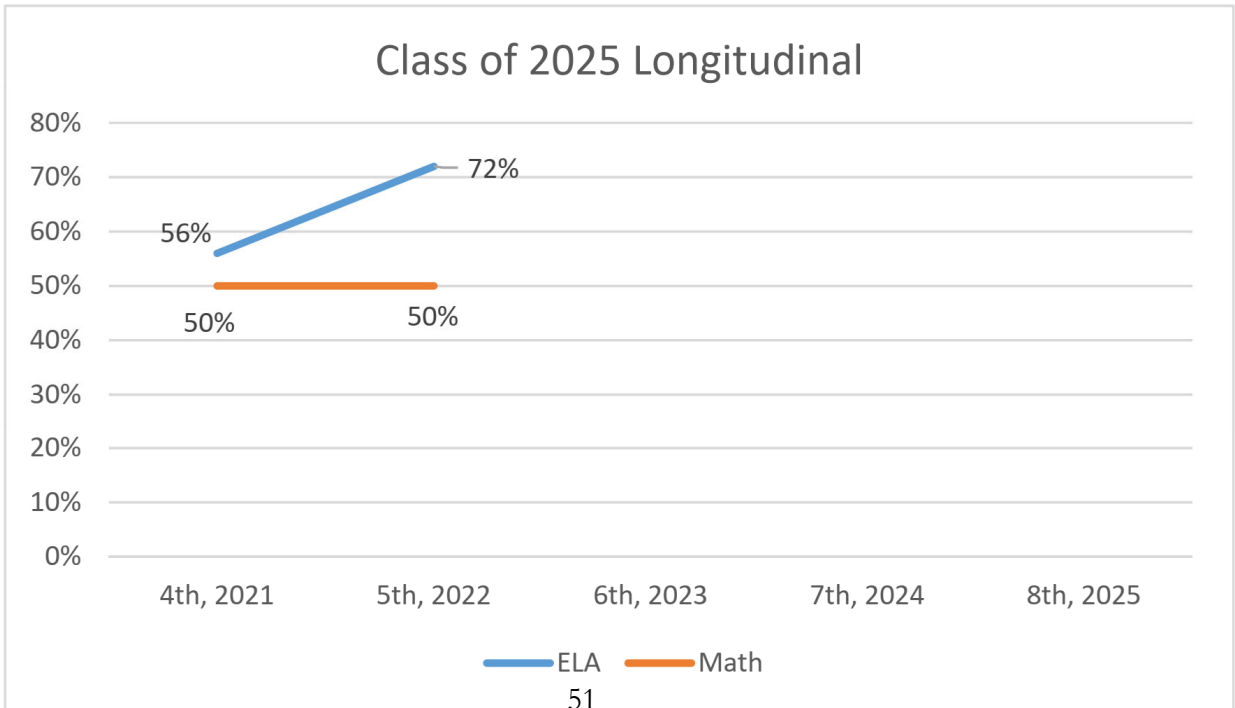




	3rd, 2021	4th, 2022	5th, 2023	6th, 2024	7th, 2025	8th, 2026
ELA	80%	85%				
Math	80%	70%				

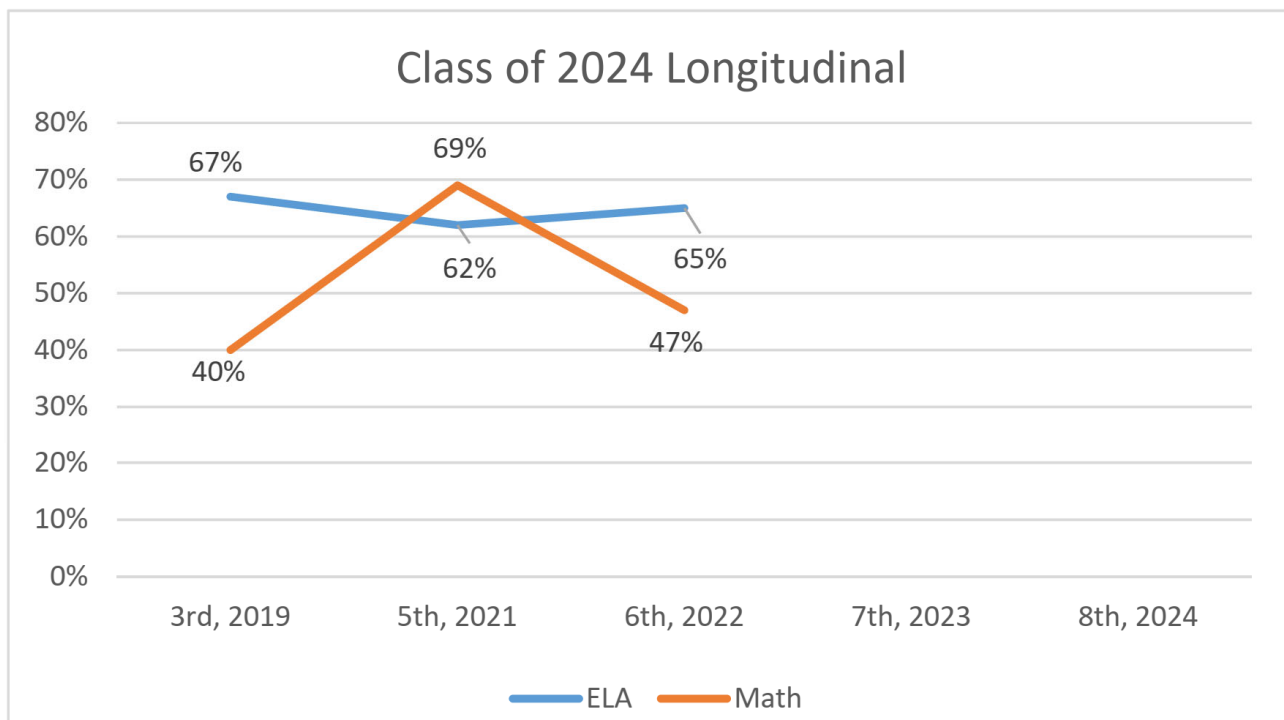


	4th, 2021	5th, 2022	6th, 2023	7th, 2024	8th, 2025
ELA	56%	72%			
Math	50%	50%			

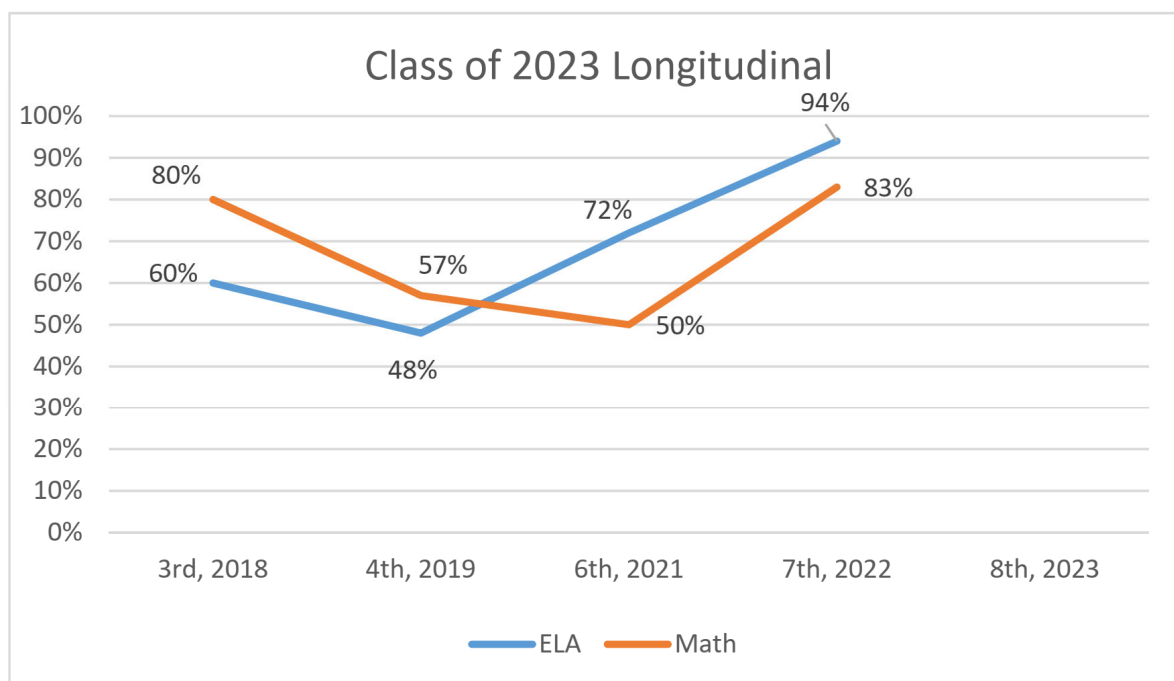




	3rd, 2019	5th, 2021	6th, 2022	7th, 2023	8th, 2024
ELA	67%	62%	65%		
Math	40%	69%	47%		

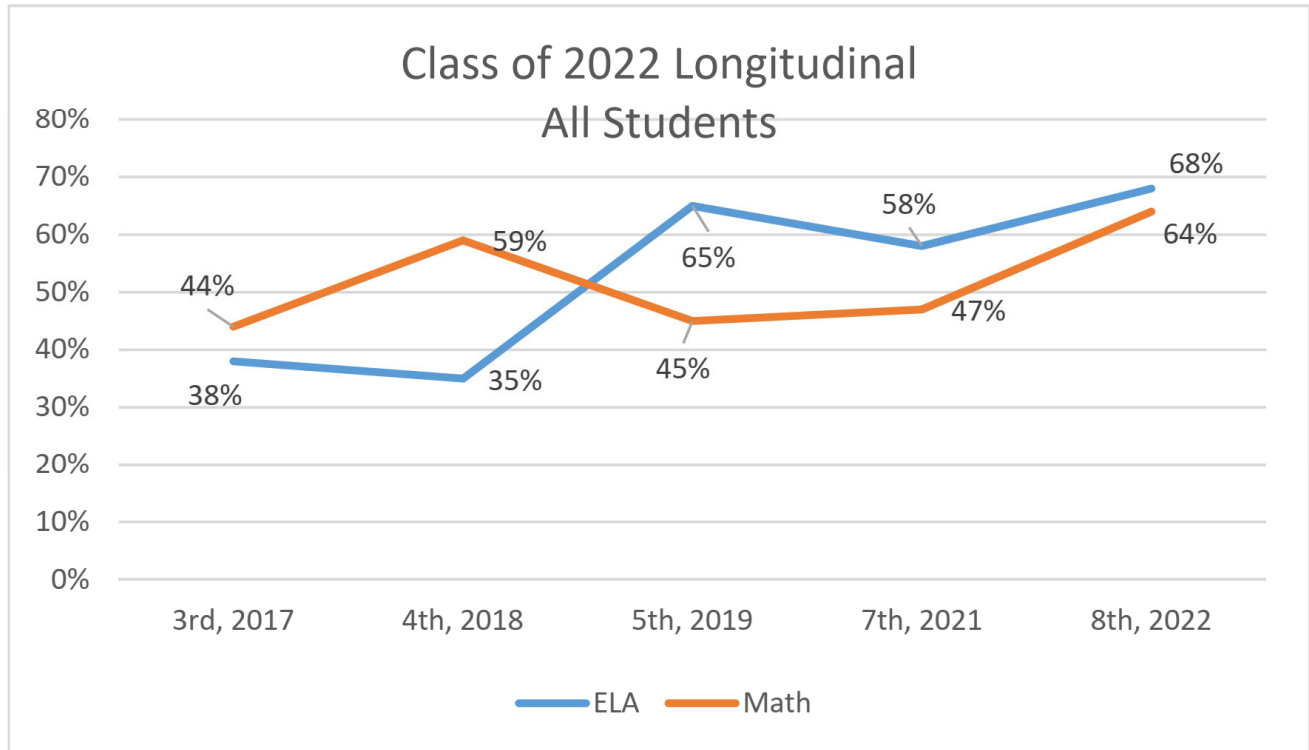


	3rd, 2018	4th, 2019	6th, 2021	7th, 2022	8th, 2023
ELA	60%	48%	72%	94%	
Math	80%	57%	50%	83%	





	3rd, 2017	4th, 2018	5th, 2019	7th, 2021	8th, 2022
ELA	38%	35%	65%	58%	68%
Math	44%	59%	45%	47%	64%





DISTRICT CLERK REPORT

BOARD TRAININGS - MTSBA

- **2022 MCEL - Virtual**
 - October 19-21, 2022
 - Virtual/ Zoom/ On-Demand Video Options
 - No fee to attend
 - Overcoming Adversity. Continuing Progress. Increasing Success in Montana's Public Schools.
- **2022 MCEL - In Person**
 - October 19-21, 2022
 - Hilton Garden Inn Missoula, MT.
 - No fee to attend
 - Overcoming Adversity. Continuing Progress. Increasing Success in Montana's Public Schools.



CLERK REPORT

- Quotes for Custodial Services
- Classified contracts - pending approval
- MASBO - Butte, MT.
- Superintendent Search
- Transportation RFP
- Window Meeting with Leslie Gilmore & Elkhorn Commissioning

FOOD SERVICE

- Food Service Report attached

FACILITIES & GROUNDS

- Mowing Service
 - The Grounds Guys
- Roof Patch & Bench Repair
 - 5A Specialty Services
- Water Heater
 - 3 Brothers Plumbing
- Locker Room Shower Hardware
 - Donation by David Forney



FOOD SERVICE SUMMARY

2021-2022

	AVERAGE # OF STUDENTS PER DAY	AVERAGE % OF ELIGIBLE STUDENTS	AVERAGE # OF ADULTS PER DAY	AVERAGE COST/MEAL PER DAY
BREAKFAST	N/A	N/A	N/A	N/A
COVID- SFSP-BREAKFAST	103.51	67.66%	0.24	\$1.74
LUNCH	N/A	N/A	N/A	N/A
COVID- SFSP-LUNCH	121.04	79.11%	7.79	\$3.27
K-2 SNACK	46.33	92.65%	n/a	\$0.37

OTHER INFO:

ENROLLMENT	153
3-8 ENROLLMENT	103 (2nd Chance Breakfast)
K-2 ENROLLMENT	50 (Snacks)
K-5 ENROLLMENT	100 (Later Gators)
BREAKFAST	\$1.75
LUNCH	\$2.95
K-2 SNACKS	\$50/YEAR PER STUDENT

Reimbursement Rates for Summer Food Service Program:

Breakfast	\$2.4625
Lunch	\$4.3175

Later Gators Snack Revenue Summary

Month	Estimated Total Cost	OPI Reimbursement	Difference
September 2021			
October 2021			
November 2021			
December 2021			
January 2022			
February 2022			
March 2022			
April 2022			
May 2022			
June 2022			
Total:	0	0	0

No ASP due to staffing issues.

OPI Reimbursement:

Free	\$0.94
Reduced	\$0.47
Full Pay	\$0.08

as of June 30, 2022

TRANSPORTATION SUMMARY 21-22

	<i>Total riders registered:</i>	<i>Driver:</i>	<i>Bus Model:</i>	<i>Rated Capacity:</i>
North	31	Mrs. Brenner	2018 Bluebird	71
South	35	Mr. Lee	2020 International	71
Combined	66	Mr. Lee		

September 2021- June 2022

AVERAGE # RIDERS:
 Average % OF TOTAL:
 MIN/ROUTE:
 MAX/ROUTE:
 AVERAGE/ROUTE:

NORTH		SOUTH	
AM	PM	AM	PM
14.1	15.8	13.0	11.4
45.60%	45.02%	37.14%	32.54%
10	8	9	9
17	21	18	16
14.95		12.22	

as of October 20, 2021

as of October 1, 2021

AVERAGE # RIDERS:
 Average % OF TOTAL:
 MIN/ROUTE:
 MAX/ROUTE:
 AVERAGE/ROUTE:

COMBINED ROUTE	
AM	PM
16.89	21.72
25.58%	32.91%
4	9
29	34
19.30	

beginning October 25, 2021

as of June 9, 2022

2022 MCEL - Virtual

[Register](#)

When and Where

Start Date

10/19/2022 12:00 PM MDT

End Date

10/21/2022 3:00 PM MDT

Location

Virtual/Zoom/On Demand

City

State/Province

Overcoming Adversity. Continuing Progress. Increasing Success in Montana's Public Schools.

This is the virtual MCEL - you can watch presentations live or on-demand. Video links will be posted for those registered after MCEL.

2022 MCEL - In Person

[Register](#)

When and Where

Start Date

10/19/2022 12:00 PM MDT

End Date

10/21/2022 3:00 PM MDT

Location

Hilton Garden Inn

City

Missoula

State/Province

MT

Overcoming Adversity. Continuing Progress. Increasing Success in Montana's Public Schools.

Business Manager Report

Busy busy Month

MASBO

*New Clerks Academy
BMS training
Break out Sessions
JV Training with Steve Hamill
Audit Meeting

Monthly.

**Payroll 4 times this
month**

**Claims and Warrants
Reconciliations**

**End of year
preparations**

Fiscal Year Prep

**Still got JVs to
enter**

Last Payroll

Gallatin Gateway School District

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

Draft 6 6/30/22

Date of Adoption: August 18, 2021

Revision Dates: 9/20/21, 1/5/22, 6/30/22

SAFETY MEASURES

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

Wearing of Masks

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

Physical Distancing

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

Handwashing and Respiratory Etiquette

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

Cleaning and Maintaining Healthy Facilities (including improving ventilation)

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

Deep Cleaning of classroom when there is a Covid positive individual

Contact Tracing

All Contact Tracing follows the recommendations of the Gallatin City/County Health Department. Students/Staff who are considered close-contacts will be required to quarantine the 10 days required ~~duration determined~~ by the GCCHD, **test on the 5th day, and, if negative, return from quarantine** . ~~which is currently 5 days~~. Students/Staff who are quarantined must be symptom free to return to school. GGS recommends any quarantined student or staff be tested prior to returning to school.

Diagnostic and Screening Testing

- COVID-19 Testing is available from the School Nurse for students, staff, parents, or non-school age siblings of students and staff.
 - Any individual with COVID-19 symptoms should stay at home.

- Parents are asked to take their child/children's temperatures prior to boarding the bus or bringing them to school.
- Students/Staff who indicate a fever (>99), after they have come to school, will be sent home immediately. Students waiting on parent pick-up will be isolated in a designated waiting area.
- Students/Staff should be fever free for 24 hours with improving symptoms of any illness prior to returning to school.
- Students/Staff who have a fever of 100.4 or higher OR at least two other COVID-19 Symptoms will be isolated in a designated waiting area and sent home.
 - Students/Staff with a positive COVID-19 test result or if COVID-19 cannot be ruled out with a negative test will be asked to stay home in isolation, until it is safe to be around others, which is after 24 hours with no fever, respiratory symptoms have improved, AND 5 days since symptoms first appeared/positive test result
- Offer weekly asymptomatic Covid testing to students, staff and parents as a screening method
- When a student or staff member in a grade level test positive for Covid, a reminder will be given to parents and staff regarding available free testing through the school

Vaccinations

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

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

For school purposes, this means that the vaccination status of a student or staff member does not affect quarantining due to close-contact of a Covid positive student or staff member.

Accommodating Students with Disabilities

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

School staff will support parents in their choices regarding mitigation for their students (ie masks, carrels, distancing when possible, preferential lunch seating, etc)

CONTINUITY OF SERVICES

The District will provide for continuity of services as follows:

Student Academic Needs

- **K-5** Students are provided with a **45** 30-minute intervention/acceleration time, called Growing Gators, for targeted instruction based on individual student needs.
 - Targeted instruction may be teacher-driven, electronic, or provided by an instructional paraprofessional
 - Targeted instruction will accommodate English Language Learners, Gifted and Talented Learners, Special Education Learners, and 504 Learners

6th grade students have a required Study Hall, and a Study Hall is required for 7th and 8th grade students who are identified as needing Tier II or Tier III interventions.

- After-school programming called “Later Gators” is provided for students who need additional assistance or enrichment. Programming for Later Gators is dedicated to a STEAM curriculum.
- Students are provided an individual Chromebook for use during the school year both in the classroom and if the student is quarantined or medically isolated due to COVID-19
- Google Classroom is used for student instruction and teacher planning for ease of transition if a student is quarantined or medically isolated due to COVID-19

Student Social, Emotional, and Mental Health Needs

- The Montana Mindfulness Project ~~is being explored by the District Whole Child Committee~~ **was implemented in grades 6-8 during the 2021-2022 school year, and will be a part of the 3rd, 4th, and 5th grade homeroom in the 2022-2023 school year. Parents have the right to opt their child out of the Montana Mindfulness Project.**
- The School Counselor has dedicated Montana Behavior Initiative and Social Emotional Learning time with each grade level throughout each month
- The School Counselor has dedicated time for individual and small group counseling each day.
- ~~The District has committed to a partnership through the Gallatin-Madison Special Education Cooperative to provide 8-10 hours of professional counseling on-site weekly.~~ **The District is partnering with [Care Solace](#) as a means to provide a seamless transition, ensuring that our community “can access reliable, ethical and high-quality mental health care services – no matter the circumstances.**

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

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

Staff Social, Emotional, and Mental Health Needs

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

Other Staff Needs

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

PUBLIC INPUT

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

This plan is a standing agenda item for all Board meetings, which is also an opportunity for public input.

GGs COVID TASK FORCE

The Goal of the Gallatin Gateway School Covid Task Force is to determine strategies for the Plan for Safe Return to School in order to keep children in school with in-person instruction

The Covid Task Force agree to meet when:

- 25% of students within a grade level are covid positive and/or quarantined
- Upon request of School Board or Administration
- There is consensus of the task force that there is a need

Monthly education and survey about mitigation strategies and support will be sent to parents

Surveys for School staff and parents to collect information for the task force to prioritize instructional models and mitigation strategies from least desirable to most.



Gallatin Gateway Elem, LE0364

**Initial Plan Submission ARP ESSER Funding
2021**

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Introduction: Plan Basics

State Date	8/23/2021 17:45
End Date	8/23/2021 18:20
Recorded Date	8/23/2021 18:20
Response ID	R_wNRVXiINHfVl9HP
County	Gallatin
District	Gallatin Gateway Elem, LE0364
Submitter Name	Theresa Keel
Submitter Role	Other (Please identify your role in the box below.)
	Superintendent
Submitter Official Email	keel@gallatingatewayschool.com
Submitter Phone	
Initial or Revised Plan	Initial Plan Submission

Section 1 - School District Identified Priorities

Priority 1

Safe and Healthy Face to Face Instruction

Priority 2

Effectively addressing any learning gap in any of our children

Priority 3

Providing effective Social/Emotional Learning and support for students and staff.

Data Points Used to Identify Priorities

SBAC, Interim Assessments, Star assessment, Parent and Staff Surveys, attendance and behavior data

Student Groups Most Affected

Student groups specifically referenced in ARP ESSER were more affected than others in this district.

Student Group	More affected than others in this district
Economically Disadvantaged (Free and Reduced Lunch)	Yes
White	
Black or African American	
American Indian or Alaska Native	
Multi-Racial	
Migrant	
Homeless	
Foster Youth	
Children with Disabilities	Yes
Male	

Female	
English Language Learners	
Other (please identify in the box below)	Yes
	Students who were in distance learning due to personal or family member at-risk COVID status

Section 2 - Meaningful Consultation

Stakeholders Consulted in Development of Plan

Stakeholder Group	Consulted?
Parents	Yes
Students	
Teachers	Yes
Staff	Yes
Tribal Governments	
Local Bargaining Units	Yes
Educational Advocacy Organizations	
County Health Departments	Yes
Community Members	Yes
Other (please identify in the box below)	

Methods used to seek stakeholder input

Methods	Used?
Webinars	
Public Meetings	Yes
Website	Yes
Media	
Social Media	Yes
Email	Yes
Other (please identify in the box below)	

Section 3: Goals

Instruments

Instruments or methods that will be used to monitor the progress of the goals and determine if the goals are met are listed here for each goal.

Math Goal	<p>To decrease the number of students in grades k-2 who are near or below normative grade level standard by 5%. Student growth and grade-level standard are measured at least once every six weeks using the Star Early Literacy and Waterford Math. Students below grade-level are monitored weekly with the same tools.</p> <p>To decrease the percent of students in grades 3-8 who were near or below standard on the SBAC Math assessment from 39% to 34%. Student progress is measured through Interim assessments, the Star Math assessment, and as a summative the SBAC assessment.</p>
ELA Goal	<p>To decrease the number of students in grades k-2 who are near or below normative grade level standard by 5%. Student growth and grade-level standard are measured at least once every six weeks using the Star Early Literacy and Waterford Reading. Students below grade-level are monitored weekly with the same tools.</p> <p>To decrease the percent of students in grades 3-8 who were near or below standard on the SBAC ELA assessment from 35% to 31%. Student progress is measured through Interim assessments, the Star Reading assessment, and as a summative the SBAC assessment.</p>
Other Goal	<p>To provide research-based SEL to all grade levels K-8 with specific mental health supports through our Counselor and through the Special Education Cooperative</p>

Goals

For each goal find the following below:

- Identify what strategies/action steps will be used to support the achievement of the goals.
- Describe a realistic and achievable timeline to achieve the goals.
- Identify who is responsible to ensure the strategies/action steps are achieved. Click the box and provide the text response for each applicable box.

Math Goal	<p>All students have a scheduled 30 minutes intervention/acceleration time built into the daily schedule where targeted intervention/acceleration is provided by a highly qualified paraprofessional, teacher, or research-based computerized instruction. Students who are below grade level in math based on the Star Math/Early literacy or who perform near or below standard on the interim assessments will be provided intensive intervention during the daily "growing gators" time. The goal will be achieved by end of the school year, and the Superintendent is responsible to ensure the action steps are taken and the strategies are effective based on growth data.</p>
ELA Goal	<p>All students have a scheduled 30 minutes intervention/acceleration time built into the daily schedule where targeted intervention/acceleration is provided by a highly qualified</p>

	paraprofessional, teacher, or research-based computerized instruction. Students who are below grade level in math based on the Star Math/Early literacy or who perform near or below standard on the interim assessments will be provided intensive intervention during the daily "growing gators" time. The goal will be achieved by end of the school year, and the Superintendent is responsible to ensure the action steps are taken and the strategies are effective based on growth data.
Other Goal	The Counselor provides research-based SEL lessons at least once monthly to every grade level and every student during a dedicated time built into the schedule. Additional counseling time is provided for those students who show a need either in a small group setting or individually. Anecdotal, Behavior and attendance data is used to determine need. The Superintendent is responsible to ensure the action steps are taken and the strategies are effective based on data.

Student Group Goals

For which of the following student groups does the district have a distinct Math Goal, ELA Goal, or Other Goal?

Student Group	Distinct Math Goal	Distinct ELA Goal	Distinct Other Goal
American Indian or Alaska Native			
Black or African American			
Hispanic			
Multi-Racial			
White			
Free and Reduced Lunch	Yes	Yes	
Homeless			
Students with Disabilities	Yes	Yes	
None			Yes

Math Goal for Each Identified Student Group

To increase the district-wide proficiency rate on the SBAC by 5% for economically disadvantaged and for students with disabilities.

ELA Goal for Each Identified Student Group

To increase the district-wide proficiency rate on the SBAC by 5% for economically disadvantaged and for students with disabilities.

Other Goal for Each Identified Student Group

Not applicable

If the District is planning to develop or use approaches that are novel to achieve your Math, ELA, or other goal, and they are willing to share these innovations, the innovation is described here.

Section 4: Coordinating Funds

Will this district coordinate ARP ESSER funds with other federal funds to address student needs?

Yes

Funding Source	Plan to Coordinate with ARP-ESSER Funds
Title I, Part A of the ESEA (Improving Basic Programs Operated by LEAs)	Yes
Title I, Part A-section 1003 school improvement (Comprehensive and Targeted Supports)	
Title I, Part C of the ESEA (Education of Migratory Children)	
Title I, Part D, Subpart 1 of the ESEA (Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At Risk)	
Title II, Part A of the ESEA (Supporting Effective Instruction)	
Title III, Part A of the ESEA (English Language Acquisition, Language Enhancement, and Academic Achievement)	
Title IV, Part A of the ESEA (Student Support and Academic Enrichment Grants)	
Title IV, Part B of the ESEA (21st Century Community Learning Centers)	
Title V, Part B, Subpart 2 of the ESEA (Rural and Low-Income School Program)	
McKinney-Vento Education for Homeless Children and Youth Program and section 2001(b)(1) of the ARP Act	
Carl D. Perkins Act Career and Technical Education Act	
IDEA, Part B (Excess costs of providing FAPE)	
IDEA, Part B (Coordinated Early Intervening Services)	
Workforce Innovation and Opportunity Act	

Section 5: Creating a Safe and Healthy Learning Environment

This section addresses the Prevention and/or Mitigation Strategies that the district will fund with ARP ESSER funds..

Evidence Based Practice	Planning to Use
Mental health supports	Yes
Social emotional learning	Yes
Academic support	Yes
Extended learning/enrichment	Yes
Hiring new staff and avoiding layoffs	Yes
Meeting the nutritional needs of underserved students.	Yes
Locating absent students and re-engaging disconnected youth	
Providing safe, healthy, inclusive learning environments.	Yes
Activities to address the unique needs of at-risk populations.	Yes
Developing and implementing procedures and systems to improve the preparedness and response efforts	
Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases	Yes
Purchasing supplies to sanitize and clean the facilities	Yes
Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the Individuals with Disabilities Education Act and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.	Yes
Purchasing educational technology (including hardware, software, and connectivity) that aids in regular and substantive educational interaction between students and their classroom instructors including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.	Yes
School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.	Yes
Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical	Yes

heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement	
Other (please identify in the box below)	Yes
	Providing unique learning spaces to encourage social distancing.

If the District is planning to develop or use approaches that are novel to implement prevention and mitigation strategies, and they are willing to share these innovations, the innovation is described here.

Section 6: Addressing Lost Instructional Time

20% Set Aside

This section addresses the Evidence Based Practices that the district will fund with the required 20% to address lost instructional time.

Evidence Based Practice	Planning to Use
Extended learning time	
Tribal/community engagement	
Wraparound academic/health/social services	
SEL learning supports	Yes
Evidenced-based curriculum	Yes
Accelerating learning through instructional approaches: In-school acceleration-Certified educators provide support for students within the classroom and grade-level work, using high-quality instructional materials, instructional strategies, and formative assessments.	Yes
Accelerating learning through instructional approaches: Tutoring program-High-dosage tutoring provided consistently by well-trained tutors or educators at least 3 days per week for at least 30 minutes at a time in groups of five or fewer students.	Yes
Accelerating learning through instructional approaches:Out-of-school time programs-Identified students, needing additional support before, and after the regular school days, as well as on weekends, and during school breaks.	Yes
Accelerating learning through instructional approaches: Summer learning and enrichment: Summer learning programs, camps, community partnerships, work-based learning or community service that provide high-quality instruction and are designed to meet the social and emotional needs of students through engaging and enriching experiences.	
Access to and effective use of technology	Yes
Engaging families in digital learning training and effectively using technology and platforms	Yes
Administering and using high-quality assessments that are valid and reliable, to accurately assess students'™ academic progress and assist educators in meeting students'™ academic needs, including through differentiating instruction	Yes
Providing information and assistance to parents and families on how they can effectively support students	Yes
Tracking student attendance and improving student engagement provided by the school	Yes

Using data about students opportunity to learn indicators to help target resources and support	Yes
Professional Learning Communities	Yes
Access to advanced coursework, dual enrollment, work-place learning, and/or internships	
Career, Technical, and Agricultural Education expenses (approved under Perkins Act)	
Distance/Remote Learning: connectivity (hot spots, outfitting buildings/buses with WiFi, other wireless, internet service, etc.), devices (laptops, tablets, etc.), printing costs for learning packets, instructional resources/tools, hardware, software, subscriptions, licenses, assistive technology or adaptive equipment, online learning platforms/learning management systems, other distance/remote learning costs	Yes
Other (please identify in the box below)	

80% Set Aside

This section addresses the Evidence Based Practices that the district will fund with the remaining 80%. Allowable uses for this funding includes preventing, preparing for, and responding to COVID-19 as required by ESSER I, II, and III. See page 5 of the ARP ESSER Fact Sheet for more information.

Evidence Based Practice	Planning to Use
Extended learning time	
Tribal/community engagement	
Wraparound academic/health/social services	Yes
SEL learning supports	Yes
Evidenced-based curriculum	Yes
Accelerating learning through instructional approaches: In-school acceleration-Certified educators provide support for students within the classroom and grade-level work, using high-quality instructional materials, instructional strategies, and formative assessments.	Yes
Accelerating learning through instructional approaches: Tutoring program-High-dosage tutoring provided consistently by well-trained tutors or educators at least 3 days per week for at least 30 minutes at a time in groups of five or fewer students.	Yes
Accelerating learning through instructional approaches:Out-of-school time programs-Identified students, needing additional support before, and after the regular school days, as well as on weekends, and during school breaks.	Yes
Accelerating learning through instructional approaches: Summer learning and enrichment: Summer learning programs, camps, community partnerships, work-based learning or community service that provide high-quality instruction and are designed to meet the social and emotional needs of students through engaging and enriching experiences.	
Access to and effective use of technology	Yes
Engaging families in digital learning training and effectively using technology and platforms	Yes
Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction	Yes
Providing information and assistance to parents and families on how they can effectively support students	Yes
Tracking student attendance and improving student engagement provided by the school	Yes
Using data about students opportunity to learn indicators to help target resources and support	Yes

Professional Learning Communities	Yes
Access to advanced coursework, dual enrollment, work-place learning, and/or internships	
Career, Technical, and Agricultural Education expenses (approved under Perkins Act)	
Distance/Remote Learning: connectivity (hot spots, outfitting buildings/buses with WiFi, other wireless, internet service, etc.), devices (laptops, tablets, etc.), printing costs for learning packets, instructional resources/tools, hardware, software, subscriptions, licenses, assistive technology or adaptive equipment, online learning platforms/learning management systems, other distance/remote learning costs	Yes
Mental health supports	
Hiring new staff and avoiding layoffs	Yes
Meeting the nutritional needs of underserved students	Yes
Locating absent students and re-engaging disconnected youth	
Providing safe, healthy, inclusive learning environments	Yes
Activities to address the unique needs of at-risk populations	Yes
Developing and implementing procedures and systems to improve the preparedness and response efforts	
Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases	Yes
Purchasing supplies to sanitize and clean the facilities	Yes
Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the Individuals with Disabilities Education Act and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.	Yes
Purchasing educational technology (including hardware, software, and connectivity) that aids in regular and substantive educational interaction between students and their classroom instructors including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.	Yes
School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.	Yes
Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical heating, ventilation, and air conditioning systems, filtering, purification and other air	Yes

cleaning, fans, control systems, and window and door repair and replacement.	
Other (please identify in the box below)	

If the District is planning to develop or use approaches that are novel to address lost instructional time, and they are willing to share these innovations, the innovation is described here.

Section 7: Supporting the Educator Workforce

How ARP funds will be used to support and stabilize the educator workforce.

Option	Planning to Use
Cover costs of offsetting the need to furlough or reduce the salaries of school-based staff	
Cover costs of bonuses for recruiting and retaining educators and support personnel	Yes
Additional pay for additional work	Yes
Class-size reduction	Yes
Technology to support learning: enable students to learn anywhere and teachers to teach essential standards	Yes
Additional professional development for school leaders, teachers, and staff (trainings, extended professional development days, programs, etc.)	
Staffing additional physical and mental health support staff (counselors, social workers)	Yes
Other (please identify in the box below)	Yes
	Additional presence of a Licensed Nurse on campus

The estimated number of jobs (FTEs) that have been or will be created by the school district through the district's planned use of ESSER III Funds.

0

The estimated number of jobs (FTEs) that have been or will be retained by the LEA through the LEA's planned use of ESSER III Funds.

5

If the District is planning to develop or use approaches that are novel to support and stabilize the educator workforce, and they are willing to share these innovations, the innovation is described here.

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Section 8: District Monitoring of Impact

This section of the LEA plan outlines how the District will monitor the impact of the ARP ESSER funded interventions or strategies, including but not limited to the 20% set-aside, to respond effectively to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted.

Description of Monitoring Plan

The superintendent will provide a monthly data report at the monthly Board of Trustees meeting to determine the efficacy of the use of ESSER funds. The report will include, when possible, academic progress monitoring data, discipline and behavior data, and attendance data (students and staff).

Type of Data	Planning to Use
Early Warning System	
Interim Formative Assessment	Yes
Opportunities to Learn surveys	
Summative assessments	Yes
Chronic absenteeism	Yes
Student engagement	
Use of exclusionary discipline	Yes
Advanced coursework	
Access to technology	Yes
Educator PD on technology	
Access to and preparation of high-quality educators	
Access to mental health and nursing staff	Yes
Student, parent, or educator surveys	Yes
Per-pupil expenditures	
Classified and certified staff (numbers of positions or people)	Yes
Summer, Afterschool, and ESY enrollment	Yes
Health protocols	Yes
Student enrollment by Mode of instruction	

Student attendance by Mode of Instruction	
Other (please identify in the box below)	Yes
	Progress Monitoring Assessments



Gallatin Gateway School

100 Mill Street
Gallatin Gateway, MT 59730

Proposal for School Bus Transportation Services



Submitted By

Harlow's School Bus Service, Inc. of Montana

Private and Confidential



June 9, 2022

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

RE: RESPONSE TO TRANSPORTATION RFP – 2022-2027

Dear Mrs. Keel:

Enclosed is Harlow's School Bus Service Inc of Montana's proposal in response to your request. Through submission of this proposal, we believe we can meet and/or exceed the needs of Gallatin Gateway School. We have conducted such other investigations as were prudent and reasonable in preparing the proposal.

The proposal is broken down into sections along with additional attachments inserted into the various sections. The expiration date of this proposal is thirty (30) calendar days from June 8, 2022.

- Executive Summary, Mission Statement & Core Values
- History, Value Matters
- Harlow's Leadership Team
- Operational Details
 - Preparedness for Gallatin Gateway School
 - Management / Supervision Structure
 - Staff Training / Professional Development
 - Customer Service
 - Contingency / Coverage Plan
 - Transportation Experience / References
 - Safety Plan & Initiatives
 - Driver Training
- Compensation Schedule
- Risk Management Program

Harlow's has customized this proposal with the following:

- We are seeking a five (5) year contract for School Bus Transportation
- Facility: School Buses would be dispatched from Gallatin Gateway school location
- Gallatin Gateway owns the assets and all affiliated expenses
 - o Includes Camera System on each school bus for student safety
- School District to purchase Fuel
- Proposal is based 173 calendar operation days
- Per Pre-Bid June 2nd meeting, this is an alternative bid based on information discussed
- If awarded the Student Transportation Contract for Gallatin Gateway School, Harlow's would like to offer an alternate Student Transportation contract

Private and Confidential



We appreciate the opportunity to provide transportation services for Gallatin Gateway School. We look forward to a productive and progressive transportation partnership for years to come.

Please contact me any time if you have any questions.

Thank you,

Andy Ellingsen
Director of Operations
605-639-5600
andy.ellingsen@harlowsschoolbus.com

Cc: Jacob Iverson – Senior Vice President, Jordan Firn – Transportation Manager



Executive Summary:

HARLOW'S

Harlow's School Bus Service, Inc. and Harlow's School Bus Service, Inc. of Montana, operates in five states in the northwest United States.

Harlow's was founded in 1975 by Harlow Hageness, in Rolette, North Dakota. Harlow's is proficient in providing excellent customer service. We make it a priority to provide students with a safe and enjoyable experience to and from school. Student transportation is an extension of the classroom, and it is imperative that each student is provided the best school bus experience. Harlow's describes its student transportation as "transporting precious cargo". Each driver must take every precaution and action to ensure the safety of his/her passengers. Harlow's believes in providing customers the best service, to ensure safe and efficient student transportation.

Harlow's School Bus Inc. of Montana

30772 US Highway 2
Libby, MT 59923
406.293.8845

Harlow's School Bus Inc.

1021 S 23rd Street, Suite A
Bismarck, ND 58504
701.224.1767

Our Mission Statement:

"Our mission is to transport each and every student safely every day, no exception."

Our Core Values:

Leadership: We will provide leadership in the transportation industry on national, regional and local levels.

Advocacy: We will be advocates for our customers, our employees and our business principals at every location.

Safety: Safety is our prime objective in every transportation and safety sensitive activity.

Integrity: We will conduct business with both our external customers and internal customers with personal integrity at all times.

Compassion: We will have compassion for our employees and business partners.

CORE VALUES





Harlow's School Bus Service, Inc. History:

- Family owned since 1975
 - Founder Harlow Hageness, established in Rolette, North Dakota.
- Harlow's operates in five states where we provide contracting bussing services.
- Our mission is to transport each and every student safely every day no exception.
- Harlow's School Bus Service, Inc. excels in providing excellent customer service. We make it a priority to provide students with a safe and enjoyable experience to and from school. Student transportation is an extension of the classroom, it is imperative that each student is provided the best school bus experience. Harlow's believes that student transportation consists of transporting "precious cargo". Each driver must take every precaution and action to ensure the safety of his/her passengers.
- Along with standing on its Core Values (Safety, Leadership, Advocacy, Integrity, Compassion), Harlow's believes in providing customers the best, to ensure the safety and efficient student transportation
- Harlow's was ranked as one of the top 30 contractors 2019/20
- Transports close to 44,000 students every morning
- Harlows School Bus Service Inc. awarded School Bus Contractor of the Year by School Bus Fleet magazine June 2022

Value Matters

We make it a priority to provide students with a safe and enjoyable experience to and from school. Student transportation is an extension of the classroom, it is imperative that each student is provided the best school bus experience. We believe that student transportation consists of transporting "precious cargo", each driver must take every precaution and action to ensure the safety of his/ her passengers.

Along with standing on its Core Values (Safety, Leadership, Advocacy, Integrity, Compassion), We believes in providing our customers the best service possible to ensure safe and efficient student transportation. Here are some additional features that can be added value to your school district:



Harlow's Leadership Team:

Jacob Iverson, Senior Vice President: Jacob Iverson has over 20 years of transportation experience. He is past President of Idaho Association of Pupil Transportation, member of National Association of Pupil Transportation, board member of National School Transportation Association. He is a graduate of Portland State University and holds a Master of Business Administration. jacob.iverson@harlowsschoolbus.com

Andy Ellingsen Director of Operations: Andy has been with Harlow's for 8 years and has been a Transportation Manager for 4 years and in the current position for the last 4 years overseeing 10 site locations. Andy is a Veteran of the US Coast Guard serving over 8 years. Andy went to college at Indiana Wesleyan University in Bloomington IN. andy.ellingsen@harlowsschoolbus.com

Matthew Coale, Safety Manager: Matthew joined the Harlow's team in November of 2021 bringing a diverse background. Matthew has 16 years of experience in the Public Relations/News media field followed by 20 years of Class 8 bulk transportation specializing in hazardous materials handling, terminal management to OSHA standards, DOT safety/rules regulations and driver training. matthew.coale@harlowsschoolbus.com

Sarah Jahner, Human Resources Manager: Sarah Jahner joined Harlow's in 2018. She has over ten years of Human Resource experience, seven of the ten years was in state government Human Resources. Sarah graduated from Minot State University and holds a Bachelor's in Business Administration. sarah.jahner@harlowsschoolbus.com

Jordan Firn Transportation Manager: Jordan Firn has been with Harlow's School Bus Service, Inc of MT for 2 years as a Transportation Manager for the Manhattan and Monforton School Districts. Jordan is a business professional and Army veteran who is adept at leading teams to accomplish ambitious goals. Areas of expertise include logistics, supply management, research, and meeting deadlines with an ability to prioritize so that organizational goals are met on time and on budget. Jordan.firn@harlowsschoolbus.com



Proximity: Harlow's School Bus Service's nearest terminal is located at 1085 Yadon Road Manhattan, Montana. This strategic location enables us to respond quickly to any and all of your service requirements, even on an emergency basis. Harlow's provides school bus transportation services for over 15 districts throughout the State of Montana providing additional resources and experience.

Safety: Your district will benefit from our extensive training and experience, as we will handle all aspects of driver and aide recruitment and training. You can be assured that the drivers caring for your children will meet all federal and state requirements, including background checks, drug testing (both pre-employment and ongoing random screening), and monthly professional training to all our drivers.

Maintenance: Our repair and service shop in Manhattan assures you that all the buses serving your needs will be maintained in accordance with applicable regulations and pass state inspection each year. Full-time maintenance personnel will be available to address mechanical issues quickly and effectively as they occur. For example, if a bus becomes stuck in a snowdrift, instead of waiting for a tow truck or another bus, the driver can radio our dispatcher and maintenance staff will respond immediately to render assistance.

Management Access: Our transportation manager work in our Manhattan Terminal. Answers to your questions and concerns, or those of parents, are always just a phone call or short drive away.

Facilities: Our Manhattan is located 1085 Yadon Road, we have 1 technicians on site and do all of our own bus repairs here. We have expanded the services we provide here in this area by transporting students from several of the rural schools on activity trips, driving for weddings, parades and all sorts of other special events. We have a group of drivers that are very caring and passionate about their positions.

Commitment: As we look to the future, we are proud of our accomplishments and excited about the opportunities that lie ahead. We look forward to putting our talents, experience, and problem-solving capabilities to work for your school district as your transportation partner. Our goal is simple: To develop a problem-solving transportation partnership with the school districts we serve and work with them to provide safe, caring, reliable, and cost-effective school bus transportation for their children every day, so that students arrive at school safe, on time and ready to learn.

Customer Service: We provide a customer advocate that will be dedicated to the communication of daily transportation matters. We train and provide the necessary tools that enable prompt notification to drivers, school officials and parents.



Operational Details

Preparedness for Gallatin Gateway School

There are four key elements that can be discussed as advantages with the Harlow's relationship providing the ability to maintain outstanding customer service while being able to provide a seamless onboarding experience.

First, Harlow's is established throughout Montana, to include Wilsall, Boulder, Whitehall and several additional locations.

Second, with Harlow's resources and a location in close proximity to Gallatin Gateway School, it enables us to provide quick and easy access to additional equipment that would meet the specs required by you and the State of Montana.

Third, we believe that recruiting SAFE professional drivers is top priority. We have a four fulltime recruiter at Harlow's who will recruit and employ professional drivers. Our Core Values guide our daily execution to look at employee retention and turnover, allowing us the ability to forecast needs accurately.

Fourth, we understand the direct needs of our customer and maintain the organizational flexibility to meet those needs. School bus contracting operations and operational support are available from 6:00am to 5:00pm. Our Director of Operations is available during regular business hours, but also as needed after hours. The operational staff understands and desires to be a resource for Gallatin Gateway School, providing teamwork that fosters a positive working environment and a fluid relationship.

Harlow's maintains a linear hierarchy structure, which promptly address needs and concerns to support the on-site leadership. On-site leadership partakes in monthly leadership conference calls, which provides effective managerial tools for on-site success. Though senior leadership visits local sites on a regular basis, the on-site leader conducts scheduled weekly conference calls to address and evaluate on-site performance and any needs of the customer.



Management/Supervision Structure

Our Gallatin Gateway School operational team will consist of the following:

Daily Support from our Manhattan Transportation Team

- Transportation Manager
- 1 Full Time Technician(s)
- Driver/Trainer(s)

Our local operation team is supported by:

- Senior Vice President
- Director of Operations
- HR Manager
- Safety Manager
- Recruiter

Staff Training/Professional Development

We believe that our employees make the difference. Investment in our associates is a key measurement of our short-term and long-term growth.

For our site leaders we have monthly operations meetings that discuss Safety, Human Resource, Financial Performance and other key corporate information. Through these meetings we work on growing our site leaders understanding of the market and changing demographics. Each site leader is also accountable for the training and development of their onsite associates, some who also take part in the monthly operations meeting to help with their own growth.

Our professional drivers receive at least fifteen (15) hours of training through monthly and annual training sessions that are managed through our Safety Manger and Operations Manager. Prior to driving students, most new hired drivers complete over thirty (30) hours of training and our Driver Instructors conduct a driver evaluation road test.

Technicians complete a Training Academy supported by the Navistar Platform. Technicians are also sponsored on additional training outside of the Academy to help them reach their individual growth objectives.

Our Leadership team, to include site leaders participate in a multi-day Annual Leadership Training held each summer where we work on development of Critical Thinking, Leadership, Financial and Individual Development Plan's set forth through our Performance Appraisal Program.

We also have published monthly safety topics that are reviewed and discussed in an open forum.



Customer Service

As mentioned in the document about preparedness, our leadership team is available 24/7 to meet the school district's needs. Prompt responses to inquiries or concerns (phone or email) within twenty-four (24) hours or sooner depending on the situation. Emails are usually shared among the team (i.e. cc another member of the team depending on the situation)

In addition, to help provide a higher level of customer satisfaction, we operate our own maintenance shop. Our facility has the most sophisticated tools and diagnostic equipment, the most up-to-date technical information. Most important, our facility has the best trained technicians in the industry who are trained by the manufacturer, retrained continuously to perfect skills and learn the newest-fast-accurate procedures. This helps reduce maintenance issues that could impact service.

