

June Agenda

Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, June 27, 2018** at **6:00pm** at the **Gallatin Gateway School Board Room**. (All policies can be found at www.gallatingatewayschool.com.)

Call to Order

Pledge of Allegiance

Presiding Trustee's explanation of procedures

Public Comment- Non Agenda Items- Sign in sheet

Consent Agenda

Minutes: May 16, 2018- regular meeting and June 5, 2018- special committee meeting; **Finance:** Warrants; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report; **Personnel:** Hire: Certified Employees- Special Education Teacher and Teacher/Librarian; Hire: School Nurse; Hire: Summer Student Workers; and Consider Superintendent Request for Vacation Leave; **Other:** Approve 2018-2019 Bus Routes; Approve Trustee Training Opportunities- Summer Symposium & MCEL

Committee Reports

Whole Child Committee

High School Transition Meeting

Safety Committee

Superintendent's Report

Old Business

Strategic Plan Update

FY19 Budget Update

New Business

Action Items:

Consider Non-Resident Student Attendance Agreements- GGS Policy #3141

Review, Discuss, & Consider Professional Development Committee Scope

Consider 2018-2019 Professional Development Plan

Review, Discuss, & Consider Regular Board Meeting Dates for 2018-2019- GGS Policy #1400

Consider Interfund Transfer- Compensated Absences Liability Fund/General Fund

Consider Multidistrict Agreement between Gallatin Gateway School Amsterdam School District, and Cottonwood School District

Consider Building Reserve Expenditure- Security Solutions Video Camera Install

Review, Discuss, & Accept FY17 Audit Report

Pre-Authorize FY19 Expenditures

Board Policy Recommended Policy Revisions & Additions:

#1401- Records Available to the Public

#1420- Board Meeting Procedures

#3141- Discretionary Nonresident Student Attendance Policy

#4330- Community Use of School Facility

#5002- Accommodating Individuals With Disabilities and Section 504 of the Rehabilitation Act of 1973

#5010- Equal Employment Opportunity and Non-Discrimination

#5460- Electronic Resources and Social Networking

#6110P- Superintendent -- Board Responsibilities

#7320- Purchasing

#7332-Advertising in Schools/Revenue Enhancement

#8123- Driver Training and Responsibility

#8130- Air Quality Restrictions on Outdoor Activities, Practice and Competition (new)

#8426- Therapy Animals

#8426F- Request to use Therapy Animal in School (new)

Discussion Items:

Mentor Program and Mentor Handbook

Next Meetings:

Board Orientation- July 10, 2018 @ 4pm

Goal Setting & Strategic Planning- July 25, 2018 @ 4pm

Regular Meeting- TBD

Adjournment

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

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 comment to ensure an orderly progression of the meeting.

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

Cross Reference: 1420 School Board Meeting Procedure

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

**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 6:00pm on Wednesday, June 27, 2018 in the Gallatin Gateway School Board Room. Board Chair Aaron Schwieterman presided and called the meeting to order at 6:05pm.

TRUSTEES PRESENT

Aaron Schwieterman, Board Chair; Julie Fleury, Vice Chair, Carissa Paulson, Lessa Racow, and Donna Shockley

TRUSTEES ABSENT

None

STAFF PRESENT

Travis Anderson, Superintendent; Carrie Fisher, District Clerk; Neal Krogstad, Teacher; Jacki Yager; Teacher

OTHERS PRESENT

Lyn Morton, Jamie Hetherington, and Ann Marie Reinhold

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*.

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

Motion (amended): Trustee Donna Shockley to approve minutes from May 16, 2018- regular meeting (with revisions); June 5, 2018- special meeting (with revisions); approve claim warrants- #35662-#35704; electronic claims (-99911 - -99916); payroll warrants #75392-#75419; and direct deposits -89097-89175 (VOIDS: #75397); General Fund Operational Budget by Object Code Report as of June 25, 2018; Cash Reconciliation as of April 30, 2018 and May 31, 2018; Extra Curricular Expenditure and reconciliation Reports as of May 31, 2018- balance of \$22,666.99; and Hire: Certified Special Education Teacher- to hire Deborah Johnston as a 1.0 FTE certified teacher for the 2018-2019 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) and pending adequate fingerprint/background check. Hire: Certified Teacher/Librarian- to hire Jamie Hetherington as a 1.0 FTE certified teacher for the 2018-2019 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) and pending adequate fingerprint/background check; Hire:

School Nurse- to hire Christine Hodgson as the school nurse for the 2018-2019 academic year at an hourly rate of \$24.00/hour pending adequate fingerprint/background check. Hire: Summer Student Worker- to hire Rosalyn Black as a temporary summer student worker position at \$10/hour for no more than 10 hours a week and for no more than 60 hours from July 9, 2018- August 17, 2018. Superintendent Leave Request- to approve vacation leave for the Superintendent Travis Anderson from July 2 to July 6, 2018; to approve the 2018-2019 bus routes with 29.2 miles for the North route and 40 miles for the South route; Trustee Training- to approve all board members to attend MTSBA Summer Symposium July 18-19, 2018 (Polson, MT), and MCEL, October 17-19, 2018 (Missoula, MT).

Seconded: Trustee Donna Shockley

Public Comment: None

For: Fleury, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Board Chair Aaron Schwieterman suggested changing the order of business of the meeting by moving the agenda item "Discussion Items: Mentor Program and Mentor Handbook" as the next agenda item. there were no objections.

Discussion: Mentor Program and Mentor Handbook

Jacki Yager and Neal Krogstand presented information regarding the mentor program and how the staff has discussed updating the mentor handbook and revamping the mentor program. They explained to the Board that the staff would like to take more a team approach to mentoring new staff (certified and classified). In addition, they would like use the current mentor handbook as a resource and working document for the current year and present any revisions after the team has had time to implement and review the current handbook. Currently, the members of the mentoring team are Jacki Yager, Neal Krogstad, Travis Anderson, Mike Coon, Ashley Davis, Erica Clark, and Carrie Fisher. They also noted that there is new employee orientation tentatively scheduled for July 24-26 and August 14-16.

COMMITTEE REPORTS

Whole Child Committee

Vice Chair Julie Fleury noted that the committee has not met as a group since their last meeting in May, but that she and Superintendent Anderson met with Thrive to discuss the cost and possibility of a Parent Liaison program at Gallatin Gateway School.

High School Transition Committee Meeting

Superintendent Anderson provided the Board with information regarding the High School Transition Committee Meeting he attended June 10, 2018. He explained that the committee has been tasked with determining boundaries, transition for students, names for the school, and colors/mascot. The committee will not meet again until Fall and no date has been set.

Safety Committee

Superintendent Travis Anderson provided a summary of the discussions from June 20, 2018 safety meeting. The primary topics of discussions included: communication; evacuations; and safety drills. At this time, the committee is planning on meeting quarterly.

SUPERINTENDENT'S REPORT

Superintendent Anderson provided the Board with information on the following: 1) SBAC Preliminary Testing Results for 2017-2018; 2) Enrollment summary- 157 as of June 7, 2018; 3) Upcoming Board

Training Opportunities; 4) Asbestos Abatement- 1st & 2nd grade; 5) LED Light Installation; 5) Core Control- Scope; 6) Playground and Parking Lot Repairs by JR Civil; 7) District Safety Plan Meeting; 8) Mentoring Program; 9) Afterschool Program Research; 10) 8th Grade Graduation; 11) Stay Interviews; 12) SAM Summer Administrator's Institute; 13) Kindergarten Program Update; 14) Bozeman High School Data Analysis for GGS Graduates; and 19) Resignation of Bethany Dieter

OLD BUSINESS

Strategic Planning Meeting

The consensus of the Board was to hold a strategic planning meeting on July 25, 2018 from 4-7pm and then the Board would like to reschedule their goal setting meeting to August 2, 2018 from 4-7pm to accommodate Debra Silks availability.

FY19 Budget Update

Business Manager Carrie Fisher discussed the following information with the Board: 1) Revised preliminary Budget Data Sheet with Anticipated Unusual Enrollment Increase; 2) Preliminary FY18 End of the Year fund balances and reserves; 3) Outstanding purchase orders for FY18 and encumbrances for the year-end ordering; and 4) Budget considerations for FY19.

Mrs. Fisher also discussed the budget adoption process and timeline for the FY19 budget year. At this time, she anticipates to have final fund budgets ready for Board approval at the August 15, 2018 regular meeting along with a preliminary line item budget for all budgeted funds. It is the hope that the final line-item budget can be adopted by September 2018.

NEW BUSINESS

Consider Non-Resident Student Attendance Agreements

Motion: Trustee Lessa Racow to approve attendance agreement for current students who reside out-of-district and request continued enrollment for 2018-2019;

Grade	Status	Home School District
7	Current	Manhattan
7	Current	Manhattan
4	Current	Belgrade
7	Current	Belgrade
6	Current	Bozeman
4	Current	Bozeman

Seconded: Trustee Donna Shockley

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Review, Discuss, and Consider Professional Development Plan

Motion: Trustee Lessa Racow to adopt the professional development advisory committee scope.

Seconded: Trustee Carissa Paulson

Public Comment: None
For: Fleury, Paulson, Racow, Schwieterman, Shockley
Opposed: None
Motion passed unanimously

Consider 2018-2019 Professional Development Plan

Motion: Trustee Donna Shockley to approve the 2018-2019 professional development plan.
Seconded: Trustee Lessa Racow
Public Comment: None
For: Fleury, Paulson, Racow, Schwieterman, Shockley
Opposed: None
Motion passed unanimously.

Review, Discuss, & Consider Regular Board Meeting Dates for 2018-2019

Motion: Trustee Lessa Racow to hold the regular meetings for 2018-2019 on the following dates:
July- no regular meeting (only work sessions)
August 15, 2018
September 19, 2018
October 17, 2018
November 14, 2018
December 19, 2018
January 16, 2019
February 20, 2019
March 13, 2019
April 17, 2019
May 15, 2019
June 26, 2019

Seconded: Trustee Carissa Paulson
Public Comment: None
For: Fleury, Paulson, Racow, Schwieterman, Shockley
Opposed: None
Motion passed unanimously

Consider Interfund Transfer- Compensation Absences Liability Fund/General Fund

Motion: Trustee Donna Shockley to transfer up to \$1,785.37 from General Fund (101) to Compensated Absences Fund (121) pending funds are available at fiscal year-end.
Seconded: Trustee Carissa Paulson
Public Comment: None
For: Fleury, Paulson, Racow, Schwieterman, Shockley
Opposed: None
Motion passed unanimously.

Consider Multidistrict Agreement between Gallatin Gateway, Malmborg School District, Amsterdam School District, and Cottonwood School District

Motion: Trustee Donna Shockley to approve a multidistrict agreement between Gallatin Gateway, Malmborg, Cottonwood, and Amsterdam.
Second: Trustee Lessa Racow
Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously.

Consider Building Reserve Expenditure- Security Solutions Video Camera Install

The Board discussed the addition of security cameras. Based on preliminary end of year funds available the need for Building Reserve Funds is no longer warranted.

No motion is presented.

Review, Discuss, & Accept FY17 Audit Report

Motion: Trustee Lessa Racow to approve the FY17 audit report.

Second: Trustee Donna Shockley

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously.

Pre-Authorize FY19 Expenditures

Motion: Vice Chair Julie Fleury to pre-authorize the expenditures as presented for FY19 and allow the Business Manager to issue payment to the vendors.

Second: Trustee Donna Shockley

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously.

Board Policy Recommended Policy Revisions & Additions

Motion (with amendments): Trustee Julie Fleury to adopt the following policy revisions & additions:

#1401- Records Available to the Public

#1420- Board Meeting Procedures

#3141- Discretionary Nonresident Student Attendance Policy

#4330- Community Use of School Facility

#5002- Accommodating Individuals With Disabilities and Section 504 of the Rehabilitation Act of 1973

#5010- Equal Employment Opportunity and Non-Discrimination

#5460- Electronic Resources and Social Networking

#6110P- Superintendent – Board Responsibilities

#7320- Purchasing

#7332- Advertising in Schools/Revenue Enhancement

#8123- Driver Training and Responsibility

#8130- Air Quality Restrictions on Outdoor Activities, Practice and Competition

#8426- Therapy Animals

#8426F- Request to use Therapy Animal in School

Second: Trustee Donna Shockley

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously.

Next Meetings:

- Regular Meeting- Wednesday, July 10, 2018 at 4pm
- Special Meeting- Wednesday, July 25, 2018 at 4pm
- Special Meeting- Thursday, August 2, 2018 at 4pm

ADJOURNMENT

Board Chair Aaron Schwieterman adjourned the meeting at 9:15pm.



Aaron Schwieterman, Board Chair



Carrie Fisher, District Clerk

Regular Meeting

June 27, 2018

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Neal Krogstad	Neal Krogstad
2. Jamie Hetherington	Jamie Hetherington
3. Jackie Yager	Jackie Yager
4. Lyn Morton	Lyn Morton
5. Ann Marie Reinhold	Ann Marie Reinhold
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**GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730**

The agenda must also include a "public comment" item in order to allow members of the general public to comment on any public matter under the jurisdiction of the district that is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairman may place reasonable time limits on any "public comment" item in order to maintain and ensure effective and efficient operations of the Board. The District shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

** Public comment will be asked on each agenda item. Do not sign below for agenda items.*

Public Comment Sign-in

Date: June 27, 2018

**Please sign below for non-agenda items to be heard under New business: Public comment.*

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
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Gallatin Gateway School

"Educating the Future"

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

Phone: (406) 763-4415 Fax: (406) 763-4886

www.gallatingatewayschool.com

MEMO

TO: Gallatin Gateway Board of Trustees

FROM: Carrie Fisher, Business Manager

SUBJECT: Warrant Register Summary

DATE: June 25, 2018

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:
#35662-35704

Electronic Payment:
-99911 - -99916 (BMO Mastercard)

Voided Claim (A/P) Warrant #'s:
75397

Payroll Warrant #'s:
#75392-75419

Direct Deposits/ACH #'s:
#-89097- -89175

Voided Payroll Warrant #'s:
None

Thank you.

06/25/18
16:53:24

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 6/18

Page: 3 of 5
Report ID: W100X

Payroll

Payroll

Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes
-89175	P	2 TRAVIS ANDERSON	5024.92	6/18	06/05/18	
-89174	P	70 SHELLY BEREZAY	628.13	6/18	06/05/18	
-89173	P	921 AUTUMN BRANTLEY	1705.74	6/18	06/05/18	
-89172	P	90 CHERYL BRENNER	1033.74	6/18	06/05/18	
-89171	P	100001 KELLI CAMPBELL	1997.96	6/18	06/05/18	
-89170	P	11 ERICA CLARK	2422.78	6/18	06/05/18	
-89169	P	15 MICHAEL COON	3790.44	6/18	06/05/18	
-89168	P	18 CHERYL CURRY	2214.26	6/18	06/05/18	
-89167	P	20 ASHLEY DAVIS	2646.50	6/18	06/05/18	
-89166	P	110 BETHANY DIETER	2675.83	6/18	06/05/18	
-89165	P	97 CONNIE EVENSON	118.33	6/18	06/05/18	
-89164	P	25 CARRIE FISHER	3289.56	6/18	06/05/18	
-89163	P	111 CHANTEL JAEGER	1896.77	6/18	06/05/18	
-89162	P	71 FRAULEIN JAFFE	2011.89	6/18	06/05/18	
-89161	P	38 KACEE KROB	2404.05	6/18	06/05/18	
-89160	P	39 NEAL KROGSTAD	2600.49	6/18	06/05/18	
-89159	P	40 JERRY LEE	1224.46	6/18	06/05/18	
-89158	P	100003 REBECCA LIEURANCE	626.98	6/18	06/05/18	
-89157	P	43 ELIZABETH MATTHEWS	3169.30	6/18	06/05/18	
-89156	P	44 BOBBIE JO MCCLURE-GUNDERSON	2296.46	6/18	06/05/18	
-89155	P	74 VERONICA RUBIO	2016.84	6/18	06/05/18	
-89154	P	98 BROOKE SAVAGE	1427.45	6/18	06/05/18	
-89153	P	52 BARBARA SCHAFF	271.12	6/18	06/05/18	
-89152	P	86 ASHLEY SENENFELDER	2156.77	6/18	06/05/18	
-89151	P	56 DEBRA TYSSE	3707.93	6/18	06/05/18	
-89150	P	96 JANET WESTLAKE	1998.15	6/18	06/05/18	
-89149	P	58 JACKI YAGER	2149.55	6/18	06/05/18	
-89148	P	FIT EFTPS-IRS	17036.36	6/18	06/05/18	
-89147	P	15 MICHAEL COON	3790.44	6/18	06/08/18	
-89146	P	18 CHERYL CURRY	2214.26	6/18	06/08/18	
-89145	P	20 ASHLEY DAVIS	2646.50	6/18	06/08/18	
-89144	P	110 BETHANY DIETER	2675.83	6/18	06/08/18	
-89143	P	111 CHANTEL JAEGER	1896.77	6/18	06/08/18	
-89142	P	38 KACEE KROB	2404.05	6/18	06/08/18	
-89141	P	39 NEAL KROGSTAD	2600.49	6/18	06/08/18	
-89140	P	43 ELIZABETH MATTHEWS	3169.30	6/18	06/08/18	
-89139	P	74 VERONICA RUBIO	2016.84	6/18	06/08/18	
-89138	P	86 ASHLEY SENENFELDER	2156.77	6/18	06/08/18	
-89137	P	56 DEBRA TYSSE	3707.93	6/18	06/08/18	
-89136	P	58 JACKI YAGER	2149.55	6/18	06/08/18	
-89135	P	FIT EFTPS-IRS	10220.97	6/18	06/08/18	
-89134	P	921 AUTUMN BRANTLEY	409.29	6/18	06/11/18	
-89133	P	90 CHERYL BRENNER	408.16	6/18	06/11/18	
-89132	P	100001 KELLI CAMPBELL	430.26	6/18	06/11/18	
-89131	P	15 MICHAEL COON	3790.44	6/18	06/11/18	
-89130	P	18 CHERYL CURRY	2214.26	6/18	06/11/18	
-89129	P	20 ASHLEY DAVIS	2646.50	6/18	06/11/18	
-89128	P	110 BETHANY DIETER	2675.83	6/18	06/11/18	

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)

Payroll

Payroll

Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes
-89127	P	111 CHANTEL JAEGER	1896.77	6/18	06/11/18	
-89126	P	71 FRAULEIN JAFFE	453.63	6/18	06/11/18	
-89125	P	38 KACEE KROB	2404.05	6/18	06/11/18	
-89124	P	39 NEAL KROGSTAD	2600.49	6/18	06/11/18	
-89123	P	40 JERRY LEE	323.05	6/18	06/11/18	
-89122	P	43 ELIZABETH MATTHEWS	3169.30	6/18	06/11/18	
-89121	P	74 VERONICA RUBIO	2016.84	6/18	06/11/18	
-89120	P	98 BROOKE SAVAGE	426.09	6/18	06/11/18	
-89119	P	86 ASHLEY SENENFELDER	2156.77	6/18	06/11/18	
-89118	P	56 DEBRA TYSSE	3707.93	6/18	06/11/18	
-89117	P	96 JANET WESTLAKE	418.89	6/18	06/11/18	
-89116	P	58 JACKI YAGER	2149.55	6/18	06/11/18	
-89115	P	FIT EFTPS--IRS	10748.50	6/18	06/11/18	
-89114	P	921 AUTUMN BRANTLEY	153.08	6/18	06/12/18	
-89113	P	90 CHERYL BRENNER	1025.97	6/18	06/12/18	
-89112	P	100001 KELLI CAMPBELL	448.38	6/18	06/12/18	
-89111	P	18 CHERYL CURRY	1864.17	6/18	06/12/18	
-89110	P	110 BETHANY DIETER	69.26	6/18	06/12/18	
-89109	P	25 CARRIE FISHER	850.32	6/18	06/12/18	
-89108	P	71 FRAULEIN JAFFE	1284.35	6/18	06/12/18	
-89107	P	38 KACEE KROB	2609.42	6/18	06/12/18	
-89106	P	39 NEAL KROGSTAD	272.05	6/18	06/12/18	
-89105	P	40 JERRY LEE	1177.19	6/18	06/12/18	
-89104	P	43 ELIZABETH MATTHEWS	1070.20	6/18	06/12/18	
-89103	P	98 BROOKE SAVAGE	791.86	6/18	06/12/18	
-89102	P	96 JANET WESTLAKE	870.85	6/18	06/12/18	
-89101	P	58 JACKI YAGER	365.40	6/18	06/12/18	
-89100	P	FIT EFTPS--IRS	2653.96	6/18	06/11/18	
-89099	P	P.E.R.S. PERS	2493.20	6/18	06/11/18	
-89098	P	TRS TEACHERS RETIREMENT SYST	27874.98	6/18	06/11/18	
-89097	P	Unempl. Insur. MONTANA SCHOOLS UNEMPLOY	1852.55	6/18	06/11/18	
75392	P	100005 CATHERYN FLIKKEMA	542.10	6/18	06/05/18	
75393	P	66 JEFFERY KROGSTAD	489.38	6/18	06/05/18	
75394	P	100004 HEIDI MAUS	38.24	6/18	06/05/18	
75395	P	89 RUTH SANN	1252.76	6/18	06/05/18	
75396	P	106 GRACE WALKUSKI	433.55	6/18	06/05/18	
75397	V	Vendor not on File	0	/ 0	/ /	
75398	P	FLEX ALLEGIANCE BENEFIT PLAN	2926.33	6/18	06/05/18	
75399	P	SIT DEPARTMENT OF REVENUE	3141.00	6/18	06/05/18	
75400	P	MEA DUES MEA/MFT, KACEE KROB, TRE	508.41	6/18	06/05/18	
75401	P	MUST MUST	9375.00	6/18	06/05/18	
75402	P	NEA SECURITY BENEFIT LIFE IN	1830.00	6/18	06/05/18	
75403	P	LIFE INSURANCE UNUM LIFE INSURANCE COMP	7.50	6/18	06/05/18	
75404	P	89 RUTH SANN	1419.23	6/18	06/08/18	
75405	P	FLEX ALLEGIANCE BENEFIT PLAN	1050.00	6/18	06/08/18	
75406	P	SIT DEPARTMENT OF REVENUE	1906.00	6/18	06/08/18	
75407	P	MEA DUES MEA/MFT, KACEE KROB, TRE	508.41	6/18	06/08/18	
75408	P	MUST MUST	8163.00	6/18	06/08/18	

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)

06/25/18
16:53:24

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 6/18

Page: 5 of 5
Report ID: W100X

Payroll *Payroll*

Check					Date		
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued		Notes
75409	P	NEA	SECURITY BENEFIT LIFE IN	1525.00	6/18	06/08/18	
75410	P	LIFE INSURANCE	UNUM LIFE INSURANCE COMP	7.50	6/18	06/08/18	
75411	P	89 RUTH SANN		1419.23	6/18	06/11/18	
75412	P	FLEX	ALLEGIANCE BENEFIT PLAN	1293.00	6/18	06/11/18	
75413	P	SIT	DEPARTMENT OF REVENUE	1941.00	6/18	06/11/18	
75414	P	MEA DUES	MEA/MFT, KACEE KROB, TRE	508.41	6/18	06/11/18	
75415	P	MUST	MUST	8163.00	6/18	06/11/18	
75416	P	NEA	SECURITY BENEFIT LIFE IN	1525.00	6/18	06/11/18	
75417	P	LIFE INSURANCE	UNUM LIFE INSURANCE COMP	7.50	6/18	06/11/18	
75418	P	SIT	DEPARTMENT OF REVENUE	491.00	6/18	06/12/18	
75419	P	Workers' Comp	MSGIA	3533.65	6/18	06/12/18	

Payroll Total # of Checks: 107 Total: 262971.45

Grand Total # of Checks: 156 Total: 310007.50

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)

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GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 6/18

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Claims

Accounts Payable

Check					Date		
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued		Notes
-99916	E	1305 BMO MASTERCARD	215.87	6/18	06/27/18		
-99915	E	1305 BMO MASTERCARD	58.99	6/18	06/27/18		
-99914	E	1305 BMO MASTERCARD	1858.18	6/18	06/27/18		
-99913	E	1305 BMO MASTERCARD	109.91	6/18	06/27/18		
-99912	E	1305 BMO MASTERCARD	3522.69	6/18	06/27/18		
-99911	E	1305 BMO MASTERCARD	3481.80	6/18	06/27/18		
35662	SC	43 ALSCO-AMERICAN LINEN DIVISION	237.52	6/18	06/27/18		
35663	SC	66 ANDERSON, TRAVIS	228.90	6/18	06/27/18		
35664	SC	78 ARROWLEAF LAWN & LANDSCAPE	625.00	6/18	06/27/18		
35665	SC	123 BIG SKY PUBLISHING	910.18	6/18	06/27/18		
35666	SC	168 BOZEMAN TROPHY & ENGRAVING	23.85	6/18	06/27/18		
35667	SC	1328 BRIDGER ANALYTICAL LAB, INC	56.00	6/18	06/27/18		
35668	SC	1299 CAMPBELLS PLUMBING & HEATING	761.81	6/18	06/27/18		
35669	SC	228 CENTURYLINK	305.11	6/18	06/27/18		
35670	SC	229 CENTURYLINK	5.45	6/18	06/27/18		
35671	SC	262 COMMERCIAL ENERGY OF MONTANA INC	1183.52	6/18	06/27/18		
35672	SC	273 COON, MIKE	91.23	6/18	06/27/18		
35673	SC	311 DAN ASTHEIMER	120.00	6/18	06/27/18		
35674	SC	1330 DENNING, DOWNEY & ASSOCIATES CPA'	5500.00	6/18	06/27/18		
35675	SC	331 DERMER REFRIGERATION INC	326.03	6/18	06/27/18		
35676	SC	349 DRAKE IRRIGATION	483.50	6/18	06/27/18		
35677	SC	413 FISHER, CARRIE	162.41	6/18	06/27/18		
35678	SC	420 FOOD SERVICES OF AMERICA	5612.15	6/18	06/27/18		
35679	SC	1357 FULL SPECTRUM SERVICES	1340.00	6/18	06/27/18		
35680	SC	431 GALLATIN CO. SUPERINTENDENT OF SC	165.22	6/18	06/27/18		
35681	SC	432 GALLATIN COUNTY ELECTION ADMINIST	378.35	6/18	06/27/18		
35682	SC	445 GALLATIN-MADISON SPECIAL ED. COOP	209.34	6/18	06/27/18		
35683	SC	545 HOUSE OF CLEAN	5903.99	6/18	06/27/18		
35684	SC	577 J&H INC	1422.84	6/18	06/27/18		
35685	SC	594 JONES, GARY	90.00	6/18	06/27/18		
35686	SC	609 KENYON NOBLE	115.97	6/18	06/27/18		
35687	SC	628 KROB, KACEE L	22.67	6/18	06/27/18		
35688	SC	1394 KROGSTAD CREATIVE	200.00	6/18	06/27/18		
35689	SC	1295 MADISON MECHANIX, LLC	781.46	6/18	06/27/18		
35690	SC	686 MASBO	225.00	6/18	06/27/18		
35691	SC	806 MTSBA - MONTANA SCHOOL BOARD ASSO	187.50	6/18	06/27/18		
35692	SC	1448 NEAL, KEVIN OR LAURIE	15.10	6/18	06/27/18		
35693	SC	1303 NEOPOST USA INC	83.25	6/18	06/27/18		
35694	SC	856 NORTHWESTERN ENERGY	2229.55	6/18	06/27/18		
35695	SC	901 PERSONALIZE IT	25.20	6/18	06/27/18		
35696	SC	1014 SCHOOL MATE	424.10	6/18	06/27/18		
35697	SC	1029 SECURITY SOLUTIONS INC	3948.00	6/18	06/27/18		
35698	SC	1093 STORY DISTRIBUTING CO	1663.41	6/18	06/27/18		
35699	SC	1096 STUKER, KEN DR.	1725.00	6/18	06/27/18		
35700	D	SYSO MONTANA, INC.	0.00	6/18	06/27/18		06/25/18 - ran out of check stock for warrants #35700-35704 and want them to be available to reuse these numbers
35701	D	TEAR IT UP LLC	0.00	6/18	06/27/18		06/25/18 - ran out of check stock for

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)

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GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 6/18

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Claims

Accounts Payable

Check					Date		
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	Notes	
35702	D	THE CARRIAGE HOUSE CAR WASH	0.00	6/18	06/27/18	06/25/18 - ran out of check stock for warrants #35700-35704 and want to reuse the same check numbers with new stock.	
35703	D	THOMAS, LORRIE	0.00	6/18	06/27/18	06/25/18 - ran out of check stock for warrants #35700-35704 and want to reuse the same check numbers with new stock.	
35704	D	WESTERN SPORT FLOORS LLC	0.00	6/18	06/27/18	06/25/18 - ran out of check stock for warrants #35700-35704 and want to reuse the same check numbers with new stock.	
Claims Total # of Checks:		49	Total:	47036.05			

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)

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GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
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* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
-99916E	1305 BMO MASTERCARD					
	1129	215.87				
	T. ANDERSON #3590					
	JUNE 5, 2018 STATEMENT					
1	CC-99 05/30/18 VOLUNTEER APPRECIATION DAY	140.45				
				115-	-100-1000-582-110	
				115	625	110
	RÖSAUERS- BOZEMAN					
2	CC-99 05/31/18 STUDENT APPRECIATION DAY	75.42				
				115-	-100-1000-582-110	
	ALBERTSONS					
	Total Check:	215.87				
-99915E	1305 BMO MASTERCARD					
	1200	58.99				
	GGG TEACHERS- #8647					
	JUNE 5, 2018 STATEMENT					
1	CC-100 05/08/18 KINDER PARENT GIFTS	35.99				
				101-	-100-1000-610	
				101	625	
	MICHAELS CRAFT STORE					
2	CC-100 05/29/18 5TH GRADE ELA	23.00				
				101-	-100-1000-610	
	DOLLAR TREE STORES, INC.					
	Total Check:	58.99				

* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
-99914E	1305 BMO MASTERCARD						
	1201	1,858.18					
	E. CLARK #4634						
	JUNE 5, 2018 STATEMENT						
1	CC-102 05/09/18 DRIVING RECORD- CLARK	7.37					
			CC Accounting: 101-	-100-2300-330	101	625	
	MOTOR VEHICLE DIVISION						
2	CC-102 05/09/18 DRIVING RECORD- CLARK	7.37					
			CC Accounting: 101-	-100-2300-330	101	625	
	MOTOR VEHICLE DIVISION						
3	CC-102 05/09/18 DRIVING RECORD- RICHARDSON	7.37					
			CC Accounting: 101-	-100-2300-330	101	625	
	MOTOR VEHICLE DIVISION						
4	CC-102 05/25/18 DRIVING RECORD- SANN	7.37					
			CC Accounting: 101-	-100-2300-330	101	625	
	MOTOR VEHICLE DIVISION						
5	CC-102 05/31/18 VOLUNTEER APPRECIATION	17.00					110
			CC Accounting: 115-	-100-1000-610-110	115	625	
	DOLLAR TREE STORES, INC.						
6	LUCY CALKINS-WRITING	239.00	18-113	101	100-1000		640
	HEINEMANN						
7	LUCY CALKINS-READING	310.00	18-113	101	100-1000		640
	HEINEMANN						
8	LUCY CALKINS-READING	310.00	18-113	101	100-1000		640
	HEINEMANN						
9	LUCY CALKINS-WRITING	239.00	18-113	101	100-1000		640
	HEINEMANN						
10	LUCY CALKINS-WRITING	239.00	18-113	101	100-1000		640
	HEINEMANN						
11	LUCY CALKINS-READING	310.00	18-113	101	100-1000		640
	HEINEMANN						
12	SHIPPING/HANDLING	164.70	18-113	101	100-1000		640
	HEINEMANN						
	Total Check:	1,858.18					
-99913E	1305 BMO MASTERCARD						
	1202	109.91					
	GGG TRANSPORTATION- #8639						
	JUNE 5, 2018 STATEMENT						
1	CC-103 05/08/18 BUS FLUIDS	49.96					
			CC Accounting: 110-	-100-2700-610	110	625	
	NAPA AUTO PARTS						
2	CC-103 05/17/18 ROCK CHIP REPAIR	59.95					
			CC Accounting: 110-	-100-2700-440	110	625	
	GLASS DOCTOR						
	Total Check:	109.91					

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GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
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* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
-999126	1305 BMO MASTERCARD						
	1203	3,522.69					
	C.FISHER #3571						
	JUNE 5, 2018 STATEMENT						
1	CC-104 05/09/18 WATER TESTING	22.40					
			CC Accounting: 101-	-100-2600-421			
				101	625		
	ENERGY LABORATORIES, INC.						
2	CC-104 05/15/18 DC TRIP- MEAL	319.40		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	HILTON GARDEN INN (CRYSTALL INN)						
3	CC-104 05/17/18 DC TRIP- METRO TRANSPORTATION	40.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						
4	CC-104 05/17/18 DC TRIP- METRO TRANSPORTATION	40.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						
5	CC-104 05/17/18 DC TRIP- METRO TRANSPORTATION	40.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						
6	CC-104 05/17/18 DC TRIP- METRO TRANSPORTATION	40.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						
7	CC-104 05/17/18 DC TRIP- METRO TRANSPORTATION	40.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						
8	CC-104 05/18/18 DC TRIP- METRO TRANSPORTATION	35.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						
9	CC-104 05/18/18 DC TRIP- METRO TRANSPORTATION	40.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						
10	CC-104 05/18/18 DC TRIP- METRO TRANSPORTATION	40.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						
11	CC-104 05/18/18 DC TRIP- METRO TRANSPORTATION	35.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						
12	CC-104 05/18/18 DC TRIP- METRO TRANSPORTATION	33.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						
13	CC-104 05/20/18 DC TRIP- METRO TRANSPORTATION	30.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						
14	CC-104 05/20/18 DC TRIP- METRO TRANSPORTATION	25.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						
15	CC-104 05/20/18 DC TRIP- METRO TRANSPORTATION	21.00		115	625		710
			CC Accounting: 115-	-710-3400-582-710			
	METRO						

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GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
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Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
16	CC-104 05/21/18 DC TRIP- METRO TRANSPORTATION	10.00		115	625		710
	METRO						
	CC Accounting: 115-			-710-3400-582-710			
17	CC-104 05/17/18 DC TRIP- METRO TRANSPORTATION	15.00		115	625		710
	METRO						
	CC Accounting: 115-			-710-3400-582-710			
18	CC-104 05/22/18 DC TRIP- METRO TRANSPORTATION	10.00		115	625		710
	METRO						
	CC Accounting: 115-			-710-3400-582-710			
19	CC-104 05/17/18 DC TRIP- MEAL	74.25		115	625		710
	EINSTEIN BROS BAGELS						
	CC Accounting: 115-			-710-3400-582-710			
20	CC-104 05/18/18 DC TRIP- MEAL	39.30		115	625		710
	A SLICE OF ITALY PIZZA						
	CC Accounting: 115-			-710-3400-582-710			
21	CC-104 05/18/18 DC TRIP- MEAL	46.56		115	625		710
	HONEYGROW						
	CC Accounting: 115-			-710-3400-582-710			
22	CC-104 05/18/18 DC TRIP- MEAL	39.69		115	625		710
	TAKOREAN- KOREAN TACO GRILL						
	CC Accounting: 115-			-710-3400-582-710			
23	CC-104 05/19/18 DC TRIP- MEAL	114.35		115	625		710
	GRR						
	CC Accounting: 115-			-710-3400-582-710			
24	CC-104 05/21/18 DC TRIP- MEAL	170.01		115	625		710
	MITSITAH CAFE						
	CC Accounting: 115-			-710-3400-582-710			
25	CC-104 05/22/18 DC TRIP- MEAL	259.06		115	625		710
	DOMINOS- DC						
	CC Accounting: 115-			-710-3400-582-710			
26	CC-104 05/22/18 DC TRIP- MEAL	53.22		115	625		710
	DIRKSEN NORTH (DC)						
	CC Accounting: 115-			-710-3400-582-710			
27	CC-104 05/22/18 DC TRIP- MEAL	12.38		115	625		710
	NATIONAL ZOOLOGICAL PARK (DC)						
	CC Accounting: 115-			-710-3400-582-710			
28	CC-104 05/22/18 DC TRIP- MEAL	30.43		115	625		710
	DIRKSEN NORTH (DC)						
	CC Accounting: 115-			-710-3400-582-710			
29	CC-104 05/23/18 MONTHLY SURVEY SUBSCRIPTION	37.00		101	625		
	SURVEY MONKEY						
	CC Accounting: 101-			-100-2300-810			
30	CC-104 05/30/18 DC TRIP- HOTEL	767.59		115	625		710
	HILTON GARDEN INN (CRYSTALL INN)						
	CC Accounting: 115-			-710-3400-582-710			
31	CC-104 06/03/18 MONTHLY SEWER SERVICE	893.04		101	625		
	GALLATIN GATEWAY WATER & SEWER DISTRICT						
	CC Accounting: 101-			-100-2600-420			

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GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
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* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
32	CC-104 06/01/18 MONTHLY INTERNET SERVICE MONTANA OPTICOM	90.01		101	625		
			CC Accounting: 101-	100	2300	530	
33	CC-104 06/01/18 MONTHLY INTERNET SERVICE MONTANA OPTICOM	30.00		117	625		
			CC Accounting: 117-	610	2300	530	
34	CC-104 06/01/18 MONTHLY INTERNET SERVICE MONTANA OPTICOM	30.00		128	625		
			CC Accounting: 128-	100	2300	530	
	Total Check:	3,522.69					
-99911E	1305 BMO MASTERCARD 1214	3,481.80					
1	CC-105 05/08/18 8TH GRADUATION- CUPCAKES CUPCAKE MOUNTAIN	123.00		115	625		145
			CC Accounting: 115-	710	3400	610	145
2	CC-105 05/19/18 DC TRIP- ADMIT TICKETS INTERNATIONAL SPY MUSEUM	232.00		115	625		710
			CC Accounting: 115-	710	3400	582	710
3	CC-105 05/16/18 DC TRIP- AIRPORT SHUTTLE W/TIP EASY TRANSPORT, LLC	166.00		115	625		710
			CC Accounting: 115-	710	3400	582	710
4	CC-105 05/17/18 DC TRIP- LUGGAGE FEE (X2) DELTA AIRLINES	200.00		115	625		710
			CC Accounting: 115-	710	3400	582	710
5	CC-105 05/17/18 DC TRIP- MEAL BOB & EDITH'S DINER	245.21		115	625		710
			CC Accounting: 115-	710	3400	582	710
6	CC-105 05/17/18 DC TRIP- MEAL CARIBOU COFFEE	62.33		115	625		710
			CC Accounting: 115-	710	3400	582	710
7	CC-105 05/17/18 DC TRIP- MEAL CHICK-FIL-A	50.75		115	625		710
			CC Accounting: 115-	710	3400	582	710
8	CC-105 05/17/18 DC TRIP- MEAL DAIRY QUEEN (DC)	6.23		115	625		710
			CC Accounting: 115-	710	3400	582	710
9	CC-105 05/18/18 DC TRIP- TRANSPORTATION (CAB) DC VIP CAB	8.64		115	625		710
			CC Accounting: 115-	710	3400	582	710
10	CC-105 05/18/18 DC TRIP- MEAL AU BON PAIN THE BAKERY CAFE	2.63		115	625		710
			CC Accounting: 115-	710	3400	582	710
11	CC-105 05/18/18 DC TRIP- MEAL KABUKI	71.12		115	625		710
			CC Accounting: 115-	710	3400	582	710
12	CC-105 05/18/18 DC TRIP- MEAL KABUKI	45.16		115	625		710
			CC Accounting: 115-	710	3400	582	710

* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
13	CC-105 05/16/18 DC TRIP- TRANSPORTATION (CAB)	7.85		115	625		710
	DC VIP CAB						
14	CC-105 05/18/18 DC TRIP- TRANSPORTATION	39.00		115	625		710
	METRO						
15	CC-105 05/18/18 DC TRIP- TRANSPORTATION	40.00		115	625		710
	METRO						
16	CC-105 05/18/18 DC TRIP- MEAL	19.00		115	625		710
	HONEYGROW						
17	CC-105 05/18/18 DC TRIP- TRANSPORTATION (CAB)	8.28		115	625		710
	DC VIP CAB						
18	CC-105 05/18/18 DC TRIP- MEAL	75.33		115	625		710
	HONEYGROW						
19	CC-105 05/18/18 DC TRIP- TRANSPORTATION	37.00		115	625		710
	METRO						
20	CC-105 05/18/18 DC TRIP- TRANSPORTATION	40.00		115	625		710
	METRO						
21	CC-105 05/18/18 DC TRIP- TRANSPORTATION	40.00		115	625		710
	METRO						
22	CC-105 05/18/18 DC TRIP- MEAL	106.84		115	625		710
	HONEYGROW						
23	CC-105 05/19/18 DC TRIP- TRANSPORTATION	13.37		115	625		710
	UBER (DC)						
24	CC-105 05/19/18 DC TRIP- TRANSPORTATION	9.11		115	625		710
	UBER (DC)						
25	CC-105 05/19/18 DC TRIP- MEAL	196.33		115	625		710
	PLAN B BURGER (DC)						
26	CC-105 05/19/18 DC TRIP- MEAL	334.64		115	625		710
	CHEVYS						
27	CC-105 05/19/18 DC TRIP- TRANSPORTATION	11.01		115	625		710
	DC VIP CAB						
28	CC-105 05/19/18 DC TRIP- SNACK	3.00		115	625		710
	INTERNATIONAL SPY MUSEUM						

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* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
29	CC-105 05/19/18 DC TRIP- SNACK	22.98		115	625		710
	GR SOUVENIR						
		CC Accounting: 115-		-710-3400-582-710			
30	CC-105 05/20/18 DC TRIP- TRANSPORTATION	39.89		115	625		710
	UBER (DC)						
		CC Accounting: 115-		-710-3400-582-710			
31	CC-105 05/20/18 DC TRIP- MEAL	351.40		115	625		710
	CHAMPPS						
		CC Accounting: 115-		-710-3400-582-710			
32	CC-105 05/20/18 DC TRIP- SHACKS	12.60		115	625		710
	SMITHSONIAN COFFEE (DC)						
		CC Accounting: 115-		-710-3400-582-710			
33	CC-105 05/20/18 DC TRIP- TRANSPORTATION	11.61		115	625		710
	UBER (DC)						
		CC Accounting: 115-		-710-3400-582-710			
34	CC-105 05/20/18 DC TRIP- MEAL	64.25		115	625		710
	SPIRIT CRUISES						
		CC Accounting: 115-		-710-3400-582-710			
35	CC-105 05/21/18 DC TRIP- MEAL	57.31		115	625		710
	HITSITAM CAFE						
		CC Accounting: 115-		-710-3400-582-710			
36	CC-105 05/21/18 DC TRIP- MEAL (REFUND)	-19.58		115	625		710
	HITSITAM CAFE						
		CC Accounting: 115-		-710-3400-582-710			
37	CC-105 05/22/18 DC TRIP- TRANSPORTATION	15.28		115	625		710
	UBER (DC)						
		CC Accounting: 115-		-710-3400-582-710			
38	CC-105 05/22/18 DC TRIP- TRANSPORTATION	13.17		115	625		710
	UBER (DC)						
		CC Accounting: 115-		-710-3400-582-710			
39	CC-105 05/22/18 DC TRIP- MEAL	1164.52		115	625		710
	DIRKSEN NORTH (DC)						
		CC Accounting: 115-		-710-3400-582-710			
40	CC-105 05/22/18 DC TRIP- SNACK	7.65		115	625		710
	NATIONAL ZOOLOGICAL PARK (DC)						
		CC Accounting: 115-		-710-3400-582-710			
41	CC-105 05/23/18 DC TRIP- LUGGAGE FEES (X8)	200.00		115	625		710
	DELTA AIRLINES						
		CC Accounting: 115-		-710-3400-582-710			
42	CC-105 06/01/18 8TH GRAD- FLOWERS & BALLOONS	126.00		115	625		145
	BUDGET BOUQUET & MORE						
		CC Accounting: 115-		-710-3400-610-145			
43	CC-105 05/21/18 DC TRIP- SNACKS	22.99		115	625		710
	SMITHSONIAN STORE (DC)						
		CC Accounting: 115-		-710-3400-582-710			
44	CC-105 05/22/18 DC TRIP- SNACKS	3.25		115	625		710
	HONOR REFRESHMENTS (DC)						
		CC Accounting: 115-		-710-3400-582-710			

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Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
45	CC-105 05/22/18 DC TRIP- SHACKS	3.25		115	625		710
	HONOR REFRESHMENTS (DC)						
46	CC-105 05/21/18 DC TRIP- MEAL	130.40		115	625		710
	HITSITAM CAFE						
47	CC-105 05/23/18 DC TRIP- LUGGAGE FEES (X2)	50.00		115	625		710
	DELTA AIRLINES						
48	CC-105 06/03/18 8TH GRADUATION SUPPLIES	9.00		115	625		145
	DOLLAR TREE STORES, INC.						
	Total Check:	3,481.80					
35662S	43 ALSCO-AMERICAN LINEN DIVISION						
	1150	237.52					
1	LBIL140552 06/11/18 RUGS, LINENS, MOPS, APRONS	26.89*		101	100-2600		610
2	LBIL140552 06/11/18 RUGS, LINENS, MOPS, APRONS	34.59*		101	100-2600		610
3	LBIL140552 06/11/18 RUGS, LINENS, MOPS, APRONS	14.35*		112	910-3100		610
4	LBIL140378 06/04/18 RUGS, LINENS, MOPS, APRONS	86.44*		101	100-2600		610
5	LBIL140378 06/04/18 RUGS, LINENS, MOPS, APRONS	11.53*		101	100-2600		610
6	LBIL140378 06/04/18 RUGS, LINENS, MOPS, APRONS	46.11*		112	910-3100		610
7	LBIL140195 05/28/18 RUGS, LINENS, MOPS, APRONS	29.16*		101	100-2600		610
8	LBIL140195 05/28/18 RUGS, LINENS, MOPS, APRONS	3.89*		101	100-2600		610
9	LBIL140195 05/28/18 RUGS, LINENS, MOPS, APRONS	15.56*		112	910-3100		610
	Total Check:	237.52					
35663S	66 ANDERSON, TRAVIS						
	1213	228.90					
1	06/25/18 MILEAGE REIMBURSEMENT- MAY/JUN	228.90		101	100-2400		582
	Total Check:	228.90					
35664S	78 ARROWLEAF LAWN & LANDSCAPE						
	1189	625.00					
1	523 05/29/18 MOWING- APRIL 25	125.00*		101	100-2600		440
2	523 05/29/18 MOWING- MAY 5	125.00*		101	100-2600		440
3	523 05/29/18 MOWING- MAY 12	125.00*		101	100-2600		440
4	523 05/29/18 MOWING- MAY 19	125.00*		101	100-2600		440
5	523 05/29/18 MOWING- MAY 26	125.00*		101	100-2600		440
	Total Check:	625.00					

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Warrant/Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
35665S	123 BIG SKY PUBLISHING					
	1153	910.18				
1	1108662 05/25/18 EMPLOYMENT AD- LIBRARY/ELA	216.96*		101	100-2225	540
2	1108662 05/25/18 EMPLOYMENT AD- LIBRARY/ELA	216.96*		101	100-1000	540
3	1107751 05/18/18 EMPLOYMENT AD- SPECIAL ED	476.26*		101	280-1000	540
	Total Check:	910.18				
35666S	168 BOZEMAN TROPHY & ENGRAVING					
	1154	23.85				
1	16315 05/16/18 NAME BADGE AND PLAQUE- PAULSON	23.85		101	100-2300	610
	Total Check:	23.85				
35667S	1328 BRIDGER ANALYTICAL LAB, INC					
	1152	56.00				
1	1803087 03/12/18 WATER SAMPLE ANALYSIS	27.44		101	100-2600	421
2	1803087 03/12/18 WATER SAMPLE ANALYSIS	0.56		117	610-2600	421
3	1806197 06/13/18 WATER SAMPLE ANALYSIS	27.84		101	100-2600	421
4	1806197 06/13/18 WATER SAMPLE ANALYSIS	0.56		117	610-2600	421
	Total Check:	56.00				
35668S	1299 CAMPBELLS PLUMBING & HEATING					
	1155	761.81				
1	16914 05/07/18 PLUMBING REPAIRS- KITCHEN	82.87*		112	910-3100	440
2	16956 05/10/18 BOYS BATHROOM URINAL REPAIRS	678.94*		101	100-2600	440
	Total Check:	761.81				
35669S	228 CENTURYLINK					
	1180	305.11				
1	06/04/18 MONTHLY PHONE SERVICES	222.73*		101	100-2300	531
2	06/04/18 MONTHLY PHONE SERVICES	76.28*		101	100-2300	531
3	06/04/18 MONTHLY PHONE SERVICES	6.10		117	610-2300	531
	Total Check:	305.11				
35670S	229 CENTURYLINK					
	1156	54.45				
1	1441214675 05/19/18 MONTHLY PHONE- LONG DISTAN	3.98*		101	100-2300	531
2	1441214675 05/19/18 MONTHLY PHONE- LONG DISTAN	1.36*		101	100-2300	531
3	1441214675 05/19/18 MONTHLY PHONE- LONG DISTAN	0.11		117	610-2300	531
	Total Check:	5.45				
35671S	262 COMMERCIAL ENERGY OF MONTANA INC					
	1157	762.26				
1	NWE047398 05/03/18 GAS ON NWE	275.16*		101	100-2600	411
2	NWE047398 05/03/18 GAS ON NWE	5.62		117	610-2600	411
3	NWE046459 03/05/18 GAS ON NWE	477.83*		101	100-2600	411
4	NWE046459 03/05/18 GAS ON NWE	9.75		117	610-2600	411

