

September Agenda

Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, September 20, 2017 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: August 28, 2017- regular meeting, September 5, 2017- special meeting; and September 12, 2017- special meeting;

Finance: Warrants; **Personnel:** Hire: Student Council Advisory; Hire: Certified/Classified Substitutes.

Committee Reports

Labor/Management Committee (LMC)

Superintendent's Report

Old Business

17-18 Strategic Goals/ Action Plans

New Business

Action Items:

Approve 2017-2018 Line-Item General Fund Budget for Website

Review and Adopt Scope for Whole Child Committee

Review and Adopt Revisions to Volunteer Handbook

Consider Public Health Nursing Services in School Agreement with Gallatin City-County Health Department

Adopt School Board Policy Revisions and Additions:

#1006FE- Transfers for School Safety (new policy)

#1014FE- Intent to Increase Non-Voted Levy (new policy)

#101FE-F1- Notice of Intent to Impose an Increase in Levies Form (new policy)

#3124- Military Compact Waiver (new policy)

#3224- Student Appearance (revision)

#3416- Administering Medicines to Students (revision)

#4350- Website Accessibility and Nondiscrimination (new policy)

Board Training- MTSBA Back-to-School Legal Primer-online (October 6-10)

Next Meetings:

Special Committee Meeting- Wednesday, September 27, 2017 @ 4:30pm

Regular Meeting - Wednesday, September 20, 2017 @ 6pm

Adjournment

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

Audience Participation

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

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

Cross Reference: 1420 School Board Meeting Procedure

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

**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 September 20, 2017 in the Gallatin Gateway School Board Room. Board Chair Donna Shockley presided and called the meeting to order at 6:04pm.

TRUSTEES PRESENT

Donna Shockley, Board Chair; Aaron Schwieterman, Vice-Chair; Julie Fleury, Christie Francis, and Lessa Racow

TRUSTEES ABSENT

None

STAFF PRESENT

Travis Anderson, Superintendent and Carrie Fisher, District Clerk

OTHERS PRESENT

None

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*.

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

Board Chair Donna Shockley 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

CHANGE ORDER OF BUSINESS:

Board Chair Donna Shockley suggested changing the order of business to move the Superintendent Report and Old Business to beginning of the agenda. There were no objections.

SUPERINTENDENT'S REPORT

Superintendent Anderson provided the Board with information on the following: 1) Enrollment summary- 152 as of September 6; 2) Upcoming Board Training Opportunities; 3) Dry Well in parking lot; 4) Front Door System; 5) Sewer System Update; 6) Fire Drill- September 8; 7) Bus Evacuation Drill- September 12; 8) Earthquake Drill- October 19; 9) Teacher Mentoring Program; 10) SBAC practice tests; 11) Second Chance Breakfast Update; 12) Gateway Gallop- September 16; 13) EPAS Goal Setting; 14) Edgenuity Software purchase; 15) Daily Announcements and Pledge of Allegiance 16) Parent Meeting- Sept 25.

OLD BUSINESS

17-18 Strategic Goals/Action Plans

Superintendent Anderson and Board Chair Shockley led the discussion regarding the 17-18 Strategic Goals/Action Plans. The board, per the discussion, would like to change or add the following to the goals:
Goal II- final action step regarding bullying- move to Goal IV.

Goal III- second action step- change the word “mentoring” to “orientation”

Goal III- add an *action step*- “Gallatin Gateway School District students will display proficiency rates that exceed 50% in both mathematics and ELA.” *Resources needed*: Curriculum Materials, Online Resources, Professional Development, SBAC Practice Test. *Timeline*: Ongoing through 2017-2018 academic year. Position(s): School Board, Superintendent, Certified Staff, Classified Staff

Motion: Trustee Christie Francis to adopt the 17-18 Strategic Goals with discussed revisions.