Scheduled meetings with school officials enable a forum to both provide and receive feedback on past, current and future issues. This maintains and fosters a strong relationship which enables us to provide a high level of customer service for all stakeholders.

Contingency/Coverage Plan

The on-site leader coordinates all expected absences. Through proper scheduling and use of calendar tools provided our operations team schedule appropriate substitutions when needed.

Both internal and external absences are covered in advance with the utilization of either other internal associates or back up drivers. In the event that a backup driver is unavailable the onsite leader, driver trainers, technicians and internal staff have the ability to perform the route duties expected.

Equipment

Equipment is Montana Highway Patrol DOT inspected to ensure they meet or exceed requirements.

All dedicated route school buses will also be equipped with digital audio and visual recording equipment as well as digital two-way digital radios.

Harlow's School Bus Service will utilize the school's bus(s).



Experience In Student Transportation

Harlow's transportation covers 5 states including Washington, Idaho, Montana, North & South Dakota. We provide a wide variety of services to many customers in the surrounding area. We have been providing pupil transportation services for over years . A full-service operation that includes transportation, sales and service for the community.

Harlow's currently provides pupil transportation services to the following Districts:

Kalispell School District, MT

Cayuse Prairie School, MT

Libby Public School, MT

Boulder, MT

Clancy, MT

Montana City, MT

Whitehall, MT

Wilsall/Clyde Park MT

Manhattan Public Schools, MT

Monforton School, MT

Noxon Public School, MT

Others can be provided upon request



Safety Plan and Initiatives

Safety Initiatives

- Mandatory monthly safety meetings/trainings: We provide corporate training topics for route and shop managers based on identified need, which is sometimes derived from the ongoing statistical analysis made possible by our mandatory incident reporting regime.
- Mandatory vehicle and injury incident reporting (even if not meeting OSHA or DOT recordable criteria): We require same-day notification. The reporting documents are required to be completed and submitted within 24 hours.
- Mandatory vehicle and injury incident investigation (currently a pilot group is proofing this before it will be required company-wide): Our goal is for the eventual requirement to be a completed investigation within 72 hours so that corrective actions can be prescribed ASAP.
- Statistical and trend analysis of vehicle and injury incident events: All events are categorized for painless analysis. There are about a dozen statistical categories for vehicle incidents. How many incidents occur in parking lots? How many involve drivers with less than two years of relevant driving experience? How many involve backing up? We have all this data for 2017 and 2016. Injury statistics reveal the same type of info. Which type of injury is most likely? Is it falls? Which type of injury costs us the most? Is it ergonomic?
- Proactive hazard correction recording: Employees are encouraged to record each instances of correcting hazards. Ideally, this will promote future proactivity. We think this is one of the best metrics there are, though many companies do not employ it. Unlike relying on past events as a basis for future hazard control efforts, we can look at which hazards are being corrected “in time.” This metric makes available the most recent and relevant data.
- Proactive near miss incident recording: Employees are encouraged to report near miss incidents. Again, the goal is to promote proactive reporting. And, to know more about what’s going on. Relying on “real” incidents alone provides only partial data. Near miss data provides much more. With more data, we can hopefully devise solutions with greater efficacy.
- Corporate Safety Committee: Newly formed for 2017. The charter was signed by d Jacob (chair of the committee) following the June committee meeting.
- PPE Reimbursement: Employees can receive a reimbursement for safety boots (Company contributes up to \$125) and safety glasses (contributes up to \$75) if approved by their managers.
- Quarterly safety audits: Each unit is required to complete four workplace safety audits per year. I complete two of them during my two annual visits to each unit. Identified hazards are required to be eliminated or effectively controlled, not just observed and recorded.
- Ongoing DOT compliance audits: Reviewing programs and policies and devising corrective actions to ensure total compliance with DOT regulations, currently 49 CFR parts 40 and 382.
- Development of OSHA-compliant hazard communication (Hazcom) program: Units have been instructed to acquire the new model Safety Data Sheets from their distributors and to catalog the



chemicals in their workplaces so that local chemical rosters can be developed; progress is being made. The corporate written program will be developed soon, and then local programs will be based on the corporate one.

- Bus Bulletin Notification System (Available): Helping you communicate time-critical transportation information to Parents, Students, School Administrators, Transportation Staff, and District Personnel. BusBulletin.com is a web-based pupil transportation notification system designed specifically for district transportation departments to improve communication of transportation information. Notifications are received via text-message, e-mail, voice call or any combination. Parents maintain their own contact information, so district transportation departments do not need to devote resources to adding or updating parent contact information.

Driver Training

- Monthly safety training: We provide corporate training topics for each month of the year. Unit managers also provide training based on their local needs.
- Annual driver evaluations: Transportation Managers (or designated driver trainers) are required to complete at least one on-the-road evaluation of each driver. If the deficiencies can be corrected with additional training, then the instructor can provide that.
- Post-incident remedial training: Following on incident, when the lack of knowledge or skill has been identified as a causal factor in the incident, then the manager can prescribe additional training to eliminate the deficiency.
- New driver training: Transportation managers (or designated driver trainers) provide hands-on training to new drivers.
- PPE: New employees are advised of the company's requirement for wearing PPE, and the available reimbursement for safety boots and safety glasses, at the time of their initial orientation.
- Substance abuse policy: New employees are advised of the company's substance abuse policy. CDL drivers are also placed into the DOT random drug and alcohol testing pool.
- Online training: We have access to online training through our insurance underwriter; all unit managers have been set up with this. North Dakota employees also have access to North Dakota Workforce Safety & Insurance online safety courses.



Compensation Schedule

Transportation rates for a Harlow's-Leased Fleet. Harlow's would be responsible for the General maintenance, repair, Gallatin Gateway School is responsible for insurance, Major repairs that Harlows would need to have an outside service provide. Services would be invoiced Semi-Monthly.

A. General School Transportation

- Per Route Per Day of Service:
 - Four (4) Hour Min. Per Route Per Day: \$ 179.60
 - Overage Rate Per Hour: \$ 44.90/Hour
 - Bus Attendant, Per Route, Per Hour: TBD Based on Need

B. Activity/Field Trip Busing

- Activity Transportation:
 - Rate Per Hour, Two (2) Hour Minimum: \$89.80
 - Downtime: \$44.90/Hour
- Driver Hotel Room and Meals: Pass Through Expense

C. Service Technician – Shop Rate Per Hour: \$95.95/ Hour

- Non-Preventive Maintenance Work (repairs exceeding \$100)
- Parts not included



Brittney Bateman <district-clerk@gallatingatewayschool.com>

RE: Universal Background Screening

1 message

Kate Kearns <kkearns@universalbackground.com>
To: Brittney Bateman <district-clerk@gallatingatewayschool.com>

Wed, Mar 30, 2022 at 8:44 AM

Hi Brittany,

Good Morning!

We appreciate you giving Universal the opportunity to provide a Background Screening quote. Please remember, packages are customizable, we can reconfigure them however you like.

I have attached the comparison checklist and links I mentioned on our call for your convenience:

For a description of Services click [Here](#)

For a list of access fees click [Here](#)

Just as a reminder, some advantages of using Universal are:

- Universal is one of only 7% of the industry accredited by the PBSA (Professional Background Association)
- We conduct a "Fuzzy search/Boolean Logic" process on criminal searches, where we take the first few letters of a candidate's first name to catch any additional variant spellings (e.g., Kate, Katy, Katherine) at no additional charge. Other firms only conduct an exact name match search which can result in missed hits.
- We have a Quality Assurance team that ensures all information is accurate and compliant before reporting.
- We are in no litigation and never have missed a criminal hit on any report based on what is conducted within a report scope of work
- Universal specializes in "Safety-Sensitive" industry populations
- Bi-annual complementary compliance webinars to keep you up to date with changes within the industry

Awards:

- HRO Today's "Top Enterprise Size Background Screening Firm" voted # 1 Overall and for 2021 and on the list for the past 10 consecutive years
- Workforce Management Magazine - Vendor "Hot List" 10 consecutive years.

Please let me know if I can be of any additional assistance.

Kind Regards,

Kate



Kate Kearns
Senior Account Executive
Universal Background Screening, Inc.
Toll-Free: 877-263-8033 Ext. 3218
Cell: 818-326-2782
Fax: 818-880-5702

kkearns@universalbackground.com

<http://www.linkedin.com/in/katekearns>

-
- Universal is a nationally **accredited background screening firm** and *founding member* by the Professional Background Screening Association (PBSA - formerly NAPBS)
 - **Universal is ranked as the #1 Enterprise Screening Firm by HRO Today Magazine** this year and ranked consistently for the past ten (10) years
 - **Universal has been recognized ten (10) years in a row by Workforce Magazine** - Screening Vendor "Hot List"



From: Brittney Bateman <district-clerk@gallatingatewayschool.com>

Sent: Tuesday, March 29, 2022 10:04 AM

To: Kate Kearns <kkearns@universalbackground.com>

Subject: Re: Universal Background Screening

CAUTION: This email originated from outside of the organization. Be cautious with links and attachments unless you recognize the sender and know the content is safe.

EXHIBIT A - PRICING

Company Name: Gallatin School District

Employee Package	\$42.00
<ul style="list-style-type: none"> • Social Security Address/Alias Trace • County Criminal Search - 7 Years (Includes all counties developed by the Social Security Trace within the past 7 years)* • USA CriminalSearch and USA Offender* <p><i>* Service that includes all primary and alias/AKA names for the past 7 years, provided and developed from the Social Security Trace.</i></p>	

Employee Package	\$54.00
<ul style="list-style-type: none"> • Social Security Address/Alias Trace • County Criminal Search - 7 Years (Includes all counties developed by the Social Security Trace within the past 7 years)* • National Federal Criminal Search* • USA CriminalSearch and USA Offender* <p><i>* Service that includes all primary and alias/AKA names for the past 7 years, provided and developed from the Social Security Trace.</i></p>	

A La Carte Services	
• County Criminal Search	\$9.00
• Statewide Criminal Search	\$7.50
• Federal District Criminal Search	\$7.00
• Motor Vehicle Driving Record	\$3.50
• USA OffenderSearch™	\$3.00
• USA CriminalSearch™ Database	\$6.50
• Employment Verification	\$7.50
• Education Verification	\$7.00
• Reference Verification	\$7.50
• Pre Adverse Action Letter Service	\$3.50
• Adverse Action Letter Service	\$3.50
• Mail Completed Report to Subject	\$3.50

NEW ACCOUNT IMPLEMENTATION FEE	
New Account Implementation Fee	\$35.00 WAIVED

COURT AND THIRD PARTY FEES	

Universal Background Screening is a leading provider of employment and franchise screening solutions. We are pleased to offer a comprehensive background screening and/or drug testing program for your candidates, whether from a corporate or franchise level.

A few of Universal’s advantages include:

CHECKLIST	Universal <small>BACKGROUND SCREENING</small>	Other Firms
Accredited with PBSA (National Association)	✓	
Dedicated experienced team working with you throughout the partnership	✓	
Offices in all times zones with 24/7 contact	✓	
Deeper audit of criminal records at courts with Fuzzy/Boolean logic and wider record depth of criminal review where available	✓	
Perfect track-record with government	✓	
No set up fee, No e-form fee, No ATS fee	✓	
Compliance advocate with 20+ years experience to reduce hiring risk/brand protection	✓	
Single source relationship for Background Checks, OccuHealth, I-9 and Drug Testing	✓	
Non-binding, non-exclusive agreement	✓	

See What our IFA clients and partners are saying:

“My experience with Universal has always been positive and the customer service is excellent. I recommend Universal to any company needing these services.” – General Counsel & CCO | Rita’s



“Universal helps create a safe environment for our students, making sure teachers have a clean background to work in our schools across the U.S. No one can beat their customer service or accuracy in reporting. I cannot say enough about how pleased I have been with Universal.” – Human Resource | School of Rock



“We are very pleased with the service and products from Universal. Universal is easy to use and provides great customer service to our whole company.” –Dir. Franchise Development Program | Floor Coverings International




“We are not used to getting such personalized attention from a supplier like yours, so we are so pleasantly surprised! We appreciate the support and love working with Universal.” – Compliance Manager | CruiseOne



For more information, contact us at :
Email: info@universalbackground.com
Website: www.universalbackground.com
Phone: 877-263-8033 Ext 4

Court Research

 (court-research/county-court-criminal-record-search/)

County Court Search (court-research/county-court-criminal-record-search/)

The cornerstone of a thorough criminal background check is a search for felonies and misdemeanors at the local County Court House. Utilizing our nationwide research network, Universal Background Screening has access to court records in over 3,000 county court jurisdictions throughout the United States. When your search is ordered, a researcher will conduct a manual, on-site records search with the clerk's office in the given county.



Statewide Criminal Record Searches (court-research/statewide-criminal-record-searches/)

 (court-research/statewide-criminal-record-searches/)



Universal Background Screening offers Statewide Criminal Searches in 42 states. The types of crimes reported, jurisdictions covered and data sources vary for each state. Please note that while the source records for a statewide search may include expanded information, Universal Background Screening can only issue reports that comply with state law and the Fair Credit Reporting Act.



(court-research/federal-court-searches/)

Federal Court Searches (court-research/federal-court-searches/)

The United States district courts are the trial courts of the federal court system. There are 94 federal judicial districts, including at least one district in each state, the District of Columbia and Puerto Rico. Three territories of the United States—the Virgin Islands, Guam, and the Northern Mariana Islands—have district courts that hear federal cases, including bankruptcy cases. The 94 U.S. judicial districts are organized into 12 regional circuits.

BUSINESS MANAGER

REPORTS TO: Board of Trustees

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:

District Clerk

REPORTS TO: Board of Trustees

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:

Gallatin Gateway School



Personnel Handbook 2022-2023

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.

Updated: June 30, 2022

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The material covered within this *Personnel Handbook* is intended as a method of communicating to employees regarding general District information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative procedure, or collective bargaining agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative procedure, collective bargaining agreement, or changes in state or federal law.

Any information contained in this *Personnel Handbook* is subject to unilateral revision or elimination, from time to time, without notice, consultation, or publication, except as may be required by contractual agreements or law.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Please direct any questions to the Superintendent.

District Information

Equal Opportunity Employer

The Board is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or veteran status, as required by law. Reasonable accommodation for individuals with disabilities will be made as required by law. If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be considered as a bona fide occupational qualification, provided such consideration is consistent with governing law.

The following individuals have been designated to coordinate compliance with these legal requirements, including age discrimination, Section 504 of the Rehabilitation Act of 1973, Title II/ADA, Title VI, Title VII, Title IX, Title X, and other civil rights, or discrimination issues and may be contacted at the Gallatin Gateway School office for additional information and/or compliance issues.

Age Discrimination Coordinator- Superintendent
Section 504 Coordinator- Superintendent
Section 504 Case Manager- School Counselor
Title II-ADA Coordinator- Superintendent
Title VI Coordinator- School Counselor
Title VII Coordinator- School Counselor
Title IX Coordinator- School Counselor
Title X- School Homeless Liaison- School Counselor

Strategic Plan

The Gallatin Gateway Strategic Plan includes the vision, mission, philosophy, core values, goals, implementation strategies, and timeline for the future. In order to determine the future direction of Gallatin Gateway School District, an investigation, through community surveys, was held in 2018 to understand the position and possible avenues the District might pursue for courses of action. The outcomes developed in the process include:

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

- o **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.
- o **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.
- o **Sense of Community**– We believe that engagement with and respect for our community is vital to our success.
- o **Accountability** – We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.
- o **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.

Motto

"Educating the Future"

Philosophy

The Trustees of School District #35 are guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with all citizens, parents, school staff, and students, with the ultimate responsibility for direction and decision-making being assumed by the Board of Trustees.

The Board will exert leadership in creating, maintaining, and improving the school for the children's educational needs. The focal point of concern in our school system is the student. Organization, staffing, programming, teaching, and funding will all be developed to enhance positive opportunities for students to learn and develop personally, academically, and socially.

Associations

The Gallatin Gateway Education Association, MFPE is the bargaining unit for certified staff. An electronic version of the 2022-2024 Master Agreement is available on the District Website.

Board Meetings

The Constitution of the State of Montana delegates to the Board responsibility for the conduct and governance of the District school.

Unless otherwise specified, all meetings will be held in the Gallatin Gateway School board room. Regular meetings shall be held at 6:00 pm on the third Wednesday of each month.

District Calendar

Subject to 20-1-301 and 20-1-308 MCA and the District's collective bargaining agreement, the Board sets the number of days in a school term, the length of the school day, and the number of school days in a school week.

District Calendar Guidelines/Procedures

The development of the District calendar will be guided by the following procedure:

1. The calendar will include a minimum of three days per week.
2. The calendar will include the following holidays: Labor Day, Thanksgiving Day, Christmas Day, and the state or national election days when the school building is used for a polling place and the conduct of school would interfere with the election process at the polling place.
3. The calendar will include 10 Pupil Instruction Related (PIR) Days.
4. The calendar will include one week for spring break; the same week as Bozeman Public Schools.

Building Hours and Usage

When using the building for class preparation, it is an employee's responsibility to see that the building is properly secured and lights turned out upon departure. All outside doors must be checked to be sure they have closed securely. Pull on the doors to be sure they have closed tightly.

The building hours are Monday-Thursday from 7:50am to 3:50pm and Fridays 7:50am-3:20pm during the school year. During the summer and other times when school is not in session, the building is closed.

School facilities are available to the community for educational, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with school programs or school-sponsored activities. Use during the summer may require extra fees. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's rules of conduct at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost if the schedule has openings. Other organizations granted the use of the facility shall pay fees and costs. Contact the Superintendent or athletic director for more information.

Employment-Related Information

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the District. However, where there is a conflict between the terms of a collective bargaining agreement and the District's policy, the collective bargaining agreement shall prevail for the certified staff. When a matter is not specifically provided for in an applicable collective bargaining agreement, the policies of the Board shall govern.

Certified Contracts and Compensation

Each certificated employee will be employed under a written contract, initiated at time of hire, subject to the terms and conditions of the collective bargaining agreement and District policies. Renewal and non-renewal will be determined by the Board after receiving a recommendation from the Superintendent and in conformance with law.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of the collective bargaining agreement.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule in accordance with timelines established by the collective bargaining agreements.

Certified Assignments, Reassignments, and Transfers

All teachers shall be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of the school year. Provisions governing vacancies, promotions, and voluntary or involuntary transfers may be found in the collective bargaining agreement.

Certification

The Gallatin Gateway School District shall require that its contracted certified staff hold a valid Montana Teacher or Specialist Certificate endorsed for the role and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to the staff member unless a valid certificate for the role to which the teacher has been assigned has been registered with the county Superintendent within sixty (60) calendar days after the term of service begins. Each contracted teacher and administrator shall bring their current, valid certificate to the Superintendent at the time of initial employment as well as at the time of each renewal of certification.

Classified Employment and Assignment

Each classified employee hired shall be employed under a written contract, initiated at time of hire, of a specified term within the meaning of 39-2-912, MCA. Such employees shall have no expectation of continued employment from year-to-year, and contracts of employment may be renewed or non-renewed each year at the District's sole option. The Board shall determine the salary and wages for classified personnel.

Teachers' aides/Para educators, as defined in the appropriate classified job descriptions, are under the supervision of the Superintendent or teacher to whom the Superintendent may have delegated responsibility for close direction or mentoring. The nature of the work accomplished by Para educators will encompass a variety of tasks that may be inclusive of "limited instructional duties." The District reserves the right to change classified employment conditions affecting the employee's duties, assignment, or supervisor.

Aides/Para educators are employed by the District for a variety of duties. A Para educator is an extension of the teacher who legally has the direct control and supervision of the classroom or playground and responsibility for the control and welfare of the students.

In compliance with applicable legal requirements, the Board shall require all Para educators with instructional duties that are newly hired in a Title I school-wide program, to have:

1. completed at least two (2) years of study at an institution of higher education
2. obtained an Associate's or higher degree; or
3. met a rigorous standard of quality, and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.

Pre-employment Physical Screenings

New employees hired into the positions with custodial, kitchen, and/or maintenance duties will complete a pre-employment physical screening in accordance with the MSGIA P.E.P program. Employment offers to new employees will be contingent upon passing the pre-employment physical screening. The same procedure to hire

regular employees performing the duties in the maintenance, custodial, and/or food service departments should be utilized for individuals who would like to be placed on the substitute lists for these positions within the District.

Job Responsibilities

All employees receive a copy of their job description and responsibilities for review, and must initial, with each contract issuance. Superintendent may assign other duties as needed. Employees should ask the Superintendent if they have questions regarding their assigned duties and/or responsibilities. For additional information, please refer to Board policy.

Criminal Records Check/Fingerprinting

Any finalist recommended for a hired or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint criminal background investigation, at the volunteer/employee's expense, conducted by the Gallatin County Superintendent of Schools. Employment offers will be contingent upon successful completion of a criminal fingerprint/background check.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal offenses:

- a certified teacher seeking full- or part-time employment within the District;
- an educational support employee seeking full- or part-time employment within the District;
- an employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- a volunteer assigned within the District who has regular unsupervised access to students;
- a volunteer attending an overnight field trip.

Any requirement of an applicant to submit to a criminal fingerprint/background check shall follow the Volunteers for Children Act of 1998 and applicable federal regulations.

Drug-Free Workplace

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

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

A controlled substance is one which is:

- not legally obtainable;
- being used in a manner different than prescribed;
- legally obtainable, but has not been legally obtained; or
- referenced in federal or state-controlled substance acts.

As a condition of employment, each employee shall:

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

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

- provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
- post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
- enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees; and
- inform employees of available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs.

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction. Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate state or federal agency from which the District receives contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

Gallatin Gateway School shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, §§ 382, et seq. The Superintendent shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for the testing.

Tobacco-Free Policy

The District maintains tobacco-free buildings and grounds, as required by Montana law. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco or any other tobacco or nicotine innovation.

Use of tobacco products in a public-school building or on public school property is prohibited, unless the use of a tobacco product in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member concerning the risks associated with using tobacco products.

"Public school building or public-school property" means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.

Fair Labor Standards Act

Certified employees: collective bargaining agreement

Classified staff regular working hours will be set by the Superintendent. Classified staff may not work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the Superintendent. Overtime is defined as time worked over 40 hours in one week, or hours beyond those designated by contract. A week is defined as seven consecutive days covering Monday through Sunday.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Classified employees who fail to comply with established procedures will be given a written corrective statement and may result in disciplinary action in accordance with applicable provisions of Board policy, administrative procedures, and collective bargaining agreements. More information can also be found under "Work Day."

Work Day

In order to provide the highest level of service, all employees are expected to be at work and on time every day. However, when circumstances dictate, the District provides leave to its employees pursuant to Montana law, the Certified Master Agreement, and individual contracts.

Employees may request from the Superintendent to flex their beginning of the day or the end of the day time, with the understanding that the time is to be made up on an agreed upon date. Flex time may not provide an undue hardship on the district.

Certified employees' work day is determined by the Certified Master Agreement.

Classified employees' work day is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be one who works forty (40)-hour per week. The work day is exclusive of a 30-minute lunch. Individual Classified Employees schedules will be established by the Superintendent. All overtime, beyond contracted hours, must be approved in writing by the Superintendent or other Supervisor prior to the time being worked. Normal office hours in the District will be Monday-Thursday, 7:30am to 4:00pm and Friday, 7:30am-3:30pm.

Punctuality

We rely on each other to keep our school running smoothly and our students safe; we must be on duty on time. This includes being assigned morning, afternoon, and other duties as assigned. Other opportunities for punctuality include recess obligations, meetings, parent-teacher conferences, school events, and arrival and pick-up of students from elective classes and the cafeteria.

Employee Check-in/Checkout Procedures

Employees who leave during the work day are required to sign out at the front office. It is general courtesy to remind an office person of their approved leave the day prior to approved leave day(s) (even if *Request for Approval of Leave Form* has been completed and approved). If leaving or returning from a half-day leave, employees should sign in or out at the office and notify an office person.

Sick Leave

Certified employees' leave is determined by the Certified Master Agreement.

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. "Immediate family" shall mean the employee's spouse and children residing in the employee's household.

Sick leave is for the time that an employee is unable to perform job duties because of:

- a physical or mental illness, injury, or disability;
- maternity or pregnancy-related disability or treatment, including a prenatal care, birth, or medical care for the employee or the employee's child;
- parental leave for a permanent employee as provided in § 2-18-606, MCA;
- quarantine resulting from exposure to a contagious disease;
- examination or treatment by a licensed health care provider;
- short-term attendance, in an agency's discretion to care for a person (who is not the employee or a member of the employee's immediate family) until other care can reasonably be obtained;
- necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- death or funeral attendance of an immediate family member or, at an agency's discretion, another person.

Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will judge each request in accordance with policy.

Bereavement Leave

Certified employees' leave is determined by the Certified Master Agreement.

Classified employees who have suffered a death in the immediate family will be eligible for bereavement leave. A maximum of three (3) days of accumulated sick leave may be used per year due to a death in the immediate family.

Maternity/Paternity Leave

Certified employees' leave is determined by the Certified Master Agreement.

Classified employees shall be granted maternity/paternity leave. Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications. Such leave shall not exceed six (6) weeks unless prescribed by a physician.

Vacation Leave

Certified employees' leave is determined by the Certified Master Agreement.

Classified and administrative employees shall accrue annual vacation leave benefits in accordance with 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA.

Vacation and/or personal leave days for all employees will be logged on the Staff Calendar. This will encourage staff to minimize the number of staff members taking leave at the same time and to ensure all leave requests are covered by substitute staff. Due to times of difficulty finding substitute staff, teachers are asked to stagger personal leave requests by viewing staff requests on the Staff calendar before planning leave.

Personal and Emergency Leave

Certified employees' leave is determined by the Certified Master Agreement.

Classified employees may be granted personal leave upon prior approval of the Superintendent.

Civic Duties Leave

Leaves for service on either a jury or in the legislature shall be granted in accordance with state and federal law.

Employees may not receive payment from two separate public entities (the District and either jury duty or legislative service) unless the employee reimburses the District in the amount paid by the other public entity or the employee agrees to have his or her salary reduced in the amount received by the other public entity.

Military Leave

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal regulations regarding the employee's return to service following military leave.

Family and Medical Leave Act (FMLA)

Gallatin Gateway School employees are not eligible for FMLA leave because the District does not employ at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year. For additional information, please refer to Board policy.

Holidays

Certified staff holidays are dictated by the school calendar.

Classified staff holidays are dictated by 20-1-305, MCA:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day
7. State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process of the polling place.

Part-time classified employees shall receive holiday pay on a prorated basis. In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday. Temporary employees will not receive holiday pay.

In cases where one of the above holidays falls on Sunday, the following Monday shall not be a holiday. In those cases where one of the above holidays falls on Saturday, the preceding Friday shall not be a holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Evaluation of Staff

The District's evaluation program is designed to provide an opportunity for staff to review their evaluation, discuss plans for professional growth and career opportunities, and review the employee's promotion of the District's goals.

Certified employees are evaluated in accordance with the Certified Master Agreement.

Classified employees will be evaluated using the job-specific evaluation tool.

Staff Development

The Board recognizes the importance of continued educational experiences and other professional development activities as a means to improve job performance.

All requests for District payment of professional development require prior administrative approval. Staff requesting approval for professional development funding should complete the *Professional Development Application*.

All requests for release time from regular work duties to attend meetings or conferences will be decided based on such factors as availability of funds, consistency with District and building goals, amount of leave taken away from the classroom instruction, and job assignment. Requests require prior Superintendent approval for attendance.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of District funds or for the use of work hours.

Resignation of Staff

Certified employees will generally be expected to fulfill the terms of their contract: (1) unless there are clearly compelling, mitigating circumstances which prevent the certified individual from doing so; and (2) until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Classified employees will generally be expected to fulfill the terms of their contract and to give due written notice, which will permit the District to conduct a search for a suitable replacement. Generally speaking, the Board expects a two (2)-week notice.

All resignations should be given to the Superintendent in writing. Requests for resignation shall be transmitted to the Board.

Retirement

To assist Gallatin Gateway School in its planning efforts, staff members considering retirement are encouraged to notify the District as early as possible.

Reduction in Force

Certified employees' reduction in force process is determined by the Certified Master Agreement.

The Board has the exclusive authority to determine the appropriate number of employees. Classified employees shall have no expectation of continued employment with the District upon the expiration of the term of the contract. Without Board action employment will automatically terminate upon expiration of the contract.

Discipline and Discharge

Certified employees' discipline and discharge follows the Certified Master Agreement as well as relevant provisions of applicable law.

Classified employees' discipline and dismissal will follow relevant provisions of applicable law.

Employee Pay Periods/Paydays

Gallatin Gateway School employee paydays are monthly, and each pay period begins the first of the month and the end of each pay period is the last day of each month. Employee paychecks will be issued on the fifth day of each month. If the fifth of the month is a holiday or non-working day, payroll shall be issued the last working day preceding the holiday or non-working day. Employees may elect for direct deposit of funds into one designated checking or savings account. Once election is made it shall stay in effect and full force until Gallatin Gateway School has received written notification from the employee of its termination in such time and in such manner which will afford Gallatin Gateway School and the depository a reasonable opportunity to act on it. Direct deposit does not guarantee that funds will be available to the employee by his/her financial institution on designated payday.

Classified employees are expected to fill out their online timesheet daily, and must submit their timesheet the last business day of the month. Employees failing to submit a timesheet on time will not be paid until the next scheduled payday.

If a District employee quits, is laid off, or is discharged, wages shall be paid on the next regular pay day for the pay period in which the employee was separated, or fifteen (15) days, whichever occurs first.

In the case of an employee discharged for allegations of theft connected to the employee's work, the District may withhold the value of the theft, provided:

- The employee agrees in writing to the withholding; or
- Charges have been filed with law enforcement within seven (7) days of separation.

If no charges are filed within fifteen (15) days of the filing of the report with law enforcement, the wages are due within a fifteen (15)-day period.

Salary Deductions

The District makes all payroll deductions required by law or as authorized by the employee.

Employee Benefits

The Board provides unemployment insurance, workers' compensation, and liability insurance for all employees.

Certified employees' benefits are determined by the Certified Master Agreement

A flexible benefits plan is available to all employees. This plan allows employees to select benefits from among a set list of options and pay for those qualified under the Internal Revenue Code's Section 125 with "pre-tax" dollars. The benefit plan year begins September 1 of every year. Employees have the option to elect for these benefits each year. More information about the flexible benefits program and reimbursement forms can be found at: www.allegianceflexadvantage.com.

Gallatin Gateway School contributes a Board designated amount for all classified employees that work more than 20 hours/week. Classified employees working less than half-time do not receive contributions from Gallatin Gateway School, but may elect to participate in the plan with their own "pre-tax" contributions up to the maximum amount allowable by the plan each year.

Certified employees are required to participate in Teachers' Retirement Systems (TRS). Upon hire all certified employees will enroll in the program and the contributions are as follows for employees and the District: the District will contribute 8.770% of gross wages and the employee will contribute 8.15% of gross wages.

Classified employees working at least 960 hours per year must participate in the Public Employees Retirement System (PERS). Upon hire classified employees will enroll in the program and the contributions for employees and the District are as follows: The District contribution is 8.10% of gross wages and the employee contribution is 7.90% of gross wages. For employees employed less than 960 hours per year, PERS participation is optional.

Staff Conduct

Certified and classified employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of district business.

In accordance with state law), an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee's district duties. A district employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed as such, as determined by state law and board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process or the operations of the District may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- Conduct that threatens the health, safety, or welfare of others;
- Conduct that may damage public or private property (including the property of students or staff);
- Illegal activity;
- Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the District, school and school-related activities or District operations.

Complaints

Parent/Student:

District employees will endeavor to respond to and resolve all complaints and concerns without the need to resort to the grievance procedure. Concerns and complaints should be addressed promptly and equitably. Should a concern arise at school, the teacher or staff member involved is the first to be consulted. Teachers and staff members should encourage parents through disclosure documents and parent/teacher meetings to respond directly to them first so misunderstandings or concerns can be resolved. If an amicable solution cannot be met, the parent and teacher may request a conference with the Superintendent to seek alternative remedies. If the concern or disagreement is not resolved informally, formal grievance procedures may be initiated in accordance with Board policy.

Staff:

The District attempts to provide the best working conditions for its employees. Each employee is expected to follow established staff ethics, applicable board policies, and administrative procedures. Employees are encouraged to participate in an open and frank atmosphere in which any problems, complaints, suggestions, or questions may be answered and/or clarified through informal discussion for means of resolution. If the concern or disagreement is not resolved informally, formal grievance procedures may be initiated in accordance with board policy.

Harassment/Discrimination

The Board intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment or bullying of employees, discrimination against employees, or any act prohibited by board policy that disrupts the work place and/or keeps employees from doing their jobs.

Employees are expected to be civil, respectful, and act in an orderly manner toward one another. Workplace harassment and bullying may be defined as the deliberate, hurtful, repeated mistreatment of an employee, driven by a desire to abuse or control that individual.

Common behaviors include, but are not limited to:

- Injuring, threatening, harassing or intimidating a staff member, Board member, or any other person;
- Defamation of character and/or reputation;
- Yelling, shouting, and screaming at fellow employees;

- Hostile glares and other intimidating gestures toward fellow employees;
- Damaging or threatening to damage another's property;
- The deliberate sabotage and undermining of another's work performance;
- Impeding, delaying, or otherwise interfering with the orderly conduct of the District employee program or any other activity occurring on school property;
- Operating a motor vehicle in a risky manner to scare or intimidate;
- Exclusion or social isolation; and
- Other inappropriate behavior that intimidates, offends, degrades or humiliates a co-worker, including occurrences in front of another co-worker, students, parents, contractors or visitors.

Any employee who believes that he or she, or any other employee or student, is being subjected to harassment or discrimination should bring the matter to the attention of the Superintendent. The District will investigate any such concerns promptly and confidentially to the extent possible. Complaints will be addressed via the applicable grievance procedure.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the district's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the district's policies and related procedures. For additional information if an employee believes that he or she has been discriminated against or harassed on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, or sex, please see board policy.

Title IX, Section 504, and Title II-ADA Grievance Procedures

The Gallatin Gateway School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II, the Americans with Disabilities Act (ADA) and its amendments. Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts. Sexual harassment is a form of sex discrimination. Section 504 and the ADA prohibit the discrimination against individuals on the basis of disability or handicap. The Gallatin Gateway School District does not discriminate on the basis of sex or disability in its education programs and activities.

Title IX

All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- In the case of an employee, denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; or

Has the purpose or effect of:

- Substantially interfering with a student's educational environment or employee's work environment;
- Creating an intimidating, hostile, or offensive educational or work environment;
- Depriving a student of educational aid, benefits, services, or treatment;
- Depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- Making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable

to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

Section 504 and Title II -ADA

Section 504 and the ADA prohibit a school district from excluding an “otherwise qualified individual with a disability” from participation in, or denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504 and the ADA, an individual with a disability: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to “disability” refer to disability or handicap and encompass both Section 504 and the ADA.

These procedures do not pertain to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services. Inquiries relating to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services should be directed to:

Counselor
Section 504 Case Manager
406-763-4415 ext. 28

Superintendent
Section 504 Coordinator
406-763-4415 ext. 13

Coordinators

Inquiries concerning the application of Title IX or discrimination under Section 504 or the ADA may be referred to:

Counselor
Title IX Coordinator
406-763-4415 ext. 28

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

Filing a Complaint

An individual believing that he or she has been the victim of sex or disability discrimination should file a complaint with the building administrator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see Formal Complaint section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

Informal Resolution

An individual alleging sex or disability discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

Formal Complaints

Gallatin Gateway School District Policy 1700 on the Uniform Complaint Procedure states:

The board establishes this Uniform Complaint Procedure as a means to address complaints arising within the district. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a collective bargaining agreement.

The district requests all individuals to use this complaint procedure when the individual believes the board or its employees or agents have violated the individual’s rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) board policy.

The district will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

The Superintendent has the authority to contract with an independent investigator at any time during the complaint procedure process. Within fifteen (15) calendar days of the Superintendent's receipt of the independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary.

Level 1:

An individual with a complaint is encouraged to first discuss the complaint with the appropriate teacher, counselor or the Superintendent, with the objective of resolving the matter promptly and informally. ***An individual complaining of alleged sexual harassment is not required to attempt to resolve the matter informally with the alleged perpetrator of sexual harassment prior to reporting the alleged harassment.***

If the complaint is not resolved at this level, the Complainant may proceed to Level 2 of this procedure and file a ***Uniform Complaint Form 1700F***.

Level 2:

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated ***Uniform Complaint Form 1700F***, stating: (1) the nature of the complaint (2) a description of the event or incident giving rise to the complaint, including any school personnel involved and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or procedure, the Superintendent will investigate and attempt to resolve the complaint. The Superintendent will respond in writing to the complaint, within thirty (30) calendar days of the Superintendent's receipt of the complaint. In responding to the complaint, the Superintendent may: (1) meet with the parties involved in the complaint (2) conduct a separate or supplementary investigation (3) engage an outside investigator or other District employees to assist with the appeal and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 3.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the Superintendent may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent. Within fifteen (15) calendar days of the Superintendent's receipt of the coordinator's or independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 3.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

If the complaint alleges violations against the Superintendent, the complaint shall be filed with the Board Chair using ***Uniform Complaint Form 1700F***. The complaint will proceed to Level 3 of this procedure.

Level 3:

Upon receipt of a written request for appeal of the Superintendent's decision in Level 2, the Board Chair will place the

appeal on the agenda of a regular or special Board meeting. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

In the case the Board Chair receives a ***Uniform Complaint Form 1700F*** that contains allegations involving the Superintendent, within fifteen (15) calendar days of the date the complaint was filed, the Board Chair will call a special meeting of the Board, requesting the Complainant and the Superintendent to be present, where the Board will decide on contracting with an independent investigator. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The investigator shall issue written findings at the completion of the investigation. The Board will meet to deliberate on the findings from the investigation and address the complaint in writing with their decision to the Complainant within seven (7) calendar days of that meeting.

Level 4

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) calendar days of the Board's decision, pursuant to Montana law.

Retaliation

Any individual participating in an investigation or proceeding under this policy may notify the Superintendent, or in the case the allegation involves the Superintendent, the Board, if they believe they are being retaliated against for participating in the investigation or proceeding. The District prohibits retaliation against individuals making complaints under this policy and participating in any investigation that may ensue. The District may discipline students or staff members determined to have retaliated against any individual for participating in an investigation or proceeding under this policy.

Personnel Records

Personnel Files will be established for each person employed by the District to include: 1) Such information as applications for employment, references, records relative to compensation, payroll deductions, leave requests, job assignments/transfers, transcripts, licensing, etc.; 2) *Evaluation file* - maintained by Superintendent which may contain such information as evaluations and plans of improvement; 3) *Complaint/Discipline Action File* - maintained by the Superintendent which may contain complaints, grievances, and written disciplinary actions; and 4) *Medical Info File* - all records containing medical condition information, such as workers' compensation reports and release/permission to return to work forms, which will be kept confidential and in a separate file from personnel records and evaluation records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files/evaluation files is limited to use and inspection only by the following or as otherwise required by law:

- The individual employee. An employee or designee may arrange with the Superintendent to inspect the contents of his/her personnel file on any day the office is open for business;
- Others designated in writing by the employee;
- The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
- A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
- Superintendent or District administrators who supervise the employee;
- Attorneys for the District or the District's designated representative on matters of District business.

The Superintendent may permit persons other than those specified above, to use and to inspect the personnel file when, in his/her opinion, the person requesting access has a legitimate official purpose. The Superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the District is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless the employee has had the opportunity to review the material. The employee shall be entitled to respond to the material and to have that response placed in the file, if requested in a reasonable period of time, not to exceed 10 working days.

Personnel records will be maintained for ten (10) years after the employee has left the District's employment. After ten (10) years, employment records will be destroyed.

Release of General Staff Information

A staff member's address and personal phone number will not be released by the District. Such information may be disclosed if a staff member authorizes in writing for the District to do so.

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours.

Confidentiality

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. If employees have any questions about access to confidential information, they should speak to the Superintendent.

Staff Dress and Grooming

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand. No mode of attire will be considered proper if it distracts from or is disruptive of the positive learning environment of the school to which the employee is assigned or the District office.

As professionals, teachers are expected to observe standards of dress and appearance comparable to that which is generally found acceptable within our business and professional communities. Open-toed sandals are allowed if they have a back strap which is used. Spaghetti strap tops, low necklines, and muscle shirts are not acceptable attire for school days. Jeans, including colored, are not acceptable except on Fridays in exchange for \$2 donation (amount not to be prorated for part-time employees or early release days) to a pre-selected non-profit organization. Clothing acceptable in a physical education setting is not acceptable for classroom instruction.

Faculty Meetings

All certified staff are expected to attend staff meetings unless prior arrangements have been made with the Superintendent. Wednesday afternoons are reserved for staff meetings. Teacher-requested items for the staff agenda should be discussed with the Superintendent at least one week prior to the meeting; however, the Superintendent has final authority of all items discussed at the staff meeting. Teachers can assist by being on time and staying on task. Staff meetings are scheduled for the purpose of professional development or organization and communication of business that typically cannot be handled through email, staff bulletins, or committee structure. Social committee or other committee meetings of the staff should be arranged for days other than Wednesday after school.

Cell Phone Use

Cell phones are to be kept on silent while at school. They may be used before school, during the lunch hour, and after school. If the teacher is using the Catapult EMS app, then it is appropriate for the teacher to have the phone on their person. If attending a field trip, teachers may not use cell phones while driving students. Please refrain from use in hallways, during class time, and during recess duty. Employees providing their personal cell phone number to students is not recommended.

Gifts and Solicitations

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the school, nor may anyone distribute flyers or other materials related to fund drives through the school without Superintendent approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without Superintendent approval. Any solicitation should be reported at once to the Superintendent.

Employee Email and Online Services Usage

Email is defined as a communications tool whereby electronic messages are prepared, sent and retrieved on school computers. Online services (i.e., the Internet) are defined as a communications tool whereby information, reference material and messages are sent and retrieved electronically on personal computers. Staff members are expected to check email accounts at least twice daily to ensure timely retrieval of information and by 3:00pm to retrieve messages for students.

Because of the unique nature of email/Internet, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address email/Internet usage by all employees:

- The District email and Internet systems are intended to be used for educational purposes only.
- Use for informal or personal purposes is permissible within reasonable limits.
- All email/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them.
- Additionally, email/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process.
- Employees should always ensure that the educational information contained in email/Internet messages is accurate, appropriate and lawful.
- Email/Internet messages by employees may not necessarily reflect the views of the District.
- Abuse of the email or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

While the District does not intend to regularly review employees' e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. The District owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

The on-campus and off-campus conduct of employees may impact their ability to function professionally and effectively in the District. Given student and parent interest in and use of electronic media, this is especially true as related to employees' action on electronic social networking websites. Employees may not set up or update their personal electronic social networking websites using the District's computers, network, equipment, or work hours. Employees who set up personal electronic social networking webpages on their home or personal computers are responsible for the content of their webpages, including but not limited to: content added by employees, their friends or members of the public who can access their webpages; or content that is linked to the employees' webpages.

Employees who set up personal websites or web pages do so at their own risk; however, employees are strongly encouraged to keep their personal web pages private and to prevent students and the parents of students from accessing their personal webpages. Maintenance of personal media sites is prohibited during work hours.

All staff members must complete an *Internet Use Agreement* yearly and return it to the district clerk.

Travel for District Business

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved in advance by the Superintendent. Reimbursement for mileage and expenses incurred in travel for the District is made in accordance with statutory limitations. Staff should submit a *Travel Reimbursement Form* and as warranted, a *Reimbursement Claim Form* and *Professional Development Application* to the Superintendent to receive reimbursement for travel expenses.

District employees will be reimbursed for meals, mileage, and lodging while away from the building and while engaged in official District business. Reimbursement rates for meals will be in accordance with 2-18-501, MCA:

- up to \$7 for the morning meal, up to \$11 for the midday meal, and up to \$18 for the evening meal (not including alcoholic beverages or gratuity);
- All claims for meal(s) and lodging reimbursement must be documented by an original itemized receipt.

Participation in Political Activities

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of District duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the District's official viewpoint.

No staff member may use District facilities, equipment, or supplies in connection with his/her campaigning, nor may he/she use any time during the work day for campaign purposes.

District Property

Care/Use of District Property

All staff members are encouraged to exercise continuous and vigilant care of all District-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage. Incidents of theft or willful destruction of District property through vandalism or malicious mischief should be reported immediately to the Superintendent.

Certain District-owned equipment, including laptop computers as designated for check out, may be borrowed by the staff. Such equipment may not be used for personal financial gain. There are no equipment use fees.

Documents and information created in the course and scope of the employee's duties and regularly stored in electronic format on District computers are the property of the District. Any employee who is leaving the District's employment may not erase or delete this information without permission of the Superintendent.

This would pertain to lessons designed by District staff, materials designed for teaching lessons, rubrics for scoring or grading, pictures of projects/students, and communication about students and other such items for student instruction and evaluation. These guidelines are outlined in the *Notice to Employees: Property Rights Form*, which is signed annually.

Keys

Keys are issued to staff by the Superintendent or designee. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

- The duplication of keys is prohibited;
- Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
- Keys may not be loaned to students or to individuals not employed by the District. Under no circumstance should staff provide keys to students to "run errands," "unlock/lock" doors, etc. If students need to gain admittance to locked areas, teachers should accompany students and ensure door is locked afterward.
- Lost or stolen keys must be reported to the Superintendent within 24 hours of discovery of the loss or theft so that measures may be taken to protect District property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
- Upon completion of a *Lost/Stolen/Damaged Key Report Form*, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued;
- Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued (\$10/key & \$30/door to rekey building);

- Charges for lost or stolen electronic door fobs will be made to the staff member whom the fob(s) have been issued (\$5/fob)
- All keys are to be checked in at the end of the school year. Staff may make arrangements with the Superintendent to keep their keys as appropriate for summer months;
- Teachers are responsible to lock and secure their rooms nightly. All access doors and windows to each room must be closed tightly and locked. No doors should be left unlocked. Substitutes must be directed to lock doors before leaving the building;
- Each lock in the school is unique. Teachers can access their own room and common use areas only. Access to other rooms will not be given by the clerk or custodian at any time.

Mailboxes

Staff members are expected to check and empty their mailbox at least twice per day, one of which must be prior to the last period of each school day to ensure that all messages placed in them for students are delivered accordingly. Students may be assigned to pick up and deliver to the teacher the mail at the end of the day. In addition to mail, staff may receive daily email, bulletins, phone messages, and memoranda to distribute daily.

Employee Parking

Employees are to park their vehicles in the parking lots to the West and North side of the school. Visitor parking is in the spaces West of the school.

Outgoing Mail

Employees should place all school-related outgoing mail in the office for postage. Personal mail may be left in the office with the adequate postage for delivery to the post office.

Voicemail

The Gallatin Gateway School phone system allows individuals calling and reaching voicemail to select an extension, allowing parents and students to access teacher voice mail.

Staff members are required to set up their voicemail at the beginning of the year. Voicemail is available to all classroom teachers for the convenience and ease of communication with parents and students. Directions for setting up and updating voice mail can be found in the appendix of this manual.

Website Updates

Each classroom teacher has a website to facilitate communication with parents and the public. These websites are to be maintained and current. As a rule of practice, classroom websites should be updated at least once a month.

Email Use and Instruction

Teachers are expected to check email frequently throughout the work day for messages pertinent to student absences, transportation, etc. and at the end of day before student release for messages about bus riding and/or afterschool care or plans.

Copy Machines

There is a copy machine in the office for staff instructional use. Each staff member is given a code to use on the copier. Staff are responsible for all copies made using that code. If the machine is not working properly, please notify the office immediately for assistance.

Laminator

A laminator is available in the library for teacher and staff use. Please abide by and consider the following items when using the laminator:

- The laminator takes about 20 minutes to heat up and should be at 220 degrees to work properly.
- Items should not be laminated if they are heavier than construction paper.
- Multiple thickness posters will not laminate without leaving many air bubbles (two thin layers are acceptable.)
- All staples should be removed (try glue instead.)
- Heavy crayon coloring melts as it goes through the laminator thereby ruining the picture.
- Black paper absorbs heat differently than most other colors and does not laminate well.

Donations

All donations should be made through the office using a donation form. All donations are property of Gallatin Gateway School and must be added to the appropriate classroom inventory. Thank You cards are encouraged after receiving a donation. Thank You cards are available at the front office.