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
	1178	415.16				
1	NWR047815 06/05/18 GAS ON NWE SYSTEM	406.86*		101	100-2600	411
2	NWR047815 06/05/18 GAS ON NWE SYSTEM	8.30		117	610-2600	411
	Total Check:	1,183.52				
356725	273 COON, MIKE					
	1158	91.23				
1	05/31/18 WY TRIP- MILEAGE- COON	91.23*		101	710-3400	582
	Total Check:	91.23				
356735	311 DAN ASTHEIMER					
	1151	120.00				
1	06/08/18 ANNUAL PIANO TUNING	120.00*		101	100-1000	320
	Total Check:	120.00				
356745	1330 DEHNING, DOWNEY & ASSOCIATES CPA'S					
	1211	5,500.00				
1	12593 06/24/18 FY17 AUDIT- FINAL BILLING	5,500.00*		101	100-2300	331
	Total Check:	5,500.00				
356755	331 DERMER REFRIGERATION INC					
	1159	326.03				
1	43162 05/15/18 WALK IN FREEZER REPAIRS	326.03*	18-111	101	910-3100	440
	Total Check:	326.03				
356765	349 DRAKE IRRIGATION					
	1160	483.50				
1	92 05/28/18 IRRIGATION REPAIRS/STARTUP	483.50*		101	100-2600	440
	Total Check:	483.50				
356775	413 FISHER, CARRIE					
	1210	162.41				
1	06/25/18 MILEAGE- MASBO CONFERENCE	162.41		101	100-2500	582
	Total Check:	162.41				
356785	420 FOOD SERVICES OF AMERICA					
	1161	5,612.15				
1	5521375 05/07/18 FOOD	130.93*		112	910-3100	630
2	5523467 05/10/18 FOOD	602.45*		112	910-3100	630
3	5523467 05/10/18 FOOD- BKFT EXPANSION	104.08*		112	910-3100	630
4	5523467 05/10/18 SUPPLIES	41.25*		112	910-3100	610
5	5525199 05/14/18 FOOD	816.20*		112	910-3100	630
6	5525199 05/14/18 FOOD- BKFT EXPANSION	54.09*		112	910-3100	630
7	5527360 05/17/18 FOOD- BKFT EXPANSION	102.75*		112	910-3100	630
8	5527360 05/17/18 FOOD	704.13*		112	910-3100	630
9	5527360 05/17/18 SUPPLIES	24.39*		112	910-3100	610
10	5529017 05/21/18 FOOD- BKFT EXPANSION	40.56*		112	910-3100	630
11	5529017 05/21/18 FOOD	611.02*		112	910-3100	630

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Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
12	5531119 05/24/18 FOOD	320.63*		112	910-3100	630
13	5531119 05/24/18 FOOD- BKFT EXPANSION	36.48*		112	910-2100	630
14	5534694 05/31/18 FOOD- BKFT EXPANSION	94.57*		112	910-3100	630
15	5534694 05/31/18 FOOD	952.51*		112	910-3100	630
16	5536381 06/04/18 FOOD	976.10*		112	910-3100	630
	Total Check:	5,612.15				
356795	1357 FULL SPECTRUM SERVICES					
1206		1,340.00				
1	1235 06/19/18 PAINT- GYM WALLS	670.00*	18-117	101	100-2600	440
	DEPOSIT					
2	1235 06/19/18 PAINT- 1ST & 2ND ROOMS	670.00*	18-117	101	100-2600	440
	DEPOSIT					
	Total Check:	1,340.00				
356805	431 GALLATIN CO. SUPERINTENDENT OF					
1162		107.22				
1	2018-56 05/15/18 ELECTION AD-NOTICE OF ELECTIO	32.22		101	100-2314	540
2	2018-56 05/15/18 BACKGROUND CHECK- EVENSON	25.00*		101	100-2300	330
3	2018-56 05/15/18 BACKGROUND CHECK-WOOD	25.00*		101	100-2300	330
4	2018-56 05/15/18 BACKGROUND CHECK-NEAL	25.00*		101	100-2300	330
1195		58.00				
1	2018-62 06/18/18 BACKGROUND CHK- GRAPEL	29.00*		101	100-2300	330
2	2018-62 06/18/18 BACKGROUND CHK- JOHNSTON	29.00*		101	100-2300	330
	Total Check:	165.22				
356815	432 GALLATIN COUNTY ELECTION					
1194		378.35				
1	05/08/18 MAY 2018 ELECTION	378.35		101	100-2314	330
	Total Check:	378.35				
356825	445 GALLATIN-MADISON SPECIAL ED. COOP.					
1163		209.34				
1	06/07/18 QTR 1- 2018 MAC BILLING CHARGE	209.34*		115	280-1000	330 110
	Total Check:	209.34				
356835	545 HOUSE OF CLEAN					
1207		4,896.21				
1	211245 06/13/18 FOOD SERVICE GLOVES	38.40*	18-118	101	100-2600	610
2	211245 06/13/18 45 GAL TRASH BAGS	100.85*	18-118	101	100-2600	610
3	211245 06/13/18 GLOVES- BLACK	950.40*	18-118	101	100-2600	610
4	211245 06/13/18 ICE MELT- 50#	120.36*	18-118	101	100-2600	610
5	211245 06/13/18 HAND SANITIZER CARTRIDGE	169.34*	18-118	101	100-2600	610
6	211245 06/13/18 GOJO FOAM HANDWASH	1,035.00*	18-118	101	100-2600	610
7	211245 06/13/18 URINAL SCREENS	221.00*	18-118	101	100-2600	610
8	211245 06/13/18 URINAL MAT	668.40*	18-118	101	100-2600	610
9	211245 06/13/18 SANITARY NAPKIN LINER	27.45*	18-118	101	100-2600	610
10	211245 06/13/18 TOLLET PAPER	637.30*	18-118	101	100-2600	610

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Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
11	211245 06/13/18 PAPERTOWEL ROLLS	850.51*	18-118	101		100-2600	610
12	211245 06/13/18 FACIAL TISSUES	36.70*	18-118	101		100-2600	610
13	211245 06/13/18 NAPKINS	0.00*	18-118	112		910-3100	610
14	211245 06/13/18 LIGHT BULBS-60 WATT	39.60*	18-118	101		100-2600	610
15	211245 06/13/18 FUEL SURCHARGE	1.00*		101		100-2600	610
	1208	1,097.78					
1	211245A 06/21/18 45 GAL TRASH BAGS	504.24*	18-118	101		100-2600	610
2	211245A 06/21/18 HAND SANITIZER CARTRIDGE	169.34*	18-118	101		100-2600	610
3	211245A 06/21/18 URINAL MAT	334.20*	18-118	101		100-2600	610
	Total Check:	5,903.99					
356848	577 J&H INC						
	1164	953.92					
1	528698 04/16/18 COPIER- BUSINESS OFFICE	20.76		101		100-2500	550
2	528687 04/16/18 COPIER- OFFICE	460.15*		101		100-2300	550
3	530994 05/15/18 COPIER-OFFICE	446.79*		101		100-2300	550
4	530995 05/15/18 COPIER- BUSINESS OFFICE	26.22		101		100-2500	550
	1175	57.00					
1	533466 06/14/18 STAPLES FOR COPIER	57.00		101		100-2400	610
	1192	386.17					
1	533280 06/12/18 COPIER- OFFICE	386.17*		101		100-2300	550
	1193	25.75					
1	533519 06/14/18 COPIER- BUSINESS OFFICE	25.75		101		100-2500	550
	Total Check:	1,422.84					
356858	594 JONES, GARY						
	1165	90.00					
1	101067728 05/29/18 ARCHERY- ARROW RESTS (x9)	90.00*		101		100-1000	610
	Total Check:	90.00					
356868	609 KENYON NOBLE						
	1182	115.97					
1	6586297 06/12/18 MAINTENANCE SUPPLIES	115.97*		101		100-2600	440
	Total Check:	115.97					
356878	628 KROB, KACEE L						
	1166	22.67					
1	05/15/18 MILEAGE REIMBURSEMENT	22.67		101		100-1000	582
	Total Check:	22.67					
356888	1394 KROGSTAD CREATIVE						
	1167	200.00					
1	2ND PMT 06/27/18 PHOTOGRAPHY SERVICES	200.00*		115		100-3300	330 110
	Total Check:	200.00					

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
35689\$	1295 MADISON MECHANIX, LLC					
1168		649.34				
1	1353 06/07/18 2013- REPLACE BRAKES AND BLOCK	649.34*		110	100-2700	440
1177		132.12				
1	1327 03/14/18 2017- OIL CHANGE	132.12*		110	100-2700	440
	Total Check:	781.46				
35690\$	686 MASBO					
1212		225.00				
1	5849 05/30/18 MASBO SUMMER CONFERENCE REGIST	225.00		101	100-2500	502
	Total Check:	225.00				
35691\$	806 MTSBA - MONTANA SCHOOL BOARD					
1191		187.50				
1	34318 05/31/18 STRATEGIC PLAN REVISIONS TO DRA	187.50*		101	100-2300	330
	Total Check:	187.50				
35692\$	1448 NEAL, KEVIN OR LAURIE					
1169		15.10				
1	REFUND 06/27/18 MEAL REFUND- JOSIE NEAL	15.10		112	1621	
	Total Check:	15.10				
35693\$	1303 NEOPOST USA INC					
1190		83.25				
1	55867760 06/18/18 POSTAGE MACHINE- QTRLY LEASE	83.25*		101	100-2300	532
	Total Check:	83.25				
35694\$	856 NORTHWESTERN ENERGY					
1187		2,229.55				
1	06/03/18 ELECTRIC SERVICE	1,087.79		101	100-2600	412
2	06/03/18 ELECTRIC SERVICE	278.92		101	100-2600	412
3	06/03/18 ELECTRIC SERVICE	27.89		117	610-2600	412
4	06/03/18 POWER-LIGHTS	107.74*		101	100-2600	410
5	06/03/18 POWER-LIGHTS	112.23*		101	100-2600	410
6	06/03/18 POWER-LIGHTS	4.49		117	610-2600	410
7	06/03/18 NATURAL GAS	598.28*		101	100-2600	411
8	06/03/18 NATURAL GAS	12.21		117	610-2600	411
	Total Check:	2,229.55				
35695\$	901 PERSONALIZE IT					
1176		25.20				
1	71515 06/08/18 MILLIONAIRES CLUB NAME TAGS	25.20*		101	100-1000	610
	Total Check:	25.20				

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Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
35696S	1014 SCHOOL MATE						
	1179	424.10					
1	IN00049106 06/04/18 6-8 PLANNERS	98.00*	18-093	101		100-1000	610
2	IN00049106 06/04/18 6-8 TEACHER PLANNER	8.40*	18-093	101		100-1000	610
3	IN00049106 06/04/18 6-8 SHIPPING	13.30*	18-093	101		100-1000	610
4	IN00049102 06/04/18 2ND PLANNERS	21.25*	18-093	101		100-1000	610
5	IN00049102 06/04/18 2ND TE PLANNER	3.25*	18-093	101		100-1000	610
6	IN00049102 06/04/18 2ND SHIPPING/HANDLING	9.10*	18-093	101		100-1000	610
7	IN00049098 06/04/18 3-5 PLANNERS	178.75*	18-093	101		100-1000	610
8	IN00049098 06/04/18 3-5 TEACHER PLANNER	8.25*	18-093	101		100-1000	610
9	IN00049098 06/04/18 3-5 PLANNERS SHIPPING	23.80*	18-093	101		100-1000	610
	Total Check:	424.10					
35697S	1029 SECURITY SOLUTIONS INC						
	1209	3,948.00					
1	7517 06/18/18 GYM DOOR UPGRADE	3,948.00*	18-119	101		100-2600	730
	Total Check:	3,948.00					
35698S	1093 STORY DISTRIBUTING CO						
	1170	1,663.41					
1	14871 04/18/18 BUS FUEL	1,000.41*		110		100-2700	624
2	14871 04/18/18 BUS FUEL	663.00*		115		100-3400	624 710
	Total Check:	1,663.41					
35699S	1096 STOKER, KEN DR.						
	1171	1,725.00					
1	18-53 06/07/18 SBAC DATA ANALYSIS	600.00	18-010	101		100-2400	340
2	18-53 06/07/18 CRT DATA ANALYSIS	200.00	18-010	101		100-2400	340
3	18-53 06/07/18 CONTINUOUS SCHOOL IMPROVEMENT	475.00		101		100-2400	340
4	18-53 06/07/18 MD&A	450.00*		101		100-2500	340
	Total Check:	1,725.00					
	# of Claims	56	Total:	51,547.73			

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Claim Warrant	Vendor #/Name	Amount			Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
* 35700						
1172	1403 SYSCO MONTANA, INC.	2,381.34				
1	143769303 05/24/18 CREDIT MEMO- FOOD	-34.89*		112	910-3100	630
2	143743378 05/04/18 FOOD	308.18*		112	910-3400	630
3	143743378 05/04/18 FOOD-BKFT EXPANSION	51.30*		112	910-3400	630
4	143747366 05/08/18 FOOD	234.10*		112	910-3400	630
5	143757024 05/15/18 FOOD	290.94*		112	910-3400	630
6	143762434 05/18/18 FOOD	204.73*		112	910-3400	630
7	143766732 05/22/18 FOOD	417.97*		112	910-3400	630
8	143766732 05/22/18 FOOD-BKFT EXPANSION	178.72*		112	910-3400	630
9	143771786 05/25/18 FOOD-BKFT EXPANSION	65.68*		112	910-3400	630
10	143771786 05/25/18 FOOD	292.95*		112	910-3400	630
11	143774834 05/29/18 FOOD	371.66*		112	910-3400	630
35701						
1181	1118 TEAR IT UP LLC	55.20				
1	36269 06/14/18 DOCUMENT SHREDDING	55.20*		101	100-2300	330
35702						
1173	1131 THE CARRIAGE HOUSE CAR WASH	20.14				
1	3260 05/31/18 BUS CAR WASH (x1)	20.14*		110	100-2700	440
35703						
1174	666 THOMAS, LORRIE	100.00				
1	05/25/18 BACTERIOLOGICAL SAMPLE- JUNE	98.00		101	100-2600	421
2	05/25/18 BACTERIOLOGICAL SAMPLE- JUNE	2.00		117	610-2600	421
35704						
1188	1243 WESTERN SPORT FLOORS LLC	1,955.00				
1	409 06/13/18 GYM FLOOR REFINISH	1,955.00*	18-128	101	100-2600	440
# of Claims	5	Total:	4,511.68			

* Check printing error - ran out of Check Stock
4,511.68

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 18

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	115,961.74	463,304.25	463,847.00	463,847.00	542.75	99 %
117 AIDES	5,977.51	28,390.26	43,721.00	43,721.00	15,330.74	64 %
122 SUBSTITUTE TEACHERS	1,955.00	7,310.00	8,000.00	8,000.00	690.00	91 %
150 STIPEND	981.81	2,974.97	2,805.00	2,805.00	-169.97	106 %
190 LEAVE - PAY	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
250 WORKERS' COMPENSATION	771.23	2,397.66	2,738.00	2,738.00	340.34	87 %
260 HEALTH INS	18,963.29	77,196.18	79,122.00	79,122.00	1,925.82	97 %
320 PROFESSIONAL/EDUCATIONAL SERVI	120.00	120.00	0.00	0.00	-120.00	*** %
330 OTHER PROFESSIONAL SERVICES	0.00	3,800.00	3,500.00	3,500.00	-300.00	108 %
540 ADVERTISING	216.96	1,360.83	750.00	750.00	-610.83	181 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	22.67	578.03	2,350.00	2,350.00	1,771.97	24 %
610 SUPPLIES	33,315.80	41,676.72	20,000.00	20,000.00	-21,676.72	208 %
640 BOOKS	0.00	2,161.80	6,000.00	6,000.00	3,838.20	36 %
650 PERIODICALS	411.96	774.58	700.00	700.00	-74.58	110 %
660 MINOR EQUIPMENT	13,234.61	17,430.03	4,000.00	4,000.00	-13,430.03	435 %
680 COMPUTER SOFTWARE	1,668.36	8,543.36	7,000.00	7,000.00	-1,543.36	122 %
682 SUPPLIES- TECHNOLOGY	927.01	1,452.45	1,500.00	1,500.00	47.55	96 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	2,245.20	5,500.00	5,500.00	3,254.80	40 %
810 DUES AND FEES	0.00	0.00	75.00	75.00	75.00	0 %
Function Total:	194,527.95	661,716.32	671,608.00	671,608.00	9,891.68	98 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	226.80	2,058.00	5,461.00	5,461.00	3,403.00	37 %
250 WORKERS' COMPENSATION	1.74	11.59	37.00	37.00	25.41	31 %
260 HEALTH INS	25.75	270.12	313.00	313.00	42.88	86 %
610 SUPPLIES	0.00	100.00	175.00	175.00	75.00	57 %
Function Total:	254.29	2,439.71	5,986.00	5,986.00	3,546.29	40 %
2112 ATTENDANCE SERVICES						
610 SUPPLIES	0.00	100.00	100.00	100.00	0.00	100 %
Function Total:	0.00	100.00	100.00	100.00	0.00	100 %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	5,691.13	23,504.38	23,751.00	23,751.00	246.62	98 %
190 LEAVE - PAY	0.00	0.00	130.00	130.00	130.00	0 %
250 WORKERS' COMPENSATION	30.60	103.15	128.00	128.00	24.85	80 %
260 HEALTH INS	1,827.00	7,330.00	7,374.00	7,374.00	44.00	99 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	270.00	270.00	270.00	0 %
610 SUPPLIES	0.00	484.64	250.00	250.00	-234.64	193 %
Function Total:	7,548.73	31,422.17	31,903.00	31,903.00	480.83	98 %
2123 GUIDANCE- TESTING SERVICES						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	815.19	165.00	165.00	-650.19	494 %
610 SUPPLIES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
Function Total:	0.00	815.19	1,165.00	1,165.00	349.81	69 %
2131 HEALTH SERVICES- MEDICAL						
330 OTHER PROFESSIONAL SERVICES	0.00	1,012.98	0.00	0.00	-1,012.98	*** %
610 SUPPLIES	0.00	165.24	0.00	0.00	-165.24	*** %
Function Total:	0.00	1,178.22	0.00	0.00	-1,178.22	*** %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	5,265.63	21,062.52	21,063.00	21,063.00	0.48	99 %
190 LEAVE - PAY	3,154.78	3,154.78	255.00	255.00	-2,899.78	*** %
250 WORKERS' COMPENSATION	28.32	92.65	113.00	113.00	20.35	81 %
260 HEALTH INS	913.50	3,665.00	3,696.00	3,696.00	31.00	99 %
540 ADVERTISING	216.96	216.96	0.00	0.00	-216.96	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	150.00	150.00	150.00	0 %
610 SUPPLIES	179.80	605.79	600.00	600.00	+5.79	100 %
640 BOOKS	518.25	1,776.78	2,000.00	2,000.00	223.22	88 %
650 PERIODICALS	147.85	147.85	200.00	200.00	52.15	73 %
660 MINOR EQUIPMENT	0.00	0.00	200.00	200.00	200.00	0 %
680 COMPUTER SOFTWARE	0.00	854.00	300.00	300.00	-554.00	284 %
810 DUES AND FEES	0.00	0.00	60.00	60.00	60.00	0 %
Function Total:	10,425.09	31,576.33	28,637.00	28,637.00	-2,939.33	110 %
2300 GENERAL ADMINISTRATION						
330 OTHER PROFESSIONAL SERVICES	405.18	5,187.89	5,000.00	5,000.00	-187.89	103 %
331 PROF. SERV. AUDITOR	5,500.00	9,114.00	6,800.00	6,800.00	-2,314.00	134 %
332 PROF. SERV. LEGAL	0.00	50.00	3,000.00	3,000.00	2,950.00	1 %
530 COMMUNICATIONS- INTERNET SERVICE	90.01	1,842.63	3,000.00	3,000.00	1,157.37	61 %
531 COMMUNICATIONS- TELEPHONE	304.35	2,642.07	1,971.00	1,971.00	-671.07	134 %
532 POSTAGE	1,083.25	2,733.62	1,750.00	1,750.00	-983.62	156 %
540 ADVERTISING	0.00	196.51	750.00	750.00	553.49	26 %
550 PRINTING/DUPLICATING	1,293.11	5,152.73	4,500.00	4,500.00	-852.73	114 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	1,603.12	1,225.00	1,225.00	-378.12	130 %
610 SUPPLIES	147.85	929.50	1,500.00	1,500.00	570.50	61 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
810 DUES AND FEES	37.00	3,843.49	7,500.00	7,500.00	3,656.51	51 %
Function Total:	8,860.75	33,295.56	37,496.00	37,496.00	4,200.44	88 %
2314 ELECTIONS						
330 OTHER PROFESSIONAL SERVICES	378.35	378.35	450.00	450.00	71.65	84 %
540 ADVERTISING	32.22	32.22	75.00	75.00	42.78	42 %
Function Total:	410.57	410.57	525.00	525.00	114.43	78 %
2400 SCHOOL ADMINISTRATION						
111 ADMINISTRATIVE SALARY	4,738.68	56,864.21	56,864.00	56,864.00	-0.21	100 %
115 OFFICE/CLERICAL SALARY	2,747.78	32,060.93	32,674.00	32,674.00	613.07	98 %
125 SUBSTITUTE- OFFICE/CLERICAL	63.80	688.89	360.00	360.00	-328.89	191 %
190 LEAVE - PAY	0.00	0.00	5,746.00	5,746.00	5,746.00	0 %
250 WORKERS' COMPENSATION	40.58	393.61	480.00	480.00	86.39	82 %
260 HEALTH INS	934.13	10,407.06	11,304.00	11,304.00	896.94	92 %
340 TECHNICAL SERVICES	475.00	1,275.00	1,275.00	1,275.00	0.00	100 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	228.90	1,279.14	2,500.00	2,500.00	1,220.86	51 %
610 SUPPLIES	247.43	247.43	500.00	500.00	252.57	49 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
810 DUES AND FEES	0.00	524.99	175.00	175.00	-349.99	299 %
Function Total:	9,476.30	103,741.26	113,378.00	113,378.00	9,636.74	91 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	3,595.47	41,761.70	42,217.00	42,217.00	435.30	98 %
190 LEAVE - PAY	0.00	0.00	8,700.00	8,700.00	8,700.00	0 %
250 WORKERS' COMPENSATION	18.75	177.72	216.00	216.00	38.28	82 %
260 HEALTH INS	159.37	1,868.26	1,968.00	1,968.00	99.74	94 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	3,650.00	3,650.00	3,650.00	0 %
340 TECHNICAL SERVICES	450.00	450.00	0.00	0.00	-450.00	*** %
532 POSTAGE	0.00	0.00	50.00	50.00	50.00	0 %
550 PRINTING/DUPLICATING	72.73	338.80	360.00	360.00	21.20	94 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	601.61	1,231.49	1,500.00	1,500.00	268.51	82 %
610 SUPPLIES	454.86	533.86	500.00	500.00	-33.56	106 %
680 COMPUTER SOFTWARE	0.00	6,952.00	6,185.00	6,185.00	-767.00	112 %
810 DUES AND FEES	0.00	208.82	1,500.00	1,500.00	1,291.18	13 %
Function Total:	5,352.79	53,542.35	66,846.00	66,846.00	13,303.65	80 %
2600 OPERATIONS & MAINTENANCE						
114 CUSTODIAL SALARY	0.00	4,050.00	4,080.00	4,080.00	30.00	99 %
250 WORKERS' COMPENSATION	0.00	22.01	22.00	22.00	-0.01	100 %
410 POWER - LIGHTS	219.97	1,522.32	1,000.00	1,000.00	-522.32	152 %
411 NATURAL GAS	1,758.13	11,466.59	11,000.00	11,000.00	-466.59	104 %
412 ELECTRICITY	1,366.71	12,774.33	14,500.00	14,500.00	1,725.67	88 %
420 OTHER UTILITY SERVICES- SEWER	893.04	3,861.07	0.00	0.00	-3,861.07	*** %
421 WATER TESTS	175.28	1,597.17	2,000.00	2,000.00	402.83	79 %
421 DISPOSAL SERVICE	0.00	5,119.15	5,800.00	5,800.00	680.85	88 %
433 CUSTODIAL SERVICES	0.00	27,590.40	27,000.00	27,000.00	-590.40	102 %
440 REPAIR AND MAINTENANCE SERVICE	14,009.93	28,895.87	12,080.00	12,080.00	-16,815.87	239 %
520 INSURANCE	0.00	13,094.25	13,095.00	13,095.00	0.75	99 %
610 SUPPLIES	7,857.51	12,417.43	5,200.00	5,200.00	-7,217.43	238 %
682 SUPPLIES- TECHNOLOGY	0.00	77.16	0.00	0.00	-77.16	*** %
780 MAJOR REPAIRS	6,637.00	6,637.00	0.00	0.00	-6,637.00	*** %
730 MAJOR NEW EQUIPMENT	15,044.00	15,044.00	0.00	0.00	-15,044.00	*** %
810 DUES AND FEES	0.00	1,462.83	1,500.00	1,500.00	37.17	97 %
Function Total:	47,961.57	145,631.58	97,277.00	97,277.00	-48,354.58	149 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	4,867.50	4,000.00	4,000.00	-867.50	121 %
Function Total:	0.00	4,867.50	4,000.00	4,000.00	-867.50	121 %
Program Total:	284,818.04	1,070,736.76	1,058,921.00	1,058,921.00	-11,815.76	101 %
Program Group Total:	284,818.04	1,070,736.76	1,058,921.00	1,058,921.00	-11,815.76	101 %
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	12,657.99	50,631.96	50,632.00	50,632.00	0.04	100 %
117 AIDES	2,395.20	19,426.89	21,504.00	21,504.00	2,077.11	90 %
122 SUBSTITUTE TEACHERS	0.00	0.00	170.00	170.00	170.00	0 %
190 LEAVE - PAY	1,911.65	1,911.65	1,000.00	1,000.00	-911.65	191 %
250 WORKERS' COMPENSATION	83.61	205.38	388.00	388.00	82.62	78 %
260 HEALTH INS	2,039.80	9,695.00	9,554.00	9,554.00	-141.00	101 %
580 ADVERTISING	476.26	476.26	0.00	0.00	-476.26	*** %

06/25/18
17:44:24

CALIBATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 18

Page: 4 of 5
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	300.00	300.00	300.00	0 %
610 SUPPLIES	92.87	150.65	350.00	350.00	199.35	43 %
682 SUPPLIES- TECHNOLOGY	0.00	92.99	150.00	150.00	57.01	61 %
Function Total:	20,157.08	82,690.78	84,048.00	84,048.00	1,357.22	98 %
2141 SUPERVISION OF PSYCHOLOGICAL S						
250 WORKERS' COMPENSATION	0.00	0.01	0.00	0.00	-0.01	*** %
Function Total:	0.00	0.01	0.00	0.00	-0.01	*** %
2490 SCHOOL ADMIN SUPPORT SERVICES- SPEC ED DIRECTOR						
119 OTHER SUPERVISORY SALARIES	212.18	2,546.17	2,546.00	2,546.00	-0.17	100 %
250 WORKERS' COMPENSATION	1.14	11.22	14.00	14.00	2.78	80 %
260 HEALTH INS	18.27	220.24	228.00	228.00	7.76	96 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	8.20	100.00	100.00	91.80	8 %
Function Total:	231.59	2,785.83	2,888.00	2,888.00	102.17	96 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	2,527.00	2,527.00	2,527.00	0.00	100 %
Function Total:	0.00	2,527.00	2,527.00	2,527.00	0.00	100 %
Program Total:	20,388.67	88,003.62	89,463.00	89,463.00	1,459.38	98 %
Program Group Total:	20,388.67	88,003.62	89,463.00	89,463.00	1,459.38	98 %
500						
365 INDIAN EDUCATION						
1000 INSTRUCTION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
610 SUPPLIES	0.00	0.00	500.00	500.00	500.00	0 %
640 BOOKS	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
810 DUES AND FEES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	0.00	2,700.00	2,700.00	2,700.00	0 %
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	3,200.00	3,200.00	3,200.00	0 %
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	3,249.55	3,250.00	3,250.00	0.45	99 %
Function Total:	0.00	3,249.55	3,250.00	3,250.00	0.45	99 %
Program Total:	0.00	3,249.55	3,250.00	3,250.00	0.45	99 %
Program Group Total:	0.00	3,249.55	6,450.00	6,450.00	3,200.45	50 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	2,450.00	4,125.00	3,025.00	3,025.00	-1,100.00	136 %
250 WORKERS' COMPENSATION	13.18	32.24	16.00	16.00	-6.24	139 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	91.23	3,091.23	3,000.00	3,000.00	-91.23	103 %
810 DUES AND FEES	0.00	325.00	0.00	0.00	-325.00	*** %
Function Total:	2,554.41	7,563.47	6,041.00	6,041.00	-1,522.47	125 %
Program Total:	2,554.41	7,563.47	6,041.00	6,041.00	-1,522.47	125 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
700						
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
115 OFFICE/CLERICAL SALARY	0.00	0.00	2,125.00	2,125.00	2,125.00	0 %
119 OTHER SUPERVISORY SALARIES	420.74	2,973.78	849.00	849.00	-2,124.78	350 %
150 STIPEND	409.08	9,409.96	10,810.00	10,810.00	1,400.04	27 %
250 WORKERS' COMPENSATION	4.49	50.66	74.00	74.00	23.34	68 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	150.29	0.00	0.00	-150.29	*** %
Function Total:	834.31	12,584.69	13,858.00	13,858.00	1,273.31	90 %
Program Total:	834.31	12,584.69	13,858.00	13,858.00	1,273.31	90 %
Program Group Total:	3,388.72	20,148.16	19,899.00	19,899.00	-249.16	101 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	0.00	0.00	12,978.00	12,978.00	12,978.00	0 %
119 OTHER SUPERVISORY SALARIES	212.18	2,546.16	2,546.00	2,546.00	-0.16	100 %
126 SUBSTITUTE COOKS	42.00	96.10	90.00	90.00	-6.10	106 %
250 WORKERS' COMPENSATION	1.37	11.75	886.00	886.00	374.25	1 %
260 HEALTH INS	18.27	220.24	1,558.00	1,558.00	1,337.76	14 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	150.00	150.00	150.00	0 %
440 REPAIR AND MAINTENANCE SERVICE	-39.27	326.03	0.00	0.00	-326.03	*** %
540 ADVERTISING	0.00	0.00	350.00	350.00	350.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	29.96	500.00	500.00	470.04	5 %
610 SUPPLIES	0.00	40.72	500.00	500.00	459.28	8 %
630 FOOD	0.00	1,985.55	7,804.00	7,804.00	5,818.45	25 %
810 DUES AND FEES	0.00	165.20	0.00	0.00	-165.20	*** %
Function Total:	184.55	5,421.71	27,362.00	27,362.00	21,940.29	19 %
Program Total:	184.55	5,421.71	27,362.00	27,362.00	21,940.29	19 %
Program Group Total:	184.55	5,421.71	27,362.00	27,362.00	21,940.29	19 %
Fund Total:	308,779.98	1,187,559.80	1,202,095.00	1,202,095.00	14,535.20	98 %
Grand Total:	308,779.98	1,187,559.80	1,202,095.00	1,202,095.00	14,535.20	98 %



GALLATIN GATEWAY SCHOOL

TO: Gallatin Gateway School Board of Trustees

FROM: Carrie Fisher, Business Manager/Clerk

DATE: April 16, 2018

RE: Cash Reconciliation as of April 30, 2018

County Treasurer Cash vs Book Cash *AS OF April 30, 2018*

<u>Fund Name:</u>	<u>Fund #:</u>	<u>County Treasurer Cash:</u>	<u>Book Cash</u>	<u>Difference:</u>
General	101	\$184,171.61	\$184,171.61	\$0.00
Transportation	110	\$3,257.69	\$3,257.69	\$0.00
Bus Depreciation	111	\$72,996.83	\$72,996.83	\$0.00
Food	112	\$5,794.05	\$5,794.05	\$0.00
Tuition	113	\$873.11	\$873.11	\$0.00
Retirement	114	\$67,551.77	\$67,551.77	\$0.00
Miscellaneous	115	\$35,116.59	\$35,116.59	\$0.00
Adult Education	117	\$20,823.29	\$20,823.29	\$0.00
Compensated Absences	121	\$8,275.11	\$8,275.11	\$0.00
Technology	128	\$528.61	\$528.61	\$0.00
Flexibility	129	\$3,713.39	\$3,713.39	\$0.00
Debt Service	150	\$71,139.26	\$71,139.26	\$0.00
Building	160	\$2,073.19	\$2,073.19	\$0.00
Building Reserve	161	\$70,349.89	\$70,349.89	\$0.00
Endowment	181	\$1,462.67	\$1,462.67	\$0.00
Payroll Clearing	186	\$1,286.88	\$1,286.88 *	\$0.00
Claims Clearing	187	\$21,079.02	\$21,082.27 *	-\$3.25 ****
 Total		 \$570,492.96	 \$570,496.21	 -\$3.25

* Equals Outstanding Warrants.

**** BMO interst charges-- will be corrected

9-0400.30 GRANT / PROJECT RECAP WORKSHEET

School:
 District No.
 Legal Entity (LE) No.
 Month and Year:

Gallatin Gateway
 35
 0364
 April-18

Treasurer's Balance	35116.59
Fund 15 Balance	35116.59
Difference	0.00

Project Reporter	Title of Program (enter here)	Beginning Cash	Total Receipts	Total Disbursements	Ending Cash Balance	Reconciliation	Notes RE reconcilment:
100	PD Scholarship	\$0.00	\$ -	0.00	0.00		
101	Fuel it Up 60 Equipment Grant	\$0.00	\$ -	0.00	0.00		
102	Donation- Christmas Giving	\$64.23	\$ -	0.00	64.23		
103	Breakfast Expansion- YC	\$273.83	\$ -	0.00	273.83		
104	Breakfast Expansion- No Kid Hungry	\$0.00	\$ -	0.00	0.00		
105	1st Grade Blessing Bags	\$8.26	\$ -	0.00	8.26		
107	Missoula Children's Theater	\$380.41	\$ -	500.00	-119.59		
110	Medicaid- MAC Reimbursement	\$8,280.35	\$ -	1,024.75	7,255.60		
112	Snack Cart	\$2,883.26	\$ 114.95	0.00	2,998.21		
115	Exxon Mobile Grant	\$1,000.00	\$ -	0.00	1,000.00		
116	Salesville Merchantile- School Store	\$572.42	\$ -	0.00	572.42		
130	Textbook Donations	\$603.55	\$ -	0.00	603.55		
137	Art	\$6,102.83	\$ -	0.00	6,102.83		
144	Gym Renovation	\$250.00	\$ -	0.00	250.00		
145	Miscellaneous	\$6,406.60	\$ 1,268.88	1,000.00	6,675.48		
147	Archery	\$0.00	\$ -	0.00	0.00		
148	Green House	\$215.13	\$ -	0.00	215.13		
149	Facility Rental	\$180.00	\$ -	0.00	180.00		
151	PIE	\$0.00	\$ -	0.00	0.00		
152	Madeline Grant	\$0.00	\$ -	0.00	0.00		
153	One Class at a Time- HOLT	\$0.00	\$ -	0.00	0.00		
155	Asthma Grant	\$367.23	\$ -	0.00	367.23		
156	One Class at a Time- MATTHEWS	\$24.00	\$ -	0.00	24.00		
157	One Class at a Time- RUBIO	\$11.86	\$ -	0.00	11.86		
158	One Class at a Time- KROB	\$0.00	\$ -	0.00	0.00		
160	Library	\$4,276.64	\$ (15.00)	0.00	4,261.64		
162	FSA Excess Funds	\$16,317.34	\$ -	159.84	16,157.50		
165	Mentor Program	\$0.00	\$ -	0.00	0.00		
166	Primary Care Clinic- Nurse	-\$558.49	\$ -	72.00	-630.49		
167	Math/Science Donation	\$500.00	\$ -	0.00	500.00		
168	Kindergarten Donation	\$50.00	\$ -	0.00	50.00		
170	Technology Donations	\$463.89	\$ -	0.00	463.89		
171	MEEA Grant- DAVIS	\$206.47	\$ 300.00	0.00	506.47		
172	Madeline Mueller- School Culture	-\$288.20	\$ -	0.00	-288.20		
193	Music	\$1,739.04	\$ -	0.00	1,739.04		
194	Music-Band	\$3,121.96	\$ -	0.00	3,121.96		
195	Book Fair	\$7,302.77	\$ -	2,206.49	5,096.28		
212	OPI Kitichen	\$143.75	\$ -	0.00	143.75		
329	State Grant	\$0.00	\$ -	0.00	0.00		
412	TitleVI, REAP	\$0.00	\$ -	0.00	0.00		
413	REAP (FY17)	\$0.00	\$ -	0.00	0.00		
420	Title I, Part A	\$0.00	\$ -	0.00	0.00		
421	Tilte I (FY17)	\$3,875.05	\$ -	0.00	3,875.05		
422	REAP (FY16)	\$9,813.37	\$ -	0.00	9,813.37		
423	Title I (FY18)	-\$20,409.10	\$ -	3,509.50	-23,918.60		
424	REAP (FY18)	-\$6,150.84	\$ -	649.01	-6,799.85		
456	CoOp Excess Funds	\$0.00	\$ -	0.00	0.00		
465	Smarter Lunch Room Grant	\$500.00	\$ -	0.00	500.00		
650	Adult Education	\$508.43	\$ -	0.00	508.43		
710	Field Trips	-\$6,100.64	\$ -	366.05	-6,466.69		
		\$42,935.40	\$ 1,668.83	9,487.64	35,116.59		CROSS CHECK
							35,116.59



GALLATIN GATEWAY SCHOOL

TO: Gallatin Gateway School Board of Trustees

FROM: Carrie Fisher, Business Manager/Clerk

DATE: June 24, 2018

RE: Cash Reconciliation as of May 31, 2018

County Treasurer Cash vs Book Cash *AS OF May 31, 2018*

<u>Fund Name:</u>	<u>Fund #:</u>	<u>County Treasurer Cash:</u>	<u>Book Cash</u>	<u>Difference:</u>
General	101	\$331,964.99	\$331,964.99	\$0.00
Transportation	110	\$18,410.40	\$18,410.40	\$0.00
Bus Depreciation	111	\$81,512.04	\$81,512.04	\$0.00
Food	112	\$210.32	\$210.32	\$0.00
Tuition	113	\$873.50	\$873.50	\$0.00
Retirement	114	\$54,261.54	\$54,261.54	\$0.00
Miscellaneous	115	\$21,028.71	\$21,028.71	\$0.00
Adult Education	117	\$20,398.71	\$20,398.71	\$0.00
Compensated Absences	121	\$8,278.78	\$8,278.78	\$0.00
Technology	128	\$5,288.84	\$5,288.84	\$0.00
Flexibility	129	\$5,171.27	\$5,171.27	\$0.00
Debt Service	150	\$106,199.43	\$106,199.43	\$0.00
Building	160	\$2,074.16	\$2,074.16	\$0.00
Building Reserve	161	\$88,836.80	\$88,836.80	\$0.00
Endowment	181	\$1,463.25	\$1,463.25	\$0.00
Payroll Clearing	186	\$3,426.04	\$3,426.04 *	\$0.00
Claims Clearing	187	\$18,016.71	\$18,019.96 *	-\$3.25 ****
Total		\$767,415.49	\$767,418.74	-\$3.25

* Equals Outstanding Warrants.

**** BMO interest charges-- will be corrected

9-0400.30 GRANT / PROJECT RECAP WORKSHEET

School:
 District No.
 Legal Entity (LE) No.
 Month and Year:

Gallatin Gateway
 35
 364
 May-18

Treasurer's Balance	21028.71
Fund 15 Balance	21028.71
Difference	0.00

Project Reporter	Title of Program (enter here)	Beginning Cash	Total Receipts	Total Disbursements	Ending Cash Balance	Reconciliation	Notes RE reconciliation:
100	PD Scholarship	\$0.00			0.00		
101	Fuel it Up 60 Equipment Grant	\$0.00			0.00		
102	Donation- Christmas Giving	\$64.23			64.23		
103	Breakfast Expansion- YC	\$273.83			273.83		
104	Breakfast Expansion- No Kid Hungry	\$0.00			0.00		
105	1st Grade Blessing Bags	\$8.26			8.26		
107	Missoula Children's Theater	-\$119.59			-119.59		
110	Medicaid- MAC Reimbursement	\$7,255.60		63.18	7,192.42		
112	Snack Cart	\$2,998.21	\$ 77.25	23.58	3,051.88		
115	Exxon Mobile Grant	\$1,000.00			1,000.00		
116	Salesville Merchantile- School Store	\$572.42			572.42		
130	Textbook Donations	\$603.55			603.55		
137	Art	\$6,102.83	\$ 492.50		6,595.33		
144	Gym Renovation	\$250.00			250.00		
145	Miscellaneous	\$6,675.48	\$ (27.37)	152.71	6,495.40		
147	Archery	\$0.00			0.00		
148	Green House	\$215.13			215.13		
149	Facility Rental	\$180.00			180.00		
151	PIE	\$0.00			0.00		
152	Madeline Grant	\$0.00			0.00		
153	One Class at a Time- HOLT	\$0.00			0.00		
155	Asthma Grant	\$367.23			367.23		
156	One Class at a Time- MATTHEWS	\$24.00			24.00		
157	Once Class at Time- RUBIO	\$11.86			11.86		
158	Once Class at a Time- KROB	\$0.00			0.00		
160	Library	\$4,261.64		98.11	4,163.53		
162	FSA Excess Funds	\$16,157.50		137.50	16,020.00		
165	Mentor Program	\$0.00			0.00		
166	Primary Care Clinic- Nurse	-\$630.49		68.40	-698.89		
167	Math/Science Donation	\$500.00			500.00		
168	Kindergarten Donation	\$50.00			50.00		
170	Technology Donations	\$463.89			463.89		
171	MEEA Grant- DAVIS	\$506.47			506.47		
172	Madeline Mueller- School Culture	-\$288.20			-288.20		
193	Music	\$1,739.04			1,739.04		
194	Music-Band	\$3,121.96			3,121.96		
195	Book Fair	\$5,096.28			5,096.28		
212	OPI Kitichen	\$143.75			143.75		
329	State Grant	\$0.00			0.00		
412	TitleVI, REAP	\$0.00			0.00		
413	REAP (FY17)	\$0.00			0.00		
420	Title I, Part A	\$0.00			0.00		
421	Tilte I (FY17)	\$3,875.05			3,875.05		
422	REAP (FY16)	\$9,813.37			9,813.37		
423	Title I (FY18)	-\$23,918.60		4,040.24	-27,958.84		
424	REAP (FY18)	-\$6,799.85	\$ 7,448.86	649.01	0.00		
456	CoOp Excess Funds	\$0.00			0.00		
465	Smarter Lunchroom Grant	\$500.00			500.00		
650	Adult Education	\$508.43			508.43		
710	Field Trips	-\$6,466.69		16,846.39	-23,313.08		
TOTALS		\$35,116.59	\$ 7,991.24	22,079.12	21,028.71		CROSS CHECK 21,028.71

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date:

25-Jun-18

From:

General Fund	7790	101	-000-00-61-00-855	\$2,880.00
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	
Technology Fund	7790	128	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Claims Clearing	7790	187	-000-00-61-00-855	
Total				\$2,880.00

To:

General Fund	7790	101	-000-00-53-00	
Transportation Fund	7790	110	-000-00-53-00	\$2,880.00
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
Total				\$2,880.00

2017-2018 Extra-Curricular Recap & Reconciliation

	Balance July 1, 2017	Revenues	Expenditures	Balance Before Transfers	Transfers In(Out)	Current Cash Balance	Non-Cash Balance	Total Account Balance
Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2017	\$7,475.22	\$1,360.36	\$6,335.58	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
Class of 2018	\$3,176.89	\$14,182.16	\$520.42	\$16,838.63	\$0.00	\$16,838.63	\$0.00	\$16,838.63
Class of 2019	\$555.88	\$75.40	\$0.00	\$631.28	\$0.00	\$631.28	\$0.00	\$631.28
Class of 2020	\$2,534.29	\$4,705.74	\$4,854.95	\$2,385.08	\$0.00	\$2,385.08	\$0.00	\$2,385.08
Class of 2021	\$32.71	\$0.00	\$0.00	\$32.71	\$0.00	\$32.71	\$0.00	\$32.71
Class of 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	-\$38.25	\$0.00	\$0.00	-\$38.25	\$0.00	(\$38.25)	\$0.00	(\$38.25)
Student Council	\$317.54	\$0.00	\$0.00	\$317.54	\$0.00	\$317.54	\$0.00	\$317.54
	\$14,054.28	\$20,323.66	\$11,710.95	\$22,666.99	\$0.00	\$22,666.99	\$0.00	\$22,666.99

Balance as of:

May 31, 2018



DISTRICT CLERK

CARRIE FISHER

Classified Teacher Hire Recommendation

1) Special Education Teacher Hire Recommendation

To hire a special education teacher for the 2018-2019 academic year who will be placed at the appropriate place in the negotiated salary matrix based on education and years of experience (not to exceed five (5) years experience).

Recommendation:

Deborah Johnson

Rationale:

Ms. Johnson interviewed before the teacher hiring committee comprised of: Travis Anderson, Carrie Fisher, and Melissa Hansen. That committee was impressed by Ms. Johnson's interview and she was the unanimous choice of the committee. She graduated from Grand Canyon University in May of 2018 and has applied for her K-8 and K-12 Special Education endorsements. She has served as a special education paraprofessional for 15 years in Livingston. Due to her experience, "can do" attitude toward special education, and student-centered pedagogy, I believe that she will be an excellent fit with the Gallatin Gateway Family.

Motion: to hire Deborah Johnson as a 1.0 FTE certified teacher for the 2018-2019 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 is further pending adequate fingerprint/background check.

Classified Teacher Hire Recommendation

1) Middle School ELA Teacher/Library Hire Recommendation

To hire a middle school ELA teacher/Librarian for the 2018-2019 academic year who will be placed at the appropriate place in the negotiated salary matrix based on education and years of experience (not to exceed five (5) years experience).

Recommendation:

Jamie Hetherington

Rationale:

Mrs. Hetherington interviewed before the teacher hiring committee comprised of: Travis Anderson, Carrie Fisher, Ashley Davis, Mike Coon, Jacki Yager, Neal Krogstad, and Erica Clark. That committee was impressed by Mrs. Hetherington's interview and she was the unanimous choice of the committee. She possesses a K-8 endorsement, as well as, a 5-12 English endorsement. She has already applied for a library internship program through MSU, so she will be fully accredited to serve in the position. She has teaching experience in Browning and Cut Bank. She has taught middle and high school level ELA in Cut Bank since 2009. Due to her experience, education, and student-centered pedagogy, I believe that she will be an excellent fit with the Gallatin Gateway Family.

Motion: to hire Jamie Hetherington as a 1.0 FTE certified teacher for the 2018-2019 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 is further pending adequate fingerprint/background check.

School Nurse Hire Recommendation

1) **Nurse Hire Recommendation**

To hire a school nurse for the 2018-2019 academic year who will receive an hourly wage of \$24.00/hour.

Recommendation:

Christine Hodgson

Rationale:

Mrs. Hodgson was the only applicant for the position and was interviewed by Travis Anderson on June 12. I was impressed by the wealth of experience in pediatrics that Mrs. Hodgson possesses. She is pursuing a Doctor of Nursing Practice (DNP) through MSU and is focusing on pediatrics. She was also the school nurse at Gallatin Gateway School during the 2005-2006 school year. Due to her experience in pediatrics, flexibility, and willingness to return to GGS, I believe that she will be an excellent fit with the Gallatin Gateway Family.

Motion: to hire Christine Hodgson as the school nurse for the 2018-2019 academic year at an hourly rate of \$24.00/hour. The successful hire is further pending adequate fingerprint/background check.

Agenda Item- Hire Summer Student Worker- Temp Contract

Background Information:

There are many tasks throughout the summer that need to be completed, but do not require the expertise of the regular staff. In an effort to allow the full-time staff to focus on those tasks which require specialized skills and focus, the administration would like to recommend hiring a student worker to assist. Regular cleaning services do not occur in summer months so some help with trash and recycling would also be very helpful.

Tasks for the student worker would include:

- Assisting Mr. Coon with technology inventory and maintenance
- Distributing summer orders to classrooms
- Breaking down boxes and taking them to recycling
- Take out office trash as needed
- Organizing and putting away office supplies
- Assisting Mrs. Clark with updating classroom Inventory
- Hang Gator legacy tiles in hallway
- Assist with organizing upstairs and downstairs
- Playground and grounds cleanup/trash pickup

Qualifications:

- Must be at least 14 years of age
- Minimal qualifications and experience
- Must be able to take direction well and work independently
- Ability to use computer software such as MS Word and MS Excel

At the May 16, 2018 the Board made a motion to open up two positions for student workers. Since 8th grade students were the only students who met the age requirement Mrs. Fisher visited their class to provide information about the two openings and allowed the students to ask questions.

Students were asked to submit a resume and letter of interest to Mr. Anderson by June 8, 2018 if they were interested. A few students verbally expressed interest, but only one student formally applied for the open positions.

Hiring Recommended:

To hire Rosalyn Black as a temporary summer student worker position at \$10/hour for no more than 10 hours a week and for no more than 60 hours from July 9, 2018 to August 17, 2018.

Travis Anderson's requested days off for the summer of 2018.

Per district policy, I am requesting the board to approve my use of Vacation Leave for periods in excess of two (2) days.

Monday, July 2 -Friday, July 6 - I am planning on going home and visiting my parents over the 4th of July holiday.