Seconded: Vice Chair Aaron Schwieterman

Public Comment: None

For: Fleury, Francis, Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

CONSENT AGENDA

Motion: Vice Chair Aaron Schwieterman to approve minutes from August 28, 2017- regular meeting; September 5, 2017- special meeting; and September 12, 2017- special meeting; approve claim warrants- #35393-35432; payroll warrants #75300-75306 and direct deposits –89423-89451 (VOID: none); hire Travis Anderson as the Student Council Advisor for the 2017-2018 school year for a stipend of \$600/year; hire certified/classified substitutes: Bus Driver- Maxine Daniel and Gary Jones; Kitchen/Food Service- Stacy Webb (Roscoe) and Connie Evenson; Office/Clerical- Connie Evenson; Teachers/Aides/Other- Shelly Berezay, April Bettilyon, Allyson Braaksma, Cynthia Corliss, Kate Cottingham, Sonja Davis, Julie Dobbins, Connie Evenson, Jonathan Gans, Kevin Germann, Jennifer Gilbert, Kalli Hendrickson, Wendy Hourigan, Kris Keller, Spencer Kirkemo, Sasha Matsko, Kelly McCloy, Libby Michaud, Darcy Nordhagen, Brad Parsch, Teresa Ann Quatraro, Mariela Spinner, Nicorie Steinpfad, Barry Sulam.

Seconded: Trustee Lessa Racow

Public Comment: None

For: Fleury, Francis Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

NEW BUSINESS

Approve 2017-2018 Line-Item General Fund Budget for Website

The Board reviewed the General Fund line-item budget for the website with Business Manager Carrie Fisher.

Motion: Trustee Christie Francis to adopt the General Fund line-item budget as presented.

Seconded: Vice Chair Aaron Schwieterman

Public Comment: None

For: Fleury, Francis, Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

Business Manager Carrie Fisher will upload the approved document to the website.

Review and Adopt Scope for Whole Child Committee

Motion: Trustee Christie Francis to adopt the Whole Child Committee scope as presented.

Seconded: Trustee Lessa Racow

Public Comment: None

For: Fleury, Francis, Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

Review and Adopt Revisions to Volunteer Handbook

Motion: Vice Chair Aaron Schwieterman to adopt revisions to the Volunteer Handbook as presented.

Seconded: Trustee Julie Fleury

Public Comment: None

For: Fleury, Francis, Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

Consider Public Health Nursing Services in School Agreement with Gallatin City-County Health Department

Motion: Trustee Christie Francis to approve the Public Health Nursing Services in School Agreement with Gallatin City-County Health Department for the 2017-2018 school year for a total cost of \$1,012.98.

Seconded: Vice Chair Aaron Schwieterman

Public Comment: None

For: Fleury, Francis, Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

Adopt School Board Policy Revisions and Additions:

Motion: Christie Francis to adopt the following School Board policy revisions and additions as presented:

#1006FE- Transfers for School Safety (new policy)

#1014FE- Intent to Increase Non-Voted Levy (new policy)

#101FE-F1- Notice of Intent to Impose an Increase in Levies Form (new policy)

#3124- Military Compact Waiver (new policy)

#3224- Student Appearance (revision)

#3416- Administering Medicines to Students (revision)

Seconded: Vice Chair Aaron Schwieterman

Public Comment: None

For: Fleury, Francis, Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

The Board discussed and tabled policy #4350- Website Accessibility and Nondiscrimination (new policy).

Board Training- MTSBA Back-to-School Legal Primer- online

The Board reviewed training opportunities in October- the entire Board, the Superintendent, and Business Manager have all signed up for the free Back-to-School Legal Primer. The training will be conducted in an online format.

In addition, Travis Anderson, Lessa Racow, and Donna Shockley will all be attending MCEL in Billings (approved at previous meetings).

Next meetings:

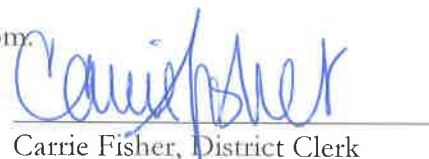
Special Committee meeting- Wednesday, September 27, 2017 @ 4:30pm (LMC)

Regular Meeting- Monday, October 16, 2017 @ 6pm

ADJOURNMENT

Board Chair Donna Shockley adjourned the meeting at 8:10pm.


Donna Shockley, Board Chair


Carrie Fisher, District Clerk



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 Chair 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: September 20, 2017

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

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
1.	
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Donna Shokley

Regular Meeting
September 20, 2017
Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
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<u>30.</u>	

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: September 19, 2017

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:
#35393-#35432

Electronic Payment:
None

Voided Claim (A/P) Warrant #'s:
None

Payroll Warrant #'s:
#75300-75306

Direct Deposits/ACH #'s:
-89423-89451

Voided Payroll Warrant #'s:
None

Thank you.