Reimbursable Classroom Expenses

Reimbursement will not be given without prior approval of the Superintendent and proper business receipts. Requests for reimbursement must be submitted at the time of purchase or within 30 days. All non-consumable items purchased with support organization funds must be added to the classroom inventory.

Inventory

Each classroom will have an annual inventory. Individuals in charge of an inventory must reconcile an inventory list at the beginning of the school year and again at the end of the school year. Inventory will include all non-consumable items. Inventory must follow the format established by the school clerk. Items donated, purchased by support organizations, or purchased by the district will be added to an inventory as received. Inventories at the year's end will be a part of the employees' summer check out list. The district may conduct a random audit of one to three classrooms each year.

Classroom teachers are encouraged to maintain an inventory of consumable items to ensure efficient ordering at the end of each year.

Staff Common Area

A microwave (cafeteria), a refrigerator (cafeteria), and hot beverage appliance (board room) are provided for staff use. All staff members are expected to "pitch in," as needed, to keep common areas clean and orderly.

Community Spaces

The staff and students are responsible for maintaining areas in which we share. These spaces include the office, hallway, library, tech lab, art room, cafeteria, staff fridge, costume containers, learning lab, upstairs storage area, basement, maintenance/mechanical room, and playground. Please ensure that after each use, the area is completely cleaned and organized. Report any missing or damaged items to the Superintendent immediately. Thank you for helping us in this effort!

Classroom Security

Classrooms and items within them are property of the District. Classrooms may be rented by others and/or an organization and should be left clean and orderly at the end of each day. When leaving the classroom, gym, locker room, or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors and windows.

All staff are asked to refrain from keeping personal items in or about their desks or classrooms. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The District will not be responsible for the loss of, or damage to, personal property due to causes such as fire, theft, accident, or vandalism. All personal effects should be removed at the end of each school year.

Classroom Design

Classroom design plans shall be discussed with the Superintendent prior to each school year and/or before any major reorganization. Items not used for daily instruction should be stored upstairs or, if personal, taken home. Classrooms may not have microwaves, refrigerators, or small appliances (ie coffee makers, hot pots, etc). Teachers are expected to maximize student learning space by minimizing teacher workspace.

Use of Private Vehicles for District Business

The Gallatin Gateway School District appreciates work performed by employees to assist with student activities. As part of these activities, there are times when employees may be asked to use personal vehicles to transport students to or from activities.

Before staff or volunteers are authorized to transport children other than their own, the Gallatin Gateway School District requires:

1. Minimum of \$300,000 liability on vehicle insurance
2. A valid Montana Driver's License
3. An acceptable driving history
4. Age 21 or older

Employees transporting students for student activities must complete an *Employee and Volunteer Auto Insurance Request Form* annually.

Lockers

Teachers will assign each student a locker and assist students with following the locker expectations in the Student-Parent Handbook. Please have students clean their lockers, at the minimum, prior to release to Christmas Break and prior to End-of-Year. Teachers will monitor lockers daily to ensure they are closed after each student uses them.

Cash

Money collected by staff and students as a result of fundraisers or other school-related purposes must be received by the secretary. Receipt books are available from the front office. Any money collected is to be deposited at the end of each day to the office. At no time is money to be kept overnight, held during holidays, or left for long periods of time in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing fundraiser money, with appropriate school officials.

Fundraising

“Fundraising” means sales made by a school or made by a student that are for the purpose of raising funds for the school to purchase equipment, materials, field trips, support activities of the GGS support groups P.I.E, Education Foundation, or Boosters, or provide transportation, etc. and that are part of an officially sanctioned school activity.

Staff members and/or advisors of school clubs or school activities involved in fundraising must properly document the activities by submitting a *Fundraising Request Form* to the Superintendent/designee and properly accounting for money received and expended through proper documentation.

Classroom Maintenance

Gallatin Gateway School contracts with a custodial services company in order to effectively and efficiently maintain a clean and healthy environment. Therefore, teachers and students are asked to assist within their scope as noted below. Any additional needs should be coordinated through the superintendent:

- Report stains or spills to the front office immediately for cleaning
- Vacuum if needed between custodial services vacuuming
- Sanitize student desks frequently
- Keep storage, papers, and books away from heaters and exits
- Clean white boards and trays frequently
- Sanitize all table surfaces regularly
- Clean electronic devices to avoid excess dirt and dust
- Ensure that students move chairs to the edge of the classroom at the end of each day – do not stack
- Place trash bags into the hallway at the end of each day

Purchase Orders

Order all supplies and equipment by submitting a requisition. The Superintendent will notify you when the requisition has been approved and a purchase order has been generated. **ONLY IN EMERGENT CIRCUMSTANCES** can you order prior to the submission of a requisition.

Requisitions for the following school year must be submitted to the Superintendent each spring and approved purchase orders will be purchased prior to the start of the school year.

Teachers and students (students involved with clubs or organizations with accounts in the activity fund) are not authorized to purchase anything in the name of the school without a purchase order. A purchase order must be obtained and approved prior to the purchase of items.

Reimbursement for Purchases by Employees for District

On occasion it may be to the benefit of the District for an employee to purchase pre-approved items and be reimbursed for those purchases upon presentation of invoice and/or receipt. No reimbursements will be made without itemized receipts. Reimbursement requests need to be made within 30 days of purchase.

Wellness Procedures

Foods and Beverages

Staff may use the designated microwave and refrigerator in the cafeteria. It is the obligation of the staff to create a rotation or a method for keeping equipment clean and sanitary throughout the school year. Foods and beverages should be labeled.

As a staff, we are the role models for our students. In following USDA standards, foods sold outside of reimbursable school meals, such as through vending machines, fundraisers, school stores, etc. may include water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent non dairy beverages (to be defined by USDA). In addition, foods should follow USDA standards for salt and fat intake when used outside of reimbursable school meals.

Those foods and beverages not to be sold at school include soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine); snacks high in salt or fat.

Fundraising Activities

To support children's health and school nutrition-education efforts, Gallatin Gateway School will encourage fundraising activities that promote physical activity and healthy nutrition.

Rewards

Gallatin Gateway School will not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

Gallatin Gateway School Staff will make efforts to limit celebrations that involve food during the school day. The District will distribute a list of healthy celebration ideas to parents and teachers.

Integrating Physical Activity into the Classroom Setting

For students to receive physical activity and for students to fully embrace regular physical activity as a personal behavior, students may receive opportunities for physical activity beyond the state required minimum for physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television; and
- Opportunities for physical activity will be incorporated into other subject lessons; and classroom teachers may provide short physical activity breaks between lessons or classes as appropriate.

Staff Wellness

Gallatin Gateway School highly values the health and well-being of every employee. Effort will be made to inform staff of activities that support a healthy lifestyle.

Safety Procedures

Safety Committee

A building safety committee has been established to assist the implementation of the District's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff, and others while on District property.

The building safety committee meets quarterly, or as needed, and conducts workplace safety inspections to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are reviewed to help prevent similar events from recurring.

All potential hazards are to be reported immediately to the Superintendent:

Workers' Compensation Benefits

All employees of the District are covered by Workers' Compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment if emergency prevails;
2. Correct, or report as needing correction, the hazardous situation as soon as possible after the emergency is stabilized;
3. Report the injury or disabling condition (whether actual or possible) to the Superintendent within forty-eight (48) hours on the *Employers First Report of Occupational Injury or Disease* which can be found at <http://msgia.org/Employees.aspx>; and
4. Call or visit the administrative office after medical treatment if needed to complete the necessary report of accident and injury.

An employee who is injured in an industrial accident may be eligible for Workers' Compensation benefits. By law, use of sick leave must be coordinated with receipt of Workers' Compensation benefits on a case-by-case basis by contacting the Workers' Compensation Division, Department of Labor and Industry.

The District will not automatically and simply defer to a report of industrial accident. The District shall investigate as it deems appropriate to determine: (1) whether continuing hazardous conditions exist that need to be eliminated, and (2) whether in fact an accident attributable to the District's working environment did occur as reported. The District may require the employee to authorize the employee's physician to release pertinent medical information to the District or to a physician of the District's choice, should an actual claim be filed against the Workers' Compensation Division which could result in additional fees levied against the District.

Accident Reporting

If you witness a student injury, follow the procedure outlined below:

1. Assist the student.
2. If the injury appears serious, do not move the student unless absolutely necessary.
3. Contact the administration yourself or have someone do so for you at the earliest possible moment.
4. If necessary, contact EMS by calling 911.
5. Contact parents.
6. Complete *School Accident/Incident Report Form* and give it to the Superintendent. (All staff are encouraged to be trained in first aid, concussion procedures, and emergency procedures.)

A *School Accident/Incident Report Form* should be completed in the following instances:

1. When a recommendation to seek medical or dental attention has been made. Examples include lacerations needing possible sutures, a foreign body in the eye, tooth damage or loss, etc.
2. When the nature of the injury is such that it MAY require a visit to a physician or dentist. Examples include a possible sprain, wound, or seizure.
3. In the event of head injuries.
4. In the event of poisoning, internal or external.
5. When suspected fractures have occurred.
6. If human bites are involved.
7. When puncture wounds have occurred.
8. When injuries are sustained from fighting.

9. When injuries are sustained from equipment failure.

Staff Health and Safety

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infectious materials procedures established by the District and the following safety rules of the District:

1. All injuries shall be reported immediately to the Superintendent of the District;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral or written) to the Superintendent.

Weapons

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any District building, school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the District prohibits carrying concealed weapons on District property. Staff members who violate this policy are subject to disciplinary action, including termination.

Emergency Drills

All teachers are required to provide instruction on fire and earthquake dangers and drills in accordance with the requirements of the law. Please see your *Emergency Procedures Manual* for specific procedures to follow in emergency situations.

Drills will occur on a regular basis as required by state law. There will be at least eight (8) drills a year.

It is required that all staff post a map/diagram of the fire escape route to be followed in the classroom doorways. Staff are required to review emergency procedures with students. Teachers are encouraged to use the Catapult EMS app on their cell phones. Teachers must have Catapult EMS live on their desk-tops daily, if they choose not to use the app.

Emergency Closures

In the event of hazardous or emergency conditions, school may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

Employees should refer to the *Emergency Procedures Manual* in the event of delayed openings or school closures. Employees will not be required to report to work on school closure days unless it is determined necessary by the Superintendent.

District Safety Plan

All staff will be provided with a copy of the District's Safety Plan. Additional copies of the District Safety Plan are available in the office.

Asbestos

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give some background, asbestos has been used as a building material for many years. It is a naturally-occurring mineral that is mined primarily in Canada and South Africa. Asbestos' properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. The Environmental Protection Agency (EPA) began action to limit uses of asbestos products in 1973. Building facilities were then inspected by a certified inspector as required by AHERA. Gallatin Gateway School hired an inspector to locate, sample, and rate the condition and hazard of the asbestos in the school. The inspection and laboratory analysis were then turned over to a certified engineer who developed an asbestos management plan for Gateway School, which is on file in the school office and on the District website.

Communicable Disease/Bloodborne Pathogens/Infection-Control Procedures

The District provides for reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection-control procedures, including provisions for handling and disposing of contaminated fluids, have also been established.

All staff shall comply with measures adopted by the District and with all rules set by the Montana State Health Department and the county health department.

Staff members have a responsibility to report to the District when infected with a communicable disease unless otherwise stated by law.

Communicable Diseases/Students with HIV, HBV, AIDS

Protection from communicable disease is generally provided through immunization, exclusion, or other measures provided for in Montana Code Annotated and rules of the county health department. Educational services generally will not be provided to students excluded from the classroom unless otherwise required by law.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the District will inform the appropriate staff member to protect against the risk of exposure.

Resuscitation

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of District staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained District staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care, until relieved by paramedics or other appropriate medical personnel.

Concussion Procedures

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is jostled or twisted inside the skull as a result of a blow, bump, or jolt to the head or body. Even minor blows to the head can cause a concussion, and the majority of concussions do not result in loss of consciousness. Less than 10% of individuals sustaining a concussion lose consciousness. Concussions are also not generally able to be detected through scans or other tests. It is important to remember that there is no such thing as a minor brain injury.

Research now shows that young athletes are particularly vulnerable to the effects of concussions. These effects can result in short- or long-term changes in brain function, or in some cases, death. After a concussion, the brain is vulnerable to further injury and very sensitive to any increased stress until it fully recovers.

Symptoms of Concussions

District personnel are not responsible for diagnosing a student or athlete with a concussion; only a qualified health care provider can diagnose a concussion. District personnel are responsible for recognizing the signs and symptoms of concussions and act immediately when these are present as provided herein.

If District personnel know that a student/athlete received a blow or bump to the head or body, they should remove the student from activities and watch the student/athlete closely to determine if they exhibit any of the following:

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion
- Appears dazed or stunned
- Is confused about what to do
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly

- Loses consciousness
- Shows behavior or personality changes
- Cannot recall events prior to hit
- Cannot recall events after hit

Even if District personnel are unaware of a student/athlete sustaining a blow or bump to the head or body, they should act in accordance with these procedures if they observe or hear of a student/athlete exhibiting these symptoms. It is better to err on the side of caution when acting on suspicions of a concussion.

Actions When Concussion is Suspected

District personnel must use their own judgment in determining when they must act on a suspected concussion. This is a matter of when the staff member actually suspects a concussion. There may be situations when the student/athlete suffers a significant blow, bump, or jolt to the head, and action should be taken immediately. However, the signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours. Therefore, a student/athlete should be observed following a suspected concussion and should never be left alone. Because extreme caution should be exercised in the event a concussion is suspected, District personnel should remove students/athletes from participation or play in physical activities until the student/athlete is cleared (“When in doubt, sit them out!”).

There may be rare emergency situations where it may be necessary to seek immediate medical care of a student/athlete suffering a blow, bump, or jolt to the head or body. District personnel must call 911 if the student/athlete loses consciousness, has a decreasing level of consciousness, looks very drowsy or cannot be awakened, if there is difficulty getting his or her attention, irregularity in breathing, severe or worsening headaches, persistent vomiting, or any seizures.

When a concussion is suspected, District personnel must take the following actions:

1. Remove the student/athlete from participation or play in all physical activities.
2. Inform the athlete’s parents or guardians about the possible concussion and give them information on concussion.
3. Ensure that the athlete is evaluated by an appropriate health-care professional.
4. Keep the athlete out of play the day of the injury and until an appropriate health-care professional says he or she is symptom-free and gives the okay to return to activity.

Steps two and three may occur in a different order and/or simultaneously depending on the circumstances. It is important that both steps are followed, regardless of whether they are completed second or third in the order.

Students/athletes are not allowed and must not be encouraged to “tough it out” or “play through” a suspected concussion. District personnel are prohibited from praising students/athletes for playing despite exhibiting symptoms of a concussion. Discipline may be taken against any District staff member that knowingly allows a student/athlete to continue to participate in a physical activity despite consciously recognizing the student/athlete exhibiting symptoms of a concussion or encouraging a student/athlete to continue participation despite complaining of or exhibiting symptoms of a concussion.

All teachers and staff are expected to be familiar with all concussion protocol outlined in the Athletic Handbook. All staff are expected to complete the “best course” of training found at <https://www.cdc.gov/headsup/youthsports/training/index.html> and turn in their certificate to the office every year.

Instruction-Related Information

Preparation

While meeting student needs in a fast-paced environment, teachers must maximize planning and instructional time. Areas where this is of highest demand include:

- Lesson plan submission by Monday at 9:00am using through Google Classroom
- Assembly of all lesson materials prior to the day of instruction (including copy machine needs for the day’s lessons — the copy machine has been known to break down!)

- Substitute plans complete and submitted to Superintendent prior to the day of instruction
- Practice and student understanding of emergency procedures
- Submission of daily attendance and lunch count by 8:30am through Infinite Campus
- Updated grade reports in Infinite Campus
- Updated and informative website

Class Interruptions

The District is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not permitted to interrupt a class in session without prior authorization from the Superintendent or the classroom teacher. Intercom use is restricted to administrative use or administrative-approved use only.

Lesson Plans

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students. Gallatin Gateway School teaching staff will use Google Classroom and the ACE Curriculum Share Drive.

Teachers are expected to prepare lesson plans on a weekly basis. Digital copies of lesson plans are to be submitted to the Superintendent no later than 9:00am Monday morning, for the upcoming week.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the Superintendent may monitor instruction to ensure that the educational program in a particular class or activity is consistent with the District-approved course of study.

Grade Books

The Montana Law (20-4-301, MCA) states that a teacher's record of attendance is the official record for a school in legal matters, etc. The office will reconcile with teachers periodically to confirm the office attendance records. At the end of the school year, the office will ask teachers for the year's attendance records for the permanent school files.

Teachers are required to submit year-end grading records with attendance and yearly lesson plans to the Superintendent.

Expectations for Grading and Attendance

At the beginning of the year, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades through the classroom disclosure document. Teachers will update grades a minimum of once a week. Each teacher's disclosure document must inform parents of the day of the week to expect all grading to be current online.

Teachers must verify final grades, comments, and grade point averages with the Infinite Campus clerk before each quarter's report card is sent home to parents. All report cards must be reviewed by the Superintendent before being sent home to students and parents.

There is an expectation that if a student will be receiving a midterm or quarter grades of "D" or "F," the teacher will communicate with the parent, either in person or on the phone, prior to the receipt of the grade. The teacher will work with the student and the parents to find ways to improve academic deficiencies.

Report cards and midterms should all be sent home on the same day for all grades. K-8 report cards and midterms are sent home the Friday following the end of the quarter unless directed otherwise by the Superintendent.

A student who has not completed work by the end of the marking period and who, in the instructor's judgment should be given an incomplete on the report card, will make up the work by the date specified by the teacher.

Grading Scale: (K-2)

Letter

AP Above Average (Advanced Proficient)

P Satisfactory (Proficient)

NP Below Average/Needs Improvement (Nearing Proficient)

N Unacceptable (Novice)

Grading Scale: (3-8)

Letter	%	Grade Point
A+	100-99	4.0
A	98-94	4.0
A-	93-90	4.0
B+	89-88	3.0
B	87-84	3.0
B-	83-80	3.0
C+	79-78	2.0
C	77-74	2.0
C-	73-70	2.0
D+	69-68	1.0
D	67-64	1.0
D-	63-60	1.0
F	59-00	Failing

Due process will be provided to all students. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability, or an excused absence as determined by District policy. Such notice is to be included in each teacher's disclosure document and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

Master Calendar

The Master Calendar is located online using Google Calendar application. It will include all school events for staff, students, and the community. The calendar will be used in planning appropriate future dates to schedule events. Teachers must confer with the Superintendent in order to set a date for a field trip, special classroom event, evening program, etc. In order for all events to go smoothly, it is crucial that planning occurs weeks in advance of the date of the event. The Superintendent will assist you as you set dates and logistic arrangements for your special programs.

Pledge of Allegiance

In accordance with Section § 20-7-133, recitation of the Pledge of Allegiance is required. The recitation required in subsection (1) states that must be conducted at the beginning of the first class:

- of each school day in kindergarten through grade 6
- of each school week in grades 7-12

Gallatin Gateway School recites the Pledge of Allegiance at the beginning of each day, led over the school intercom.

School Lobby Bulletin Board

Each month a homeroom class in grades 3-8 or a specialist will be scheduled to design a display on the school lobby bulletin board. Other bulletin boards will be designated for K, 1, & 2.

Requesting a Substitute

The Board authorizes the use of substitutes as necessary to replace teachers who are temporarily absent. The Superintendent or assigned designee shall arrange for the substitute; under no condition is an employee to select or arrange for a substitute.

Certified Employees:

1. In the event that it is necessary to be absent from teaching, arrangements must be made as far in advance as possible, except in the case of illness or emergency. If absence is known prior to the day of absence, a *Certified Request for Approval of Leave Form* must be submitted to the Administrator for approval.
2. In the event of illness or emergency certified employees should notify the staff member(s) designated to arrange substitutes as soon as it is known that he/she will not be able to attend work:
 - a. If a text is sent or voicemail left, employees are expected to follow up if an immediate response is not given. A detailed voicemail message should be left, including reason of absence, location of lesson

plans and substitute folder, and a number that can be reached during the day. Lesson plans must be submitted to the Superintendent and a copy left for the substitute in the teacher's District Substitute Folder/Binder. Teachers must sign out at the office and remind an office person prior to leave day(s). If leaving or returning from a half-day leave, sign in or out at the office and visit with an office person about leaving or arriving at school.

- b. Send a copy of the completed *Certified Request for Approval of Leave Form* to *Leave Form* using the office copy machine. This email will be the time and date used for the 48-hour window. Submit the hard copy to the office mailbox labeled *Leave Form*.
- c. Certified employees are requested to call prior to or as close to 6:00am as possible and by 3:00pm of the day of absence to notify the Administrator if additional days are needed or if the employee is returning on the following day.
- d. Upon return to work following an illness or emergency absence, certified employees must submit a *Certified Request for Approval of Leave Form* to the *Leave Form* mailbox for the absence.

Classified Employees:

1. In the event that it is necessary to be absent from the kitchen, paraprofessional or office duties, or bus routes, arrangements must be made as far in advance as possible, except in the case of illness or emergency. If absence is known prior to the day of absence, a *Classified Request for Approval of Leave Form* must be submitted to the Administrator for approval.
2. In the event of **illness or emergency** classified employees should notify should notify the staff member(s) designated to arrange substitutes as soon as it is known that he/she will not be able to attend work:
 - a. If a text is sent or voicemail left, employees are expected to follow up if an immediate response is not given. A detailed voicemail message should be left, including reason of absence, location of lesson plans/substitute folder, and a number that can be reached during the day. Classified employees should have a substitute folder with common daily procedures described in the event that a substitute will need to cover all duties. Lesson plans, if needed, must be submitted to the Superintendent and a copy left for the substitute. Staff must sign out at the office and remind an office person prior to leave day(s). If leaving or returning from a half-day leave, sign in or out at the office and visit with an office person about leaving or arriving at school.
 - b. Send a copy of the completed *Classified Request for Approval of Leave Form* to *Leave Form* using the office copy machine. This email will be the time and date used for the 48-hour window. Submit the hard copy to the office mailbox labeled *Leave Form*.
 - c. Classified employees are requested to call prior to or as close to 6:00am as possible and by 3:00pm of the day of absence to notify the Administrator if additional days are needed or if the employee is returning on the following day.
 - d. Upon return to work following an illness or emergency absence, classified employees must submit a *Classified Request for Approval of Leave Form* to the *Leave Form* mailbox for the absence.

To Prepare for a Substitute Teacher

Students should be informed that there will be a substitute. Expectations of student behavior should be provided to the students for when the substitute is present.

1. Assign responsible students to assist the substitute
2. Prepare a substitute folder
 - a) Description of attendance and lunch count reporting procedures
 - b) A seating chart
 - c) Duty assignment (bus duty, etc.) and hallway procedures
 - d) The daily class schedule
 - e) The location of teaching guides and supplies
 - f) Name of responsible students in each class
 - g) Name of a team teacher familiar with the classroom
 - h) Classroom behavior expectations and any specific student behavior plans
 - i) Any other information that would be needed by a substitute
3. Do not assign project work or group work for substitutes; assign a teachable lesson
4. Have an emergency lesson plan for each class in case students get done early or extra time is available
5. Fire exit information

6. Have a teacher familiar with procedures who could assist the substitute

Upon return from absence, the expectations are:

- a) Read report left by the substitute
- b) Follow up on any incident that was a problem in the class with Superintendent, students, parents, and the substitute
- c) Complete the online substitute survey upon return

News Releases

Visit with the Superintendent and review articles or announcements you would like to make public. Look for opportunities to emphasize the positive contributions of our students.

Curriculum

Sequential curriculum for each program area that aligns to content standards, specific grade-level progressions, and program area standards is housed in the online curriculum container ACE Gallatin Gateway School ACE curriculum folder in the Share Drive contains scope and sequence for each subject..

The curriculum established for the courses and grade levels of this District provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. The Superintendent also carries the duties of the Curriculum Director.

Deviations from established curriculum, textbooks, and instructional materials are not permitted without Superintendent approval. Teachers with questions should contact the Superintendent/Curriculum Director.

Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction. The District may receive and/or provide distance, online, and technology-delivered learning programs, as provided in Montana law and set forth in District procedures. The Superintendent shall be responsible for the supervision and implementation of the adopted curriculum. The teaching staff has a significant responsibility in the development of curricula and the primary responsibility for the implementation of curricula.

Indian Education For All (IEFA)

The District is committed to working cooperatively with Montana when providing instruction, when implementing educational goals or adopting rules relating to education of students in the District. The District will periodically review its curriculum to ensure the inclusion of cultural heritages of Native Americans, which will include, but is not necessarily limited to considering methods by which to provide books and materials reflecting authentic historical and contemporary portrayals of Native Americans, and considering individual and cultural diversity and differences among students.

Textbooks

Board-approved textbooks are provided free of charge for each class. Books must be covered by each student, as directed by the teacher, and treated with care. If the book is damaged when issued to the student, damage must be reported to the teacher. Any student who damages or fails to return a book issued by the school may be charged a fee to replace or repair the book. A student’s grades may be withheld until restitution is made. The Librarian must sign off on the *Book Damage Fee Notice*. All notices will be kept in the library. *Book Damage Fee Notices* must be sent home with students no later than May 15 to allow ample time for fees to be collected before the end of the school year.

Section 504/ADA of the Rehabilitation Act of 1973

Section 504/ADA is an Act that prohibits discrimination against persons with a disability in any program that receives federal financial assistance. All qualified persons with disabilities within the jurisdiction of a school district are entitled to a free appropriate public education (FAPE).

Intervention Meetings

Classroom teachers have essential functions in the identification of educationally disabling conditions and development of educational plans to address the student’s needs. Classroom teachers also have specific data regarding the child’s performance. Portfolio, anecdotal or assessment data will be provided by the classroom teacher and shared with the team. When requesting a student intervention, submit written reports the day before the meeting to the Superintendent. Make certain comments sufficiently detail the student’s strengths and weaknesses.

Chromebooks

Each homeroom classroom has a chromebook cart to house at least one chromebook for each student in the class. Chromebooks and carts are expected to be a part of the classroom inventory. Teachers check out chromebooks to individual students through Alexandria. Students may take their chromebooks from class to class. All teachers and staff must enforce the following Chromebook expectations:

- Chromebooks may only be used when at a table or desk
- Chromebooks may not be left on the floor or unattended.
- Chromebooks must be put away in their designated Chromebook Cart, plugged in for charging every evening unless the student is taking it home with the teacher's knowledge.
- Any damage to a Chromebook must be reported to the Technology Director, the chromebook removed as checked out to a student, removed from the classroom inventory, and placed on the Technology Director's inventory. Any replacement chromebook must be put on the classroom inventory and checked out to the student, before the student may use it. Cost to repair the damaged Chromebook must be reported to the secretary for parent fees.

Teaching about Religion

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.

However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions. Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

Staff members may teach objectively about religious holidays and about the religious symbols, music, art, literature, and drama that accompany the holidays. They may celebrate the historical aspects of the holidays, but may not observe them as religious events.

Field Trips

Field trips are defined as travel away from school premises, under the supervision of a teacher of an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom.

The staff member shall submit a completed *Planning a Field Trip Request Form* and *Bus Use Form*, if needed, to the Superintendent prior to the field trip. This shall include all objectives and post activities. The Superintendent will approve the trip as warranted.

The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies. The teacher should have each parent complete a consent form.

There should be two adults (ex: bus driver and teacher) for each bus except where additional supervision is warranted.

Overnight field trips must be submitted to the Superintendent at least six weeks prior to the proposed date of the trip and before the trip is discussed with students or parents. Any out-of-state or out-of-the-country travel or field trips that extend overnight must be approved by the Board. Field trips planned over a weekend or with extended hours do not receive additional compensation.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines to the office prior to departure for the scheduled activity.

Use of Seating Charts

Seating charts will be used in the classroom, cafeteria, and the bus. In the case of a communicable disease outbreak, the Health Department may inquire to determine students in close contact with those with a disease. In the event of an outbreak, copies of seating charts will be provided to the Health Department.

Supervision of Students

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be in the hall entrance to their classroom prior to the arrival of their students unless on morning supervising duties.

Teachers and staff will be assigned supervision duty by the Superintendent. It is most important to be at the duty station between the allotted times. Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage. If you have a meeting of any kind, including curriculum meetings, parent conferences, or special education meetings, it is your responsibility to see that your duty is covered by another person.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

All staff are expected to monitor student behavior all of the time while at school, unless at lunch, on break, or during preparation time. All staff are to consistently remind students of MBI Student Expectations. Misbehavior can be decreased or eliminated by the presence of an adult. Make it a policy as frequently as possible to precede classes to the classroom door as the periods end and remain present during the passing interval, observing student conduct in the vicinity of and in the classroom and greeting students as they arrive.

Hall Passes

Teachers must keep a written record of students leaving and returning from class during the class period. Students must have their lanyard/ID card in order to be released from class to use the restroom. Students are to hang their lanyard on the hooks outside of each restroom to restrict more than two students at a time in the restroom. Group restroom breaks for younger students are encouraged.

Assemblies

Teachers shall sit with their students at assemblies and reinforce positive expectations. Should a student repeatedly not follow the assembly expectations, staff members may remove the student from the assembly.

Family Engagement

The District's Board of Trustees recognizes the importance of engaging families in the education of children. The Superintendent and staff shall undertake activities designed to:

- 1) Encourage families to actively participate in the life of their children's schools;
- 2) Ensure families feel welcomed, valued, and connected to one another, school staff, and to what students are learning and doing in class;
- 3) Encourage families and school staff to engage in regular, two-way meaningful communication about student learning;
- 4) Ensure continuous collaboration between families and school staff to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
- 5) Empower families to be advocates for their own and other children to ensure that students are treated equitably and have access to learning opportunities that will support their success;
- 6) Allow families and school staff to partner in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and
- 7) Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic preparation.

Child Custody: Staff/Parent Relations

The District encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the District any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to the student and to consult with teachers concerning the student's welfare and education. Teachers will communicate with both parents and provide each with reports, invitations, announcements, newsletters, and any other information which may aid in the educational success of the child.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the District, in writing, any special legal requests or clarifications in areas concerning the student and the District's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

Parent/Teacher Conferences

Parent/teacher conferences are required twice a year for each teacher with each student. The purpose is to update parents on the academic and social progress of their child. Teachers should openly address any child progress concerns with the parents. Teachers are encouraged to meet with parents as concerns arise and not wait until the end of the quarter. This will ensure that parents are kept well-informed of the behavior and academic progress of their child and early intervention can be enacted, if necessary.

Confidentiality and Supervision

The guidelines below will be followed to allow for the safety and privacy of our students:

1. Students are not to be taken from a classroom by anyone other than Gallatin Gateway School personnel known to the teacher. If questioned, do not acknowledge that the student requested is in a specific class or that he/she attends Gallatin Gateway School. Refer all inquiries to the office.
2. The school is legally required to provide information to non-custodial parents, but would like the requests to be channeled through the office for the protection of all school personnel and the students involved.

Child Abuse Reporting

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Montana Department of Public Health and Human Services or local law enforcement agency. The Superintendent is also to be immediately informed that a report has been made.

Montana's statewide toll-free child abuse hotline at 1-866-820-KIDS (1-866-820-5437). This hotline is available 24 hours a day, seven (7) days a week.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination. An employee does not discharge the obligation to personally report by notifying the Superintendent or building administrator.

A staff member who, based on reasonable grounds, participates in making a child abuse report in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

In the event that DPHHS reveals information to an employee after he or she makes a report or requests that information be shared with another employee, employees receiving such information shall keep the information confidential.

Guest Speakers

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Prior Superintendent approval is required each time a guest speaker is requested to come to the building or activity. Teachers are expected to inform the Superintendent of the date, time, and nature of the presentation whenever such use is planned.

Materials Distribution

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the Superintendent. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the District.

Special Interest Materials

Supplementary materials from non-school sources require Superintendent approval prior to their use in school. This includes educational films and all videos secured from or through commercial sources. Generally, materials that are of obvious educational quality supplement and enrich instructional and reference materials for definite school courses, and are timely may be considered for approval. Staff members wishing to show a video presentation longer than 5 minutes in their classroom must first submit a *Request to Show Video in Classroom Form* for Superintendent approval. District personnel may not show any video presentation with a MPAA rating over PG.

Instructional Materials

Textbooks and instructional materials, including instructional/curricular support software, should provide quality learning experiences for students and:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.
- Staff must follow all applicable copyright laws.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies should be reviewed at intervals not exceeding five (5) years. All instructional materials must be sequential, and must be compatible with previous and future offerings.

Instructional materials are made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage or lost materials. The professional staff will maintain records necessary for the proper accounting of all instructional materials.

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

"Fair use" guidelines are as follows:

- I. Printed Materials

1. Permissible uses — District employees may:
 - a) Make a single copy of the following for use in teaching or in preparation to teach a class:
 - i) A chapter from a book;
 - ii) An article from a periodical or newspaper;
 - iii) A short story, short essay, or short poem, whether or not from a collective work;
 - iv) A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
 - b) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
 - i) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
 - ii) A complete article, story, or essay of less than 2,500 words;
 - iii) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
 - iv) One chart, graph, diagram, cartoon, or picture per book or per issue of a periodical;
 - v) An excerpt from a children's book, containing up to 10 percent of the words found in the text.
2. All permitted copying must bear an appropriate reference. References should include the author, title, date, and any other pertinent information.
3. Prohibited uses — District employees may not:
 - a) Copy more than one work or two excerpts from a single author during one class term;
 - b) Copy more than three works from a collective work or periodical volume during one class term;
 - c) Copy more than nine sets of multiple copies for distribution to students in one class term;
 - d) Copy to create or replace or substitute for anthologies or collective works;
 - e) Copy “consumable” works, such as workbooks, exercises, standardized tests, and answer sheets for any reason other than emergency replacement;
 - f) Copy the same work from term to term;
 - g) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
4. All sound recordings, including phonograph records, audiotapes, compact discs, and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

II. Sheet and Recorded Music

1. Permissible Uses — District employees may:
 - a) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies will be substituted in due course;
 - b) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement, or aria, but in no case no more than 10 percent of the whole work;
 - c) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement, or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
 - d) Edit or simplify printed copies which have been purchased, provided the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
 - e) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
 - f) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
 - g) Make a single copy of a sound recording, such as a tape, disc, or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
2. Prohibited uses — District employees may not:
 - a) Copy to create or replace or substitute for anthologies, compilations, or collective works;
 - b) Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests, and answer sheets;
 - c) Copy for the purpose of performance, except as noted above (A. 1.) in emergencies;
 - d) Copy to substitute for purchase of music except as noted above (A. 1., 2., and 3.);
 - e) Copy without inclusion of the copyright notice on the copy.

III. Television-Off-the-Air Taping

1. Permissible uses — District employees may:

- a) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.
 - i) A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.
 - ii) Unless authorized by the [library/media supervisor], at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.
 - iii) Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the “Request for Off-Air Video Taping” form to the librarian for each program videotaped. The librarian will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.
 - b) Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
 - c) Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive-calendar-day retention period;
 - d) Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days, up to the end of the 45-consecutive-calendar-day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
 - e) Use off-air recordings made from a satellite dish, if they conform to the 45-consecutive-calendar-day retention period established for broadcast or cable programming and are not subscription channels;
 - f) Use copies of all-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
 - g) Request that a library/media center record and retain for research purposes commercial television news programs from local, regional, or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format, and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.
 - i) Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).
2. Prohibited Uses — District employees may not:
- a) Tape off-air programs in anticipation of an educator’s requests;
 - b) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
 - c) Use the recording for instruction after 45 consecutive calendar days;
 - d) Hold the recording for weeks or indefinitely because:
 - i) Units needing the program concepts are not taught within the 45-day use period;
 - ii) An interruption or technical problem delayed its use; or
 - iii) Another teacher wishes to use it, or any other supposedly “legitimate” educational reason;
 - e) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
 - f) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
 - g) Exchange program(s) with other schools in the District or other school Districts without the approval of the [media/library supervisor]; Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
 - h) Use the recording for public or commercial viewing;
 - i) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools. “Pay” programs received via satellite dish are also subject to these prohibitions.
- IV. Rental, Purchase, and Use of Videos
1. Permissible uses — District employees may:
- a) Use purchased or rented videos such as feature films as part of a systematic course of instruction, in accordance with District policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
 - b) Use only rented, lawfully-made videos;

- c) Arrange for the local school to transmit videos over their closed circuit television systems for direct instruction;
 - d) Use off-air videos made at home for classroom instruction and only in accordance with television-off-air guidelines and District policy.
2. Prohibited uses — District employees may not:
- a) Use rented or purchased videos where a written contract specifically prohibits such use in the classroom or direct teaching situation;
 - b) Use rented or purchased videos such as feature films for assemblies, fundraising, entertainment, or other applications outside the scope of direct instruction without public performance rights.

V. Computer Software

District employees may only use District Approved Software.

VI. Reproduction of Works for Libraries/Media Centers

1. Permissible uses — District employees may:

- a) Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
- b) Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
- c) Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship, or research;
- d) Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
- e) Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
- f) Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture, or other audiovisual work, if the current copy owned by the library/media center is damaged, deteriorated, lost, or stolen, and it has been determined that an unused copy cannot be obtained at a fair price.

2. Prohibited uses — District employees may not:

- a) Make copies for students, if there is reason to suspect that the students have been instructed to obtain copies individually;
- b) Copy without including a notice of copyright on the reproduced material.

VII. Performances

1. Permissible uses — District employees must:

- a) Contact the copyright holder, in writing, for permission when copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

Research/Copyrights and Patents

Staff members engaged in research projects during the work day or who use District resources for students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the Superintendent. Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models, and other devices prepared by staff members for District use with District time, money, and facilities, as part of the employee's job responsibilities, remain the property of the District. In the event that a staff member produces items described above partly on his/her own time and partly on District time, the District reserves the right to claim full ownership. The employee may petition the District for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the District.

Student/Classroom Information

Student/Parent Handbook

A *Student/Parent Handbook* is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the District at other times of the year.

All Staff members are expected to familiarize themselves with the administrative procedures pertaining to students, as set forth in the *Student/Parent Handbook* and in Board policy.

Attendance

Students may arrange for absences in advance with teacher(s) to satisfactorily complete pre-assigned class work. Therefore, if a student plans to be absent from school, a parent should send a written message to the teacher and Superintendent.

All teachers are required to submit attendance and lunch counts at 8:30am through Infinite Campus. If a teacher receives notes for extended vacations, family occasions, sickness, etc., send them to the office. A student who has an absence from class is to be permitted to make up those assignments that he/she has missed. A student shall be allowed one makeup day for each day of absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.) Students absent as a result of in-school-suspension or out-of-school-suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom.

Students who are absent from school because of a school extracurricular activity are still responsible to make up their assignments. It is the responsibility of these students to get their assignments from their teachers and to complete their assigned make-up work within the time given them by their teachers. It is the responsibility of the coach or teacher to distribute a list of the names of those students who will be absent because of the activity to the teachers' mailboxes, to the office, and the Superintendent.

To record attendance please use the following format:

Short Code	Long Code	Type
A	Absent	Excused by parent call/note
T	Tardy	Tardy to your class (<i>*Students should have a pass to enter class.</i>)

Student Records

School student records are confidential. The District will not release, disclose, or grant access to information found in any student record except under the conditions set forth in District policy. The parents of a student under 18 years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the Superintendent. Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. Access to the records will be granted to other individuals or entities as provided by law and/or District policy.

Teacher-Required Public Relations

Certified employees: collective bargaining agreement.

The classified contract details the exact hours for employment. The District does not require or request classified staff to be at events or meetings other than described in the contract. There may only be additional hours beyond the contract hours if mutually agreed with the Superintendent. Additional hours may not be assigned to paraprofessionals from the teaching staff.

Open House

Prior to the beginning of each school year, the District will hold an evening-time Open House.

During Open house, teachers and staff should:

- Cover class procedures and expectations for academics, behavior, and safety
- Cover key parts of student handbook
- Cover teacher disclosure document
- Give parents methods of communication (i.e. phone, website, email, etc.)
- Explain classroom expectations

Christmas/Winter Program

Certified employees are required to assist with the supervision of students as assigned by administration. Classified employees are not required to attend the Christmas Program, but may attend for their own enjoyment.

Disclosure Document

It is teachers' responsibility to inform students at the beginning of the school year of the rules and procedures that will be operative in the classroom. Students and parents should be informed of the goals the teacher and the school have for students in a disclosure document. The topics that must be addressed are: (1) Course Description, (2) Course Objectives, (3) Course Outline, (4) Learning Strategies, (5) Materials Required, (6) Grading Criteria and Procedures, (7) Classroom Rules and Discipline, (8) Homework/Make-up Expectations Policy (9) Use of Day Planners, (10) Online Grading and (11) Voicemail, Website, and Email Contact.

A partial example of a disclosure document appears in the appendix. Use the headings that appear in the example. Submit a copy to the Superintendent before distributing to your students and parents within the first two weeks of school. The classroom rules and procedures shall not be in conflict with District Policy, this Handbook, state law or federal law. Disclosures must be reviewed and agreed upon among the teacher's team and the Superintendent prior to distributing or discussing with parents and students at open house.

Homework

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the student. Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home. Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

Day Planners

Day planners must be used daily in all core classes for grades 2nd through 8th grade. Day planner expectations should be included in each classroom's disclosure document.

Make-up Work

A student who has an absence from class is to be permitted to make up those assignments that he/she has missed. A student shall be allowed one makeup day for each day of absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.) Students absent as a result of in-school-suspension or out-of-school-suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom.

Student Participation in Sports Programs

All students may participate in sports programs. See *Athletic Handbook* for more information.

Moving Class/Holding Classes Outdoors

Teachers are allowed to hold classes outdoors, provided the location is aligned with the lesson plan and the State Standards. Teachers must get approval from the Superintendent, prior to holding class outdoors. Collaboration amongst grade-levels/classrooms is encouraged, but must align with the lesson plan and the State Standards.

Dismissal of Classes

Teachers should never dismiss a class before the established dismissal time. For the purposes of School, the official time is the time indicated on your cell phone or classroom computer. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

Administering Medication to Students

Teachers may be expected to assist students in remembering when a medication is scheduled to be administered. All medication is administered in the school office.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law. Under no circumstances should unauthorized school personnel provide aspirin or any other medicine to students.

Self-Administration of Medication

Students who are able to self-administer specific medication must go to the front office to do so.

Substance Abuse Policy

To promote positive health, tobacco, alcohol, illegal drugs, or mind-altering substances will not be allowed in the school building, on the school grounds, or during school-sanctioned functions. The school playground and surrounding property is signed as a drug-free school zone.

Visitation

Teachers are encouraged to invite parents and guardians to visit their child's classroom to observe the educational process. Parents or guardians having particular concerns to discuss with the teacher are required to arrange a conference time on the teacher's preparation time or between 3:30pm and 4:00 pm, Monday through Thursday.

Students may bring guests to school after receiving their Administrator's and homeroom teachers' approval. All guests and visitors must check in at the office and receive a visitor badge. If a visitor to the classroom does not have a visitor badge from the office, please send them to the front office.

Expectations for Student Behavior

During the first week of school and the first week back from Christmas Break, teachers and staff must explicitly teach or reteach all of the School-wide Expectations established and taught by the MBI Committee. Teachers must also explicitly teach and reteach their classroom expectations.

All Teachers and Staff are responsible for reinforcing and reminding all students frequently of the School-wide Expectations.

Student Conduct

In addition to adopted Board policies governing student conduct, administrative procedures specifying student-conduct expectations have been established. All teachers are expected to explicitly teach the student conduct rules contained in the *Student/Parent Handbook* with their students during the first weeks of the school year. These rules apply to actions which occur on District property, at any District-sponsored activity regardless of location; or when traveling to or from school for District-sponsored activities. Disregard of these rules constitutes grounds for reasonable disciplinary action. Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with District policy and local building administrative procedures governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and teacher webpage, and made available to parents by means of the disclosure document.

Appendix

The OSHA Bloodborne Pathogens Standard

OSHA Safety Rules Checklist for Employees

All employees must obey these rules for their safety and to comply with OSHA safety rules.

You must do the following:

- Know your job classification concerning exposure to biohazards.
- Treat **ALL** blood, body fluids, and other infection agents as potentially infectious.
- Know where the copy of OSHA regulations and the exposure control plan are kept. Read them!
- Handle blood and other body fluids in a way that avoids splashing, spraying, or droplets.
- Wear gloves and a lab coat or other appropriate outer protective garments when coming in contact with blood, other potentially infectious material, mucous membranes, or nonintact skin.
- Remove gloves, lab coats, and any other protective equipment before leaving the work area.
- Wash hands with soap and water after removing gloves.
- Keep all work areas clean.
- Clean contaminated work surfaces with disinfectant such as 10% household bleach (Clorox) after any spill and at the end of each work shift.
- Place regulated waste in appropriately labeled containers.
- Dispose of regulated waste according to regulations.
- Place blood specimens and other potentially infectious materials in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.
- Employers must offer hepatitis B vaccination unless antibody testing shows that the employee has immunity. Vaccination is provided at no cost to the employee. (If the employee declines vaccination, a statement must be signed indicating that the employee has declined.)
- If exposure to potentially infectious material occurs (such as a needlestick or cut), you must complete an accident report and notify your supervisor or superior immediately.
- You must have appropriate biosafety training to perform your job.
- Employers must keep training records showing annual training.
- Place all contaminated needles and other sharps in containers that are puncture-resistant, leakproof, and appropriately labeled or color coded.

Remember:

- **Do NOT** bend or recap needles or other sharp items.
- **Do NOT** eat, drink, smoke, apply cosmetics or lip balms, or handle contact lenses where exposure might occur.
- **Do NOT** keep food or drink in any place in which blood and other infectious material might be kept or placed.
- **Do NOT** pipette or suction blood or other potentially infectious materials by mouth. This is **strictly prohibited**.
- **Do NOT** pick up broken glass with hands.
- **Do NOT** place your hands where used needles or sharps are placed.

Housekeeping Checklist

All employees should be made aware of the following housekeeping requirements of the *OSHA Bloodborne Pathogens Standard*.

1. Decontamination of Surfaces

- Immediately after completion of procedures.
- Immediately after end of work shifts.
- Immediately after a person becomes overtly contaminated with blood or other potentially infectious material.

2. **Protective Covering of Equipment and Environmental Surfaces**
 - Use protective covering (plastic wrap, aluminum foil, imperviously-backed absorbent paper).
 - Remove and replace at end of the work shift.
 - Replace when they are overtly contaminated with blood or other potentially infectious materials.
3. **Decontamination of Equipment**
 - Routinely check for contamination.
 - Decontaminate when equipment is contaminated with blood or other potentially infectious materials.
 - Decontaminate prior to servicing or shipping.
4. **Decontamination of Receptacles**
 - Inspect, clean, and disinfect on a regularly scheduled basis any reusable bins, pails, cans, and similar receptacles that have a potential of being contaminated.
 - Clean and decontaminate receptacles immediately or as soon as possible when they are visibly contaminated.
5. **Cleanup**
 - Do not use your hands to pick up broken glassware that may be contaminated.
 - Use mechanical means (brush and dustpan, tongs, or forceps) to pick up potentially contaminated broken glassware.
6. **Handling of Specimens**
 - Place specimens in a closeable, leakproof container prior to storage or transport.
 - Color code or label containers or bags according to the *OSHA Bloodborne Pathogens Standard*.
 - If it is likely that the primary container will be punctured, place the primary container in a leakproof, puncture-resistant secondary container.
 - Color code or label the second container in same manner as the primary container.
7. **Reusable Items**
 - Decontaminate items prior to washing or reprocessing if they are contaminated with blood or other potentially infectious materials.
8. **Handling of Infectious Waste**
 - Place in closeable, leakproof containers or bags prior to disposal.
 - Color code or label containers or bags according to the OSHA standard.
 - Place a second closeable, leakproof container or bag over the outside of the first container or bag if it is likely that outside contamination of the primary container or bag will occur.
 - Close and color code or label the secondary container or bag in the same manner as the primary container.
 - Observe all federal, state, and local laws when disposing of infectious waste.
 - Dispose of sharps immediately after use.
 - Dispose of sharps in a closeable, puncture-resistant, disposable container that is leakproof on the sides and bottom.
 - Label sharps disposal containers according to the OSHA standard.
 - Make sharps disposal containers easily accessible in the immediate area of sharps use. Routinely replace sharps disposal containers.
 - Do not allow sharps disposal container to overfill.
9. **Handling of Laundry**
 - When laundry is contaminated with blood or other potentially infectious materials or may contain contaminated sharps, treat it as if contaminated.
 - Handle such laundry as little as possible and minimize agitation of laundry.
 - Bag contaminated laundry at area of use.
 - Do not sort or rinse contaminated laundry in patient areas.
 - Label or color code bags in which contaminated laundry is placed and transported.
 - Place and transport contaminated laundry in a leakproof bag if the laundry is wet or can soak through or leak from the bag.
 - Ensure that laundry workers wear protective clothing and other personal protective equipment to prevent occupational exposure during handling and sorting of laundry.