GGs policy 5055:

Vacation Leave

The Administrators will be granted vacation leave pursuant to the terms of their individual contracts and Montana law. Vacation days taken by the Administrator during Pupil Instruction days must be taken at a time or times as will least interfere with the performance of their contracted duties and pre-approved by the Board. Annual vacation leave credits must be used for those days. Classified employees will be granted vacation leave pursuant to Montana law. The District, in its sole discretion and/or subject to the terms of the collective bargaining agreement, may provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

Specifically my contract states that:

Vacation Leave and Accrual. The Superintendent is entitled to vacation leave benefits and subject to the cap on accumulation of annual vacation leave under Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the District Clerk and Board Chairperson in advance of the use of vacation leave or any absences from the District. Absence from the District in excess of two (2) days must be approved by the Board Chair or the Board. Vacation days taken by the Superintendent shall be taken at such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this contract.

Agenda Item: 2018-2019 Bus Routes

2018-2019 Bus Routes

	North	South
Total Miles Roundtrip:	29.2	40
Estimated Total Number of Riders:	29	45
Number of Days to Operate:	177	177
Rated capacity of bus:	71	71
Estimated Rate per Mile:	\$1.57	\$1.57
Estimated Route Reimbursement:	\$8,114.39	\$11,115.60

More information:

The annual Transportation Committee meeting will take place on Monday, July 23, 2018, at 10am at the Courthouse (3rd floor community room). Items to be discussed include approval of new bus routes, individual contracts, legislative rule changes in transportation, including future transportation meeting dates, and any other items requested to be placed on the agenda.

According to the M.C.A §20-10-131, the membership of the transportation committee is composed of:

1. One representative for each elementary district.
2. One representative for each high school district.
 - Manhattan Bozeman
 - Willow Creek Three Forks
 - Belgrade
3. Two representatives from K-12 West Yellowstone and Big Sky School District.
4. A representative of the Gallatin County Commission or their appointee from the road office.
5. County Superintendent of Schools

Recommendation:

No changes to the 2017-2018 routes are recommended at this time.

Approve the same bus routes for 2018-2019 and if changes need to be made after school starts—then, submit changes at that time.

Recommended Motion:

to approve the 2018-2019 bus routes as follows:

	North	South
Total Miles Roundtrip:	29.2	40
Estimated Total Number of Riders:	30	50
Number of Days to Operate:	180	180
Rated capacity of bus:	71	71
Estimated Rate per Mile:	\$1.57	\$1.57
Estimated Route Reimbursement:	\$8,251.92	\$11,304.00

MTSBA Summer Symposium

Start Date 07/18/2018 09:00 AM

End Date 07/19/2018 01:00 PM

Address Red Lion Ridgewater Inn & Suites, 209 Ridgewater Drive, Polson, MT 59860

[Register Now >](#)



July 18-19, 2018

This year's MTSBA Summer Symposium, *sponsored by ISBC*, will focus on School Safety and Security.

Agenda coming!

Member Benefit - No Charge

This is a **FREE** training offered to all MTSBA members! Sponsored by ISBC.

Ask for Summer Symposium room block until June 16, 2018

Red Lion Ridgewater Inn & Suites	209 Ridgewater Drive, Polson, MT	406.872.2200	\$135.00
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MTSBA's Cancellation, No Show and Onsite Registration Policy:

- If you register and later cancel, either in writing or via email with receipt of such email confirmed in a reply from Karla Smerker (ksmerker@mtsba.org) of MTSBA, on or before 5 business days (Saturdays and Sundays excluded) before the workshop:
 - your registration fee will be refunded less a \$25 administrative fee if you prepaid; or
 - you will be charged a \$25 administrative fee and your District will be charged accordingly.
- A cancellation notice received after the above-referenced deadline and/or any no-show is **not eligible for a refund or will be charged the full membership fee**, regardless of the underlying reason.
- Onsite registrations will be charged an additional \$25 above and beyond the member registration fee.
- No shows will be charged \$25 for a member benefit event.

MTSBA's Summer Symposium - Video Option - Sponsored by ISBC**Start Date** 07/18/2018 08:30 AM**End Date** 07/19/2018 04:30 PM**Address**[Register Now >](#)**July 18-19, 2018**

This year's MTSBA Summer Symposium, *sponsored by ISBC*, will focus on School Safety and Security. Agenda coming!

Member Benefit - No Charge

This is a **FREE** training offered to all MTSBA members! Sponsored by ISBC.

Disclaimer: Montana School Boards Association (MTSBA) has designed these materials to provide helpful information regarding topics and best practices on issues concerning the administration and governance of Montana K-12 public schools. These materials are for informational purposes only and not for the purpose of providing legal advice. MTSBA does not intend nor should these materials be construed to constitute the rendering of any legal advice. Should the recipient of these materials desire legal advice on any of the topics or information contained herein, MTSBA recommends that the recipient make a specific request for legal advice.

MCEL 2018 - Montana Conference of Education Leadership - Live Video Stream...**Start Date** 10/17/2018 12:00 PM**End Date** 10/19/2018 01:00 PM**Address** Hilton Garden Inn of Missoula. 3720 N Reserve St. Missoula, MT 59808[Register Now >](#)**Welcome to MCEL 2018*****Our Theme: "Climb, Lead, Inspire, Motivate, Believe -- Be an agent of change."***

The Montana Conference of Education Leadership is jointly planned and provided by the Montana School Boards Association, School Administrators of Montana, Montana Association of School Business Officials and Montana Rural Education Association. MCEL is the largest annual conference for education leaders in the state, routinely drawing over 1,000 people focused on the role of leadership in Montana's Public Schools and providing unique opportunities for networking and collaborating to elected trustees, school administrators, school business officials and others.

June 2018 Superintendent's Report:

Enrollment Summary as of 6/7/2018:

Grade	Total	Boys	Girls	Out of District
K	20	11	9	5
1	18	10	8	5
2	17	10	7	3
3	21	14	7	5
4	17	9	8	4
5	23	10	13	6
6	21	11	10	4
7	8	4	4	1
8	12	5	7	1
Total	157	84	73	34

Progress on 2017-2018 Gallatin Gateway School District Goals

- I. **Gallatin Gateway School Board will demonstrate excellence in governance.**
 - a. Upcoming Training Opportunities:
 1. Summer MBI – June 18-June 22 (Bozeman)
 2. SAM Summer Institute – July 30-August 1 (Helena)

- II. **Gallatin Gateway School Board will develop and maintain a safe and secure facility and grounds.**
 - a. The asbestos abatement in the 1st and 2nd grade classrooms is complete. Air quality checks have come back clean. The next step will be to install carpet and paint the walls.
 - b. Bill Gossett has been in to begin installing LED lights in the classrooms. He will be completing this process through the summer.
 - c. I have included the service schedule agreement with Core Control for your information. It shows a clear scope of the work to be performed and the time of year in which the work will be completed.
 - d. JR Civil has completed repairs to the staff parking lot and have been active in repairing the playground. New top soil has been brought in to level the surface, which has been effective in restoring proper drainage of the area. We have also placed grass seed on the area and are hopeful that it will take by the fall.
 - e. Aaron and I met with Jeremiah Hillier on June 20 to discuss the District's Safety Plan. We discussed evacuation routes and campus safety upgrades. We also discussed how to further collaborate with the fire department on issues related to

school safety.

III. Gallatin Gateway School Board will maintain and provide high quality educational services.

- a. I will be meeting with several members of the staff on Tuesday, June 26 to discuss revamping the existing teacher mentoring program. The proposal is going to be for several members of the staff to serve as a mentor team for all new staff (certified and classified). I will have more details during our meeting next week as to how the program is going to work.

IV. Gallatin Gateway School Board will promote the development of the whole child.

- a. Lessa and I met with the United Way on May 18 to discuss afterschool program possibilities for next year. We were given materials and handbooks on after school programs in the valley. Unfortunately, it doesn't sound like the United Way will be able to provide funding to help set up an after school program. However, I have been playing with some numbers and think it is still possible to go forward with a program if we have enough parent interest. Thanks for setting the meeting up Lessa.

V. Gallatin Gateway School will develop and implement effectiveness of building trust and communicating within the Gallatin Gateway community.

- a. A big thank you goes out to Dr. Watson for speaking at our graduation ceremony on June 6. It is always great to hear his story and I appreciate the education-centered message.
- b. I also want to thank Julie, Aaron, and Donna for helping with the stay interviews during staff checkout.

Additional Information

The SAM Summer Administrator's Institute is set for July 30-August 1. The first day of the session focuses on student trauma and trauma-informed practices. I think this is an important topic to understand and implement in keeping students and schools safe. The rest of the institute focuses on instructional leadership. I think this entire conference is important to our school's goals and am planning on attending. Further information related to the institute can be found on the SAM website at <http://www.sammt.org/sam-administrators-institute>.

I am including a statement from Ms. Rubio about her perspective on the first year of full time kindergarten. I have attached that statement to my superintendent report.

I have also included a copy of student data prepared by BSD7 to show how our students are doing once they reach high school. I greatly appreciate Dr. Watson and Karin Neff for their work in putting this data together. It does a good job of showing how Gallatin Gateway School students

compare to other students at Bozeman High School. I think this data is a great first start in looking at data related to our students. It will also be helpful as we continue in our strategic planning process.

Finally, I would like to thank Bethany Dieter for her dedication to educational excellence while at Gallatin Gateway School. Bethany has accepted a position with Clark County School District in Las Vegas. She will be missed!

Preliminary Gallatin Gateway Spring 2018 SBAC Results by Class

(Results are provided by cohort; therefore, the 3rd grade class does not have a 2016-2017 score)

- - The 2017-2018 results are not considered final

Mathematics

Grade & Test	2016-17 % Proficient	2017-18 % Proficient	% Change
3 rd Grade Mathematics		80%	
4 th Grade Mathematics	44%	59%	+15%
5 th Grade Mathematics	41%	57%	+16%
6 th Grade Mathematics	32%	26%	-6%
7 th Grade Mathematics	50%	50%	0%
8 th Grade Mathematics	15%	33%	+18%

ELA

Grade & Test	2016-17 % Proficient	2017-18 % Proficient	% Change
3 rd Grade ELA		60%	
4 th Grade ELA	38%	35%	-3%
5 th Grade ELA	57%	50%	-7%
6 th Grade ELA	55%	53%	-2%
7 th Grade ELA	75%	63%	-12%
8 th Grade ELA	23%	33%	+10%

Montana

COMPREHENSIVE ASSESSMENT SYSTEM

Home Page Dashboard

Test: **Smarter Summative** ▼

Administration: **2017-2018** ▼



Scores for students who were mine at the end of the selected administration



Scores for my current students



Scores for students who were mine when they tested during the selected administration

Overall Performance on the Smarter Summative test, by Subject, Grade: Gallatin Gateway Elem, 2017-2018

ELA/Literacy

Grade	Number of Students Tested	Percent Proficient
Grade 3	20	60%
Grade 4	17	35%
Grade 5	22	50%
Grade 6	19	53%
Grade 7	8	63%
Grade 8	9	33%

Mathematics

Grade	Number of Students Tested	Percent Proficient
Grade 3	20	80%
Grade 4	17	59%
Grade 5	21	57%
Grade 6	19	26%
Grade 7	8	50%
Grade 8	9	33%

Based on data from the Smarter Summative, 2017-2018 administration.

Report Generated: 6/27/2018 1:26:49 PM MDT

*No valid scores for this grade and subject

The radio buttons located directly below the administration drop-down allow you to view score data in three different ways. The first button allows you to view data for students who were associated with you at the end of a selected administration. The second radio button allows you to view data for students who are associated to your current rosters, even if those students were previously enrolled in a different district or school. The third radio button allows you to view data for any students who were associated with you when they started a test (e.g., students who transferred out of your district/school). For more information on the radio button options, please refer to the ORS user guide accessible via the Help button.

Data presented in this system are considered preliminary. Official accountability data will be available after the testing window has closed and hand scoring portion results for all students have been received.

The Summative Assessments include both computerized scoring components (scored immediately) and hand-scoring components. The reporting system aggregates results in real-time. Performance data will display as students complete both scored components and the hand-scoring portion results have been received.

The Interim Comprehensive Assessments (ICAs) include both computerized scoring components (scored immediately) and hand-scoring components (scored at the local level). The reporting system aggregates results in real-time. Performance data will display as students complete both scored components and the hand-scoring portion results have been entered into the Teacher Scoring System.

The Interim Assessment Blocks (IABs) include both computerized scoring components (scored immediately) and hand-scoring components (scored at the local level). The reporting system aggregates results in real-time. Performance data will display as students complete both scored components and the hand-scoring portion results have been entered into the Teacher Scoring System.

For the IAB, the ORS aggregates results for the test opportunity corresponding to a student's performance on the most recent opportunity. Note that in the instance where a student completes multiple opportunities for only one interim assessment block, the ORS will only aggregate results corresponding to the most recent opportunity for that one block. You can view a student's performance on all test opportunities by using the "Show All Opportunities" button on the student listing page or referring to the individual student report.

Montana Help Desk

1.888.792.2741

montanahelpdesk@measuredprogress.org

Montana

COMPREHENSIVE ASSESSMENT SYSTEM

Home Page Dashboard

Test: **Smarter Summative** ▼

Administration: **2016-2017** ▼

Scores for students who were mine at the end of the selected administration

Scores for my current students

Scores for students who were mine when they tested during the selected administration

Overall Performance on the Smarter Summative test, by Subject, Grade: Gallatin Gateway Elem, 2016-2017

ELA/Literacy

Grade	Number of Students Tested	Percent Proficient
Grade 3	16	38%
Grade 4	21	57%
Grade 5	22	55%
Grade 6	4	75%
Grade 7	13	23%
Grade 8	14	21%

Mathematics

Grade	Number of Students Tested	Percent Proficient
Grade 3	16	44%
Grade 4	22	41%
Grade 5	22	32%
Grade 6	4	50%
Grade 7	13	15%
Grade 8	14	21%

Based on data from the Smarter Summative, 2016-2017 administration.

Report Generated: 6/27/2018 1:27:35 PM MDT

*No valid scores for this grade and subject

The radio buttons located directly below the administration drop-down allow you to view score data in three different ways. The first button allows you to view data for students who were associated with you at the end of a selected administration. The second radio button allows you to view data for students who are associated to your current rosters, even if those students were previously enrolled in a different district or school. The third radio button allows you to view data for any students who were associated with you when they started a test (e.g., students who transferred out of your district/school). For more information on the radio button options, please refer to the ORS user guide accessible via the Help button.

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Montana Help Desk

1.888.792.2741

montanahelpdesk@measuredprogress.org



Travis Anderson <anderson@gallatingatewayschool.com>

5 Day a Week Kindergarten Perception

3 messages

Veronica Rubio <rubio@gallatingatewayschool.com>

Fri, Jun 8, 2018 at 10:26 PM

To: Travis Anderson <anderson@gallatingatewayschool.com>

Cc: Julie Fleury <fleury@gallatingatewayschool.com>, Donna Shockley <shockley@gallatingatewayschool.com>

Hello!

First, I apologize for sending this in an email-I'm at a hotel in West Yellowstone and they don't have Word. However, I am very eager to discuss my perception of the five day a week Kindergarten schedule. While this was only my second year, and this class was very different from my first class, I observed some very interesting and beneficial differences due to the different schedule. I noticed students were able to grasp the concept of the school rules and expectations more quickly than the previous year. The constant repetition of the school day, school rules, and expectations helped students fall into a routine they could easily follow and thrive in. One benefit that occurred because of this was I was able to start my reading groups earlier this year than last year. In Kindergarten, having an organized, structured reading group where students can work independently and also with their peers takes quite a bit of time, preparation, and practice. This year's reading group was able to begin at an earlier date, therefore allowing that extra time to become acquainted with the schedule and routine and also begin developing their reading abilities as well as strategies. Another benefit that occurred was I noticed students were able to adapt to and follow classroom and school rules more quickly than the previous year. Some may not realize what an accomplishment it is for a group of little five and six year olds to be able to sit, listen, be respectful, and learn all at the same time. While this did not happen right away, it was easier to implement my routine and expectations when students were used to that being the daily routine. With the constant repetition of the routine and expectations, students quickly grasped what was needed of them during instruction time. When students gain the ability to sit and listen and pay attention, their learning of academia can just take off. This not only sets them up for success in Kindergarten, but their entire academic and personal careers to come. I am happy to provide test scores from the beginning of this year and the end, I just do not have access to those currently. I am very proud of how much they learned during this time. Kindergarten is such a strong foundation year-students learn to read, write, add, subtract, gain a number sense, interact with their peers, interact with older students, interact with teachers, and navigate their way through the school. I know my expectations for them are high. I am happy to help in any way that I can to reach and hopefully exceed those expectations, but it takes time. With more time allotted for students to become comfortable in their school, their peers, and their routine, I saw them flourish academically and personally. Learning to deal with problems they may have and solve those on their own are another skill I noticed students be able to gain more quickly than the previous year. Even solving problems like someone snatching the glue out of your hand or budging in line (a daily struggle) take time to figure out and practice.

--

Veronica Rubio
Gallatin Gateway School
Kindergarten
(406) 763-4415 ext. 27

Veronica Rubio <rubio@gallatingatewayschool.com>

Fri, Jun 8, 2018 at 10:33 PM

To: Travis Anderson <anderson@gallatingatewayschool.com>

Cc: Julie Fleury <fleury@gallatingatewayschool.com>, Donna Shockley <shockley@gallatingatewayschool.com>

There was just a bit more-it accidentally sent a bit too fast! :)

I was asked to state any drawbacks I saw to the five day a week schedule. I did see it could be tiring for students-it's a long day! However, I will say that I noticed this most in the beginning of the schedule. Students adapted and transitioned well to school after a few weeks. I was, and will still be, very willing to allot breaks where needed, either as a class or for individual students. I noticed after a student was given a break, they were very capable and willing to continue participating in the days' activities. I do think another great solution to that problem is the option of having the three or five day a week choice. I heard positive feedback from parents in the community regarding that issue and that solution.

I do want to say thank you very much for all of the support I have received with this schedule change! I have seen many benefits to it thus far for these kiddos and look forward to seeing what else is possible with this schedule. If you have any

6/11/2018

Gallatin Gateway School Mail - 5 Day a Week Kindergarten Perception

questions or would like more information or insight, please do not hesitate to contact me.

Thank you very much,

[Quoted text hidden]

Travis Anderson <anderson@gallatingatewayschool.com>

Mon, Jun 11, 2018 at 9:48 AM

To: Veronica Rubio <rubio@gallatingatewayschool.com>

Cc: Julie Fleury <fleury@gallatingatewayschool.com>, Donna Shockley <shockley@gallatingatewayschool.com>

Thanks for sharing your perspective Veronica! I will share this information with the remainder of the Board as part of my Superintendent Report. Have a great summer!

Travis

Travis Anderson, Ed.D.

Superintendent

Gallatin Gateway School

PO Box 265

Gallatin Gateway, MT 59730

[406.763.4415](tel:406.763.4415)-phone

[406-.763-4886](tel:406.763.4886)-fax

www.gallatingatewayschool.com (School Website)

<http://gallatingatewayschool.blogspot.com/> (Check out our Blog)

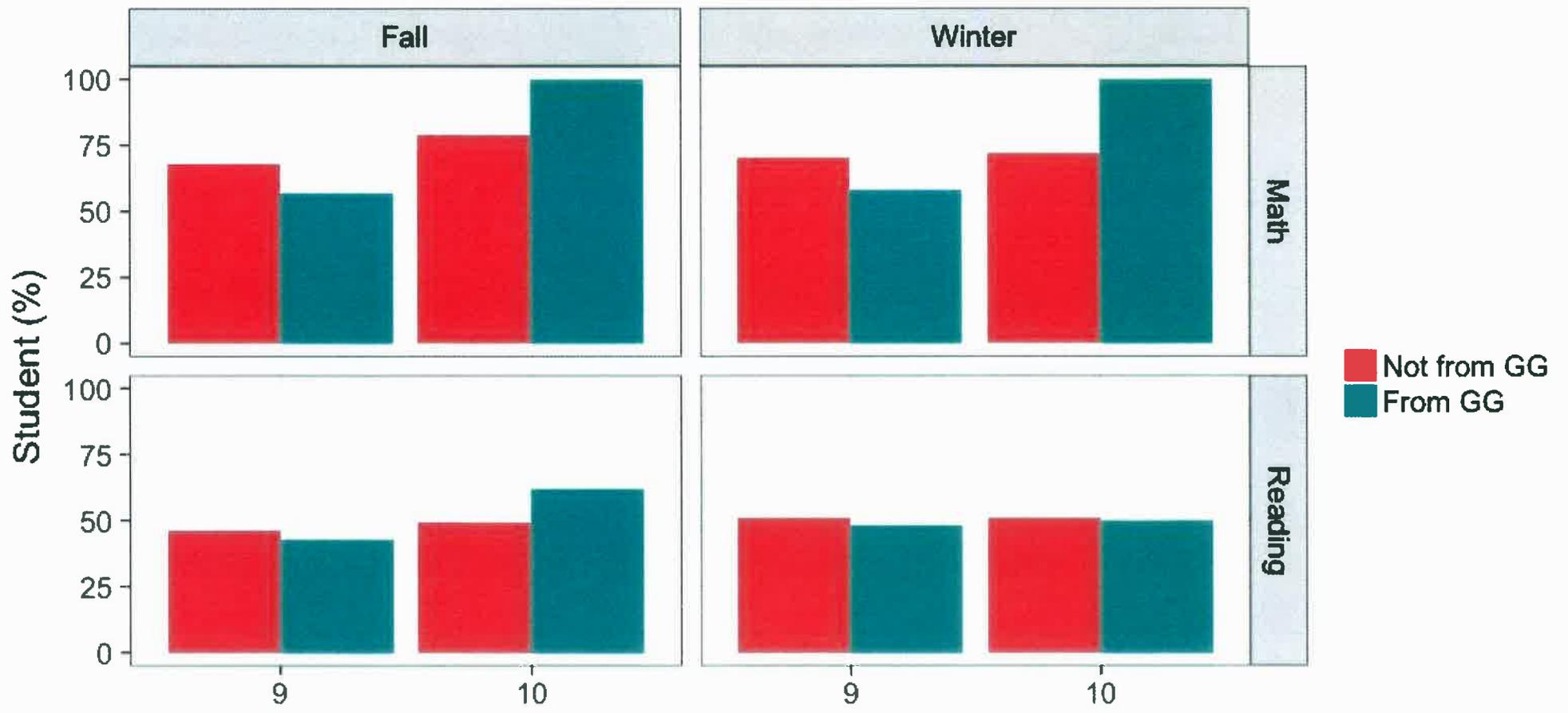
[Quoted text hidden]

Gallatin Gateway student achievement

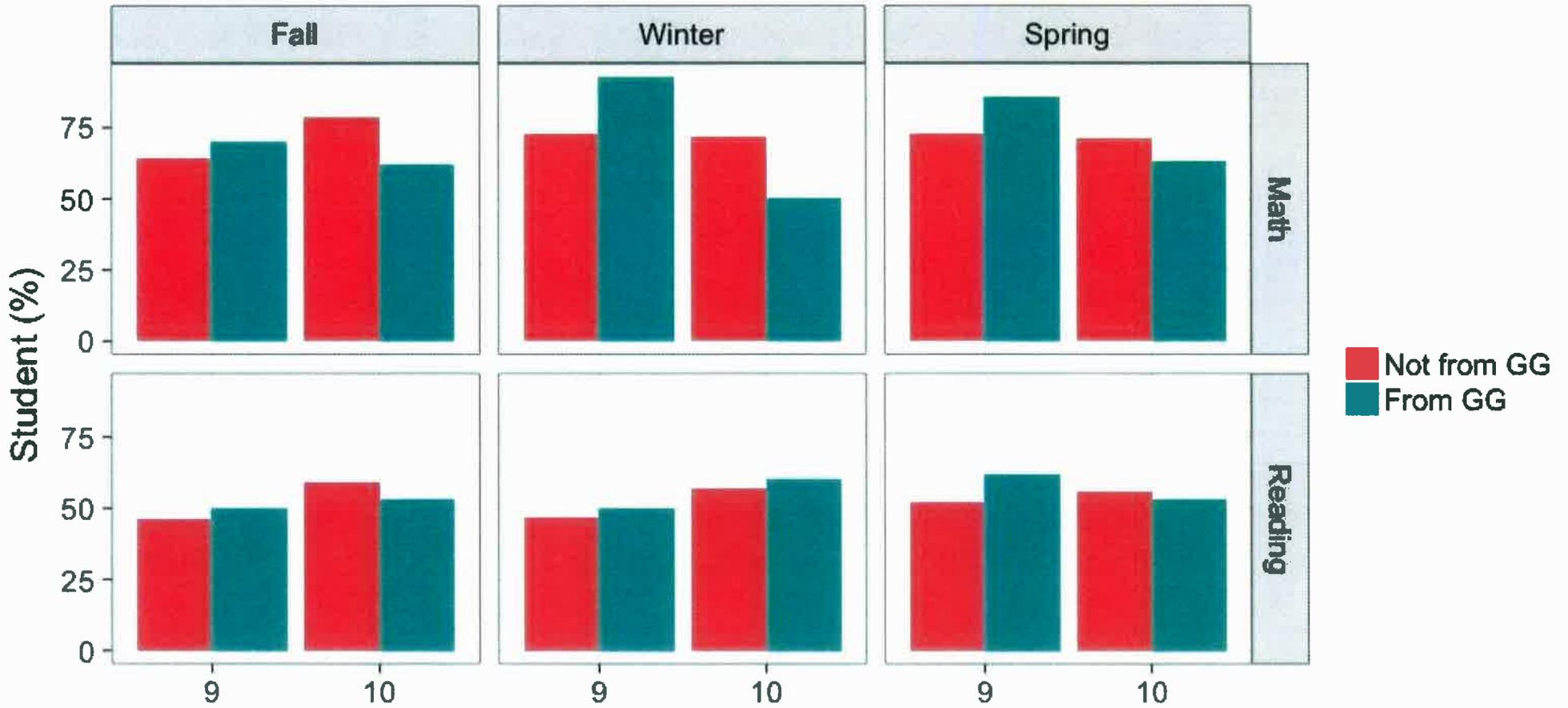
Initial investigation 2017-18

DATA SHEETS

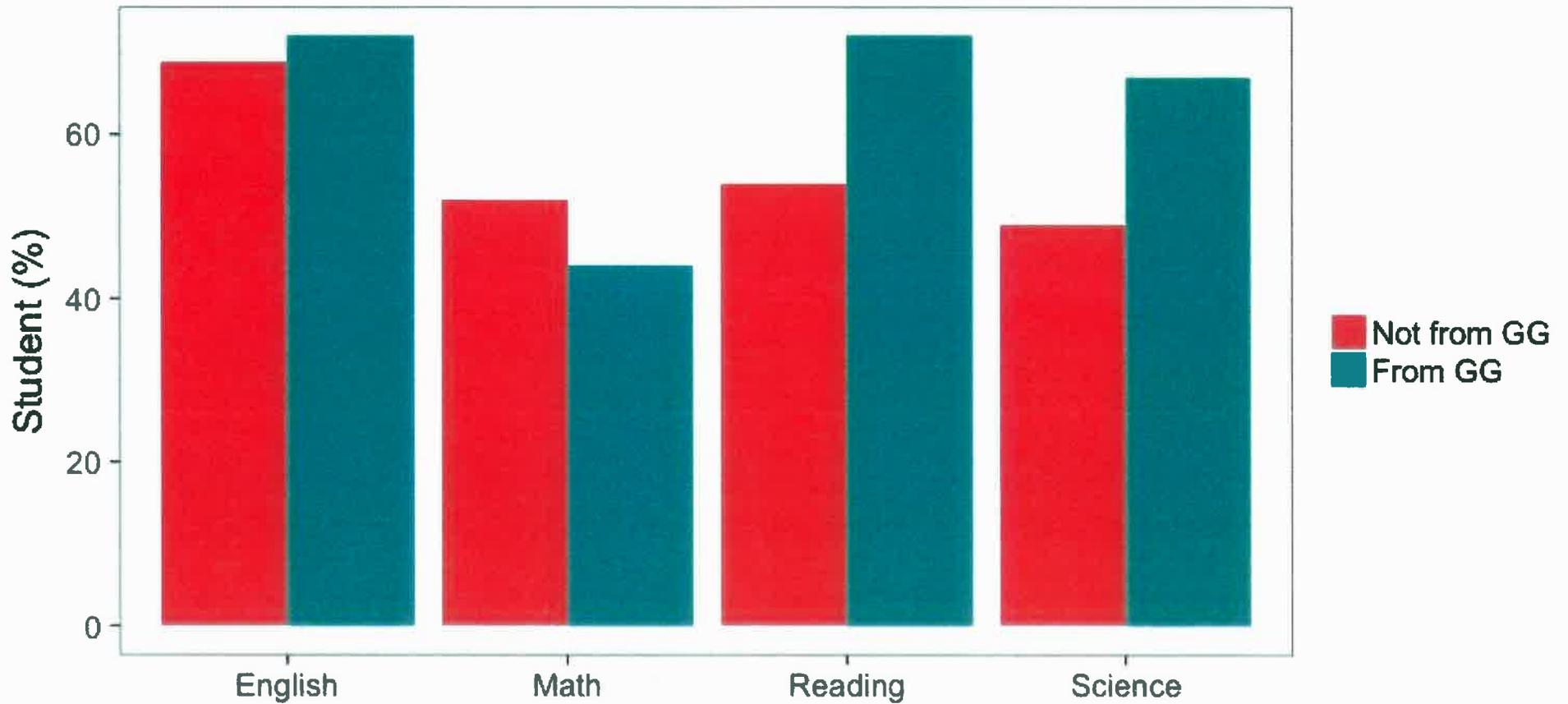
2017-18 STAR Proficiency: Proportion of Students At/Above Proficiency



2016-17 STAR Proficiency: Proportion of Students At/Above Proficiency



2016-17 ACT: Proportion of Students Meeting Benchmark Scores



Average Attendance Rate





PRELIMINARY BUDGET DATA SHEET
FY 2018-2019
Revision #1
Anticipated Unusual Enrollment Increase

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

NOTE: Anticipated ANB increases approved after the date of this report have not been included in the ANB listed below. Information shown on the asterisked lines below (*) is subject to change if your district's certified ANB is changed; any changes will be reflected on the FY2019 final budget form. (+) This symbol indicates whether the current ANB or 3 year average ANB (whichever is greater) is used to determine budget funding.

1. Certified ANB		FY 2018-2019			3 Year Avg ANB		
*Budget Unit	ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement	
E1 GALLATIN GATEWAY K-6	141	52,105.00	783,819.00 +	127	52,105.00	706,170.80	
M1 GALLATIN GATEWAY 7-8	24	104,212.00	171,126.00 +	31	104,212.00	220,983.50	
2. * Direct State Aid							496,734.12
3. Quality Educator							43,333.73
4. At Risk Student							3,207.06
5. * Indian Education For All							3,590.40
6. American Indian Achievement Gap							642.00
7. * Data For Achievement							3,438.60
8. Special Education Funding (FY 2018-2019):							
NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified.							
Special Education Block Grant Eligibility Status							Yes
Special Education Block Grant Rates Per Current ANB							
Instructional Block Grant Rate [IBG]							150.57
Related Services Block Grant Rate [RSBG]							50.19
Threshold to Determine Disproportionate Costs							2.26750667
Special Education Allowable Cost Payments							
* a.	Instructional Block Grant Entitlement [IBG rate X Current Year ANB]						24,844.05
* b.	Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]						N/A
c.	Reimbursement for Disproportionate Costs - See Page 2.						0.00
* d.	Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]						24,844.05
Prorated Cooperative Cost Payments (Members of Cooperatives Only)							
* e.	Related Services Block Grant Entitlement (Paid Directly to Coop)						8,281.35
Required Local Match							
* f(i).	District's Required Match for IBG [8a X 0.33]						8,198.54
f(ii).	District's Required Match for RSBG [8b X 0.33]						N/A
* f(iii).	District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]						2,732.85
* f(iv).	Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)]						10,931.39
Minimum Special Education Budget to Avoid Reversions							
* g.	Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]						35,775.44

County: 16 Gallatin
 District: 0364 Gallatin Gateway Elem

Reimbursement For Disproportionate Costs

	EL	HS	K12
a. FY 2016-2017 Allowable Cost Expenditures Total K-12 Expenditures Prorated by FY 2016-2017 ANB	75,615.76	0.00	0.00
b. FY 2016-2017 Amount to Avoid Reversion	33,624.74	0.00	0.00
c. Reimbursement for Disproportionate Costs If (a-b) > 0 and a > (b * 2.26750667) then [a - (b * 2.26750667)] * 0.4	0.00	0.00	0.00

9. FY 2018-2019 Budget Limits:

* a.	Required % of Special Ed Funding in Maximum [20-9-306(9), MCA]	100%
* b.	BASE Budget	981,315.60
c.	Maximum Budget Limit	1,223,443.24
* d.	Highest Budget Without A Vote (excluding tuition, excess reserves, flexible non-voted levy authority and other Over-BASE revenues)	1,227,342.63
* e.	Highest Budget With A Vote	1,227,342.63
* f.	Highest Voted Amount (9e-9d)	0.00

10. Prior Year Information for Budgeting:

a.	FY 2017-2018 BASE Budget	934,297.04
b.	FY 2017-2018 Maximum Budget	1,156,483.63
c.	FY 2017-2018 Budget Limit ANB	156
d.	FY 2017-2018 Adopted General Fund Budget	1,202,095.26
e.	Highest Levy Over-BASE Authorized Or Imposed Between FY 2013-2014 FY 2017-2018	267,798.22

11. Debt Service Fund and County Retirement GTB:

	Elementary	High School
County		
a.	286,833,809	286,833,809
b.	9,896	3,663
c.	28.98	78.31
District		
d.	6,183,215	N/A
e.	156	N/A
f.	39.64	N/A
Statewide		
g.	31.69	78.21
h.	36.67	90.49

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

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

I. STATEWIDE GTB RATIO:	<u>Elementary</u>	<u>High School</u>
a. Statewide Taxable Valuation (Tax Year 2017)***	2,837,043,937	2,837,043,937
b. FY 2017-2018 Statewide GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement + 40% of Special Education Allowable Cost Payment (Including Cooperative Costs)	245,033,453.26	128,016,509.05
c. GTB Ratio: [(a) Divided by (b)] x 216%	25.01	47.87

II. DISTRICT GTB SUBSIDY:	<u>Elementary</u>	<u>High School</u>
a. Statewide GTB ratio (from c above)	25.01	N/A
b. FY 2017-2018 District GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement	373,235.12	N/A
c. 40% of FY 2017-2018 District Special Education Allowable Cost Payment plus District Coop Cost Payment	12,253.63	N/A
d. District's FY 2018-2019 Guaranteed Tax Base (a) x [b + c]	9,641,073.64	N/A
e. District Taxable Valuation (Tax Year 2017)***	6,183,215	N/A
f. If (d) is Greater Than (e), Then: DISTRICT's FY 2018-2019 GTB Subsidy Per BASE Mill [d - e] x 0.001	3,458.00	N/A

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

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

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

	<u>Elementary</u>	<u>High School</u>	<u>K-12</u>
a. District State Major Maintenance Aid (SMMA) Allowable Amount	30,600.00		
b. Calculated Amount of State School Major Maintenance Aid Per Dollar of Local Effort****	0.57		

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



Monthly Payment Advice

June Payment

FY2017-18

16 Gallatin

0364 Gallatin Gateway Elem

OPI remitted a payment to your district. The following information is provided to explain this month's payment and adjustments. Please contact Kathleen Wanner at 444-9852 or kwanner@mt.gov or Mari Haefka at 444-1960 or mhaefka@mt.gov if you have any questions concerning this payment.

Transportation 2nd Semester (10-3210)

This payment is made each June at 100% of the state reimbursement for individual contract and bus claims for the 2nd semester less any amounts outstanding from 1st semester.

Entitlement	\$4,861.81	
Amount Paid Thru This Month:	\$4,861.81	
Remaining Balance Due	\$0.00	
State Appropriation Adjustment	-\$1,452.22	
Amount Paid Thru This Month:	-\$1,452.22	
Remaining Balance Due	\$0.00	
Monthly Payment Due:		\$3,409.59
This Month's Payment - sent to Gallatin County		\$3,409.59

Preliminary EOY

06/27/18
13:08:33

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 18

Page: 1 of 1
Report ID: 6100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 GENERAL	305,563.23	1,184,343.05	1,202,095.00	1,202,095.00	17,751.95	99 %
110 TRANSPORTATION	12,187.01	97,364.73	97,500.00	97,500.00	135.27	100 %
111 BUS DEPRECIATION	0.00	0.00	81,175.00	81,175.00	81,175.00	0 %
113 TUITION	0.00	0.00	874.00	874.00	874.00	0 %
114 RETIREMENT	30,654.98	152,709.82	204,691.05	204,691.05	51,981.23	75 %
117 ADULT EDUCATION FUND	1,146.37	6,541.10	18,158.06	18,158.06	11,616.96	36 %
128 TECHNOLOGY FUNDS	5,461.40	18,242.91	18,261.58	18,261.58	18.67	100 %
129 FLEXIBILITY FUND	0.00	5,741.00	15,060.93	15,060.93	9,319.93	38 %
150 DEBT SERVICE	0.00	7,207.50	114,065.00	114,065.00	106,857.50	6 %
161 BUILDING RESERVE	-4,515.90	54,158.75	128,012.20	128,012.20	73,853.45	42 %
Grand Total:	350,497.09	1,526,308.86	1,879,892.82	1,879,892.82	353,583.96	81 %

Agenda Item: FY19 General Fund Budget Projections (revised June 2018)

For comparison:

FY17- last year

Highest ANB-Based Funding \$1,095,698.40

FY 17 ANB (based on 3-year Average)

Elementary 123

Middle School 39

Adopted General Fund budget for FY17: \$1,201,754.20

FY18- current year

Highest ANB-Based Funding \$1,055,391.30

FY 18 ANB (based on 3-year Average)

Elementary 122

Middle School 34

Adopted General Fund budget for FY18: \$1,202,095.20

PRIOR TO UNANTICIPATED ANB FY19- next year

Highest ANB-Based Funding \$1,086,264.36

FY 19 ANB (based on current year ANB)

Elementary 141

Middle School 20

FY19 General Budget Estimates:

Highest Budget **WITHOUT A VOTE:** \$1,214,432.28

Highest Budget **WITH A VOTE:** \$1,214,432.28

Highest Amount District Can Request from Voters on May 8, 2018: \$0.00 (*mill levy maximum*)

CHANGES DUE TO APPLICATION FOR ADDITIONAL ANB APPROVED MAY 16, 2018

FY19 Anticipated Budget: \$1,214,432.28

FY19 New Budget Amount: \$1,227,342.63

Difference: \$12,910.40 (increase due to application for additional ANB)

Total Increase from FY18 to FY19 = \$25,247.43

Preliminary EOY

06/27/18
13:08:31

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report:
For the Accounting Period: 6 / 18

Page: 1 of 1
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 GENERAL	305,563.23	1,184,343.05	1,202,095.00	1,202,095.00	17,751.95	99 %
110 TRANSPORTATION	12,127.01	97,364.73	97,500.00	97,500.00	135.27	100 %
111 BUS DEPRECIATION	0.00	0.00	81,175.00	81,175.00	81,175.00	0 %
113 TUITION	0.00	0.00	874.00	874.00	874.00	0 %
114 RETIREMENT	30,654.98	152,709.82	204,691.05	204,691.05	51,981.23	75 %
117 ADULT EDUCATION FUND	1,146.37	6,541.10	18,158.06	18,158.06	11,616.96	36 %
128 TECHNOLOGY FUNDS	5,461.40	18,242.91	18,261.58	18,261.58	18.67	100 %
129 FLEXIBILITY FUND	0.00	5,741.00	15,060.93	15,060.93	9,319.93	38 %
150 DEBT SERVICE	0.00	7,207.50	114,065.00	114,065.00	106,857.50	6 %
161 BUILDING RESERVE	-4,515.90	54,158.75	128,012.20	128,012.20	73,853.45	42 %
Grand Total:	350,497.09	1,526,308.86	1,879,892.82	1,879,892.82	353,583.96	81 %

PO	PO Date	Vendor #/Name	Amount	Period	Closed	Req. By			
Description			Line Amount	Quantity	Amount	Unit Cost	Item #	Fund Org	Obj Proj
18-105	05/04/18	451 GATEWAY ELECTRIC LLC	8,965.93	4/18			ANDERSON		
		Notes:expenditure approved at Feb 21, 2018 board meeting							
		LED RETROFIT (EAST DUAL S	5784.80	1.000		5784.8000	ESTIMATE #282		
			5,784.80		0.00		161	100-2600	440 680
		LED RETROFIT (WEST DUAL S	3181.13	1.000		3181.1300	ESTIMATE #281		
			3,181.13		0.00		161	100-2600	440 680
		Remaining PO Balance	8,965.93						
18-106	05/04/18	993 SAFETECH INC	7,500.00	4/18			ANDERSON		
		ASBESTOS REMOVAL	3750.00	1.000		3750.0000	1ST GRADE		
			3,750.00		0.00		161	100-2600	440 680
		ASBESTOS REMOVAL	3750.00	1.000		3750.0000	2ND GRADE		
			3,750.00		0.00		161	100-2600	440 680
		Remaining PO Balance	7,500.00						
18-115	06/11/18	68 ANOTHER PETER'S PAINTING	1,375.00	6/18			CLARK		
		PARKING/PLAYGROUND STRIPI	1375.00	1.000		1375.0000			
			1,375.00		0.00			101	100-2600 440
		Remaining PO Balance	1,375.00						
18-116	06/11/18	150 BOZEMAN ARBORCARE TREE SERVICE	600.00	6/18			CLARK		
		TREE TRIM- BUS LANE	600.00	1.000		600.0000			
			600.00		0.00			101	100-2600 440
		Remaining PO Balance	600.00						
18-117	06/11/18	1357 FULL SPECTRUM SERVICES	2,680.00	6/18			CLARK		
		PAINT- GYM WALLS	900.00	1.000		900.0000			
			900.00		670.00			101	100-2600 440
		PAINT- 1ST & 2ND ROOMS	1780.00	1.000		1780.0000			
			1,780.00		670.00			101	100-2600 440
		Remaining PO Balance	1,340.00						
18-118	06/11/18	545 HOUSE OF CLEAN	7,708.61	6/18			CLARK		
		45 GAL TRASH BAGS	866.70	15.000		57.7800	450-HR615		
			866.70		605.09			101	100-2600 610
		FOOD SERVICE GLOVES	64.00	5.000		12.8000	370-IP230		
			64.00		38.40			101	100-2600 610
		HAND SANITIZER CARTRIDGE	1693.40	20.000		84.6700	640-GJ415		
			1,693.40		338.68			101	100-2600 610
		PAPERTOWEL ROLLS	1000.60	20.000		50.0300	SP*005968		
			1,000.60		850.51			101	100-2600 610
		NAPKINS	13.60	10.000		1.3600	510-AZ010		
			13.60		0.00			112	910-3100 610
		Remaining PO Balance	1,805.62						

PO	PO Date	Vendor #/Name	Amount	Period	Closed	Req. By			Obj	Proj
Description			Line Amount	Quantity	Amount	Unit Cost	Item #	Fund Org		
18-119	06/11/18	1029 SECURITY SOLUTIONS INC	5,228.00	6/18			CLARK			
		INSTALL GYM DOOR UPGRADE	1280.00	1.000		1280.0000	LABOR			
			1,280.00		0.00			101	100-2600	730
		Remaining PO Balance	1,280.00							
18-120	06/11/18	1029 SECURITY SOLUTIONS INC	1,598.00	6/18			CLARK			
		CENTERALIZED SECURITY	318.00	1.000		318.0000	EQUIPMENT			
			318.00		0.00			101	100-2600	440
		MOVE EQUIPMENT-CENTRALIZE	1280.00	1.000		1280.0000	LABOR			
			1,280.00		0.00			101	100-2600	440
		Remaining PO Balance	1,598.00							
18-121	06/11/18	1029 SECURITY SOLUTIONS INC	9,816.00	6/18			CLARK			
		ADDTL VIDEO CAMERAS	5976.00	1.000		5976.0000	EQUIPMENT			
			5,976.00		0.00			101	100-2600	730
		LABOR- CAMERA INSTALL	3840.00	1.000		3840.0000	LABOR			
			3,840.00		0.00			101	100-2600	730
		Remaining PO Balance	9,816.00							
18-122	06/11/18	1445 IKE'S HANDYMAN SERVICES	2,335.00	6/18			CLARK			
		ASHPALT CLEANUP	1475.00	1.000		1475.0000	PARKING LOT			
			1,475.00		0.00			101	100-2600	440
		ASHPALT CLEANUP/SWEEP	860.00	1.000		860.0000	PLAYGROUND/TRAC			
			860.00		0.00			101	100-2600	440
		Remaining PO Balance	2,335.00							
18-123	06/11/18	1188 TRUGREEN CHEMLAWN	1,373.52	6/18			CLARK			
		SPRING- LAWN APPLICATION	215.34	1.000		215.3400				
			215.34		0.00			101	100-2600	440
		SUMMER-LAWN APPLICATION	215.34	1.000		215.3400				
			215.34		0.00			101	100-2600	440
		FALL- LAWN APPLICATION	215.34	1.000		215.3400				
			215.34		0.00			101	100-2600	440
		VEGETATION CONTROL	242.50	1.000		242.5000				
			242.50		0.00			101	100-2600	440
		VEGETATION CONTROL	242.50	1.000		242.5000				
			242.50		0.00			101	100-2600	440
		VEGETATION CONTROL	242.50	1.000		242.5000				
			242.50		0.00			101	100-2600	440
		Remaining PO Balance	1,373.52							
18-124	06/11/18	1446 WEATHERSHACK.COM	680.80	6/18			CLARK			
		WEATHER STATION	680.80	1.000		680.8000				
			680.80		0.00			101	100-1000	660
		Remaining PO Balance	680.80							

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			Line Amount	Quantity	Amount	Unit Cost	Item #	Fund Org	Obj Proj
18-125	06/11/18	1447 MACGILL SCHOOL NURSE SUPPLIES	101.37	6/18			CLARK		
		LG FINGER BANDAIDS	5.90	1.000		5.9000	9708		
			5.90		0.00			115	100-2131 610 145
		FLEXIBLE FABRIC BANDAID	4.00	1.000		4.0000	9000	115	100-2131 610 145
			4.00		0.00				
		LG PATCH COVERLET	9.85	1.000		9.8500	75311	115	100-2131 610 145
			9.85		0.00				
		JR TONGUE DEPRESSORS	5.79	1.000		5.7900	711	115	100-2131 610 145
			5.79		0.00				
		TRIPLE ANTIBIOTIC	7.40	1.000		7.4000	1637	115	100-2131 610 145
			7.40		0.00				
		ADULT ELBOW SLING	6.15	1.000		6.1500	51030	115	100-2131 610 145
			6.15		0.00				
		EAR WAX SRINGE	5.00	1.000		5.0000	38791	115	100-2131 610 145
			5.00		0.00				
		MENTHOL THROAT LOZENGES	3.75	3.000		1.2500	1775	115	100-2131 610 145
			3.75		0.00				
		HONEY THROAT LOZENGES	3.75	3.000		1.2500	1777	115	100-2131 610 145
			3.75		0.00				
		CHERRY THROAT LOZENGES	3.75	3.000		1.2500	1776	115	100-2131 610 145
			3.75		0.00				
		EXAM GLOVES	11.90	1.000		11.9000	40021	115	100-2131 610 145
			11.90		0.00				
		FINGER TIP PULSE OXIMETER	21.99	1.000		21.9900	30031	115	100-2131 610 145
			21.99		0.00				
		CHILD ELBOW SLING	6.15	1.000		6.1500	51036	115	100-2131 610 145
			6.15		0.00				
		XTRA STRENGTH TUMS	5.99	1.000		5.9900	17010	115	100-2131 610 145
			5.99		0.00				
		Remaining PO Balance	101.37						
18-126	06/11/18	36 ALLEGRA	190.43	6/18			CLARK		
		REG #10 ENVELOPES (2500)	190.43	1.000		190.4300		101	100-2400 610
			190.43		0.00				
		Remaining PO Balance	190.43						
18-127	06/11/18	1173 TOM'S FLOOR STORE, INC.	6,637.00	6/18			CLARK		
		CARPET- 1ST & 2ND ROOMS	6637.00	1.000		6637.0000		101	100-2600 700
			6,637.00		0.00				
		Remaining PO Balance	6,637.00						
18-129	06/11/18	982 ROTO-ROOTER	190.00	6/18			CLARK		
		REPAIR FLOOR DRAINS	190.00	1.000		190.0000		101	100-2600 440
			190.00		0.00				
		Remaining PO Balance	190.00						