09/19/17
14:12:32

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 9/17

Page: 1 of 1
Report ID: W100X

Claims

Accounts Payable

Check		Vendor/Employee/Payee Number/Name	Check Amount	Period	Date		Notes
Check #	Type				Issued		
35393	SC	43 ALSCO-AMERICAN LINEN DIVISION	341.11	9/17	09/20/17		
35394	SC	78 ARROWLEAF LAWN & LANDSCAPE	500.00	9/17	09/20/17		
35395	SC	177 BRIDGER GLASS & WINDOWS, INC.	95.00	9/17	09/20/17		
35396	SC	1299 CAMPBELLS PLUMBING & HEATING	168.50	9/17	09/20/17		
35397	SC	222 CDW GOVERNMENT, INC.	555.10	9/17	09/20/17		
35398	SC	229 CENTURYLINK	10.46	9/17	09/20/17		
35399	SC	279 COSTCO	696.16	9/17	09/20/17		
35400	SC	1396 ECKROTH MUSIC	179.80	9/17	09/20/17		
35401	SC	370 ELITE COMMERCIAL CLEANERS INC.	3530.00	9/17	09/20/17		
35402	SC	1401 ELWELL, CASSANDRA	23.00	9/17	09/20/17		
35403	SC	377 ENERGY LABORATORIES, INC.	23.00	9/17	09/20/17		
35404	SC	1339 ENVISION COUNSELING & CONSULTING,	200.00	9/17	09/20/17		
35405	SC	420 FOOD SERVICES OF AMERICA	2072.73	9/17	09/20/17		
35406	SC	451 GATEWAY ELECTRIC LLC	3887.63	9/17	09/20/17		
35407	SC	471 GRANITE TECHNOLOGY SOLUTIONS INC	375.06	9/17	09/20/17		
35408	SC	577 J&H INC	57.00	9/17	09/20/17		
35409	SC	589 JOHNSON CONTROLS	3143.40	9/17	09/20/17		
35410	SC	609 KENYON NOBLE	301.07	9/17	09/20/17		
35411	SC	655 LEE, JERRY	54.89	9/17	09/20/17		
35412	SC	686 MASBO	125.00	9/17	09/20/17		
35413	SC	806 MTSBA - MONTANA SCHOOL BOARD ASSO	125.00	9/17	09/20/17		
35414	SC	856 NORTHWESTERN ENERGY	1286.63	9/17	09/20/17		
35415	SC	911 PLANBOOKEDU	19.00	9/17	09/20/17		
35416	SC	964 REPUBLIC SERVICES #886	684.26	9/17	09/20/17		
35417	SC	974 ROBB, ELIZABETH	2.99	9/17	09/20/17		
35418	SC	1402 SCENARIO LEARNING	400.00	9/17	09/20/17		
35419	SC	1014 SCHOOL MATE	100.50	9/17	09/20/17		
35420	SC	1018 SCHOOL SPECIALTY INC.	3216.23	9/17	09/20/17		
35421	SC	1029 SECURITY SOLUTIONS INC	500.00	9/17	09/20/17		
35422	SC	1093 STORY DISTRIBUTING CO	917.02	9/17	09/20/17		
35423	SC	1403 SYSCO MONTANA, INC.	2563.70	9/17	09/20/17		
35424	SC	666 THOMAS, LORRIE	100.00	9/17	09/20/17		
35425	SC	1173 TOM'S FLOOR STORE, INC.	3868.40	9/17	09/20/17		
35426	SC	1188 TRUGREEN CHEMLAWN	211.50	9/17	09/20/17		
35427	SC	161 BOZEMAN SAFE & LOCK	242.75	9/17	09/20/17		
35428	SC	228 CENTURYLINK	207.98	9/17	09/20/17		
35429	SC	262 COMMERCIAL ENERGY OF MONTANA INC	43.60	9/17	09/20/17		
35430	SC	409 FIRE SUPPRESSION SYSTEM INC	561.00	9/17	09/20/17		
35431	SC	1297 MONTANA OPTICOM	1380.50	9/17	09/20/17		
35432	SC	1009 SCHOLASTIC INC.	735.30	9/17	09/20/17		

Claims Total # of Checks: 40 Total: 33505.27

Grand Total # of Checks: 40 Total: 33505.27

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)