How to Reduce Your Risk from Bloodborne Pathogens

What it means

An Exposure Control Plan is a set of actions you can follow to reduce your risk of being infected by bloodborne pathogens.

How it affects you

Your company's Exposure Control Plan may change the way you do your job. Some of the actions you must take may seem time-consuming. Don't cut corners! Do exactly what the plan requires.

- Clearly identify who must follow the plan.
- Clearly identify any task or procedure where exposure to bloodborne pathogens may take place.
- Clearly identify all employees who have jobs or tasks that bring them into contact with employees who risk exposure to bloodborne pathogens.
- Provide a place to wash your hands and face.
- Develop and communicate procedures and equipment that reduce employee exposure to bloodborne pathogens.
 - How to handle sharp objects that may be contaminated.
 - How to use personal protective equipment.
- Describe what to do if you are exposed to bloodborne pathogens.

Universal Precautions

What they mean

"Universal Precautions" is the name that the Centers for Disease Control and Prevention (CDC) uses to describe a very aggressive plan that treats all blood and body fluids as a possible source of contamination and infection.

Materials that require Universal Precautions

- Human blood and any products that include human blood or parts made from human blood.
- Semen, vaginal secretions.
- Cerebrospinal, synovial, pleural, pericardial, peritoneal, amniotic fluids.
- Saliva in dental procedures.
- Any body fluid that is visibly contaminated with blood.
- Any unidentifiable body fluid.

How Universal Precautions affect you

Workers who fall under the Universal Precautions guideline must wear gloves and other protective equipment to lower the risk of exposure to blood and body fluids.

Specific precautions must be taken with dirty linen, trash, and used sharp objects.

If a worker is exposed to blood or body fluids, he or she has the right to insist on hepatitis B immunization and periodic hepatitis B virus and HIV testing.

Prevention measures to minimize the chances of accidental exposure

- Always wear gloves when giving first aid for wounds.
- If possible, help injured persons care for themselves. (Example: Allow a student to hold tissue to own bloody nose. Open a zip bag for them to dispose of tissue and zip shut.)
- Create a barrier between yourself and blood and body fluids. (Example: hold a wad of tissue, a sweatshirt, etc. between you and the fluid.)
- Immediately wash your hands after accidental contact with blood or body fluids. Wash your hands as soon as possible after removal of gloves or other personal protective clothing or equipment. **FREQUENT HANDWASHING REDUCES THE SPREAD OF INFECTIONS.**
- Call the custodian to clean up body fluids.

- Wear gloves when emptying waste receptacles.
- Clean contaminated surfaces by disinfecting with an EPA registered germicidal cleaner (bleach solution = 1 part bleach to 10 parts water).
- Do not pick up broken glass, or other sharps, directly with the hands.
- Dispose of sharps (hypodermic needles, lancets, etc.) in red biohazard leakproof and puncture-resistant containers. When these containers are full, authorized safety personnel must dispose of them.

Phone Extensions

- Use lines 1-3 to call outside of the building, line 2 is for local calls only.
- Press extension number to call an extension.

13 - Superintendent
27 - Kindergarten
31 - 1st Grade
26 - 2nd Grade
18 - 3rd Grade
20 - 4th Grade
19 - 5th Grade
16 - 6th Grade
15 - 7th Grade
21 - 8th Grade
22 - Library
23 - Computer Lab
24 - Title 1 Room
29 - Special Education
30 - Music Room
28 - Counselor
33 - Art Room
10 - Office
11 - Office
12 - Office
17 - Bus exit
25 - District Clerk
32 - Kitchen
34 - Primary Care Clinic
36 - Business Manager

PARTIAL EXAMPLE SEVENTH GRADE DISCLOSURE DOCUMENT

Course Description:

This is a general English course designed to provide students with a variety of language experiences. These experiences will include student participation in reading, writing, speaking, listening, and thinking.

Course Objectives:

- Students will read and respond to various literary works.
- Students' writing focuses on sentence and paragraph development.
- Students learn the eight parts of speech, rules of punctuation and capitalization, and rules of usage.
- Students use library resources with an emphasis on the card catalog and the Reader's Guide.

Course Outline:

- History of our language using the dictionary to study etymologies
- Note taking
- Mystery and suspense unit of literature book using drama, short story, and poetry
- Punctuation
- Capitalization

Learning Activities:

A variety of learning activities will be used during the class to incorporate all learning styles. There will be large group discussions and cooperative learning activities.

Materials Required of Students:

1. Student Planner
2. A three ring loose leaf notebook will be needed to keep all papers on file. The notebook needs to be divided into five parts with a division page for each part. The divisions are to be marked: Assignment sheets, vocabulary, notes, homework, and handouts.
3. An up-to-date assignment sheet for the entire quarter is to be in the Assignment sheet section.
4. In the vocabulary section, the words for the entire year are to be kept. A word a day will be given. All homework papers and tests are to be filed in the homework section.
5. Wide-line loose leaf notebook paper is to be used for English. No spiral notebook paper or narrow-line paper will be accepted.
6. A pencil and a blue or a black pen should be in class at all times.
7. *English* and *Daybook of Critical Reading & Writing* are the two basic texts which will be assigned.

Grade Criteria and Grading Procedures:

1. Each grading period, three grades will be assigned. The academic grade is based upon the number of points earned during a grading period. Each homework assignment is worth five points. Tests vary from 50-100 points. During a given quarter, the total number of points possible is figured and a letter grade assigned to each student at the end of the quarter. The letter grade is from the school's scale.

Classroom Rules/Pupil Management Policies:

1. Students are expected to be well organized.
2. Except for absences or unusual circumstances, no late papers are accepted.
3. No talking in class unless the student has raised his/her hand.
4. No gum or candy will be allowed.
5. The student will not be allowed to return to locker for forgotten items after the class has started.
6. The penalty for being tardy to class is 15 minutes after school.
7. The rules set forth in the student handbook and those established by the teacher will be followed in this class.

Homework Policy:

Homework is given almost every night except for Wednesday night and weekends. Tests are announced in advance. Every assignment and test should be written down on the assignment sheet found in the English notebook. No extra credit work is given. Make up work according to page 15 of the student handbook.

Gallatin Gateway Lesson Plan How to Develop a Lesson Plan

Content Objective: State the content objective in “student-friendly language.” 4th Grade Writing Example: I will be able to clearly introduce my topic or text.

Language Objective: How will the student “communicate” mastery of the Content Objective? 4th Grade Writing Example: Before I leave class today, I will have written an introduction to my topic or text, which will include my opinion and the ideas that will convey my purpose.

Some ideas for the communication product:

Adapted from Tomlinson and McTighe, *Integrating Differentiated Instruction + Understanding by Design*, ASCD, 2006.

Tools for Assessment

Written	Oral	Visual	Kinesthetic
Advertisement	Audio Recording	Advertisement	Community outreach
Biography	Debate	Banner	Dramatization
Book report	Discussion	Brochure	Field trips
Book review	Dramatization	Campaign flyer	Letter writing
Brochure	Haiku	Cartoon	Oral interviews
Campaign speech	Interview	Chart	Play
Crossword puzzle	Newscast	Collage	Presentation
Editorial	Oral presentation	Collection	Service learning
Essay	Oral report	Computer graphic	Simulations
Experiment record	Poetry reading	Construction	Role play
Game	Rap	Data display	Skit
Journal	Reader’s Theater	Design	Scavenger hunt
Lab report	Role play	Diagram	
Letter	Skit	Display	
Log	Speech	Diorama/shoebox	
Magazine article	Song	Drawing	
Memo	Teach a lesson	Graph	
Newspaper article		Graphic Organizer	
Poem		Map	
Portfolio		Mobile	
Position paper		Model	
Proposal		Painting	
Questionnaire		Photograph	
Research report		Portfolio	
Script		Poster	
Story		Scrapbook	
Test		Sculpture	
Yearbook		Slide show	
		Storyboard	
		Venn Diagram	
		Videotape	

Materials

This section has two functions: it helps other teachers quickly determine a) how much preparation time, resources, and management will be involved in carrying out this plan and b) what materials, books, equipment, and resources they will need to have ready. A complete list of materials, including full citations of textbooks or story books used, worksheets, and any other special considerations are most useful.

What materials will be needed? What textbooks or story books are needed? (please include full bibliographic citations)
What needs to be prepared in advance? (typical for science classes and cooking or baking activities)

Lesson Description

This section provides an opportunity for the author of the lesson to share some thoughts, experience, and advice with other teachers. It also provides a general overview of the lesson in terms of topic focus, activities, and purpose.

What is unique about this lesson? How did your students like it? What level of learning is covered by this lesson plan? (Think of Bloom's Taxonomy: knowledge, comprehension, application, analysis, synthesis, or evaluation.)

Anticipatory Set

(*noun*) A brief portion of a lesson given at the very beginning to get students' attention, activate prior knowledge, and prepare them for the day's learning. Also known as *advance organizer, hook, or set induction*.

- Hook
- Students talk about the objective – verbalization, predict, etc.

Direct Instruction (I DO)

- Direct Teach
- Modeling
- Check for Understanding
- Scripted questions to ensure scaffolding and HOTS

Guided Practice (We DO)

- Cooperative replication of learning
- Immediate feedback
- Scripted questions to ensure scaffolding and HOTS
- Re-teach

Independent Practice (You DO)

- Activities for individual practice using various learning styles (stations)
- Small group instruction for RtI students in need of additional support
- Independent learning task

Closure/Conclusion

- Revisit the Objectives
- Exit Tickets – student “show” proof of mastery
- Homework should be practice/extension
- How did today's lesson connect with the prior lesson?
- Foreshadow for next lesson

General Rule of Thumb:

Your plan should be detailed and complete enough so that another teacher knowledgeable in your subject matter could deliver the lesson without needing to contact you for further clarifications.

2022-2023 Student Schedule											
	6th Grade	7th Grade	8th Grade		3rd Grade	4th Grade	5th Grade		Kinder	1st Grade	2nd Grade
8:00-8:28	Homeroom			8:00-8:28	Homeroom			8:00-8:28	Homeroom		
8:30-9:18 (1st Period)	Science	PE Health	Social Studies	8:30-9:18	ELA	Math	Sci/SS	8:30-9:18	ELA		
9:20-10:08 (2nd Period)	ELA	ELA	Math	9:20-10:08	Specials			9:20-10:08	Math		
10:10-10:58 (3rd Period)	Elective 1			10:10-10:33	ELA	Math	Sci/SS	10:10-10:58	Growing Gators		
				10:35-10:58	Sci/SS	ELA	Math				
11:00-11:48 (4th Period)	Social Studies	Science	PE Health	11:00-11:48	Growing Gators			11:00-11:48	Recess/Lunch		
11:50-12:38 (5th Period)	Math	Social Studies	Science	11:50-12:38	Recess/Lunch			11:50-12:38	ELA/Math		
12:40-1:28 (6th Period)	Lunch/Recess			12:40-1:28	Sci/SS	ELA	Math	12:40-1:28	Science, Library, Keyboarding, Handwriting		
1:30-2:18 (7th Period)	Study Skills	Math	ELA	1:30-2:18	Math	Sci/SS	ELA	1:30-2:18	Specials		
2:20-3:10 (8th Period)	PE Health	Elective 2		2:20-3:00	Library, Keyboarding, Handwriting, Recess			2:20-2:45	Social Studies		
							2:47-3:00	Recess			
				3:00-3:10	Library/Dismissal			3:00-3:10	Dismissal		

Middle School/Specials Teacher Schedules

	Counselor --Marissa Schultz	Ashley Davis	Mike Coon	Chantel Jaeger	Rochelle Dierenfeldt	Jamie Hetherington	Teacher A Science/PE
8:00-8:28	CI/CO and ELL Coordination	8th Homeroom	Tech Time	Library	Testing Coordination	7th Homeroom	6th Homeroom
8:30-9:18	Prep	8th Social Studies	Prep	7th PE/Health	Prep	Prep	6th Science
9:20-10:08	3-5 MBI Second Step	3-5 Art	8th Math	3-5 Music	6th ELA	7th ELA	3-5 PE
10:10-10:58	K-2 Growing Gators for SEL Support	Prep	TechElective	Band	K-2 Growing Gators	Journalism	Study Skills/Exp. Science
11:00-11:48	3-5 Growing Gators for SEL Support	6th Social Studies	3-5 Growing Gators Math	8th PE/Health	3-5 Growing Gators	3-5 G/T Growing Gators	7th Science
11:50-12:38	Lunch	7th Social Studies	6th Math	Prep	Rtl Coordination	Lunch	8th Science
12:40-1:28	MS "Lunch Bunch"	Lunch	Lunch	Lunch	Lunch	K-2 Library	Lunch
1:30-2:18	K-2 MBI (Second Step)	K-2 Art	7th Math	K-2 Music	6th Study Skills	8th ELA	K-2 PE
2:20-3:10	Study Skills/Plant Biology	MS Art	Alg I/MT Digital Academy	6th PE/Health	Spanish	3-5 Library	Prep

3-5 Teacher Schedules

	Teacher B Intermediat Sci/SS	Ashley Senenfelder	Jackie Yager
8:00-8:28	5th Homeroom	4th Homeroom	3rd Homeroom
8:30-9:18	5th Sci/SS	4th Math	3rd ELA
9:20-10:08	Prep		
10:10-10:33	5th Sci/SS	4th Math	3rd ELA
10:35-10:58	3rd Sci/SS	5th Math	4th ELA
11:00-11:48	Growing Gators		
11:50-12:38	Lunch		
12:40-1:28	3rd Sci/SS	5th Math	4th ELA
1:30-2:18	4th Sci/SS	3rd Math	5th ELA
2:20-3:00	Library 48, Keyboarding 30, Handwriting 30, Recess 18		
3:00-3:10	Dismissal		

Gallatin Gateway School



Student and Parent Handbook 2022-2023

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.

Stay Connected to Gallatin Gateway School

1. Phone

Parents and students can call their child's teacher by calling 406-763-4415. If you are calling during instructional time, your call will be directed to voicemail. If it is urgent, call the front office, and we can get a message to the teacher.

Kindergarten ext. 27
First Grade ext. 31
Second Grade ext. 26
Third Grade ext. 18
Fourth Grade ext. 19
Fifth Grade ext. 20
Sixth Grade ext. 16
Seventh Grade ext. 15
Eighth Grade ext. 21
Tech/Math/PE ext. 23
Library ext. 22
Music/PE ext. 30
Special Education ext. 29
Business Manager ext. 36
District Clerk ext. 25

2. Website

www.gallatingatewayschool.com

<https://www.facebook.com/Gallatin-Gateway-School-108233230594139/>

3. Classroom Newsletters/Announcements

~~here will be information sent home with students concerning upcoming events and school announcements.~~ **Classroom Newsletters are distributed from the teacher to parent emails. Schoolwide Announcements are sent through email and posted on our school website.**

4. Infinite Campus

Parents have the opportunity to log-in to a secure area and view their child's progress in each class. Teachers can also provide parents with comments on their child's progress on each assignment and attendance. You can log into this secure site by visiting the school website (www.gallatingatewayschool.com) and clicking on the Infinite Campus icon. For your future reference you can enter your unique username and password here.

Username: _____

Password: _____

If you don't have or have forgotten your username and password, please contact the front office for assistance.



GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730

INSERT NEW SUPERINTENDENT LETTER HERE

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GALLATIN GATEWAY SCHOOL
CONTACT INFORMATION

ATTENDANCE:
763-4415 ext. 11

MAIN OFFICE
763-4415 ext. 10

SUPERINTENDENT:
763-4415 ext. 13

COUNSELOR
763-4415 ext. 28

E-MAIL:
keel@gallatingatewayschool.com

TITLE I/Learning Lab
763-4415 ext. 24

FAX:
763-4886

WEBSITE:
www.gallatingatewayschool.com

MAILING ADDRESS:
PO BOX 265
GALLATIN GATEWAY, MT 59730

PHYSICAL ADDRESS:
100 MILL STREET
GALLATIN GATEWAY, MT 59730

Purpose

The purpose of this handbook is to describe the educational beliefs, programs, and processes of Gallatin Gateway School. Gallatin Gateway School board members, educators, parents, and community members have teamed together to provide the best possible education for our children and we invite the school community to become active participants in our educational process.

School Board Policy

The Gallatin Gateway School Board of Trustees generates policies for the purpose of governing the school. These policies are dynamic in nature and are reviewed and revised yearly to ensure that they continue to closely address the changing needs of the students and the District. A copy of the Gallatin Gateway School District Policy Manual is on the District Website. The procedures in this handbook are developed from policies addressing areas of interest for students, parents, and community members.

Philosophy

The Trustees of School District #35 are guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with all citizens, parents, school staff, and students, with the ultimate responsibility for direction and decision making being assumed by the Board of Trustees.

The Board will lead in creating, maintaining, and improving the school for the children's educational needs. Organization, staffing, programming, teaching, and funding will all be developed with a focus on 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 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.

Equal Opportunity

Every student has the right to the same education, regardless of race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status.

All opportunities shall be allowed for every student, including all educational and extracurricular activities. A student with a problem pertaining to equal opportunity should contact the Gallatin Gateway School Counselor who acts as the District's Title IX Coordinator.

School Support

Parent Involvement

Gallatin Gateway School District is committed to providing opportunities for parental involvement in every aspect of a student's education. We ask that parents help in our efforts to create and maintain a safe and positive learning environment for our students, as well as, a safe and positive working environment for our staff.

Partners in Education (PIE)

Partners in Education is a partnership of community members, parents, teachers, students, and administration working together to provide educational opportunities for Gallatin Gateway School students.

Booster Club

The Booster Club is an organization headed by parents and community volunteers and supports the Gallatin Gateway athletic programs. Fundraising efforts of the Booster Club support our students' athletic endeavors. The Booster Club is supported solely through donations and volunteers.

Gateway Youth Group (GYG)

The Gateway Youth Group is an independent 501(3)c, which provides fun, educational programs and opportunities that enrich the lives of Gallatin Gateway youth.

Gallatin Gateway School Foundation

The Gateway School Foundation is an independent 501(3)c dedicated to preserving and expanding Gallatin Gateway's commitment to excellence in public education.

Mission: The Gallatin Gateway School Foundation provides resources to inspire learning, enrich teaching, and create opportunities for students through community support.

Contact information for all of the above named organizations can be obtained by contacting the Gallatin Gateway School office and/or visiting the school website at gallatingatewayschool.com.

Later Gators

Later Gators, an afterschool program through the United Way, runs from 3:20-5:30 Monday through Friday. The program provides extended learning opportunities for students in grades K-5.

Student Information

School Day

The school day for grades K-8 is from 8:00 am to 3:15 pm. Office hours are from 7:30 am to 3:50 pm Monday-Thursday, and 7:30 am to 3:20 pm on Fridays. The playground is supervised between 7:50 am to 8:00 am, when school is in session.

Learning Lab

The Learning Lab is available for students to complete or receive assistance on homework when school is in session.

7:30 am - 8:00 am, M-F

3:15 pm - 3:50 pm, M-Th

At the end of the day, parents should be on time to pick up children. The Learning Lab is not available after school on Fridays.

Telephone

Students may use the school office phone in case of an emergency. Students should request a phone pass from their classroom teacher to use the phone during the school day. Students will be allowed to use the office phone after school for parent transportation.

Visitation

Parents and guardians are always welcome to visit their child's classroom to observe the educational process, provided it does not create a disruption to the learning environment. Please prearrange the visit with the teacher. Parents or guardians having particular concerns to discuss with the teacher should arrange a conference time with the teacher. Students may bring guests to school after receiving approval from the Superintendent and their teacher(s). For everyone's safety, we ask:

When arriving at the school...

1. Stop at school office
2. Sign in, Take Temperature
3. Obtain visitor badge from Office staff listing Name, Date, and Destination
4. Display your visitor badge so it is visible to students and staff

When departing from the school...

1. Stop at school office
2. Sign out, Take Temperature
3. Return your visitor badge to office staff for disposal

Parental Custodial Arrangements

The school Superintendent should be made aware of all parental custodial rights concerning students, and it is recommended that a copy of a court approved parenting plan be on file at the school.

Lost and Found

All items found in the school that have been left by students will be placed in the lost and found. At the end of each quarter, items remaining will be taken to a community charity.

Report Cards

The assessments for students are distributed quarterly (approximately every nine weeks). Progress Reports will be issued midterm to keep parents and students informed of academic progress. Classes are weighted depending on instructional time. Core classes (math, science, English and social studies) meet every day and

are worth one credit per year. Other classes, based on instructional time, may be valued at less than one credit per year.

Grading Scale: (K-2)

Letter

AP Above Average (Advanced Proficient)

P Satisfactory (Proficient)

NP Below Average/Needs Improvement (Nearing Proficient)

N Unacceptable (Novice)

Grading Scale: (3-8)

Letter % Grade Point

A+ 100-99 4.0

A 98-94 4.0

A- 93-90 4.0

B+ 89-88 3.0

B 87-84 3.0

B- 83-80 3.0

C+ 79-78 2.0

C 77-74 2.0

C- 73-70 2.0

D+ 69-68 1.0

D 67-64 1.0

D- 63-60 1.0

F 59-00 Failing

Types of Records

Permanent Records

Permanent records are confidential and required by all schools. Parents have access to them under Access Rights. They are kept current and accurate in a fireproof file in a vault in the school building. They include:

1. Name and address of student
2. Name and address of parent(s) or guardian
3. Date of Birth (Birth Certificate)
4. Academic work completed
5. Level of Achievement (e.g., grades, standardized test scores, grade level completed)
6. Immunization record
7. Attendance Data

Cumulative Records

Cumulative records are confidential and also available to parents under Access Rights. They are periodically reviewed and kept in locked storage. They include:

1. Access Log
2. Health Records

3. Standardized test results (e.g., intelligence, aptitude, state, etc.)
4. Verified information of clear relevance to the student's education
5. Information pertaining to release of this record
6. Parent authorization or prohibitions

Parents and Students Rights to Records

The District maintains the two types of records mentioned above. The Family Educational Rights and Privacy Act (FERPA) allows certain rights

- The right to request the amendment of the student's education record that the parent(s)/guardian(s) believe is inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent's/guardian's child.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Directory Information

Regarding student records, federal law requires that 'directory information' on your child may be released by the District to anyone who requests it unless you object to the release of any or all of this information.

Directory information ordinarily includes:

- Student's name
- Student's address
- Telephone number
- Electronic mail address
- Date of birth
- Participation in officially recognized activities and sports
- Photographs, videos
- Dates of attendance
- Grade level
- Honors and awards received in school

Gallatin Gateway School ONLY releases the following Directory Information to school-related organizations, news outlets, other parents, and photographers (for the purposes of school related photos):

- Student's name
- Participation in officially recognized activities and sports
- Photographs, videos
- Grade Level
- Honors and awards received in school

If there is an external request for any other Directory Information of a student, the school will contact the parent for specific permission.

Safety

Closed Campus Policy

Students are not permitted to leave the school grounds without adult supervision during school hours.

Off-Limits Area

Outdoor areas outside the playground area are off-limits to students. The playground area is bordered by the log fence to the east, the fence to the south, the bus lane and fence on the west, and sidewalks on the north.

Disaster Procedures

Emergency drills will occur on a regular basis as required by state law. Teachers will instruct and practice appropriate procedures for drills throughout the school year and post exit maps near each exit door. In the event of a disaster, Gallatin Gateway School will implement procedures to safeguard students.

Bicycles/Motorized Vehicles/Skateboards

Riding bicycles to school is permitted if the bicycles are walked across the sidewalk, parked immediately and placed properly in the bike rack, when the student arrives at school. Provisions should be made for locking the bicycle. We encourage students to wear helmets when riding bikes and skateboards. Riding bicycles and skateboards on the school grounds is not permitted. Motorized vehicles are prohibited on the school grounds.

Crosswalk

Students who walk to school or are dropped off or picked up on the north side of Mill Street must use the crosswalk to cross. Crosswalk assistance is provided to students from 7:45-8:00 am and from 3:10-3:20 pm each day school is in session.

Asbestos

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

Asbestos has been used as a building material for many years. Asbestos' properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. The Environmental Protection Agency (EPA) began action to limit uses of asbestos products in 1973. Building facilities were then inspected by a certified inspector as required by AHERA. Gallatin Gateway Schools hired an inspector to locate, sample, and rate the condition and hazard of the asbestos in the school. The inspection and laboratory analysis were then turned over to a certified engineer who developed an asbestos management plan for Gateway School, which is on file in the school office.

School Food Program

Breakfast is served at 7:40 am every morning and Second Chance Breakfast for grades 3-8 is served at 9:00 am, snack for K-2 is served at 2:00 pm. Lunch is served at 11:23 am for grades K-2, 12:03 for grades 3-5, and at 12:45 pm for grades 6-8. All students, parents, staff and community members are encouraged to eat school lunch every day! In order to optimize the student's learning capability, all students are required to have lunch every day. This can be either the hot lunch served at school or a cold lunch from home.

Microwave use is not available for students.

Gallatin Gateway School offers qualifying families a free lunch program and also a reduced lunch program. These forms are available throughout the year at the office. These forms are confidential and every family is encouraged to apply, even if they think they may not qualify. Also, if during the year a family has financial hardships, we encourage them to stop by the office and complete the form. Free and reduced lunch can be used all year, or month-to-month depending on family needs. Many grants the school applies for are awarded to schools based on the number of families that qualify for the free/reduced program. Please, remember that families who qualify do not necessarily need to participate in the program for the school to earn credit toward the grant. This program ensures a balanced meal to every student, every day. Please participate!

Student breakfast and lunch accounts are prepaid. Please, have students bring their lunch money to the office for it to be credited to their account. You may also prepay for your student's breakfast and lunch account through our online pay system. Student and Adult breakfast and lunch prices are available on the School Website.

Afterschool Snack Cart

Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially-disabling diseases, such as heart disease, cancer, diabetes, high blood pressure and obesity. Gallatin Gateway School offers a variety of afterschool snacks such as: fruit, milk, granola bars, vegetables, sandwiches, and string cheese for our students and parents to purchase after school. The afterschool snack cart is open Monday-Thursday from 3:15-3:30 pm.

Transportation

School Bus

The following information for parents and passengers states the rules and regulations for riding the school buses to ensure a safe and pleasant experience for the students. Students choosing not to follow the bus rules may be suspended from riding the bus or face other consequences. The bus driver will assign a seat to each student on the bus.

Bus Changes

Due to ensuring the safety of children on the school buses, students who are registered to ride the bus must ride the bus on which they are scheduled.

Students whose parents wish them to ride the bus to any destination other than home must present a signed parent/guardian note to the bus driver. The note must be dated and signed by the parent.

If there is an unforeseen emergency, the parent may call the office and give the school permission to provide the note in lieu of the parent-signed note.

Bus Safety

In addition to the following, all GGS Behavior and Discipline outlined in this handbook apply while waiting for, loading, riding, and leaving the bus.

Students who become a serious disciplinary problem on the bus may have their riding privileges suspended.

Student Responsibilities Prior to Loading the Bus

- Be at the designated loading zone no less than five minutes prior to the scheduled stop.
- Stay off the road at all times while walking to and waiting for the bus.

- Wait until the bus is completely stopped before moving forward to enter.
- If you must cross a highway, cross at least ten feet in front of the bus.
- Enter the bus single file and immediately go to the assigned seat and be seated.

While on the Bus:

- The driver is completely in charge and must be obeyed.
- Observe all school rules.
- Remain seated while the bus is in motion.
- Keep head, hands, and arms inside the bus at all times.
- Do not litter on the bus, throw anything from the bus or damage any parts of the bus. Offenders will provide restitution.
- Keep books, packages, coats, backpacks, and all other objects out of the aisle.
- No animals are allowed on the bus unless permission is received from the bus driver in advance. Animals must be in a proper container.
- Any action, loud talking, or horseplay that might distract the driver is forbidden.
- In case of an emergency, students shall follow emergency evacuation procedures.
- No personal audio equipment, electronic games or cell phones must be kept in the student's backpack and not used on the bus.
- No drinking or eating on the bus. Any food or drinks must be kept in the student's backpack.

Leaving the Bus:

- Do not get up to leave the bus until the bus has stopped.
- Cross the road, when necessary, at least ten feet in front of the bus.
- The driver is not to discharge students at places other than their regular stop or at school unless the driver has proper authorization from parents.

Parent Responsibilities

- Helping your child be a responsible bus rider will help keep everyone safe. Help them to be on time for their bus, and to take the safest route to and from the bus stop.
- Help them learn all of the bus rules and explain the importance of following the driver's instructions.
- Get to know your child's bus driver and let the driver know of any problems or concerns you may have.
- Please inform the school, and/or your driver, of any changes to your student's normal routine. If your child will not be riding the bus for a given time, a note is greatly appreciated.
- Make plans for weather emergencies should school be dismissed early.
- Be sure the school has a home, work, and emergency phone number where the parent/guardian can be reached.

Bus Video

The Board authorizes the use of video cameras with sound on District school buses to ensure the health, welfare, and safety of all staff, students, and visitors on District school buses. Notification of video and sound surveillance will be posted on the school bus. The District will comply with all applicable state and federal laws related to record maintenance and retention.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Inclement Weather Conditions

Students and parents can listen to the radio reports concerning questionable weather. It is the parents' responsibility to bring their student to and from school if the buses aren't running, unless school is closed.

School Bus Fees

Gallatin Gateway provides bus service to all students residing in the District. The state helps finance transportation only for those students who live farther than three-miles from the school. Therefore, the district must assess a bus fee to families living within a three-mile radius of the school and to out-of-district families to help cover operational costs. This fee is \$15 per month for one student and \$20 per month for two or more students in a family. Fees must be paid by the first Friday of each month in order to ride the bus. No refunds will be made for days a student does not ride or when the bus cannot make its regular run.

Attendance

PLEASE DO NOT SEND YOUR STUDENT TO SCHOOL IF THEY ARE SICK OR HAVE SIGNS OF ILLNESS.

In the event of illness or other unavoidable absences, please notify the school office by phone by 8:30 a.m. If a child is not at school and the school does not receive a phone call, the Administrative Secretary will phone to make certain the child is home. This helps us ensure the safety of the children.

Parents will be notified using the following procedure in the event of excessive absences:

ABSENCES - Determined by quarter (about 45 days):

- Five or more absences/quarter: parents will receive a phone call and a letter regarding absences and school policy.
- In the event of excessive absences, a meeting with the parent(s), classroom teacher(s), Superintendent, counselor, School Resource Officer, and any other necessary staff member(s) may be held to determine whether a recommendation for an attendance plan will occur.

The attendance plan will be designed in a way to support increased school attendance. Failure to follow the attendance plan may cause the following:

- a recommendation may be made by the District Superintendent for grade-level retention. The parent(s)/guardian(s) will be notified by the District Superintendent in writing if a recommendation for retention is made.
- a letter may be sent to the truancy office of the Gallatin County Sheriff's Department a complaint of neglect may be reported to the Department of Family Services.

Student attendance is recorded based on an entire day or ½ day.

1. Students arriving to class after 8:00 am but before 8:20 am will be counted tardy.
2. Students arriving to class after 8:20 am will be counted absent for ½ day.
3. Students who are absent for less than 3 hours of instructional time will be counted absent for ½ day.
4. Students who are absent for 3 hours or more of instructional time will be counted as a full day absence.
5. An absence on an Early Release Day counts as a full day absence.

Students are to check out at the office when leaving and check back in when returning. Students are required to have an office pass to enter class late or after leaving the building.

Late Arrival to School – K-5

- After 4 or more occurrences of arriving to school after 8:00 am, the parent will receive a phone call from the school.
- In the event of excessive tardiness, a meeting with the parent(s), classroom teacher(s), Superintendent, counselor, and any other necessary staff member(s) may be held to determine whether a recommendation for an attendance plan will occur.

Middle School Class Tardiness

- 1st Tardy: Teacher/Student conference.
- 2nd Tardy: Student completes reflection sheet.
- 3rd Tardy: Detention will be assigned.
- 4th Tardy: A meeting will be held with parents to develop a behavior plan.

Homework/Makeup Policy

A student shall be allowed one (1) makeup day for each day of a non-school related absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.) Students absent as a result of an out-of-school suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom. If there is a pre-planned absence, student should request assignments prior to absence.

Admission of Out-Of-District Students

Gallatin Gateway School recognizes that the educational needs of resident students require an orderly education process, free from disruptive influences, overcrowding, and violence. The admission of out-of-district students will be made on the following criteria:

- The student must be in good standing with the most-recently attended school in terms of academics, attendance, and conduct. The student must demonstrate a clean behavior record, lack of truancy, have passing grades, and present no educationally related detriment to the students of Gallatin Gateway School.
- Gallatin Gateway School has the option of admitting out-of-district students who do not meet all of the above criteria if the student and parents agree to special conditions of admittance.
- The Board will not admit any student who is expelled from another school district.
- The district will not accept out-of-district students who would the district to exceed the class size standards under Montana Law.

Health

Gallatin Gateway School, through the generosity of First Presbyterian Church, has a Family Nurse Practitioner on staff at least two days a week.

- The District provides Special Education services to meet the criteria prescribed by law.
- Athletic Physicals can be done through the school nurse
- Vision screenings are provided by the Gallatin Empire Lions Club.
- Speech and language screening is provided by referral.
- Hearing screening is provided for new students, referrals, and those in kindergarten, first grade and in special education.

- We participate in “Child Find” screening in the fall for any child, birth through five years of age. Our resource room teacher paraprofessionals, and the Gallatin Madison SPED Co-op service children meeting the specific criterion required by law. Parents may request that their child(ren) be screened or tested by contacting the school Superintendent.

Immunization Records

Interpretation of immunization records for school entry can be confusing. The following are some helpful guides along with a review of the Immunization Law Requirements for Montana Schools.

Minimum Requirements for School Entry

VACCINE: Polio

DOSES: Three doses, but one more dose if the third was given before the fourth birthday

INFO: The primary series of oral polio vaccine (OPV) consists of three doses given six to eight weeks apart. The same dose requirements that apply to OPV are required if inactivated polio vaccine (IPV) or a combination of both OPV and IPV are used.

VACCINE: DT/DTaP/Td/Tdap

DOSES: Four doses, but one more if the fourth was given before the fourth birthday.

INFO: A student enrolling in kindergarten through eighth grade needs at least four doses of Diphtheria, Tetanus and Pertussis (DTaP, DT, Td, or Tdap) vaccine given as any combination of DTaP, DT, Td, or Tdap. In addition, all students entering 7th grade must have a Tdap booster after turning 10 years old.

VACCINE: MMR

DOSES: Two doses, one dose on or before the student’s first birthday and one more dose upon entry to kindergarten if not earlier.

INFO: Date given must be on or before first birthday, second dose is required before school entry.

VACCINE: VARICELLA (CHICKENPOX) **DOSES:** Two doses, one dose on or after first birthday and one dose upon entry to kindergarten if not earlier.

INFO: A student enrolling in kindergarten through eighth grade needs at least two doses of Varicella vaccine. First dose must be administered on or before the student’s first birthday and the second dose is required before school entry.

If a child has not completed the minimum vaccination series required by Montana Law, a Conditional Attendance Form should be completed. If the student has received at least one or more doses of the required vaccine(s), he/she can conditionally attend until the next series is due. In order to remain, the student must continue to receive all remaining doses in a timely manner. If the student fails to complete the immunization(s) within the time period indicated, he/she must either qualify for and claim an exemption or be excluded immediately from school by the school Superintendent or that person’s designee.

Medical Exemption for Required Immunizations

“(2) When a parent, guardian, or adult who has the responsibility for the care and custody of a minor seeking to attend school, or the person seeking to attend school, if an adult, files with the governing authority a written statement signed by a physician licensed to practice medicine in any jurisdiction of the United States or Canada stating that the physical condition of the person seeking to attend school or medical circumstances relating to him indicate that some or all of the required immunizations are not considered safe and indicating the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization, he is exempt from the requirements of this part to the extent indicated by the

physician's statement. The statement must be maintained as part of the person's immunization records." MCA 20-5-405(2)

The law also allows for exemptions, if immunizations are contrary to the religious beliefs of the parent or guardian. A claim of exemption on religious grounds must be renewed each year on an affidavit. (Affidavit- Appendix)

Administering Medicines to Students

Any school employee authorized in writing by the school Superintendent:

- May assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions of a medical practitioner, if the student's parent or guardian consents in writing.
- May assist in self-administration of a prescription drug to a student in compliance with the written instructions of a medical practitioner, if the student's parent or guardian consents in writing.

No employee except a qualified health care professional may administer a drug or prescription drug to a student under this policy, except in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

The Board will permit the administration of medication to students in schools. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the Superintendent or designated staff member exempt from the nurse license requirement under 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

- A physician or dentist provides a written order for self-administration of said medication.
- There is written authorization for self administration of medication from the student's parent or guardian.
- The appropriate staff are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the school Superintendent may assist with self administration of medications provided that only the following acts are used:

- Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medication.
- Handing a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student.
- Opening the lid of the above container for the student.
- Guiding the hand of the student to self administer the medication.
- Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications.
- Assisting with removal of a medication from a container for students with physical disability which prevents independence in the act.

Handling and Storage of Medications

All medications, including those approved for keeping by students for self-medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

- Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician name.
- If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
- Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
- Store medication needing refrigeration at 36°F-46°F.
- Store prescribed medicinal preparations in a securely locked storage compartment. Controlled substances will be contained in a separate compartment, secured and locked at all times

No more than a forty-five school day supply of a medication for a student will be stored at the school. All medication, prescription and nonprescription, will be stored in its original container.

Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building Superintendent or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A written and signed authorization from the parents or guardians for self administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing

asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours. Authorization granted to a student to possess and self-administer medication from an EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually. A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building Superintendent or other administrative personnel. If provided by the parent or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency.

Disposal of Medication

School personnel must either return to the parent or destroy any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven-day period of notification by school authorities will be destroyed by the Superintendent in the presence of a witness.

Students: Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian. Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached. When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse or a doctor. The designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school official shall do the following:

- Isolate the child immediately from other children in a room or area segregated for that purpose.
- Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
- Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day

In the event that the parent cannot be reached and if, in the judgment of the person in charge, immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

A person with a valid First Aid card shall be present for all field trips, athletic and other off campus trips.

Substance Abuse

To promote positive health, tobacco, alcohol, illegal drugs, or mind-altering substances will not be allowed in the school building, on the school grounds, or during school sanctioned functions. The school playground and surrounding property is designated as a drug free school zone.

Lockers

Students are responsible for the care and condition of the locker. If the locker needs repairs due to student misuse, the student will be billed. Personal combination locks are not allowed. Carabiners (without locking ability) are allowed.

Personal combination locks are allowed for students in grades 6-8 only and must be registered at the office. Carabineers (without locking ability) are allowed for students in grades 3-8 only.

Searches of Student and school property. School authorities may inspect and search school property and equipment owned or controlled by Gallatin Gateway School (such as lockers and desks) without notice or consent of the student. School authorities may search a student, a student's personal effects, when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of age and sex of a student and the nature of the suspected infraction.

Valuables and Money

Unless necessary for a school sponsored event, students are asked not to bring valuables or money to school. If necessary, they may ask the office to hold such items. The school is not responsible for valuables/money left in lockers, classrooms or locker rooms.

Students are encouraged not to bring items such as electronic devices, cell phones, skateboards, etc. to school. However, if these items are brought to school they are to be promptly placed in the student's locker or backpack and not removed until the end of the day.

Cell Phones and Other Electronic Equipment

Student possession and use of cellular phones, wearable communication devices and other electronic devices on school grounds, at school sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein.

At no time will any student operate a cell phone, wearable communication device, or other electronic device with video or audio capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

These devices must be kept in lockers or backpacks and turned off during the instructional day. Use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, use of these devices is grounds for confiscation of the device by school staff. Confiscated devices will be returned to the parent/guardian at the end of the day by the Superintendent/Principal. Repeated use of such devices will result in disciplinary action (see disciplinary actions).

Textbooks

Board-approved textbooks and instructional materials are provided free of charge for each class. Books must be covered by each student, as directed by the teacher, and treated with care. If the book is damaged when issued to the student, damage must be reported to the teacher. Any student that damages or fails to return a book issued by the school may be charged a fee to replace or repair the book. A student's grades may be withheld until restitution is made by payment.

Athletics and School Functions

Athletic Eligibility Guidelines

Gallatin Gateway School District #35 recognizes the value of athletic programs as an integral part of a student's total education experience. Responsibility for this rests through active participation of students, parents, and school staff.

Participation in the athletic program offered by Gallatin Gateway School is a privilege available to all students and carries with it responsibilities to the school, other participants, and the community.

The athletic program is designed to teach students the fundamentals of a variety of sports and to provide experiences that will assist each participant in developing athletic skills and a positive self-image, emotional maturity, sound moral values, social competence, discipline and responsibility, and the ability to deal with success and adversity.

All students enrolled full or part time are eligible for participation in all sports.

Any student who resides in the Gallatin Gateway School District, but is not actively enrolled in Gallatin Gateway School, and wishes to participate in any sports activity must write a letter addressed to the Superintendent stating his/her reasons for wanting to join a team. This request must be provided to the Superintendent at least seven days prior to any regular School Board meeting. The Board shall make the final decision on the acceptance of such students. The District will not admit any students when it causes overcrowding or discipline concerns on any sports program. One year's acceptance does not guarantee another year's acceptance.

All students outside the district who are not academically enrolled are not eligible to participate in any sports.

All student participants should plan to start practice on the scheduled first day of practice. No student will be allowed to join a team after the first two weeks of the season unless they obtain prior approval from the Athletic Director and/or Superintendent.

Conduct/Sportsmanship

Participants in the athletic program are expected to conduct themselves in an exemplary manner at all times. They must follow the conduct outlined in both this handbook and the GGS Athletic Handbook. Their actions should reflect favorably on themselves, their teammates, and the school.

If a special incident arises, which may not be covered in the Athletic Handbook, the issue shall be submitted to the Superintendent, who will follow the District's Grievance Procedure for a determination and resolution.

Behavior Expectations

Mission of the MBI

The Montana Behavioral Initiative (MBI) is envisioned to be a comprehensive staff development venture created to improve the capacities of schools and communities to meet the diverse and increasingly complex social, emotional, and behavioral needs of students. MBI will assist educators and other community members in developing the attitudes, skills, and systems necessary to ensure that each student leaves public education and enters the community with social competence appropriate to the individual regardless of ability or disability.

MBI Guidelines for Student Success.

All across our nation and our state, parents, teachers, and community members are concerned with the social development of our children. Increased occurrence of aggression, irresponsibility, and mismanagement of

anger among our youth is disturbing. Children need strategies to solve problems contributing to unresolved anger. As a model site for MBI, Gallatin Gateway School has committed itself to finding such solutions. Supported by MBI, the Gallatin Gateway staff has developed programs and practices which teach students skills for success in the areas of personal, social, and career readiness. Other traditional Montana values incorporated into the program include a challenging curriculum that reinforces hard work and modeling communication among all school staff, parents, students, and community members.

School-Wide Expectations

As an MBI school, Gallatin Gateway School has developed three specific school-wide expectations that guide student behavior.

These expectations are:

- Be Safe
- Be Responsible
- Be Respectful

Discipline Philosophy

A major goal of the staff at Gallatin Gateway School is to establish a safe, secure, and happy atmosphere throughout the school in which all children are given an opportunity to learn and develop as individuals. The general rules of the school exist to prevent injury, protect the rights of students and staff members, and promote a positive learning atmosphere. The fundamental right of every teacher is the right to teach. The fundamental right of every student is the right to learn. Behavior that interferes with either of these rights is unnecessary and unacceptable.

Gallatin Gateway School Staff believes that children learn best when they feel themselves to be part of a safe, understanding, and secure community. Our staff commits itself to the development of a safe, interactive learning environment that promotes respect, responsibility, and community. Clearly defined expectations of student conduct, meaningful feedback, celebration of successful behavior, and consistent implementation of behavioral guidelines highlight our program. Gallatin Gateway teachers are both compassionate and firm. Each teacher develops expectations, procedures and rules with his/her individual class, which is sent home. These clearly stated plans teach Gallatin Gateway students to be responsible for their actions. Teachers will notify parents if a child's behavior becomes disruptive.

It is expected that students be respectful and cooperative with staff members, substitute teachers, volunteers, and other students. There is not a rule for every possible action that violates the rights of others. Any act that disrupts learning, is disrespectful, or causes danger to people or destruction of property is against the rules. In all communications with students, but particularly in disciplinary situations, teachers and staff understand their role in respecting the dignity of students. Children need guidance and discipline as they develop; Gallatin Gateway Staff understands how we give this guidance is crucial. The Gallatin Gateway staff sets the tone through our own actions and attitudes.

The GGS Discipline Matrix is available in the Appendix.

Bullying, Harassment, Peer-to-Peer Aggression

Everyone at Gallatin Gateway School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Respect and kindness are the cornerstones of all our interactions and behaviors. At Gallatin Gateway School, we recognize and confirm the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes. In order to prepare students to live in a complex and ever-changing society, we, as educators and parents, have the responsibility to help our children acknowledge diversity and build unity by practicing hospitality, civility and respect. Any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, use of vulgarity, cursing, making remarks of a personally insulting or destructive nature toward any other person for any reason, intentional or unintentional, will not be tolerated at Gallatin Gateway School.

Bullying is repeated, targeted, unwanted, aggressive, unfair, and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying occurs when a more dominant individual exhibits aggressive behavior intended to, and does, cause distress to or creates a hostile environment for a less dominant individual.

Gallatin Gateway School has predictable and escalating consequences for peer-to-peer aggression.

Bullying is not tolerated at Gallatin Gateway School.

Gallatin Gateway School will implement the Second Step Bullying Prevention Unit. This curriculum teaches the 3 R's of Bullying: Recognizing, Reporting, Refusing.

Lessons include:

1. Recognizing Bullying

- a. Is it mean on purpose?
- b. Am I able to get it to stop?

2. Reporting Bullying

- a. "I need to report bullying."

3. Refusing Bullying

- a. Stop it!
- b. Stand up!

4. Bystander Power

- a. Be Respectful and kind.
- b. Including others.
- c. Stand up for someone being bullied.
- d. Don't join in.
- e. Walk away and report.

Gallatin Gateway faculty and staff do the following to prevent bullying and help children feel safe:

- Closely supervise in all areas of the school and playground.
- Take family concerns seriously about bullying.
- Watch for signs of bullying and stop it when it happens.

- Respond quickly and sensitively to bullying reports.
- Look into all reported bullying incidents.
- Assign consequences for increasing severity of bullying.
- Provide immediate consequences for retaliation against students who report bullying.
- Teach the Second Step Bullying

Prevention Unit program school wide. Lessons on bullying will be taught at least once a month in each grade.

Sexual Harassment

Sexual harassment of any kind is strictly prohibited. Sexual harassment includes, but is not limited to, an employee, District agent, or student making unwelcome advances, requesting sexual favors, and engaging in other verbal or physical conduct of a sexual or sex-based nature. Sexual harassment also includes unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Harassment:

- 1) Denies or limits the provision of educational aid, benefits, services, or treatment, or makes such conduct a condition of a student's academic status.
- 2) Has the purpose or effect of:
 - A) Substantially interfering with the student's educational environment.
 - B) Creating an intimidating, hostile, or offensive educational environment.
 - C) Depriving a student of educational aid, benefits, services, or treatment.
 - D) Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

If a student believes harassment has occurred, a teacher, counselor, Superintendent, or Title IX coordinator should be contacted, who will then assist the student in filing a complaint. If the supervisors or teachers fail to help report the incident or condone the incident, they may be subject to punishment themselves

Classroom Discipline

Each classroom teacher uses a classroom management plan which is explained to the students. Copies are available to parents/guardians.

Lunchroom Rules/Procedures

To ensure a pleasant lunchroom setting, the following rules must be followed:

- Sit in the assigned seat.
- Remain seated unless given permission to get seconds or clean up.
- Wait for permission to leave the lunchroom (minimum 20 minutes for eating).
- Speak in a soft voice.
- Students are not permitted to return to their classrooms or lockers to retrieve items once they have left their classroom for lunch.

Playground Rules

The following procedures and rules address the supervision of your child at play. Please discuss these with your child. Students will be supervised on the playground at all times.

Common sense is the first rule for determining whether activities are safe or not safe. If the playground supervisor determines that an activity/behavior is unsafe, it must be stopped.

Dress Appropriately for the Weather

Students are expected to dress appropriately for the seasonal conditions. Students should consistently wear hats, warm coats, socks, gloves, and boots during rain or snow conditions. Please label these garments with the child's name. Shorts may be worn year around, but remember that all children will be expected to go outside at recess time if weather permits. Seasonal outdoor clothing is not permitted in the classroom.