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			Line Amount	Quantity	Amount	Unit Cost	Item #	Fund Org	Obj Proj
18-131	06/17/18	222 CDW GOVERNMENT, INC.	24,548.90	6/18			COON		
		HP ELITE ONE- ALL IN ONE	2499.00	1.000		2499.0000	4553086		
		AUDIO SPLITTER	10.14	3.000	0.00	3.3800	915996	101	100-1000 660
		EPSON PROJECTOR	1490.00	1.000	0.00	1490.0000	4419280	101	100-1000 682
		EPPSON WALL MOUNT	92.99	1.000	0.00	92.9900	4439478	101	100-1000 660
		AIRTIME WIRELESS HDMI	259.00	1.000	0.00	259.0000	3897472	101	100-1000 682
		PANASONIC CAMCORDER	1450.00	1.000	0.00	1450.0000	4347973	101	100-1000 682
		WIRELESS ACCESS POINT	879.00	1.000	0.00	879.0000	4137804	128	100-1000 660
		MERAKI- CONTROLLER LICENS	272.11	1.000	0.00	272.1100	2021373	101	100-1000 660
		HP CHROMEBOOKS	7125.00	25.000	0.00	285.0000	4566113	128	100-1000 680
		GOOGLE LICENSE	625.00	25.000	0.00	25.0000	3577022	115	100-1000 780 424
		CHARGING CART	1399.00	1.000	0.00	1399.0000	3957285	115	100-1000 680 424
		RED POINT WIRELESS PRESEN	155.56	4.000	0.00	38.8900	3226375	101	100-1000 660
		ALL-IN-ONE COMPUTER	4478.75	5.000	0.00	895.7500	4714254	128	100-1000 682
		MERAKI 9-P SWITCH	1808.06	2.000	0.00	904.0300	3059076	101	100-1000 660
		ADOBE PREMIER PRO	798.00	2.000	0.00	399.0000	4520405	101	100-1000 660
		WINDOWS PRO LICENSE	597.00	3.000	0.00	199.0000	3895724	101	100-1000 680
		MERAKI LICENSE	273.36	2.000	0.00	136.6800	3086848	101	100-1000 680
		FLASH MEMORY- SAN DISK	82.58	2.000	0.00	41.2900	3933218	101	100-1000 680
		TRIPOD	254.35	1.000	0.00	254.3500	4586397	101	100-1000 682
		Remaining PO Balance	24,548.90						
18-132	06/17/18	1018 SCHOOL SPECIALTY INC.	4,105.29	6/18			CLARK		
		Notes:Central Supply Needs/Wants							
		INSTRUCTINAL SUPPLIES	4105.29	1.000	0.00	4105.2900		101	100-1000 610
		Remaining PO Balance	4,105.29						

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PO	PO Date	Vendor #/Name	Amount	Period	Closed	Req. By			
Description			Line Amount	Quantity	Amount	Unit Cost	Item #	Fund Org	Obj Proj
18-133	06/17/18	1018 SCHOOL SPECIALTY INC. Notes:3rd GRADE CLASSROOM NEEDS INSTRUCTIONAL SUPPLIES	203.85	6/18			YAGER		
			203.85	1.000		203.8500			
		Remaining PO Balance	203.85		0.00			101 100-1000	610
18-134	06/17/18	1018 SCHOOL SPECIALTY INC. Notes:3RD GRADE CLASSROOM WANTS INSTRUCTIONAL SUPPLIES	231.04	6/18			YAGER		
			231.04	1.000		231.0400			
		Remaining PO Balance	231.04		0.00			101 100-1000	610
18-135	06/17/18	1018 SCHOOL SPECIALTY INC. Notes:5TH GRADE CLASSROOM WANTS TABLE- BLACK	1,120.00	6/18			DIETER		
			320.00	2.000		160.0000	1496663		
			320.00		0.00			101 100-1000	610
		TABLE- TITANIUM	160.00	1.000		160.0000	1496663		
			160.00		0.00			101 100-1000	610
		TABLE- GREEN	160.00	1.000		160.0000	1496663		
			160.00		0.00			101 100-1000	610
		TABLE- RED	160.00	1.000		160.0000	1496663		
			160.00		0.00			101 100-1000	610
		TABLE- YELLOW	160.00	1.000		160.0000	1496663		
			160.00		0.00			101 100-1000	610
		TABLE- ROYAL BLUE	160.00	1.000		160.0000	1496663		
			160.00		0.00			101 100-1000	610
		Remaining PO Balance	1,120.00						
18-136	06/17/18	1018 SCHOOL SPECIALTY INC. Notes:6TH GRADE CLASSROOM NEEDS INSTRUCTIONAL SUPPLIES	146.52	6/18			MATHEWS		
			146.52	1.000		146.5200			
		Remaining PO Balance	146.52		0.00			101 100-1000	610
18-137	06/17/18	1018 SCHOOL SPECIALTY INC. Notes:DISTRICT-WIDE ART SUPPLIES SUPPLIES- ART	2,421.41	6/18			KROGSTAD		
			2421.41	1.000		2421.4100			
		Remaining PO Balance	2,421.41		0.00			115 100-1000	610 137
18-138	06/17/18	1018 SCHOOL SPECIALTY INC. Notes:BUSINESS OFFICE NEEDS/WANTS BUSINESS- SUPPLIES	454.86	6/18			FISHER		
			454.86	1.000		454.8600			
		Remaining PO Balance	454.86		0.00			101 100-2500	610

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			Line Amount	Quantity	Amount	Unit Cost	Item #	Fund Org	Obj	Proj
18-139	06/17/18	1018 SCHOOL SPECIALTY INC. Notes:SPECIAL EDUCATION NEEDS INSTRUCTIONAL SUPPLIES	92.87	6/18			CURRY			
			92.87	1.000		92.8700				
		Remaining PO Balance	92.87		0.00			101 280-1000	610	
18-140	06/17/18	1018 SCHOOL SPECIALTY INC. Notes:1ST GRADE CLASSROOM SUPPLY NEEDS INSTRUCTIONAL SUPPLIES	175.52	6/18			KROGSTAD			
			175.52	1.000		175.5200				
		Remaining PO Balance	175.52		0.00			101 100-1000	610	
18-141	06/17/18	1018 SCHOOL SPECIALTY INC. Notes:1ST GRADE CLASSROOM WANTS CLASSROOM SUPPLIES	143.72	6/18			KROGSTAD			
			143.72	1.000		143.7200				
		Remaining PO Balance	143.72		0.00			101 100-1000	610	
18-142	06/17/18	1018 SCHOOL SPECIALTY INC. Notes:8TH GRADE CLASSROOM NEEDS/WANTS INSTRUCTIONAL SUPPLIES	1,594.86	6/18			DAVIS			
			1,594.86	1.000		1594.8600				
		Remaining PO Balance	1,594.86		0.00			101 100-1000	610	
18-143	06/17/18	1018 SCHOOL SPECIALTY INC. Notes:7TH GRADE CLASSROOM WANTS STUDENT DESKS	2,537.50	6/18			KROB			
			2,537.50	25.000		101.5000	1388737			
		Remaining PO Balance	2,537.50		0.00			101 100-1000	610	
18-144	06/22/18	1018 SCHOOL SPECIALTY INC. Notes:2ND GRADE NEEDS INSTRUCTIONAL SUPPLIES	473.90	6/18			TYSSE			
			473.90	1.000		473.9000				
		Remaining PO Balance	473.90		0.00			101 100-1000	610	
18-145	06/22/18	1018 SCHOOL SPECIALTY INC. Notes:4TH GRADE NEEDS INSTRUCTINAL SUPPLIES	401.23	6/18			SENFELDE			
			401.23	1.000		401.2300				
		Remaining PO Balance	401.23		0.00			101 100-1000	610	
18-146	06/22/18	1018 SCHOOL SPECIALTY INC. Notes:2ND GRADE NEEDS INSTRUCTIONAL SUPPLIES	101.62	6/18			DIETER			
			101.62	1.000		101.6200				
		Remaining PO Balance	101.62		0.00			101 100-1000	610	

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			Line Amount	Quantity		Closed	Unit Cost	Item #	Fund Org	Obj Proj
		Description				Amount				
18-147	06/22/18	1018 SCHOOL SPECIALTY INC.	631.78	6/18	DIETER					
		Notes:5TH GRADE NEEDS								
		INSTRUCTIONAL SUPPLIES	631.78	1.000			631.7800			
		Remaining PO Balance	631.78			0.00			101	100-1000 610
18-148	06/22/18	1018 SCHOOL SPECIALTY INC.	164.45	6/18	DIETER					
		Notes:5TH GRADE NEEDS/WANTS								
		INSTRUCTIONAL SUPPLIES	164.45	1.000			164.4500			
		Remaining PO Balance	164.45			0.00			101	100-1000 610
18-149	06/22/18	1018 SCHOOL SPECIALTY INC.	145.17	6/18	JAFFE					
		Notes:TITLE 1 NEEDS/WANTS								
		DISC O SIT JUNIOR	77.97	3.000			25.9900	004828	115	420-1000 610 423
		COAT RACK WALL MOUNT	51.88	1.000		0.00	51.8800	271615	115	420-1000 610 423
		POSITIVE WORD STICKERS	51.88			0.00			115	420-1000 610 423
		SAFETY COMPASS	7.08	1.000		0.00	7.0800	351902	115	420-1000 610 423
		CHESS/CHECKERS SET	0.84	1.000		0.00	0.8400	089840	115	420-1000 610 423
		Remaining PO Balance	7.40	1.000		0.00	7.4000	034-3060	115	420-1000 610 423
18-150	06/22/18	38 ALLPORT EDITIONS	875.61	6/18						
		HANDWRITING- C	162.15	23.000			7.0500	GDP108C	101	100-1000 610
		HANDWRITING- D	162.15			0.00			101	100-1000 610
		HANDWRITING- B	176.25	25.000		0.00	7.0500	GDP108D	101	100-1000 610
		HANDWRITING- E	105.75	15.000		0.00	7.0500	GDP108E	101	100-1000 610
		HANDWRITING- F	105.75			0.00			101	100-1000 610
		SHIPPING/HANDLING	176.25	25.000		0.00	7.0500	GDP108E	101	100-1000 610
		Remaining PO Balance	141.00	20.000		0.00	7.0500	GDP108F	101	100-1000 610
18-151	06/22/18	838 NEOPOST	146.99	6/18	CLARK					
		INK CARTRIDGE	124.00	1.000			124.0000	ISINK2	101	100-2300 610
		SHIPPING/HANDLING	22.99	1.000		0.00	22.9900	S&H	101	100-1000 610
		Remaining PO Balance	22.99			0.00			101	100-1000 610

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	Description	Line	Amount	Quantity	Amount	Unit Cost	Item #	Fund	Org	Obj Proj
18-152	06/22/18	1450 DYSLEXIEFONT.COM	43.95	6/18			CURRY			
	DYSLEXIA FONT LICENSE		43.95	1.000		43.9500				
			43.95		0.00			101	100-1000	610
	Remaining PO Balance		43.95							
18-153	06/22/18	1009 SCHOLASTIC INC.	411.96	6/18			KROGSTAD			
	SUBSCRIPTION- GRADE K		86.25	15.000		5.7500	008			
			86.25		0.00			101	100-1000	650
	SUBSCRIPTION- GRADE 1		161.76	24.000		6.7400	010			
			161.76		0.00			101	100-1000	650
	SUBSCRIPTION- GRADE 2		126.50	22.000		5.7500	012			
			126.50		0.00			101	100-1000	650
	SHIPPING/HANDLING		37.45	1.000		37.4500	S&H			
			37.45		0.00			101	100-1000	650
	Remaining PO Balance		411.96							
18-155	06/22/18	1165 TIME FOR KIDS	123.75	6/18			YAGER			
	GRADE 3- SUBSCRIPTIONS		123.75	1.000		123.7500				
			123.75		0.00			101	100-1000	610
	Remaining PO Balance		123.75							
18-156	06/22/18	416 FLINN SCIENTIFIC INC	307.95	6/18			MATTHEWS			
	KNIFE SWITCH, POLE, THROW		21.50	10.000		2.1500	AP6942			
			21.50		0.00			101	100-1000	610
	BAR MAGNETS		32.80	2.000		16.4000	AP9264			
			32.80		0.00			101	100-1000	610
	NEODYMIUM MAGNET		11.95	1.000		11.9500	AP5666			
			11.95		0.00			101	100-1000	610
	LITMUS RED TEST PAPERS		6.00	5.000		1.2000	AP7945			
			6.00		0.00			101	100-1000	610
	LITMUS BLUE TEST PAPERS		6.25	5.000		1.2500	AP7923			
			6.25		0.00			101	100-1000	610
	HYDRION PH TEST		10.00	5.000		2.0000	AP1107			
			10.00		0.00			101	100-1000	610
	GRASS FROG		92.50	1.000		92.5000	PM5515			
			92.50		0.00			101	100-1000	610
	GRASSHOPPERS		16.00	2.000		8.0000	PM1070			
			16.00		0.00			101	100-1000	610
	EYE COLOR LAB		32.75	1.000		32.7500	FB1918			
			32.75		0.00			101	100-1000	610
	DROPPING PIPET		10.50	25.000		0.4200	AP8828			
			10.50		0.00			101	100-1000	610
	MINI-LIGHT BULB		15.00	12.000		1.2500	AP9248			
			15.00		0.00			101	100-1000	610
	HAND BOLLER		16.00	2.000		8.0000	AP9293			
			16.00		0.00			101	100-1000	610
	SHIPPING/HANDLING		36.70	1.000		36.7000	S&H			
			36.70		0.00			101	100-1000	610
	Remaining PO Balance		307.95							

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GALLATIN GATEWAY ELEMENTARY
Outstanding Purchase Order List

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PO	PO Date	Vendor #/Name	Amount	Period	Closed	Req. By			
		Description	Line Amount	Quantity	Amount	Unit Cost	Item #	Fund Org	Obj Proj
18-157	06/22/18	419 FOLLETT EDUCATIONAL SERVICES	2,027.96	6/18					
		MATH WKBK- GD 2	174.80	23.000		7.6000	2209265		
			174.80		0.00			101	100-1000 610
		PHONICS WKBK- GD 2	535.90	23.000		23.3000	364590	101	100-1000 610
			535.90		0.00			101	100-1000 610
		MAPS, GLOBES, GRAPHS- 2	854.45	23.000		37.1500	1527985	101	100-1000 610
			854.45		0.00			101	100-1000 610
		PHONICS WKBK- GD 1	118.80	5.000		23.7600	364572	101	100-1000 610
			118.80		0.00			101	100-1000 610
		MAPS, GLOBES, GRAPHS- GD1	338.00	10.000		33.8000	1527967	101	100-1000 610
			338.00		0.00			101	100-1000 610
		SHIPPING/HANDLING	6.01	1.000		6.0100	S&H	101	100-1000 610
			6.01		0.00			101	100-1000 610
		Remaining PO Balance	2,027.96						
18-158	06/22/18	668 LOYOLA PRESS	368.37	6/18			KROB		
		ENG-VOYAGES- GRADE 6	224.25	15.000		14.9500			
			224.25		0.00			101	100-1000 610
		ENG- VOYAGES- GRADE 7	104.65	7.000		14.9500		101	100-1000 610
			104.65		0.00			101	100-1000 610
		SHIPPING/HANDLING	39.47	1.000		39.4700	S&H	101	100-1000 610
			39.47		0.00			101	100-1000 610
		Remaining PO Balance	368.37						
18-159	06/22/18	895 PEARSON EDUCATION	2,137.26	6/18					
		GRADE 1- MATH WRKBKS	989.47	1.000		989.4700			
			989.47		0.00			101	100-1000 610
		GRADE 2- MATH LESSON PKTS	989.47	1.000		989.4700		101	100-1000 610
			989.47		0.00			101	100-1000 610
		SHIPPING/HANDLING	158.32	1.000		158.3200	S&H	101	100-1000 610
			158.32		0.00			101	100-1000 610
		Remaining PO Balance	2,137.26						
18-160	06/22/18	957 REALLY GOOD STUFF	1,491.41	6/18					
		Notes:WEB005250126							
		INSTRUCTIONAL SUPPLIES	1331.62	1.000		1331.6200	VARIOUS		
			1,331.62		0.00			101	100-1000 610
		SHIPPING/HANDLING	159.79	1.000		159.7900	S&H	101	100-1000 610
			159.79		0.00			101	100-1000 610
		Remaining PO Balance	1,491.41						
18-161	06/22/18	1183 TREETOP PUBLISHING	95.80	6/18			TYSSE		
		PORTRAIT BARE BOOKS	42.90	22.000		1.9500	2705		
			42.90		0.00			101	100-1000 610
		BARE BOOK SET	42.90	22.000		1.9500	CD01	101	100-1000 610
			42.90		0.00			101	100-1000 610
		SHIPPING/HANDLING	10.00	1.000		10.0000	S/H	101	100-1000 610
			10.00		0.00			101	100-1000 610
		Remaining PO Balance	95.80						

PO	PO Date	Vendor #/Name	Amount	Period		Req. By			
	Description	Line	Amount	Quantity	Closed Amount	Unit Cost	Item #	Fund Org	Obj Proj
18-162	06/22/18	593 JONES SCHOOL SUPPLY CO INC	58.85	6/18			KROGSTAD		
	SCIENCE FAIR- LANYARD		23.80	20.000			1.1900 CLSC	101	100-1000 610
			23.80		0.00				
	SCIENCE FAIR- MEDAL		29.80	20.000			1.4900 HM109	101	100-1000 610
			29.80		0.00				
	SHIPPING/HANDLING		5.25	1.000			5.2500 S&H	101	100-1000 610
			5.25		0.00			101	100-1000 610
	Remaining PO Balance		58.85						
18-163	06/22/18	926 PRIMARY CONCEPTS	145.43	6/18			TYSSE		
	MY WRITING JOURNAL		29.95	1.000			29.9500 1267	101	100-1000 610
			29.95		0.00				
	MY WORD BOOK		29.95	1.000			29.9500 1054	101	100-1000 610
			29.95		0.00			101	100-1000 610
	ALPHABET LTR TILES		69.95	1.000			69.9500 1413	101	100-1000 610
			69.95		0.00			101	100-1000 610
	SHIPPING/HANDLING		15.58	1.000			15.5800 S&H	101	100-1000 610
			15.58		0.00			101	100-1000 610
	Remaining PO Balance		145.43						
18-164	06/22/18	1398 JW PEPPER	295.96	6/18			JAEGER		
	I SING YOU SING CD		34.99	1.000			34.9900 3189933	101	100-1000 610
			34.99		0.00				
	TWAS NGT B4 CHRISTMAS		69.99	1.000			69.9900 3303698	101	100-1000 610
			69.99		0.00			101	100-1000 610
	JINGLE BELL JUKEBOX		69.99	1.000			69.9900 10307233	101	100-1000 610
			69.99		0.00			101	100-1000 610
	WINTER WONDERLAND BAND		56.00	1.000			56.0000 2408391	101	100-1000 610
			56.00		0.00			101	100-1000 610
	CHRISTMAS MASH UP		45.00	1.000			45.0000 10368053	101	100-1000 610
			45.00		0.00			101	100-1000 610
	SHIPPING/HANDLING		19.99	1.000			19.9900 S&H	101	100-1000 610
			19.99		0.00			101	100-1000 610
	Remaining PO Balance		295.96						
18-165	06/22/18	1407 WEST MUSIC	1,244.80	6/18			JAEGER		
	GLOBAL BEAT GS GB		100.00	1.000			100.0000 203822	101	100-1000 610
			100.00		0.00				
	GLOBAL BEAT MS GB		295.00	1.000			295.0000 203819	101	100-1000 610
			295.00		0.00			101	100-1000 610
	STUDIO 49 BXG 1000		749.00	1.000			749.0000 204528	101	100-1000 610
			749.00		0.00			101	100-1000 610
	BASIC BEAT BBH05		5.95	1.000			5.9500 203765	101	100-1000 610
			5.95		0.00			101	100-1000 610
	BASIC BEAT BBH04		4.95	1.000			4.9500 203764	101	100-1000 610
			4.95		0.00			101	100-1000 610
	BASIC BEAT BSG14		12.95	1.000			12.9500 200901	101	100-1000 610
			12.95		0.00			101	100-1000 610

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GALLATIN GATEWAY ELEMENTARY
Outstanding Purchase Order List

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PO	PO Date	Vendor #/Name	Amount	Period	Closed	Req. By				
			Line Amount	Quantity	Amount	Unit Cost	Item #	Fund	Org	Obj Proj
		BASIC BEAT MALLETT SET	76.95	1.000		76.9500	261505			
			76.95		0.00			101	100-1000	610
		Remaining PO Balance	1,244.80							
18-166	06/22/18	46 AMAZON.COM CREDIT SERVICES	388.47	6/18			KROB			
		HANDWRITING- GRADE 6	109.78	22.000		4.9900				
			109.78		0.00			101	100-1000	610
		HANDWRITING- GRADE 7	233.74	26.000		8.9900				
			233.74		0.00			101	100-1000	610
		HANDWRITING- GRADE 8	44.95	5.000		8.9900				
			44.95		0.00			101	100-1000	610
		Remaining PO Balance	388.47							
18-167	06/22/18	46 AMAZON.COM CREDIT SERVICES	986.71	6/18			DAVIS			
		INSTRUCTIONAL SUPPLIES	986.71	1.000		986.7100				
			986.71		0.00			101	100-1000	610
		Remaining PO Balance	986.71							
18-168	06/22/18	46 AMAZON.COM CREDIT SERVICES	43.80	6/18			TYSSE			
		INSTRUCTIONAL SUPPLIES	43.80	1.000		43.8000				
			43.80		0.00			101	100-1000	610
		Remaining PO Balance	43.80							
18-169	06/22/18	46 AMAZON.COM CREDIT SERVICES	130.03	6/18			RUBIO			
		BOOK COLLECTION	130.03	1.000		130.0300				
			130.03		0.00			101	100-1000	610
		Remaining PO Balance	130.03							
18-170	06/22/18	46 AMAZON.COM CREDIT SERVICES	492.52	6/18			CLARK			
		SALINE WOUND WASH	16.99	1.000		16.9900				
			16.99		0.00			101	100-1000	610
		ELECTRIC STAPLER	47.88	1.000		47.8800				
			47.88		0.00			101	100-1000	610
		MINI SHOP VAC	29.99	1.000		29.9900				
			29.99		0.00			101	100-1000	610
		UMBRELLA	21.86	1.000		21.8600				
			21.86		0.00			101	100-1000	610
		UMBRELLA	23.99	1.000		23.9900				
			23.99		0.00			101	100-1000	610
		UMBRELLA	23.99	1.000		23.9900				
			23.99		0.00			101	100-1000	610
		FRIDGE/FREEZER	125.97	1.000		125.9700				
			125.97		0.00			101	100-1000	610
		OFFICE CHAIR	99.99	1.000		99.9900				
			99.99		0.00			101	100-1000	610
		SELF-INKING STAMP REPLACE	29.88	3.000		9.9600				
			29.88		0.00			101	100-1000	610
		FIRST AID KIT FOR GYM	71.98	1.000		71.9800				
			71.98		0.00			101	100-1000	610
		Remaining PO Balance	492.52							

PO	PO Date	Vendor #/Name	Amount	Period	Closed	Req. By			Obj	Proj
Description			Line Amount	Quantity	Amount	Unit Cost	Item #	Fund Org		
18-171	06/22/18	1144 THE MATH LEARNING CENTER	6,901.50	6/18			YAGER			
		BRIDGES- GRADE 3 PKG	1500.00	1.000		1500.0000	2B3	101	100-1000	610
			1,500.00		0.00					
		BRIDGES- GRADE 4 PKG	1500.00	1.000		1500.0000	2B4	101	100-1000	610
			1,500.00		0.00					
		BRIDGES- GRADE 5 PKG	1500.00	1.000		1500.0000	2B5	101	100-1000	610
			1,500.00		0.00					
		BRIDGES INTERVENTION SET	975.00	1.000		975.0000	2BJNTS1	101	100-1000	610
			975.00		0.00					
		BRIDGES INTERVENTION SET	975.00	1.000		975.0000	2BJNTS2	101	100-1000	610
			975.00		0.00					
		SHIPPING/HANDLING	451.50	1.000		451.5000	S&H	101	100-1000	610
			451.50		0.00					
		Remaining PO Balance	6,901.50							
18-172	06/22/18	1293 GALLUP, INC	249.75	6/18			SANN			
		YOUTH STRENGTH FINDER ACC	249.75	25.000		9.9900	10093	101	100-1000	610
			249.75		0.00					
		Remaining PO Balance	249.75							
18-173	06/22/18	46 AMAZON.COM CREDIT SERVICES	256.05	6/18			RUBIO			
		INSTRUCTIONAL SUPPLIES	256.05	1.000		256.0500		101	100-1000	610
			256.05		0.00					
		Remaining PO Balance	256.05							
18-174	06/22/18	222 CDW GOVERNMENT, INC.	261.75	6/18			COON			
		HEADPHONES	261.75	25.000		10.4700	1835815	101	100-1000	682
			261.75		0.00					
		Remaining PO Balance	261.75							
18-175	06/26/18	222 CDW GOVERNMENT, INC.	137.11	6/18			COON			
		BELKIN CAT 6 CABLE	137.11	1.000		137.1100	528403	101	100-2600	610
			137.11		0.00					
		Remaining PO Balance	137.11							
18-176	06/22/18	46 AMAZON.COM CREDIT SERVICES	533.38	6/18			KROB			
		LIBRARY BOOKS	533.38	1.000		533.3800		101	100-2225	640
			533.38		0.00					
		Remaining PO Balance	533.38							
18-177	06/22/18	1138 THE LIBRARY STORE INC	80.95	6/18			KROB			
		PENCIL SHARPENER	67.10	2.000		33.5500	74-0218	101	100-2225	610
			67.10		0.00					
		SHIPPING/HANDLING	13.85	1.000		13.8500	S&H	101	100-2225	610
			13.85		0.00					
		Remaining PO Balance	80.95							

PO	PO Date	Vendor #/Name	Amount	Period	Closed	Req. By					
	Description	Line	Amount	Quantity	Amount	Unit Cost	Item #	Fund	Org	Obj	Proj
18-178	06/22/18	326 DEMCO	62.87	6/18			KROB				
	BOOKMARKS		6.99	1.000		6.9900	WL13738590	101	100-2225	610	
	BOOKMARKS		6.99	1.000	0.00	6.9900	WL13569130	101	100-2225	610	
	BOOKMARKS		6.99	1.000	0.00	6.9900	WL12439170	101	100-2225	610	
	BOOKMARKS		6.99	1.000	0.00	6.9900	WL13563790	101	100-2225	610	
	BOOKMARKS		6.99	1.000	0.00	6.9900	WL13003330	101	100-2225	610	
	BOOKMARKS		8.98	2.000	0.00	4.4900	WL13773470	101	100-2225	610	
	BOOKMARKS		8.99	1.000	0.00	8.9900	WL13668020	101	100-2225	610	
	SHIPPING/HANDLING		9.95	1.000	0.00	9.9500	S&H	101	100-2225	610	
	Remaining PO Balance		62.87								
18-179	06/22/18	1449 DYMO	35.98	6/18			KROB				
	SCANNER LABELS		35.98	2.000		17.9900	30332	101	100-2225	610	
	Remaining PO Balance		35.98		0.00						
18-180	06/22/18	1098 SUBSCRIPTION SERVICES OF	147.85	6/18			KROB				
	MAGAZINE RENEWALS		147.85	1.000		147.8500		101	100-2225	650	
	Remaining PO Balance		147.85		0.00						
18-181	06/22/18	822 NASCO	521.04	6/18			DAVIS				
	Notes:MIDDLE SCHOOL ART NEEDS/WANTS		521.04	1.000		521.0400		115	100-1000	610	137
	MIDDLE SCHOOL ART SUPPLIE		521.04		0.00						
	Remaining PO Balance		521.04								
18-183	06/25/18	810 MUSEUM OF THE ROCKIES	175.00	6/18			MATTHEWS				
	STAR LAB RENTAL		175.00	1.000		175.0000		115	100-1000	610	110
	Remaining PO Balance		175.00		0.00						
18-184	06/25/18	1480 BILLINGS HOTEL & CONVENTION	214.20	6/18			FISHER				
	HOTEL ROOM- FISHER		214.20	1.000		214.2000		101	100-2500	582	
	Remaining PO Balance		214.20		0.00						

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PO	PO Date	Vendor #/Name	Amount	Period	Closed	Req. By				
Description			Line Amount	Quantity	Amount	Unit Cost	Item #	Fund Org	Obj	Proj
18-185	06/26/18	222 CDW GOVERNMENT, INC.	67.55	6/18			MATTHEWS			
		NoGes:6TH GRADE NEED								
		EPSON INTERACTIVE PEN	67.55	1.000		67.5500	2042568			
		Remaining PO Balance	67.55		0.00			101	100-1000	682
			67.55							
		Total:	110,118.40		3172.68					
		Total Remaining PO Balance:	106,945.72							



Monthly Payment Advice

June Payment

FY2017-18

16 Gallatin

0364 Gallatin Gateway Elem

OPI remitted a payment to your district. The following information is provided to explain this month's payment and adjustments. Please contact Kathleen Wanner at 444-9852 or kwanner@mt.gov or Mari Haefka at 444-1960 or mhaefka@mt.gov if you have any questions concerning this payment.

Direct State Aid (01-3110)

Direct State Aid payments are made each month from August to October and December to April at 10% of the total entitlement. In June the remaining balance due will be paid.

Entitlement	\$472,623.52	
Amount Paid Thru This Month:	\$472,623.52	
Remaining Balance Due	\$0.00	
Monthly Payment Due:		\$94,524.72
This Month's Payment - sent to Gallatin County		\$94,524.72

Quality Educator Component (01-3111)

Quality Educator Entitlement is made each month from August to October and December to April at 10% of the total entitlement. In June, the remaining balance will be paid. This funding component is paid at \$3,169 per certified FTE as reported on the prior year's TEAMS - Terms of Employment report.

Entitlement	\$42,714.04	
Amount Paid Thru This Month:	\$42,714.04	
Remaining Balance Due	\$0.00	
Monthly Payment Due:		\$8,542.84
This Month's Payment - sent to Gallatin County		\$8,542.84

At Risk Student (01-3112)

At Risk Entitlement is made each month from August to October and December to April at 10% of the total entitlement. In June, the remaining balance will be paid. This funding component is allocated based on the percentage of statewide fiscal year allocations of Federal Title I.

Entitlement	\$3,340.49	
Amount Paid Thru This Month:	\$3,340.49	
Remaining Balance Due	\$0.00	
State Appropriation Adjustment	-\$16.70	
Amount Paid Thru This Month:	-\$16.70	
Remaining Balance Due	\$0.00	
Monthly Payment Due:		\$651.39
This Month's Payment - sent to Gallatin County		\$651.39



Monthly Payment Advice

June Payment

FY2017-18

16 Gallatin
0364 Gallatin Gateway Elem

OPI remitted a payment to your district. The following information is provided to explain this month's payment and adjustments. Please contact Kathleen Wanner at 444-9852 or kwanner@mt.gov or Mari Haefka at 444-1960 or mhaefka@mt.gov if you have any questions concerning this payment.

Indian Education for All (01-3113)

Indian Education for All Entitlement is made each month from August to October and December to April at 10% of the total entitlement. In June, the remaining balance will be paid. This funding component is paid on the greater of \$21.25 per budgeted ANB or \$100.00.

Entitlement	\$3,332.16	
Amount Paid Thru This Month:	\$3,332.16	
Remaining Balance Due	\$0.00	
Monthly Payment Due:		\$666.40
This Month's Payment - sent to Gallatin County		\$666.40

American Indian Achievement Gap (01-3114)

American Indian Student Achievement Gap Entitlement is made each month from August to October and December to April at 10% of the total entitlement. In June, the remaining balance will be paid. This funding component is paid at \$209 per American Indian Student as reported on the prior year's AIM Collection Report.

Entitlement	\$630.00	
Amount Paid Thru This Month:	\$630.00	
Remaining Balance Due	\$0.00	
Monthly Payment Due:		\$126.00
This Month's Payment - sent to Gallatin County		\$126.00

Special Education (01-3115)

Special Education payments are made each month from August to October and December to April at 10% of the total entitlement. In June the remaining balance due will be paid.

Entitlement	\$22,976.32	
Amount Paid Thru This Month:	\$22,976.32	
Remaining Balance Due	\$0.00	
State Appropriation Adjustment	-\$121.42	
Amount Paid Thru This Month:	-\$121.42	
Remaining Balance Due	\$0.00	
Monthly Payment Due:		\$4,473.86
This Month's Payment - sent to Gallatin County		\$4,473.86



Monthly Payment Advice

June Payment

FY2017-18

16 Gallatin
0364 Gallatin Gateway Elem

OPI remitted a payment to your district. The following information is provided to explain this month's payment and adjustments. Please contact Kathleen Wanner at 444-9852 or kwanner@mt.gov or Mari Haefka at 444-1960 or mhaefka@mt.gov if you have any questions concerning this payment.

Transportation 2nd Semester (10-3210)

This payment is made each June at 100% of the state reimbursement for individual contract and bus claims for the 2nd semester less any amounts outstanding from 1st semester.

Entitlement	\$4,861.81	
Amount Paid Thru This Month:	\$4,861.81	
Remaining Balance Due	\$0.00	
State Appropriation Adjustment	-\$1,452.22	
Amount Paid Thru This Month:	-\$1,452.22	
Remaining Balance Due	\$0.00	
Monthly Payment Due:		\$3,409.59
This Month's Payment - sent to Gallatin County		\$3,409.59

Agenda Item: Non-resident Student Attendance Agreements

Background:

Gallatin Gateway School Board set the 2018-2019 tuition rate at the April 16, 2018 regular board meeting as follows: *to set 2018-2019 out-of-district tuition at the Montana state rates for grades K-6 and for grades 7-8, waiving the entire amount of tuition for students whose parents/guardians are responsible for the tuition and the district of residence will pay the full state rate amount per student for those who are attending from Cottonwood School District in grades 6-8.*

Attendance agreements for 2018-2019 were sent home with students the week of May 8, 2018. Families were informed that the Gallatin Gateway School Board approves the attendance of out-of-district students at a regularly posted board meeting. Upon the Superintendent’s review of applications, using Policy 3141, the Superintendent recommendation will be made at the **May 16, 2018** and **June 27, 2018** regular Board meetings for currently enrolled students and at the August meeting for any new out-of-district enrollees (including Kindergarten).

Families were also:

- Invited to attend the May 16 or June 27 meetings
- Informed that attendance agreements received at the school by Friday, May 11, 2018 would be reviewed at the Board meeting on Wednesday, May 16, 2018 at 6:00pm in the Boardroom; and attendance agreements received after May 11, 2018, but before June 22, 2018 will be reviewed at the Board meeting on Wednesday, June 27, 2018 at 6:00pm in the GGS Board room.

Out of District Enrollment History:

2013-2014	37
2014-2015	24
2015-2016	28
2016-2017	25
2017-2018	34

District approved twenty-two (22) attendance agreements on May 16, 2018. As of June 25, 2018 the District has received six (6) additional attendance agreements for 2018-2019.

Superintendent Recommendation:

Approve attendance agreements for current students who reside out-of-district and request continued enrollment for 2018-2019:

Grade	Status	Home School District	Tuition
7	Current	Manhattan	\$0
7	Current	Manhattan	\$0
4	Current	Belgrade	\$0
7	Current	Belgrade	\$0
6	Current	Bozeman	\$0
4	Current	Bozeman	\$0

Recommended Motion:

to approve the following Discretionary Non-resident Student Attendance Agreements for the 2018-2019 school year:

Grade	Status	Home School District
7	Current	Manhattan
7	Current	Manhattan
4	Current	Belgrade
7	Current	Belgrade
6	Current	Bozeman
4	Current	Bozeman

PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE

SCOPE: The Professional Development Advisory Committee will:

- Evaluate the current school year's professional development plan
- Recommend a professional development plan for the subsequent school year

MEMBERS: The Professional Development Advisory Committee will consist of, but not be limited to, the superintendent, a board member, and a teacher representing each of the following teams: K-2, 3-5, 6-8, and Specialists. A minimum of four teachers will be appointed to this committee and a majority of the committee will be teachers.

MEETINGS: The committee will meet three (3) times during the school year, in November, April, and May. The November and April meetings will be used to evaluate the current year's professional development plan. The May meeting will be used to develop the subsequent year's professional development plan and submit a recommendation to the Board of Trustees for approval.

PLAN: The Professional Development Plan recommendation will outline how, when and from whom teachers and specialists will meet their professional development PIR day expectations. The recommendation will adhere to the outline for Professional Development in Administrative Rules 10.55.714.

Professional Development Advisory Committee (PDAC) recommendations for the 2018-2019 school year

2018-2019 GGS Academic Calendar PIR Day Activities:

August 23 – AM – Welcome/Annual Expectations/Team Building Activity
PM – MTSS School Wide Expectations and Lesson Planning for Hallway and Classroom MBI
August 24 – ACE Curriculum Consortium work – Andrea Meiers will be at GGS
August 27 – Active Shooter Training – Gallatin County Sheriff’s Department will conduct training
October 18 – MEA
October 19 – MEA
November 9 – Parent Teacher Conference
January 21 – ACE Curriculum Consortium work – Andrea Meiers will be at GGS
February 12 – Parent Teacher Conference
April 12 – ACE Curriculum Consortium work – Andrea Meiers will be at GGS
June 10 – End of the year/Teacher Checkout

2018-2019 Required Online Training:

All required online trainings will be completed by teachers when their schedule allows. Beginning of the year trainings such as: Bloodborne Pathogens, Sexual Harassment, Playground Safety, Concussion, and/or additional online training will be completed by Friday, September 28, 2018.

Team Meeting Discussion Focus:

The PDAC was in agreement that all Team Meetings conducted during the 2018-2019 school year will focus on curriculum work. This includes, but not limited to: vertical and content collaboration, accessing the materials on the ACE website, and assessment analysis.

Staff Meetings:

The PDAC was also in agreement that occasional staff meetings will be dedicated to conducting brief professional development sessions. The professional development conducted during these meetings will focus on Montana Educator Performance and Appraisal System (EPAS), MTSS/Data Analysis, and Safety. One staff meeting will be dedicated to professional development approximately every 4-6 weeks.

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.

Agenda Item: Consider Regular Board Meeting Dates for 2018-2019

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)
- Facility Walk-through (usually in September)
- Superintendent's Formal Evaluation (usually in January)
- Business Manager's Formal Evaluation (usually in March)

Proposed regular meeting dates for 2018-2019:

July- no regular meeting (only work sessions- July 10 and 25-- both meetings 4-7pm)

August 15, 2018

September 19, 2018

October 17, 2018 *MEA PIR Days Oct. 18-19—consider changing to Monday, October 15 or one week later

November 21, 2018 *Thanksgiving Break—consider changing to one week earlier- Wednesday, November 14

December 19, 2018

January 16, 2019

February 20, 2019

March 20, 2018 *Spring Break- March 18-22, 2019—consider changing regular meeting to Wednesday, March 13; Monday, March 25; or Wednesday, March 27

April 17, 2019

May 15, 2019

June 19, 2019 *The last three years June Regular Meeting has been moved to end of month (June 26, 2019).

Recommendation:

The Board reviews the dates and options as noted, and discusses specific dates as needed. The Board will make an official motion with dates of 2018-2019 regular and/or special meeting dates.

Agenda Item- Consider Interfund Transfer- Compensated Absences Liability Fund/General Fund

Background Information:

The District created a compensated absences fund in FY17. Each year calculations must be completed to determine the maximum fund balance in accordance with 20-9-512, MCA (see attached calculation worksheet)

Current Maximum Fund Limit:	\$10,064.15
Current Cash (as of May 31, 2018):	\$ 8,278.78
Estimated Transfer after June 30, 2018:	\$ 1,785.37*

**this amount may change slightly based on interest received during the month of June.*

Recommendation:

To transfer up to \$1,785.37 from General Fund (101) to Compensated Absences Fund (121) after District ensures maximum reserves have been met for General Fund. If all funds must be used to meet reserves no transfer will be made. Business Manager and Superintendent will have final determination and communicate end result to the Board.

Recommended Motion:

To transfer up to \$1,785.37 from General Fund (101) to Compensated Absences Fund (121) pending funds are available.

School District Name/No.	Gallatin Gateway School District #35						
For Fiscal Year Ended:	June 30, 2017						
COMPENSATED ABSENCES WORKSHEET - RECAP	Total Vacation and Sick Leave Liability	Employer FICA	Employer PERS	Employer TRS	Employer Unemployment	Employer Workers Comp	Compensated Absence Liability
Administrative & Non-Teaching Staff	28,476.94	2,178.50	1,204.44	1,147.66	148.08	391.56	33,547.18
Teaching Staff	27,535.77	2,106.48	0.00	2,414.88	143.19	165.21	32,365.53
TOTALS	56,012.71	4,284.98	1,204.44	3,562.54	291.27	556.77	65,912.71

COMPENSATED ABSENCE LIABILITY FUND LIMIT (see 20-9-512, MCA below):	
Total Liability for Administrative & Non-Teaching Staff	33,547.18
	X 30%
Maximum amount allowed in Compensated Absences Liability Fund (21)	10,064.15
Enter Cash Balance in Fund 21 as of June 30 <i>May 31, 2018</i>	8,278.78
Amount allowed to transfer (if negative, must transfer back to General Fund; if positive, may transfer up to this amount from General Fund)	1,785.37
<u>Accounting Entries:</u>	
To move money from Compensated Absence Liability Fund (21) to General Fund (01)	
Debit: X21-999-6100-910 Operating Transfer to Other Funds	(Compensated Absence Liability Fund)
Credit: X21-101 Cash	(Compensated Absence Liability Fund)
Debit: X01-101 Cash	(General Fund)
Credit: X01-5300 Operating Transfer from Other Funds	(General Fund)
----- OR -----	
To move money from General Fund (01) to Compensated Absence Liability Fund (21)	
Debit: X01-999-6100-910 Operating Transfer to Other Funds	(General Fund)
Credit: X01-101 Cash	(General Fund)
Debit: X21-101 Cash	(Compensated Absence Liability Fund)
Credit: X21-5300 Operating Transfer from Other Funds	(Compensated Absence Liability Fund)
<p>20-9-512, MCA. Compensated absence liability fund. (1) The trustees of a school district may establish a compensated absence liability fund for the purpose of paying: (a) any accumulated amount of sick leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district in accordance with the provisions of 2-18-618; and (b) any accumulated amount of vacation leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district. (2) The compensated absence liability fund may be used only for the stated purpose of this section. (3) The trustees may transfer money from the general fund, within the adopted budget, to establish and maintain the compensated absence liability fund. (4) The maximum amount in a reserve fund established under the provisions of subsections (1) and (3) may not exceed 30% of: (a) the total school district liability for accumulated sick leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year; and (b) the total school district liability for accumulated vacation leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year. (5) For the purposes of this section, "administrative school district employee" means a school district employee who is employed in an administrative position and who accrues vacation leave as part of the employee's contract with the school district.</p>	

MCA Contents / TITLE 20 / CHAPTER 9 / Part 7 / 20-9-704 District as coo...

Montana Code Annotated 2017

TITLE 20. EDUCATION

CHAPTER 9. FINANCE

Part 7. Educational Cooperative Agreements

District As Cooperating Agency

20-9-704. District as cooperating agency. (1) When a district is the cooperating agency, it shall transfer its financial support under the interlocal cooperative contract to the prime agency by district warrant.

(2) The financial support may be provided from any fund maintained by the district. Any such fund utilized for the financial support of an interlocal cooperative agreement shall finance only those expenditures of such agreement that are comparable to those permitted under the statutory provisions creating such fund, and such financial support must be within the currently adopted budget for such fund. No financial support shall be financed from the miscellaneous federal programs fund without the express approval of the superintendent of public instruction.

History: En. 75-7307 by Sec. 362, Ch. 5, L. 1971; R.C.M. 1947, 75-7307.

Created by  LAWS II

**Multidistrict Agreement between
Gallatin Gateway School District 35, Amsterdam School District 75, Malmborg School District
47, and Cottonwood School District 22**

This Multidistrict Agreement (hereinafter "Agreement") is entered into this 27th day of June, 2018 by and between Gallatin Gateway School District 35, Amsterdam School District 75, Malmborg School District 47, and Cottonwood School District 22.

WHEREAS, educational programming and maintenance and acquisition of sites and building infrastructure and equipment is essential in meeting the demands of educating the students who attend Gallatin Gateway, Amsterdam, Malmborg, and Cottonwood Public Schools;

WHEREAS, the Districts have an opportunity to collaborate and collectively pay for staff, contracted services and purchase classroom supplies and materials to meet district needs;

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into a multidistrict agreement to create a Multidistrict Cooperative to perform any services, activities, and undertakings of the participating districts and to provide for the joint funding and operation and maintenance of all participating districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all participating districts; and

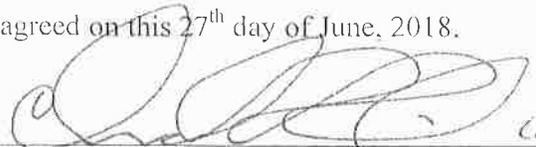
WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from an interlocal cooperative fund in accordance with sections 20-3-363, 20-9-703, and 20-9-704, MCA;

NOW THEREFORE, the districts hereby agree as follows:

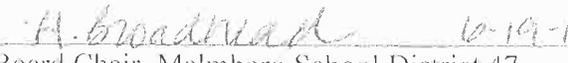
1. To create a multidistrict cooperative to perform any services, activities, and undertakings of the participating districts and to provide for the joint funding and operation and maintenance of all participating districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the participating districts for the purpose(s) stated herein;
3. Amsterdam District 75 is designated as the prime agency and as such shall establish a non-budgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. Gallatin Gateway District 35 and Cottonwood District 22 are designated as cooperating agencies and in accordance with section 20-9-704, shall transfer their financial support under this agreement to the prime agency. There shall be no other cooperating districts under this agreement.
5. Transfers into the interlocal cooperative fund by any participating district shall come from the sources and made within the limits established in 20-3-363, MCA.

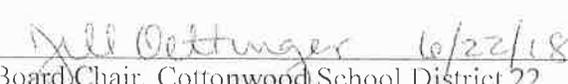
6. Any and all amounts transferred into the interlocal cooperative fund by each participating district must be for the purpose stated in item #1 above.
7. Any participating District may terminate this agreement at any time by providing written notice to the other Districts. Termination shall be effective no less than 30 days after the date of said notice.
8. The term of this agreement shall be effective immediately and last until to June 30, 2020.
9. Upon termination of this agreement, or if not renewed, any remaining funds shall be returned to the districts in proportion to their respective contribution and funds distribution during the duration of this Agreement.
10. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.

As agreed on this 27th day of June, 2018.


 Board Chair, Amsterdam School District 75


 Board Chair, Gallatin Gateway School District 35

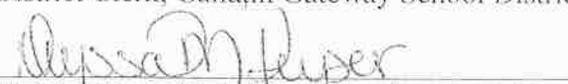

 Board Chair, Malmberg School District 47


 Board Chair, Cottonwood School District 22

Attest:


 District Clerk, Amsterdam School District 75


 District Clerk, Gallatin Gateway School District 35


 District Clerk, Malmberg School District 47


 District Clerk, Cottonwood School District 22

Additional Security Camera Installation Recommendation

1) Increase the number of security cameras on Gallatin Gateway School's campus through the utilization of Building Reserve Funds.

Recommendation:

To use Building Reserve Funds to add security cameras to our campus, which will increase the number of cameras from 9 to 14.

Rationale:

- There is approximately \$73,000 available in the Building Reserve Fund
- Upgrading safety measures on the school's campus has been a priority of the District
- All main entrances to the building will be covered by security camera once the install is complete
- This installation will integrate with our existing program
- We will add 5 more cameras, which will bring the total number of security cameras on campus to 14

Motion: to approve the use of Building Reserve Funds to pay \$9,816.00 to Security Solutions for the purpose of expanding the number of security cameras on the school's campus.

GALLATIN GATEWAY PUBLIC SCHOOL

GALLATIN COUNTY, MONTANA

Fiscal Year Ended June 30, 2017

AUDIT REPORT

Denning, Downey & Associates, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

GALLATIN GATEWAY PUBLIC SCHOOL

GALLATIN COUNTY, MONTANA

Fiscal Year Ended June 30, 2017

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GALLATIN GATEWAY PUBLIC SCHOOL

GALLATIN COUNTY, MONTANA

ORGANIZATION

Fiscal Year Ended June 30, 2017

BOARD OF TRUSTEES

Donna Shockley
Aaron Schwieterman
Christie Francis
Julie Fleury
Lessa Racow

Board Chair
Vice Chairperson
Trustee
Trustee
Trustee

DISTRICT OFFICIALS

Travis Anderson
Carrie Fisher
Marty Lambert
Laura Axtman

District Superintendent
Business Manager/Clerk
County Attorney
County Superintendent

Gallatin Gateway Public School District
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)
July 01, 2016 - June 30, 2017

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, 2017. 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 Highlights

- The Gallatin Gateway District assets and deferred outflows exceeded liabilities and deferred inflows in FY (fiscal year) 2017 by \$486,471.
- The district net position increased by \$230,474 at the close of FY 2017 mostly due to an increase in revenue and a decrease in expenses.
- The overall revenues from all sources for the district for the FY 2017 were \$1,882,210 which represented a 3.4% increase from FY 2016. A large portion of the increase in revenue was from the district levies (up \$22,174), county (up \$20,220), and other revenue (up \$3,994).
- Revenue from district levies collected at the local level increased by 3.3% in FY 2017 and accounts for 37% (was 37.1% in FY 2016) of the total district revenue. All sources of state revenue increased .2% in FY 2017 and was 41.2% (was 43% in FY 2016) of the total district revenue.
- The district expenses decreased 7% or (\$126,171) for FY 2017 which was largely due to a decrease in instructional expenses of \$150,780.
- The Gallatin Gateway District revenues exceeded expenses for FY 2017 by \$246,114.
- The net investment in capital assets value in the district increased 11.6% in FY 2017 which was mostly the result of the district making a \$100,000 payment on long term capital debt and purchasing a new bus for \$67,301.
- District expenses for instruction account for 52% of the total expenses.
- The district governmental fund balances increased 34.1% in FY 2017 and were \$568,223. The fund balances increased due to more revenue than expenditures.
- Total district liabilities decreased 1% in FY 2017.
- The overall financial condition of the Gallatin Gateway School District is good and continued to improve in FY 2017 with a 90% increase in net position.

Gallatin Gateway Public School District
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)
July 01, 2016 - June 30, 2017

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.

Gallatin Gateway Public School District
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)
July 01, 2016 - June 30, 2017

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.