Students in K-4 will wear snow boots when there is snow on the ground. They will wear snow pants to play in the snow or to play on any equipment that is wet or snow-covered. Students without snow pants will be required to stay on the paved areas of the playground.

Responsible Playground Behaviors

Students will:

- Show respect for other students and staff.
- Follow directions of all school personnel.
- Cooperate and use good sportsmanship.
- Use all playground equipment safely and in the manner in which it was intended.
- Keep hands, feet, and objects to self.
- Stay in boundaries.
- Gather equipment when the bell rings and line up quickly.

Inappropriate Playground Behaviors

- Swearing, rudeness, name-calling, spitting, or defying authority
- Eating food or chewing gum
- Inappropriate or obscene gestures
- Fighting, tackling, pushing, wrestling, or shoving another student
- Throwing snow, rocks, sticks, etc
- Sliding on ice or playing in water
- Piggy back rides, chicken fights or carrying another student
- Any activity that endangers another student
- Urinating on the playground

General Playground Expectations

Students will:

- Leave toys at home (to prevent loss and damage) unless the classroom teacher gives permission.
- Be allowed to bring personal footballs, basketballs, soccer balls, jump ropes, books, and journals to use on the playground if they wish. Students are responsible for keeping track of all personal belongings they bring onto the playground. These items are not allowed in the classroom.

- Walk bikes between the bike racks and the road, on the sidewalk and on the playground. Bicyclists may not leave the playground until after the buses leave for the afternoon. Bicyclist must wear helmets for safety.
- Go home after school, unless their adult chaperone is present, or students are participating in supervised after-school activities
- Not use skateboards on school property during school hours.

K-8 students will:

- Remain in playground boundaries during all recesses, unless given permission.
- Pass without loitering behind any sheds, building, or vehicles.
- Sit on the benches by the Memorial Garden, but will not be in the garden.
- Not climb on the fences, the trees, or pull the tree branches.
- Ask permission to go inside to use the restrooms or to receive help for injuries.
- Enter through the designated entrance with the teacher.

Boundaries

North boundary: sidewalk

South boundary: fence

East boundary: log fence

West boundary: bus lane and fence

Basketball Courts

Students will:

- Play only one game per court, unless sharing a court and playing half court games.
- Respect the equipment by not hanging on rims.

Large Field Area

Students will:

- Play organized field games on the field.
- Alternate field games each recess if interest is shown for more than one sport.
- Allow everyone to play field games.

Playground

Students will:

- Dismount from all equipment safely and not jump from equipment.
- Not tie clothing or ropes to equipment.
- Keep hands, feet and legs to themselves when playing on equipment. Students will not have chicken fights or pull others while on equipment.
- Sit at picnic tables and not stand on benches or tables.

Swings

Students will:

- Swing in a sitting position, one person per swing. Students will not swing sideways, on stomachs, knees or feet, do spiders or underdogs, twist, or bail out of swings.
- Not throw swings over the top.

- Not climb on support poles for swings.
- Not run between swings while other students are using the swing.

Slides

Students will:

- Go down the slide only.
- Climb up the stairs with one person in the slide shoot at a time.
- Wait until the slide is clear before sliding down.
- Slide all the way down on their bottom, feet first.
- Leave the landing area promptly to clear the way for the next person.
- Not put objects such as snow, toys, dirt, wood chips, backpacks, etc. on the slide.

Horizontal Bars (Monkey Bars)

Students will:

- Keep their bodies below the bars.
- Cross the bars in the direction the first person chooses. All students will progress with their hands across the bars in one direction.

Soft Rubber Balls

Students will:

- Use soft rubber balls for throwing, catching and for playing four square.
- Throw the balls away from the building.

Soccer Balls

Students will:

- Use soccer balls for kicking and for soccer games.
- Kick soccer balls away from the building.

Footballs

Students will:

- Use footballs for kicking and for football games.
- Kick footballs away from the building

Snow Expectations

Students will:

- Always obey the supervisor on duty.
- Play in the snow without throwing, kicking, or dropping snow or ice chunks.
- Share, help build, but never destroy snow creation. Snow is community property.

Severe Playground Disruptions

Parents will be notified and may be asked to come to school immediately for the following behaviors:

- Fighting.
- Vandalism.

- Defiance of authority.
- Unacceptable language.

Chewing Gum

Gum chewing is prohibited at Gallatin Gateway School.

Student Dress Expectations

The good judgment of students and parents/guardians should suffice in matters of dress, modesty, and cleanliness. When decorum is in question, the following standards are applied:

- Clothing should be neat and clean.
- Hats, caps, hoods, sunglasses or coats are not to be worn in the building during school hours, except when designated on special “Spirit” days.
- Clothing should be free of slogans or advertisements promoting drugs, alcohol, tobacco, or violence.
- Clothing should be free of sexual, derogatory or vulgar connotations.
- Undergarments are to be completely covered.
- Visible straps on shirts should be at least 1 inch wide.
- Strapless shirts are not allowed unless the garment is worn underneath another appropriate top.
- Skirts and shorts should be no shorter than the student’s hand length above the knee.
- Shirts and pants must cover the stomach, even when arms are raised.
- Sandals and open-toed shoes are allowed ONLY if they have a back strap around the heel. Remember, there can be risk of toe injury by wearing open toed shoes or sandals. Any violations of the above rules and procedures will result in removal from the class if the student is unable to find a way to meet the dress expectations. The student will wait in the office until suitable clothing is obtained or the student is taken home to change clothing.

At middle school, proper hygiene should be paid close attention to for both student health and social acceptance, for example, daily use of deodorant. If a student’s lack of proper hygiene is offensive to others, parents will be notified.

Definitions of Unacceptable Behaviors

Public Display of Affection/Inappropriate Touching

Inappropriate displays of affection are prohibited on school property.

Willful Disregard for Safety of Others Committing acts that endanger other students, teachers, or staff (examples: physical assault, threats of physical violence, or actual physical altercations; acts that endanger other students pushing, kicking, hitting, spitting, etc.

Unacceptable Language

The use of profane, vulgar, or unacceptable language, symbols, or gestures; verbal abuse

Bullying, Harassment, and Creating a Hostile Environment

Actions or remarks directed toward a student, staff or adult, or visiting instructors designed to demean, embarrass, or humiliate including physical intimidation, sexual harassment, and threats.

Willful Disobedience/Disrespect

The conscious choice of a student to fail to act as instructed by a teacher, substitute, staff member, or the conscious choice on the student's part to be disrespectful

Deceit

An act of lying, cheating, forgery or other form of deceit including using school resources for inappropriate purposes, i.e. internet privileges.

Fighting

A mutually joined physical altercation involving two or more students.

Assault

An attack or threat of physical abuse on another person.

False Fire/Emergency Alarm

Student setting off emergency alarms when there is no emergency.

Bomb Threat

Any threat of a bomb being placed in or around the school at any time.

Possession or Use of Water Balloons, Water Pistols, or Other "Prank" Devices

Possession of an item whose use disrupts or inconveniences the student, staff, or faculty.

Possession Weapons

Possession of articles that pose a potential threat to the physical safety of the others.

Possession of Firearms

Possession, control, or transfer of a firearm or any object that can reasonably be considered, or looks similar to a firearm, including air-soft guns or pellet guns.

Vandalism

Willful damage to or destruction of defacement of school property or personal property or personal property of other students or adults.

Theft

Act of stealing or attempting to steal.

Arson

Attempting to or lighting a fire on school property.

Possession or Use of Tobacco, Consumption of Drugs or Alcohol

Possession or use of any tobacco product, Drugs or Alcohol

Distribution of Drugs or Alcohol

The selling or distribution of illicit drugs, alcohol, or other intoxicants.

Uniform Complaint Procedure

Students, parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

District officials will endeavor to respond to and resolve all complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Filing a Complaint

The Complainant may file a complaint with the Superintendent. The Complainant must file the complaint within thirty (30) calendar days of the alleged violation of his or her rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy. If the complaint contains allegations against the Superintendent, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint.

Investigation

Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant. The Superintendent or investigator shall issue a written decision at the completion of the investigation. If the complaint contains allegations involving the Superintendent, the Board shall address the complaint in writing.

Decision and Appeal

Within 7 calendar days of receipt of the written decision, a District official shall notify the Complainant of the determination regarding the complaint. If the Complainant is not satisfied with the determination of the Superintendent, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information.

This meeting shall not be a de novo hearing resulting in a re-investigation of the matter, but a review of the written decision in the matter to determine if there is an error in the decision. Within 7 calendar days, the Complainant shall be informed of the Board's decision by mail. The Complainant may appeal the Board's decision to the Gallatin County Superintendent as provided by law.

Agenda Item: Consider 2022-2023 Classified Staff Contracts

Recommended motion:

to offer the following classified staff contracts for 2022-2023:

Nickole Barnes
Brittney Bateman
Diane Belcourt
Erica Clark
Fraulein Jaffe
Spencer Kirkemo
Bobbie Jo McClure
LaDonna Quarters

Classified Contract Recommendations:

Classified Employee	Position	22-23 Salary
Nickole Barnes	Paraprofessional	\$16.00/ hr
Brittney Bateman	District Clerk	\$49,000
Diane Belcourt	Business Manager	\$20.00/ hr
Erica Clark	Admin. Secretary	\$18.74/ hr
Fraulein Jaffe	Paraprofessional	\$16.00/ hr
Spencer Kirkemo	Paraprofessional	\$16.00/ hr
Bobbie Jo McClure	Kitchen Manager	\$
LaDonna Quarters	Paraprofessional	\$16.00/ hr

2022-2023 Extra- Curricular Positions Salary

Extra Duty/Assignment	21-22 Stipend	22-23 Recommended Stipend	Responsibilities	Recommended Employee (s)
Mentor	\$300.00	\$300.00	<i>Mentoring new teachers (non-tenured), weekly/monthly meetings as needed to assist the new teacher with acclimating to Gallatin Gateway School. Explaining policies, procedures, etc. Answer questions. Assist with curriculum planning and classroom management as needed.</i>	
Student Council Advisor	\$1,200.00	\$1,200.00	Oversee the student council. Facilitate student elections to take office on student council. Facilitate and guide student council meetings weekly. Assist students to learn about student government, civics, and productively advocating for policy/procedure changes. Focus on community service within the school and the community as a whole. Attend all functions organized/hosted by student council- this may be in evenings, early mornings, and/or weekends. Oversee the fund-raising efforts and all student council funds. Make deposits with the Business Manager as necessary. Coordinate Schoolwide Recycling Program and Composting Program w/Cafeteria.	Ashley Senenfelder
Washington DC Co-Advisor (8th Grade)	\$1,000.00	\$800.00	Primary responsible party for planning and organizing the 8th grade washington DC trip. Will book airline tickets, hotels, and all other activities while in DC. This person will be responsible for coordinating and planning all aspects of the DC Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the DC trip and all fund raisers. Will plan and organize fundraisers as needed (Spaghetti Super, Dinner for Two Raffle, Raffle Ticket Sales, Sportsman's Banquet, etc). Will supervise students while in DC and serve as the tour guide while in DC. Will develop behavior expectations for students while in DC and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund.	Rochelle Dierenfeldt
Washington DC Co-Advisor (8th Grade)	\$375.00	\$800.00		Madison Downs

2022-2023 Extra- Curricular Positions Salary

Extra Duty/Assignment	21-22 Stipend	22-23 Recommended Stipend	Responsibilities	Recommended Employee (s)
Librarian Extra Duty	\$1,000.00	\$1,000.00	Summer Reading Program, Outside of Contract hours work, Schoolwide Inventory Support, Book Fair	Jamie Hetherington
Expedition Yellowstone Advisor (6th Grade)	\$600.00	\$600.00	Responsible for planning and organizing the 6th Grade Expedition Yellowstone Trip. Coordinate lodging, transportation, meals, activities, chaperones, and all other necessary activities for Expedition Yellowstone. This person will be responsible for coordinating and planning all aspects of the Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the trip and all fund-raisers. Will plan, organize, and/or attend fund-raisers as necessary (Sportsman's Banquet, etc). Will supervise students while in Yellowstone. Will develop behavior expectations for students while in Yellowstone and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the trip.	
ButteTrip Advisor (5th Grade)	\$300.00	\$325.00	Responsible for planning and organizing the 5th Grade Overnight Butte Trip. Coordinate lodging, transportation, meals, activities, chaperones, volunteer presenters, and all other necessary activities. This person will be responsible for coordinating and planning all aspects of the Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the trip and all fund-raisers. Will plan, organize, and/or attend fund-raisers as necessary (Sportsman's Banquet, etc). Will supervise students while in Butte. Will develop behavior expectations for students while in Butte and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund.	Lililian Perham
Athletic Director	\$5,000.00	\$5,000.00	See Athletic Director Job Description.	
Volleyball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Hailee Olsen

2022-2023 Extra- Curricular Positions Salary

Extra Duty/Assignment	21-22 Stipend	22-23 Recommended Stipend	Responsibilities	Recommended Employee (s)
Volleyball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	
Boys' Basketball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	
Boys' Basketball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	
Girls' Basketball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	
Girls' Basketball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	
Cheerleading Head Coach (boys' season)	\$600.00	\$600.00	See Head Coach Job Description	
Wrestling Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Jesse Kester
Wrestling Assistant Coach	NA	\$700.00	See Assistant Coach Job Description	
Wrestling Assistant Coach	NA	\$700.00	See Assistant Coach Job Description	
Track Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Ashley Davis-
Track Assistant Coach (up to 3)	\$400.00	\$700.00	See Assistant Coach Job Description	Tammi Kamps-
Track Assistant Coach (up to 3)	\$400.00	\$700.00	See Assistant Coach Job Description	Hailee Olsen
Track Assistant Coach (up to 3)	\$400.00	\$700.00	See Assistant Coach Job Description	Tyler Lura

Professional Development Advisory Committee (PDAC) recommendations for the 2022-2023 school year

Recommended motion: I move to approve the 2022-2023 professional development plan as proposed by the PDAC committee.

2022-2023 GGS Academic Calendar PIR Day Activities:

August 22 – **AM** Welcome, Supt. Led Activities and Team Building, **PM** Care Solace Introduction by Counselor, Field Trip Paperwork completion/Credit Card Process
August 23 – **AM** Planning in classroom, **PM** RtI and Evaluation processes
August 24 – **AM/PM** MBI (matrix, etc), strategies for Behavior RtI, Building Team Expectations
August 25 – **AM** SpEd Coop Introductions/Expectations/Goals, Accommodations (including extensions), PM Plan in Classroom/Inventory – OPEN HOUSE 6-8pm
August 26 – **AM** ACE K-8 Scope and Sequence (FIAB 3-8), **PM** Catapult/Emergency Plans/Backpacks
October 20 – MEA, FLEX, or other approved PD -- Flex PD needs to be approved by Supt before August 22
October 21 – MEA, FLEX, or other approved PD -- Flex PD needs to be approved by Supt before August 22
Oct 28 – Report Cards
November 10 – Parent Teacher Conferences
January 2 – **AM** Star Data Dive, RtI **PM** ACE Planning (K-8 reg ed classroom), CPI Training? (SpEd/counselor/paras)
January 20 – Report Cards
February 20 – **AM** Trauma Informed instruction (Stacy York?), PM CPI Training?
March 31 – Report Cards
April 13 -- Parent Teacher Conferences
June 8 – Last Day
June 9 – Last Day for Teachers

2022-2023 Required Online Training:

Safe Schools Training schedule will be given to staff on or before August 1st, with deadlines.

Wednesday PLC Meetings:

Please see attached schedule

Other Topics:

The PDAC further recognizes the importance of various forms of professional development and the individual needs of every staff member. Thus, we will try to work with staff members when opportunities arise for professional development opportunities. These topics may include, but will not be limited to: Crisis Prevention Institute (CPI), other school visits/collaboration, Summer MBI Conference, and other staff member specific training.

WEDNESDAY PLC
2022-2023

Aug 31 – Infinite Campus Behavior Module
Sept 7 – Infinite Campus Grade Book
Sept 14 – Develop Growing Gator Groups based on Star/DRA/SBAC, MS Tier II Intervention worksheets
Sept 21 – Grade grouping MBI (Tier II and III Behavior)/Attendance
Sept 28 – EPAS Training
Oct 5 – Safety Training/Catapult (For after a drill or drills)
Oct 12 –
Oct 19 –
Oct 26 –
Nov 2 – Progress Monitoring updates to Growing Gators
Nov 9 – Grade grouping MBI (Tier II and III Behavior)/Attendance
Nov 16 – Safety Training/Catapult (For after a drill or drills)
Nov 30 – Christmas Program Planning
Dec 7 –
Dec 14 –
Jan 4 – Gator Commitments/expectations/revisions/review
Jan 11 –
Jan 18 – Progress Monitoring updates to Growing Gators
Jan 25 – Grade grouping MBI (Tier II and III Behavior)/Attendance
Feb 1 –
Feb 8 –
Feb 15 –
Feb 22 – Safety Training/Catapult (For after a drill or drills)
Mar 1 –
Mar 8 – Progress Monitoring updates to Growing Gators
Mar 22 – Grade grouping MBI (Tier II and III Behavior)/Attendance
Mar 29 –
April 5 –
April 12 –
April 19 – SBAC Training
April 26
May 3
May 10 – Inventory Training
May 17 – Student Appreciation Day
May 24
May 31
June 7

Schedule of Custodial Services

Area	Task	Frequency
BATHROOMS	Trash will be emptied and receptacle will be relined. Trash will be deposited in dumpster. <i>(spot clean receptacle as needed)</i>	Daily
	Empty feminine trash in each stall in the women's restroom and replace liners. <i>(spot clean receptacle as needed)</i>	Daily
	Dispensers for toilet paper, paper towels, hand soap, hand sanitizer will be checked and refilled. If these are depleted to the point where they are likely to run out the following day, replace them early.	Daily
	Toilets, urinals, sinks, counters, mirrors, dispensers, and fixtures will be cleaned and disinfected.	Daily
	Partition walls, frames, and stall doors will be cleaned and disinfected.	Daily
	Floors will be vacuumed/swept and mopped with disinfectant.	Daily
	Sills, molding, ledges, reachable vents/ducts will be dusted.	Weekly
	Remove any hard water stains from sink and fixtures	Weekly
	Replace urinal mats and screens.	Monthly
	Deep clean tile grout.	Yearly (summer)
	Unclog toilets prior to cleaning.	As needed.
Area	Task	Frequency
WATER FOUNTAINS	Clean and disinfect	Daily
	Remove any hard water stains and residue from water fountains.	Weekly (or as needed)
Area	Task	Frequency
CLASSROOMS, COMPUTER LAB, & LIBRARY	Trash bags will be placed in the hall by classroom teachers for easy pickup. Trash will be deposited into dumpster.	Daily
	Wipe down computer monitors and keyboards.	2x a week
	Wipe down all classroom desks, tables, chairs, heating units, file cabinets, window sills, molding/trim, and bookshelves.	3x a week

	Sweep, mop/auto scrub, or vacuum floors.	3x a week
	Clean and disinfect light switches, door knobs and windows.	2x a week.
	Dust window blinds.	Monthly
	Carpet cleaning.	2x year- summer and winter break
	Wipe down bases of chairs.	Yearly (summer)
	Clean and sanitize sinks (where applicable) and remove any hard water stains from sink and fixtures.	Weekly (or as needed)
	Spot carpet cleaning - in the event of vomit or other spill	As needed
	Lice treatment (extra cleaning)- in the event of a breakout	As needed
Area	Task	Frequency
CAFETERIA	Sweep, and mop/auto scrub floors.	2x a week
	Clean and wipe down all surfaces of cabinet exteriors.	Yearly (summer)
	Sills, molding, ledges, reachable vents/ducts will be dusted.	Yearly (summer)
Area	Task	Frequency
BOARD ROOM & ART ROOM	Trash bags will be placed in the hall by classroom teachers for easy pickup. Trash will be deposited into dumpster.	Daily
	Wipe down computer monitors and keyboards.	Weekly
	Wipe down all desks, tables, chairs, heating units, file cabinets, window sills, molding/trim, and bookshelves.	Weekly
	Vacuum and mop floors.	Weekly
	Clean and disinfect light switches, door knobs and windows.	Weekly
	Dispensers for paper towels, hand soap, hand sanitizer will be checked and refilled. If these are depleted to the point where they are likely to run out the following day, replace them early.	Weekly
	Dust window blinds.	Yearly (summer)
	Carpet cleaning.	Yearly (summer)
	Clean and sanitize sinks (where applicable) and remove any hard water stains from sink and fixtures.	Weekly (or as needed)
	Remove dead flies from light fixtures (Board Room Only).	2x a Year

		(Winter break and Summer)
	Mop and wax floors. (Board Room Only).	Yearly (Summer)
Area	Task	Frequency
SCIENCE LAB	Trash bags will be placed in the hall by classroom teachers for easy pickup. Trash will be deposited into dumpster.	Daily
	Wipe down computer monitors and keyboards.	2x a week
	Wipe down all classroom desks, tables, chairs, heating units, file cabinets, window sills, molding/trim, and bookshelves.	3x a week
	Sweep, mop/auto scrub, or vacuum floors.	3x a week
	Clean and disinfect light switches, door knobs and windows.	2x a week.
	Dust window blinds.	Monthly
	Carpet cleaning.	2x year- summer and winter break
	Clean and sanitize sinks (where applicable) and remove any hard water stains from sink and fixtures.	Weekly (or as needed)
	Full strip and wax (4 coats) of tile floors.	Yearly (summer)
	Scrub and recoat wax (2 coats).	Yearly (winter break)
	Burnish VCT.	Weekly
Area	Task	Frequency
HALLWAYS, ENTRYWAYS, FRONT OFFICE, LOBBY AREA	Clean windows in all entryways and in entrance/exit doors.	Daily
	Clean and sanitize all entrance doors (handles, doors, frames)	Daily
	Clean and sanitize front desk/reception area, including door handles.	Daily
	Dust mop hallways, including under benches and other movable furniture and rugs.	Daily
	Vacuum entryways and floor mats.	Daily
	Mop, buff, auto scrub tile floors.	3x a week

	Wipe down tops of lockers.	Weekly
	Dust picture frames, bulletin board, and other hanging items.	Weekly
	Dust, wipe down, and sanitize bench in lobby.	Weekly
	Dust and clean trophy cases.	Monthly (or as needed)
	Open horizontal surfaces will be dusted and damp wiped where appropriate including desks, counters, copiers/printers, file cabinets, window ledges, trim/molding.	Monthly
	Wipe down and spot clean walls to remove fingerprints and dirt.	Monthly (or as needed)
	Clean and sanitize all lockers.	Yearly (summer)
	Full strip and wax (4 coats) of tile floors.	Yearly (summer)
	Scrub and recoat wax (2 coats).	Yearly (winter break)
	Burnish VCT.	Weekly
Area	Task	Frequency
SICK ROOM (IN MAIN OFFICE)	Trash will be emptied and receptacle will be relined. Trash will be deposited in dumpster. <i>(spot clean receptacle as needed)</i>	Daily
	Floors will be vacuumed/swept and mopped with disinfectant.	Daily
	Clean and sanitize all horizontal surfaces (bed, desk, chair).	Daily
	Clean and sanitize all entrance door (handles, doors, frames)	Daily
	Wipe down and spot clean walls to remove fingerprints and dirt.	Weekly (or as needed)
	Dust blinds.	Monthly
	Full strip and wax (4 coats) of tile floors.	Yearly (summer)
Area	Task	Frequency
GYM	Dust mop floors.	2x a Week
	Mop or Autoscrub floors.	2x a Week
	Clean and mop under bleachers.	Weekly
	Vacuum carpeting/mats in gym and gym entrance.	Weekly

	Dust and wipe down bleachers, molding, trim, and wall matts.	Monthly
Area	Task	Frequency
LOCKER ROOMS	Trash will be emptied and receptacle will be relined. Trash will be deposited in dumpster.	Daily
	Empty feminine trash in each stall in the women's restroom and replace liners.	Daily
	Dispensers for toilet paper, paper towels, hand soap, hand sanitizer will be checked and refilled. If these are depleted to the point where they are likely to run out the following day, replace them early.	Daily
	Toilets, urinals, sines, counters, mirrors, dispensers, and fixtures will be cleaned and disinfected.	Daily
	Partition walls, frames, and stall doors will be cleaned and disinfected.	Daily
	Floors will be vacuumed/swept and mopped with disinfectant.	Daily
	Sills, molding, ledges, reachable vents/ducts will dusted.	Weekly
	Remove any hard water stains from sink and fixtures	Weekly
	Replace urinal mats and screens.	Monthly
	Clean and sanitize all lockers.	Yearly (summer)
	Carpet cleaning.	Yearly (summer)
	Unclog toilets prior to cleaning.	As needed.
Area	Task	Frequency
OUTSIDE	Empty outdoor trash receptacles and replace can liners.	Monthly (as needed)
	Clean outdoor trash receptacles (plastic liners)	Yearly (summer)
Area	Task	Frequency
BUILDING SECURITY	Turn off all lights at the end of shift/day.	Daily
	Ensure all doors and windows are closed and locked at the end of shift/day.	Daily.
	No unauthorized persons shall be allowed entrance into building.	Daily

CONTRACT RENEWAL
Gallatin Gateway School

Theresa,

We are very thankful for your business! It is our goal to provide the highest level of consistent quality service and to be responsive to any needs you may have. Over the past few years, it has become necessary for us to increase starting wages for our cleaners in order to attract and retain people who are able to deliver this level of service.

We are proposing to renew the existing contract with the following changes:

- Increase price by \$394.00 per month, which would bring the new monthly price to \$6,218.00
- Maintain the \$280 per month equipment fee
- Replace the existing schedule of custodial services with the schedule attached below (Custodial Services 2022-2023)

Please don't hesitate to contact me if you have any questions or concerns.

Respectfully,
Ginni Holdeman

Agreed and accepted by:

Ginni Holdeman
Puritan Commercial Cleaning Services

Theresa Keel
Gallatin Gateway School

Ginni Holdeman

06 / 17 / 2022



Proposal For:

Gallatin Gateway School
Bozeman, MT

Date:

June 24, 2022

Objectives

- Provide high quality services at a reasonable price
- Work hard to earn your trust and your business
- Build a long-term working relationship with you and your team
- Help protect your facilities
- We want you to be so pleased with our services that you'll be a reference for us
- Make your life easier as we provide all of your cleaning and maintenance needs

Why choose Clean Freaks?

- Our quality is the best in the business
- Our entire staff are professional, helpful, friendly and reliable
- We have a zero-tolerance policy for drugs, alcohol, or bad behavior
- Safety is our #1 priority
- We help protect your facility by keeping it clean as well as watching for damage or behavior issues each time we clean
- We use the very best equipment, chemicals, etc. so you get a great clean every time
- You will be contacted frequently by a manager or company executive to ensure you are satisfied with our people and services
- We're insured and bonded
- Our reliability and customer service are second to none

Let Butler Industries Take Care of It

Here are just a few of the things you don't have to worry about because we take care of it for you.

- Hiring
- Training
- Scheduling
- Management of staff
- Payroll and employee taxes, etc.
- Filling in for sick or missing employees
- Ordering/stocking chemicals, supplies and consumables for your facilities
- Purchase/replacement of cleaning equipment
- Damage inspection
- Detailed weekly reports
- Inventory management
- Maintenance services and repairs

Scope of Services

- Full time cleaning specialist to complete SOW provided by the school
- We would propose an early afternoon start time. Many duties can be completed throughout the day, but other duties such as vacuuming, or office cleaning will be performed after hours. We've found this to be very effective as we get to build a great working relationship with your team. It also provides you a resource to help with things you need daily.
- We will create a detailed checklist that outlines all duties including daily, weekly, monthly, and so on. This AMP (annual maintenance plan) ensures that we keep the facility on track with exactly what's needed.
- Throughout the "break in" process in your facility the SOW and checklist will be fine tuned and adjusted as needed.
- We will provide the necessary PPE apparel for our team to be compliant with your safety rules.
- Adjustments to schedules or scope of services can be made as needed to ensure the highest level of quality in each facility.
- We understand this role will begin slightly before the school year starts and likely end shortly after the school year ends. We can certainly provide this individual to help with other duties or deep cleaning throughout summer months but it is not expected

Implementation Strategy

Perhaps the most critical factor in taking care of facilities of this magnitude is the overall strategy for implementation and on-going care. Over the years we have developed a very detailed implementation strategy that ensures immediate success in each facility. We have also developed a very effective communication strategy which makes it easy to make any adjustments necessary to maintain the highest level of quality in each facility. Here is an overview of our implementation and communication process.

- Prior to beginning service we will have our leaders in your facility reviewing the SOW and ensuring that we have all of the equipment/supplies in place to begin. We will make necessary adjustments to the cleaning checklists to ensure they are structured properly and set clear expectations for our team.
- Our key managers will participate in the first several cleans in your facilities. They will be responsible for understanding the SOW and ensuring our team delivers the quality we both expect.
- Either immediately following or the morning following our first several services we would invite members of your team to walk the facility with one of our managers and critique how we're doing. We believe it's important to communicate frequently,

especially during these early stages to ensure we're correctly understanding and meeting your expectations.

- Our leaders are expected to regularly participate in every facility to ensure our team continues to deliver quality service. We have guidelines in place that outline frequent participation and quality checks from Operations, Regional and Area Managers.
- After 4-6 weeks of service we like to sit down and do a formal review of our services and the SOW. This will provide an opportunity to make any adjustments necessary.
- Once per quarter we suggest a walk-thru of each facility with a member of your team and a member of our upper management team.
- Communication is critical to our success in the facility. Our team is available at any time to receive feedback, adjust schedules or SOW, or address concerns. This schedule is not intended to replace regular communication.

Key Differentiators

Facilities of this nature require a different level of service for proper care and maintenance. For many years we've established ourselves as a leader in this space. These are a few of what we believe to be "key differentiators" in regards to the needs in your facilities.

- We have a proven track record of taking care of facilities of similar magnitude.
- We are completely transparent with our customers. We can help you be more efficient and cost effective.

Costs

Hourly rate for full-time cleaning specialist - \$42 per hour

We will offer our employee the same vacation days as your team, so they are on the same schedule

Weekly cost - \$1,680.00

Monthly cost - \$7,280.00

Conclusion

We are very grateful to be considered for this opportunity. We hope to earn a chance to work with you and provide our services. We look forward to working hard to earn your trust and your business.

From:

Big Sky Janitorial Services
1035 Springbrook Ave
Bozeman, Mt 59718
406 366 6809

To:

Gallatin Gateway Public School
100 Mill St
Gallatin Gateway, MT
59730

Re: Official Bid Submittal

Based on the official scope of work for janitorial services to Gallatin Gateway School my bid is as follows:

Bid for monthly service: 3950.00 per month(August through May)

Bid for services in the months of June and July 1000.00 per month(includes detail work in preparing for new school year)

Bid for strip and waxing of tiled floors 1 x per year 3950.00

Total bid for a one year increment \$ 45,450.00

Sarah Kortum, Owner
Big Sky Janitorial Services



FY23

July 1, 2022 to June 30, 2023

Member WC Renewal

ACCOUNT SUMMARY

Your participation in our programs ensure the stability and success of all members. Through value-added benefits, premium coverages, and in-person trainings as assessments, we aim to provide you with a comprehensive, customized safety program to meet the unique

400	Members in the Fund
1989	MSGIA Member Since
\$1,051,516	Total Payroll

Fiscal Year	Gross Premium	Underwriting Credits	Net Premium
2022-2023	\$7,994	(\$1,222)	\$6,772

RENEWAL NOTICE AND DECLARATION

Gallatin Gateway School District #35

COVERAGE YEAR: JULY 1, 2022 – JUNE 30, 2023

MEMBER#: 014050

SUMMARY

	2022-2023	Elective Coverage
Premium	\$7,994	
Modification Factor	0.98	
Volume Discount Factor	0.050	
Renewal Credits	(\$1,222)	
Volunteer Coverage Factor	.015	Yes
School to Work Coverage Factor	.021	No
Net Premium	\$6,772	

PAYROLL BY CLASS CODE

	2022-2023
8868 Teachers, Professionals	\$998,304
9101 All Other	<u>\$53,213</u>
Total Payroll	\$1,051,516

Workers' Compensation Rates per \$100

	2022-2023
8868 Teachers, Professionals	0.50
9101 All Other	6.51

OCCUPATIONAL DISEASE AND EMPLOYERS' LIABILITY COVERAGE

PART I – Workers' Compensation and Occupational Disease Coverage

Workers' Compensation	Statutory
Occupational Disease	Statutory

PART II – Employers' Liability Coverage

Bodily Injury by Accident – each accident	\$1,000,000
Bodily Injury by Disease – each employee	\$1,000,000
Employers' Aggregate Limit of Liability	\$1,000,000

LOSS EXPERIENCE

Gallatin Gateway School District #35

FREQUENCY AND SEVERITY BY FISCAL YEAR

Fiscal Year	Frequency	Total Paid	Total Incurred
2020	2	\$2,053	\$2,053
2021	3	\$5,780	\$5,780
2022	1	\$0	\$0

LOSSES BY CAUSE CODE – 2019+

Fiscal Year	Frequency	Percentage
Slip/Fall/Trip	4	66.7%
Burn	1	16.7%
Cut	1	16.7%

LOSSES BY JOB CLASSIFICATION – 2019+

Fiscal Year	Frequency	Percentage
Food Service	3	50.0%
Teacher/Instructor/Counselor	3	50.0%

LOSS EXPERIENCE

Gallatin Gateway School District #35

INCURRED LOSSES BY LOCATION – 2019+

Location Name	Claim Count	Open	Closed	Total Incurred	Open Incurred	Closed Incurred
Old Elementary	5	0	5	6,030	0	6,030
Elementary K-8	1	0	1	1,803	0	1,803

LOSS REPORTING LAG TIME

Gallatin Gateway School District #35

WC REPORTING LAG

Fiscal Year	Days from IW to School	Days from School to MSGIA	Total Days
2020	0.00	8.50	8.50
2021	1.33	0.00	1.33
2022	2.00	5.00	7.00

RISK MANAGEMENT SERVICES

The Risk Management team offers customized, one-on-one consultations, site visits, assessments, training and workshops, and informational resources to help maintain site safety and identify potential risks and hazards.

CONSULTING SERVICES

- Customized risk management plans
- Assistance streamlining claim reporting and investigative processes
- Review and development of safety programs and best practices
- Helps ensure compliance with state safety standards
- In-district employee trainings
- Physical security assessments
- School district safety program assessments

ASSESSMENT TOOLS

- Building hazard assessments
- Self-inspection assessment tools
- Ergonomic assessments

RESOURCES

- In the Classroom quarterly risk management publication
- Safety posters
- Safety awards program - Target Accident Prevention Expenditures (TAPE)
- Enhanced school safety measures
 - Social media monitoring
 - Crisis management support
 - Security assessment services
- Asbestos re-inspection services
- Safe Schools online training
- Pre-employment physical program
- Early Return to Work (Back to School) program



MSGIA

MSGIA's highly successful Workers Compensation Program has saved MTSBA members millions of dollars in premium and dividends paid over the years by consistently offering competitive pricing and providing expanded value-added risk management services that would otherwise cost thousands.

MSGIA Risk Management Program Elements

Competitive MSGIA Annual Renewal Premium	✓
Ability to participate in MSGIA premium crediting programs	✓
Online claim reporting through MSGIA's Origami Claim & Policy System	✓
OSHA 300 report generation support services	✓
Core MSGIA Risk Management Services - In-district staff trainings and ergonomic assessments, in-district and telephonic risk management consulting, iPad-based building safety inspections, seasonal risk management newsletters, 20 risk management courses, updated annually, provided online through Safe Schools	✓
Social media monitoring for potential threats posted online towards students, staff and district	✓
One hour of crisis management support services for district per event	✓
Security vulnerability assessment with virtual evaluation support	✓
Asbestos three year re-assessment services to ensure compliance with federal and state laws	✓
Ability to access MSGIA's reimbursement program for Early Return to Work programs	✓
Ability to access MSGIA's reimbursement program for pre-employment physicals programs (PEP)	✓
Full access to Safe Schools course titles - over 350 online courses available	✓
Access to MSGIA's Targeted Accident Prevention Expenditure grants (TAPE)	✓

*The MSGIA Risk Management plans shown above are subject to change each year at renewal to best address the future program needs and goals of each district.

WORKERS' COMPENSATION SERVICES

The MSGIA risk management professionals work with our members to review and enhance their state required workplace safety and crisis management plan documents.

Assessing the safety risks in our public schools is becoming an increasingly complex process that required multiple layers of analysis, varying degrees of professional discipline, and, undoubtedly, significant resources beyond those typically found in our member school districts. Yet despite these attendant challenges, if the process is thoughtful and thorough, it can be as worthwhile as it is successful.

MSGIA clients take advantage of our risk managers' expertise to assist district school boards, administrative teams, and district safety committees when working their way through a district-wide risk assessment process. And while this is a process that is proscriptive in the sense of being checklist-driven, it can nonetheless be customized to your location in the state and to your district's unique school culture.

- In-district safety planning reviews, consultation, plan enhancements
- Safety committee support and planning
- Self-inspection forms for building and other hazard assessment checklists
- Safety grants for equipment such as: step ladders, eye protection, ear protection, ergonomic lifts, furniture movers, hand trucks, ice melt, and Yaktrax for staff



FILING A WORKERS' COMPENSATION CLAIM

Workers' Compensation claim losses occurring for a MSGIA pool member should be reported as soon as an occurrence is known. Early reporting will allow MSGIA staff adequate time to perform a complete claim investigation and timely directives for appropriate medical care if needed for the injured worker.

Report your claim online at www.msgia.org

Click Report a Claim on the top of the page Select Workers' Compensation

Click First Report of Injury Form (FROI) Choose your district

PLEASE complete as much information as you can on the form, choosing from the drop down boxes or lookup boxes.

Once you are satisfied with the information, click Complete Incident.

The next screen that comes up gives you the ability to attach any supporting documents or photo. Click "Upload File" on the right side of the screen and choose the file(s) you wish to attach and "Save"

Once you have completed the uploads, click "I'm Done" and everything is submitted to MSGIA

You are done!

For an online guide to walk you through the steps on completing your online claim use the link below:
<https://www.msgia.org/workcomp/reportwbclaim>

For in-person phone support in completing your online claim, you can contact MSGIA staff by calling **(877) 667-7392** and they will walk you through the reporting process.

WHO TO CONTACT

GENERAL PAYROLL REPORTING AND PREMIUM QUESTIONS

Lisa Gates, Executive Assistant to the Director of Insurance Services (877) 677-7392 | lgates@mtsba.org

RISK MANAGEMENT AND LOSS CONTROL

- Develop customized safety programs and reviews of potential workplace hazards
- Safety Committee resources and support
- Accessing Safe Schools online training courses
- Providing in-district trainings
- Request for safety posters

Harry Cheff, Risk Management Consultant
(406) 438-3693 | hcheff@mtsba.org

Annette Satterly, Risk Management Consultant
(406) 439-1271 | asatterly@mtsba.org

CLAIMS

- Discuss concerns regarding a claim or alleged injury
- Develop a return to work program
- Questions about ERTW or pre-employment programs

Kevin Bartsch, Assistant Director, Workers' Compensation Pool Operations
kbartsch@mtsba.org

Claim examiners: Katy, Brenda, Shauna and Gina | (877) 667-7392

SAFE SCHOOLS

- Questions about accessing SafeSchools courses, running reports or general support

Annette Satterly, MSGIA Risk Management Consultant
asatterly@mtsba.org | (406) 439-1271

Megan Nobert, SafeSchools, Customer Success Manager
megan.nobert@vectorsolutions.com (513) 463-1698

John-Michael Larry, SafeSchools, Account Management Team Lead
john-michael.larry@vectorsoulutions.com
(513) 792-4404

MSGIA

Montana Schools Group Interlocal Authority

863 Great Northern Blvd., Suite 201
Helena, MT 59601
(406) 457-4500 Main
(877) 667-7392 Toll Free
(406) 457-4505 Fax

MSGIA is a program of the Montana
School Boards Association



Technology Discard List - May 24, 2022

Type	Model	Serial Number	Barcode	Reason
1 Chromebook	HP	5CD736BK5T	000025673	Damaged beyond repair/Doesn't turn on
2 ThinkPad Laptop	Lenovo	LR-04GDNN	000024758	Damaged beyond repair
3 ThinkPad Laptop	Lenovo	LR-04GDP0	00024761	Damaged beyond repair
4 Chromebook	Lenovo	LR04D241	00031021	Screen and Hinges/Doesn't turn on
5 Chromebook	HP	5CD0175FRO	000035116	Broken Screen
6 Chromebook	HP	5CD0175FS5	00031041	Broken Screen
7 ThinkPad Laptop	Lenovo	LR-04GDNN	00024758	Broken Keyboard/Screen, doesn't turn on
8 Chromebook	HP	5CDO425X9C	00032272	Will not turn on
9 Chromebook	HP	5CDoO175FLH	000035111	Does not power on
10 ThinkPad Laptop	Lenovo	LR-04GDNZ	00024759	Will not turn on
11 All-in-One Computer	HP	MXL6291KKB	000034444	Broken, will not turn on
12 Printer	HP Laserjet 1200	CNBSF	39682	Broken, will not turn on
13 LCD Projector	Epson	M99F9Y1051L	No Barcode	Broken, will not turn on
14 Ipad	Mac	DYTHVW45DFHW	No Barcode	Will not update
15 Doc Camera	AverMedia	62841 10030P	No Barcode	Broken Lens and Camera
16 Video Camera	JVC	12366842	No Barcode	Will not power on
17 Video Camera	Sony	DCR-SR45	No Barcode	Battery will not charge-Very Old
18 Video Camera	Sony	DCR-SR45	No Barcode	Battery will not charge-Very old
19 Video Camera	Sony	DCR-SR45	No Barcode	Battery will not charge-Very Old
20 Video Camera	Cannon	522252320331	No Barcode	Battery will not charge-Very Old

Discarded Copies (231)

2022-06-27 at 10:57 AM -- 22.1 -- Clark, Erica

Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory 511.32 MUR - 3 little firefighters 0060001186	00011519 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 511.32 MUR - Dave's Down-To-Earth Rock Shop) 0739843923	00011536 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 511.32 MUR - Seaweed soup 0064467368	00011526 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 511.60 MUR - The sundae scoop 0060289244	00011444 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 512.92 MUR - Let's fly a kite 0060280344	00011513 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 512.94 MUR - Safari Park 0739867946	00011371 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513 MUR - The Best Bug Parade 0064467007	00011508 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513 MUR - Dinosaur deals 0060289260	00011370 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 513 MUR - Earth Day-hooray! ?0060001292	00011542 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513 MUR - Every buddy counts 0060267720	00011531 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513 MUR - A fair bear share 0060274387	00011447 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513 MUR - Henry the Fourth 0064467198	00011523 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513 MUR - Less than zero 0060001240	00011537 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 513 MUR - Mighty Maddie 0060531592	00011521 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513 MUR - More or Less 0060531673	00011442 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513 MUR - Pepper's journal 0060276185	00011534 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 513 MUR - Spunky monkeys on parade 006028014X	00011514 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00

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Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory 513 MUR - Super sand castle Saturday 0060276126	00014102 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 513 MUR - Too Many Kangaroo Things to Do! 0739825615	00011545 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 513.20 MUR - Just enough carrots 006026778X	00011529 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.20 MUR - The penny pot 0739825658	00011379 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.21 MUR - 100 days of cool 0060001216	00011533 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.21 MUR - Animals on Board 0064467163	00011445 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.21 MUR - Bug dance 0060289104	00011530 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.21 MUR - Double the ducks 0060289228	00011528 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.21 MUR - Get up and go! 0060258810	00011440 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.21 MUR - Jack the builder 0060557745	00011509 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.21 MUR - Jump, Kangaroo, Jump! 006446721X	00011377 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.21 MUR - Leaping lizards 0060001305	00011507 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.21 MUR - Mall mania 9780060557768	00011450 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.21 MUR - Missing Mittens 0064467333	00011525 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.21 MUR - Ready, Set, Hop! 0064467023	00011538 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.21 MUR - Sluggers' car wash 0060289201	00011548 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.211 MUR - Tally O'Malley 0060531649	00011446 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00

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Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory 513.212 MUR - Elevator Magic 0064467090	00011378 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.212 MUR - Monster Musical Chairs 0064467309	00011373 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.212 MUR - Shark Swimathon 006446735X	00011439 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.214 MUR - Divide and Ride 0590214276	00011544 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.24 MUR - The Grizzly Gazette 0060000279	00011372 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.26 BRY - Fractions & decimals 0746016832	00009296 GALL Weeded	Jun 8, 2022	7.95	0.00/0.00
Discarded from inventory 513.26 MUR - The Best Vacation Ever 0064467066	00011453 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.26 MUR - Give Me Half! 0064467015	00011441 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.26 PAL - The Hershey's milk chocolate bar fr... 0439135192	000021927 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 513.5 HUL - Sea squares 1562825208	00016073 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 513.5 SCH - On beyond a million 0440411777	00017184 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 515.24 MUR - Beep beep, vroom vroom! 0060280166	00011522 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 515.24 MUR - One-- two-- three-- Sassafras! 0060289163	00011524 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 515.24 MUR - Rabbit's pajama party 0060276169	00011511 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 516 MUR - Bigger, Better, Best! 0064462471	00011443 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 516 MUR - Captain Invincible and the space shapes 0060280220	00011449 GALL Weeded	Jun 8, 2022	20.00	0.00/0.00
Discarded from inventory 516 MUR - *The greatest gymnast of all @ESL Library 006446718X	00011510 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00

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Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory 516 PAL - Twizzlers pull-n-peel math	00024972 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 516.15 MUR - Hamster champs 0060557729	00011438 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 516.15 MUR - Polly's Pen Pal 0060531703	00011546 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 519.20 MUR - Probably pistachio 006028028X	00011535 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 519.28 MUR - Same old horse 0060557702	00011451 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 519.5 MUR - Betcha! 0060267682	00011527 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 520 BER - Sky and earth. 0809448378	000008847 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 520 BER - Sky and earth. 0809448378	00017154 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 520 EAR - Earth & space 1405415436	00018781 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 523 HER - The Golden book of stars and planets 030765527X	000002521 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 523.10 LEW - You and Space Neighbors	000002604 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 523.113 VOG - The Milky Way 0736813845	00010520 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 523.2 MOC - Amazing space facts 0307118150	000002522 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 523.20 SIM - Our solar system 0688099920	000008658 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 523.30 BRA - The Moon	000002554 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 526.80 EPS - The First Book of Maps and Globes	000002564 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 529 CAP - Hours, days, and years 1560650656	000005987 GALL Weeded	Jun 8, 2022	11.95	0.00/0.00

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2022-06-27 at 10:57 AM -- 22.1 -- Clark, Erica

Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory 529 MUR - It's about time! 0060557680	00011532 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 529.70 MUR - Game time 0060280247	00011547 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 529.70 MUR - Rodeo time 9780060557782	00011543 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 530.8 MUR - A house for Birdie 0060523514	00011520 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 530.8 MUR - Racing Around) 073986792X	00011381 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory 530.8 MUR - Room for Ripley 0064467244	00011541 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory 530.80 MUR - Super sand castle Saturday 0739825429	00011380 GALL Weeded	Jun 8, 2022	5.99	0.00/0.00
Discarded from inventory FIC BAN - The Indian in the cupboard 0380725584	00028079 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory FIC RIO - The Lost Hero 9781423141846	00014406 GALL Damaged	Apr 14, 2022	10.00	0.00/0.00
Discarded from inventory PAG - Arid lands 0763569941	000008829 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory REA - Historic places. 0895775069	000007849 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016114 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016115 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016116 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016117 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016118 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016119 GALL Weeded	May 27, 2022	10.00	0.00/0.00

Discarded Copies (231)

2022-06-27 at 10:57 AM -- 22.1 -- Clark, Erica

Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016120 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016121 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016122 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016123 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016124 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016125 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016126 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016127 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016128 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016129 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016130 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016131 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016132 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016133 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT 813.5 CAR - The Education of Little Tree 0826328091	00016134 GALL Weeded	May 27, 2022	10.00	0.00/0.00
Discarded from inventory TEXT COO - Scott Foresman Science: Grade 5 0328034258	00013876 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT DAV - Prentice Hall America History of Our ... 013133686X	00013721 GALL Weeded	May 10, 2022	10.00	0.00/0.00

Discarded Copies (231)

2022-06-27 at 10:57 AM -- 22.1 -- Clark, Erica

Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013620 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013621 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013622 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013623 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013624 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013626 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013627 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013628 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013629 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013630 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013631 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013632 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013633 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013634 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013635 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013637 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013638 GALL Weeded	May 9, 2022	10.00	0.00/0.00

Discarded Copies (231)

2022-06-27 at 10:57 AM -- 22.1 -- Clark, Erica

Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013640 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013641 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013642 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00013643 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Scott Foresman Science: Grade 5 0328034258	00024398 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013472 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013473 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013474 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013475 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013476 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013477 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013478 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013479 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013480 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013481 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013482 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013483 GALL Weeded	May 19, 2022	10.00	0.00/0.00

Discarded Copies (231)

2022-06-27 at 10:57 AM -- 22.1 -- Clark, Erica

Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013484 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013485 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013486 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013487 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013488 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013489 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013490 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013491 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013492 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013493 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013494 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013495 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013496 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013497 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013498 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013499 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00013502 GALL Weeded	May 18, 2022	10.00	0.00/0.00

Discarded Copies (231)

2022-06-27 at 10:57 AM -- 22.1 -- Clark, Erica

Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory TEXT FOR - Social Studies: Regions 0328017620	00018276 GALL Weeded	May 19, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 6 9780829428209	00018031 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018045 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018046 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018047 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018048 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018049 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018050 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018051 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018053 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018054 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018055 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018056 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018057 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018058 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018059 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018060 GALL Weeded	May 24, 2022	10.00	0.00/0.00

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2022-06-27 at 10:57 AM -- 22.1 -- Clark, Erica

Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018061 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018062 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018063 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018065 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018066 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018067 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018068 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018069 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT HEA - Voyages in English 8 9780829428407	00018083 GALL Weeded	May 24, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PEA - Prentice Hall science explorer : animals 0131150871	00012937 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013185 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013186 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013187 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013188 GALL Weeded	May 10, 2022	10.00	0.00/0.00
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Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013190 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013191 GALL Weeded	May 10, 2022	10.00	0.00/0.00

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2022-06-27 at 10:57 AM -- 22.1 -- Clark, Erica

Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013192 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013198 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013199 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013200 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013201 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013202 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013203 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013204 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013205 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013206 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013217 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013218 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013219 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013220 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013222 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013223 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00013224 GALL Weeded	May 10, 2022	10.00	0.00/0.00

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Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory TEXT PRE - America: Civil War to the present 013369948X	00024725 GALL Weeded	May 10, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WAI - Prentice Hall Science Explorer : Electr... 0131151002	00015858 GALL Weeded	May 9, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012807 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012808 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012809 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012810 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012811 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012812 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012813 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012814 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012815 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012818 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012819 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012820 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012821 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012822 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012823 GALL Weeded	May 18, 2022	10.00	0.00/0.00

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Name (Barcode) / Call # - Title / ISBN	Barcode / Site / Reason	Discarded	Cost	Payment / Forgiven
Discarded from inventory TEXT WOO - American government 0669467952	00012824 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012826 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012828 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00012829 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00015892 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory TEXT WOO - American government 0669467952	00024713 GALL Weeded	May 18, 2022	10.00	0.00/0.00
Discarded from inventory WAL - The Grand Canyon	000008379 GALL Weeded	Jun 8, 2022	10.00	0.00/0.00

***** 228 total copies *****

Total Purchase Cost:	2,089.40
Total Replacement Cost:	2,089.40
Total charged to patrons:	0.00
Total payments made:	0.00

Request to Discard District Records/Documents (per retention schedule No. 7)

Recommended motion: to approve of the disposal and destruction of the district records as listed in accordance with Schedule No. 7 after July 1, 2022.

2011-2012

- Personnel Records

July 2019

- Teacher and Paraprofessional Applications
- Superintendent Applications

2013-2014

- Receipt Books
- Employee and volunteer auto insurance request forms
- Class records
- Out of District Applications (including 2012-2013)
- Employee Benefits (PERS, TRS)
- Attendance Records
- Student Transportation Liability Release Forms
- Bus Registration Forms
- Pre-Post Vehicle Inspection Reports
- Warrants and Claims
- Immunization Reports
- MUST Premiums
- TR Reports
- Student Activities Account
- ANB Reports
- Homeschool
- Civil Rights Data Collection
- Purchase Orders
- Payroll
- Invoices
- Free and Reduced Applications
- Employee Sick and Vacation Leave
- Cook's Report
- School Nutrition Program
- Substitute Teacher Reports
- Grade Books

GALLATIN GATEWAY PUBLIC SCHOOL

GALLATIN COUNTY, MONTANA

Fiscal Year Ended June 30, 2021

AUDIT REPORT

Denning, Downey & Associates, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

GALLATIN GATEWAY PUBLIC SCHOOL

GALLATIN COUNTY, MONTANA

Fiscal Year Ended June 30, 2021

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GALLATIN GATEWAY PUBLIC SCHOOL

GALLATIN COUNTY, MONTANA

ORGANIZATION

Fiscal Year Ended June 30, 2021

BOARD OF TRUSTEES

Julie Fleury	Chairperson
Carissa Paulson	Vice Chairperson
Aaron Schwieterman	Trustee
Pattie Ringo	Trustee
Mary Thurber	Trustee

DISTRICT OFFICIALS

Theresa Keel	District Superintendent
Carrie Fisher	Business Manager/District Clerk
Matthew Henry	County Superintendent
Marty Lambert	County Attorney

Gallatin Gateway Public School District
MANAGEMENT'S DISCUSSION AND ANALYSIS
Fiscal Year Ending June 30, 2021

Introduction

This section of the Gallatin Gateway School District Financial Statements presents the management's discussion and analysis of the financial performance during the fiscal year ending June 30, 2021. This narrative overview and analysis of the financial activities of the Gallatin Gateway District includes a comparison of prior year financial statements as per compliance with Governmental Accounting Standards Board Statement #34. Readers of the management's discussion and analysis are encouraged to consider the information presented in this section as well as other areas of the financial statements.

Financial and Other Highlights

- The Gallatin Gateway School District assets exceeded liabilities in FY (fiscal year) 2021 by \$603,838.
- The district net position increased \$18,698 during FY 2021 mostly due to more revenue than expenses.
- Total revenues for the district were up 13.6% or \$289,362 in FY 2021 mostly due to increases in state contributions to retirement (\$29,895) and operating grants/contributions (\$189,341).
- The district received 36.5% (was 39.6% in FY 2020) of district revenue from property taxes at the local level in FY 2021 while grants/entitlements revenue was 32.9% (was 34.3% in FY 2020) of district revenue.
- Total expenses for the district were up 11.4% or \$251,660 largely due to an increase in instruction (\$237,851).
- The district had a \$18,698 more revenue than expenses in FY 2021.
- At the end of FY 2021, the Gallatin Gateway School District had no bonded debt outstanding for capital assets.
- The capital assets of the district decrease 3.5% in FY 2021 mostly due to the final long-term capital debt payment of \$120,000 and added capital assets of \$6,775 and depreciation of \$56,048.
- The population of Gallatin County continues to increase as shown by a 3.2% increase from 2020 to 2021 compared to Montana at 1.8%. Gallatin County has increased 33,200 people from 2010 to 2021 or 37% compared to Montana at 11.6%.
- District expenses for regular instruction account for 54.3% of the total expenses for the district.
- The overall financial condition of the Gallatin Gateway School District is good and showed improvement in FY 2021 with a 7.2% increase in net position.

Gallatin Gateway Public School District
MANAGEMENT'S DISCUSSION AND ANALYSIS
Fiscal Year Ending June 30, 2021

Overview of the Gallatin Gateway District Financial Statements

The management's discussion and analysis report is intended to serve as an introduction to the basic financial statements of the Gallatin Gateway K-8 School District. The basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. It also, contains other supplementary information in addition to the basic financial statements.

Government-wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the Gallatin Gateway District finances in a manner similar to a private-sector business. This broad overview is accomplished using a *statement of net position* and a *statement of activities*. Each statement distinguishes between governmental and business type activities and between the total governmental and business type activities of the school district.

The *statement of net position* presents information on all of the assets and liabilities of the Gallatin Gateway District, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Gallatin Gateway District is improving or deteriorating. The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave). Both of the government-wide financial statements distinguish functions of the Gallatin Gateway District principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). Most services normally associated with school government fall into the governmental activity category including instruction, support services, general, school and business administrative services, operation and maintenance, student transportation, community services, and other expenditures. The Gallatin Gateway District does not operate any business-type activities.

Fund-based Financial Statements

Fund-based financial statements, consisting of a series of statements, provide information about government's major and non-major governmental funds. These governmental fund financial statements are prepared using the current financial resources measurement focus and modified accrual basis of accounting. The governmental fund statements consist of the balance sheet and statement of revenues, expenditures, and change in fund balance.

A *fund* is a group of related accounts used to maintain control over resources segregated for specific activities or objectives. The Gallatin Gateway District, like other state and local governments, use fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Gallatin Gateway District can be divided into three categories: governmental, proprietary, and fiduciary funds.

Gallatin Gateway Public School District
MANAGEMENT'S DISCUSSION AND ANALYSIS
Fiscal Year Ending June 30, 2021

Governmental funds

Governmental funds are used to account for essentially the same function reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term *inflows and outflows of spendable resources*, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the near-term financing decisions of the Board of Trustees of the Gallatin Gateway School District. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Gallatin Gateway District is recognized by state law and consists of the Gallatin Gateway School (grades K-8). Major governmental funds are reported separately and all other funds are combined for this report. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, miscellaneous programs fund, and building reserve fund because they were the major funds for the 2021 fiscal year. The other governmental funds are combined into a single aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of *combining statements* elsewhere in this report.

The Gallatin Gateway District adopts an annual appropriated budget for its general funds, select special revenue, debt service, and building reserve funds as required by state law. A budgetary comparison is provided for all budgeted funds later in this report.

Fiduciary funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. These funds may include pension and employee benefit trust funds where resources are held in trust for employee benefit plans. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the programs of the district. Scholarship trusts are the most common fiduciary funds in school districts. The district does not have any fiduciary funds after a GASB-84 adjustment of moving student activity funds to governmental funds (\$15,629 of funds were moved).

Notes to the Financial Statements

The notes to the financial statements provide additional information that can be very helpful to a full understanding of the data provided in the government-wide and fund financial statements and can be found later in this report.

Gallatin Gateway Public School District
MANAGEMENT'S DISCUSSION AND ANALYSIS
Fiscal Year Ending June 30, 2021

Other information

In addition to the basic financial statements and the accompanying notes, this report also presents certain *required supplementary information* concerning the official student enrollment and federal grant audit reports.

Overall District Financial Position and Analysis

As noted earlier, net position may serve over time as a useful indicator of the financial position of the district. In the case of the Gallatin Gateway School District, assets exceeded liabilities in FY (fiscal year) 2021 by \$603,838. The district net position increased \$18,698 at the close of FY 2021 mostly due to more revenue than expenses. Total revenues for the district were up 13.6% or \$289,362 in FY 2021 mostly due to increases in state contributions to retirement (\$29,895) and operating grants/contributions (\$189,341). The district received 36.5% (was 39.6% in FY 2020) of district revenue from property taxes at the local level in FY 2021 while grants/entitlements revenue was 32.9% (was 34.3% in FY 2020) of district revenue. Total expenses for the district were up 11.4% or \$251,660 largely due to an increase in instruction (\$237,851). District expenses for instruction account for 54.3% of the total expenses and is the largest expense. The district had a \$18,698 more revenue than expenses in FY 2021. At the end of FY 2020, the governmental funds of the school district reported a combined ending fund balance of \$449,794 and at the end of FY 2021 the fund balance was \$566,739 which represents a 26% or \$116,945 increase. The capital assets of the district decreased 3.5% in FY 2021 mostly due to the final long-term capital debt payment of \$120,000 and added capital assets of \$6,775 and depreciation of \$56,048. The net investment by the Gallatin Gateway District in capital assets for governmental activities as of June 30, 2021, was \$1,369,441 after depreciation was subtracted. At the end of FY 2021, the Gallatin Gateway School District had no bonded debt outstanding for capital assets. The district did have total long-term liabilities of \$1,686,987 which included long-term liabilities of \$64,158 for compensated absences of employees, \$1,583,971 for the TRS and PERS portion of net pension liability, and OPEB liabilities of \$38,858. The district only made a small transfer of funds in and out of the general fund (\$116) in FY 2021. District liabilities increased 10.8% or \$180,525 in FY 2021. The overall financial condition of the Gallatin Gateway School District is good and showed improvement with an increase in net position of 7.2% in FY 2021. The chart on the following page presents information on the district net position for FY 2020 and FY 2021.

COVID-19 and Education in the District

The district has now been dealing with the COVID pandemic and its effects on education in the district schools for over a year. The district has done an exceptional job of providing education and support to students while working with parents and the community during this difficult time period. The district continues to take the necessary steps to ensure safety for students, staff, and other employees while providing education and related services to students. The district continues to utilize any remaining COVID relief funds to provide a safe and effective learning environment for students and staff. At the end of the FY 2021 fiscal year, the district was not yet aware of any effects caused by the COVID pandemic on district finances or any known future effects. The district continues to monitor the ongoing COVID situation related to district finances.

Gallatin Gateway Public School District
MANAGEMENT’S DISCUSSION AND ANALYSIS
Fiscal Year Ending June 30, 2021

Net Position of the District

Governmental Activities				
	FY 2021	FY 2020	Change	Percent Change
Current and Other Assets	\$1,056,112	\$826,292	\$229,820	28.0%
Capital Assets	\$1,369,441	\$1,418,714	(\$49,273)	-3.5%
Total Assets	\$2,425,553	\$2,245,006	\$180,547	8%
Liabilities				
Long-term Debt Outstanding	\$1,648,129	\$1,499,802	\$148,327	9.9%
Other Liabilities	\$173,586	\$175,693	\$(2,107)	(1.2)%
Total Liabilities	\$1,821,715	\$1,675,495	\$146,220	8.7%
Net Position				
Net Investment in Capital Assets	\$1,369,441	\$1,298,714	\$70,727	5.4%
Restricted	\$407,747	\$283,152	\$124,595	44.0%
Unrestricted	(\$1,173,350)	(\$1,012,355)	(\$160,995)	-15.9%
Total Net Position	\$603,838	\$569,511	\$34,327	6.0%

A large portion of the net position (\$1,369,441) of the Gallatin Gateway District at the close of FY 2021 reflects the investment by the school district in capital assets such as land, buildings, machinery, and equipment. The capital assets of the Gallatin Gateway District do not have any long-term capital debt due to a final payment of \$120,000 on long-term capital debt in FY 2021. The district uses these capital assets to provide educational and related services to students; and as a result, these assets are not available for future spending. The net investment in capital assets of the district decreased 3.5% or \$49,273 mostly due to a long term capital debt payment of \$120,000 along with \$6,775 of capital assets added and \$56,048 of depreciation.

Another portion of the net position of the district represents *unrestricted funds* which may be used to meet the ongoing obligations of the school district to citizens and creditors. The district has a negative balance of unrestricted funds mostly due to the addition of net pension liability in FY 2015 to the district financial statements. The unrestricted funds decreased 15.9% or \$160,995 during FY 2021. The *restricted funds* which are subject to external restrictions on their use increased 44% or \$124,595 during FY 2021. The district was able to report a positive balance of net position in FY 2021. The net position of the Gallatin Gateway District increased \$34,327 or 6% during FY 2021 and was \$603,838.

Gallatin Gateway Public School District
MANAGEMENT'S DISCUSSION AND ANALYSIS
Fiscal Year Ending June 30, 2021

District Wide - Statement of Activities

Governmental Activities				
	FY 2021	FY 2020	Change	% Change
Program revenues:				
Charges for Services	\$13,498	\$64,312	(\$50,814)	-79.0%
Operating Grants & Contributions	\$406,479	\$217,138	\$189,341	87.2%
General revenues				
Property Taxes – general purposes	\$886,058	\$846,096	\$39,962	4.7%
Grants/Entitlements - unrestricted	\$797,831	\$734,491	\$63,340	8.6%
State Technology	\$1,119	\$1,090	\$29	2.7%
State Contributions - retirement	\$295,391	\$88,316	\$207,075	234.5%
County	-	\$172,262	(\$172,262)	-100.0%
Investment Earnings	\$2,513	\$7,402	(\$4,889)	-66.0%
Student Activities	\$16,115	-	\$16,115	100.0%
Miscellaneous Revenue	\$5,564	\$4,099	\$1,465	35.7%
Total Revenues	\$2,424,568	\$2,135,206	\$289,362	13.6%
Expenses:				
Instruction -regular	\$1,303,878	\$1,066,027	\$237,851	22.3%
Instruction – special education	\$58,954	\$81,185	(\$22,231)	-27.4%
Instruction – adult education	\$1,369	\$2,072	(\$703)	-33.9%
Support Services - general	\$74,094	\$68,735	\$5,359	7.8%
Media Services	\$46,290	\$44,785	\$1,505	3.4%
Administration - general	\$223,402	\$210,824	\$12,578	6.0%
Administration - school	\$225	\$403	(\$178)	-44.2%
Operation & Maintenance	\$268,169	\$271,734	(\$3,565)	-1.3%
Administration - business	\$131,131	\$131,859	(\$728)	-0.6%
Transportation	\$72,302	\$67,446	\$4,856	7.2%
Extracurricular	\$26,354	\$23,053	\$3,301	14.3%
School Food Services	\$161,667	\$132,645	\$29,022	21.9%
Interest	\$4,430	\$8,060	(\$3,630)	-45.0%
Community Services	-	\$11,777	(\$11,777)	-100.0%
Unallocated Depreciation	\$33,605	\$33,605	\$0	0.0%
Total Expenses	\$2,405,870	\$2,154,210	\$251,660	11.7%
Change in Net Position	\$18,698	(\$19,004)	\$44,452	233.9%
Beginning Net Position	\$569,511	\$588,515	(\$19,004)	-3.2%
Adjustments	\$15,629		\$15,629	100.0%
Ending Net Position	\$603,838	\$569,511	\$41,077	6%

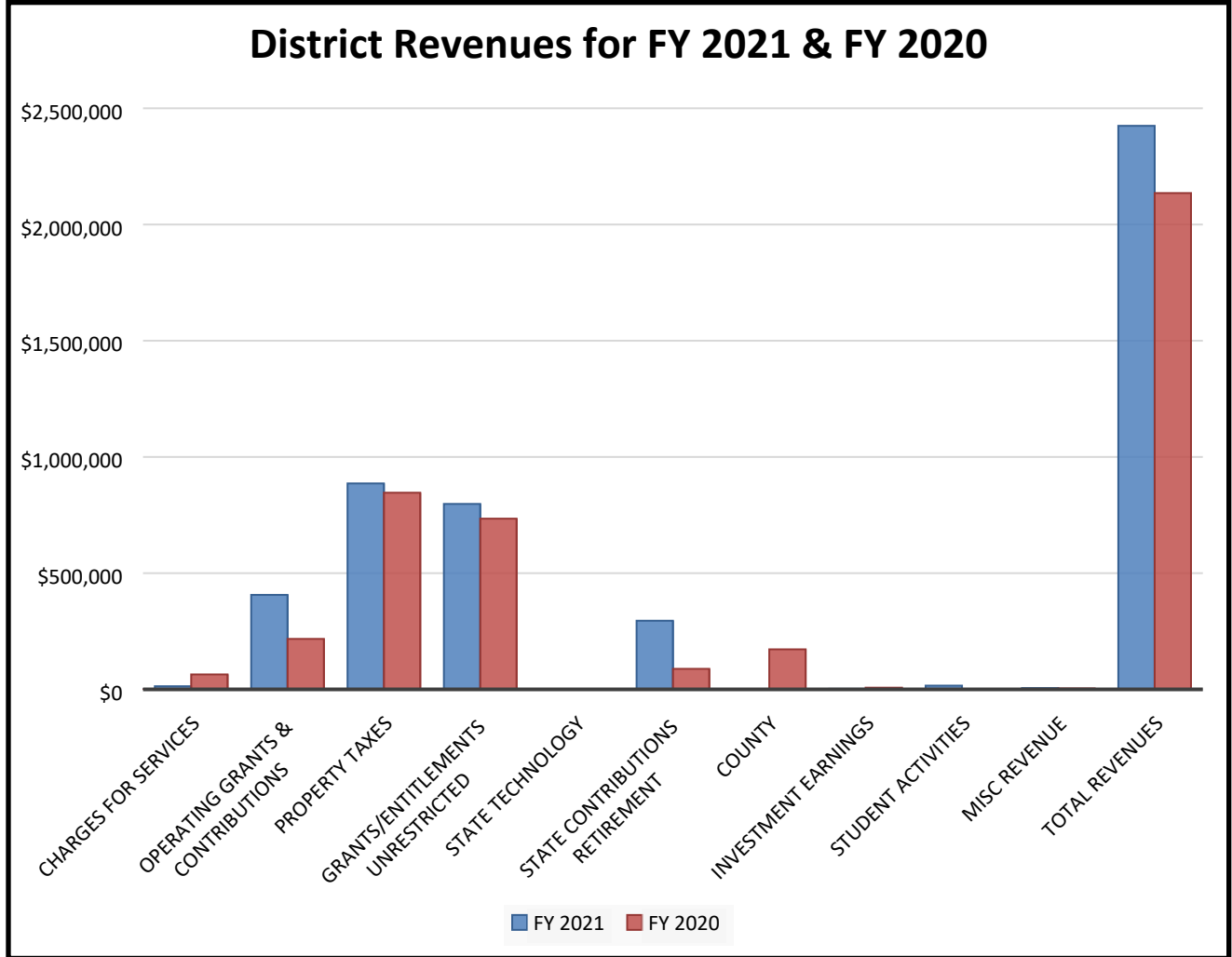
Major changes in district wide governmental activities from FY 2020 to FY 2021 include:

- Total revenues for the district were up 13.6% or \$289,362 in FY 2021 mostly due to increases in state contributions to retirement (\$29,895) and operating grants/contributions (\$189,341).
- Total expenses were up 11.7% or \$251,660 largely due to increases in instruction (\$237,851).

Gallatin Gateway Public School District
 MANAGEMENT'S DISCUSSION AND ANALYSIS
 Fiscal Year Ending June 30, 2021

- The district had a \$18,698 more revenue than expenses in FY 2021.
- The district net position increased 6% or in FY 2021 and was a positive \$603,838.

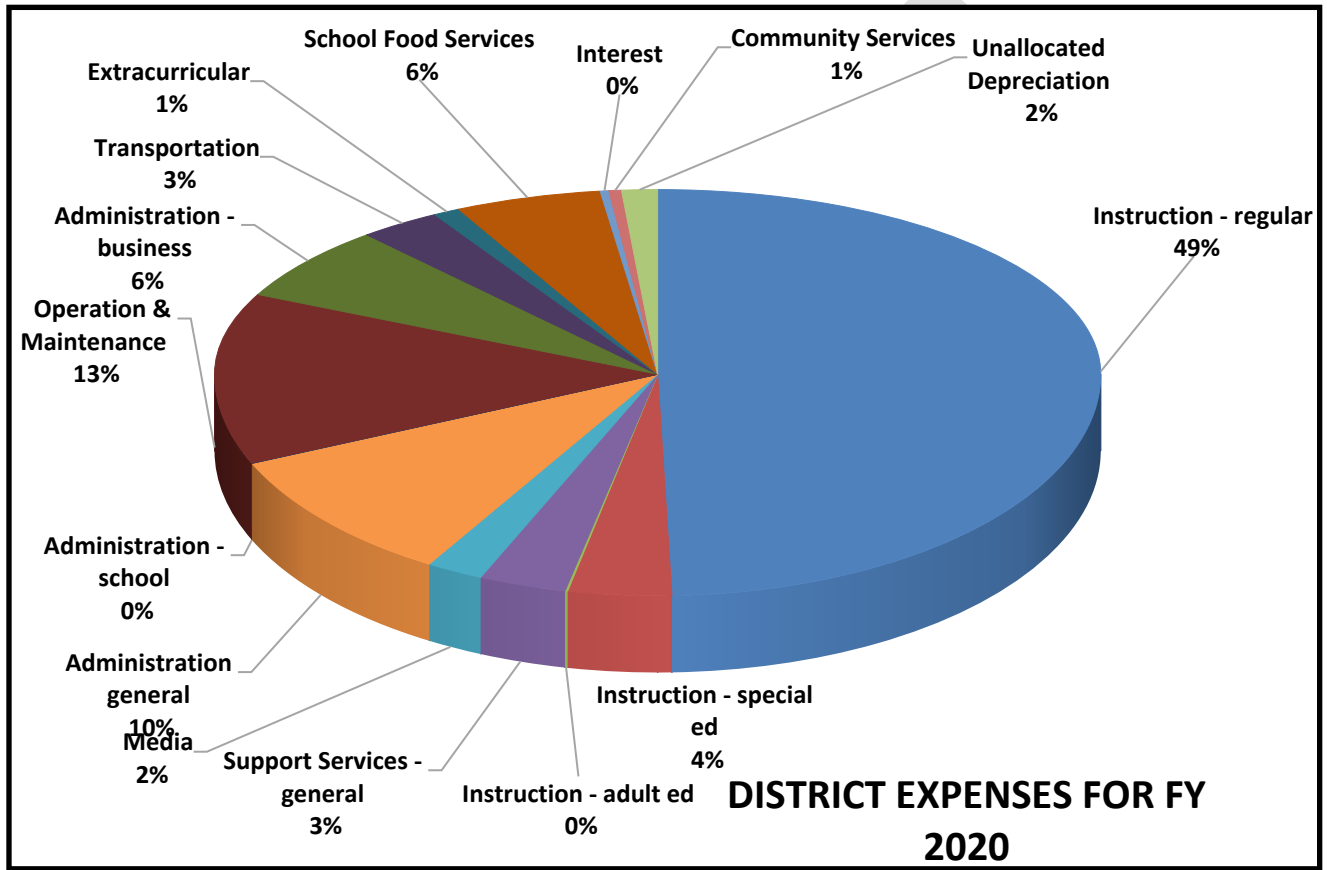
Revenue by Source for FY 2021 and FY 2020



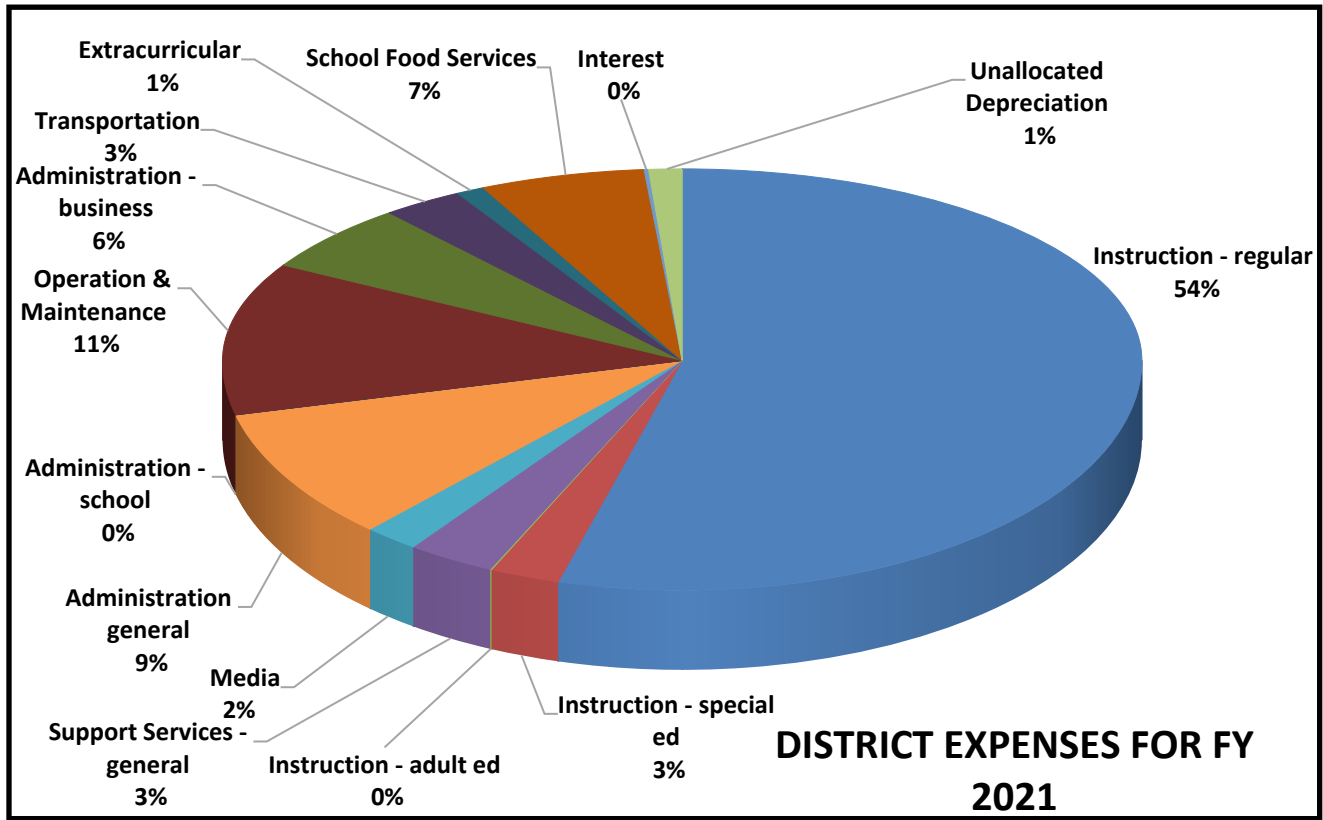
The bar graph presented above shows that revenue from property taxes was the largest source for the district in FY 2021 followed by unrestricted grants and entitlements. The major changes from FY 2020 to FY 2021 were increases in revenue from unrestricted grants/entitlements, state contributions to retirement, operating grants/contributions, and total revenue. County revenue and charges for services revenue decreased in FY 2021. Generally, since state law requires levied fund budgets to be “balanced,” the changes in expenditures matched the changes in the revenues of these funds.

Gallatin Gateway Public School District
 MANAGEMENT'S DISCUSSION AND ANALYSIS
 Fiscal Year Ending June 30, 2021

District Expenses -The charts on the following page, present district expenses by category for FY 2020 and FY 2021. The graphs illustrate the major expenditure areas, with instruction costs accounting for 49% & 54% of the district expenses in FY 2020 and FY 2021, operation & maintenance accounting for 13% and 11%, general administration was 10% and 9%, along with food services at 6% and 7% of the total district expenses. The major changes in FY 2021 were increases in instruction (5%) and food services (1%). Decreases occurred in unallocated depreciation (1%), community services (1%), operation and maintenance (2%), general administration (1%), and special education instruction (1%).



Gallatin Gateway Public School District
 MANAGEMENT'S DISCUSSION AND ANALYSIS
 Fiscal Year Ending June 30, 2021



Financial Analysis of the Government's Funds

Fund accounting is mandated by Montana State law and is used by the Gallatin Gateway District to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds

The focus of the *governmental funds* of the district is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the financial requirements of the school district. In particular, *unassigned fund balance* may serve as a useful measure of the net resources available for spending at the end of the year. At the end of FY 2020, the governmental funds of the school district reported a combined ending fund balance of \$449,794 and at the end of FY 2021 the fund balance was \$566,739 which represents a 26% or \$116,945 increase. Approximately 26.7% (was 31.9% in FY 2020) or \$151,641 of the total fund balances in FY 2021 constitutes *unassigned fund balance*, which is available for spending at the discretion of the Board of Trustees. The general fund is the main operating fund of the district. At the end of FY 2020, the general fund had a balance of \$181,019 and at the close of FY 2021 the balance was \$172,726 which was a 4.5% decrease. The general fund unassigned balance was \$151,641 for FY 2021. The total fund balances in the district increased \$116,945 or 26% during FY 2021.

Gallatin Gateway Public School District
MANAGEMENT'S DISCUSSION AND ANALYSIS
Fiscal Year Ending June 30, 2021

Governmental Fund Financial Statements

Fund-based financial statements, consisting of a series of statements, provide information about the government's major and non-major funds. Governmental fund financial statements are prepared using the current financial resources measurement focus and modified accrual basis of accounting. The governmental funds balance sheet for the FY 2021 is comprised of major funds and all other funds. The general fund, miscellaneous programs fund, and building reserve fund were the major funds in FY 2021. The other funds category includes the remainder of the governmental district funds. The governmental balance sheet for FY 2021 demonstrates that the district is in good financial condition. The district has cash and investments in the general fund which makes up 30.4% in FY 2021 (39.1% in FY 2020) of the total fund balances. The district fund balances would seem to be strong enough to resolve any reasonable financial situation that might occur.

Statement of Revenues, Expenditures, and Changes in Fund Balances

The statement of revenues, expenditures, and changes in fund balances presents revenue and expenditures in each of the major fund categories. The major fund categories in FY 2021 were the general fund, miscellaneous programs fund, and the building reserve fund. The other funds category includes all the remaining governmental funds that the district is utilizing. State revenue is the major source for the district general fund category at 63.7% (61.9% in FY 2020) of the total revenue in FY 2021 followed by the local revenue at 36.3% (38% in FY 2020). The major expenditure in the general fund is instruction. Regular instruction expenditures make up 60.3% of the general fund total cost for FY 2021. Operation and maintenance along with general administration rank 2 & 3 for general fund expenditures in FY 2021. The total fund balances increased 26% in FY 2021.

General Fund Budgetary Highlights

The general fund budgetary highlights in the district for FY 2021 included slightly more revenue than was expected in the original and final budget. The district received \$3,848 more in total revenue in the general fund than was expected in the original/final budget. All of the increase in revenue in the general fund was from local revenue which was \$7,941 more than expected. State revenue was \$4,093 less than expected in the final budget. Actual expenditures in the general fund were \$170 less than what was expected in the original and final budget. Expenditures were under budget in several areas, with the largest difference in general administration which was \$15,592 lower than expected followed by special education at \$12,068 under budget and extracurricular at \$10,233 under budget. Regular instruction had the largest difference of over budget areas at \$72,617 higher than expected in the final budget. The difference in actual revenue and expenditures in the general fund was a positive \$3,799 which resulted in an increase of \$3,683 in the general fund after transfer out of the fund of \$116. The final balance in the general fund at the end of FY 2021 was \$140,313.

Gallatin Gateway Public School District
MANAGEMENT'S DISCUSSION AND ANALYSIS
Fiscal Year Ending June 30, 2021

Capital assets

The net investment by the Gallatin Gateway District in capital assets for governmental activities as of June 30, 2021, was \$1,369,441 after depreciation was subtracted. This investment in capital assets included land, building improvements, buildings, furniture, and equipment. The district paid off the remaining long-term capital asset debt in FY 2021 with the final payment of \$120,000 and interest of \$4,430. The value of the capital assets for the Gallatin Gateway District showed a 3.5% or \$49,273 decrease in FY 2021. The increase in capital assets was due to a long-term capital debt payment of \$120,000 along with added capital assets of \$6,775 and depreciation of \$56,048.

Long-term debt

At the end of FY 2021, the Gallatin Gateway School District had no bonded debt outstanding for capital assets. The district did have total long-term liabilities of \$1,686,987 which included long-term liabilities of \$64,158 for compensated absences of employees, \$1,583,971 for the TRS and PERS portion of net pension liability, and OPEB liabilities of \$38,858.

The Districts Future B

The future of the district is dependent on many factors, however one of the most important is student enrollment. The district had experienced a steady increase in student enrollment from the 2016-17 school year up until the 2018-19 school year. The enrollment then decreased from the 2018-19 school year through the 2020-21 school year and actually brought the district back to the same level as the 2016-17 school year. However, there are other factors occurring in Gallatin County that may result in an enrollment increase again in the future. The population of Gallatin County has increased 37% or 33,200 since 2010 and has increased 3.2% from 2020 to 2021 while Montana increased 1.8% from 2020 to 2021. In addition, the percent of the county population 18 years of age or younger is 19.7% compared to Montana at 21.4%. Gallatin County population aged 65 or over is 13.1% while Montana is 19.3%. The county has a lower poverty level at 8.8% compared to Montana at 12.4%. Gallatin County is a relatively young county compared to Montana. The overall enrollment trend in the district should start to increase again in the near future as the county population continues to increase at rates well above the state of Montana. The county experiences a lower rate of poverty (8.8%) than the state of Montana (12.4%), which also may have an influence on the district. The district does have ongoing contracts with each of the employee groups in the district. However, during FY 2021 the district did not enter into any new agreements or contracts outside of these groups that would have an effect on the financial position of the district. The district does not have any new litigation in FY 2021 or ongoing litigation that might impact future district finances. There are currently no other known facts, decisions, or conditions that would have a material effect on the financial position or operations of the district. Given that the district revenues are increasing, that the district has no long-term capital debt, good district fund balances, an outlook for increasing student enrollment, increased growth in the county population, and the lack of other negative factors, the near-term future of the district finances would seem to be positive.

Requests for Information

The information and data included in this management's discussion and analysis report is designed to provide a general overview of the finances of Gallatin Gateway School District for all those with an interest in the government's finances. Questions concerning any of the information contained in this report should be addressed to the Gallatin Gateway administration and business office located in Gallatin Gateway, Montana.

Denning, Downey & Associates, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

1740 U.S. Hwy 93 South, P.O. Box 1957, Kalispell, MT 59903-1957

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Gallatin Gateway Public School
Gallatin County
Belgrade, Montana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Gallatin Gateway Public School, Gallatin County, Montana, as of and for the year ended June 30, 2021, and the related notes to the financial statements which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Gallatin Gateway Public School, Gallatin County, Montana, as of and for the year ended June 30, 2021, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As described in Note 1 to the financials statements, in 2021, the District adopted new accounting guidance, GASB No. 84 *Fiduciary Activities*. This created restatements in the financial statements in both the Governmental Fund and the Fiduciary Activities in the amount of \$15,629. The restatements are further described in Note 11 to the Financial Statements. Our opinion is not modified with respect to this matter as we determined it to be appropriate.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of changes in the total OPEB liability and related ratios, schedules of proportionate share of the net pension liability, and schedules of contributions on pages 2 through 12, and 56 through 60 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The schedule of revenues and expenditures for the extracurricular fund and the schedule of enrollment are presented for purposes of additional analysis and are not a required part of the financial statements.

The accompanying schedule of revenues and expenditures for the extracurricular fund and the schedule of enrollment are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of revenues and expenditures for the extracurricular fund and the schedule of enrollment are fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 15, 2022, on our consideration of the Gallatin Gateway Public School, Gallatin County, Montana's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Gallatin Gateway Public School, Gallatin County, Montana's internal control over financial reporting and compliance.

Derring, Downey and Associates, CPA's, P.C.

June 15, 2022

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Gallatin Gateway Public School, Gallatin County, Montana
Statement of Net Position
June 30, 2021

	Governmental Activities
ASSETS	
Current assets:	
Cash and investments	\$ 616,086
Taxes and assessments receivable, net	34,882
Accounts receivable - net	12,843
Due from other governments	49,689
Total current assets	\$ 713,500
Noncurrent assets	
Capital assets - land	\$ 58,361
Capital assets - depreciable, net	1,311,080
Total noncurrent assets	\$ 1,369,441
Total assets	\$ 2,082,941
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows of resources - pensions	\$ 342,612
Total deferred outflows of resources	\$ 342,612
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 2,425,553
LIABILITIES	
Current liabilities	
Warrants payable	\$ 107,768
Accounts payable	3,214
Current portion of retiree incentive	7,374
Current portion of compensated absences payable	52,861
Other payroll liabilities	897
Total current liabilities	\$ 172,114
Noncurrent liabilities	
Total OPEB liability	\$ 38,858
Noncurrent portion of compensated absences	11,297
Net pension liability	1,583,971
Total noncurrent liabilities	\$ 1,634,126
Total liabilities	\$ 1,806,240
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows of resources - pensions	\$ 15,475
Total deferred inflows of resources	\$ 15,475
NET POSITION	
Net investment in capital assets	\$ 1,369,441
Restricted for capital projects	196,470
Restricted for debt service	13,754
Restricted for special projects	197,523
Unrestricted	(1,173,350)
Total net position	\$ 603,838
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	\$ 2,425,553

See accompanying Notes to the Financial Statements

Gallatin Gateway Public School, Gallatin County, Montana
Statement of Activities
For the Fiscal Year Ended June 30, 2021

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expenses) Revenues and Changes in Net Position Primary Government</u>
Primary government:		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental activities:				
Instructional - regular	\$ 1,303,878	\$ -	\$ 164,671	\$ (1,139,207)
Instructional - special education	58,954	-	27,034	(31,920)
Instructional - adult education	1,369	2,132	-	763
Supporting services - operations & maintenance	268,169	-	41,772	(226,397)
Supporting services - general	74,094	-	3,614	(70,480)
Supporting services - educational media services	46,290	-	5,285	(41,005)
Administration - general	223,402	-	18,319	(205,083)
Administration - school	225	-	330	105
Administration - business	131,131	-	848	(130,283)
Student transportation	72,302	2,505	20,277	(49,520)
Extracurricular	26,354	-	310	(26,044)
School food	161,667	8,861	124,019	(28,787)
Debt service expense - interest	4,430	-	-	(4,430)
Unallocated depreciation*	33,605	-	-	(33,605)
Total governmental activities	\$ 2,405,870	\$ 13,498	\$ 406,479	\$ (1,985,893)
General Revenues:				
				\$ 886,058
				797,831
				2,513
				5,564
				1,119
				118,211
				177,180
				16,115
				\$ 2,004,591
				\$ 18,698
				\$ 569,511
				15,629
				\$ 585,140
				\$ 603,838

* This amount excludes the depreciation that is included in the direct expenses of the various programs
See accompanying Notes to the Financial Statements

Gallatin Gateway Public School, Gallatin County, Montana
Balance Sheet
Governmental Funds
June 30, 2021

	<u>General</u>	<u>Miscellaneous Programs</u>	<u>Building Reserve</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS					
Current assets:					
Cash and investments	\$ 284,216	\$ 15,104	\$ 124,449	\$ 192,317	\$ 616,086
Taxes and assessments receivable, net	21,148	-	2,316	11,418	34,882
Accounts receivable - net	-	12,843	-	-	12,843
Due from other governments	-	47,391	-	2,298	49,689
TOTAL ASSETS	\$ 305,364	\$ 75,338	\$ 126,765	\$ 206,033	\$ 713,500
LIABILITIES					
Current liabilities:					
Warrants payable	\$ 107,768	\$ -	\$ -	\$ -	\$ 107,768
Accounts payable	2,825	-	-	389	3,214
Other payroll liabilities	897	-	-	-	897
Total liabilities	\$ 111,490	\$ -	\$ -	\$ 389	\$ 111,879
DEFERRED INFLOWS OF RESOURCES					
Deferred inflows of resources	\$ 21,148	\$ -	\$ 2,316	\$ 11,418	\$ 34,882
Total deferred inflows of resources	\$ 21,148	\$ -	\$ 2,316	\$ 11,418	\$ 34,882
FUND BALANCES					
Restricted	\$ -	\$ 75,338	\$ 124,449	\$ 194,226	\$ 394,013
Assigned	21,085	-	-	-	21,085
Unassigned fund balance	151,641	-	-	-	151,641
Total fund balance	\$ 172,726	\$ 75,338	\$ 124,449	\$ 194,226	\$ 566,739
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 305,364	\$ 75,338	\$ 126,765	\$ 206,033	\$ 713,500

See accompanying Notes to the Financial Statements

Gallatin Gateway Public School, Gallatin County, Montana
Reconciliation of the Governmental Funds Balance Sheet to the
Statement of Net Position
June 30, 2021

Total fund balances - governmental funds	\$	566,739
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		1,369,441
Property taxes receivable will be collected this year, but are not available soon enough to pay for the current period's expenditures, and therefore are deferred in the funds.		34,882
Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds.		(110,390)
Net pension liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds.		(1,583,971)
The changes between actuarial assumptions, differences in expected vs actual pension experiences, changes in proportionate share allocation, and current year retirement contributions as they relate to the net pension liability are a deferred outflow of resources and are not payable in current period, therefore are not reported in the funds.		342,612
The changes between actuarial assumptions, differences in projected vs actual investment earnings, and changes in proportionate share allocation as they relate to the net pension liability are a deferred inflows of resources and are not available to pay for current expenditures, therefore are not reported in the funds.		(15,475)
Total net position - governmental activities	\$	<u><u>603,838</u></u>

See accompanying Notes to the Financial Statements

Gallatin Gateway Public School, Gallatin County, Montana
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Fiscal Year Ended June 30, 2021

	<u>General</u>	<u>Miscellaneous Programs</u>	<u>Building Reserve</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
REVENUES					
Local revenue	\$ 539,292	\$ 41,041	\$ 59,116	\$ 305,630	\$ 945,079
County revenue	-	-	-	187,256	187,256
State revenue	946,709	7,961	8,879	11,327	974,876
Federal revenue	-	200,861	-	118,514	319,375
Total revenues	<u>\$ 1,486,001</u>	<u>\$ 249,863</u>	<u>\$ 67,995</u>	<u>\$ 622,727</u>	<u>\$ 2,426,586</u>
EXPENDITURES					
Instructional - regular	\$ 902,223	\$ 140,947	\$ -	\$ 107,956	\$ 1,151,126
Instructional - special education	52,142	159	-	6,653	58,954
Instructional - adult education	490	-	-	879	1,369
Supporting services - operations & maintenance	172,933	32,598	41,577	18,759	265,867
Supporting services - general	60,139	4,811	-	9,144	74,094
Supporting services - educational media services	41,757	-	-	4,533	46,290
Administration - general	160,907	10,683	-	51,812	223,402
Administration - school	-	188	-	37	225
Administration - business	75,416	17	-	55,698	131,131
Student transportation	160	125	-	55,056	55,341
Extracurricular	10,094	15,473	-	787	26,354
School food	17,917	4,372	-	137,623	159,912
Debt service expense - principal	-	-	-	120,000	120,000
Debt service expense - interest	-	-	-	4,430	4,430
Capital outlay	-	-	6,775	-	6,775
Total expenditures	<u>\$ 1,494,178</u>	<u>\$ 209,373</u>	<u>\$ 48,352</u>	<u>\$ 573,367</u>	<u>\$ 2,325,270</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (8,177)</u>	<u>\$ 40,490</u>	<u>\$ 19,643</u>	<u>\$ 49,360</u>	<u>\$ 101,316</u>
OTHER FINANCING SOURCES (USES)					
Transfers in	\$ -	\$ -	\$ -	\$ 116	\$ 116
Transfers out	(116)	-	-	-	(116)
Total other financing sources (uses)	<u>\$ (116)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 116</u>	<u>\$ -</u>
Net Change in Fund Balance	<u>\$ (8,293)</u>	<u>\$ 40,490</u>	<u>\$ 19,643</u>	<u>\$ 49,476</u>	<u>\$ 101,316</u>
Fund balances - beginning	\$ 181,019	\$ 19,219	\$ 104,806	\$ 144,750	\$ 449,794
Restatements	-	15,629	-	-	15,629
Fund balances - beginning, restated	<u>\$ 181,019</u>	<u>\$ 34,848</u>	<u>\$ 104,806</u>	<u>\$ 144,750</u>	<u>\$ 465,423</u>
Fund balance - ending	<u>\$ 172,726</u>	<u>\$ 75,338</u>	<u>\$ 124,449</u>	<u>\$ 194,226</u>	<u>\$ 566,739</u>

See accompanying Notes to the Financial Statements

Gallatin Gateway Public School, Gallatin County, Montana
Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Fiscal Year Ended June 30, 2021

Amounts reported for *governmental activities* in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$	101,316
Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:		
- Capital assets purchased		6,775
- Depreciation expense		(56,048)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:		
- Long-term receivables (deferred inflows)		(2,018)
The change in compensated absences is shown as an expense in the Statement of Activities		
		(11,640)
Repayment of debt principal is an expenditures in the governmental funds, but the repayment reduces long-term debt in the Statement of Net Position:		
- Long-term debt principal payments		120,000
Termination benefits are shown as an expense in the Statement of Activities and not reported on the Statement of Revenues, Expenditures and Changes in Fund Balance:		
- Retirement liability		7,374
- Post-employment benefits other than retirement liability		(2,824)
Pension expense related to the net pension liability is shown as an expense on the Statement of Activites and not reported on the Statement of Revenues, Expenditures, and Changes in Fund Balance		
		(144,237)
Change in net position - Statement of Activities	\$	<u>18,698</u>

See accompanying Notes to the Financial Statements

Gallatin Gateway Public School, Gallatin County, Montana
Statement of Changes in Net Position
Fiduciary Funds
For the Fiscal Year Ended June 30, 2021

		Private Purpose Trust Funds
Net Position - Beginning of the year	\$	15,629
Restatements		(15,629)
Net Position - End of the year	\$	-

See accompanying Notes to the Financial Statements

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GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2021

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The School District complies with generally accepted accounting principles (GAAP). GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements.