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, Retirement Fund, Debt Service Fund, and Building Reserve Fund because they were the major funds for the 2017 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. Student activity accounts and scholarship trusts are the most common fiduciary funds in school districts. The Gallatin Gateway District has fiduciary funds in their Private Purpose Trust Fund (Student Activity Account) which has a balance of \$15,502 at the end of FY 2017.

Gallatin Gateway Public School District
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)
July 01, 2016 - June 30, 2017

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.

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 and deferred outflows exceeded liabilities and deferred inflows by \$486,471 at the close of FY 2017. Net position for the district at the end of FY 2017 increased 90% or \$230,474 mostly due to an increase in revenue and a decrease in expenses. Total revenues for the district increased 3.5% or \$63,234 in FY 2017 and were \$1,882,210. A large portion of the increase in revenue was from the district levies (up \$22,174), county (up \$20,220), and other revenue (up \$3,994). Revenue from district levies collected at the local level increased by 3.3% in FY 2017 and accounts for 37% (was 37.1% in FY 2016) of the total district revenue. All sources of state revenue increased .2% in FY 2017 and was 41.2% (was 43% in FY 2016) of the total district revenue. The district expenses decreased 7% or (\$126,171) for FY 2017 which was largely due to a decrease in instructional expenses of \$150,780. District expenses for instruction account for 52% of the total expenses. The Gallatin Gateway District revenues exceeded expenses for FY 2017 by \$246,114. The district governmental fund balances increased 34.1% or \$144,556 in FY 2017 and were \$568,223. The fund balances increased due to more revenue than expenditures. The district net investment in capital assets increased 11.6% in FY 2017 mostly due to added capital assets of \$67,301 (new bus), a \$100,000 payment on long-term capital debt, and \$46,390 of depreciation. The district does have \$1,743,319 of liabilities which consists of \$435,000 of long term capital debt for improvements to buildings and grounds. In addition, the district has long-term liabilities of \$93,480 for compensated absences of employees, \$1,156,665 for the TRS and PERS portion of net pension liability, and Other Post-Employment Benefits (OPEB) of \$24,942. Overall in FY 2017 district assets increased more than district liabilities which increased the district's net position and improved the financial condition. The overall financial position of the district is good and continued to improve in FY 2017. In addition, enrollment in recent years has increased in the lower grades as shown by a 15 student increase in grades K-6 from 2016-2017 to the 2017-2018 school year. The increase in enrollment in the district is another positive indicator of the health of the district which should translate into additional funding in the future. The chart on the following page presents information on the district net position for FY 2016 and FY 2017. The right hand column shows the percentage change in each category.

Gallatin Gateway Public School District
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)
July 01, 2016 - June 30, 2017

Net Position of the District

Governmental Activities				
	FY 2017	FY 2016	Change	Percent Change
Current and Other Assets	\$601,281	\$459,070	\$142,211	31.0%
Capital Assets	\$1,451,053	\$1,445,782	\$5,271	0.4%
Total Assets	\$2,052,334	\$1,904,852	\$147,482	7.7%
Deferred Outflow Resources	\$177,456	\$108,220	\$69,236	64.0%
Liabilities				
Current Liabilities	\$185,213	\$108,188	\$77,025	71.2%
Long-term Liabilities	\$1,524,916	\$1,578,401	(\$53,485)	-3.4%
Total Liabilities	\$1,710,129	\$1,686,589	\$23,540	1.4%
Deferred Inflows Resources	\$33,190	\$70,486	(\$37,296)	-52.9%
Net Position				
Net Investment in Capital Assets	\$1,016,053	\$910,782	\$105,271	11.6%
Restricted	\$336,079	\$314,288	\$21,791	6.9%
Unrestricted	(\$865,661)	(\$969,073)	\$103,412	10.7%
Total Net Position	\$486,471	\$255,997	\$230,474	90.0%

A large portion of the net position (\$1,016,053) of the Gallatin Gateway District at the close of FY 2017 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 have related debt. The Gallatin Gateway 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 increased 11.6% due to a long term capital debt payment of \$100,000 and the purchase of a new bus for \$67,301 during FY 2017.

Another portion of the net position of the Gallatin Gateway 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. The unrestricted funds increased \$103,412 from FY 2016 to FY 2017. The *restricted funds* which are subject to external restrictions on their use increased \$21,791 from FY 2016 and FY 2017. The Gallatin Gateway District was able to report a positive balance of net position in FY 2017. The net position of the Gallatin Gateway District increased \$230,474 or 90% during FY 2017 and was \$486,471.

Gallatin Gateway Public School District
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)
July 01, 2016 - June 30, 2017

District Wide - Statement of Activities

Governmental Activities				
	FY 2017	FY 2016	Change	% Change
Program revenues:				
Charges for Services	\$54,464	\$44,825	\$9,639	21.5%
Operating Grants & Contributions	\$121,591	\$117,888	\$3,703	3.1%
General revenues				
District Levies	\$697,826	\$675,652	\$22,174	3.3%
State Revenue	\$784,070	\$782,848	\$1,222	0.2%
County	\$185,198	\$164,978	\$20,220	12.3%
Investment Earnings	\$6,475	\$4,193	\$2,282	54.4%
All Other	\$32,586	\$28,592	\$3,994	13.9%
Total Revenues	\$1,882,210	\$1,818,976	\$63,234	3.4%
Expenses:				
Instruction	\$866,226	\$1,017,006	(\$150,780)	-14.8%
Support Services	\$40,872	\$67,756	(\$26,884)	-39.7%
Media	\$34,216	\$62,984	(\$28,768)	-45.7%
Administration	\$137,197	\$122,130	\$15,067	12.3%
Operation & Maintenance	\$178,121	\$144,099	\$34,022	23.6%
Business Services	\$99,067	\$95,984	\$3,083	3.2%
Transportation	\$83,391	\$71,401	\$11,990	16.8%
Extracurricular	\$37,213	\$14,642	\$22,571	154.1%
School Food Services	\$104,384	\$95,929	\$8,455	8.8%
Interest	\$16,515	\$19,515	(\$3,000)	-15.4%
Community Services	\$60	\$0	\$60	100.0%
Unallocated Depreciation	\$38,834	\$50,821	(\$11,987)	-23.6%
Total Expenses	\$1,636,096	\$1,762,267	(\$126,171)	-7.1%
Change in Net Position	\$246,114	\$56,709	\$189,405	334.0%
Beginning Net Position	\$255,997	\$188,416	\$67,581	35.9%
Adjustments	(\$15,640)	\$10,872	(\$26,512)	-243.9%
Ending Net Position	\$486,471	\$255,997	\$230,474	90.0%

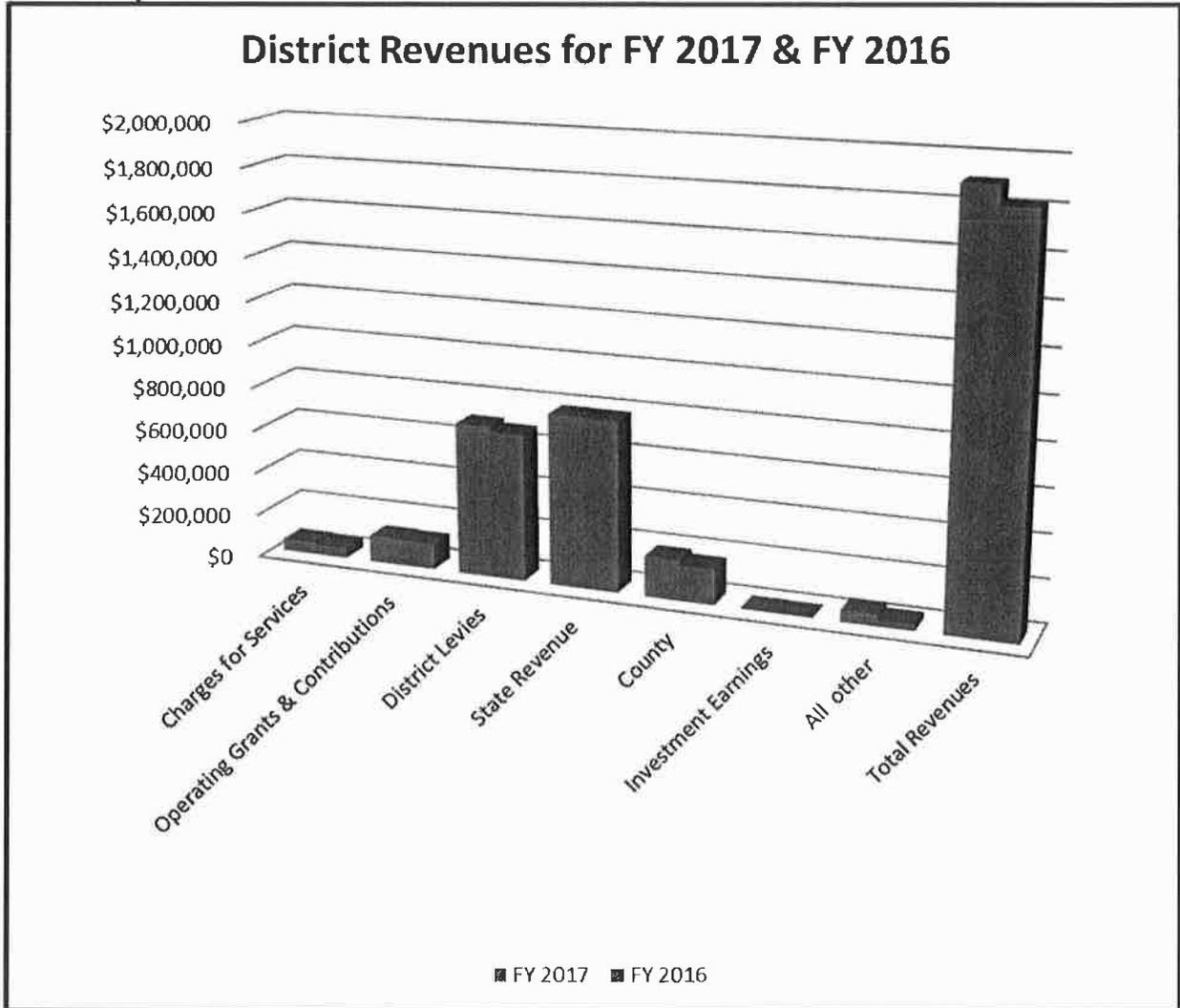
Major changes in district wide governmental activities from FY 2016 to FY 2017 include:

- Total revenues for the district were up 3.4% or \$63,234 due to an increase in all revenue sources during FY 2017.
- Total expenses for the district were down 7.1% or \$126,171 largely due to a decrease of \$150,780 in instructional expenditures.
- Media expenses were down 45.7% or \$28,768 in FY 2017.
- General support service expenses were down 39.7% or \$26,884 in FY 2017.
- County revenue was up 12.3% or \$20,220 along with all other revenue up \$3,994.
- District levy revenue was up 3.3% or \$22,174.
- Extracurricular expenses were up \$22,571 in FY 2017.
- Operation and maintenance expenses were up 23.6% or \$34,022.

Gallatin Gateway Public School District
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)
July 01, 2016 - June 30, 2017

- The district had a \$246,114 more in revenue than expenses in FY 2017 which was the result of an increase in revenue and a decrease in expenses.
- Net position for the district increased in FY 2017 and was a positive \$486,471.

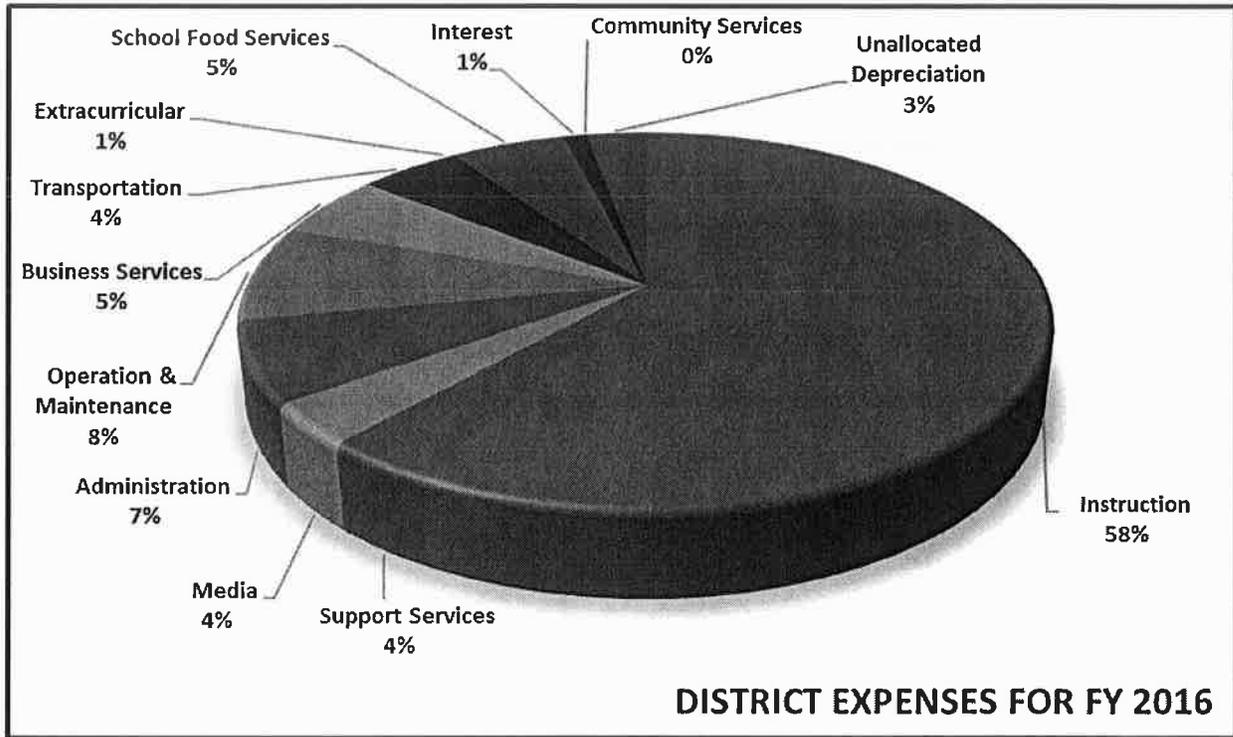
Revenue by Source for FY 2017 and FY 2016



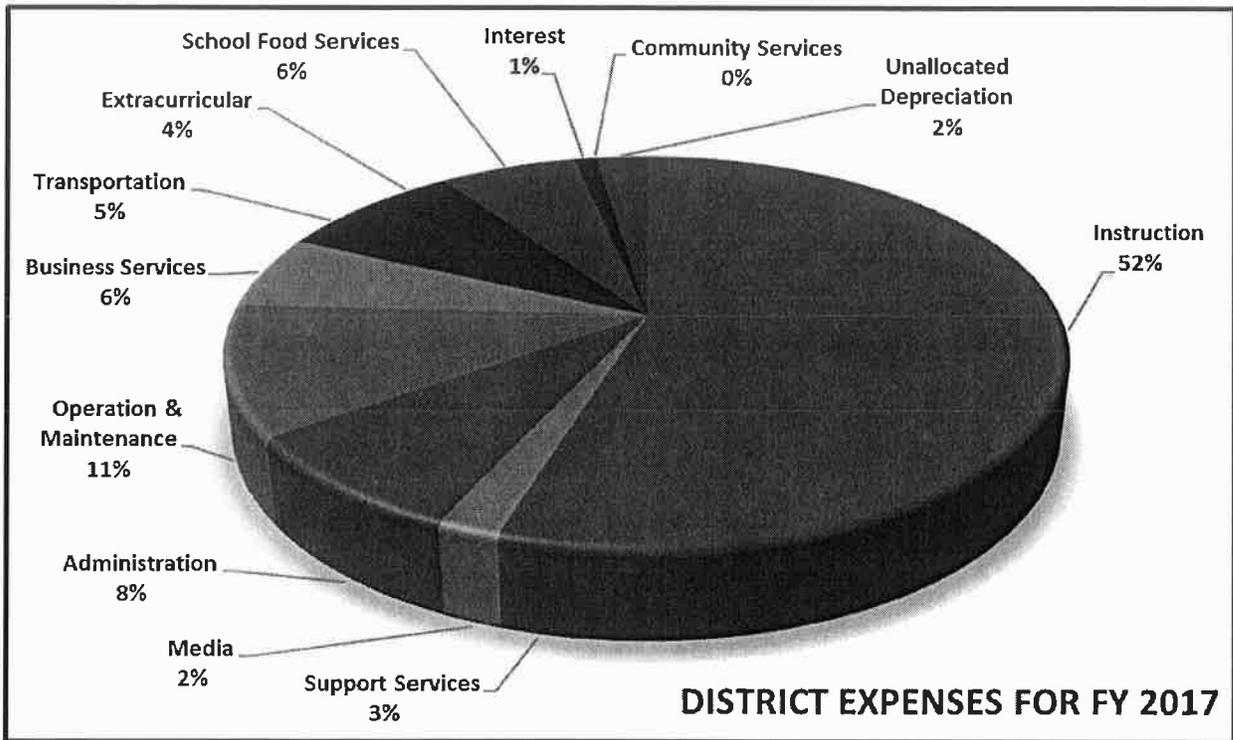
The bar graph presented above shows that revenue from state sources was the largest source for the Gallatin Gateway District in FY 2017 followed by district levy revenue and county revenue. The major changes from FY 2016 to FY 2017 were increases in revenue from district levies, county, all other revenue, charges for services, and total revenue. All revenue sources for the district increased in FY 2017. 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 DISCUSSION AND ANALYSIS (MD&A)
July 01, 2016 - June 30, 2017

District Expenses -The following charts present district expenses by category for FY 2016 and FY 2017.



Gallatin Gateway Public School District
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)
July 01, 2016 - June 30, 2017



The graphs shown above illustrate the major expenditure areas, with instruction costs accounting for 58% & 52% of the district expenses in FY 2016 and FY 2017, operation & maintenance accounting for 8% and 11%, administration was 7% and 8%, along with food and business services at 5% and 6% of the total district expenses. The major changes in FY 2017 were decreases in instruction (6%) and media (2%) along with increases in operation & maintenance (3%) and extracurricular (3%).

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 2016, the governmental funds of the school district reported a combined ending fund balance of \$423,667 and at the end of FY 2017 the fund balance was \$568,223 which represents a 34.1% increase. Approximately 25% or \$142,188 of the total fund balances in FY 2017 constitutes *unassigned fund balance*, which is available for spending at the discretion of the Board of Trustees.

Gallatin Gateway Public School District
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)
July 01, 2016 - June 30, 2017

The general fund is the main operating fund of the district. At the end of FY 2016, the general fund had a balance of \$124,116 and at the close of FY 2017 the balance was \$245,311 which was a 97.5% increase. The general fund unassigned balance was \$142,188 for FY 2017. The total fund balances in the district increased \$144,556 during FY 2017 which was a 34.1% increase.

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 2017 is comprised of major funds and all other funds. The General Fund, Retirement Fund, Debt Service Fund, and Building Reserve Fund were the major funds in FY 2017. The Other Funds category includes the remainder of the governmental district funds. The governmental balance sheet for FY 2017 demonstrates that the district is in good financial condition. The district has improved the amount of cash and investments in the general fund which makes up 43.1% in FY 2017 (29.2% in FY 2016) 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 2017 were the General Fund, Retirement Fund, Debt Service 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 63.6% (65.5% in FY 2016) of the total revenue in FY 2017 followed by the district levy revenue at 36.4% (34.5% in FY 2016). The major expenditure in the general fund is instruction. Instruction expenditures make up 61.3% (62.4% in FY 2016) of the general fund total cost for FY 2017. Operation and maintenance followed by administration rank 2 & 3 for general fund expenditures in FY 2017. The total fund balances increased 34.1% in FY 2017.

General Fund Budgetary Highlights

The general fund budgetary highlights in the district for FY 2017 included slightly more revenue than was expected in the original and final budget. The district received \$3,608 more in total revenue in the general fund than was expected in the original/final budget. Most of the increase in revenue in the general fund was from local revenue. Actual expenditures in the general fund were \$16,911 less than what was expected in the original and final budget. Most areas for expenditures were under budget with the largest in general administration which was \$36,175 lower than expected. Only three areas were over budget with the largest in operation and maintenance at \$41,225 higher than expected. The difference in actual revenue and expenditures in the general fund was a positive \$12,325 after a transfer of \$8,194 out of the fund. Due to slightly more revenue than expenditures, the general fund balance increased in FY 2017 to \$136,384.

Capital assets

The net investment by the Gallatin Gateway District in capital assets for governmental activities as of June 30, 2017, was \$1,016,053 after depreciation and debt was subtracted. This investment in capital assets included land, building improvements, buildings, furniture, and equipment.

Gallatin Gateway Public School District
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)
July 01, 2016 - June 30, 2017

The value of the capital assets for the Gallatin Gateway District showed an 11.6% increase in FY 2017. The increase in capital assets was due to added capital assets of \$67,301 (new bus), a \$100,000 payment on long-term capital debt, and \$46,390 of depreciation.

Long-term debt

At the end of FY 2017, the Gallatin Gateway School District had bonded debt outstanding of \$435,000 for capital assets. In addition, the district had long-term liabilities of \$93,480 for compensated absences of employees, \$1,156,665 for the TRS and PERS portion of net pension liability, and Other Post-Employment Benefits (OPEB) of \$24,942.

Economic Factors and Fiscal Year Budgets for FY 2016 & FY 2017

- The population of Gallatin County increased by 20.4% or about 18,297 residents from 2010 to 2017. This compares to the Montana average of a 6.2% increase.
- Residents of Gallatin County under the age of 18 made up 20.3% of the population in 2016 compared to the state at 21.8% and down from 20.9% in 2010.
- Student enrollment numbers are converted to “Average Number (of students) Belonging” and are used to fund the district. Enrollment numbers decreased by 1 student for the Gallatin Gateway District from the fall enrollment of 2015-16 to 2016-17. The decrease was 6 students in grades 7-8 along with an increase of 5 students in the grades K-6. The overall enrollment decrease was .6%.
- The unemployment rate for Gallatin County was 2.5% in June of 2017. This compares to Montana rate of 3.9% in June of 2017.
- The poverty rate for Gallatin County was 11.4% from 2012-2016, when Montana was at 13.3%.
- The median household income for Gallatin County from 2012-2016 was \$57,021 while Montana was at \$48,380.
- State funding for most Montana schools increased for FY 2016 and FY 2017.

All of these and other factors were considered in preparing the FY 2016 & FY 2017 budgets for the Gallatin Gateway District.

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, 2017, 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, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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 change in 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 50 through 55, 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 13, 2018, 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 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.

Denning, Downey and Associates, CPA's, P.C.

June 13, 2018

Gallatin Gateway Public School, Gallatin County, Montana
Statement of Net Position
June 30, 2017

		Governmental Activities
ASSETS		
Current assets:		
Cash and investments	\$	568,265
Taxes and assessments receivable, net		33,016
Total current assets	\$	601,281
Noncurrent assets		
Capital assets - land	\$	58,361
Capital assets - depreciable, net		1,392,692
Total noncurrent assets	\$	1,451,053
Total assets	\$	2,052,334
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows of resources - pensions	\$	177,456
Total deferred outflows of resources	\$	177,456
TOTAL ASSETS AND DEFERRED OUTFLOWS	\$	2,229,790
LIABILITIES		
Current liabilities		
Accounts payable	\$	42
Current portion of long-term capital liabilities		100,000
Current portion of compensated absences payable		85,171
Total current liabilities	\$	185,213
Noncurrent liabilities		
Noncurrent portion of long-term liabilities	\$	24,942
Noncurrent portion of long-term capital liabilities		335,000
Noncurrent portion of compensated absences		8,309
Net pension liability		1,156,665
Total noncurrent liabilities	\$	1,524,916
Total liabilities	\$	1,710,129
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows of resources - pensions	\$	33,190
Total Deferred Inflows of resources	\$	33,190
NET POSITION		
Net investment in capital assets	\$	1,016,053
Restricted for capital projects		122,548
Restricted for debt service		24,457
Restricted for special projects		189,074
Unrestricted		(865,661)
Total net position	\$	486,471
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	\$	2,229,790

See accompanying Notes to the Financial Statements

Gallatin Gateway Public School, Gallatin County, Montana
Statement of Activities
For the Fiscal Year Ended June 30, 2017

Functions/Programs Primary government:	Program Revenues			Net (Expenses) Revenues and Changes in Net Position Primary Government
	Expenses	Charges for Services	Operating Grants and Contributions	
Governmental activities:				
Instructional - regular	\$ 768,501	\$ 685	\$ 51,106	\$ (716,710)
Instructional - special education	87,407	-	23,345	(64,062)
Instructional - adult education	10,318	-	-	(10,318)
Supporting services - operations & maintenance	178,121	180	-	(177,941)
Supporting services - general	40,872	-	-	(40,872)
Supporting services - educational media services	34,216	-	-	(34,216)
Administration - general	66,197	-	-	(66,197)
Administration - school	71,000	-	-	(71,000)
Administration - business	99,067	-	-	(99,067)
Student transportation	83,391	2,355	19,448	(61,588)
Extracurricular	37,213	-	-	(37,213)
School food	104,384	51,244	27,692	(25,448)
Community services	60	-	-	(60)
Debt service expense - interest	16,515	-	-	(16,515)
Unallocated depreciation*	38,834	-	-	(38,834)
Total primary government	\$ 1,636,096	\$ 54,464	\$ 121,591	\$ (1,460,041)
General Revenues:				
Property taxes for general purposes			\$	\$ 697,826
Grants and entitlements not restricted to specific programs				672,817
Other state grants				31,387
Investment earnings				6,475
Miscellaneous (other revenue)				32,586
State entitlement (block grants)				78,806
State technology				1,060
County retirement				185,198
Total general revenues, special items and transfers			\$	\$ 1,706,155
Change in net position			\$	\$ 246,114
Net position - beginning			\$	\$ 255,997
Restatements				(15,640)
Net position - beginning - restated			\$	\$ 240,357
Net position - end			\$	\$ 486,471

* 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, 2017

	General	Retirement	Debt Service	Building Reserve	Other Governmental Funds	Total Governmental Funds
ASSETS						
Current assets:						
Cash and investments	\$ 245,311	\$ 61,928	\$ 10,568	\$ 61,602	\$ 188,856	\$ 568,265
Taxes and assessments receivable, net	19,849	-	5,695	1,607	5,865	33,016
TOTAL ASSETS	<u>\$ 265,160</u>	<u>\$ 61,928</u>	<u>\$ 16,263</u>	<u>\$ 63,209</u>	<u>\$ 194,721</u>	<u>\$ 601,281</u>
LIABILITIES						
Current liabilities:						
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ 42	\$ 42
Total liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 42</u>	<u>\$ 42</u>
DEFERRED INFLOWS OF RESOURCES						
Deferred inflows of resources	\$ 19,849	\$ -	\$ 5,695	\$ 1,607	\$ 5,865	\$ 33,016
Total deferred inflows of resources	<u>\$ 19,849</u>	<u>\$ -</u>	<u>\$ 5,695</u>	<u>\$ 1,607</u>	<u>\$ 5,865</u>	<u>\$ 33,016</u>
FUND BALANCES						
Restricted	\$ -	\$ 61,928	\$ 10,568	\$ 61,602	\$ 188,814	\$ 322,912
Assigned	103,123	-	-	-	-	103,123
Unassigned fund balance	142,188	-	-	-	-	142,188
Total fund balance	<u>\$ 245,311</u>	<u>\$ 61,928</u>	<u>\$ 10,568</u>	<u>\$ 61,602</u>	<u>\$ 188,814</u>	<u>\$ 568,223</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES	<u>\$ 265,160</u>	<u>\$ 61,928</u>	<u>\$ 16,263</u>	<u>\$ 63,209</u>	<u>\$ 194,721</u>	<u>\$ 601,281</u>

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, 2017

Total fund balances - governmental funds	\$	568,223
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		1,451,053
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.		33,016
Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds.		(553,422)
Proportionate share of ending collective net pension liability		(1,156,665)
Deferred outflows related to net pension liability		177,456
Deferred inflows related to net pension liability		(33,190)
Total net position - governmental activities	\$	<u><u>486,471</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, 2017

	General	Retirement	Debt Service	Building Reserve	Other Governmental Funds	Total Governmental Funds
REVENUES						
Local revenue	\$ 442,257	\$ 231	\$ 117,396	\$ 35,705	\$ 198,106	\$ 793,695
County revenue	-	185,198	-	-	9,724	194,922
State revenue	772,412	-	-	-	23,021	795,433
Federal revenue	-	-	-	-	69,118	69,118
Total revenues	\$ <u>1,214,669</u>	\$ <u>185,429</u>	\$ <u>117,396</u>	\$ <u>35,705</u>	\$ <u>299,969</u>	\$ <u>1,853,168</u>
EXPENDITURES						
Instructional - regular	\$ 593,113	\$ 79,721	\$ -	\$ -	\$ 47,272	\$ 720,106
Instructional - special education	72,569	14,074	-	-	764	87,407
Instructional - adult education	-	6,814	-	-	3,504	10,318
Supporting services - operations & maintenance	136,258	870	-	27,311	13,682	178,121
Supporting services - general	34,878	4,389	-	-	1,605	40,872
Supporting services - educational media services	30,020	3,874	-	-	322	34,216
Administration - general	57,210	4,700	-	-	4,287	66,197
Administration - school	62,527	8,323	-	-	150	71,000
Administration - business	61,104	10,652	-	-	27,311	99,067
Student transportation	-	7,230	-	-	70,360	77,590
Extracurricular	16,875	1,366	-	-	18,972	37,213
School food	20,726	6,215	-	-	75,688	102,629
Community services	-	-	-	-	60	60
Debt service expense - principal	-	-	100,000	-	-	100,000
Debt service expense - interest	-	-	16,515	-	-	16,515
Capital outlay	-	-	-	-	67,301	67,301
Total expenditures	\$ <u>1,085,280</u>	\$ <u>148,228</u>	\$ <u>116,515</u>	\$ <u>27,311</u>	\$ <u>331,278</u>	\$ <u>1,708,612</u>
Excess (deficiency) of revenues over expenditures	\$ <u>129,389</u>	\$ <u>37,201</u>	\$ <u>881</u>	\$ <u>8,394</u>	\$ <u>(31,309)</u>	\$ <u>144,556</u>
OTHER FINANCING SOURCES (USES)						
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ 8,194	\$ 8,194
Transfers out	(8,194)	-	-	-	-	(8,194)
Total other financing sources (uses)	\$ <u>(8,194)</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>8,194</u>	\$ <u>-</u>
Net Change in Fund Balance	\$ <u>121,195</u>	\$ <u>37,201</u>	\$ <u>881</u>	\$ <u>8,394</u>	\$ <u>(23,115)</u>	\$ <u>144,556</u>
Fund balances - beginning	\$ 124,116	\$ 24,727	\$ 9,687	\$ 53,208	\$ 211,929	\$ 423,667
Fund balance - ending	\$ <u>245,311</u>	\$ <u>61,928</u>	\$ <u>10,568</u>	\$ <u>61,602</u>	\$ <u>188,814</u>	\$ <u>568,223</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, 2017**

Amounts reported for *governmental activities* in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$ 144,556
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	67,301
- Depreciation expense	(46,390)
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 revenue)	(2,345)
The change in compensated absences is shown as an expense in the Statement of Activities	
	(9,083)
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	100,000
Pension expense related to the net pension liability is shown as an expense on the Statement of Activities and not reported on the Statement of Revenues, Expenditures, and Changes in Fund Balance	
	(39,312)
State aid revenue related to the net pension liability is shown as a revenue on the Statement of Activities and not reported on the Statement of Revenues, Expenditures, and Changes in Fund Balance	
	31,387
Change in net position - Statement of Activities	\$ <u>246,114</u>

See accompanying Notes to the Financial Statements

Gallatin Gateway Public School, Gallatin County, Montana
Statement of Net Position
Fiduciary Funds
June 30, 2017

	<u>Private Purpose Trust Funds</u>	<u>Agency Funds</u>
ASSETS		
Cash and short-term investments	\$ 15,502	\$ 61,164
Due from other governments	-	3,398
Total assets	<u>\$ 15,502</u>	<u>\$ 64,562</u>
LIABILITIES		
Warrants payable	\$ -	\$ 62,653
Due to other governments	-	1,909
Total liabilities	<u>\$ -</u>	<u>\$ 64,562</u>
NET POSITION		
Assets held in trust	<u>\$ 15,502</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, 2017

		<u>Private Purpose Trust Funds</u>
ADDITIONS		
Contributions:		
Student activities	\$	24,807
Investment Earnings		14
Total additions	\$	<u>24,821</u>
DEDUCTIONS		
Student activities	\$	<u>23,452</u>
Total deductions	\$	<u>23,452</u>
Change in net position	\$	<u>1,369</u>
 Net Position - Beginning of the year	 \$	 14,133
 Net Position - End of the year	 \$	 <u>15,502</u>

See accompanying Notes to the Financial Statements

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2017

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.

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 units' board; the District is either able to impose its' will on the unit or a financial benefit or burden relationship exists. In addition, the Entity 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 Entity.

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.

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 reporting entity except fiduciary funds. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

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.

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
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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 and 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.

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

Government-Wide Financial Statements

On the government-wide Statement of Net Position and the Statement of Activities, governmental 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 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:

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2017

- 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 ten 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 five percent of the corresponding total for all governmental and enterprise funds combined.

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 to be 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.

Retirement Fund – Authorized by Section 20-10-501, MCA, for the purpose of financing the employer's contributions to the retirement, federal social security, and unemployment insurance systems of the District's employees.

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
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June 30, 2017

Debt Service Fund – Authorized by Section 20-9-438, MCA, for the purpose of financing money that is necessary to pay the interest and the principal amount becoming due during the ensuing school fiscal year for each series or installment of bonds, according to the terms and conditions of the bonds and the redemption plans of the trustees.

Building Reserve Fund – Authorized by Section 20-9-502, MCA, for the purpose of financing the future construction, equipping, or enlarging of school buildings, for the purpose of purchasing land needed for school purposes in the district, or for the purpose of funding school transition costs.

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 position. The fiduciary funds are:

Private-purpose Trust Funds – To report all other trust arrangements under which the principal and income benefit individuals, private organizations, or other governments. This fund includes the extracurricular activities fund as described further below.

Agency Funds – To report resources held by the reporting government in a purely custodial capacity (assets equal liabilities). This fund primarily consists of assets held by the District as an agent for individuals, private organizations, other local governmental entities and the District's claims and payroll clearing funds.

Student Extracurricular Activities Fund – The Student Extracurricular Activities Fund is authorized by Section 20-9-504, MCA, to account for various student activities, such as athletics, clubs, classes, student government organizations, student publications and other such activities. Separate fund accounts within the Extracurricular Fund are maintained to account for these various activities. Unlike other district funds, the money for these activities may be maintained in bank accounts outside the control of the County Treasurer. The fund is administered by school district administrators, faculty members, and student organizations under the guidelines and policies established by the Board of Trustees and in accordance with the "Student Activity Fund Accounting" guidelines. Required guidelines are available from the Montana Association of School Business Officials (MASBO) or from OPI.

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2017

NOTE 2. CASH, CASH EQUIVALENTS, AND INVESTMENTS

Cash Composition

The District's cash, except for the Student Extracurricular Fund (an expendable trust), 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, 2017, consisted of certificates of deposit, and U.S. government bonds. 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 W Main St #103, Bozeman, MT 59715. Fair value approximates carrying value for investments as of June 30, 2017.

Authorized investments allowed by Section 20-9-213, MCA, include savings or time deposits in a state or national bank, building or loan association, or credit union insured by the FDIC or NCUA located in the state; repurchase agreements; and the State Unified Investment Program. Further, Section 7-6-202, MCA, authorizes investments in U.S. government treasury bills, notes, bonds, U.S. Treasury obligations, treasury receipts, general obligations of certain agencies of the United States, and U.S. government security money market fund if the fund meets certain conditions.

Deposits

The District's deposit balance at year end was \$14,054 and the bank balance was \$14,217. The deposits are fully insured by FDIC.

NOTE 3. RECEIVABLES

An allowance for uncollectible accounts was not maintained for real and personal property taxes receivable. The direct write-off method is used for these accounts.

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 District. 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.

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
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June 30, 2017

Real property taxes are generally billed in October and are payable 50% by November 30 and 50% by May 31. After these dates, taxes become delinquent and become a lien on the property. Personal property is assessed and personal property taxes are billed throughout the year, with a significant portion generally billed in May, June, and July. Personal property taxes are based on levies set during the prior August. These taxes become delinquent 30 days after billing.

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

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 2017 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:

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2017

Governmental activities:

	Balance <u>July 1, 2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>Adjustments</u>	Balance <u>June 30, 2017</u>
Capital assets not being depreciated:					
Land	\$ 58,361	\$ -	\$ -	\$ -	\$ 58,361
Construction in progress	-	-	-	-	-
Total capital assets not being depreciated	<u>\$ 58,361</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 58,361</u>
Other capital assets:					
Buildings	\$ 1,863,602	\$ -	\$ -	\$ (123,537)	\$ 1,740,065
Improvements other than buildings	-	-	-	123,537	123,537
Machinery and equipment	<u>170,973</u>	<u>67,301</u>	<u>(63,767)</u>	<u>-</u>	<u>174,507</u>
Total other capital assets at historical cost	\$ 2,034,575	\$ 67,301	\$ (63,767)	\$ -	\$ 2,038,109
Less: accumulated depreciation	\$ (647,154)	\$ (46,390)	\$ 63,767	\$ (15,640)	\$ (645,417)
Total	<u>\$ 1,445,782</u>	<u>\$ 20,911</u>	<u>\$ -</u>	<u>\$ (15,640)</u>	<u>\$ 1,451,053</u>

Governmental capital assets depreciation expense was charged to functions as follows:

Governmental Activities:	
Transportation services	\$5,801
School food services	1,755
Unallocated	<u>38,834</u>
Total	<u>\$46,390</u>

NOTE 6. LONG TERM DEBT OBLIGATIONS

In the governmental-activities 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.

Changes in Long-Term Debt Liabilities - During the year ended June 30, 2017 the following changes occurred in liabilities reported in long-term debt:

Governmental Activities:

	Balance <u>July 1, 2016</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>June 30, 2017</u>	Due Within <u>One Year</u>
General obligation bonds	\$ 535,000	\$ -	\$ (100,000)	\$ 435,000	\$ 100,000
Compensated absences	84,397	9,083	-	93,480	85,171
Net pension liability*	1,042,208	114,457	-	1,156,665	-
Other post-employment benefits**	24,942	-	-	24,942	-
Total	<u>\$ 1,686,547</u>	<u>\$ 123,540</u>	<u>\$ (100,000)</u>	<u>\$ 1,710,087</u>	<u>\$ 185,171</u>

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2017

*See Note 9
**See Note 7

In prior years, the general fund was used to liquidate compensated absences and claims and judgments.

General Obligation Bonds - The District issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the District. General obligation bonds outstanding as of June 30, 2017 were as follows:

<u>Purpose</u>	<u>Origination Date</u>	<u>Interest Rate</u>	<u>Term</u>	<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Annual Payment</u>	<u>Balance June 30, 2017</u>
Refunding Bond	4/26/11	1.0-3.4%	10yrs	7/1/21	<u>\$975,000</u>	Varies	<u>\$ 435,000</u>

Reported in the governmental activities.

Annual requirement to amortize debt:

<u>For Fiscal Year Ended</u>	<u>Principal</u>	<u>Interest</u>
2018	\$ 100,000	\$ 13,715
2019	105,000	10,965
2020	110,000	7,710
2021	120,000	4,080
Total	<u>\$ 435,000</u>	<u>\$ 36,470</u>

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 accumulated at the rate of twelve working days for each year of service. Part-time teaching employees are entitled to prorated benefits upon fulfillment of the qualifying period of time. Teacher employees are eligible for compensations at one fourth the accumulated sick leave amount on termination. Upon termination, teachers are paid pursuant to the master agreement.

The liability associated with governmental fund-type employees is reported in the governmental-type activities.

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2017

NOTE 7. POSTEMPLOYMENT HEALTHCARE PLAN

Plan Description - The healthcare plan provides for, and Montana State Law (2-18-704) requires local governments to allow 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 MCA 2-18-704. 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, 2017, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries receiving benefit payments	1
Active employees	15
Total employees	16

Total OPEB Liability

The District's total OPEB liability of \$24,942 at June 30, 2017, and was determined by using the alternative measurement method as of June 30, 2017.

Actuarial assumptions and other input - The total OPEB liability in the June 30, 2017 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)	3.80%
Average salary increase (Consumer Price Index)	2.70%
<u>Health care cost rate trend (Federal Office of the Actuary)</u>	

<u>Year</u>	<u>% Increase</u>
2018	6.20%
2019	6.30%
2020	6.10%

GALLATIN GATEWAY PUBLIC SCHOOL
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2021	6.30%
2022	6.30%
2022	6.30%
2023	6.30%
2024	6.10%
2025 and after	5.90%

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, 2011 for Males: Table 2 and Females: Table 3 as published in the National Vital Statistics Reports, Vol. 64, No. 11, September 22, 2015.

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.

Changes in the Total OPEB Liability

Balance at 6/30/2016	\$ 24,942
Changes for the year:	
Service Cost	\$ -
Restatement	\$ -
Net Changes	\$ -
Balance at 6/30/2017	<u>\$ 24,942</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 (2.80%)	Discount Rate (3.80%)	1% Increase (4.80%)
Total OPEB Liability	\$ 28,961	\$ 24,492	\$ 21,697

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	\$ 20,673	\$ 24,942	\$ 30,333

*Reference the assumptions footnotes to determine the healthcare cost trends used to calculate the OPEB liability.

GALLATIN GATEWAY PUBLIC SCHOOL
GALLATIN COUNTY, MONTANA
NOTES TO THE FINANCIAL STATEMENTS
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OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2017, the District did not recognize an OPEB expense in the current year as the roll-forward was determined to be insignificant. 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.

NOTE 8. INTERFUND RECEIVABLES AND PAYABLES

The composition of interfund balances as of June 30, 2017 were as follows:

Interfund Transfers

The following is an analysis of operating transfers in and out during Fiscal Year 2017:

<u>Purpose</u>	<u>Receivable fund</u>	<u>Payable fund</u>	<u>Amount</u>
Increase reserves for vacation and sick payments	Compensated Absences – Nonmajor Governmental	General Fund – Major Governmental	\$ <u>8,194</u>

NOTE 9. NET PENSION LIABILITY

Plan Descriptions

TRS

Teachers' Retirement System (TRS) 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.

PERS

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.

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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 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. Benefits are based on eligibility, years of service, and highest average compensation. Member rights are vested after five years of service.

Summary of Benefits

TRS

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 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.

PERS

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; Hired on or after July 1, 2013 – 110% annual cap on compensation considered as part of a member's highest average compensation.

Eligibility for benefit

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.

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.

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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.

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.

Overview of Contributions

TRS

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.

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PERS

1. Rates are specified by state law for periodic employer and employee contributions.
 - 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. Local government entities are required to contribution 8.17% of members' compensation.
 - b. School district employers contributed 7.90% of members' compensation.
 - c. 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.
 - d. Effective July 1, 2013, employers are required to make contributions on working retirees' compensation. Member contributions for working retirees are not required.
 - e. The Plan Choice Rate (PCR), that directed a portion of employer contributions for DC members to the PERS defined benefit plan, 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.
 - b. Not Special Funding
 - i. The State contributes a portion of Coal Severance Tax income and earnings from the Coal Severance Tax fund.

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Stand-Alone Statements

TRS' stand-alone financial statements, actuarial valuations and experience studies can be found online at <https://trs.mt.gov/TrsInfo/NewsAnnualReports>

The PERS's financial statements 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 the MPERA website at <http://mpera.mt.gov/index.shtml>.

Net Pension Liability (NPL)

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) and Public Employees' Retirement System (PERS). Statement 68 became effective June 30, 2015 and includes requirements to record and report their proportionate share of the collective Net Pension Liability (NPL), Pension Expense, Deferred Inflows and Deferred Outflows of resources associated with pensions. 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 and PERS that are used to provide pension benefits to the retired members. 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 State of Montana also has a funding situation that is not Special Funding whereby the State General Fund provides contributions from the Coal Severance Tax and interest to PERS. All employers are required to report the portion of Coal Tax Severance Tax and interest attributable to the employer. The following table displays the amounts and the percentages of Net Pension Liability for the fiscal years ended June 30, 2016 and June 30, 2017 (reporting dates).

	TRS NPL as of 6/30/16	TRS NPL as of 6/30/17	Percent of Collective NPL	PERS NPL as of 6/30/16	PERS NPL as of 6/30/17	Percent of Collective NPL	Total NPL as of 6/30/16	Total NPL as of 6/30/17	Percent of Collective NPL
Employer Proportionate Share	\$ 929,872	\$ 1,010,369	0.0553%	\$ 112,336	\$ 146,296	0.0086%	\$ 1,042,208	\$ 1,156,665	0.0639%
State of Montana Proportionate Share associated with Employer	629,878	661,572	0.0362%	5,279	6,837	0.0004%	635,157	668,409	0.0366%
Total	\$ <u>1,559,750</u>	\$ <u>1,671,941</u>	<u>0.0915%</u>	\$ <u>117,615</u>	\$ <u>153,133</u>	<u>0.0090%</u>	\$ <u>1,677,365</u>	\$ <u>1,825,074</u>	<u>0.1005%</u>

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At June 30, 2017, the employer recorded a liability of \$1,156,665 for its proportionate share of the Net Pension Liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016. The employer’s proportion of the net pension liability was based on the employer’s contributions received by TRS and PERS during the measurement period July 1, 2016, through June 30, 2017, relative to the total employer contributions received from all of TRS and PERS participating employers. At June 30, 2017, the employer’s proportion was 0.0639 percent.

Changes in actuarial assumptions and methods: The following changes in assumptions or other inputs that affected the measurement of the Total Pension Liability have been made since the previous measurement date for TRS.

- 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 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 portions of the terminated members that are assumed to “retain membership in the System” are covered by the \$500 death benefit after termination.

There were no changes in assumptions or other inputs that affected the measurement of the Total Pension Liability for PERS.

Changes in benefit terms: There have been no changes in benefit terms since the previous measurement date.

Changes in proportionate share: Between the measurement date of the collective NPL and the employer’s reporting date there were some changes in proportion that may have an effect on the employer’s proportionate share of the collective NPL.

Pension Expense as of 6/30/17

	TRS	PERS	Total
Employer Proportionate Share	\$ 77,214	\$ 9,354	\$ 86,568
State of Montana Proportionate Share associated with the Employer	28,251	3,136	31,387
Total	\$ 105,465	\$ 12,490	\$ 117,955

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At June 30, 2017, the employer recognized a Pension Expense of \$117,955 for its proportionate share of the pension expense. The employer also recognized grant revenue of \$31,387 for the support provided by the State of Montana for its proportionate share of the pension expense that is associated with the employer.

Recognition of Beginning Deferred Outflow

At June 30, 2017, the employer recognized a beginning deferred outflow of resources for the employers FY 2016 contributions of \$70,880.

Deferred Inflows and Outflows

At June 30, 2017, the employer reported its proportionate share of TRS and PERS deferred outflows of resources and deferred inflows of resources related to TRS and PERS from the following sources:

	<u>TRS Deferred Outflows of Resources</u>	<u>TRS Deferred Inflows of Resources</u>	<u>PERS Deferred Outflows of Resources</u>	<u>PERS Deferred Inflows of Resources</u>	<u>Total Deferred Outflows of Resources</u>	<u>Total Deferred Inflows of Resources</u>
Differences between expected and actual economic experience	\$ 5,402	\$ 2,148	\$ 789	\$ 484	\$ 6,191	\$ 2,632
Changes in actuarial assumptions	6,430	6,350	-	-	6,430	6,350
Difference between projected and actual investment earnings	65,063	-	13,763	-	78,826	-
Difference between actual and expected contributions	7,779	24,208	548	-	8,327	24,208
Contributions paid subsequent to the measurement date - FY 2017 Contributions	66,413	-	11,269	-	77,682	-
Total	\$ 151,087	\$ 32,706	\$ 26,369	\$ 484	\$ 177,456	\$ 33,190

*Amounts reported as deferred outflows of resources related to pensions resulting from the employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2017.

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Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

TRS: Year ended June 30, 2017:	Deferred Outflows of Resources	Deferred Inflows of Resources	Amount recognized in Pension Expense as an increase or (decrease) to Pension Expense
2018	\$ 21,127	\$ 11,700	\$ 9,427
2019	\$ 4,319	\$ 11,626	\$ (7,307)
2020	\$ 35,873	\$ 9,380	\$ 26,493
2021	\$ 23,355	\$ -	\$ 23,355
2022	\$ -	\$ -	\$ -
Thereafter	\$ -	\$ -	\$ -

PERS: Year ended June 30, 2017:	Deferred Outflows of Resources	Deferred Inflows of Resources	Amount recognized in Pension Expense as an increase or (decrease) to Pension Expense
2018	\$ -	\$ -	\$ 666
2019	\$ -	\$ -	\$ 666
2020	\$ -	\$ -	\$ 7,821
2021	\$ -	\$ -	\$ 4,915
2022	\$ -	\$ -	\$ -
Thereafter	\$ -	\$ -	\$ -

Actuarial Assumptions

TRS

The Total Pension Liability as of June 30, 2016, is based on the results of an actuarial valuation date of July 1, 2016. There were several significant assumptions and other inputs used to measure the total pension liability. The actuarial assumptions used in the July 1, 2016 valuation were based on the results of the last actuarial experience study, dated May 1, 2014. Among those assumptions were the following:

- Total Wage Increases*
 - 4% - 8.51% for Non-University
Members and 5.00% for
University Members
- Investment Return 7.75%
- Price Inflation 3.25%
- Postretirement Benefit Increases
 - Tier One Members: If the retiree has received benefits for at least 3 years, the retirement allowance will be increased by 1.5% on January 1st.
 - Tier Two Members, the retirement allowance will be increased by an amount equal to or greater than 0.5% but no more than 1.5% if the most recent actuarial valuation shows the System to be at least 90% funded and the provisions of the increase is not projected to cause the funded ratio to be less than 85%.
- Mortality among contributing members, service retired members, and beneficiaries.
 - For Males: 1992 Base Rates from the RP 2000 Healthy Annuitant Mortality Table for ages 50 and above and 1992 Base Rates from the RP 2000 Combined

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Healthy Annuitant Mortality Table for ages below 50, set back four years, with mortality improvements projected by Scale BB to 2018.