New Accounting Pronouncements

GASB No. 95 *Postponement of the Effective Dates of Certain Authoritative Guidance*, is effective immediately as of May 2020. The statement was implemented in response to the COVID-19 pandemic providing temporary relief to governments in relation to other GASB statements that were to be effective for the fiscal year ending June 30, 2020. That statement postponed the effective dates of implementation for the following GASB Statements; GASB Statement No. 83, *Certain Asset Retirement Obligations*, Statement No. 84, *Fiduciary Activities*, Statement No. 87, *Leases*, Statement No. 88, *Certain Disclosures Related to Debt*, Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, Statement No. 90, *Majority Equity Interests*, Statement No. 91, *Conduit Debt Obligations*, Statement No. 92, *Omnibus 2020*, and Statement No. 93 *Replacement of Interbank Offered Rates*. In addition, any of the recent implementation guides issued were postponed.

GASB No. 88 *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, is effective for years beginning after July 15, 2018. The objective of this Statement is to improve the information disclosed below related to the debt of the District, that includes direct borrowings and direct placements. For the purposes of disclosures in the following notes to the financial statements, debt is now defined as a liability that arises from contractual obligation to pay cash in one or more payments to settle an amount that is fixed at the date of the contractual obligations. This excludes leases, except for contracts reported as a financed purchased of an asset, or accounts payable. In addition, the Statement requires that the District disclose summarized information about unused lines of credit, assets pledged as collateral, and terms specified in debt agreements that are significant. The District has implemented this pronouncement for the current fiscal year and it is related in the debt footnotes below if applicable.

GASB No. 84 *Fiduciary Activities* is effective for years beginning after December 15, 2020. The Statement establishes accounting and financial reporting standards for fiduciary activities though defining specific criteria on the types of fiduciary activities that includes fiduciary component units and fiduciary activities. The criteria specifically defined in the statement determine the reporting of the fiduciary activities that include pension trust funds, private purpose trust funds, investment trust funds, and custodial funds (previously reported as agency funds). At Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position required for all of the fiduciary activities previously mentioned above. The District has implemented this pronouncement in the current fiscal year.

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2021

Financial Reporting Entity

In determining the financial reporting entity, the District complies with the provisions of GASB statement No. 14, *The Financial Reporting Entity*, as amended by GASB statement No. 61, *The Financial Reporting Entity: Omnibus*, and includes all component units of which the District appointed a voting majority of the component unit's board; the District is either able to impose its will on the unit or a financial benefit or burden relationship exists. In addition, the District complies with GASB statement No. 39 *Determining Whether Certain Organizations Are Component Units* which relates to organizations that raise and hold economic resources for the direct benefit of the District.

Primary Government

The District was established under Montana law to provide elementary educational services to residents of the District. The District provides education from kindergarten through the eighth grade.

The District is managed by a Board of Trustees, elected in district-wide elections, and by an administration appointed by and responsible to the Board. The financial statements include all of the operations of the District controlled by the Board of Trustees. Based on the criteria for determining the reporting entity (separate legal entity and financial or fiscal dependency on other governments) the District is a primary government as defined by GASB Cod. Sec. 2100 and has no component units.

Basis of Presentation, Measurement Focus and Basis of Accounting

Government-wide Financial Statements:

Basis of Presentation

The Government-wide Financial Statements (the Statement of Net Position and the Statement of Activities) display information about the reporting government as a whole. They include all funds of the District except fiduciary funds. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Net Position presents the financial condition of the governmental and business-type activities for the District at year end. The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function. The District does not charge indirect expenses to programs or functions. The types of transactions reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity, 2) operating grants and contributions, and 3) capital grants and contributions. Revenues that are not classified as program revenues, including all property taxes, are presented as general revenues.

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2021

Certain eliminations have been made as prescribed by GASB 34 in regards to inter-fund activities, payables and receivables. All internal balances in the Statement of Net Position have been eliminated.

Measurement Focus and Basis of Accounting

On the government-wide Statement of Net Position and the Statement of Activities, governmental-type activities are presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred regardless of the timing of the cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. The District generally applies restricted resources to expenses incurred before using unrestricted resources when both restricted and unrestricted net position are available.

Fund Financial Statements:

Basis of Presentation

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. Funds are organized into three categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories. Each major fund is displayed in a separate column in the governmental funds statements. All of the remaining funds are aggregated and reported in a single column as non-major funds. A fund is considered major if it is the primary operating fund of the District or meets the following criteria:

- a. Total assets combined with deferred outflows of resources, liabilities combined with deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets combined with deferred outflows of resources, liabilities combined with deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or enterprise funds are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2021

Measurement Focus and Basis of Accounting

Governmental Funds:

Modified Accrual

All governmental funds are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. “Measurable” means the amount of the transaction can be determined. “Available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The District defined the length of time used for “available” for purposes of revenue recognition in the governmental fund financial statements as collection within 60 days of the end of the current fiscal period, except for property taxes and other state grants that are recognized upon receipt.

Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. General capital asset acquisitions are reported as expenditures in governmental funds and proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

Property taxes, charges for current services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met. Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. All other revenue items are considered to be measurable and available only when cash is received by the District.

Major Funds:

The District reports the following major governmental funds:

General Fund - This is the District’s primary operating fund and it accounts for all financial resources of the District except those required to be accounted for in other funds.

Miscellaneous Programs Fund – Authorized by Section 20-9-507, MCA, for the purpose of accounting for local, state or federal grants and reimbursements. Donations and expendable trusts for scholarships or other purposes that support district programs are deposited in this fund.

Building Reserve Fund – Authorized by Section 20-9-502, MCA, for the purpose of financing voter approved building or construction projects funded with district mill levies.

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2021

Fiduciary Funds:

Fiduciary funds presented using the economic resources measurement focus and the accrual basis of accounting (except for the recognition of certain liabilities of defined benefit pension plans and certain postemployment healthcare plans). The required financial statements are a statement of fiduciary net position and a statement of changes in fiduciary net assets. The fiduciary funds are:

Private-purpose Trust Funds – To report the fiduciary activities of those resources held in a trust that are not required to be reported in Pension (and other employee benefit) or Investment Trust funds. These funds are used for specific purposes that were originally defined by the individual or organization that gave the funds to the government. The student activities funds have been reclassified to the Miscellaneous programs per the implementation of GASB No. 84 *Fiduciary Activities*.

NOTE 2. CASH, CASH EQUIVALENTS, AND INVESTMENTS

Cash Composition

The District’s cash is held by the County Treasurer and pooled with other County cash. School district cash which is not necessary for short-term obligations, the District participates in a County-wide investment program whereby all available cash is invested by the County Treasurer in pooled investments. Interest earned on the pooled investments is distributed to each contributing entity and fund on a pro rata basis. The County’s investment portfolio as of June 30, 2021, consisted of time deposits, U.S Government bonds, and the State Short-Term Investment Pool (STIP). Interest earned on pooled investments is distributed to each contributing entity and fund on a pro rata basis.

The School District does not own specific identifiable investment securities in the pool; therefore, is not subject to categorization. Information regarding investment risk, collateral, security, and fair values for Gallatin County deposits and investments is available from Gallatin County Treasurer’s office, 311 West Main Street Room 306, Bozeman, Montana 59715. Fair value approximates carrying value for investments as of June 30, 2021.

	<u>Primary Government</u>
<u>Cash on hand and deposits:</u>	
Cash on deposit with County Treasurer	\$ 616,086
Total	\$ <u>616,086</u>

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2021

NOTE 3. RECEIVABLES

Tax Receivables

Property tax levies are set in August, after the County Assessor delivers the taxable valuation information to the County, in connection with the budget process and are based on taxable values listed as of January 1 for all property located in the Entity. Taxable values are established by the Montana Department of Revenue, and a revaluation of all property is required to be completed on a periodic basis. Taxable value is defined by Montana statute as a fixed percentage of market value.

Real property (and certain attached personal property) taxes are billed within ten days after the third Monday in October and are due in equal installments on November 30 and the following May 31. After those dates, they become delinquent (and a lien upon the property). After three years, the County may exercise the lien and take title to the property. Special assessments are either billed in one installment due November 30 or two equal installments due November 30 and the following May 31. Personal property taxes (other than those billed with real estate) are generally billed no later than the second Monday in July (normally in May or June), based on the prior November's levies. Personal property taxes, other than mobile homes, are due thirty days after billing. Mobile home taxes are billed in two halves, the first due thirty days after billing; the second due September 30. The tax billings are considered past due after the respective due dates and are subject to penalty and interest charges.

Taxes that become delinquent are charged interest at the rate of 5/6 of 1% a month plus a penalty of 2%. Real property on which taxes remain delinquent and unpaid may be sold at tax sales. In the case of personal property, the property is to be seized and sold after the taxes become delinquent.

NOTE 4. INVENTORIES

The cost of inventories are recorded as an expenditure when purchased.

NOTE 5. CAPITAL ASSETS

The District's assets are capitalized at historical cost or estimated historical cost. District policy has set the capitalization threshold for reporting capital assets at \$5,000. Gifts or contributions of capital assets are recorded at fair market value when received. The costs of normal maintenance and repairs are charged to operations as incurred. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable. Depreciation is recorded on a straight-line basis over the useful lives of the assets as follows:

Buildings	20 – 80 years
Improvements	20 – 80 years
Equipment	6 – 20 years

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2021

In June 1999, the Governmental Accounting Standards Board (GASB) issued Statement No. 34 which requires the inclusion of infrastructure capital assets in local governments' basic financial statements. In accordance with Statement No. 34, the District has not yet included the value of all infrastructure into the 2021 Basic Financial Statements. The government has elected not to retroactively report general infrastructure assets.

A summary of changes in governmental capital assets was as follows:

Governmental activities:

	<u>Balance</u> <u>July 1, 2020</u>	<u>Additions</u>	<u>Balance</u> <u>June 30, 2021</u>
Capital assets not being depreciated:			
Land	\$ 58,361	\$ -	\$ 58,361
Total capital assets not being depreciated	<u>\$ 58,361</u>	<u>\$ -</u>	<u>\$ 58,361</u>
Other capital assets:			
Buildings	\$ 1,792,785	\$ 6,775	\$ 1,799,560
Improvements other than buildings	123,537	-	123,537
Machinery and equipment	237,442	-	237,442
Total other capital assets at historical cost	\$ 2,153,764	\$ 6,775	\$ 2,160,539
Less: accumulated depreciation	<u>(793,411)</u>	<u>(56,048)</u>	<u>(849,459)</u>
Total	<u>\$ 1,418,714</u>	<u>\$ (49,273)</u>	<u>\$ 1,369,441</u>

Governmental capital assets depreciation expense was charged to functions as follows:

Governmental Activities:	
Instructional – regular	\$ 1,425
Supporting services – operations and maintenance	2,302
Student transportation	16,961
School food	1,755
Unallocated	<u>33,605</u>
Total governmental activities depreciation expense	<u>\$ 56,048</u>

NOTE 6. LONG TERM DEBT OBLIGATIONS

In the governmental-wide financial statements, outstanding debt is reported as liabilities. Bond issuance costs, bond discounts or premiums, are expensed at the date of sale.

The governmental fund financial statements recognize the proceeds of debt and premiums as other financing sources of the current period. Issuance costs are reported as expenditures.

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Changes in Long-Term Debt Liabilities - During the year ended June 30, 2021, the following changes occurred in liabilities reported in long-term debt:

Governmental Activities:

	Balance			Balance		Due Within
	<u>July 1, 2020</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2021</u>	<u>One Year</u>	
General obligation bonds	\$ 120,000	\$ -	\$ (120,000)	\$ -	\$ -	-
Compensated absences	52,518	11,640	-	64,158	52,861	52,861
Retiree incentive	14,748	(7,374)	-	7,374	7,374	7,374
Total	<u>\$ 187,266</u>	<u>\$ 4,266</u>	<u>\$ (120,000)</u>	<u>\$ 71,532</u>	<u>\$ 60,235</u>	<u>\$ 60,235</u>

In prior years the General Fund and the compensated absences fund was used to liquidate compensated absences and claims and judgments.

Compensated Absences

Compensated absences are absences for which employees will be paid for time off earned for time during employment, such as earned vacation and sick leave. Non-teaching District employees earn vacation leave ranging from fifteen to twenty-four days per year depending on the employee’s years of service. Vacation leave may be accumulated not to exceed two times the maximum number of days earned annually. Sick leave is earned at a rate of one day per month for non-teaching employees. Upon retirement or termination, employees are paid for 100% of unused vacation leave and 25% of unused sick leave. Upon termination, all payments are made at the employee’s current rate of pay.

Teachers are credited with fourteen days of Annual Leave at full salary at the beginning of each school year. Teachers may choose to accumulate a maximum of twelve Annual Leave days, per year. Unused Annual Leave will be allowed to accumulate up to eighty days. When a teacher has reached the maximum of eighty dates, any days unused will be reimbursed at the end of the year at the current substitute teacher’s pay.

Termination of employment would result in a lump sum payment for all days of unused Annual Leave at the current substitute teacher’s pay.

The liability associated with governmental fund-type employees is reported in the governmental-type activities.

Special Retirement Benefits

The District offered early retirement incentives which are intended to provide teachers flexibility in developing new career options through capitalization of financial incentives of value to both the teacher and to the District for the 2018-2019 school year only. Certificated classroom teaching personnel contracted by the District for the 2018-2019 school year with no less than twenty-five (25) years of creditable service under the Montana Teachers' Retirement System and at least twenty-five (25) years of service with School District are eligible and qualified to participate in this Early Retirement Incentive Program (ERIP). The Board of Trustees will accept up to a maximum of one resignation.

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The Program benefit for the eligible employee will be continued Major Medical & Flexible Benefits Plan as outlined in Article 21 in the Master Agreement between the Gallatin Gateway Board of Trustees, School District No. 35 and the Gallatin Gateway Education Association MEA-MFT for three (3) years after the date of retirement. Currently, this amount is Five hundred eighty-four dollars (\$584.00) per month toward a major medical plan and twenty-five dollars (\$25.00) per month toward the Flexible Benefits Plan. If in any year of the three (3) years the School District and the Association negotiate an increase in the benefit, the eligible employee will also receive the increase. The eligible employee will be required to pay any additional premium amount per month to the School District on or before the 5th day of each month. If there is excess after the premium is paid, the excess will be applied to the Flexible Benefits Plan for the eligible employee. One employee participated in this benefit.

The District had one employee accept the above offer in fiscal year 2018-2019. The District recorded a liability of \$7,374, for retirement incentives due as of June 30, 2021.

NOTE 7. POSTEMPLOYMENT HEALTHCARE PLAN

Plan Description. The healthcare plan, as required by section 2-18-704, MCA, provides employees with at least 5 years of service and who are at least age 50, along with surviving spouses and dependents, to stay on the government's health care plan as long as they pay the same premium. This creates a defined benefit Other Post-Employment Benefits Plan (OPEB); since retirees are usually older than the average age of the plan participants, they receive a benefit of lower insurance rates. The OPEB plan is a single-employer defined benefit plan administered by the District. The government has not created a trust to accumulate assets to assist in covering the defined benefit plan costs, and covers these when they come due. The government has less than 100 plan members and thus qualifies to use the "Alternative Measurement Method" for calculating the liability. The above described OPEB plan does not provide a stand-alone financial report.

Benefits Provided. The government provides healthcare insurance benefits for retirees and their dependents upon reaching the age and service years defined in section 2-18-704, MCA. The benefit terms require that eligible retirees cover 100 percent of the health insurance premiums, but may pay the same premiums as the other members in the group health plan.

Employees covered by benefit terms. At June 30, 2020, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries receiving benefit payments	1
Active employees	16
Total employees	17

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Total OPEB Liability

The District’s total OPEB liability of \$38,858 at June 30, 2021, was determined by using the alternative measurement method. The measurement date of the determined liability was June 30, 2020 using standard roll forward procedures to June 30, 2021.

Actuarial assumptions and other input. The total OPEB liability in the June 30, 2020 alternative measurement method was determined using the following assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Average age of retirement (based on historical data)	62
Discount rate (average anticipated rate)	2.10%
Average salary increase (Consumer Price Index)	2.54%
<u>Health care cost rate trend (Federal Office of the Actuary)</u>	

<u>Year</u>	<u>% Increase</u>
2021	5.10%
2022	5.70%
2023	5.60%
2024	5.50%
2025	5.70%
2026	5.80%
2027	5.60%
2028	5.60%
2029	5.60%
2030 and thereafter	5.60%

The discount rate was based on the 20-year General obligation (GO) bond index.

Life expectancy of employees was based on the United States Life Tables, 2017 for Males: Table 2 and Females: Table 3 as published in the National Vital Statistics Reports, Vol. 68, No. 7, June 24, 2019.

The turnover rates were determined from the periodic experience studies of the Montana public retirement systems for the covered groups as documented in the GASB 68 actuarial valuations.

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Changes in the Total OPEB Liability

Balance at 6/30/2020	\$ <u>36,034</u>
Changes for the year:	
Service Cost	\$ <u>2,824</u>
Net Changes	\$ <u>2,824</u>
Balance at 6/30/2021	\$ <u><u>38,858</u></u>

Sensitivity of the total OPEB liability to changes in the discount rate. The following summarizes the total OPEB liability reported, and how that liability would change if the discount rate used to calculate the OPEB liability were to decrease or increase 1%:

	1% Decrease (1.10%)	Discount Rate (2.10%)	1% Increase (3.10%)
Total OPEB Liability	\$ 41,282	\$ 36,034	\$ 31,616

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The following summarizes the total OPEB liability reported, and how that liability would change if the healthcare trend rates used in projecting the benefit payments were to decrease or increase 1%:

	1% Decrease	Healthcare Cost Trends*	1% Increase
Total OPEB Liability	\$ 28,942	\$ 36,034	\$ 45,130

**Reference the assumptions footnotes to determine the healthcare cost trends used to calculate the OPEB liability.*

In fiscal year ending June 30, 2021, the above sensitivity analysis does not reflect the change to the total OPEB liability. The total OPEB liability in the analysis is based on the June 30, 2020 calculated liability per valuation completed on June 30, 2020.

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2021, the District recognized an OPEB expense of \$2,824. The District does not report any deferred outflows of resources and deferred inflows of resources related to OPEB as there were no differences between expected and actual experience or changes in assumptions performed in the alternative measurement method. In addition, since District records costs as they come due, there are no deferred outflows of resources for contributions to the OPEB plan trust.

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NOTE 9. NET PENSION LIABILITY (NPL)

As of June 30, 2021, the District reported the following balances as its proportionate share of PERS and TRS pension amounts:

District's Proportionate Share Associated With:

	<u>PERS</u>	<u>TRS</u>	<u>Pension Totals</u>
Net Pension Liability	\$ 256,815	\$ 1,327,156	\$ 1,583,971
Deferred outflows of resources*	\$ 61,932	\$ 280,681	\$ 342,613
Deferred inflows of resources	\$ 7,343	\$ 8,132	\$ 15,475
Pension expense	\$ 62,882	\$ 291,001	\$ 353,883

*Deferred outflows for PERS and TRS are reported as of the reporting date which includes employer contributions made subsequent to the measurement date of \$14,546, and \$76,663, respectively. These amounts will be recognized as a reduction of the net pension liability in the year ending June 30, 2021. Total deferred inflows and outflows in the remainder of the note are as of the measurement date of June 30, 2021.

The following are the detailed disclosures for each retirement plan as required by GASB 68.

Public Employee's Retirement System – Defined Benefit Retirement Plan

Summary of Significant Accounting Policies

The District's employees participate in the Public Employees Retirement System (PERS) administered by the Montana Public Employee Retirement Administration (MPERA), MPERA prepared financial statements using the accrual basis of accounting. The same accrual basis was used by MPERA for the purposes of determining the NPL; Deferred Outflows of Resources and Deferred Inflows of Resources related to pensions; Pension Expense; the Fiduciary Net Position; and Additions to, or Deductions from, Fiduciary Net Position. Member contributions are recognized in the period in which contributions are due. Employer contributions are recognized when due and the employer has made a formal commitment to provide the contributions. Revenues are recognized in the accounting period they are earned and become measurable. Benefit payments and refunds are recognized in the accounting period in which they are due and payable in accordance with the benefit terms. Expenses are recognized in the period incurred. Investments are reported at fair value. MPERA adhered to all accounting principles generally accepted by the United States of America. MPERA applied all applicable pronouncements of the Governmental Accounting Standards Board (GASB).

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Plan Descriptions

The PERS-Defined Benefit Retirement Plan (PERS) administered by the Montana Public Employee Retirement Administration (MPERA), is a multiple-employer, cost-sharing plan established July 1, 1945, and governed by Title 19, chapters 2 & 3, Montana Code Annotated (MCA). This plan provides retirement benefits to covered employees of the State, local governments, certain employees of the Montana University System, and school districts.

All new members are initially members of the PERS-DBRP and have a 12-month window during which they may choose to remain in the PERS-DBRP or join the defined contribution retirement plan (PERS-DCRP) by filing an irrevocable election. Members may not be participants of both the *defined contribution* and *defined benefit* retirement plans. For members that choose to join the PERS-DCRP, a percentage of the employer contributions will be used to pay down the liability of the PERS-DBRP. All new members from the universities also have third option to join the university system's Montana University System Retirement Program (MUS-RP).

The PERS-DBRP provides retirement, disability, and death benefits to plan members and their beneficiaries. Benefits are established by state law and can only be amended by the Legislature.

Summary of Benefits

Service retirement:

- Hired prior to July 1, 2011:
 - Age 60, 5 years of membership service;
 - Age 65, regardless of membership service; or
 - Any age, 30 years of membership service.
- Hired on or after July 1, 2011:
 - Age 65, 5 years of membership service;
 - Age 70, regardless of membership service.

Early Retirement (actuarially reduced):

- Hired prior to July 1, 2011:
 - Age 50, 5 years of membership service; or
 - Any age, 25 years of membership service.
- Hired on or after July 1, 2011:
 - Age 55, 5 years of membership service.

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Second Retirement (requires returning to PERS-covered employer or PERS service):

1) Retire before January 1, 2016 and accumulate less than 2 years additional service credit or retire on or after January 1, 2016 and accumulate less than 5 years additional service credit:

- a. A refund of member's contributions plus return interest (currently 2.02% effective July 1, 2018).
- b. No service credit for second employment;
- c. Start the same benefit amount the month following termination; and
- d. Guaranteed Annual Benefit Adjustment (GABA) starts again in the January immediately following the second retirement.

2) Retire before January 1, 2016 and accumulate at least 2 years of additional service credit:

- a. A recalculated retirement benefit based on provisions in effect after the initial retirement; and
- b. GABA starts on the recalculated benefit in the January after receiving the new benefit for 12 months.

3) Retire on or after January 1, 2016 and accumulate 5 or more years of service credit:

- a. The same retirement as prior to the return to service;
- b. A second retirement benefit as prior to the second period of service based on laws in effect upon the rehire date; and
- c. GABA starts on both benefits in the January after receiving the original and the new benefit for 12 months.

Vesting

- 5 years of membership service

Member's highest average compensation (HAC)

- Hired prior to July 1, 2011- highest average compensation during any consecutive 36 months;
- Hired on or after July 1, 2011-highest average compensation during any consecutive 60 months;

Compensation Cap

- Hired on or after July 1, 2013-110% annual cap on compensation considered as a part of a member's highest average compensation.

Monthly benefit formula

Members hired prior to July 1, 2011:

- Less than 25 years of membership service: 1.785% of HAC per year of service credit;
- 25 years of membership service or more: 2% of HAC per year of service credit.

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Members hired on or after July 1, 2011:

- Less than 10 years of membership service: 1.5% of HAC per year of service credit;
- 10 years or more, but less than 30 years of membership service: 1.785% of HAC per year of service credit;
- 30 years or more of membership service: 2% of HAC per year of service credit.

Guaranteed Annual Benefit Adjustment (GABA)

After the member has completed 12 full months of retirement, the member's benefit increases by the applicable percentage (provided below) each January, inclusive of other adjustments to the member's benefit.

- 3.0% for members hired prior to July 1, 2007
- 1.5% for members hired between July 1, 2007 and June 30, 2013
- Members hired on or after July 1, 2013:
 - 1.5% for each year PERS is funded at or above 90%;
 - 1.5% is reduced by 0.1% for each 2% PERS is funded below 90%; and
 - 0% whenever the amortization period for PERS is 40 years or more.

Contributions

The state Legislature has the authority to establish and amend contributions rates. Member and employer contribution rates are specified by Montana Statute and are a percentage of the member's compensation. Contributions are deducted from each member's salary and remitted by participating employers

Special Funding: The state of Montana, as the non-employer contributing entity, paid to the Plan, additional contributions that qualify as special funding. Those employers who received special funding are all participating employers

Not Special Funding: Per Montana law, state agencies and universities paid their own additional contributions. The employer paid contributions are not accounted for as special funding state agencies and universities but are reported as employer contributions.

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Member and employer contribution rates are shown in the table below.

Fiscal Year	Member		School Districts	
	Hired < 07/01/11	Hired > 07/01/11	Employer	State
2021	7.900%	7.900%	8.500%	0.370%
2020	7.900%	7.900%	8.400%	0.370%
2019	7.900%	7.900%	8.300%	0.370%
2018	7.900%	7.900%	8.200%	0.370%
2017	7.900%	7.900%	8.100%	0.370%
2016	7.900%	7.900%	8.000%	0.370%
2015	7.900%	7.900%	7.900%	0.370%
2014	7.900%	7.900%	7.800%	0.370%
2012 – 2013	6.900%	7.900%	6.800%	0.370%
2010 – 2011	6.900%		6.800%	0.370%
2008 – 2009	6.900%		6.800%	0.235%
2000 - 2007	6.900%		6.800%	0.100%

1. Rates are specified by state law and are a percentage of the member's compensation.
 - a. Contributions are deducted from each member's salary and remitted by participating employers;
 - b. The State legislature has the authority to establish and amend contribution rates to the plan.
2. Member contributions to the system:
 - a. Plan members are required to contribute 7.90% of member's compensation. Contributions are deducted from each member's salary and remitted by participating employers.
 - b. The 7.90% member contributions is temporary and will be decreased to 6.9% on January 1 following actuary valuation results that show the amortization period has dropped below 25 years and would remain below 25 years following the reduction of both the additional employer and additional member contribution rates.
3. Employer contributions to the system:
 - a. Effective July 1, 2014, following the 2013 Legislative session, PERS-employer contributions increase an additional 0.1% a year and will continue over 10 years through 2024. The additional employer contributions including the 0.27% added in 2007 and 2009, will terminate on January 1 following actuary valuation results that show the amortization period has dropped below 25 years and would remain below the 25 years following the reduction of both the additional employer and additional member contributions rates.
 - b. Effective July 1, 2013, employers are required to make contributions on working retirees' compensation. Member contributions for working retirees are not required.

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- c. The portion of the employer contributions allocated to the Plan Choice Rate (PCR) are included in the employers reporting. The PCR was paid off effective March 2016 and the contributions previously directed to the PCR are now directed to member accounts.
4. Non-Employer Contributions
- a. Special Funding
- i. The State contributes 0.1% of members' compensation on behalf of local government entities.
 - ii. The State contributes 0.37% of members' compensation on behalf of school district entities.
 - iii. The State contributed a statutory appropriation from its General Fund of \$33,951,150.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

GASB Statement 68 allows a measurement date of up to 12 months before the employer's fiscal year-end can be utilized to determine the Plan's TPL. The basis for the TPL as of June 30, 2020, was determined by taking the results of the June 30, 2019, actuarial valuation and applying standard roll forward procedures. The roll forward procedure uses a calculation that adds the annual normal cost (also called the service cost), subtracts the actual benefit payments and refunds for the plan year, and then applies the expected investment rate of return for the year. The roll forward procedure will include the effects of any assumption changes and legislative changes. The update procedures are in conformity with Actuarial Standards and Practice issued by the Actuarial Standards Board.

The Total Pension Liability (TPL minus the Fiduciary Net Position equals the Net Pension Liability (NPL). The proportionate shares of the employer's and the state of Montana's NPL for June 30, 2021, and 2020, are displayed below. The District proportionate share equals the ratio of the employer's contributions to the sum of all employer and non-employer contributions during the measurement period. The state's proportionate share for a particular employer equals the ratio of the contributions for the particular employer to the total state contributions paid. The District recorded a liability of \$256,815 and the District's proportionate share was 0.009734 percent.

	Net Pension Liability as of 6/30/2021	Net Pension Liability as of 6/30/2020	Percent of Collective NPL as of 6/30/2021	Percent of Collective NPL as of 6/30/2020	Change in Percent of Collective NPL
Employer Proportionate Share	\$ 256,815	\$ 186,920	0.009734%	0.008942%	0.000792%
State of Montana Proportionate Share associated with Employer	88,219	66,279	0.003344%	0.003171%	0.000173%
Total	\$ 345,034	\$ 253,199	0.013078%	0.012113%	0.000965%

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Changes in actuarial assumptions and methods:

The following changes in assumptions or other inputs were made that affected the measurement of the TPL.

1. The discount rate was lowered from 7.65% to 7.34%
2. The investment rate of return was lowered from 7.65% to 7.34%
3. The inflation rate was reduced from 2.75% to 2.40%

Changes in benefit terms:

There were no changes in benefit terms since the previous measurement date

Changes in proportionate share:

There were no changes between the measurement date of the collective NPL and the employer's reporting date that are expected to have a significant effect on the employer's proportionate share of the collective NPL. However, each employer may have unique circumstances that will impact the employer's proportionate share of the collective net pension. If there were changes that are expected to have an impact on the net pension liability, the employer should disclose the amount of the expected resultant change in the employer's proportionate share of the collective net pension liability, if known.

Pension Expense:

At June 30, 2021, the District recognized a Pension Expense of \$48,454 for its proportionate share of the pension expense. The District also recognized grant revenue of \$14,428 for the support provided by the State of Montana for its proportionate share of the pension expense that is associated with the District.

	Pension Expense as of 6/30/21	Pension Expense as of 6/30/20
Employer Proportionate Share	\$ 48,454	\$ 33,142
State of Montana Proportionate Share associated with the Employer	14,428	4,500
Total	\$ 62,882	\$ 37,642

Recognition of Beginning Deferred Outflow

At June 30, 2021, the District recognized a beginning deferred outflow of resources for the District's fiscal year 2020 contributions of \$14,052.

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Recognition of Deferred Inflows and Outflows:

At June 30, 2021, the District reported its proportionate share of the Plan's deferred outflows of resources and deferred inflows of resources from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 4,146	\$ 7,343
Actual vs. Expected Investment Earnings	22,238	-
Changes in Assumptions	17,783	-
Changes in Proportion Share and Differences between Employer Contributions and Proportionate Share of Contributions	3,219	-
Employer contributions subsequent to the measurement date - FY21*	14,546	-
Total	\$ 61,932	\$ 7,343

*Amounts reported as deferred outflows of resources related to pensions resulting from the District's contributions subsequent to the measurement date have been recognized as a reduction of the net pension liability in the year ended June 30, 2022.

Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

	Recognition of Deferred Outflows and Deferred Inflows in Future years as an increase or (decrease) to Pension Expense	
For the Measurement Year ended June 30:		
2021	\$	7,412
2022	\$	19,304
2023	\$	7,770
2024	\$	5,556
Thereafter	\$	-

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Actuarial Assumptions

The total pension liability used to calculate the NPL was determined by taking the results of the June 30, 2020 actuarial valuation was determined using the following actuarial assumptions.

- Investment Return (net of admin expense) 7.34%
- Admin Expense as % of Payroll 0.30%
- General Wage Growth* 3.50%
- *includes Inflation at 2.40%
- Merit Increases 0% to 4.8%
- Postretirement Benefit Increase Below:

Guaranteed Annual Benefit Adjustment (GABA)

After the member has completed 12 full months of retirement, the member's benefit increases by the applicable percentage each January, Inclusive of other adjustments to the member's benefit.

- 3% for members hired prior to July 1, 2007
- 1.5% for members hired between July 1, 2007 and June 30, 2013
- Member hired on or after July 1, 2013:
 - 1.5% for each year PERS is funded at or above 90%;
 - 1.5% is reduced by 0.1% for each 2% PERS is funded below 90%; and
 - 0% whenever the amortization period for PERS is 40 years or more.
- Mortality assumptions among contributing members, service retired members and beneficiaries based on RP 2000 Combined Employee and Annuitant Mortality Tables projected to 2020 with scale BB, males set back 1 year.
- Mortality assumptions among Disabled members are based on RP 2000 Combined Mortality Tables with no projections.

The most recent experience study, performed for the period covering fiscal years 2011 through 2016, is outlined in a reported dated May 5, 2017 and can be located on the MPERA website. The long-term expected return on pension plan assets is reviewed as part of the regular experience studies prepared for the Plan. The long-term rate of return as of June 30, 2020, was calculated using the average long-term capital market assumptions published by the Survey of Capital Market Assumptions, 2020 Edition by Horizon Actuarial Services, LLC, yielding a median real rate of return of 4.94%. The assumed inflation is based on the intermediate inflation of 2.4% in the 2020 OASDI Trustees Report by the Chief Actuary for Social Security to produce 75-year cost projections. Combining these two results yields a nominal return of 7.34%. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2020, are summarized in the table below.

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<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return Arithmetic Basis</u>
Cash Equivalents	2.00%	0.11%
Domestic Equity	30.00%	6.19%
Foreign Equity	16.00%	6.92%
Private Equity	14.00%	10.37%
Natural Resources	4.00%	3.43%
Real Estate	9.00%	5.74%
Core Fixed Income	20.00%	1.57%
Non-Core Fixed Income	<u>5.00%</u>	3.97%
Total	<u>100%</u>	

Discount Rate

The discount rate used to measure the TPL was 7.34%. The projection of cash flows used to determine the discount rate assumed that contributions from participating plan members, employers, and non-employer contributing entities would be made based on the Board's funding policy, which established the contractually required rates under the Montana Code Annotated. The state contributed 0.10% of the salaries paid by local governments and 0.37% paid by school districts. In addition, the state contributed coal severance tax and interest money from the general fund. The interest was contributed monthly and the severance tax was contributed quarterly. Based on those assumptions, the Plan's fiduciary net position was projected to be adequate to make all the projected future benefit payments of current plan members through the year 2123. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the TPL. A municipal bond rate was not incorporated in the discount rate.

1.0% Decrease (6.34%)	Current Discount Rate	1.0% Increase (8.34%)
\$ 353,491	\$ 256,815	\$ 175,608

In accordance with GASB 68 regarding the disclosure of the sensitivity of the net pension liability to changes in the discount rate, the above table presents the net pension liability calculated using the discount rate of 7.34%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1.00% lower (6.34%) or 1.00% higher (8.34%) than the current rate.

PERS Disclosure for the defined contribution plan

Gallatin Gateway Public School contributed to the state of Montana Public employee Retirement System Defined Contribution Retirement Plan (PERS-DCRP) for employees that have elected the DCRP. The PERS-DCRP is administered by the PERB and is reported as a multiple-employer plan established July 1, 2002, and governed by Title 19, chapters 2 & 3, MCA.

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All new PERS members are initially members of the PERS-DBRP and have a 12-month window during which they may choose to remain in the PERS-DBRP or join the PERS-DCRP by filing an irrevocable election. Members may not be participants of both the defined benefit and defined contribution retirement plans.

Member and employer contributions rates are specified by state law and are a percentage of the member's compensation. Contributions are deducted from each member's salary and remitted by participating employers. The state Legislature has the authority to establish and amend contribution rates.

Benefits are dependent upon eligibility and individual account balances. Participants are vested immediately in their own contributions and attributable income. Participants are vested after 5 years of membership service for the employer's contributions to individual accounts and the attributable income. Non-vested contributions are forfeited upon termination of employment per 19-3-2117(5), MCA. Such forfeitures are used to cover the administrative expenses of the PERS-DCRP.

At the plan level for the measurement period ended June 30, 2020, the PERS-DCRP employer did not recognize any net pension liability or pension expense for the defined contribution plan. Plan level non-vested forfeitures for the 329 employers that have participants in the PERS-DCRP totaled \$775,195.

Pension plan fiduciary net position: The stand-alone financial statements (76d) of the Montana Public Employees Retirement Board (PERB) Comprehensive Annual Financial Report (CAFR) and the GASB 68 Report disclose the Plan's fiduciary net position. The reports are available from the PERB at PO Box 200131, Helena MT 59620-0131, (406) 444-3154 or both are available on the MPERA website at <http://mpera.mt.gov/index.shtml>.

Teachers Retirement System

Summary of Significant Accounting Policies

The Teachers' Retirement System prepares its financial statements using the accrual basis of accounting. For the purposes of measuring the Net Pension Liability, deferred inflows of resources and deferred outflows of resources related to pensions, pension expense, information about the fiduciary net position of the Teachers' Retirement System (TRS) and additions to/deductions from TRS's fiduciary net position have been determined on the same accrual basis as they are reported by TRS. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. TRS adheres to all applicable Governmental Accounting Standards Board (GASB) statements.

TRS' stand-alone financial statements, actuarial valuations and experience studies can be found online at <https://trs.mt.gov/TrsInfo/NewsAnnualReports>.

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Plan Descriptions

Teachers' Retirement System (TRS or the System) is a mandatory-participation multiple-employer cost-sharing defined-benefit public pension plan that provides retirement services to individuals employed as teachers, administrators, and in other professional and skilled positions employed in public education in Montana.

The TRS Board is the governing body of the System and the TRS staff administers the system in conformity with the laws set forth in Title 19, chapter 20 of the Montana Code Annotated, and administrative rules set forth in Title 2, chapter 44 of the Administrative Rules of Montana. Additional information pertaining to membership, benefit structure, and prior years' actuarial valuations, as well as links to applicable statutes and administrative rules, may be obtained by visiting the TRS web site at trs.mt.gov.

Summary of Benefits

Through June 30, 2013, all members enrolled in TRS participated in a single-tiered plan ("Tier One"). Employees with a minimum of 25 years of service or who have reached age 60 with 5 years of service are eligible to receive an annual retirement benefit equal to creditable service years divided by 60 times the average final compensation. Final compensation is the average of the highest three consecutive years of earned compensation. Benefits fully vest after 5 years of creditable service. Vested employees may retire at or after age 50 and receive reduced retirement benefits. Beginning July 1, 2013, new members in TRS participate in a second benefit tier ("Tier Two"), which differs from Tier One as follows:

- Tier Two uses a 5-year average final compensation (as opposed to 3-year AFC in Tier One)
- Tier Two provides for unreduced service retirement benefits at age 60 with 5 years of creditable service or at age 55 with at least 30 years of creditable service (rather than at age 60 with 5 years of service or at any age with creditable service in 25 years in Tier One)
- Tier Two provides for early retirement benefits with 5 years of creditable service at age 55 (rather than age 50 in Tier One)
- Tier Two has a one percent higher normal employee contribution rate (though a temporary 1% supplemental employee contribution rate is also now currently in place for Tier One members), and
- Tier Two provides for an enhanced benefit calculation - $1.85\% \times \text{AFC} \times \text{years of creditable service}$ - for members retiring with at least 30 years of creditable service and at least 60 years of age (rather than $1.6667 \times \text{AFC} \times \text{years of creditable service}$)

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A guaranteed annual benefit adjustment (GABA) is payable on January 1st of each calendar year for each retiree who has received at least 36 monthly retirement benefit payments prior to that date. The GABA is applicable to both Tier One and Tier Two members. The GABA for Tier One members is 1.5% of the benefit payable as of January 1st. For Tier Two members the GABA each year may vary from 0.5% to 1.5% based on the retirement system's funding status and the period required to amortize any unfunded accrued actuarial liability as determined in the prior actuarial valuation.

Contributions

The System receives a portion of the total required statutory contributions directly from the State for all employers. The employers are considered to be in a special funding situation as defined by GASB 68 and the State is treated as a non-employer contributing entity in TRS. The System receives 2.49% of reportable compensation from the State's general fund for School Districts and Other Employers. The System also receives 0.11% of reportable compensation from the State's general fund for all TRS Employers including State Agency and University System Employers. Finally, the State is also required to contribute \$25 million in perpetuity payable July 1st of each year.

MCA 19-20-605 requires each employer to contribute 9.85% of total compensation paid to all re-employed TRS retirees employed in a TRS reportable position. Pursuant to MCA 19-20-609, this amount shall increase by 1.00% for fiscal year 2014 and increase by 0.10% each fiscal year through 2024 until the total employer contribution is equal to 11.85% of re-employed retiree compensation.

The tables below show the legislated contribution rates for TRS members, employers and the State.

School District and Other Employers

	<u>Members</u>	<u>Employers</u>	<u>General fund</u>	<u>Total employee & employer</u>
Prior to July 1, 2007	7.15%	7.47%	0.11%	14.73%
July 1, 2007 to June 30, 2009	7.15%	7.47%	2.11%	16.73%
July 1, 2009 to June 30, 2013	7.15%	7.47%	2.49%	17.11%
July 1, 2013 to June 30, 2014	8.15%	8.47%	2.49%	19.11%
July 1, 2014 to June 30, 2015	8.15%	8.57%	2.49%	19.21%
July 1, 2015 to June 30, 2016	8.15%	8.67%	2.49%	19.31%
July 1, 2016 to June 30, 2017	8.15%	8.77%	2.49%	19.41%
July 1, 2017 to June 30, 2018	8.15%	8.87%	2.49%	19.51%
July 1, 2018 to June 30, 2019	8.15%	8.97%	2.49%	19.61%
July 1, 2019 to June 30, 2020	8.15%	9.07%	2.49%	19.71%
July 1, 2020 to June 30, 2021	8.15%	9.17%	2.49%	19.81%
July 1, 2021 to June 30, 2022	8.15%	9.27%	2.49%	19.91%
July 1, 2022 to June 30, 2023	8.15%	9.37%	2.49%	20.01%
July 1, 2023 to June 30, 2024	8.15%	9.47%	2.49%	20.11%

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Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

In accordance with GASB Statement 68, Accounting and Financial Reporting for Pensions, employers are required to recognize and report certain amounts associated with their participation in the Montana Teachers' Retirement System (TRS or the System). Statement 68 became effective June 30, 2015 and includes requirements to record and report their proportionate share of the collective Net Pension Liability. In accordance with Statement 68, the System has a special funding situation in which the State of Montana is legally responsible for making contributions directly to TRS that are used to provide pension benefits to the retired members of TRS. Due to the existence of a special funding situation, employers are also required to report the portion of the State of Montana's proportionate share of the collective Net Pension Liability that is associated with the employer. The following table displays the amounts and the percentages of Net Pension Liability for the fiscal years ended June 30, 2020 and June 30, 2021 (reporting dates).

	Net Pension Liability as of 6/30/2021	Net Pension Liability as of 6/30/2020	Percent of Collective NPL as of 6/30/2021	Percent of Collective NPL as of 6/30/2020	Change in Percent of Collective NPL
Employer Proportionate Share	\$ 1,327,156	\$ 1,132,990	0.05900%	0.0588%	0.0002%
State of Montana Proportionate Share associated with Employer	783,292	687,142	0.0348%	0.0356%	-0.0008%
Total	\$ 2,110,448	\$ 1,820,132	0.0938%	0.0944%	-0.0006%

At June 30, 2021, the District recorded a liability of \$1,327,156 for its proportionate share of the Net Pension Liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2020. Therefore, no update procedures were used to roll forward the total pension liability to the measurement date. The District's proportion of the net pension liability was based on the District's contributions received by TRS during the measurement period July 1, 2019, through June 30, 2020, relative to the total District contributions received from all of TRS' participating employers. At June 30, 2021, the District's proportion was 0.0590 percent.

Changes in actuarial assumptions and methods:

Since the previous measurement date, the following changes to actuarial assumptions were made:

- The discount rate was lowered from 7.50% to 7.34%
- The investment rate of return assumption was lowered from 7.50% to 7.34%
- The inflation rate was reduced from 2.50% to 2.40%

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Changes in benefit terms:

There have been no changes in benefit terms since the previous measurement date.

Changes in proportionate share:

There were no changes between the measurement date of the collective net pension liability and the reporting date. However, each employer may have unique circumstances that will impact the employer’s proportionate share of the collective net pension liability. If there were changes that are expected to have an impact on the net pension liability, the employer should disclose the amount of the expected resultant change in the employer’s proportionate share of the collective net pension liability, if known.

Pension Expense:

At June 30, 2021, the District recognized a Pension Expense of \$291,001 for its proportionate share of the TRS’ pension expense. The District also recognized grant revenue of \$103,783 for the support provided by the State of Montana for its proportionate share of the pension expense that is associated with the District.

	Pension Expense as of 6/30/21
Employer Proportionate Share	\$ 187,218
State of Montana Proportionate Share associated with the Employer	103,783
Total	\$ 291,001

Recognition of Beginning Deferred Outflow

At June 30, 2021, the District recognized a beginning deferred outflow of resources for the District’s fiscal year 2020 contributions of \$73,724.

GALLATIN GATEWAY PUBLIC SCHOOL
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Recognition of Deferred Inflows and Outflows:

At June 30, 2021, the District reported its proportionate share of the Plan's deferred outflows of resources and deferred inflows of resources from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 12,865	\$ -
Actual vs. Expected Investment Earnings	92,973	-
Changes in Assumptions	69,509	1,526
Changes in Proportion Share and Differences between Employer Contributions and Proportionate Share of Contributions	28,671	6,606
Employer contributions subsequent to the measurement date - FY21*	76,663	-
Total	\$ 280,681	\$ 8,132

*Amounts reported as deferred outflows of resources related to pensions resulting from the District's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2022.

Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

For the Measurement Year ended June 30:	Recognition of Deferred Outflows and Deferred Inflows in Future years as an increase or (decrease) to Pension Expense
2022	\$ 75,929
2023	\$ 54,714
2024	\$ 41,910
2025	\$ 23,334
2026	\$ -
Thereafter	\$ -

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Target Allocations

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return*</u>
Domestic Equity	30.00%	6.19%
International Equity	16.00%	6.92%
Private Equity	14.00%	10.37%
Natural Resources	4.00%	3.43%
Real Estate	9.00%	5.74%
Core Fixed Income	20.00%	1.57%
Non-Core Fixed Income	5.00%	3.97%
Cash	<u>2.00%</u>	0.11%
Total	<u>100.00%</u>	

* The assumed rate is comprised of a 2.50% inflation rate and a real long-term expected rate of return of 5.00%.

The long-term capital market assumptions published in the *Survey of Capital Market Assumptions 2020 Edition* by Horizon Actuarial Service, LLC, yield a median real return of 4.94%. Assumed inflation is based on the intermediate inflation assumption of 2.4% in the 2020 OASDI Trustees Report used by the Chief Actuary for Social Security to produce 75-year cost projections. Combining these two results yields a nominal return of 7.34%.

Sensitivity Analysis

1.0% Decrease (6.34%)	Current Discount Rate	1.0% Increase (8.34%)
\$ 1,767,069	\$ 1,327,156	\$ 959,097

TRS

In accordance with GASB 68 regarding the disclosure of the sensitivity of the net pension liability to changes in the discount rate, the above table presents the net pension liability calculated using the discount rate of 7.34%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1.00% lower (6.34%) or 1.00% higher (8.34%) than the current rate.

NOTE 10. FUND BALANCE CLASSIFICATION POLICIES AND PROCEDURES

Governmental Fund equity is classified as fund balance. The [Entity], categorizes fund balance of the governmental funds into the following categories:

Restricted - constraint is externally imposed by a third party, State Constitution, or enabling legislation.

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Assigned – constraint is internally imposed by the body or official authorized to assign amounts for a specific purpose.

Unassigned – negative fund balance in all funds, or fund balance with no constraints in the General Fund.

The District considers restricted amounts to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available.

The District considers that committed amounts would be reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Restricted Fund Balance

<u>Fund</u>	<u>Amount</u>	<u>Purpose of Restriction</u>
Miscellaneous Programs	\$ 75,338	Third party grantor restrictions
Building Reserve	124,449	Future construction costs
All other aggregate	24,977	Student transportation
	66,368	Bus replacement
	243	Food services
	66,630	Employer costs of benefits
	7,693	Adult education
	14,408	Student instructional services
	7,376	Vacation and sick leave payments
	2,946	Technology upgrades and maintenance
	1,425	Debt service
	<u>2,160</u>	Future construction costs
Total	<u>\$ 394,013</u>	

Assigned Fund Balance

<u>Fund</u>	<u>Amount</u>	<u>Purpose of Assignment</u>
General Fund	<u>\$ 21,085</u>	Encumbrances

NOTE 11. RESTATEMENTS

During the current fiscal year, the following adjustments relating to prior years' transactions were made to fund balance and net position.