- For Females: 1992 Base Rates from the RP 2000 Healthy Annuitant Mortality Table for ages 50 and above and 1992 Base Rates from 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
 - 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.

*Total Wage Increases include 4.00% general wage increase.

PERS

The Total Pension Liability (TPL) used to calculate the NPL was determined by an actuarial valuation as of June 30, 2015, with update procedures to roll forward the TPL to June 30, 2016. There were several significant assumptions and other inputs used to measure the Total Pension Liability. The actuarial assumptions used in the June 30, 2016 valuation were based on the results of the last actuarial experience study, dated June 2010 for the six year period July 1, 2003 to June 30, 2009. Among those assumptions were the following:

- General Wage Growth* 4.00%
- *includes Inflation at 3.00%
- Merit Increases 0% to 6%
- Investment Return (net of admin expense) 7.75%
- Admin Expense as a % of Payroll 0.27%
- Postretirement Benefit Increases

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, 2014
- 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, terminated vested members, service retired members and beneficiaries based on RP 2000 Combined Employee and Annuitant Mortality Tables projected to 2015 with scale AA.
- Mortality assumptions among Disabled Retirees are based on RP 2000 Combined Employee and Annuitant Mortality Tables with no projections. No future mortality improvement is assumed.

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Discount Rate

TRS

The discount rate used to measure the total pension liability was 7.75%. The projection of cash flows used to determine the discount rate assumed that contributions from participating plan members, employers, and non-employer contributing entities will be made based on the Board's funding policy, which establishes the contractually required rates under Montana Code Annotated. In addition to the contributions the State general fund will contribute \$25 million annually to the System payable July 1st of each year. Based on those assumptions, the System's fiduciary net position was projected to be adequate to make all the projected future benefit payments of current plan members through the year 2122. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. No municipal bond rate was incorporated in the discount rate.

PERS

The discount rate used to measure the Total Pension Liability was 7.75%. The projection of cash flows used to determine the discount rate assumed that contributions from participating plan members, employers, and non-employer contributing entities will be made based on the Board's funding policy, which establishes the contractually required rates under Montana Code Annotated. The State contributes 0.1% of salaries for local governments and 0.37% for school districts. In addition, the State contributes coal severance tax and interest money from the general fund. The interest is contributed monthly and the severance tax is contributed quarterly. Based on those assumptions, the System's fiduciary net position was projected to be adequate to make all the projected future benefit payments of current plan members through the year 2117. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability. No municipal bond rate was incorporated in the discount rate.

Target Allocations

TRS

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Real Rate of Return Arithmetic Basis</u>	<u>Long-Term Expected Portfolio Real Rate of Return*</u>
Broad US Equity	36.00%	4.80%	1.73%
Broad International Equity	18.00%	6.05%	1.09%
Private Equity	12.00%	8.50%	1.02%
Intermediate Bonds	23.40%	1.50%	0.35%
Core Real Estate	4.00%	4.50%	0.18%
High Yield Bonds	2.60%	3.25%	0.08%
Non-Core Real Estate	<u>4.00%</u>	7.50%	<u>0.30%</u>
Total	<u>100.00%</u>		<u>4.75%</u>
		Inflation	<u>3.25%</u>
		Expected arithmetic nominal return	8.00%

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*The long-term expected nominal rate of return above of 8.00% differs from the total TRS long-term rate of return assumption of 7.75%. The assumed rate is comprised of a 3.25% inflation rate and a real long-term expected rate of return of 4.50%.

The assumed long-term expected return on pension plan assets is reviewed as part of the regular experience studies prepared every four years for the System. The most recent analysis, performed for the period covering fiscal years 2009 through 2013, is outlined in a report dated May 1, 2014. Several factors are considered in evaluating the long-term rate of return assumption including long term historical data, estimates inherent in current market data, and a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected return, net of investment expense and inflation) were developed by the investment consultant for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and then adding expected inflation. The capital market assumptions developed by the investment consultant are intended for use over a 10-year horizon and may not be useful in setting the long-term rate of return for funding pension plans which covers a longer timeframe. The assumption is intended to be a long term assumption and is not expected to change absent a significant change in the asset allocation, a change in the inflation assumption, or a fundamental change in the market that alters expected returns in future years. Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2016, is summarized in the above table.

PERS

<u>Asset Class</u>	<u>Target Asset Allocation</u>	Real Rate of Return Arithmetic Basis	Long-Term Expected Real Rate of Return
Cash Equivalents	2.60%	4.00%	0.10%
Domestic Equity	36.00%	4.55%	1.64%
Foreign Equity	18.00%	6.35%	1.14%
Fixed Income	23.40%	1.00%	0.23%
Private Equity	12.00%	7.75%	0.93%
Real Estate	<u>8.00%</u>	4.00%	<u>0.32%</u>
Total	<u>100.00%</u>		<u>4.37%</u>
	Inflation		3.00%
	Portfolio Return Expectation		7.37%

The long-term expected return on pension plan assets is reviewed as part of the regular experience studies prepared for the System. The most recent analysis, performed for the period covering fiscal years 2003 through 2009, is outlined in a report dated June 2010, which is located on the MPERA website.

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The long-term expected rate of return on pension plan investments was determined by considering information from various sources, including historical rates of return, rate of return assumptions adopted by similar public sector systems, and by using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2016, are summarized in the table above.

Sensitivity Analysis

		1.0% Decrease		Current		1.0% Increase
		-6.75%		Discount Rate		-8.75%
TRS	\$	1,355,634	\$	1,010,369	\$	719,693
PERS	\$	212,286	\$	146,296	\$	89,452

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 7.75%, as well as what the Net Pension Liability would be if it were calculated using a discount rate that is 1.00% lower (6.75%) or 1.00% higher (8.75%) than the current rate.

Summary of Significant Accounting Policies

TRS

The Teachers' Retirement System (TRS) 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.

PERS

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.

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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).

NOTE 10. FUND BALANCE CLASSIFICATION POLICIES AND PROCEDURES

Governmental Fund equity is classified as fund balance. The District 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.

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 government 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 government 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>
Retirement	\$ 61,928	Employer benefit costs
Debt Service	10,568	Debt service
Building Reserve	61,602	Building repairs and maintenance
All other aggregate:	27,694	Student transportation
	56,113	Bus replacement
	15,624	Student food services
	864	Student instructional services
	50,722	Third party grantor restrictions
	24,562	Adult education
	8,194	Future vacation and sick leave payouts
	2,988	Future technology upgrades
	<u>2,053</u>	Future capital costs
	<u>\$ 322,912</u>	

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Assigned Fund Balance – Other Significant Commitments

<u>Fund</u>	<u>Amount</u>	<u>Purpose of Assignment</u>
General	\$ <u>103,123</u>	Encumbrances

NOTE 11. RESTATEMENTS

During the current fiscal year, the following adjustments relating to prior years' transactions were made to net position.

<u>Fund</u>	<u>Amount</u>	<u>Reason for Adjustment</u>
Governmental Activities	\$ <u>(15,640)</u>	Correct over-depreciated assets

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 \$7,075 for the fiscal year ended June 30, 2017. Separate financial statements are available from the Gallatin-Madison County Special Education Cooperative, P.O. Box 162, Belgrade, MT 59714.

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 made 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.

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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 School 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.

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 School Group Insurance Authority for MSGIA and MSUIP.

**REQUIRED SUPPLEMENTAL
INFORMATION**

Gallatin Gateway Public School, Gallatin County, Montana
 Budgetary Comparison Schedule
 For the Fiscal Year Ended June 30, 2017

	General			
	BUDGETED AMOUNTS		ACTUAL AMOUNTS (BUDGETARY BASIS) See Note A	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL		
RESOURCES (INFLOWS):				
Local revenue	\$ 438,593	\$ 438,593	\$ 442,207	\$ 3,614
County revenue	-	-	-	-
State revenue	763,161	763,161	763,155	(6)
Amounts available for appropriation	<u>\$ 1,201,754</u>	<u>\$ 1,201,754</u>	<u>\$ 1,205,362</u>	<u>\$ 3,608</u>
CHARGES TO APPROPRIATIONS (OUTFLOWS):				
Instructional - regular	\$ 636,529	\$ 636,529	\$ 621,860	\$ 14,669
Instructional - special education	82,087	82,087	72,901	9,186
Supporting services - operations & maintenance	129,004	129,004	170,229	(41,225)
Supporting services - general	40,982	40,982	35,393	5,589
Supporting services - educational media services	33,503	33,503	30,931	2,572
Administration - general	93,544	93,544	57,369	36,175
Administration - school	61,472	61,472	63,014	(1,542)
Administration - business	64,871	64,871	59,532	5,339
Student transportation	-	-	-	-
Extracurricular	19,708	19,708	16,875	2,833
School food	29,054	29,054	20,726	8,328
Capital outlay	11,000	11,000	36,013	(25,013)
Total charges to appropriations	<u>\$ 1,201,754</u>	<u>\$ 1,201,754</u>	<u>\$ 1,184,843</u>	<u>\$ 16,911</u>
OTHER FINANCING SOURCES (USES)				
Transfers out	-	-	(8,194)	(8,194)
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>(8,194)</u>	<u>(8,194)</u>
Net change in fund balance			<u>\$ 12,325</u>	
Fund balance - beginning of the year			<u>\$ 124,059</u>	
Fund balance - end of the year			<u>\$ 136,384</u>	

Gallatin Gateway Public School, Gallatin County, Montana
Budgetary Comparison Schedule
For the Fiscal Year Ended June 30, 2017

	Retirement					
	BUDGETED AMOUNTS		ACTUAL AMOUNTS (BUDGETARY BASIS) See Note A		VARIANCE WITH FINAL BUDGET	
	ORIGINAL	FINAL				
RESOURCES (INFLOWS):						
Local revenue	\$ -	\$ -	\$ 231		\$ 231	
County revenue	186,166	186,166	185,198		(968)	
Amounts available for appropriation	<u>\$ 186,166</u>	<u>\$ 186,166</u>	<u>\$ 185,429</u>		<u>\$ (737)</u>	
CHARGES TO APPROPRIATIONS (OUTFLOWS):						
Instructional - regular	\$ 110,176	\$ 114,813	\$ 79,721		\$ 35,092	
Instructional - special education	12,987	12,987	14,074		(1,087)	
Instructional - adult education	-	-	6,814		(6,814)	
Supporting services - operations & maintenance	1,140	1,140	870		270	
Supporting services - general	5,938	5,938	4,389		1,549	
Supporting services - educational media services	4,567	4,567	3,874		693	
Administration - general	6,172	6,172	4,700		1,472	
Administration - school	9,500	9,500	8,323		1,177	
Administration - business	12,810	12,810	10,652		2,158	
Student transportation	8,900	8,900	7,230		1,670	
Extracurricular	2,951	2,951	1,366		1,585	
School food	11,025	11,025	6,215		4,810	
Total charges to appropriations	<u>\$ 186,166</u>	<u>\$ 190,803</u>	<u>\$ 148,228</u>		<u>\$ 42,575</u>	
Net change in fund balance			<u>\$ 37,201</u>			
Fund balance - beginning of the year			\$ 24,727			
Fund balance - end of the year			<u>\$ 61,928</u>			

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

	<u>General</u>	<u>Retirement</u>
Sources/Inflows of resources		
Actual amounts (budgetary basis) "available for appropriation" from the budgetary comparison schedule	\$ 1,205,362	\$ 185,429
Combined funds (GASBS 54) revenues	9,307	-
	<hr/>	<hr/>
Total revenues as reported on the statement of revenues, expenditures and changes in fund balances-governmental funds.	\$ <u>1,214,669</u>	\$ <u>185,429</u>
Uses/Outflows of resources		
Actual amounts (Budgetary basis) "total charges to appropriations" from the budgetary comparison schedule	\$ 1,184,843	\$ 148,228
Combined funds (GASBS 54) expenditures	3,560	-
Encumbrances for supplies and equipment ordered but not received is reported in the year the order is placed for <i>budgetary</i> purposes, but in the year the supplies are received for <i>financial reporting</i> purposes.		
- Encumbrances reported at the beginning of the year	-	-
- Encumbrances reported at the end of the year	(103,123)	-
	<hr/>	<hr/>
Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balances - governmental funds	\$ <u>1,085,280</u>	\$ <u>148,228</u>

Gallatin Gateway Public School, Gallatin County, Montana
SCHEDULE OF CHANGES IN THE ENTITY'S
TOTAL OPEB LIABILITY AND RELATED RATIOS
For the Year Ended June 30, 2017

	2016	2017
Total OPEB Liability		
Service Cost	\$ 2,160	\$ -
Net change in total OPEB liability	2,160	-
Total OPEB Liability - beginning	-	24,942
Restatement	22,782	-
Total OPEB Liability - ending	\$ 24,942	\$ 24,942
Covered-employee payroll	\$ 466,451	\$ 466,451
 Total OPEB liability as a percentage of covered -employee payroll	5%	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, but due to this being the first year of implementation only one year of data is available.*

Gallatin Gateway Public School, Gallatin County, Montana
Schedule of Proportionate Share of the Net Pension Liability
For the Year Ended June 30, 2017

	TRS	TRS	TRS
	2017	2016	2015
Employer's proportion of the net pension liability	0.0553%	0.0566%	0.0576%
Employer's proportionate share of the net pension liability associated with the Employer	\$ 1,010,369	\$ 929,872	\$ 885,950
State of Montana's proportionate share of the net pension liability associated with the Employer	\$ 661,572	\$ 629,878	\$ 609,412
Total	<u>\$ 1,671,941</u>	<u>\$ 1,559,750</u>	<u>\$ 1,495,362</u>
Employer's covered payroll	\$ 717,904	\$ 722,359	\$ 726,030
Employer's proportionate share of the net pension liability as a percentage of its covered payroll	140.74%	128.73%	122.03%
Plan fiduciary net position as a percentage of the total pension liability	66.69%	69.30%	70.36%

	PERS	PERS	PERS
	2017	2016	2015
Employer's proportion of the net pension liability	0.0086%	0.0080%	0.0087%
Employer's proportionate share of the net pension liability associated with the Employer	\$ 146,296	\$ 112,336	\$ 108,509
State of Montana's proportionate share of the net pension liability associated with the Employer	\$ 6,837	\$ 5,279	\$ 5,072
Total	<u>\$ 153,133</u>	<u>\$ 117,615</u>	<u>\$ 113,581</u>
Employer's covered payroll	\$ 106,350	\$ 96,965	\$ 101,992
Employer's proportionate share of the net pension liability as a percentage of its covered payroll	137.56%	115.85%	111.22%
Plan fiduciary net position as a percentage of the total pension liability	74.71%	78.40%	79.87%

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
Schedule of Contributions
For the Year Ended June 30, 2017

	TRS 2017	TRS 2016	TRS 2015
Contractually required contributions	\$ 66,413	\$ 62,242	\$ 91,033
Contributions in relation to the contractually required contributions	\$ 66,413	\$ 62,242	\$ 91,033
Contribution deficiency (excess)	\$ -	\$ -	\$ -
District's covered payroll	\$ 704,000	\$ 717,904	\$ 722,359
Contributions as a percentage of covered payroll	9.43%	8.67%	12.60%

	PERS 2017	PERS 2016	PERS 2015
Contractually required contributions	\$ 11,269	\$ 8,599	\$ 7,728
Contributions in relation to the contractually required contributions	\$ 11,269	\$ 8,599	\$ 7,728
Contribution deficiency (excess)	\$ -	\$ -	\$ -
District's covered payroll	\$ 137,427	\$ 106,350	\$ 96,965
Contributions as a percentage of covered payroll	8.20%	8.09%	7.97%

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, 2017

Teachers' Retirement System of Montana (TRS)

Changes of Benefit Terms:

The following changes to the plan provisions 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 second tier benefit structure for members hired on or after July 1, 2013 is summarized below.

- (1) **Final Average Compensation:** average of earned compensation paid in five consecutive years of full-time service that yields the highest average

- (2) **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

- (3) **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

- (4) **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%

- (5) **Annual Contribution:** 8.15% of member's earned compensation

- (6) **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:
 - a. The average funded ratio of the System based on the last three annual actuarial valuations is equal to or less than 80%; and
 - b. The period necessary to amortize all liabilities of the System based on the latest annual actuarial valuation is greater than 20 years; and
 - c. 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, 2017

(7) **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

(8) **Guaranteed Annual Benefit Adjustment (GABA):**

a. 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 \$25 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 2016:

- The normal cost method has been updated to align the calculation of the projected compensation and the total present value of plan benefits so that the normal cost rate reflects the most appropriate allocation of plan costs over future compensation.
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.

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, 2017

- 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.
- 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.

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, 2017

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	24 years
Asset valuation method	4-year smoothed market
Inflation	3.25 percent
Salary increase	4.00 to 8.51 percent, including inflation for Non-University Members and 5.00% for University Members;
Investment rate of return	7.75 percent, net of pension plan investment expense, and including inflation

Public Employees Retirement System (PERS)

Changes of Benefit Terms

The following changes to the plan provision were made as identified:

2013 Legislative Changes:

House Bill 454 - Permanent Injunction Limits Application of the GABA Reduction passed under HB 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.

- 3.0% 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
 - a. 1.5% each year PERS is funded at or above 90%;
 - b. 1.5% reduced by 0.1% for each 2.0% PERS is funded below 90%; and,
 - c. 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

- 1) 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 0.25%);
 - no service credit for second employment;
 - start same benefit amount the month following termination; and
 - GABA starts again 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, 2017

- 2) 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 the January after receiving recalculated benefit for 12 months.
- 3) 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 0.25%);
 - no service credit for second employment;
 - start same benefit amount the month following termination; and,
 - GABA starts again the January immediately following second retirement.
- 4) 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%, .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 was adopted in 2014 based on implementation of GASB Statement 68:

Admin Expense as % of Payroll 0.27%

There were no changes following the 2013 Economic Experience study.

The following Actuarial Assumptions were adopted from the June 2010 Experience Study:

General Wage Growth*	4.00%
*Includes inflation at	3.00%
Merit increase	0% to 6.0%
Investment rate of return	7.75 percent, net of pension plan investment expense, and including inflation
Asset valuation method	4-year smoothed mark
Actuarial cost method	Entry age
Amortization method	Level percentage of pay, open

SUPPLEMENTAL INFORMATION

Gallatin Gateway Public School
Gallatin County, Montana
SCHEDULE OF ENROLLMENT
For the Fiscal Year Ended June 30, 2017

Fall Enrollment - October, 2016

Elementary School District

	FALL		
	Per Enrollment Reports	Audit Per District Records	Difference
Kindergarten Full	18	18	0
Kindergarten Part	0	0	0
Grades 1-6	101	101	0
Grades 7-8	29	29	0
Total Elementary	148	148	0

Part-time Students

Grade	Per Enrollment Reports				Audit per District Records				Difference
	< 181 hrs/yr	181-359 hrs/yr	360-539 hrs/yr	540-719 hrs/yr	< 181 hrs/yr	181-359 hrs/yr	360-539 hrs/yr	540-719 hrs/yr	
Kinder - Full	0	0	0	0	0	0	0	0	0
Kinder - Part	0	0	N/A	N/A	0	0	N/A	N/A	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 - February, 2017

Elementary School District

	SPRING		
	Per Enrollment Reports	Audit Per District Records	Difference
Kindergarten - Full	17	17	0
Kindergarten - Part	0	0	0
Grades 1-6	97	97	0
Grades 7-8	28	28	0
Total Elementary	142	142	0

Part-time Students

Grade	Per Enrollment Reports				Audit per District Records				Difference
	< 181 hrs/yr	181-359 hrs/yr	360-539 hrs/yr	540-719 hrs/yr	< 181 hrs/yr	181-359 hrs/yr	360-539 hrs/yr	540-719 hrs/yr	
Kinder - Full	0	0	0	0	0	0	0	0	0
Kinder - Part	0	0	N/A	N/A	0	0	N/A	N/A	0
1-6	0	0	0	0	0	0	0	0	0
7-8	0	0	0	0	0	0	0	0	0

Gallatin Gateway Public School
Gallatin County, Montana
EXTRACURRICULAR FUND
SCHEDULE OF REVENUES AND EXPENDITURES - ALL FUNDS ACCOUNTS
Fiscal Year Ended June 30, 2017

FUND ACCOUNT	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Transfers In(Out)</u>	<u>Ending Balance</u>
Class of 2016	\$ 1,769	\$ 731	\$ -	\$ (2,500)	\$ -
Class of 2017	3,513	23,167	21,705	2,500	7,475
Class of 2018	2,568	609	-	-	3,177
Class of 2019	2,145	-	1,589	-	556
Class of 2020	2,234	300	-	-	2,534
Class of 2021	33	-	-	-	33
Miscellaneous	62	-	100	-	(38)
Student Council	375	-	58	-	317
Total	<u>\$ 12,229</u>	<u>\$ 24,807</u>	<u>\$ 23,294</u>	<u>\$ -</u>	<u>\$ 13,742</u>

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, 2017, and the related notes to the financial statements, which collectively comprise the Gallatin Gateway Public School's, Gallatin County, Montana basic financial statements and have issued our report thereon dated June 13, 2018.

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 2017-001.

2017-001 Miscellaneous Program Fund Misstatement

Condition:

The District overstated the revenues and expenditures in the Miscellaneous Programs fund.

Context:

The auditor completed a detail testing of the donations/contributions in the Miscellaneous Programs fund per observation and inspection.

Criteria:

The District should offset the expenditures when reimbursing expenditures from the Student Activities.

Effect:

The revenues and expenditures in the Miscellaneous Program Fund were overstated \$19,947. The financial statements have been adjusted for this misstatement and are fairly presented.

Cause:

The District issued a check from the student activities fund to reimburse the expenditures related to the 8th Grade Trip and recorded it as revenues in the Miscellaneous Programs fund instead of a reimbursement of expenditures.

Recommendation:

We recommend that the District implement policies to add a reconciliation of the expenditures being reimbursed, and record as an offset to the expenditures.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Gallatin Gateway Public School's, Gallatin County, Montana 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 Gallatin County, Montana response to the findings identified in our audit is in the Corrective Action Plan. Gallatin Gateway Public School's, Gallatin County, Montana 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, CPAs, P.C.

June 13, 2018

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 four recommendations. The action taken on each recommendation is as follows:

<u>Recommendation</u>	<u>Action Taken</u>
Misclassified Capital Outlay	Implemented
Unrecorded Prepaid Expense	Implemented
Misclassification of Revenues	Implemented
Required Supplementary Information (2015-001 and 2014-004)	Implemented

Denning, Downey and Associates, CPA's, P.C.

June 13, 2018



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

Contact Person:
Carrie Fisher, Business Manager

Expected Completion Date of Corrective Action Plan:
June 13, 2018

CORRECTIVE ACTION PLAN

FINDING 2017-001: Miscellaneous Programs Fund Misstatement

Response: The District will correct this finding by recording reimbursements from the Student Activity fund as expenditure credits, rather than revenue in the Miscellaneous fund.

STATUS OF PRIOR AUDIT FINDINGS

FINDING 2016-001: Misclassified Capital Outlay

Response: This has been corrected by the District.

FINDING 2016-002: Unrecorded Prepaid Expense

Response: This has been corrected by the District.

FINDING 2016-003: Misclassification of Revenues

Response: This has been corrected by the District.

FINDING 2016-004: Required Supplementary Information (Repeated 2015-001 and 2014-004)

Response: This has been provided by the District for FY17.

Agenda Item: Pre-Authorize FY19 Expenditures

Due to the feedback from the recent audit all membership renewal fees and annual fees should be paid in the fiscal year in which they are for-- they should not be pre-paid. Since the following renewals need to be paid at the very beginning of the upcoming new fiscal year the Business Manager is requesting that the Board pre-authorize these expenditures and allow warrants to be issued and sent to the following vendors in July. This approval will help the Board avoid having a special meeting to approve these expenditures. A warrant register will be available to the Board for approval at the next regular or special meeting.

PO#	VENDOR	DESCRIPTION	ANTICIPATED AMOUNT
19-001	POWERSCHOOL HOSTING	ANNUAL RENEWAL FEE	\$3,333.80
19-002	POWERSCHOOL REGISTRATION	ANNUAL RENEWAL FEE	\$1,545.00
19-003	BRAINPOP	ANNUAL RENEWAL FEE	\$525.00
19-004	RENISSANCE LEARNING	ANNUAL RENEWAL FEE	\$5,228.50
19-005	KEYBOARDING ONLINE	MEMBERSHIP RENEWAL	\$915.00
19-006	FARONICS	ANNUAL RENEWAL FEE	\$235.00
19-007	AIMSWEB	ANNUAL RENEWAL FEE	\$1,007.50
19-008	MT COOPERATIVE SERVICES	MEMBERSHIP RENEWAL	\$149.00
19-009	MTSBA	MEMBERSHIP RENEWAL	\$2,253.10
19-010	SWIMSS	MEMBERSHIP RENEWAL	\$441.10
19-011	SUM DOG	ANNUAL RENEWAL FEE	\$1,040.00
19-012	MSPLI	MEMBERSHIP RENEWAL	\$21,354.00
19-013	SCHOOL NUTRITION ASSOCIATION	MEMBERSHIP RENEWAL	\$42.00
19-014	SMITHSONIAN	ANNUAL RENEWAL FEE	\$34.00
19-015	MASBO	MEMBERSHIP RENEWAL	\$150.00
19-016	ACE	MEMBERSHIP RENEWAL	\$4,025.00
19-017	MREA	MEMBERSHIP RENEWAL	\$904.91
19-018	SAM	MEMBERSHIP RENEWAL	\$455.00
19-019	USPS- Postage Machine Reload	Postage	\$1,000.00
			\$ 44,637.91

Recommended Motion:

to pre-authorize the expenditures as presented for FY19 and allow the Business Manager to issue payment to the vendors.



Carrie Fisher <fisher@gallatingatewayschool.com>

policy updates

Joe Brott <jbrott@mtsba.org>

Fri, May 4, 2018 at 3:22 PM

To: "anderson@gallatingatewayschool.com" <anderson@gallatingatewayschool.com>

Cc: "Carrie Fisher (fisher@gallatingatewayschool.com)" <fisher@gallatingatewayschool.com>

Travis and Carrie,

The MTSBA staff attorneys and myself spent considerable time reviewing the MTSBA 5000-8000 model policy series this past winter and spring(?).

Attached are a list of recommended/optional policy revisions based on your districts current policies.

As in the past, once the board has approved any or all of the revisions, let me know so I can finalize them and make sure the district policy manual is current.

The "policy notes" summary (also attached) may have more policies than what was sent to you. **If so, the policies you did not receive are policies the district has opted not to have in their manual.**

These will be the last updates for the 2017-2018 school year.

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

2 attachments

**March 2018 Policy Notes.docx**

991K

**1401-Records Available to Public.zip**

270K

DATE: March 2018 | FROM JOE BROTT, DIRECTOR OF POLICY SERVICES

This edition of Policy Notes provides an explanation of the changes to mandatory, recommended, and optional policies contained in the MTSBA Master Policy Manual. A summary of the changes to affected policies is listed below:

REVISED POLICIES - REC (recommended change) OP(optional change)

1401 - Records Available to Public - REC- This policy has been revised based on the changes in MCA. MTSBA revised this policy to coincide with the language in MCA.

1420 - School Board Meeting Procedure - OP - During this past year there has been some discussion in districts on the interpretation of the current language in the first paragraph. MTSBA staff discussed the concerns and developed alternate language that clarifies the concerns raised.

3141 - Discretionary Nonresident Student Attendance - REC - Much of the language in this policy has been under scrutiny for the past few years. The revision of this policy clarifies the responsibility of a district when accepting a nonresident student and at the same time deletes some language that was either repetitious or confusing.

4330 - Community Use of School Facilities - REC - The additional language in this policy referring to the School Facilities and Grounds Use and Liability Release Agreement was added to make individuals and organizations aware of the need for the Agreement. The second additional paragraph referring to the "assumption of risk" statement is self-explanatory. MTSBA also added an Assumption of Risk Form (4430F1). **OPTION:** A district can include the newly added second paragraph and Cross Reference, as well as the Assumption of Risk Form (4330F1) or use Policy 4330F with the recommended language addition on Assumption of Risk.

4330F - School Facilities and Grounds Use and Liability Release Agreement - REC - This is the suggested agreement school districts should utilize for organizations or individuals requesting to use school facilities. MTSBA (after discussion with MSGIA) included an Assumption of Risk section. A school district using 4330F would not have to have 4330F1 or the second additional paragraph in 4330.

5002 - Accommodating Individuals with Disabilities and Section 504 of the Rehabilitation Act of 1973 - REC - In reviewing MTSBA's 5000 series (Personnel) it came to our attention there was nothing referring to accommodating employees under 504. MTSBA staff did a re-write of this policy to bring it up to standards under Americans with Disabilities Act.

5010 - Equal Employment Opportunity and Nondiscrimination - REC - MTSBA added reference to Genetic Information as a nondiscriminatory area. It is unlawful for a district to discriminate on genetic information under the Genetic Information Nondiscrimination Act of 2008.

5460 - Electronic Resources and Social Networking - REC - This is a clean up revision. MTSBA realized that many districts were adopting this model policy on face value. With that in mind, MTSBA staff revised it to make it more acceptable for all districts. Any district can expand on this policy. Remember - it is a model policy with model language.

5500 - Payment of Wages Upon Termination - REC - MTSBA revised this policy to align with 39-3-205, MCA.

6110P - Superintendent - Board Job Responsibilities - OP - MTSBA added the note and legal reference. This is an optional change for a district.

7260 - Endowments, Gifts, and Investments - REC - MTSBA revised this policy for clarification.

7320 - Purchasing - REC - MTSBA revised the language under the Bids and Contracts section to clarify some issues that surfaced this past year. The addition to line 28 referencing 18-4-307, MCA is required to allow trustees to reject any and all bids.

7332 - Advertising in Schools - Revenue Enhancement - OP - A minor change. MTSBA felt "contemporary" was not the correct word and changed it to "community". Also MTSBA deleted "etc." on line 9.

7530 - Procurement of Supplies or Services - REC - MTSBA added #3. A district that has adopted the second portion of this policy should add #3. If a district has adopted the first part #3 would automatically be covered.

8123 - Driver Training and Responsibility - OP - The additional section on bus driving time has been added to clarify the school district's obligation under the Federal Transportation Law and OPI's suggested ruling. A greater explanation can be found in the April 13, 2018 "Question of the Week".

8124 - Student Conduct on Buses - OP - The addition to this policy can be optional for a district. MTSBA added the first sentence for clarification that student conduct on buses falls under the student conduct rules of the school. On line 9, a district may have the option of "will or may".

NEW POLICIES

4330F1 - Assumption of Risk Waiver Form - OP - This form is to be used if a district adopts the language in the last paragraph of 4330.

8130 - Air Quality Restrictions on Outdoor Activities, Practice and Competition - OP - This policy was developed after the tough fall Montana had with all of the smoke. MTSBA

responded to many calls from school districts regarding when practices, recess, and contests should be held and who is the responsible individual in the district making the call. If this remains a future concern of a district, having a policy such as this will help guide administration with the proper protocol.

8426 - Therapy Animals - OP - MTSBA has received an increasing number of requests for a model policy on Therapy Animals. Therapy Animals are different than Service Animals. This policy was developed based on research on therapy animals in schools.

8426F - Request for use of Therapy Animal in School - OP - This form is acceptable to be used if a school adopts Policy 8326.

DELETED POLICIES

5000 - Personnel Goals - OP - MTSBA staff felt this policy could be deleted as many of the areas within this policy are covered throughout the 5000 series. A district has the option of keeping it in their policy manual. It has been deleted from MTSBA's model policy series 5000.

IS THERE ANY TOPIC YOU WOULD LIKE TO SEE ADDRESSED IN FUTURE EDITIONS OF **Policy Notes**? IF YOU HAVE A TOPIC OF INTEREST, PLEASE CALL OR EMAIL JOE BROTT AT MTSBA. **Policy Notes** WILL ATTEMPT TO COVER AS MANY REQUESTED TOPICS AS POSSIBLE.

Policies mentioned in **Policy Notes** are available for viewing at mtsba.org, under Member Resources. Because the updated policies are available online, the policies are not sent to each school district. If you wish a hard copy of a particular policy, please contact MTSBA.

Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

1401

BOARD OF TRUSTEES

Revised on: 6/26/17

Records Available to Public

All District records, except those restricted by state and federal law, shall be available to citizens for inspection at the Clerk's office.

Any individual may request public information from the district. The district shall make the means of requesting public information accessible to all persons.

Upon receiving a request for public information, the district shall respond in a timely manner to the requesting person by:

- (a) **Making the public information available for inspection and copying by the requesting person; or**
- (b) **Providing the requesting person with an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gathered and any fees that maybe charged.**

The district may charge a fee for fulfilling a public information request. The fee may not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fee must be documented. The fee may include the time required to gather public information. The district may require the requesting person to pay the estimated fee prior to identifying and gathering the requested public information.

The district is not required to alter or customize public information to provide it in a form specified to meet the needs of the requesting person. If the district agrees to a request to customize a records request response, the cost of the customization may be included in the fees charged by the district.

~~An individual wishing public information that is in electronic format or other non-print media must submit a detailed description, to the Superintendent, of the information requested. The District will provide the public information as required under § 2-6-110, MCA.~~

In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be open to public inspection at any meeting of the trustees. A fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following a request.

A written copy of Board minutes shall be available to the general public within five (5) working days following approval of the minutes by the Board. If requested, one (1) free copy of minutes shall be provided to local media within five (5) working days following approval by the Board.

~~Fees will be charged as follows:~~

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~~a) Copy of Board minutes--15¢ per page~~

~~b) Copy of other materials--25¢ per page~~

~~c) Time spent researching a copy project will be charged at the employee's hourly rate of pay.~~

Legal References: ~~§ 2-6-102, MCA~~ ~~Citizens entitled to inspect and copy public writings~~
~~§ 2-6-110, MCA~~ ~~Electronic Information and nonprint records~~
§ 2-6-1003, MCA **Access to Public Information**
§ 2-6-1006, MCA **Public Information requests - fees**
§ 20-3-323, MCA District policy and record of acts
§ 20-9-213, MCA Duties of trustees

Gallatin Gateway Elementary

Adopted on: 08/20/12
Reviewed on:

1420 - R

BOARD OF TRUSTEES

Revised on: 08/19/13, 10/21/13,
06/15/15, 6/26/17

School Board Meeting Procedure

Agenda

The authority to set the board agenda lies with the Board Chair in consultation with board members and the administration. The act of preparing the board meeting agendas can be delegated to the Superintendent.

~~The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the Board Chair. The Board Chairperson must approve any items submitted by Board members **or members of the public**, to be placed on the agenda ~~must have prior approval of the Board Chairperson. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least seven (7) days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate that the Uniform Complaint Procedure has been followed. Citizens wishing to make brief comments about school programs or procedures will follow the public comment procedures in district policy. or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairperson at the appropriate time.~~~~

The agenda also must include a "public comment" portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable time limits on any "public comment" period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity to comment.

With consent of a majority of members present, the order of business at any meeting may be changed. Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least seven (7) days in advance of a Board meeting and will be available to any interested citizen at the Superintendent's office twenty-four (24) hours before a Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Consent Agenda

To expedite business at its meetings, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be removed by a member of the Board. Any Board member who wishes to remove an item from the consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

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4 Minutes
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6 Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by
7 the public. If an audio recording of a meeting is made and designated as official, the recording constitutes
8 the office record of the meeting. If an official recording is made, a written record of the meeting must also
9 be made and must also include:

- 10
- 11 • Date, time, and place of the meeting;
 - 12 • Presiding officer;
 - 13 • Board members recorded as absent or present;
 - 14 • Summary of discussion on all matters discussed (including those matters discussed during the “public
15 comment” section), proposed, deliberated, or decided, and a record of any votes taken;
 - 16 • Detailed statement of all expenditures;
 - 17 • Purpose of recessing to closed session; and
 - 18 • Time of adjournment.
- 19

20 When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the
21 discussion verbatim. Any verbatim record may be destroyed after the minutes have been approved, pursuant
22 to § 20-1-212, MCA.

23

24 If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda
25 item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

26

27 Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting
28 of the Board. Minutes need not be read publicly, provided that Board members have had an opportunity to
29 review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the
30 office of the Clerk, to be made available for inspection upon request. A written copy shall be made available
31 within five (5) working days following approval by the Board.

32

33 The Clerk shall keep minutes of student disciplinary actions that are educationally related that are taken by
34 the Board, including those portions held in a closed session. Minutes taken during closed session shall be
35 sealed.

36

37 Quorum
38

39 No business shall be transacted at any meeting of the Board unless a quorum of its members is present.
40 Three (3) members of the Board shall constitute a quorum. A majority of the full membership of the Board
41 shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the
42 quorum may pass a resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

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4 Electronic Participation
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6 The Board may allow members to participate in meetings by telephone or other electronic means. Board
7 members may not simply vote electronically but must be connected with the meeting throughout the
8 discussion of business. If a Board member electronically joins the meeting after an item of business has been
9 opened, the remotely located member shall not participate until the next item of business is opened.
10

11 If the Board allows a member to participate electronically, the member will be considered present and will
12 have his or her actual physical presence excused. The member shall be counted present for purposes of
13 convening a quorum. The Clerk will document it in the minutes, when members participate in the meeting
14 electronically.
15

16 Any Board member wishing to participate in a meeting electronically will notify the Chairperson and
17 Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a
18 location with the appropriate equipment so that Board members participating in the meeting electronically
19 may interact, and the public may observe or hear the comments made. The Superintendent will take
20 measures to verify the identity of any remotely located participants.
21

22 Meeting Conduct and Order of Business
23

24 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may be
25 used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy
26 votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by
27 acclamation or show of hands. The use of proxy voted or secret ballots is not permitted.
28

29 Rescind a Motion
30

31 A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to rescind
32 must be properly noticed on the Board's agenda for the meeting. It is in order any time prior to
33 accomplishment of the underlying action addressed by the motion.
34

35 Cross Reference: 1441 Audience Participation
36

37 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines adopted
38 § 2-3-202, MCA Meeting defined
39 § 2-3-212, MCA Minutes of meetings – public inspection
40 § 20-1-212, MCA Destruction of records by school officer
41 § 20-3-322, MCA Meetings and quorum
42 § 20-3-323, MCA District policy and record of acts
43 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*
44

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 04/08/2013, 6/26/17

3141

STUDENTS

Discretionary Nonresident Student Attendance Policy

~~The Board, recognizing that its resident students need an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria for the discretionary admission of nonresident students:~~

1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at its discretion. ~~As such, the District will screen all nonresident students and consider only those who meet the criteria set forth in this policy.~~
2. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy, with the Board making the final decision on admission.
3. ~~Nonresident students who do not qualify for mandatory attendance will not be admitted to District schools. Exceptions are foreign exchange students, under Policy 3145, and children in the immediate family of nonresident District employees. The District, at its discretion, also may consider for admission other nonresident students.~~

The Superintendent will examine a student's records from **this district and other previous school districts** before any Board approval for admission. **Review of the records and decisions regarding admission cannot be inconsistent with district policies regarding nondiscrimination.**

4. ~~The District has the option of accepting a nonresident student who does not meet the criteria set forth by the administration, if the parent/guardian agrees to special conditions of admission as set forth by the District.~~
5. The District will not admit nonresident students when doing so would **cause the district to exceed the class size standards under 10.55.712 and 10.55.713, ARM,** ~~require hiring additional staff or providing educational services not currently offered or would create crowding of existing classes.~~
6. Admission in one school year does not infer or guarantee admission in subsequent years.
7. All resident students who become nonresidents because their parents or guardians move out of the District may continue attendance for the ~~semester~~ **school year**, barring registration in another District.

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5 8. The Board reserves the right to charge tuition for nonresident students. At its discretion,
6 the Board may charge or waive tuition for all students whose tuition is required to be paid
7 by one kind of entity, defined as either a parent or guardian or a school district.
8
9 9. All nonresident students will be considered ineligible transportees for school
10 transportation services (§ 20-10-101, MCA).
11
12 10. The Board may, on a case-by-case basis, admit any nonresident student who is serving a
13 suspension or expulsion from another school district.
14

15 **11. Nonresident students enrolled under this policy are subject to all district policies,**
16 **rules, regulations on the same basis as resident students.**
17

18	<u>Cross Reference:</u>	<u>Policy 2161 – 2161P Special Education</u>	
19		<u>Policy 3110</u>	<u>Entrance, Placement, and Transfer</u>
20		<u>Policy 3125</u>	<u>Education of Homeless Children</u>
21		<u>Policy 3210</u>	<u>Equal Education, Nondiscrimination and Sex</u>
22			<u>Equity</u>
23	Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
24		§ 20-5-320, MCA	Attendance with discretionary approval
25		§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
26		§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
27		§ 20-5-323, MCA	Tuition and transportation rates
28		10.10.301B, ARM	Out-of-District Attendance Agreements
29		<u>10.55.712, ARM</u>	<u>Class Size Elementary</u>
30		<u>10.55.713, ARM</u>	<u>Teacher Load and Class Size – High School</u>
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Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

4330 - R

COMMUNITY RELATION

Revised on: 10/21/13, 6/26/17

Community Use of School Facilities

School facilities are available to the community for educational, civic, cultural, and other noncommercial uses consistent with the public interest, when such use will not interfere with the school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by District conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of school facilities shall pay fees and costs. The Superintendent will develop procedures to manage community use of school facilities, which will be reviewed and approved by the Board. Use of school facilities requires the Superintendent’s approval and is subject to the procedures.

Should a conflict arise, the District reserves the right to cancel an approved request when it is determined that the facilities are needed for school purposes. Requests for use of school facilities must be submitted to the Superintendent’s office in advance of the event.

The requesting organization or individual must complete, sign, and return an “assumption of risk” statement prior to the use of the facilities or grounds.

Cross Reference; 4330F1 Assumption of Risk Form

Legal Reference:	20 USC § 7905	Boy Scouts of America Equal Access Act
	§ 20-7-805, MCA	Recreational use of school facilities secondary
	<i>Lamb’s Chapel v. Center Moriches Union Free School Dist.</i> , 113 S.Ct.	
	2141	
	§ 20-6-602, MCA	Trustee’s power over property

WAIVER AND ASSUMPTION OF RISK

4330F1

For and in consideration of being allowed to use the Facilities and/or Grounds of Gallatin Gateway School District I do hereby agree, [on behalf of the organization], to indemnify, release and hold harmless the Gallatin Gateway School District, inclusive of its employees, administration, board of trustees, and insurers from any and all civil liability involving any and all forms of injury except those that may arise as a result of willful, wanton or reckless conduct by Gallatin Gateway School District or its agents adding unwarranted danger to participation in such event.

I understand that the Gallatin Gateway School District will take all reasonable precautions to insure the risk of injury to individuals accessing the facilities or grounds is minimized. However, even though these precautions are taken there is still a chance of injury, and in rare instances even severe injury and death. I have been informed and understand the risks involved.

The School District DOES NOT provide medical insurance for any individuals who choose to access and use the facilities.

DATED this ____ day of _____, 20 ____

_____ School District:

Requesting Organization or Individual

By: _____

By: _____

Address: _____

Phone: _____

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

5002 - R

PERSONNEL

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

~~Individuals with disabilities shall be provided opportunity to participate in all school sponsored services, programs, or activities on an basis equal to those without disabilities and will not be subject to illegal discrimination.~~

~~The District may provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.~~

~~Each service, program, or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.~~

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

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

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

- 1. Oversee District compliance efforts, recommend to the Board necessary modifications, and maintain the District’s final Title II self-evaluation document and keep it available for public inspection.

Make information regarding Title II protection available to any interested party.

3. Coordinating and monitoring the district’s compliance with Section 504 and Title II of the ADA, as well as state civil rights requirements regarding discrimination and harassment based on disability.

4. Overseeing prevention efforts to avoid Section 504 and ADA violations by necessary actions, including by not limited to, scheduling Section 504 meetings, implementing

1 and monitoring Section 504 plans of accommodation and providing information to
2 employees and supervisors.

3
4 **5. Implementing the district's discrimination complaint procedures with respect to**
5 **allegations of Section 504/ADA violations, discrimination based on disability, and**
6 **disability harassment; and**

7
8 **6. Investigating complaints alleging violations of Section 504/ADA, discrimination**
9 **based on disability, and disability harassment.**

10
11 **The District's procedure for resolution of complaints alleging violation of this policy is set**
12 **forth in Policy 1700.**

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15
16 Cross Reference: 1700 Uniform Complaint Procedure

17
18 Legal Reference: Americans with Disabilities Act, 42 U.S.C. §§ 12111, *et seq.*, and 12131,
19 *et seq.*; 28 C.F.R. Part 35.
20

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on: 6/26/17
Revised on: 10/21/2013

5010 - R

PERSONNEL

Equal Employment Opportunity and Non-Discrimination

The School District will provide equal employment opportunities to all persons regardless of race, creed, religion, color, national origin, **genetic information**, or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction.

The District shall not retaliate against any employee for complaining about not receiving equal employment opportunities or other unlawful discriminatory practices, participating in a proceeding regarding the denial of equal employment opportunities, or otherwise opposing discrimination.

Persons who believe they have not received equal employment opportunities or have been retaliated against should report their claims to the building principal. Claims of sex or disability discrimination will be handled through the District’s Title IX and Section 504/ADA Coordinator Grievance Procedures; all other claims will be handled through the Uniform Grievance Procedure. No employee or applicant will be discriminated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws. The District reserves the right to take action against any individual who knowingly false accusations or knowingly provides false information.

Cross Reference: 1700 Uniform Complaint Procedure

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

Gallatin Gateway Elementary

Adopted on: 7/17/17
Reviewed on: 6/26/17
Revised on:

5460

PERSONNEL

Electronic Resources and Social Networking

The Gallatin Gateway School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Public school employees are held to a high standard of behavior. The Montana Department of Education *Professional Educators of Montana Code of Ethics* requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The District encourages all staff to read and become familiar with the Code of Ethics.

The school district staff shall not socialize with students on social networking websites (during school or out-of-school) in a manner contrary to this policy. Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability.

Specifically, the following guidelines should be followed as it relates to the delivery of educational services or district operations.

- Sharing personal landline or cell phone numbers with students for non-educational purposes is forbidden;
- Text messaging students for non-educational purposes is forbidden;
- Emailing students other than through and to school controlled and monitored accounts is forbidden;
- Soliciting students as friends or contacts on social networking sites for non-educational purposes is forbidden;
- Accepting the solicitation of students as friends or contacts on social networking sites for non-educational purposes is forbidden;
- Creation of administratively approved and sanctioned "groups" on social networking sites that permit the broadcast of information without granting students access to staff member's personal information is permitted;
- Sharing with student's access information to personal websites or other media through which the staff member would share personal information and occurrences is forbidden.

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Accessing social networking websites for individual use during school hours is prohibited, unless asked to do so by superintendent. Except in an emergency situation, staff shall not access social networking sites using district equipment or personal equipment, including during preparation periods. District employees, may however; use personal equipment to access social networking sites during duty-free lunch periods, off the clock lunch periods, or while attending overnight trips as appropriate. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

The Board directs the Superintendent or his/her designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Staff should receive prior approval of the superintendent prior to establishing an educational related social media presence.

Cross Reference:	5015	Bullying/Harassment/Intimidation
	5223	Personal Conduct
	5255	Disciplinary Action
		<i>Professional Educators of Montana Code of Ethics</i>

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

6110P - R

ADMINISTRATION

Superintendent – Board Responsibilities

Page 1 of 2

The Board will:	The Superintendent will:
Select the Superintendent and delegate to him/her all necessary administrative powers.	Serve as chief executive officer of the District.
Adopt policies for the operations of the school system and review administrative procedures.	Recommend policies or policy changes to the Board and develop procedures which implement Board policy.
Formulate a statement of goals reflecting the philosophy of the District.	Provide leadership in the development, operation, supervision, and evaluation of the educational program.
Adopt annual objectives for improvement of the District.	Recommend annual objectives for improvement of the District.
Approve courses of study.	Recommend courses of study.
Approve textbooks.	Recommend textbooks.
Approve the annual budget.	Prepare and submit the annual budget.
Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.	Recommend candidates for employment as certificated and classified staff.
Authorize the allocation of certificated and classified staff.	Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.
Approve contracts for major construction, remodeling, or maintenance.	Recommend contracts for major construction, remodeling, or maintenance.
Approve payment of vouchers and payroll.	Recommend payment of vouchers and

	payroll.
The Board will:	The Superintendent will:
Approve proposed major changes of school plant and facilities.	Prepare reports regarding school plant and facilities needs.
Approve collective bargaining agreements.	Supervise negotiation of collective bargaining agreements.
Assure that appropriate criteria and processes for evaluating staff are in place.	Establish criteria and processes for evaluating staff.
Appoint citizens and staff to serve on special Board committees, if necessary.	Recommend formation of <i>ad hoc</i> citizens' committees.
Conduct regular meetings.	As necessary, attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees, and provide administrative recommendations on each item of business considered by each of these groups.
Serve as final arbitrator for staff, citizens, and students.	Inform the Board of appeals and implement any such forthcoming Board decisions.
Promptly refer to the Superintendent all criticisms, complaints, and suggestions called to its attention.	Respond and take action on all criticism, complaints, and suggestions, as appropriate.
Authorize the ongoing professional enrichment of its administrative leader, as feasible.	Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.
Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.	Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

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NOTE: A copy of the Superintendent's evaluation tool and job description may be included.

Legal Reference: ARM 10.55.701 Board of Trustees

1 Gallatin Gateway Elementary

2 Adopted on: 08/20/12

3 Reviewed on:

4 7320

5 FINANCIAL MANAGEMENT Revised on: 10/08/12, 07/08/13,

6 6/26/17

9 Purchasing

10
11 The Board adopts all applicable provisions of the Montana Procurement Act.

12
13 Authorization and Control

14
15 The Superintendent is authorized to direct expenditures and purchases within limits of the
16 detailed annual budget for the school year. The Board must approve purchase of capital outlay
17 items, when the aggregate total of a requisition exceeds \$15,000, except the Superintendent shall
18 have the authority to make capital outlay purchases without advance approval when necessary to
19 protect the interests of the District or the health and safety of staff or students. The
20 Superintendent will establish requisition and purchase order procedures to control and maintain
21 proper accounting of expenditure of funds. Staff who obligate the District without proper
22 authorization may be held personally responsible for payment of such obligations.

23
24 Bids and Contracts

25
26 Whenever it is in the interest of the District, the District will execute a contract for any building
27 furnishing, repairing, purchasing or other work for the benefit of the District. If the sum of the
28 contract or work exceeds Eighty Thousand Dollars (\$80,000), the District will call for formal
29 bids by issuing public notice as specified in statute. Specifications will be prepared and made
30 available to all vendors interested in submitting a bid. The contract shall be awarded to the
31 lowest responsible bidder, except that the trustees may reject any or all bids **as per § 18-4-307,**
32 **MCA as stated below in the legal reference.** The Board, in making a determination as to
33 which vendor is the lowest responsible bidder, will take into consideration not only the amount
34 of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful,
35 conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding
36 requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or
37 registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care
38 provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a
39 claims adjuster; or an accountant licensed under Title 37, Chapter 50.

40
41 Advertisement for bid must be made once each week for two (2) consecutive weeks, and a
42 second (2nd) publication must be made not less than five (5) nor more than twelve (12) days
43 before consideration of bids.

44
45 The Superintendent will establish bidding and contract-awarding procedures. Bid procedures
46 will be waived only as specified in statute. Any contract required to be let for bid shall contain
47 language to the following effect:

In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability, and integrity are set forth in the bid specifications.

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

Legal Reference:	§§ 18-1-101, et seq., MCA	Preferences and General Matters
	§§ 18-1-201, et seq., MCA	Bid Security
	§ 18-4-307, MCA	<u>Cancellation of invitations for bids or requests for proposals</u>
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids - exceptions
	§ 20-10-110, MCA	School Bus Purchases – contracts- bids
	<i>Debcen v. City of Glasgow</i> , 305 Mont. 391 (2001)	
	§ 18-4-121, et seq., MCA	Montana Procurement Act
	§ 18-4-303, MCA	Competitive Sealed Bidding
	§ 18-4-306, MCA	Sole Source Procurement--records
	2.5.604, ARM	Sole Source Procurement

Gallatin Gateway Elementary

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

7332

FINANCIAL MANAGEMENT

Advertising in Schools/Revenue Enhancement

Revenue enhancement through a variety of District-wide and District-approved marketing activities, including but not limited to advertising, corporate sponsorship, signage in or on District facilities, ~~etc.~~, is a Board-approved venture. The Board may approve such opportunities subject to certain restrictions in keeping with the ~~contemporary~~ **community** standards of good taste. Advertising will model and promote positive values for District students through proactive educational messages and not be simply traditional advertising of a product. Preferred advertising includes messages encouraging student achievement and establishment of high standards of personal conduct.

All sponsorship contracts will allow the District to terminate the contract on at least an annual basis, if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

The revenue derived should:

- Enhance student achievement;
- Assist in maintenance of existing District athletic and activity programs; and
- Provide scholarships for students participating in athletic, academic, and activity programs, who demonstrate financial need and merit.

Appropriate opportunities for marketing activities include but are not limited to:

1. Fixed signage.
2. Banners.
3. District-level publications.
4. Television and radio broadcasts.
5. Athletic facilities, including stadiums, high school baseball fields, and high school gymnasiums.
6. District-level projects.
7. Expanded usage of facilities beyond traditional uses (i.e., concerts, rallies, etc.).
8. The interior and exterior of a limited number of District buses, if the advertising is associated with student art selected by the District. The only advertising information allowed will note sponsorship of the student art by the participant. Maintenance for these buses will include but not exceed normal maintenance costs.
9. Individual school publications (when not in conflict with current contracts).

Advertising will not be allowed in classrooms, other than corporate-sponsored curriculum materials approved subject to Board policy.

The following restrictions will be in place when seeking revenue enhancement. Revenue enhancement activities will not:

1. Promote hostility, disorder, or violence;
2. Attack ethnic, racial, or religious groups;
3. Discriminate, demean, harass, or ridicule any person or group of persons on the basis of gender;
4. Be libelous;
5. Inhibit the functioning of the school and/or District;
6. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond/budget issues, or any public question submitted at any general, county, municipal, or school election;
7. Be obscene or pornographic, as defined by prevailing community standards throughout the District;
8. Promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns;
9. Promote any religious or political organization;
10. Use any District or school logo without prior approval.

Cross Reference: 2120 Curriculum Development and Assessment
 2309 Library Materials
 2311 Instructional Materials

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

8123

NONINSTRUCTIONAL OPERATIONS

Driver Training and Responsibility

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. At the beginning of each school year, the District will provide each driver with a copy of the District’s written rules for bus drivers and for student conduct on buses.

School bus drivers must hold a valid Montana school bus certificate in order for a district to receive state reimbursement for that driver’s bus routes. Qualifications for bus drivers are prescribed by 20-10.103, MCA, and by the board of Public Education in Arm 10.64.201. The first aid certificate required by ARM 10.64.201 must include certification in CPR, be signed by a certified instructor, and be received after an initial in-person training of at least four hours.

A school bus driver is prohibited from operating a school bus while using a cellular phone, including hands free cellular phone devices, except:

- (1) During an emergency situation;
- (2) To call for assistance if there is a mechanical breakdown or other mechanical problem;
- (3) When the school bus is parked.

A driver may not operate a school bus without a valid, current certificate.

A teacher, coach, or other certified staff member assigned to accompany students on a bus will have primary responsibility for behavior of students in his or her charge. The bus driver has final authority and responsibility for the bus. The Superintendent will establish written procedures for bus drivers.

Maximum Driving Time

The district recognizes from a risk management and student safety standard the importance of driver safety while transporting students. Therefore, the district will:

- 1. **Meet the federal standard on maximum driving time for drivers [OPTION]**
- 2. **Require the following maximum driving time standards:**
 - a. **No driver will be required to drive more than 8 hours following 6 consecutive hours off duty. [OPTION]**
 - b. **No driver will be required to drive more than 5 hours following 3 consecutive hours off duty. [OPTION]**
 - c. **No driver will be required to drive more than 6 hours following 4 consecutive hours off duty. [OPTION]**

**Cross Reference: 2018 Montana School Bus Standards, Page 138, Bus use for School
Activity Trips**

Legal Reference: § 20-10-103, MCA School bus driver qualifications
10.7.111, ARM Bus Drivers Certification Requirement for
Reimbursement
10.64.201, ARM School Bus Driver Qualifications
National Highway Traffic Safety Administration
CFR 49, Part 395 Transportation - Hours of Service for Drivers

Gallatin Gateway Elementary

Adopted on:
Reviewed on:
Revised on:

8130

NONINSTRUCTIONAL OPERATIONS

Air Quality Restrictions on Outdoor Activities, Practice and Competition

Each school district is responsible for ensuring the safety of its students and student athletes when participating in physical education, recess, practices or athletic contests.

The _____ School District Board of Trustees and Administration will use the Recommendations for Outdoor Activities Based on Air Quality for Schools guidelines, developed by the Montana Department of Environmental Quality (DEQ) and the DEQ’s Air Data Map, as the determining factor when making a decision to allow or not allow students to participate in outdoor activities and contests.

The _____ School District Board of Trustees and Administration have developed the following protocol for determination of allowing students and student athletes to participate in outdoor activities when Air Quality Restrictions have reached the Unhealthy for Sensitive Groups or higher categories as indicated on the DEQ guidelines.

1. The _____ School District will use the [_____ **air quality monitor**] [_____ **geographical spot on the todaysair.mt.gov website**] **CHOOSE ONE OR BOTH** to determine the air quality for our school district.
2. The following personnel will make the decision to hold or cancel outdoor activities, practices, or contests:
 - a. Recess (all levels) _____
 - b. Junior High practices (all levels) _____
 - c. Junior High contests (all levels) _____
 - d. High School practices (all levels) _____
 - e. High School contests (all levels) _____
 - f. All outdoor activities, (all levels) _____
3. The decision to hold or cancel outdoor activities will be made _____ **(hours)(days)** **CHOOSE ONE** in advance of the activity.
4. The notice to hold or cancel an outdoor activity will be communicated to:
 - a. Students through _____
 - b. Staff through _____
 - c. Coaches through _____
 - d. Parents through _____
 - e. Community _____

References: 10.55.701(q), ARM Board of Trustees
www. todaysair.mt.gov
<http://svc.mt.gov/deq/todaysair/smokereport/mostRecentUpdate.aspx>

Gallatin Gateway Elementary

Adopted on:
Reviewed on:
Revised on:

8426 NONINSTRUCTIONAL OPERATIONS

The District supports the use of therapy dogs and other therapy animals by teachers or other qualified school personnel (“Owner”) for the benefit of its students, subject to the conditions of this policy.

Therapy Animals

Therapy dogs and other therapy animals are family pets that are trained and registered or certified through therapy organizations. They are only half of the therapy team. The handler is the other half. Therapy teams enter the school by invitation or prior approval.

A therapy animal is not a service animal, and unlike a service animal, a therapy animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Therapy animals do not have legal rights.

Requirements of Therapy Animals and User/Owners

Individuals with disabilities using therapy or companion animals are responsible for their animals at all times and must comply with the following requirements:

Request: An Owner must submit a written request to the Superintendent. The request must be renewed each school year or whenever a different therapy animal will be used.

Registration, Training and Certification: The Owner must register the therapy animal and provide documentation of the registration, certification, and training to the Superintendent. The registration and certification must remain current at all times.

Health and Vaccination: The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to dogs. The Owner must submit proof of current licensure from the local licensing authority and proof of the therapy animal’s current vaccinations and immunizations from a licensed veterinarian.

Control: A therapy animal must be under the control of the “Owner”, at all times, through the use of a leash or other tether unless the use of a leash or other tether would interfere with the therapy animals’ safe, effective performance of its work or tasks.

Identification: The therapy animals must wear appropriate visible identification that identifies in writing that the animal is a therapy animal.

Behavior: The Owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal on school district property.

Health and Safety: The therapy animal must not pose a health and safety risk to any student, employee, or other person at the school.

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Supervision and Care of Therapy Animals: The Owner is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean-up while the animal is in the school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

Authorized Areas: The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by the school administrators.

Insurance: The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

Exclusion or Removal from School. A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not house broken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The animal’s presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

Allergic Reactions. If any student or school employee assigned to a classroom in which a therapy animal is permitted, and suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

Damages to School Property and Injuries: The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

Therapy Animals in Training; This policy shall also be applicable to therapy animals in training that are accompanied by a bona fide trainer.

Gallatin Gateway Elementary

Request to use Therapy Animal in School

8426F

Board Policy 8426 governs the use of therapy animals in school. The request shall be submitted to the Superintendent for approval each school year and/or whenever the Owner wishes to use a different therapy animal.

Name of Owner: _____

Name of Handler (if different from Owner): _____

Owner address: _____

Handler address (if different from Owner): _____

Owner email: _____

Handler email (if different from Owner): _____

Building(s) where animal will be used: _____

Please describe, in detail, what the animal will do at the school. _____

Date: _____

Owner Phone Number: _____

Handler Phone Number: _____

Name of Therapy Animal: _____

Please attach the following to this form:

Proof of registration as a therapy animal handler with the individual animal to be used (*Note: Such registration shall be from an organization that requires an evaluation of the therapy animal and handler prior to registration and at least every two years*)

Proof from a licensed veterinarian that the therapy animal is in good health and has been immunized against diseases common to the particular animal. Such vaccinations shall be kept current and up to date at all times.

Proof of licensure from the local licensing authority.

Copy of an insurance policy that provides liability coverage for the work of the handler and therapy animal while the two are on school district property.

Owner's Signature: _____

Date: _____

Handler's Signature (if different from Owner): _____

Date: _____

Superintendent's Signature: _____

Date: _____

Gallatin Gateway School

Mentoring Handbook



Adopted:
December 6, 2006

Revised:
August 6, 2007, August 11, 2008, August 14, 2013

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Gallatin Gateway School

Mentor Program Section 1

"DESCRIPTION OF PROGRAM"

"When veterans and novices work together in a nurturing relationship, each gets something of real value from the other. Veterans gain energy; novices gain inspiration. Isolation fades, connection flourishes, pain turns into wisdom – a joyful wisdom that makes the difficulties in our work endurable and keeps both veteran and novice coming back for more."

- "A Tale of Two Children," by David Shoemaker, Phi Delta Kappan

MENTORING PROGRAM

What is the purpose of Gallatin Gateway School Mentoring Program?

Gallatin Gateway School Mentoring is an intentional process to guide a mentee, intern, or resident participant to proficient professional instruction in conjunction with professional employee work skills to better serve Gallatin Gateway School District #35.

What are the goals of the Gallatin Gateway School Mentoring Program?

- To improve teaching performance in order to raise student achievement
- To promote the personal and professional well being of mentee teachers
- To improve teaching performance in order to enhance positive school environment
- To transmit the culture of the school system to mentee teachers
- To increase retention of promising mentee teachers

What are the characteristics of the Gallatin Gateway School Mentoring Program?

- Confidential and non-evaluative professional support
- A focus on classroom instruction and student learning
- Facilitation by an administrator and qualified teachers as trained mentors
- Intentional and purposeful structure

Who directs the Gallatin Gateway School Mentoring Program?

When a new teacher is hired, the administrator will contact the Gallatin Gateway Mentoring Coordinator. The coordinator and administrator will

1. Implement policy
2. Delineate roles and responsibilities
3. Monitor and document the effectiveness of the program

What is a Mentor?

Mentors will be tenured members of the Gallatin Gateway School District with at least two years of teaching experience who have successfully completed the mentor program as a mentee. They will be recognized as outstanding classroom teachers, as well as demonstrate deep knowledge of the discipline(s) they teach. They will possess a repertoire of effective classroom management strategies and instructional techniques. Mentors will have strong verbal skills, both oral and written, and have the ability to work cooperatively and effectively with others. Mentors in the same subject/grade level will be a prime consideration. Mentors will be expected to complete all necessary support materials for mentees/interns/residents.

Summary of the Characteristics of a Mentor:

- Has a minimum of two years teaching experience
- Demonstrates expertise in instruction and classroom management
- Is able to articulate best practice teaching strategies
- Possess excellent communication skills
- Is interested in assisting a mentee
- Has successfully completed a minimum of one year of the program as a mentee

Who will choose Mentors?

Interested teachers will apply on a yearly basis and be screened by the Administrator and the Mentoring Coordinator.

What is the stipend for Mentors?

\$300 per year (July to July) per mentee will be the stipend for taking an active mentor role and providing support and guidance to at least one new staff member directly.

What are the levels of the Mentor Program at GGS?

All newly hired teachers at GGS will be referred to as "mentee" in this handbook. A teacher can be designated a mentee regardless of the number of years of teaching experience.

Mentee:

- A licensed teacher who is new to teaching
- A licensed teacher who is new to the school district
- A licensed teacher who has taught in the school, but is changing levels between elementary, intermediate, or middle school.

Second-year teachers may continue to participate in the program as an Intern.

Intern:

- A licensed teacher who is in the second year of teaching at GGS
- A licensed teacher who has successfully completed the mentee stage of the program

Third-year teachers may continue to participate in the mentor program for support of individual professional development goals.

Resident:

- Advanced degrees
- National Board Certification
- Additional endorsements
- Subject area or level change- if changing from elementary, intermediate or middle school

What are your responsibilities as a mentee?

A new teacher's first and greatest responsibility is to the students and their academic achievement through shared decision-making and data analysis for improved instruction. Each mentee's effort, to guide students to meet their greatest potential as learners and citizens, is necessary for success.

Mentees report to and are supervised and evaluated by the administrator. It is not the intent of the mentor program to compromise or supplant the role and responsibilities of the administrator. Rather, the intent of the program is to supplement and complement mentee professional growth through teaming, professional development, policy and procedure review and guidance and provide administrative assistance to inducting new staff to the culture and expectations of the school district.

How often will Mentees visit with a Mentor?

Mentees will meet with a mentor at least once a week during a preparation period and/or during any additional informal meetings as needed. All mentees will attend weekly staff meetings. Mentors will not be asked to provide scheduled guidance to a mentee, but rather a mentor will take the initiative to work with a mentee providing frequent guidance and support.

What support and assistance can I expect from my mentor?

Mentor-mentee interaction is controlled by the relationship that develops between the individuals involved. In general, the mentor is to provide advice, help secure materials, and ease the mentee's transition into the district and/or the teaching profession. The mentor will share professional development opportunities/requirements and guide the mentees induction into the teaching at GGS. The mentor's role is one of a facilitator to enrich the experience of new staff; however, the success of a mentee is not dependent on a mentor. Each new staff member, regardless of mentoring, holds the sole responsibility for his or her actions..

How does my Mentor know my needs?

In addition to an individual relationship and verbal communication, the mentee may use the *Mentee Needs Survey* in this handbook. Mentors should be checking frequently with the mentee by offering assistance and time to work side-by-side to demonstrate processes and procedures.

How will I be evaluated in the Mentoring Program?

- **Year One:** Informal evaluation will be on-going possibly both written and verbally between mentor and mentee. At the end of the first and third quarter the non-evaluative status report form and the mentee needs assessment form will be completed. These evaluations are confidential and non-evaluative. Mentee's will be asked to evaluate the *Gallatin Gateway Mentor Program* and participate in updating the program as needed to meet the needs of new teachers. Ideas for updating the program include: review orientation topics, monthly topics of the handbooks, and available resources.
- **Year Two:** Informal evaluation will be on-going both written and verbally between mentor and mentee. At the end of the first and third quarter the non-evaluative status report form and the mentee needs assessment form. These evaluations are confidential and non-evaluative. Mentee's will be asked to evaluate the *Gallatin Gateway Mentor Program* and participate in updating the program as needed to meet the needs of new teachers. Ideas for updating the program include: review orientation topics, monthly topics of the handbooks, and available resources.
- **Year Three:** A third-year mentee can receive professional development assistance for the pursuit of an advanced degree, National Board Certification, additional teaching endorsements, subject area or level change - (if changing between elementary K-3, intermediate 4-5 or middle school 6, 7, 8 levels).

How do I use my professional days?

All (certified staff) are provided three professional development days per year by contract. These may be used in a variety of ways:

- Teacher/classroom visitation for the purpose of observation
- Mentor/mentee work days or half days
- Professional training/graduate level teacher training
- Professional workshops/conferences
- In-house training at GGS requested by teachers or provide to teachers

What if something about the mentoring program or the mentor troubles me?

The mentee is encouraged to speak to the administrator, mentor coordinator, or Title IX coordinator to request to be assigned a new mentor. The mentor program is created and sustained for the encouragement and support of teaching staff and student achievement, therefore flexibility and adaptability is encouraged. The mentor/mentee program is designed to be a positive, productive experience.

Where do I find additional resources?

Mentors: Review each month of this handbook and Appendix A, B, and C before beginning the program to fully understand requirements. In addition, GGS district policies are online for guidance. Procedures of the district can be discussed with the administration or mentoring coordinator before reviewing with the mentee to allow for full and complete understanding before instructing the mentee.

Gallatin Gateway School

Mentor Program Section 2

"Monthly Discussion Topics"

"The most powerful form of learning, the most sophisticated form of staff development, comes not from listening to the good works of others but from sharing what we know with others...."

By reflecting on what we do, by giving it coherence, and by sharing and articulating our craft knowledge, we make meaning, we learn."

- Roland Barth

AUGUST

Typically held early to mid-August before the start of school
New Employee Orientation

Orientation Day is an introduction to staff about the three main areas of employment at Gallatin Gateway School: 1) District Policy and Procedures, 2) the Role of a District Employee: Business and Office Protocol, and 3) Teacher Expectations.

New certified hires will be paid for a day of Orientation Training, which is sponsored by the school district, covering topics in the areas of **Administration, Office, and Teacher**. The day will start at 8:00 at the school and will conclude at about 3:00pm. Upon completion of the day, participants will receive OPI renewal units and a certificate of orientation completion.

In addition to orientation, teachers will receive additional mentoring on the two PIR days before the start of the school year. Handbooks and manuals will be given to staff members and a copy of each handbook/manual will be kept in the school's library for reference if needed.

Topics Covered

Accounting Standards	Volunteer Drivers
Admission of Homeless Student	Wellness Plan
Admission to School of Residency	Allergy or Anaphylaxis Medication
Bidding and Contract Award	Concussions
Calendar	Copier, # of copies, how to copy
Chain of Command	Employment Paperwork
Citizenship Award	End of Year Scoring Documentation in dropbox
Counselor referrals	End of Year Scoring on Cumulative Card
Cumulative Files	Facility Use
Curriculum Review Cycles	FMLA
Discipline	HIPAA Notice of Privacy Practices
Drug Testing Protocols for Bus and Commercial Vehicle Drivers	Interactions with Office Staff & Other Staff
Emergency School Closures	Maintain and Access Personnel Records
Emergency Suspension	Medications
Employee vs. Teacher Responsibility	New Employee Orientation Procedure
Evaluation Process	Offer vs. Serve/Food Service Program
Expulsion	Ordering and Purchase Orders
Extended Suspension	Report Card Procedures
Field trips/Excursions/Outdoor Educ.	School nurse
First Aid/CPR/AED	School nurse passes, etc
Friday Folders	Sign in/sign out at office
Guns and Props	Story time
Health and Safety	Student/Parent Notice for Attendance
Key Use - staff and student/locking and safety	Superintendent out of office
Kindergarten Program	Tardiness
Letter of Board Action	Textbook Checkout
Notice to Employee -- CPU use	Tracking and Ordering
PIR Days	Use of Private Vehicle for School Business
School Board Policies	Attendance (yellow cards, tardies)
Section 504	Building Hours
Service Animals	Classroom & Enrollment Book
Strategic Plan	Inventory
Student Pregnancies	Manuals and Handbooks List
Student supervision	Mission, vision, motto
Substitute Obtain and Preparation	Paychecks/Payroll/dates, etc
Succession Plan- Certified Staff	Relations w/office staff
Title IX Grievances	Staff liability form (8th grade game)
Trustee Mentor Program	Title One Plan
	Volunteers
	Acquiring a Substitute
	Art Room Use

Checking Out and Checking In Textbooks
Classroom Brochure
Communication with Admin about
Outdoors/Performances, etc
Communication/Chain of Command
Community Buddy Letters
Disclosure Document
Duty Promptness
Duty Schedule
Employee Check Out of Building
End of School Year Activities
Forms to Print
Fundraiser - 7th grade dance
Fundraising
Gifted Education
Goals: District Math and Writing
Grading, Progress Reports, and Retention
IEFA Tribal Assignments
Instructional Guidelines (media, etc)
iPads
Janitorial Responsibility/Sanitizing
Language
Lesson Planning for Common Core
Lesson Plans - Planbook Edu

Lesson Plans for Substitutes
Library resources, map, DVD, WC,
MBI
Meetings, Staff, Team, IEFA, Technology
Open Communication
Pacing Guides
Phones
Phones/Voice Mail
Planning time
Playground Rules
Professionalism/Confidentiality
Recess/Hallway Reporting
Service Learning
Sincere Apology
Student and Staff Dress Code
Student Body Relationships
Substitute Binder
Team Philosophy
Technology – Dropbox, etc.
Upstairs Storage Areas
Website list & Passwords
Website Use & expectations
Work Schedule (daily schedule)

Manuals and Handbooks for GGS

1. GGS School Policy Manual
2. Bus Rider Manual
3. Employee Handbook
4. Mentoring Handbook
5. Library Policy Handbook
6. Student and Parent Handbook
7. Crisis Manual
8. Gifted Education Program
9. Technology Plan
10. School Wellness: Physical Activity and Nutrition
11. Counseling Handbook
12. Volunteer Handbook
13. Washington DC Field Trip Handbook (8th)
14. Kindergarten Roundup
15. Athletic Handbook
16. School Safety Plan
17. HACCP Plan (kitchen)
18. West Yellowstone Field Trip (5th)
19. Expedition Yellowstone Field Trip (6th)
20. Administrative Procedures Manual
21. 504 & ADA Manual

AUGUST

BUILDING A KNOWLEDGE BASE

- Introduce mentee to building staff members
- Orient mentee to building, including copy machine, mailboxes, restrooms, staff lounge, library, computer labs, lunchroom, etc.
- Assist in filling out new employee paperwork
- Orient mentee to his/her class roster and schedule
- Help review “first day of school plans” including discipline plans, room arrangement, and orientation materials in order to instill confidence in the beginning teacher.
- Orient mentee to his/her room and help locate texts and needed supplies
- Explain school procedures, traditions, and preferences rules of the school district
- Discuss available community resources
- Go over crisis plan, lockdown, bomb threat, and fire drill procedures
- Discuss confidentiality guidelines
- Introduce mentee to Title IX and MEA representatives
- Personal & classroom web page instruction
- Refer mentee to administrative resource library for videos/materials on teaching/management.
- Review master calendar
- Discuss insurance and flex benefits
- Discuss and review pacing charts, objectives and curriculum materials (binder)
- Participate in one-day paid induction/orientation meeting with principal and/or co-workers
- Locking and maintaining security of the building
- Know your school’s purpose and how to be involved in communicating this purpose
- Professional library for teaching staff in the Learning Lab – mentor and mentee review the types of materials for check out
- Review the Learning Lab inventory to know the remedial programs and materials available in the school
- Discuss parent communication – webpages, K-3 Parent Friday letters, phone calls, posting homework and rubrics online, etc.

BUILDING A RELATIONSHIP

- Make plans to sit next to mentee at meetings
- Exchange phone numbers, planning times, and schedules
- Have the beginning teacher complete a needs assessment and then discuss your mutual goals for the mentor/mentee experience – form provided in this handbook
- Make it a point to be helpful to guide mentee rather than direct them
- Share professional and personal experiences in order to develop trust and confidences
- Give the beginning teacher an overview of the parameters of the mentoring relationship
- Review and discuss the observation form with mentee to he/she knows what to expect during observations.

Standards You Can Expect of Your School and Peers

“Our shared vision for future student success at GGS”

Purpose and Direction: GGS maintains and communicates a purpose and direction that commit to high expectations for learning as well as shared values and beliefs about teaching and learning.

- Student success is a primary focus.
- Educational programs and learning experiences are supported that include learning, thinking, and life skills that are challenging and equitable for all students.
- Conditions that support student learning are continuously improving.

Governance and Leadership: GGS supports practices that promote and support student performance and school efficacy.

- Administration of the school is effective.
- Procedures established by the administration and staff will benefit student learning and provide a code of ethics free of conflict of interest.
- School leadership has the autonomy to meet goals for achievement and instruction and to manage day-to-day operations effectively.
- Administration and staff foster a culture of positive engagement for the good of the entire team.
- Interested community members, supporting the purpose and direction of the administration and staff, will be engaged in opportunities to promote the purpose and direction of the staff.
- Supervision and evaluation procedures will result in improved professional practice and student success.

Teaching and Assessing for Learning: GGS’s curriculum, instructional design, and assessment practices guide and ensure teacher effectiveness and student learning.

- Curriculum provides challenging learning experiences that ensure all students have sufficient opportunities to develop learning, thinking, and life skills that lead to success at the next level.
- Curriculum, instruction, and assessment are designed and adjusted in response to data from multiple assessments of student learning and an examination of professional practice.
- Teachers engage their students in learning through instructional strategies that ensure achievement of learning expectations.
- Administration and staff monitor and support the improvement of instructional practices of teachers to ensure student success.
- Teachers collaborate in learning teams to improve instruction and student learning – K-2, 3-5, and 6-8.
- Teachers implement instructional best practices to support student learning including informing students of learning expectations and standards of performance, providing exemplars to inform and guide students, providing specific and immediate feedback concerning student learning.
- Mentoring, coaching, and orientation programs support instructional improvement and share the values and beliefs of the school’s purpose.
- Administration and staff engage families in the education of their child through frequent and meaningful communication.
- Adults foster meaningful relationships and advocate for the support of every child and every student’s educational experiences.
- Grading and reporting are based on defined criteria representing the attainment of content knowledge and skills consistent on teams.
- Staff engage in meaningful professional learning.

Resources and Support Systems: GGS has resources and provides services that support its purpose and direction to ensure success of all students.

- Administration and staff work together as a team for success in all needs of the school.
- Instructional time, material resources, and fiscal resources will support the purpose and direction of student success.
- The facilities, services, and equipment will be maintained to provide a safe, clean and healthy school environment.
- Students will be offered a range of media and information resources to support educational programs.
- Technology supports the staff’s teaching, learning, and operational needs.
- Support staff and services support the physical, social, and emotional needs of the student population.
- Counseling, assessment, referral, educational, and career planning opportunities support student learning.

Continuous Improvement: GGS implements a comprehensive assessment system that generates a range of data about student learning and school effectiveness and uses the results to guide continuous improvement.

- Data decision-making is based on locally developed and standardized assessments

- Staff continuously collect, analyze, and apply learning from data sources, including comparison and trend data about student learning, instruction, program evaluation, and organizational conditions.
- Staff members are knowledgeable in evaluation, interpretation, and use of data.
- Focus is on continuous improvement for student success.
- Administration and staff share improvement goals.

Check List

Preparing for the First Day

Efficiency in the classroom is the hallmark of an effective learning environment. Established procedures, consistently applied and taught to your students at the onset of the school year, will significantly improve your classroom management time.

Directions:

1. Check (✓) each item for which you already have a prepared process.
2. Place an (X) by any item for which you do not have a procedure, but believe you need one.
3. Highlight those items, which you will teach the students the first day of class.

Beginning Class

- A. Roll Call, Absences, Tardy
- B. Academic Warm-Ups
- C. Distributing Materials
- D. Class Opening/Anticipatory Set

Room/School Areas

- A. Shared Materials
- B. Teacher's Desk
- C. Drinks, Bathroom, Pencil Sharpener
- D. Student Storage/Lockers
- E. Student Desks
- F. Learning Centers, Stations
- G. Playground, School grounds
- H. Lunchroom Halls
- I. Handbook Review

Setting up Independent Work

- A. Defining "Working Alone"
- B. Identifying Problems
- C. Identifying Resources
- D. Identifying Solutions
- E. Scheduling
- F. Interim Checkpoints

Student Work

- A. In-class Participation
- B. In-class Assignments
- C. Homework
- D. Stages of Long-term Assignments

Other Procedures

- A. Disaster/Lock Down Drills
- B. Lunch Procedures/Seating Charts
- C. Student Helpers
- D. Safety Procedures

Work Requirements

- A. Heading Papers
- B. Use of Pen or Pencil
- C. Writing on Back of Paper
- D. Neatness, Legibility
- E. Incomplete Work
- F. Late Work
- G. Missed Work
- H. Due Dates
- I. Make-up Work
- J. Supplies
- K. Coloring or Drawing on Paper
- L. Use of Getty Dubay Cursive

Communicating Assignments

- A. Posting Assignments
- B. Orally Giving Assignments
- C. Provision for Absentees
- D. Long-term Assignments
- E. Lesson Plans

Instructional Activities

- A. Teacher, Student Contacts
- B. Student Movement in the Room
- C. Signals for Student's Attention
- D. Signals for Teacher's Attention
- E. Student Talk During Seatwork
- F. Activities to Do When Work Is Done
- G. Student Participation
- H. Laboratory Procedures
- I. Movement In/Out of Small Groups
- J. Bringing Materials to School
- K. Expected Behavior in Group
- L. Behavior of Students Not in Group

Ending Class

- A. Putting Away Supplies, Equipment
- B. Cleaning Up
- C. Organizing Class Materials
- D. Dismissing Class

Interruptions

- A. Rules
- B. Talk Among Students
- C. Conduct
- D. Passing Out Books, Supplies
- E. Turning in Work
- F. Handing Back Assignments
- G. Getting Back Assignments
- H. Out-of-Seat Policies
- I. Consequences for Misbehavior

Checking Assignments in Class

- A. Marking and Grading Assignments
- B. Turning in Assignments
- C. Students Correcting Errors- Self-grading

Grading Procedures

- A. Determining Grades
- B. Timeline for Recording Grades
- C. Grading Long-term Assignments
- D. Extra Credit Work
- E. Keeping Papers/Grades/Assignments
- F. Grading Criteria
- G. Contracting for Grades
- H. Report cards, Midterms, and Finals
- I. Cheating

Academic Feedback

- A. Rewards and Incentives
- B. Posting Student Work
- C. Communicating with Parents
- D. Students' Record of Grades
- E. Written Comments on Assignments
- F. Term Schedule

Elementary Mentor/Mentee Understanding

1. Put an **X** next to the areas you are already familiar.
2. Meet with your Mentor and go through the areas you may not be familiar or have questions.

I. Locations

- A. Music
- B. Computer Lab
- C. Library
- D. Special Ed.
- E. Title 1
- F. Speech
- G. Gym
- H. Lunchroom
- I. Location of Teaching Supplies
- J. Location of Art Supplies
- K. Copier
- L. Nurse's Office
- M. Location: Teacher Microwave/Refrigerator
- N. Teacher storage

II. Grade Level Specific

- A. Attendance/Lunch Count
- B. Books, Workbooks and Teacher's Edition
- C. Schedules
- D. Lesson Plans/Planbookedu.com
- E. IEPs for Speech and Special Ed
- F. Classroom Parties
- G. Telephone System
- H. Phonic Ear Use (one in 2nd grade)
- I. Recess/Lunch/Bus Duties
- J. Grading/Report Cards/Confidentiality
- K. Setting up Grade Book
- L. Getting a Substitute
- M. Pacing Charts
- N. Monthly Objectives/Pacing guides for teacher use
- O. Master Calendar
- P. Log Entries
- Q. Behavior Slips/Discipline Forms
- R. Website
- S. MBI lessons

III. Handbooks

- A. Staff
- B. Student
- C. Safety
- D. Volunteer

IV. Forms

- A. Health Insurance/Flex Plan
- B. FICA/TRS
- C. Accident
- D. Discipline
- E. Leave Request
- F. Field Trips/Requests
- G. Requisitions
- H. Special Needs Students – Concern: Referral: 504
- I. Classroom Reimbursement- PIE/School

V. Expectations for Teacher

- A. Teacher's Responsibilities at Lunch
- B. Recess Responsibilities – Playground and Indoor Recess
- C. Dismissal Time Rules
- D. Hallway Bulletin Boards
- E. Parent Teacher Conferences
- F. Early Release
- G. Fire Drills
- H. Lock Downs
- I. Duty Schedule
- J. Open House/Christmas Program

IX. Miscellaneous

- A. Paychecks (where and when)
- B. Calling in sick
 - prior to the school day beginning
 - during the school day
- C. Leave requests
 - Personal (not before holidays)
 - Professional
 - Sick
- D. Sub folders
- E. Early Release schedules
- F. Evaluations
- G. Field trips
- H. Telephone system
- I. Inventories
- J. PIR/Incentive Days
- K. Fire Drills
- L. Lock Downs
- M. Contraband Searches
- N. Title Referrals
- O. Technology in the classroom/report cards

Middle School Mentor/Mentee Understanding

1. Put an X next to the areas you are already familiar.
2. Meet with your Mentor and go through the areas you may not be familiar or have questions about.

I. Locations

- A. Music
- B. Computer Labs
- C. Library
- D. Special Ed.
- E. Basic Skills
- F. Learning Lab
- G. Speech
- H. Lunchroom
- I. Gym
- J. Counseling Center/Nurse
- K. Refrigerator/Microwave

II. Facilities

- A. Using the computer lab
 - Scheduling
 - User contracts
- B. Using the library
 - Scheduling
 - Supervision

III. Computer use

- A. Student use
- B. Grade book
- C. Log in/log off
- D. Privacy
- E. Log Entries
- F. Behavioral Forms

IV. Supplies

- A. Supply room
- B. Local businesses
- C. Copy machine

V. Duties

- A. Attendance
- B. Tardies
- C. Duty Schedule
- D. Breaks
- E. Monitoring hallways
- F. Hall passes
- G. Weekly lesson plans
- H. Homeroom
- I. Monthly Objectives
- J. Pacing Charts
- I. Leave requests
- J. Duty Schedule
- K. Open House/Christmas Program

X. End of the Year

- A. Final Report Card
- B. Cumulative Folders
- C. Permanent Record Files
- D. Inventories

- K. Websites

VI. Grading

- A. Eligibility
- B. Make-up work
- C. Grading procedure
- D. Advanced makeup
- E. Finals
- F. Report cards

VII. Discipline

- A. Chain of command
- B. Discipline write-ups
- C. ISS
 - Homework
 - For testing/quiet work area

VIII. Handbooks

- A. Staff
- B. Student
- C. Sports
- D. Safety

IX. Miscellaneous

- A. Paychecks (where and when)
- B. Calling in sick
 - prior to the school day beginning
 - during the school day
 - Professional
 - Sick
 - Personal (not before holidays)
- D. Sub folders
- E. Early Release schedules
- F. Evaluations
- G. Field trips
- H. Telephone system
- I. Inventories
- J. PIR/Incentive Days
- K. Fire Drills
- L. Lock Downs
- M. Contraband Searches
- N. Title Referrals
- O. Technology in the classroom/report cards



Mentor/Mentee Discussion Checklist

Peer Relationships

- Requesting assistance from the counselor, nurse, librarian, paraprofessionals
- Dealing with uncooperative peers
- Chain of Command
- Interschool contact methods
- Working with Special Services personnel
- Introduction to fellow employees
- Staff/team meetings

Parental/Guardian Relationships

- Home visitations
- Requesting assistance from the home/school coordinator
- Conference schedule and procedures
- Parent/teacher organizations
- When and how to contact parents/guardians
- Communication with non-custodial parents/relatives
- Releasing students to the care of an adult

Student Issues

- Cultural composite of the district
- Working with ESL students
- Accepted student discipline techniques
- Consequence of extreme behavior problems
- Accepted behavior for hallway, recess, lunch, restroom, library, assemblies
- Working with special needs students
- Working with the Spec. Ed. teacher
- Pull-out procedures for students receiving resource assistance
- Grading/learning accommodations for special needs students
- Reporting suspected abuse
- Alternative assignments for holidays

Emotional Support for Teachers

- Stress reduction techniques
- Insurance Benefits for counseling
- Communication with peers and administration

Calendar

- First day's/week's schedule
- School breaks and procedures
- Observation of holidays
- Observation of birthdays
- Scheduling meetings

Managerial Items

- Acceptable classroom management techniques
- Arranging desks, tables
- Traffic patterns
- Seating of students with special needs
- Classroom amplification system (if available)
- Storage and access to materials

- Student access to texts, equipment, teaching centers (check-out procedures)
- Room temperature
- Bringing personal items from home

- Purchasing class materials
- Pets in the classroom
- Time management
- Conflict resolution
- Items needing repair
- Supervisory duties: playground, lunch, study hall, bus line-up, detention
- Fire/bomb threat/evacuation procedures
- Weather closures
- Taking roll
- Student illness during the day
- Student accidents/emergencies
- Lunch count/procedure
- Student handbook and its content
- Student use of phones

Instructional Needs

- Motivating students
- Teaching styles
- Learning styles
- Alternative instructional strategies
- Questioning techniques
- Daily grading procedures
- End-of-term grading procedures
- Assessment procedures
- Models of assessment
- Day-to-day grading procedures
- Progress reports
- Homework policies
- Curricular planning
- Lesson plan requirements
- Enrichment materials - Gifted
- Adaptation of curriculum/instruction
- District curriculum/ State standards
- Location of guides, manuals, assessments, supplementary materials
- Introduction to texts
- In-house subject matter experts
- Department heads
- Expected progress on curriculum
- Additions/deletions to curriculum
- Guest speakers/District consultant list
- Utilizing technology in the classroom
- Using the computer lab
- Computer-based lessons
- Using the district web page
- Classroom supplies
- AV equipment
- Photocopying/printing
- Laminating
- Sharing equipment, rooms, resources

- Photography, videography
- Scheduling a bus/fieldtrip
- Computer access and policies for use
- Use of the library

Terms and Conditions of Employment

- Teacher evaluations
- Contract renewal/termination
- List of expected responsibilities
- Teacher contract and what it means
- Grievance procedures

Orientation to Work/Community

- Tour of school
- School Philosophy
- School Improvement plan
- Committees/Opportunities for involvement
- Location of businesses/offices in community
- Community organizations/opportunities for involvement

Miscellaneous

- Staff phone use
- Computers: policies and procedures
- Mail policies and procedures
- Photocopier and laminator use
- Building/room keys/codes and security
- Use of building and equipment after hours

- Use of school vehicle
- Travel procedures
- Team/staff meetings
- Communication with the administration
- Contracted hours for teachers
- Accepted dress code
- Extra-duty assignments
- Types of leave and restrictions
- Preparing for and requesting a substitute teacher
- Planning time
- Where to find additional training
- Required district trainings
- Professional growth/development & teaching certification
- Budgetary/purchase orders
- Food/beverage procedure
- Eating school lunch
- Teacher liability
- Staff handbook
- School board policies
- Preferences and expectations of the school/community
- Professional teacher organization membership
- Parking procedures
- Procedures for arriving/leaving
- Salary and pay procedure

Mentee Needs

Identify the extent of your needs by rating the following items on a scale of 0 to 3, with 0 being no need, and 3 being highest need.

0 = No Need 1 = Slight Need 2 = Moderate Need 3 = Highest Need

Peer Relationship Needs

- Knowledge of staff names, job title, contact information
- Introduction to school board
- Requesting custodial, technical, library, or health assistance
- Working with the counselor(s)
- Working with paraprofessionals
- Working relationship with administration
- Working with Special Services personnel
- Dealing with difficult peers
- Working as a team

Parental/Guardian Relationship Needs

- How to prepare for parent/teacher conferences
- Communicating with parents via phone/mail/email
- Dealing with upset parents
- Custodial parent issues

Instructional Needs

- Knowledge of grading procedures
- Knowledge of testing procedures
- Knowledge of Schoolmaster/Gradebook
- Knowledge of district curriculum
- Adaptation of curriculum/instruction
- Models of assessment
- Curricular planning
- Enrichment materials
- Knowledge of academic standards
- Using technology in the classroom
- Using AV materials

Student Relationship Needs

- Motivating students
- Assigning and receiving homework
- Accepted student discipline techniques
- Referral to Special Services
- Knowledge of resources for exceptional students
- ESL student issues
- Working with students from other cultures
- Cultural Diversity
- Teaching styles
- Learning styles
- Alternative instructional strategies
- Questioning techniques
- Student privacy issues
- Professional relationships with students

Emotional Support Needs

- Dealing with stress
- Dealing with difficult students
- Dealing with family pressures
- Interacting with colleagues

Calendar Items

- Knowledge of school calendar
- Knowledge of class schedule
- Knowledge of teachers' convention

Work and Community Environments

- Familiarity with the building
- Familiarity with district offices/buildings
- Familiarity with the community/area
- Joining community organizations
- Classroom environment

Miscellaneous Policies

- Use of school equipment
- Use of school building
- Use of telephone, photocopier, computer, mail
- Parking procedures
- In-service/meeting procedures
- Keys/security procedures
- How to order classroom supplies
- School vehicle use procedures
- School Improvement Team plans
- Committee membership
- Annual budgetary/purchasing procedures
- School philosophy
- Accreditation process
- Salary schedule
- Salary pay procedure
- District fringe benefits
- Absence/leave procedure
- Staff arrival/dismissal times and procedure

Miscellaneous Policies (cont)

- Allowable use of planning time
- Food/beverage procedures
- Extra duty assignments
- Curriculum expectations
- Building dress code
- Teacher liability
- Computer use policy
- Rules/school law
- Professional development/required classes
- Field trips
- Homework policies
- Eligibility policies

Managerial Needs

- Classroom organizational techniques
- Reporting suspected abuse
- Record-keeping procedures for roll, lunch-count
- Emergency and weather procedures
- Fire drill, bomb threat, evacuation procedures
- Knowledge of student handbook
- Requesting and preparing for a substitute teacher
- Acceptable classroom management techniques
- Planning: long and short term
- Student illness
- Time management

- Conflict resolution
- Breaking up fights
- Suspected substance abuse procedures
- Assigning textbooks
- Library policies/procedures
- Lunch/recess procedures
- Copyright law

Terms and Conditions of Employment

- Contract renewal procedures
- Contract termination procedures
- Teacher evaluation procedures
- Knowledge of master contract
- Knowledge of professional organization membership

Gallatin Gateway School

Research-based Assessment Calendar

See end-of-year assessment in the drop-box to enter scores
 Required of each homeroom teacher for data collection and data analysis

Dibels	2 nd week of September 3 rd week of January 3 rd week of May	Grades K-6 Grades K-6 Grades K-6
High Frequency Words - Spelling and Reading	Fall and Spring	Grades K-3
DRA Testing /or Star Reading	First two weeks of Oct First two weeks of Jan. Middle two weeks of May	Grades 1-8 Grades 1-8 Grades K-8
ITBS Math concepts, Math problems, Math computation, Vocabulary, Comprehension, Word Analysis, Listening, Spelling, Sources of Info, Maps and Diagrams, Reference Materials, Social Studies, Science	Last week of March	Grades 1-8
CRT Phase II (SmarterBalance 2014)	1 st Week of March	Grades 3-8
Writing Assessment District Norm/grading/ setting writing goals	3 rd week of April Last Week of April	Grades K-8 Teachers K-8
Star Math	2 nd week of September 3 rd week of January 3 rd week of May	Grades 1-8 Grades 1-8 Grades 1-8
Aimsweb Math (M-Cap and M-Comp)	2 nd week of September 3 rd week of January 3 rd week of May	Grades 1-8 Grades 1-8 Grades 1-8
Technology	www.learning3.com	pilot 2013
Library	No assessment used	Quarterly report cards To document standards taught
School Counseling	No assessment used	Semester report cards To document standards taught

Gallatin Gateway School Resources for Academic Mastery

<p>Ipad apps as requested by teachers</p> <p>http://www.arbookfind.com/UserType.aspx</p> <p>https://edshelf.com</p> <p>www.ixl.com (math and Lang. Arts)</p> <p>www.more.starfall.com</p> <p>www.keyboardingonline.com</p> <p>www.nimblefingers.com</p> <p>http://www.typingadventure.com/index.php?mod=game</p> <p>www.homeworkmt.org</p> <p>www.gallatingatewayschool.com</p> <p>www.spellingcity.com</p> <p>www.loyolapress.com/exercises-in-english-on-line-study-guides.htm</p> <p>https://theconnectedclassroom.wikispaces.com/News</p> <p>http://textproject.org/students/fyi-for-kids</p> <p>http://magazines.scholastic.com</p> <p>http://timeforkids.com</p> <p>http://kids.usa.gov</p> <p>http://bensguide.gpo.gov</p> <p>http://econdereviews.com</p> <p>www.khanacademy.org</p> <p>www.learnzillion.com</p> <p>http://www.phschool.com/atschool/ (science and social studies)</p>	<p>Grades K-8</p> <p>Grades K-8</p> <p>Grades K-8</p> <p>Grades K-8</p> <p>Grades K-2</p> <p>Grades K-8</p> <p>Grades K-8</p> <p>Grades 3-8</p> <p>Grades K-8</p> <p>Grades K-8</p> <p>Grades 2-8</p> <p>Grades K-8</p> <p>Grades 3-8</p> <p>Grades 3-8</p> <p>Grades 6-8</p>
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PH@school sites offer a wealth of online curriculum support for students and teachers using Prentice Hall texts. Here you'll find chapter-by-chapter support for many of our titles, including Self-Tests, Internet Activities, Reference and Teaching Links, and much more.

Web Codes: Easy Access to Web Sites for Prentice Hall Textbooks **Easy-to-Use Web Codes**

Many of your Prentice Hall textbooks feature Web Codes. These codes, printed right in the Student Edition, allow students to go directly to a specific activity or Web site related to the textbook.

To use a Web Code:

- Go to PHSchool.com.
- Enter a particular Web Code.
- Click on GO!

See where a Web Code takes you!

These Web Codes connect students to online activities, quizzes, and links connected directly to what they're learning in their Prentice Hall textbook. No more time wasted trying to find a Web activity or link that supports your lesson! Check out the samples below.

[Career and Technology](#)

[Language Arts](#)

[Math](#)

[World Languages](#)

[Science](#)

[Social Studies](#)

GGS placement assessments are for:

*students motivated to learn at the next level in a subject area or

*students new to the school district

1) Teacher developed:

Algebra pretest

Grade level pre- and post-tests

Parent, teacher, and student surveys

English and grammar pre-assessments

Library skills placement test grades 5-8

2) Research-based assessments:

Bibliography

Vincent, S. & Ley, J. (1999). *The Multigrade Classroom: A Resource Handbook for Small, Rural Schools: Book 2: Classroom Organization*. Northwest Regional Educational Laboratory.