<u>Fund</u>	<u>Amount</u>	<u>Reason for Adjustment</u>
Miscellaneous Programs	\$ 15,629	The District implemented GASB #84 Fiduciary Funds and combined the Student Extracurricular Activity and the Private Purpose Trust Funds with the Miscellaneous Programs Fund as required by the GASB

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
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Government-Wide Governmental	\$15,629	The District implemented GASB #84 Fiduciary Funds and combined the Student Extracurricular Activity and the Private Purpose Trust Funds with the Miscellaneous Programs Fund as required by the GASB
Student Extracurricular	\$(14,112)	The District implemented GASB #84 Fiduciary Funds and combined the Student Extracurricular Activity and the Private Purpose Trust Funds with the Miscellaneous Programs Fund as required by the GASB
Private Purpose Trust Funds	<u>(1,517)</u>	The District implemented GASB #84 Fiduciary Funds and combined the Student Extracurricular Activity and the Private Purpose Trust Funds with the Miscellaneous Programs Fund as required by the GASB
Total	<u>\$ (15,629)</u>	

NOTE 12. JOINT VENTURES

Joint ventures are independently constituted entities generally created by two or more governments for a specific purpose which are subject to joint control, in which the participating governments retain 1) an ongoing financial interest or 2) an ongoing financial responsibility.

Special Education Cooperative

The District is a member of the Gallatin-Madison County Special Education Cooperative. The Cooperative is comprised of fourteen member districts, each of which contributes to the operating costs of providing special educational services to the participating districts. Each year each member District appoints a member to the Joint Advisory Board.

The District's contributions for the payment of the special educational services provided was \$3,887 for the fiscal year ended June 30, 2021. Separate financial statements are available from the Gallatin-Madison County Special Education Cooperative, P.O. Box 162, Belgrade, MT 59714.

Multidistrict Educational Cooperative

The District is cooperative agency in a interlocal agreement with Amsterdam District, Cottonwood District, and Malmborg District to collaborate and collectively pay for staff, contracted services, and purchase classroom supplies and materials to meet student needs of the participating districts. Amsterdam is the prime agency in the agreement.

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2021

NOTE 13. SERVICES PROVIDED BY OTHER GOVERNMENTS

County Provided Services

The District is provided various financial services by Gallatin County. The County also serves as cashier and treasurer for the District for tax and assessment collections and other revenues received by the County which are subject to distribution to the various taxing jurisdictions located in the County. The collections received by the County on behalf of the District are accounted for in an agency fund in the District's name and are periodically remitted to the District by the County Treasurer. No service charges have been recorded by the District or the County.

NOTE 14. RISK MANAGEMENT

The District faces considerable number of risks of loss, including (a) damage to and loss of property and contents, (b) employee torts, (c) professional liability, i.e., errors and omissions, (d) environmental damage, (e) workers' compensation, i.e., employee injuries, and (f) medical insurance costs of employees. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Insurance Policies:

Commercial policies transferring all risks of loss, except for relatively small deductible amounts are purchased for property and content damage, employee torts, and professional liability. Employee medical insurance is provided for by a commercial carrier. And, given the lack of coverage available, the District has no coverage for potential losses from environmental damages.

Insurance Pools:

The Montana Schools Group Insurance Authority (MSGIA) was created pursuant to the Interlocal Cooperation Act by execution of an Interlocal Agreement creating the MSGIA. The MSGIA is responsible for paying all workers' compensation claims of the member school districts. Each member of the MSGIA is jointly and severally liable for the full amount of any and all known or unknown claims of each member arising during the member's participation in the program. The MSGIA purchases workers' compensation reinsurance to provide statutory excess limits. The MSGIA contracts with Montana School Boards Association (MTSBA) to provide third party administrative services to the program. The MTSBA provides general program management, claim management, and risk management services to its program members.

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
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June 30, 2021

The Montana School Unemployment Insurance Program (MSUIP) was created pursuant to the Interlocal Cooperation Act by execution of an Interlocal Agreement creating the MSUIP. The MSUIP is responsible for paying all unemployment insurance claims of the member school districts. Each member of the MSUIP is jointly and severally liable for the full amount of any and all known or unknown claims of each member arising during the member's participation in the program. The MSUIP contracts with Montana School Boards Association (MTSBA) to provide third party administrative services to the program. The MTSBA provides general program management and technical services to its program members.

Separate audited financial statements are available from Montana Schools Group Insurance Authority for MSGIA and MSUIP.

NOTE 16. SUBSEQUENT EVENTS

In response to the COVID-19 pandemic, Congress passed the CARE Act, Coronavirus Aid, Relief, and Economic Security Act in March 2020. With the CARES Act there was several funding sources that were created to support state and local governments. These funding sources include the Coronavirus Relief Fund (CRF) and the Elementary and Secondary School Emergency Relief Fund (ESSER). In December 2020, Congress again passed further funding for the COVID-19 pandemic allocated through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), that included \$54 billion for ESSER II funding. Lastly, in March 2021 Congress passed the American Rescue Plan (ARP) that authorized another \$122 billion for ESSER III funding.

All the CRF and ESSER funding had been received and expended during fiscal year June 30, 2021.

For ESSER II and III the State of Montana received \$170 million and \$382 million in funding to be distributed to schools across the state. As of April 2021, the State had determined the distributions of these funds for ESSER II based on Title I funding, and have projections for ESSER III. The allocated ESSER II funds expected for the District equal \$68,071 and the projected ESSER III funds for the District equal to \$152,878. The ESSER II funds are to be expended by September 30, 2023, and the ESSER III to be expended by September 30, 2024.

The District received and expended \$50,703 of ESSER II basic funding and received \$1,347 and expended \$2,250 of ESSER II Supplemental funding.

The District received \$28,619 and expended \$73,241 for ESSER III basic funding.

**REQUIRED SUPPLEMENTARY
INFORMATION**

Gallatin Gateway Public School, Gallatin County, Montana
Budgetary Comparison Schedule
For the Fiscal Year Ended June 30, 2021

	General			
	BUDGETED AMOUNTS		ACTUAL AMOUNTS (BUDGETARY BASIS) See Note A	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL		
RESOURCES (INFLOWS):				
Local revenue	\$ 531,292	\$ 531,292	\$ 539,233	\$ 7,941
State revenue	832,591	832,591	828,498	(4,093)
Amounts available for appropriation	\$ 1,363,883	\$ 1,363,883	\$ 1,367,731	\$ 3,848
CHARGES TO APPROPRIATIONS (OUTFLOWS):				
Instructional - regular	\$ 701,955	\$ 701,955	\$ 774,572	\$ (72,617)
Instructional - special education	62,515	62,515	50,447	12,068
Supporting services - operations & maintenance	180,641	180,641	173,039	7,602
Supporting services - general	64,984	64,984	59,483	5,501
Supporting services - educational media services	49,079	49,079	42,748	6,331
Administration - general	175,958	175,958	160,366	15,592
Administration - business	84,305	84,305	75,076	9,229
Student transportation	-	-	160	(160)
Extracurricular	20,327	20,327	10,094	10,233
School food	24,338	24,338	17,947	6,391
Total charges to appropriations	\$ 1,364,102	\$ 1,364,102	\$ 1,363,932	\$ 170
OTHER FINANCING SOURCES (USES)				
Transfers out	\$ -	\$ -	\$ (116)	\$ (116)
Total other financing sources (uses)	\$ -	\$ -	\$ (116)	\$ (116)
Net change in fund balance			\$ 3,683	
Fund balance - beginning of the year			\$ 136,630	
Fund balance - end of the year			\$ 140,313	

Gallatin Gateway Public School, Gallatin County, Montana
Budgetary Comparison Schedule
Budget-to-GAAP Reconciliation

Note A - Explanation of differences between budgetary inflows and outflows and GAAP Revenues and Expenditures

	General
Sources/Inflows of resources	
Actual amounts (budgetary basis) "available for appropriation" from the budgetary comparison schedule	\$ 1,367,731
Combined funds (GASBS 54 and GASB 85) revenues	118,270
Total revenues as reported on the statement of revenues, expenditures and changes in fund balances-governmental funds.	\$ 1,486,001
Actual amounts (Budgetary basis) "total charges to appropriations" from the budgetary comparison schedule	\$ 1,363,932
Combined funds (GASBS 54 and GASB 85) expenditures	118,211
- Encumbrances reported at the beginning of the year	33,120
- Encumbrances reported at the end of the year	(21,085)
Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balances - governmental funds	\$ 1,494,178

Note B

The Miscellaneous Programs Fund is a major special revenue fund for which a legally adopted budget is not required.

Gallatin Gateway Public School, Gallatin County, Montana
Required Supplementary Information
Schedule of Changes in the Entity's Total OPEB Liability
and Related Ratios
For the Year Ended June 30, 2021

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Total OPEB liability					
Service Cost	\$ 2,824	\$ 2,824	\$ 2,053	\$ 2,053	\$ -
Change in assumptions and inputs	-	1,983	-	-	-
Net change in total OPEB liability	<u>2,824</u>	<u>4,807</u>	<u>2,053</u>	<u>2,053</u>	<u>-</u>
Total OPEB Liability - beginning	36,034	31,227	29,174	24,942	24,942
Restatement	-	-	-	2,179	-
Total OPEB Liability - ending	<u>\$ 38,858</u>	<u>\$ 36,034</u>	<u>\$ 31,227</u>	<u>\$ 29,174</u>	<u>\$ 24,942</u>
Covered-employee payroll	\$ 768,723	\$ 768,723	\$ 718,322	\$ 718,322	\$ 466,451
Total OPEB liability as a percentage of covered -employee payroll	5%	5%	4%	4%	5%

**The above schedule is presented by combining the required schedules from GASB 75 paragraphs 170a and 170b. The GASB requires that 10 years of information related to the OPEB liability be presented, additional data will be provided as it becomes available.*

Gallatin Gateway Public School, Gallatin County, Montana
Required Supplementary Information
Schedule of Proportionate Share of the Net Pension Liability
For the Year Ended June 30, 2021

	<u>PERS 2021</u>	<u>PERS 2020</u>	<u>PERS 2019</u>	<u>PERS 2018</u>	<u>PERS 2017</u>	<u>PERS 2016</u>	<u>PERS 2015</u>
Employer's proportion of the net pension liability	0.009734%	0.008942%	0.008732%	0.010785%	0.008589%	0.008036%	0.008708%
Employer's proportionate share of the net pension liability associated with the Employer	\$ 256,815	\$ 186,920	\$ 182,259	\$ 210,046	\$ 146,296	\$ 112,336	\$ 108,509
State of Montana's proportionate share of the net pension liability associated with the Employer	\$ 88,219	\$ 66,279	\$ 66,839	\$ 9,595	\$ 6,837	\$ 5,279	\$ 5,072
Total	<u>\$ 345,034</u>	<u>\$ 253,199</u>	<u>\$ 249,098</u>	<u>\$ 219,641</u>	<u>\$ 153,133</u>	<u>\$ 117,615</u>	<u>\$ 113,581</u>
Employer's covered payroll	\$ 168,577	\$ 152,344	\$ 148,338	\$ 138,246	\$ 106,350	\$ 96,965	\$ 101,992
Employer's proportionate share of the net pension liability as a percentage of its covered payroll	152.34%	122.70%	122.87%	151.94%	137.56%	115.85%	111.22%
Plan fiduciary net position as a percentage of the total	68.90%	73.85%	73.47%	73.75%	74.71%	78.40%	79.87%

	<u>TRS 2021</u>	<u>TRS 2020</u>	<u>TRS 2019</u>	<u>TRS 2018</u>	<u>TRS 2017</u>	<u>TRS 2016</u>	<u>TRS 2015</u>
Employer's proportion of the net pension liability	0.0590%	0.0588%	0.0552%	0.0534%	0.0553%	0.0566%	0.0576%
Employer's proportionate share of the net pension liability associated with the Employer	\$ 1,327,156	\$ 1,132,990	\$ 1,024,848	\$ 900,459	\$ 1,010,369	\$ 929,872	\$ 885,950
State of Montana's proportionate share of the net pension liability associated with the Employer	\$ 783,292	\$ 687,142	\$ 641,648	\$ 571,780	\$ 661,572	\$ 629,878	\$ 609,412
Total	<u>\$ 2,110,448</u>	<u>\$ 1,820,132</u>	<u>\$ 1,666,496</u>	<u>\$ 1,472,239</u>	<u>\$ 1,671,941</u>	<u>\$ 1,559,750</u>	<u>\$ 1,495,362</u>
Employer's covered payroll	\$ 812,086	\$ 797,608	\$ 737,508	\$ 704,400	\$ 717,904	\$ 722,359	\$ 726,030
Employer's proportionate share of the net pension liability as a percentage of its covered payroll	163.43%	142.05%	138.96%	127.83%	140.74%	128.73%	122.03%
Plan fiduciary net position as a percentage of the total	64.95%	68.64%	69.09%	70.09%	66.69%	69.30%	70.36%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Gallatin Gateway Public School, Gallatin County, Montana
Required Supplementary Information
Schedule of Contributions
For the Year Ended June 30, 2021

	PERS 2021	PERS 2020	PERS 2019	PERS 2018	PERS 2017	PERS 2016	PERS 2015
Contractually required contributions	\$ 14,546	\$ 14,310	\$ 12,690	\$ 12,164	\$ 11,198	\$ 8,599	\$ 7,728
Contributions in relation to the contractually required contributions	\$ 14,546	\$ 14,310	\$ 12,690	\$ 12,164	\$ 11,198	\$ 8,599	\$ 7,728
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District's covered payroll	\$ 171,129	\$ 168,577	\$ 152,344	\$ 148,338	\$ 138,246	\$ 106,350	\$ 96,965
Contributions as a percentage of covered payroll	8.50%	8.49%	8.33%	8.20%	8.10%	8.09%	7.97%

	TRS 2021	TRS 2020	TRS 2019	TRS 2018	TRS 2017	TRS 2016	TRS 2015
Contractually required contributions	\$ 76,663	\$ 73,724	\$ 80,196	\$ 67,374	\$ 66,413	\$ 62,242	\$ 91,033
Contributions in relation to the contractually required contributions	\$ 76,663	\$ 73,724	\$ 80,196	\$ 67,374	\$ 66,413	\$ 62,242	\$ 91,033
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District's covered payroll	\$ 836,024	\$ 812,086	\$ 797,608	\$ 737,508	\$ 704,400	\$ 717,904	\$ 722,359
Contributions as a percentage of covered payroll	9.17%	9.08%	10.05%	9.14%	9.43%	8.67%	12.60%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Gallatin Gateway Public School, Gallatin County, Montana
Notes to Required Supplementary Information
Schedule of Proportionate Share of the Net Pension Liability and
Schedule of Contributions
For the Year Ended June 30, 2021

Teachers' Retirement System of Montana (TRS)

Changes of Benefit Terms:

The following changes to the plan provision were made as identified:

The 2013 Montana Legislature passed HB 377 which provides additional revenue and created a two tier benefit structure. A Tier One Member is a person who first became a member before July 1, 2013 and has not withdrawn their member's account balance. A Tier Two Member is a person who first becomes a member on or after July 1, 2013 or, after withdrawing their member's account balance, becomes a member again on or after July 1, 2013.

The GABA for Tier 1 members has also been modified as follows:

- If the most recent actuarial valuation of the System shows that the funded ratio is less than 90%, then the maximum increase that can be granted is 0.50%.
- If the funded ratio is at least 90% and the increase is not projected to cause the System's funded ratio to be less than 85%, an increase can be granted to that is greater than 0.50% but not more than 1.50%.

The second tier benefit structure for members hired on or after July 1, 2013 is summarized below:

- *Final Average Compensation:* Average of earned compensation paid in five consecutive years of full-time service that yields the highest average
- *Service Retirement:* Eligible to receive a service retirement benefit if the member has been credited with at least five full years of creditable service and has attained the age of 60; or has been credited with 30 or more years of full-time or part-time creditable service and has attained age 55
- *Early Retirement:* Eligible to receive an early retirement allowance if a member is not eligible for service retirement but has at least five years of creditable service and attained age 55
- *Professional Retirement Option:* If the member has been credited with 30 or more years of service and has attained the age of 60, they are eligible for an enhanced allowance equal to 1.85% of average final compensation times all service at retirement. Otherwise, the multiplier used to calculate the retirement allowance will be equal to 1.67%.
- *Annual Contribution:* 8.15% of member's earned compensation
- *Supplemental Contribution Rate:* On or after July 1, 2023, the TRS Board may require a supplemental contribution up to 0.5%, if the following three conditions are met:
 - The average funded ratio of the System based on the last three annual actuarial valuations is equal to or less than 80%; and
 - The period necessary to amortize all liabilities of the System based on the latest annual actuarial valuation is greater than 20 years; and
 - A State or employer contribution rate increase or a flat dollar contribution to the Retirement System Trust fund has been enacted that is equivalent to or greater than the supplemental contribution rate imposed by the TRS Board.

Gallatin Gateway Public School, Gallatin County, Montana
Notes to Required Supplementary Information
Schedule of Proportionate Share of the Net Pension Liability and
Schedule of Contributions
For the Year Ended June 30, 2021

- Disability Retirement: A member will not be eligible for a disability retirement if the member is or will be eligible for a service retirement on the date of termination
- Guaranteed Annual Benefit Adjustment (GABA):
If the most recent actuarial valuation shows that Retirement System liabilities are at least 90% funded, and the provision of the increase is not projected to cause the System's liabilities to be less than 85% funded, the GABA may increase from the 0.5% floor up to 1.5%, as set by the Board.

HB 377 increased revenue from the members, employers and the State as follows:

- Annual State contribution equal to 425 million paid to the System in monthly installments.
- One-time contribution payable to the Retirement System by the trustees of a school district maintaining a retirement fund. The one-time contribution to the Retirement System shall be the amount earmarked as an operating reserve in excess of 20% of the adopted retirement fund budget for the fiscal year 2013. The amount received was \$22 million in FY 2014.
- 1% supplemental employer contribution. This will increase the current employer rates:
 - School Districts contributions will increase from 7.47% to 8.47%
 - The Montana University System and State Agencies will increase from 9.85% to 10.85%.
 - The supplemental employer contribution will increase by 0.1% each fiscal year for fiscal year 2014 thru fiscal year 2024. Fiscal years beginning after June 30, 2024 the total supplemental employer contribution will be equal to 2%.
- Members hired prior to July 1, 2013 (Tier 1) under HB 377 are required to contribute a supplemental contribution equal to an additional 1% of the member's earned compensation.
- Each employer is required to contribute 9.85% of total compensation paid to all re-employed TRS retirees employed in a TRS reportable position to the System.

Changes in actuarial assumptions and other inputs:

The following changes to the actuarial assumptions were adopted in 2015:

- Correctly reflect the proportion of members that are assumed to take a refund of contributions upon termination and appropriately reflect the three-year COLA deferral period for Tier 2 Members.
- The 0.63% load applied to the projected retirement benefits of the university members "to account for larger than average annual compensation increases observed in the years immediately preceding retirement" is not applied to benefits expected to be paid to university members on account of death, disability and termination (prior to retirement eligibility).
- The actuarial valuation was updated to reflect the assumed rate of retirement for university members at age 60 is 8.50% as stated in the actuarial valuation report.

Gallatin Gateway Public School, Gallatin County, Montana
Notes to Required Supplementary Information
Schedule of Proportionate Share of the Net Pension Liability and
Schedule of Contributions
For the Year Ended June 30, 2021

- The actuarial valuation was updated to reflect the fact that vested terminations are only covered by the \$500 death benefit for the one year following their termination and, once again when the terminated member commences their deferred retirement annuity (they are not covered during the deferral period). Additionally, only the portion of the terminated members that are assumed to “retain membership in the System” are covered by the \$500 death benefit after termination.

The following changes to the actuarial assumptions were adopted in 2014:

- Assumed rate of inflation was reduced from 3.50% to 3.25%
- Payroll Growth Assumption was reduced from 4.50% to 4.00%
- Assumed real wage growth was reduced from 1.00% to 0.75%
- Investment return assumption was changed from net of investment and administrative expenses to net of investment expenses only.
- Mortality among contributing members, service retired members, and beneficiaries was updated to the following:

For Males: RP 2000 Healthy Annuitant Mortality Table for ages 50 and above and the RP 2000 Combined Healthy Annuitant Mortality Table for ages below 50, set back four years, with mortality improvements projected by Scale BB to 2018.

For Females: RP 2000 Healthy Annuitant Mortality Table for ages 50 and above and the RP 2000 Combined Healthy Annuitant Mortality Table for ages below 50, set back two years, with mortality improvements projected by Scale BB to 2018.

- Mortality among disabled members was updated to the following:

For Males: RP 2000 Disabled Mortality Table for Males, set forward one year, with mortality improvements projected by Scale BB to 2018.

For Females: RP 2000 Disabled Mortality Table for Females, set forward five years, with mortality improvements projected by Scale BB to 2018.

Method and assumptions used in calculations of actuarially determined contributions:

Actuarial cost method	Entry age
Amortization method	Level percentage of pay, open
Remaining amortization period	26 years
Asset valuation method	4-year smoothed market
Inflation	3.25%
Salary increase	4.00% – 8.51%, including inflation for Non-University members and 5.00% for University Members
Investment rate of return	7.75%, net of pension plan investment expense, and including inflation

Gallatin Gateway Public School, Gallatin County, Montana
Notes to Required Supplementary Information
Schedule of Proportionate Share of the Net Pension Liability and
Schedule of Contributions
For the Year Ended June 30, 2021

Public Employees' Retirement System of Montana (PERS)

Changes of Benefit Terms

The following changes to the plan provision were made as identified:

2013 Legislative Changes

Working Retirees - House Bill 95 - PERS, SRS, and FURS, effective July 1, 2013

- The law requires employer contributions on working retiree compensation.
- Member contributions are not required.
- Working retiree limitations are not impacted. PERS working retirees may still work up to 960 hours a year, without impacting benefits.

Highest Average Compensation (HAC) Cap - House Bill 97, effective July 1, 2013

- All PERS members hired on or after July 1, 2013 are subject to a 110% annual cap on compensation considered as part of a member's highest or final average compensation.
- All bonuses paid to PERS members on or after July 1, 2013 will not be treated as compensation for retirement purposes.

Permanent Injunction Limits Application of the GABA Reduction – Passed under House Bill 454

Guaranteed Annual Benefit Adjustment (GABA) - for PERS

After the member has completed 12 full months of retirement, the member's benefit increases by the applicable percentage (provided below) each January, inclusive of all other adjustments to the member's benefit.

- 3% for members hired prior to July 1, 2007
- 1.5% for members hired on or after July 1, 2007 and before July 1, 2013
- Members hired on or after July 1, 2013:
 - 1.5% each year PERS is funded at or above 90%;
 - 1.5% is reduced by 0.1% for each 2% PERS is funded below 90%; and
 - 0% whenever the amortization period for PERS is 40 years or more.

2015 Legislative Changes

General Revisions - House Bill 101, effective January 1, 2016

Second Retirement Benefit - for PERS

- Applies to PERS members who return to active service on or after January 1, 2016. Members who retire before January 1, 2016, return to PERS-covered employment, and accumulate less than 2 years of service credit before retiring again:
 - Refund of member's contributions from second employment, plus regular interest (currently 2.5%);
 - No service credit for second employment;
 - Start same benefit amount the month following termination; and
 - GABA starts again in the January immediately following second retirement.

Gallatin Gateway Public School, Gallatin County, Montana
Notes to Required Supplementary Information
Schedule of Proportionate Share of the Net Pension Liability and
Schedule of Contributions
For the Year Ended June 30, 2021

- For members who retire before January 1, 2016, return to PERS-covered employment and accumulate two or more years of service credit before retiring again:
 - Member receives a recalculated retirement benefit based on laws in effect at second retirement; and,
 - GABA starts in the January after receiving recalculated benefit for 12 months.
- For members who retire on or after January 1, 2016, return to PERS-covered employment and accumulate less than 5 years of service credit before retiring again:
 - Refund of member’s contributions from second employment, plus regular interest (currently 2.5%);
 - No service credit for second employment
 - Start same benefit amount the month following termination; and,
 - GABA starts again in the January immediately following second retirement.
- For members who retire on or after January 1, 2016, return to PERS-covered employment, and accumulate five or more years of service credit before retiring again:
 - Member receives same retirement benefit as prior to return to service;
 - Member receives second retirement benefit for second period of service based on laws in effect at second retirement; and
 - GABA starts on both benefits in January after member receives original and new benefit for 12 months.

Revise DC Funding Laws - House Bill 107, effective July 1, 2015

Employer Contributions and the Defined Contribution Plan – for PERS and MUS-RP

The PCR was paid off effective March 2016, and the contributions of 2.37%, 0.47%, and the 1.0% increase previously directed to the PCR are now directed to the Defined Contribution or MUS-RP member’s account.

Changes in Actuarial Assumptions and Methods

Method and assumptions used in calculations of actuarially determined contributions

The following addition to the actuarial assumptions was adopted in 2014, based upon implementation of GASB Statement 68:

Admin Expense as % of Payroll	0.27%
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The following changes were adopted in 2013 based on the 2013 Economic Experience Study:

General Wage Growth	4.00%
Includes inflation at	3.00%
Investment rate of return	7.75%, net of pension plan investment expense and including inflation

Gallatin Gateway Public School, Gallatin County, Montana
Notes to Required Supplementary Information
Schedule of Proportionate Share of the Net Pension Liability and
Schedule of Contributions
For the Year Ended June 30, 2021

The following actuarial assumptions are from the June 2010 Experience Study:

General Wage Growth	4.25%
Includes inflation at	3.00%
Merit increase	0% to 7.3%
Investment rate of return	8.00%, net of pension plan investment expense, and including inflation
Asset valuation method	4-year smoothed market
Actuarial cost method	Entry age
Amortization method	Level percentage of pay, open

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SUPPLEMENTAL INFORMATION

**Gallatin Gateway Public School
Gallatin County, Montana
Schedule of Enrollment/ANB Schedule
For the Fiscal Year Ended June 30, 2021**

Students Grade K – 8

Full-Time Students:

Fall Enrollment-El District	MAEFAIRS Reports	District Reports	Difference
Kindergarten Half Day	0	0	0
Kindergarten Full Day	17	17	0
Grades 1-6	93	93	0
Grades 7-8	43	43	0
Spring Enrollment-El District	MAEFAIRS Reports	District Reports	Difference
Kindergarten Half Day	0	0	0
Kindergarten Full Day	17	17	0
Grades 1-6	94	94	0
Grades 7-8	44	44	0

Part Time Students:

Fall Enrollment-El District	Per MAEFAIRS Enrollment Reports				Per District Reports				Difference
Grade	<180 hrs/yr	180-359 hrs/yr	360-539 hrs/yr	540-719 hrs/yr	<180 hrs/yr	180-359 hrs/yr	360-539 hrs/yr	540-719 hrs/yr	
K-Half	0	0	0	0	0	0	0	0	0
K-Full	0	0	0	0	0	0	0	0	0
1-6	0	0	0	0	0	0	0	0	0
7-8	0	0	0	0	0	0	0	0	0
Spring Enrollment-El District	Per MAEFAIRS Reports Reports				Per District Reports				Difference
Grade	<180 hrs/yr	180-359 hrs/yr	360-539 hrs/yr	540-719 hrs/yr	<180 hrs/yr	180-359 hrs/yr	360-539 hrs/yr	540-719 hrs/yr	
K-Half	0	0	0	0	0	0	0	0	0
K-Full	0	0	0	0	0	0	0	0	0
1-6	0	0	0	0	0	0	0	0	0
7-8	0	0	0	0	0	0	0	0	0

Galatin Gateway Public School
 Gallatin County, Montana
 EXTRACURRICULAR FUND

SCHEDULE OF REVENUES AND EXPENDITURES - ALL FUNDS ACCOUNTS

Fiscal Year Ended June 30, 2021

FUND ACCOUNT	Beginning Balance	Revenues	Expenditures	Transfers In(Out)	Ending Balance
Class of 2019	\$ -	\$ -	\$ -	\$ -	\$ -
Class of 2020	8,801	225	-	(8,801)	225
Class of 2021	2,345	-	13,303	8,801	(2,157)
Class of 2022	1,303	-	-	-	1,303
Class of 2023	1,312	-	-	-	1,312
Class of 2024	-	1,676	1,761	-	(85)
Student Council	268	206	-	-	474
Volleyball	-	-	-	354	354
Girls Basketball	-	-	-	(280)	(280)
Boys Basketball	-	-	-	(856)	(856)
Wrestling	-	-	-	355	355
Cheerleading	-	-	-	210	210
Track	-	1,500	314	230	1,416
Athletic Scholarship Fund	83	-	-	(13)	70
Total	\$ 14,112	\$ 3,607	\$ 15,378	\$ -	\$ 2,341

Denning, Downey & Associates, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

1740 U.S. Hwy 93 South, P.O. Box 1957, Kalispell, MT 59903-1957

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees
Gallatin Gateway Public School
Gallatin County
Belgrade, Montana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Gallatin Gateway Public School, Gallatin County, Montana, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Gallatin Gateway Public School's basic financial statements and have issued our report thereon dated June 15, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Gallatin Gateway Public School, Gallatin County, Montana's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Gallatin Gateway Public School, Gallatin County, Montana's internal control. Accordingly, we do not express an opinion on the effectiveness of Gallatin Gateway Public School's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described below that we consider to be material weaknesses listed as item 2021-001.

2021-001 Cash Reconciliation

Condition:

The District made an error in performing the cash reconciliation with the County.

Context:

When reviewing the adjusting journal entries for June 2021 we noted a one-sided cash entry which increased cash and created a liability. Upon further review, we noted the entry was made to balance cash to the County.

Criteria:

Cash reconciliation procedures should identify reconciling items which are listed and then verified cleared in subsequent months.

Effect:

Cash and payroll liabilities were overstated \$34,305 in the Payroll fund which is combined with the General fund in accordance with GASB requirements for financial statement presentation. This has been corrected for the audit report.

Cause:

Rather than show reconciling items, the District recorded a journal entry to agree cash to the County.

Recommendation:

The District should show the reconciling items of any payables which have not cleared the County and then verify these items cleared in subsequent months.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Gallatin Gateway Public School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*

Gallatin Gateway Public School's Response to Findings

Gallatin Gateway Public School's response to the findings identified in our audit is described in the Auditee's Corrective Action Plan. Gallatin Gateway Public School's response was not subject to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Denning, Downey and Associates, CPA's, P.C.

June 15, 2022

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Denning, Downey & Associates, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

1740 U.S. Hwy 93 South, P.O. Box 1957, Kalispell, MT 59903-1957

REPORT ON PRIOR AUDIT REPORT RECOMMENDATIONS

To the Board of Trustees
Gallatin Gateway Public School
Gallatin County
Belgrade, Montana

The prior audit report contained one recommendation. The action taken on each recommendation is as follows:

<u>Recommendation</u>	<u>Action Taken</u>
Due From Other Governments	Implemented

Denning, Downey and Associates, CPA's, P.C.

June 15, 2022

Gallatin Gateway

Adjustments

Fiscal year 2021

Adj #	Fund Name	Fund Number	Account #	Description	Debit	(Credit)
	DO NOT POST - AUDIT ADJUSTMENT ONLY -APPROVAL ONLY					
1	General			Cash		\$ (34,305)
	General			Payroll liabiliteis	\$ 34,305	
<i>Reason:</i>	To correct error from JV 224. The difference in cash should have been a reconciling item on the cash reconciliation					

Client's approval of proposed adjustment(s):

The accountant went over all adjustments with me.

I have read the above adjustments.

I understand the purpose of each adjustment

I agree with the above adjustments.

I have posted the above adjustments to my accounting system

Signature & Date

Gallatin Gateway Public School

P.O. Box 265
Gallatin, MT 59730

June 15, 2022

Denning, Downey & Associates, P.C.
Certified Public Accountants
P.O. Box 1957
Kalispell, MT 59903-1957

This representation letter is provided in connection with your audit(s) of the financial statements of Gallatin Gateway Public School, Gallatin County, which comprise the respective financial position the governmental activities, each major fund, and the aggregate remaining fund information as of June 30, 2021 and the respective changes in financial position for the period then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, as of June 15, 2022, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 4, 2019, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP, including the footnotes to the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
2. The primary government financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.
9. We have reviewed, approved, and accepted responsibility for all adjustments proposed during the audit of the financial statements and footnotes.

10. The effects of all known actual or possible litigation claims and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
11. Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

12. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of Board of Trustees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
14. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
15. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
16. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.
17. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
18. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
19. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Government - Specific

20. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
21. We have taken timely and appropriate steps to remedy fraud, violations of laws, regulations, contracts, or grant agreements, or abuse that you have reported to us.
22. We have a process to track the status of audit findings and recommendations.
23. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
24. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
25. The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

26. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
27. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
28. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
29. We have identified and disclosed to you all instances that have occurred or likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statement amounts or other financial data significant to the audit objectives.
30. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
31. As part of your audit, you assisted with preparation of the financial statements and related notes \. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management⁶, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
32. In regard to the nonattest services performed by you we have
 - a. Assumed all management responsibilities.
 - b. Designated knowledgeable personnel who has suitable skill, knowledge or experience to oversee the services.
 - c. Evaluated the adequacy and results of the services performed.
 - d. Accepted responsibility for the results of the services.
33. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
34. The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
35. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
36. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
37. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
38. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
39. Investments, derivative transactions, and land and other real estate held by endowments are properly valued.

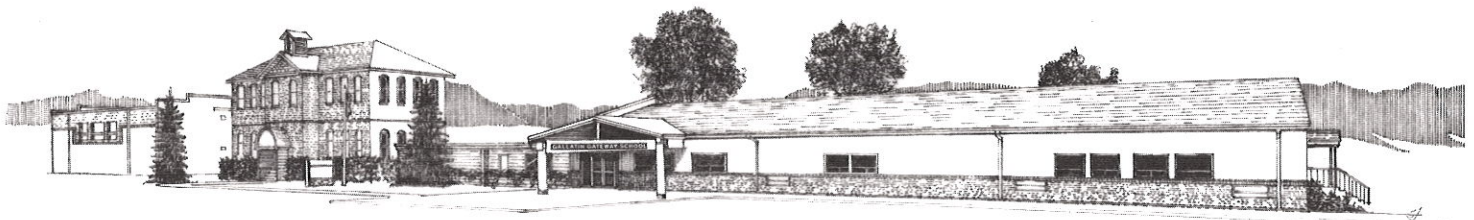
40. Provisions for uncollectible receivables have been properly identified and recorded.
41. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
42. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
43. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
44. Deposits and investment securities and derivative transactions are properly classified as to risk and are properly disclosed.
45. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
46. We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position were properly recognized under the policy.
47. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resources classification is available. That policy determines the fund balance classifications for financial reporting purposes.
48. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
49. With respect to the schedule of enrollment and the schedule of revenues and expenditures – extracurricular fund, we acknowledge our responsibility for presenting the supplementary information described above in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information described above, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information described above have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

Diane Belcourt, Business Manager
Gallatin Gateway Public School

Gallatin Gateway Public School
 Summary of Passed Adjustments
 June 30, 2021

Understated due from other government and federal revenue
 Total Misstatements

Opinion Unit	
Government Wide Governmental	All other Aggregate funds
\$ 6,203	\$ 6,203
<u>\$ 6,203</u>	<u>\$ 6,203</u>



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Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 4, 2019,

including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S.

GAAP, including the footnotes to the financial statements and for preparation of the supplementary information in

accordance with the applicable criteria.

2. The primary government financial statements referred to above are fairly presented in conformity with U.S. GAAP and

include all properly classified funds and other financial information of the primary government required by generally

accepted accounting principles to be included in the financial reporting entity.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the

preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or

error.

4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and

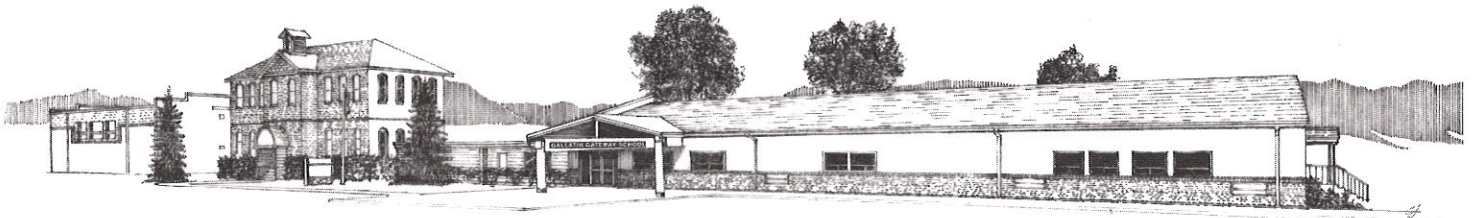
detect fraud.

5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing

arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately

accounted for and disclosed in accordance with the requirements of U.S. GAAP.



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7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date

of the financial statements that would require adjustment to or disclosure in the financial statements.

8. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial

statements for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.

9. We have reviewed, approved, and accepted responsibility for all adjustments proposed during the audit of the financial

statements and footnotes.

10. The effects of all known actual or possible litigation claims and assessments have been accounted for and disclosed in

accordance with U.S. GAAP.

11. Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded

or disclosed.

Information Provided

12. We have provided you with:

a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the

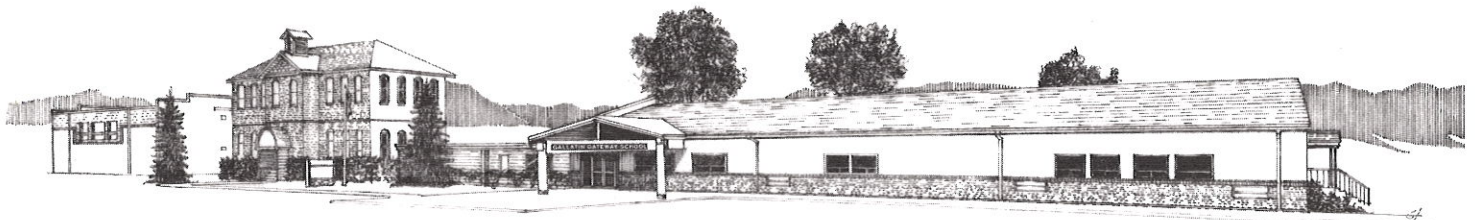
financial statements, such as records, documentation, and other matters and all audit or relevant monitoring

reports, if any, received from funding sources.

b. Additional information that you have requested from us for the purpose of the audit.

c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

d. Minutes of the meetings of Board of Trustees, or summaries of actions of recent meetings for which minutes have



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not yet been prepared.

13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

14. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially

misstated as a result of fraud.

15. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:

a. Management,

b. Employees who have significant roles in internal control, or

c. Others where the fraud could have a material effect on the financial statements.

16. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements

communicated by employees, former employees, analysts, regulators, or others.

17. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations,

contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.

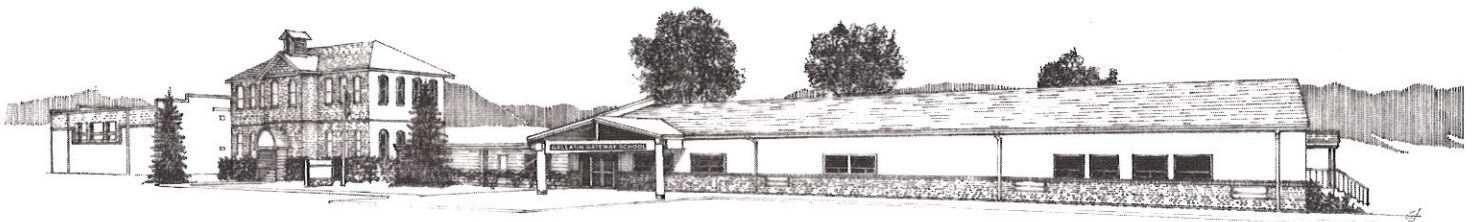
18. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be

considered when preparing the financial statements.

19. We have disclosed to you the identity of the entity's related parties and all the related party relationships and

transactions of which we are aware.

Government - Specific



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20. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in,

financial reporting practices.

21. We have taken timely and appropriate steps to remedy fraud, violations of laws, regulations, contracts, or grant

agreements, or abuse that you have reported to us.

22. We have a process to track the status of audit findings and recommendations.

23. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives

and whether related recommendations have been implemented.

24. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective

actions, for the report.

25. The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities,

or equity.

26. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements

applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting

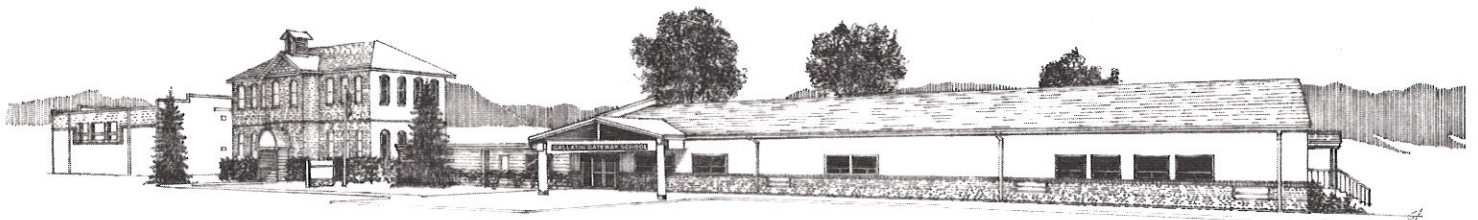
specific activities in separate funds.

27. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and

noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements

or other financial data significant to the audit objectives, and any other instances that warrant the attention of those

charged with governance.



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28. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of

noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the

determination of financial statement amounts or other financial data significant to the audit objectives.

29. We have identified and disclosed to you all instances that have occurred or likely to have occurred, of abuse that could

be quantitatively or qualitatively material to the financial statement amounts or other financial data significant to the

audit objectives.

30. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to

adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any

related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for

recording a loss contingency, or for reporting on noncompliance.

31. As part of your audit, you assisted with preparation of the financial statements and related notes \. We acknowledge our

responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee

the services by designating an individual, preferably within senior management⁶, who possesses suitable skill,

knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the

results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and

related notes.

32. In regard to the nonattest services performed by you we have

a. Assumed all management responsibilities.



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b. Designated knowledgeable personnel who has suitable skill, knowledge or experience to oversee the services.

c. Evaluated the adequacy and results of the services performed.

d. Accepted responsibility for the results of the services.

33. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any

asset been pledged as collateral.

34. The District has complied with all aspects of contractual agreements that would have a material effect on the financial

statements in the event of noncompliance.

35. The financial statements include all component units as well as joint ventures with an equity interest, and properly

disclose all other joint ventures and other related organizations.

36. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.

37. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified

and presented as such and all other funds that are presented as major are particularly important to financial statement

users.

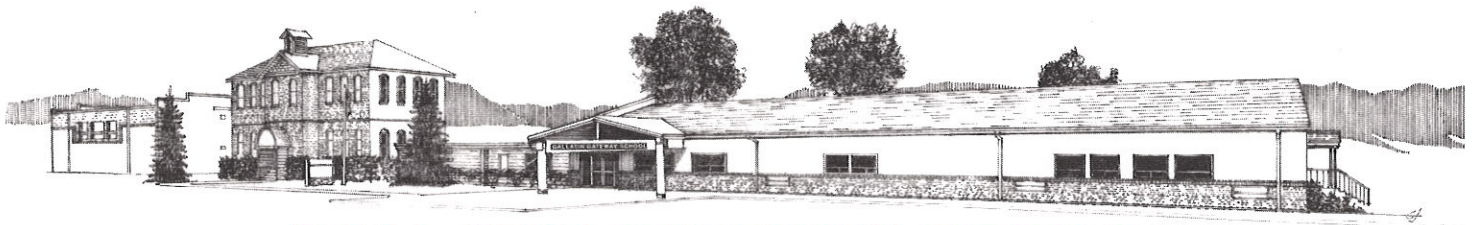
38. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund

balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable,

approved.

39. Investments, derivative transactions, and land and other real estate held by endowments are properly valued.

40. Provisions for uncollectible receivables have been properly identified and recorded.



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41. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and

allocations have been made on a reasonable basis.

42. Revenues are appropriately classified in the statement of activities within program revenues, general revenues,

contributions to term or permanent endowments, or contributions to permanent fund principal.

43. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

44. Deposits and investment securities and derivative transactions are properly classified as to risk and are properly

disclosed.

45. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable,

depreciated.

46. We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources

when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have

determined that net position were properly recognized under the policy.

47. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned,

or unassigned) are considered to be spent first for expenditures for which more than one resource classification is

available. That policy determines the fund balance classifications for financial reporting purposes.

48. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and

presented within prescribed guidelines and the methods of measurement and presentation have not changed from those

used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the



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measurement and presentation of the RSI.

49. With respect to the schedule of enrollment and the schedule of revenues and expenditures – extracurricular fund, we

acknowledge our responsibility for presenting the supplementary information described above in accordance with

accounting principles generally accepted in the United States of America, and we believe the supplementary information

described above, including its form and content, is fairly presented in accordance with accounting principles generally

accepted in the United States of America. The methods of measurement and presentation of the supplementary

information described above have not changed from those used in the prior period, and we have disclosed to you any

significant assumptions or interpretations underlying the measurement and presentation of the supplementary

information.

Diane Belcourt

Diane Belcourt, Business Manager

Gallatin Gateway Public School

Denning, Downey & Associates, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 1957 Kalispell, MT 59903-1957

(406) 756-6879 • FAX (406) 257-7879 • E-Mail dda@ddaudit.com

Robert K. Denning, CPA, CGFM, CFF, CITP

June 15, 2022

Board of Trustees
Superintendent
District Clerk

Gallatin Gateway Public School
P.O. Box 265
Gallatin, MT 59730

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Gallatin Gateway Public School for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and, if applicable, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 25, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Gallatin Gateway Public School are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, Gallatin Gateway Public School changed accounting policies related to Fiduciary Funds by adopting statement of Governmental Accounting Standards (GASB Statement) No. 84, Fiduciary Funds, in 2021. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the Statement of Changes in Net Position – Fiduciary Funds and Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds. We noted no transactions entered into by Gallatin Gateway Public School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Government Wide's financial statements the OPEB liability and Net Pension liability.

Management's estimate of the OPEB Liability is based on requirements of GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other than Pensions, and the Net Pension Liability based on requirements of GASB Statement No. 68, Accounting and Financial Reporting for Pensions, is determined by professional actuaries. We evaluated the key factors and assumptions used to develop the OPEB and Net Pension Liabilities in determining that it is reasonable in relation to the financial statements as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatement of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole. The following material misstatements detected as a result of audit procedures were corrected by management: The overstated cash and payroll liabilities payable of \$34,305 was corrected.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 15, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Gallatin Gateway Public School's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Gallatin Gateway Public School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Budgetary Comparison Schedule, Budget-to-GAAP Reconciliation, Management's Discussion and Analysis (MD&A), Schedule of Changes in the Entity's Total Other Post-Employment Benefits (OPEB) Liability and Related Ratios, Schedule of Proportionate Share of the Net Pension Liability, and Schedule of Contributions.) which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide an assurance on the RSI.

We were engaged to report on the Schedule of Enrollment and the Schedule of Revenue and Expenditures – Extracurricular Fund – All Fund Accounts which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This information is intended solely for the information and use of Board of Trustees and management of Gallatin Gateway Public School and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Denning, Downey & Associates, P.C.

Gallatin Gateway Public School
 Summary of Passed Adjustments
 June 30, 2021

Understated due from other government and federal revenue
 Total Misstatements

Opinion Unit	
Government Wide Governmental	All other Aggregate funds
\$ 6,203	\$ 6,203
<u>\$ 6,203</u>	<u>\$ 6,203</u>

Agenda Item: Consider Board Meeting Dates for 2022-2023

Recommended Motions:

Motion #1: I move the Board hold regular meetings on the following dates for 2022-2023:

July 2022 - no regular meeting; August 18; September 15; October 20; November 17; December 15; January 19; February 16; March 9; April 20; May 18; and June 30. In addition, all meetings will be held at 6pm, unless otherwise posted.

Motion #2: I move the Board hold agenda setting meetings on the first Friday of each month at 10am, except for July 2022, unless otherwise posted. Agenda setting meetings are intended to be a committee of the Board (chair & vice-chair, Superintendent, and District Clerk) and will be posted as open meetings.

Background:

Each year the Board reviews the calendar and sets the regular meeting dates for the ensuing year. Generally, meetings are held on the 3rd Wednesday of each month per district policy—unless there is a conflict (i.e. Winter Break, Spring Break, etc).

Special meeting dates can be set now, or they can be set at later times. The most common special meetings for each year are as follows:

- Agenda Setting meetings (monthly) - currently 1st Friday of each month at 10am
- Facility Walk-through (usually in September)
- Superintendent's Formal Evaluation (usually in January)
- Business Manager's & Clerk's Formal Evaluation (usually in March)

Proposed regular meeting dates for 2022-2023:

July 2022 - no regular meeting

August 14, 2022 - board must hold a budget meeting prior to August 20 and must adopt a final budget not later than August 25

September 21, 2022

October 19, 2022 *MCEL is October 20-21

November 16, 2022

December 14, 2022 (second Wednesday) *Winter break - December 19-30

January 18, 2023

February 15, 2023

March 8, 2023 (second Wednesday) *Spring Break - March 13-17

April 19, 2023

May 17, 2023

June 30, 2023 *The last five years June Regular Meeting has been moved to the end of the month