Suggested Reading

The Teacher's Reflective Calendar and Planning Journal

by Mary Zabolio McGrath and Beverly Holden John

ISBN: 1412926467

Framework for Understanding Poverty

by Ruby K. Payne, PhD

ISBN: 1292229143

The New Teacher Book: Finding Purpose, Balance and Hope During your First Years in the Classroom

A Rethinking Schools Publication

ISBN: 9780942961454

Winning Strategies for Classroom Management

By Carol Bradford Cummings

ISBN: 0871203812

Working with Parents: Building Relationships for Student Success

by Ruby K. Payne, PhD

ISBN: 1929229623

First Days of School

By Harry Wong

September

BUILDING A KNOWLEDGE BASE

- Tactfully offer suggestions to those issues that may arise later- Open House, homework, midterms and assignments
- Community Buddy Letters mailed in September, December, Feb/March, May
- Weekly parent communications – K-3 Friday letter, 4-8 email and website communications
- www.planbookedu.com – lesson plans site for all staff
- Share experiences, especially in areas where protégé is having problems
- Offer class management tips
- Discuss additional emergency health, safety, discipline, and weather procedures
- Discuss grading nuances and show protégé how to use PowerGrade & how to log student behaviors
- Discuss parent communication procedures
- Review and discuss short/long term planning
- Discuss absences and substitute plans
- Set up first opportunity for protégé to observe your teaching and ask questions
- Review the monthly calendar
- Explain open house
- Explain eligibility for sports- Athletic Handbook
- Prepare for 504, CST, and IEP meetings
- Time to observe or conduct protégé observation
- Go over district grievance procedure and review master contract
- Explain MBI Procedures
- Substitute Folder (see Employee Reference & Forms Manual)
- Explain how to write monthly learning objectives
- Explain how to write lesson plans & newsletter articles
- Bulletin Boards- new employees- not until November- Academic based
- District assessment directions and scores entered into computer- district spreadsheet
- Review class management and discipline plan
- Explain classroom brochure requirements
- Explain student use of day planners
- Explain email use and signed policy for students and staff
- Explain student self evaluation forms
- Explain voicemail set up and homework hotline
- Explain midterm report process
- Teacher conference documentation to Principal
- Become a part of the entire school. Be present in hallways, in activities, and promotions for the good of the school district – do not become an independent contractor holed away in your classroom. This is a team school – be a part of the entire team building the entire school!
- Visit the principal's office frequently – be assertive and share your students' needs and successes, provide insight into your teaching and instruction, share your ideas and lessons and assessments. Share, share, share!!!
- Complete the attached forms and review 1 Standard Based Classroom Rating Scale, Write a Lesson Plan Guide, Resources for Lesson Plan Ideas, Bloom's Taxonomy, Planning for Substitute Teachers
- Review *Steps for an Apology* and the steps used by the staff for a student apology
- Review history of MBI lessons and chart in the hallway and on handbooks

BUILDING A RELATIONSHIP

- Find opportunities to offer positive reinforcement
- Recognize that your way isn't necessarily the only way
- Offer advice when asked, being careful not to be overly controlling
- Treat the mentee as a colleague, not a student
- Schedule meeting times for the month, reaffirming your accessibility and not avoiding it
- Create a new-teacher survival basket, including pain reliever, sticky notes, chocolate, etc.

Standards Based Classroom Rating Scale

Where am I now?	Advanced	Proficient	Near Proficient	Novice
I start with Gallatin Gateway standards and benchmarks (which are aligned to the state CC standards) as the focus of my <u>instruction</u> .	I always do this	I usually do this	I sometimes do this	I haven't started this
I use <u>pacing calendars</u> and <u>curriculum mapping</u> to ensure content coverage of each benchmark in each curricula area.	I always do this	I usually do this	I sometimes do this	I haven't started this
I use daily instructional targets (which are aligned to the state CC standards) as the focus of my <u>daily lessons/units</u> .	I always do this	I usually do this	I sometimes do this	I haven't started this
In my classroom, I post the student learning targets, which are written in student-friendly language for all to see.	I always do this	I usually do this	I sometimes do this	I haven't started this
Before instruction, I design aligned assessments, which include pre-assessments to allow for individual student instruction opportunities.	I always do this	I usually do this	I sometimes do this	I haven't started this
Before instruction, I unpack my grade-level/subject area benchmarks so I clearly understand the content and performance targets required for student proficiency and mastery.	I always do this	I usually do this	I sometimes do this	I haven't started this
I use dependable and accurate classroom assessments and data to inform and guide my instruction for maximum student proficiency for each benchmark.	I always do this	I usually do this	I sometimes do this	I haven't started this
I inform my students regularly, in terms they can understand, about their progress on each benchmark.	I always do this	I usually do this	I sometimes do this	I haven't started this
My students help to manage their own learning and can effectively communicate their achievement status to others.	I always do this	I usually do this	I sometimes do this	I haven't started this
MY PLAN for IMPROVEMENT				

Write a Lesson Plan Guide

“How to Develop a Lesson Plan”

To begin, ask yourself **three basic questions**:

- Where are your students going academically? Socially?
- How are they going to get there?
- How will you know when they've arrived?

Then begin to think about each of the following categories, which form the organization of the plan. While planning, use the questions below to guide you during each stage.

Goals

Goals determine purpose, aim, and rationale for what you and your students will engage in during class time. Use this section to express the intermediate lesson goals that draw upon previous plans and activities and set the stage by preparing students for future activities and further knowledge acquisition. The goals are typically written as broad educational or unit goals adhering to State or National or Common Core curriculum standards.

What are the broader objectives, aims, or goals of the unit plan/curriculum? What are your goals for this unit or set of lessons? What do you expect students to be able to do by the end of this instruction?

Objectives (learning goals)

This section focuses on what your students will do to acquire further knowledge and skills. The objectives for the daily lesson plan are drawn from the broader aims of the unit plan but are achieved over a well-defined time period.

What will students perform during this lesson? Under what conditions will students' performance be accomplished? What is the degree or criterion on the basis of which satisfactory attainment of the objectives will be judged? How will students demonstrate that they have learned and understood the objectives of the lesson?

Prerequisites

Prerequisites can be useful when considering the readiness state of your students. Prerequisites allow you, and other teachers replicating your lesson plan, to factor in necessary prep activities to make sure that students can meet the lesson objectives. What must students already be able to do before this lesson? What concepts should be mastered in advance to accomplish the lesson objectives?

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 storybooks used, worksheets, and any other special considerations are most useful.

What materials will be needed? What textbooks, storybooks, digital resources, documents, etc. are needed? (cite references) What needs to be prepared in advance? (typical for copies, science labs, or hands-on 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.)

Lesson Procedure

This section provides a detailed, step-by-step description of how to replicate the lesson and achieve lesson plan objectives. This is usually intended for the teacher and provides suggestions on how to proceed with implementation of the lesson plan. It also focuses on what the teacher should have students do during the lesson. This section is basically divided into several components: an introduction, a main activity, and closure. There are several elaborations on this. We have linked to some sample lesson plans to guide you through this stage of planning.

Introduction

How will you introduce the ideas and objectives of this lesson? How will you get students' attention and motivate them in order to hold their attention? How can you tie lesson objectives with student interests and past classroom activities? What will be expected of students?

Main Activity

What is the focus of the lesson? How would you describe the flow of the lesson to another teacher who will replicate it? What does the teacher do to facilitate learning and manage the various activities? What are some good and bad examples to illustrate what you are presenting to students? How can this material be presented to ensure each student will benefit from the learning experience?

Rule of Thumb # 1:

Take into consideration what students are learning (a new skill, a rule or formula, a concept/fact/idea, an attitude, or a value).

Choose one of the following techniques to plan the lesson content based on what your objectives are:

Demonstration ==> list in detail and sequence of the steps to be performed

Explanation ==> outline the information to be explained

Discussion ==> list of key questions to guide the discussion

Closure/Conclusion

What will you use to draw the ideas together for students at the end? How will you provide feedback to students to correct their misunderstandings and reinforce their learning?

Follow up Lessons/Activities

What activities might you suggest for enrichment and remediation? What lessons might follow as a result of this lesson?

Assessment/Evaluation

This section focuses on ensuring that your students have arrived at their intended destination. You will need to gather some evidence that they did? This usually is done by gathering students' work and assessing this work using a grading rubric based on lesson objectives. You could also replicate activities practiced as part of the lesson, without providing the same level of guidance as during the lesson. You could always quiz students on various concepts and problems as well.

How will you evaluate the objectives that were identified? Have students practiced what you are asking them to do for evaluation?

Rule of Thumb # 2:

Be sure to provide students with the opportunity to practice what you will be assessing. You should never introduce new material during this activity. Also, avoid asking higher level thinking questions if students have not yet engaged in such practice during the lesson. For example, if you expect students to apply knowledge and skills, they should first be provided with the opportunity to practice application.

Resources for Lesson Plan Ideas

The GatewaySM Collections List <http://www.thegateway.org>

PBS TeacherSource <http://www.pbslearningmedia.org>

Discovery Channel School <http://www.discoveryeducation.com>

Best of Education World® 2002 <http://www.educationworld.com>

Education World® - Lesson Planning Center http://www.educationworld.com/a_lesson/

Education World® - National Standards
<http://www.educationworld.com/standards/national/index.shtml>

Common Core Standards <http://www.corestandards.org>

Montana Education Consortium <http://mec.nr-es.org>

National Council of Teachers of Mathematics: Illuminations <http://illuminations.nctm.org/>

Intervention Central <http://www.interventioncentral.org/home>

U.S. Dept. of Education, Office of Special Education <https://www.bookshare.org> (school membership)

Association of Middle Level Education <http://www.amle.org>

BLOOM'S TAXONOMY

In 1956, Benjamin Bloom headed a group of educational psychologists who developed a classification of levels of intellectual behavior important in learning. Bloom found that over 95 % of the test questions students encounter require them to think only at the lowest possible level...the recall of information.

Bloom identified six levels within the cognitive domain, from the simple recall or recognition of facts, as the lowest level, through increasingly more complex and abstract mental levels, to the highest order which is classified as evaluation. Verb examples that represent intellectual activity on each level are listed here.

1. **Knowledge:** arrange, define, duplicate, label, list, memorize, name, order, recognize, relate, recall, repeat, reproduce, state.
2. **Comprehension:** classify, describe, discuss, explain, express, identify, indicate, locate, recognize, report, restate, review, select, translate,
3. **Application:** apply, choose, demonstrate, dramatize, employ, illustrate, interpret, operate, practice, schedule, sketch, solve, use, write.
4. **Analysis:** analyze, appraise, calculate, categorize, compare, contrast, criticize, differentiate, discriminate, distinguish, examine, experiment, question, test.
5. **Synthesis:** arrange, assemble, collect, compose, construct, create, design, develop, formulate, manage, organize, plan, prepare, propose, set up, write.
6. **Evaluation:** appraise, argue, assess, attach, choose compare, defend estimate, judge, predict, rate, core, select, support, value, evaluate.

In 2001, a group of cognitive psychologists, curriculum theorists and instructional researchers, and testing and assessment specialists published a revision of Bloom's Taxonomy with the title *A Taxonomy for Teaching, Learning, and Assessment*. This title draws attention away from the somewhat static notion of "educational objectives" (in Bloom's original title) and points to a more dynamic conception of classification.

The authors of the revised taxonomy underscore this dynamism, using verbs and gerunds to label their categories and subcategories (rather than the nouns of the original taxonomy). These "action words" describe the cognitive processes by which thinkers encounter and work with knowledge:

- Remember
 - Recognizing
 - Recalling
- Understand
 - Interpreting
 - Exemplifying
 - Classifying
 - Summarizing
 - Inferring
 - Comparing
 - Explaining
- Apply
 - Executing
 - Implementing
- Analyze
 - Differentiating
 - Organizing
 - Attributing
- Evaluate
 - Checking
 - Critiquing
- Create
 - Generating
 - Planning
 - Producing

In the revised taxonomy, knowledge is at the basis of these six cognitive processes, but its authors created a separate taxonomy of the types of knowledge used in cognition:

- Factual Knowledge
 - Knowledge of terminology
 - Knowledge of specific details and elements
- Conceptual Knowledge
 - Knowledge of classifications and categories
 - Knowledge of principles and generalizations
 - Knowledge of theories, models, and structures
- Procedural Knowledge
 - Knowledge of subject-specific skills and algorithms
 - Knowledge of subject-specific techniques and methods
 - Knowledge of criteria for determining when to use appropriate procedures
- Metacognitive Knowledge
 - Strategic Knowledge
 - Knowledge about cognitive tasks, including appropriate contextual and conditional knowledge
 - Self-knowledge

Why Use Bloom's Taxonomy?

1. Objectives (learning goals) are important to establish in a pedagogical interchange so that teachers and students alike understand the purpose of that interchange.
2. Teachers can benefit from using frameworks to organize objectives because organizing objectives helps to clarify objectives for teachers and for students.
3. Having an organized set of objectives helps teachers to:
 - “plan and deliver appropriate instruction”;
 - “design valid assessment tasks and strategies”; and
 - “ensure that instruction and assessment are aligned with the objectives.”

Citations are from *A Taxonomy for Learning, Teaching, and Assessing: A Revision of Bloom's Taxonomy of Educational Objectives*.

Planning for Substitute Teachers

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The Principal shall arrange for the substitute to work for the absent teacher. **Under no condition is a teacher to select or arrange privately for a substitute.** If administration does not assign a substitute teacher, the teacher may not take the day as leave. Leave of a District teacher may be denied if a qualified substitute is not able to be placed in the classroom with complete administrative confidence of instruction and classroom management. "Qualified" is determined by administration and NOT the teacher or teacher's peers. Students must be ensured of a productive educational day in the absence of a regular teacher and if administration holds doubts about a potential substitute, leave will be denied. Substitute teachers will complete a survey of their day. Teachers also complete a survey on the quality of the substitute.

To Prepare for a Substitute Teacher

- A. If possible, inform your students that there will be a substitute and set expectations of them when the substitute is present and acting in the role of a guest in our school.
- B. Prepare a substitute folder Show the principal and clerk the folder or binder's location so each is familiar and able to provide guidance to a substitute teacher. Include the following at a minimum:
 - 1. Description of attendance keeping and reporting procedures using the computer
 - 2. Detailed seating chart with names – first and last name seating chart – when a sub is present students MUST have a seating chart – no exceptions
 - 3. Duty assignment (bus duty etc.,) and hallway procedures – your sub must be present!
 - 4. The daily class schedule – including guidance for preparation period or sending sub to the office to assist
 - 5. The location of supplies in the classroom and in the school – teacher should prep all material needs!
 - 6. Assign responsible students to assist the substitute. Set expectations for the behaviors of those not assigned.
 - 7. The location of lesson plan book and grade book
 - 8. Name and location of a teacher familiar with your classroom arrangement, student expectations, and students
 - 9. Any information that would be needed by a substitute to provide a meaningful day of instruction
 - 10. Special instruction for specific student needs or student behavior plans
 - 11. Substitute teachers are not guaranteed preparation periods or duty free lunch – plan for student needs
 - 12. Emergency lesson plan for each class in case students get done early or the intended lesson is inadequate
 - 13. Attendance procedures for morning and afternoon
 - 14. Fire exit information/AED/maps
 - 15. Special needs of students in case of emergency
 - 16. Substitute teachers have no guarantee of preparation period or duty free lunch
 - 17. Substitute teachers must wear nametags or a school visitor badge
- C. Have a teacher familiar with your procedures who could assist the substitute
- D. If you want papers corrected, leave instructions
- E. Read report left by the substitute and report to the principal any concerns
- F. Follow up on any incident that was a problem in the class

Bibliography

Vincent, S. & Ley, J. (1999). *The Multigrade Classroom: A Resource Handbook for Small, Rural Schools; Book 3: Classroom Management and Discipline*. Northwest Regional Educational Laboratory.

Suggested Reading

What Great Teachers Do Differently: Fourteen Things That Matter Most

by Todd Whitaker

ISBN: 1930556691

Classroom Instruction that Works: Research-Based Strategies for Increasing Student Achievement

by Robert J. Marzano, Debra J. Pickering, & Jane E. Pollock

ISBN: 0131195034

October

BUILDING A KNOWLEDGE BASE

- Discuss holiday celebrations, including teacher convention days
- Change in schedule due to quarter change – specials may change by quarter in the schedule
- Discuss Intervention day requirements and forms
- Begin discussing and role-playing in preparation for parent-teacher conferences
- Discuss PowerSchool/PowerTeacher comments for report cards
- Discuss and assess progress toward curriculum goals
- Review state standards and assessments
- Set an opportunity to observe protégé teaching/ video
- Discuss coping strategies for stress
- Discuss any specific problems protégé is experiencing
- Assist protégé in finding opportunities for professional development
- Discuss exceptional and special needs students and procedures for working with them- Review IEP and communicate with administrator and special education teacher
- Prepare for quarter grading
- Discuss how to communicate with co-workers
- Review student files
- Coordinate with special education for Quarter 1 progress reports
- Coordinate with library and technology for Quarter 1 report cards
- Review classroom differentiation
- Discuss classroom details- showing student work, chores in preparation for parent/teacher conferences
- Discuss classroom management
- Discuss teacher convention documentation needed for Principal
- Discuss classroom reimbursements
- Review master calendar
- Complete Observation Forms attached in the following pages: Mentor Observation Form, Observation Inventory and Notes Form,
- Read Carefully: Time to Think and Think Twice.

BUILDING A RELATIONSHIP

- Complete a self-evaluation of your mentoring, and set goals for the second quarter
- Help the mentee begin to become part of the teaching community by including him/her in faculty social activities
- Have the mentee re-evaluate his/her needs based on the first two months of teaching, and make plans to cover any new concerns
- Remember to be supportive of your mentee at all times, praising him/her openly to others and keeping areas of concern to yourself
- Schedule meeting times for the month, reaffirming your accessibility

Mentor/Observation Form

This form is not intended for the evaluation of teachers. Rather, it is intended as a guide for observation of mentors and protégés. It should serve to focus the observation and guide the discussion following the observation.

Person observing: _____

Person being observed: _____

Date, time, location, & length: _____

PRE-OBSERVATION QUESTIONS:

1. What is important for me to know about your class before observing it?
2. What is your planned lesson for today? What standards and benchmarks will you be addressing?
3. What specific student behaviors would you like me to watch for, if any?
4. What specific teacher behaviors would you like me to watch for, if any?
5. Upon which of the following would you most like me to concentrate: planning, environment, instruction, professionalism, or other?
6. Additional comments/requests/suggestions:



Observation Inventory

In the left hand column, record what specific behaviors, elements (planning, environment, instruction, professionalism), and lesson essentials (standards, benchmarks, etc) are to be observed. In the middle column, list what was observed in the above areas: for example, "I noticed that you moved among the groups well." In the right hand column, record any suggestions, comments, etc. discussed during the post-observation conference. Use the space at the bottom for any additional comments or suggestions you may have for the person being observed.

Behaviors:		POST-OBSERVATION COMMENTS:
Classroom elements (planning, environment, instruction, professionalism):		
Lesson essentials (following plans, addressing standards & benchmarks):		
Additional comments and suggestions:		



Time to Think... and Think Twice

Sometimes in the grip of first-year zeal, beginning teachers do or say things, which, on later reflection, prove not to have been in their best interest. Think...and think again...BEFORE doing any of the following:

- ✓ Giving advice that is not aligned with the procedures of the school and administration... Do not lead other staff into jeopardizing future employment through your advice and modeling of less than desirable teacher behaviors.
- ✓ Suggesting changes in curriculum or policy during the first year, **unless** you have been asked to make changes...
- ✓ Assuming that because your peers are doing it, it's acceptable behavior (i.e. casual dress, beverages in hallways, meetings, classroom, jean-like pants, student interactions, etc.)...
- ✓ Sharing your personal life with students... To win student affection through immature and inappropriate interactions is unprofessional in .
- ✓ Engaging in activities that could be misinterpreted...**Do** become familiar with the school community's unwritten rules and expectations for teacher behavior and follow them.
- ✓ Getting too friendly with students...your job is to teach, **not** to be a pal.
- ✓ Dressing like students during school hours or during activities which you are a sponsor...
- ✓ Becoming a student confidant...Counselors are equipped for this position. Refer students, do not counsel them causing a bigger issue or causing them to be missing another class or instructor's lessons!
- ✓ Using school equipment for personal use without proper administration permission (i.e. copy machine, pens, staples, cameras, technology equipment, etc)... Do not ask forgiveness! Ask permission!
- ✓ Talking negatively about your predecessor to anyone...he or she had friends on staff – everyone has faults – even you.
- ✓ Talking negatively about your fellow staff members or administration...If you talk about people behind their backs, those that listen will assume you will soon be talking about them! You will have a short stay in your new position!
- ✓ Talking about students to other teachers **unless** you are praising them or seeking assistance in working with them...
- ✓ Disclosing private student information, whether positive or negative, to anyone other than the student's parents/guardians...including school board members!—they are parents except when sitting together all in one room acting as a board at a publically called meeting – you may lose your job!
- ✓ Criticizing the school, teachers, or students to the public, anywhere, at anytime... This entire school is a team and for better or worse you are on it. Don't like it? Join a different team!!!! Immediately!
- ✓ Failing to live up to a verbal or written agreement with peers, students, parents, administrators... Keep your word...your stories and lies will catch up to you and you will lose respect of peers.
- ✓ Insisting that you are right or that you must have the last word... There are two ways to end a tug-of-war: one is to drop the rope.
- ✓ Making judgment on the job performance of others, peers or superiors, until you walk a mile in their shoes and perform that job at perfect quality! You too are capable of falling short occasionally!

Bibliography

Vincent, S. & Ley, J. (1999). *The Multigrade Classroom: A Resource Handbook for Small, Rural Schools: Book 4: Instructional Organization, Curriculum, and Evaluation*. Northwest Regional Educational Laboratory.

Suggested Reading

How to Differentiate Instruction in Mixed Ability Classrooms
by Carol Ann Tomlinson
ISBN: 0871205122

Differentiation in Practice: A Resource Guide for Differentiating Curriculum, Grades K-5
by Carol Ann Tomlinson
ISBN:0871207605

Differentiation in Practice: A Resource Guide for Differentiating Curriculum, Grades 5-9
by Carol Ann Tomlinson
ISBN: 0871206552

November

BUILDING A KNOWLEDGE BASE

- Review holiday celebrations, gift-giving, school programs
- Discuss cultural differences of students and their different needs
- Discuss teacher evaluation procedures and concerns
- Discuss snow-day procedures and winter clothing requirements for recess – flyer to send home has been created
- Review the master calendar
- Discuss professionalism in the workplace, teacher/principal relations, teacher/school board relations, etc.
- Help your mentee define goals for self-improvement based on last month's observation
- Discuss identification of gifted students, IEPs and other resources for meeting their needs within the classroom
- Discuss importance of keeping students engaged during upcoming holiday season
- Remind mentee that the holidays can sometimes be quite stressful on students, and not all our students think of it as a fun time
- Assess student needs
- Review evaluation checklist (Employee Forms and Reference Manual)
- Discuss class transitions- first 5 minutes and last 5 minutes
- Discuss academics vs. "free-time" rewards
- End of Quarter 1 – complete forms as described in this handbook
- School resources for student needs – clothing, food, extra textbooks, etc.

BUILDING A RELATIONSHIP

- Invite your mentee to observe you in both planned and unplanned situations in order to further develop trust
- Plan a time to discuss questions resulting from your mentee's observation of your teaching
- Recognize that the mentee as a recent student, has knowledge from which you could benefit
- Show an interest in your mentee's personal life as well as his/her professional life by becoming aware of family members, birthday, personal interests, and hobbies
- Invite your mentee to attend an extra-curricular school event with you, such as a game, concert, play, etc.
- Schedule meeting times for the month, reaffirming your accessibility

December

BUILDING A KNOWLEDGE BASE

- Prepare for schedule changes for the practicing of the Christmas Program with music teacher
- Community Buddy Letters mailed in September, December, Feb/March, May
- Discuss end-of-semester procedures: testing, grading, record keeping, etc.
- Revisit pedagogical issues such as multiple intelligences, technology in the classroom, varied learning styles, etc.
- Review technology report card process – Add words per minute for keyboarding to technology reports at Q 2, 3, 4
- Review library report cards and understand the teaching provided in the library for review in the classroom
- Discuss any changes in class schedules at the semester in January
- Discuss mentee self-evaluation through the use of a student survey
- Help mentee come up with ideas for keeping students on track during holiday season using MBI lessons and consistent classroom management
- Watch classroom management videos (e.g. Harry Wong) and discuss strategies for maintaining a positive environment in classroom
- Review RIDE program for communication tools for parents on student behaviors
- Keep on track- student record keeping sheets, day planners, etc. Data is the drive for change!
- Locker/Desk/Tote clean out for break
- Assist in reviewing parent communication tools, pacing guides, etc.
- Prepare students for STAR MATH and STAR READING assessments in January.
- Provide IXL lesson sheet for parents to complete over the Christmas Break in students areas of need – required for all grades.
- Mentees complete student survey – see attached and review with Mentor
- Notes home for student materials needed such as markers, paper, pencils, etc. for the new year

BUILDING A RELATIONSHIP

- Schedule meeting times for month, reaffirming your availability
- Support mentee during the busy holiday schedule – encourage flexibility
- Reinforce the time to relax and recharge over the break to be ready for the return in January



Student Survey For Elementary Teacher Self-Evaluation

1. I am able to do the work in class.	  
2. Teacher is kind and friendly.	  
3. I learn new things in this class.	  
4. My teacher is a good teacher.	  
5. Teacher shows us how to do new things.	  
6. The rules in class help us to learn.	  
7. I know what I am supposed to do in this class.	  
8. I am not afraid to ask my teacher if I need help.	  
9. Teacher shows us how to behave.	  
10. Teacher is nice.	  



Student Survey For Teacher Self-Evaluation

Use the scale below to evaluate the extent of your agreement on the following statements.

1 = never	2 = sometimes	3=no opinion	4= often	5 = always
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1. My teacher is supportive of other teachers.	1	2	3	4	5
2. My teacher dresses appropriately.	1	2	3	4	5
3. My teacher has something planned each day.	1	2	3	4	5
4. My teacher knows a lot about his/her subject.	1	2	3	4	5
5. My teacher is fair.	1	2	3	4	5
6. My teacher is supportive of the administration.	1	2	3	4	5
7. My teacher has a good sense of humor.	1	2	3	4	5
8. My teacher is trustworthy.	1	2	3	4	5
9. My teacher doesn't talk negatively about other people.	1	2	3	4	5
10. My teacher assigns appropriate amounts of homework.	1	2	3	4	5
11. My teacher fills the class with appropriate things to do.	1	2	3	4	5
12. My teacher enforces rules consistently.	1	2	3	4	5
13. My teacher keeps things discussed in confidence.	1	2	3	4	5
14. My teacher is prepared for class.	1	2	3	4	5
15. My teacher willingly answers questions.	1	2	3	4	5
16. My teacher is in control of the class.	1	2	3	4	5
17. My teacher returns papers in a reasonable time.	1	2	3	4	5
18. My teacher has a classroom management plan.	1	2	3	4	5
19. My teacher treats students with respect.	1	2	3	4	5
20. My teacher enforces rules fairly.	1	2	3	4	5
21. My teacher regularly lets me know how I'm doing in class.	1	2	3	4	5
22. My teacher wants the best for me.	1	2	3	4	5
23. My teacher offers extra help when needed.	1	2	3	4	5
24. My teacher encourages me.	1	2	3	4	5
25. My teacher is a good teacher.	1	2	3	4	5
26. My teacher is friendly.	1	2	3	4	5
27. My teacher has interest in me as a person.	1	2	3	4	5
28. My teacher always seems neat and clean.	1	2	3	4	5
29. I am comfortable asking my teacher for help.	1	2	3	4	5
30. My teacher treats boys and girls alike.	1	2	3	4	5
31. My teacher inspires me.	1	2	3	4	5
32. My teacher expects me to do well.	1	2	3	4	5
33. My teacher is confident.	1	2	3	4	5
34. My teacher treats all students alike.	1	2	3	4	5
35. My teacher is worthy of respect.	1	2	3	4	5
36. My teacher tells the truth.	1	2	3	4	5
37. My teacher is understanding.	1	2	3	4	5
38. My teacher is in control of his/her emotions.	1	2	3	4	5

January

BUILDING A KNOWLEDGE BASE

- Evaluate progress toward curriculum goals during first semester and discuss necessary modifications
- Discuss assessment procedures for both formal and informal assessments (ITBS, MontCas, Smarter Balanced)
- Go over end of the semester procedures – Grades 3-8 creating semester exams as needed for Language Arts and Writing
- Review MT certification and renewal process- discuss needed MT certification documentation
- Coordinate with special education for Quarter 2 progress reports
- Coordinate with Technology and Library for Quarter 2 progress reports – start adding words per minute for keyboarding
- Summer course work- start thinking about recertification requirements
- Review instructional delivery methods
- Review DRA/Dibels/Aimsweb/StarMath/StarReading and student achievement—learn about data decision making!
- Discuss the meaning and use of data-based decision making for student progress and success
- Discuss IEFA progress, needs, and available resources
- Be sure the IEFA template for essential understandings if being filled out each month
- Discuss semester pacing guide and schedule adjustments and changes for student success through data review
- Complete teacher evaluation with administration if not completed in September through December.
- Prepare for ski day in grades 4-8
- Each staff will receive an *Intent to Return Form* from the District for budgeting planning in the spring. Complete and return when received.

BUILDING A RELATIONSHIP

- Discuss what mentoring procedures have been most/least helpful and discuss possible changes
- Consider extending the mentee's circle of support by including other beginning and experienced teachers for sharing, and for professional and social relationships
- Schedule meeting times for the month, reaffirming your accessibility

Bibliography

Vincent, S. & Ley, J. (1999). *The Multigrade Classroom: A Resource Handbook for Small, Rural Schools: Book 5: Instructional Delivery and Grouping*. Northwest Regional Educational Laboratory.

Suggested Reading

Reluctant Disciplinarian: Advice on Classroom Management From a Softy Who Became (Eventually) a Successful Teacher by Gary Rubinstein ISBN: 1877673366

February

BUILDING A KNOWLEDGE BASE

- Continue analysis of individual student success in order to help him/her assist students who may be struggling
- Discuss Valentine's Day celebrations if appropriate
- Begin preparing for MontCas Phase I (ITBS) and MontCas Phase II (CRT) which will become SmarterBalance Assessment 2014
- New teacher list of needs- supplies, and other "needs" – explain the process for ordering for the next school year to be completed in May and June through purchase orders, etc.
- Answer policy questions- insurance, pay, summer pay
- Discuss Art/Tech integration into curriculum
- Discuss Math/Art integration into curriculum
- Discuss the weekly IEFA integration into the curriculum
- Discuss greenhouse and processes for teacher and student use of the greenhouse

BUILDING A RELATIONSHIP

- Foster the growing independence of your mentee by meeting informally on an as-needed basis rather than scheduling meetings in advance
- Point out resources for individual exploration, including workshops, school visits, online training, etc.
- Build the mentee's confidence through use of well-earned praise

Bibliography

Vincent, S. & Ley, J. (1999). *The Multigrade Classroom: A Resource Handbook for Small, Rural Schools: Book 6: Self-Directed Learning*. Northwest Regional Educational Laboratory.

March

BUILDING A KNOWLEDGE BASE

- Discuss plans for any needed spring parent/teacher conferences- at-risk phone calls, parent meetings
- Community Buddy Letters mailed in September, December, Feb/March, May
- Discuss field trip policies and plans
- Discuss school-wide achievement testing policies and plans (Review assessment page of this book.)
- Explain how data is entered in the drop box for year-end assessment collection
- Discuss resources needed for curriculum development and improvement
- Assess at-risk students and discuss the need for parent communication for student needs
- Review pacing charts
- Discuss and review salary schedule
- Plan and use peer tutoring
- Review attendance policies
- Discuss how to design lesson plans for student absences
- Positive phone calls to parents on student behavior
- Locker and classroom clean out for spring break
- Coordinate with special education for Quarter 3 progress reports
- Coordinate with Technology and Library for Quarter 3 progress reports –adding words per minute for keyboarding
- Create lessons and activities to stimulate students during testing breaks for state testing times
- Discuss Track schedule and impact on teaching times for grades 5-8

ENCOURAGING INDEPENDENCE

- Encourage your mentee to observe other teachers' teaching styles and classroom management styles
- Encourage your mentee to keep a log of his/her successes and goals for improvement
- Encourage the mentee to re-read teaching journal to evaluate progress so far this year

Bibliography

Vincent, S. & Ley, J. (1999). *The Multigrade Classroom: A Resource Handbook for Small, Rural Schools: Book 7: Planning and Using Peer Tutoring*. Northwest Regional Educational Laboratory

Suggested Reading

Scoring Rubrics in the Classroom: Using Performance Criteria for Assessing and Improving Student Performance
by Judith A. Arter
ISBN: 0751975756

April

BUILDING A KNOWLEDGE BASE

- Discuss seasonal concerns and student motivation: attire, playground, to & from school
- Discuss stress relief
- Work with your mentee to compile a list of most worthwhile activities to use next year
- Help your mentee begin ordering for next year- Organize by “must haves” and “would like to have”
- Discuss end of the year cumulative records (elementary)
- Schedule field trips and end of year activities: academic day and field day
- Begin end of the year inventory process- read end-of-year check-out in Employee Forms and Reference Manual
- End of Quarter 3 – last set of comments on report cards for grades 3-8
- Art Auction
- Begin inventory discussion
- Begin discussion on ordering for the coming school year – textbooks, workbooks, materials, etc.
- Begin preparation of

ENCOURAGING INDEPENDENCE

- Discuss what your mentee would or would not repeat in the following year, and help him/her get a jumpstart on planning
- Review your mentee’s budget needs for next year in regards to **needed vs. wanted supplies** and start a list for ordering in June

May

BUILDING A KNOWLEDGE BASE

- Discuss year end activities: graduation (K and 8th), locker clean out, book check-in, etc.
- Community Buddy Letters mailed in September, December, Feb/March, May
- Encourage your mentee to self-evaluate through use of a student survey
- Discuss your perceptions of mentee's growth throughout the year, discussing areas of greater and lesser strengths
- Discuss end of the year procedures for teachers: turning in books/keys/computers/grade books/lesson plans, preparing classroom
- Assist mentee with end of the year procedures
- If your mentee does not receive a contract for next year, offer support, provide a letter of recommendation if fitting, and help in resume preparation
- Coordinate with special education for Quarter 4 progress reports
- Coordinate with Technology and Library for Quarter 4 progress reports – start adding words per minute for keyboarding
- Big Sky Fit Kids - 1 Hour PE Activity all School
- End of mentor program – complete forms as described in this handbook

ENCOURAGING INDEPENDENCE

- Recognize the end of the first year of teaching with a celebration
- Give your mentee a card or letter with a list of successes in their school year
- Help your mentee communicate with teachers to select materials needed for the coming year

June

BUILDING A KNOWLEDGE BASE

- Review end-of-year checkout
- Discuss end-of-year assessment data base for grade-level data
- Discuss final grade/completion of cumulative file
- Review purchase order submittals for coming year
- Decide to continue in mentor program for years two and three as outlined in the introduction.
- Discuss paycheck and how they are received for the months of June, July, and August
- Attend PIR day for goal setting
- Enter final grades for report cards
- Prepare summer packet for students at risk: letters, resources, worksheets, etc.
- All Title One students receive summer packet for skills to practice and review

Gallatin Gateway School

Mentor Program Section 3

"EVALUATION"

Quality mentoring is more than casually matching a new teacher and a veteran teacher, assuming they will meet together throughout the school year and that the mentee will flourish.

- Montana Office of Public Instruction

Evaluation

On-going program survey/evaluation forms will be completed and used by all program participants to evaluate, reevaluate, and reformat the mentor program.

Program Goals:

Gallatin Gateway School Mentoring is an intentional process to guide a mentee, intern, or resident participant to proficient professional instruction in conjunction with professional employee work skills to better serve Gallatin Gateway School District #35.

- To improve teaching performance in order to raise student achievement
- To promote the personal and professional well being of mentee teachers
- To improve teaching performance in order to enhance positive school environment
- To transmit the culture of the school system to mentee teachers
- To increase retention of promising mentee teachers

Formative Evaluation:

- Survey/student and parent
- Needs survey/form
- Teacher qualities
- Attendance

Summative Evaluation:

- On-going status reports
- At the end of Q1 and Q3 non-evaluative progress reports
- Final non-evaluative reports by mentor and mentee
- Mentee/intern/and resident need/concern form
- Reevaluation meetings Q1 (November) and Q3 (April)
 - Discuss on-going evaluation of program
 - Revise program handbook as needed
 - Review communication styles and needs of participants

Gallatin Gateway School Mentoring Program

Ongoing Mentee/Intern/Resident Status Report

End of 1st quarter _____ End of 3rd quarter _____ Other _____
(date)

Intern's/Resident's Name: _____ School: _____

Certification: _____ Grade/ Subject/ Level: _____

Mentor's Name: _____

Observation Dates: _____

Conference Dates: _____

Circle the appropriate level below for each statement:

- 1. **Proficient**
- 2. **Progressing toward Proficiency**
- 3. **Needs Assistance**

A.) Teaching and Learning:

- 1. 2. 3. Creates a positive and relevant learning environment

B.) Classroom Management:

- 1. 2. 3. Facilitates classroom management
- 1. 2. 3. Interacts well with pupils
- 1. 2. 3. Establishes an effective classroom routine
- 1. 2. 3. Organizes classroom to support learning
- 1. 2. 3. Uses strategies/staff to support students with special needs

C.) Professionalism:

- 1. 2. 3. Seeks ongoing professional growth
- 1. 2. 3. Willingness to participate in school and district activities
- 1. 2. 3. Understands chain of command
- 1. 2. 3. Collaborates with other professionals
- 1. 2. 3. Aware of responsibilities of the profession

D.) Parent Contact:

- 1. 2. 3. Accessible to the students and parents
- 1. 2. 3. Establishes effective communications with parents
- 1. 2. 3. Facilitates parental involvement

Mentor Signature: _____ Date: _____

Intern's/Resident's Signature: _____ Date: _____

Intern/resident may attach a response or comments.

**Gallatin Gateway School Mentoring Program
Needs Assessment Form
Quarter 1**

Intern's/Resident's Name: _____

Mentor's Name: _____ Date: _____

TO THE INTERN/RESIDENT: As part of the needs assessment process, you are being asked to identify areas of concern on this form. You and your mentor will use this information to develop a personal plan of action.

Circle the appropriate level below for each statement:

- 1. **Proficient**
- 2. **Progressing toward Proficiency**
- 3. **Needs Assistance**

I. TEACHING AND LEARNING:

- 1. 2. 3. Planning
- 1. 2. 3. Incorporates multi-cultural perspective
- 1. 2. 3. Assessment and evaluation of students
- 1. 2. 3. Making assignments
- 1. 2. 3. Developing work-study habits
- 1. 2. 3. Recognize and provide for individual differences
- 1. 2. 3. Accessing student records
- 1. 2. 3. Participations in IEP and CST meetings (special Ed. and appropriate teachers)

PLAN: _____

II. CLASSROOM MANAGEMENT:

- 1. 2. 3. Classroom facilitation and management
- 1. 2. 3. Interaction with pupils
- 1. 2. 3. Classroom routine
- 1. 2. 3. Classroom organization
- 1. 2. 3. Use of strategies and personnel to assist students with special needs

PLAN: _____

III. PRESENTATION OF SUBJECT MATTER:

- 1. 2. 3. Curriculum

PLAN: _____

IV. COMMUNICATION SKILLS:

Oral and written communication skills

- 1. 2. 3. Communication with parents

PLAN: _____

V. PROFESSIONAL EXPECTATIONS:

- 1. 2. 3. Understands district mission statement
- 1. 2. 3. Workshops, in-services or graduate courses
- 1. 2. 3. Using district-wide resources: (email, webpage, voice mail)
- 1. 2. 3. Parental Contact

PLAN: _____

VI. MISCELLANEOUS:

- 1. 2. 3. Needs a building orientation
- 1. 2. 3. Understanding building procedures
- 1. 2. 3. Understanding your contractual rights
- 1. 2. 3. Understanding the role of student services (school nurse, speech, liaison, counseling, etc.)
- 1. 2. 3. Interpreting district policies and handbook
- 1. 2. 3. Understanding district evaluation process
- 1. 2. 3. Understanding annual testing requirements
- 1. 2. 3. Understanding your mentor's role
- 1. 2. 3. Understanding your responsibilities as an intern/resident

PLAN: _____

Additional Notes and Comments:

Mentee Evaluation of the Mentoring Experience _____ - _____ school year

Using the following scale, evaluate the degree to which you agree or disagree with the following statements:

1 = strongly disagree	2= disagree	3= agree	4= strongly agree
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Because of the mentoring experience:

1. _____ My first year of teaching was more successful.
Comments:
2. _____ I'm a more effective teacher.
Comments:
3. _____ I was better able to cope with the stress of the first year teaching experience.
Comments:
4. _____ I feel adequately prepared for teaching without the support of a mentor for next year.
Comments:

I feel that:

5. _____ The resource materials given to me by my mentor were useful and of high quality.
Comments:
6. _____ My mentor was easily accessible/ in close proximity.
Comments:
7. _____ My mentor match was appropriate, given the availability of mentors.
Comments:
8. _____ I had enough time with my mentor.
Comments:
9. _____ I received adequate support during the year.
Comments:
10. _____ My mentor was beneficial to me.
Comments:
11. _____ The mentoring experience was well-planned and administered.
Comments:
12. _____ In my experience, the mentoring program was effective this year.
Comments:

13. What areas of further training might have been beneficial for your first year?

14. Please list the areas you feel you could use continued support from the mentoring program during your second year as a teacher for School District #35.

Gallatin Gateway School

Mentor Program Application Information Section 4

"Appendix"

Items provided in the *Appendix* will assist in a mentor's decision to be a part of the program. The *Appendix* provides an overview of:

- Appendix A) **characteristics and qualifications of mentors,**
- Appendix B) **articles for additional information,** and
- Appendix C) **mentor application form.**

Appendix A

Selecting Mentors and Pairing with Mentee

Selecting mentors can be a challenge for schools. Best practice indicates that teachers should be willing to fill the mentor role and not be pressured into mentoring a beginning teacher. In general, a mentor should have at least two years teaching experience, and have a proven track record of positive effect on student achievement. Many times, teachers who would make good mentors are held in high esteem by colleagues and the school administration, and may be serving on more than one school committee.

Listed below are sample characteristics and qualities of effective mentors.

Attitude and Character

Willing to be a role model for other teachers
Exhibits strong commitment to the teaching profession
Believes mentoring improves instructional practice
Willing to advocate on behalf of colleagues
Willing to receive training to improve mentoring skills
Demonstrates a commitment to lifelong learning
Is reflective and able to learn from mistakes
Is eager to share information and ideas with colleagues
Is resilient, flexible, persistent, and open minded
Exhibits good humor and resourcefulness
Enjoys new challenges and solving problems

Communication Skills

Is able to articulate effective instructional strategies
Listens attentively
Asks questions that prompt reflection and understanding
Offers critiques in positive and productive ways
Uses email effectively
Is efficient with the use of time
Conveys enthusiasm, passion for teaching
Is discreet and maintains confidentiality

Professional Competence and Experience

Is regarded by colleagues as an outstanding teacher
Has excellent knowledge of pedagogy and subject matter
Has confidence in his/her own instructional skills
Demonstrates excellent classroom-management skills
Feels comfortable being observed by other teachers
Maintains a network of professional contacts
Understands the policies and procedures of the school, district, and teachers' association
Is a meticulous observer of classroom practice
Collaborates well with other teachers and administrators
Is willing to learn new teaching strategies from protégés

Interpersonal Skills

Is able to maintain a trusting professional relationship
Knows how to express care for a protégé's emotional and professional needs
Is attentive to sensitive political issues
Works well with individuals from different cultures
Is approachable; easily establishes rapport with others
Is patient

Source: *Creating a Teacher Mentoring Program*. The NEA Foundation for the Improvement of Education: Washington, DC, 1999.

Articles to Understand Mentoring

There have been hundreds of articles written about mentoring teachers and developing mentor programs. Listed below are three articles that are a good start for reading when developing a teacher-mentor program.



Phases of First-Year Teaching was originally written for publication in the newsletter for the California New Teacher Project, published by the California Department of Education (CDE) in 1990. This article, or parts of it, appears in many books and journals about teacher mentoring. It is an excellent article for teachers and administrators to reflect on the status of their first year of teaching. The article demonstrates how a mentor program should be designed to work with the stages.

<http://www.newteachercenter.org/article2.php>

May 1999 | Volume 56 | Number 8 Supporting New Teachers Pages 20-22

The Good Mentor *James B. Rowley*

As formal mentoring programs gain popularity, the need for identifying and preparing good mentors grows.

<http://www.ascd.org/publications/educational-leadership/may99/vol56/num08/The-Good-Mentor.aspx>

The Mentoring Leadership and Resource Network

The Mentoring Leadership and Resource Network is an ASCD network dedicated to supporting educators everywhere with best practices in mentoring and induction. For six years, the network has provided assistance and free advice to mentors and mentoring programs. In addition, the network sponsors a Spring Symposium each May and an annual meeting at the ASCD Annual Conference in March.

The Mentoring Leadership and Resource Network has five main purposes:

- To provide an organizational vehicle for a mentoring initiative;
- To increase the knowledge base and general awareness of best practices in mentoring and induction;
- To promote and provide effective training for new teacher mentors;
- To establish mentoring of new teachers as the norm in schools; and
- To establish, through mentoring, the norms of collegiality, collaboration, and continuous professional development in schools.

For more information, visit: <http://www.mentors.net>

Education Week

Published Online: March 23, 2010

Better Mentoring, Better Teachers

Three Factors That Help Ensure Successful Programs

By Dara Barlin

For more than a decade, clear and consistent research has shown that the quality of teachers is the most powerful school-related determinant of student success. Capitalizing on this now-large body of evidence, many education leaders have begun to invest in new-teacher mentoring. It's a smart bet.

When mentors are well-selected, well-trained, and given the time to work intensively with new teachers, they not only help average teachers become good, but good teachers become great. And because new teachers are most often assigned to the poorest schools and the most challenging classrooms, instructional-mentoring programs provide a powerful lever for closing the teacher-quality gap and ensuring that all students, regardless of their backgrounds, have a real opportunity to succeed.

For more information, visit: <http://www.edweek.org/archive/ew/articles/2010/03/23/27barlin.html>

Mentor Application

Becoming a skilled mentor requires time and intentional professional development. Many publications are available that provide professional development curriculum or ideas for developing mentoring skills.

Listed below are some key concepts and topic areas to cover when providing professional development to the mentor. This is not an exhaustive list.

Overview of the Goals of Mentoring:

- Creating a vision of a quality teacher
- Defining the mentor role
- Identifying the mentee's needs
- Understanding the phases of a new teacher
- Building an effective mentor relationship
- Differentiating support
- Assessing the mentee's level of practice

Roles of the Mentor:

- Facilitator, coach, and collaborator
- Trusted listener
- Resource person
- Problem solver
- Advocate

Mentoring skills

- Effective listening
- Facilitating reflective dialogue
- Classroom observation and feedback
- Confidentiality

Mentor Program Requirements

- Program evaluation forms
- Observation requirements
- Topics of discussion
- Confidentiality of the mentor/mentee relationship

Other Information

- Building a collaborative relationship with the protégé
- Stages of teacher development
- Understanding the continuum of beginning teacher support

Beginning teacher concerns

- Classroom management and discipline
- Time management
- An overwhelming workload
- Classroom instruction
- Technology in the classroom
- High-stakes accountability
- Socio-cultural awareness and sensitivity
- Student motivation
- A solitary work environment
- Relationships with parents and colleagues

7. How many years have you been teaching in GGS District 35? _____ describe:

8. What subject(s) have you taught?

9. Are you available to attend mentoring training during the summer during the first or second week of August? If so, which of those two weeks would work best for you?

10. Although the mentoring program is set up to take place during regular school hours, most mentors have found that additional time outside of the regular school day is probably necessary to meet the needs of the protégé. Are you available and willing to spend time outside of school for the mentoring program?

11. Have you ever been a mentor before? If so, what were your greatest success and your greatest challenge in your mentoring experience?

12. Would you be willing to and feel comfortable mentoring outside your content area? _____ describe:

13. Would you be willing to and feel comfortable mentoring a different grade level within your building? _____

Final Report for Completion of the Mentoring Program

I (printed name) _____ have submitted the following forms in completion of my duties as a mentor for the time period August 20__ through June 20 ____. I understand that the confidential paperwork submitted to the Mentor Coordinator will be shredded at the year's end and this signature page will serve as my final report for completion of the mentoring program and that I will receive my stipend in June.

My mentee was _____ at grade level _____ or special _____.

Forms submitted over the course of the school year (copies acceptable):

Forms from the Mentoring Handbook

- _____ Mentoring Application
- _____ Check list – Preparing for the First Day
- _____ Elementary or Middle School Mentor/Mentee Understanding
- _____ Mentor/Mentee Discussion Checklist
- _____ Mentee Needs Form
- _____ Standards Based Classroom Rating Scale
- _____ Mentor Observation Form
- _____ Observation Inventory
- _____ Mentor Observation/Conference Notes
- _____ Student Survey for the classroom – elementary or middle school
- _____ Status Report Quarter 1
- _____ Status Report Quarter 3
- _____ Needs Assessment Quarter 1
- _____ Final Status Report (completed by mentee)
- _____ Final Report (completed by mentor)
- _____ Mentee evaluation (completed by mentee)

Form for payment of stipend (paid in June) from Coordinator

_____ Temporary Employment Form to request payment of stipend – submitted to clerk

Name _____ Date _____

Signature _____