09/19/17
14:12:59

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 9/17

Page: 1 of 8
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
35393S	43 ALSCO-AMERICAN LINEN DIVISION						
	792	272.65					
1	LBIL133654 09/11/17 MOPS,RUGS,LINENS, & APRONS	60.20*		101		100-2600	610
2	LBIL133654 09/11/17 MOPS,RUGS,LINENS, & APRONS	8.03*		110		100-2700	610
3	LBIL133654 09/11/17 MOPS,RUGS,LINENS, & APRONS	32.11*		112		910-3100	610
4	LBIL133292 08/28/17 MOPS,RUGS,LINENS, & APRONS	68.76*		101		100-2600	610
5	LBIL133292 08/28/17 MOPS,RUGS,LINENS, & APRONS	9.17*		110		100-2700	610
6	LBIL133292 08/28/17 MOPS,RUGS,LINENS, & APRONS	36.67*		112		910-3100	610
7	LBIL133470 09/04/17 MOPS,RUGS,LINENS, & APRONS	34.62*		101		100-2600	610
8	LBIL133470 09/04/17 MOPS,RUGS,LINENS, & APRONS	4.62*		110		100-2700	610
9	LBIL133470 09/04/17 MOPS,RUGS,LINENS, & APRONS	18.47*		112		910-3100	610
	823	68.46					
1	LBIL133832 09/16/17 MOPS, RUGS, LINENS, & APRO	41.07*		101		100-2600	610
2	LBIL133832 09/16/17 MOPS, RUGS, LINENS, & APRO	5.48*		110		100-2700	610
3	LBIL133832 09/16/17 MOPS, RUGS, LINENS, & APRO	21.91*		112		910-3100	610
	Total Check:	341.11					
35394S	78 ARROWLEAF LAWN & LANDSCAPE						
	793	500.00					
1	463 09/01/17 MOWING- AUG 4	125.00*		101		100-2600	440
2	463 09/01/17 MOWING-AUG 11	125.00*		101		100-2600	440
3	463 09/01/17 MOWING-AUG 18	125.00*		101		100-2600	440
4	463 09/01/17 MOWING-AUG 26	125.00*		101		100-2600	440
	Total Check:	500.00					
35395S	177 BRIDGER GLASS & WINDOWS, INC.						
	794	95.00					
1	20615 08/23/17 REMOVE HARDWARE IN FRONT	95.00	17-166	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
	Total Check:	95.00					
35396S	1299 CAMPBELLS PLUMBING & HEATING						
	795	168.50					
1	14258 08/03/17 SINK REPAIRS	168.50*		101		100-2600	440
	Total Check:	168.50					
35397S	222 CDW GOVERNMENT, INC.						
	796	33.80					
1	JVS0751 08/17/17 1-PORT WALLPLATE (x10)	33.80*		101		100-1000	682
	797	66.96					
1	JWQ3097 08/22/17 DVI TO DVI-D VGA SPLITTER	22.04*	18-048	101		100-1000	682
2	JWQ3097 08/22/17 HDMI CABLE- 20 FT	21.19*	18-048	101		100-1000	682
3	JWQ3097 08/22/17 HDMI CABLE- 15 FT	13.56*	18-048	101		100-1000	682
4	JWQ3097 08/22/17 HDMI WALL PLATE	10.17*	18-048	101		100-1000	682

09/19/17
14:12:59

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 9/17

Page: 2 of 8
Report ID: AP100W

* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
	798	8.47						
1	JZH6469 08/30/17 DVI-I TO DVI-D ADAPTER	8.47*	18-045	101		100-1000	682	
	799	344.60						
1	JZD9665 08/29/17 AVERVISION F17-8M DOC CAM	344.60*	18-046	101		100-1000	660	
	800	51.64						
1	JXJ7084 08/24/17 USB CABLES	30.48*	18-043	101		100-1000	682	
2	JXJ7084 08/24/17 SHIPPING-CABLES	21.16*	18-043	101		100-2600	682	
	801	49.63						
1	JZH6407 08/30/17 HDMI CABLE	49.63*		101		100-1000	682	
	Total Check:	555.10						
35398S	229 CENTURYLINK							
	802	10.46						
1	1417985944 08/19/17 PHONE- LONG DISTANCE	7.63*		101		100-2300	531	
2	1417985944 08/19/17 PHONE- LONG DISTANCE	2.62*		110		100-2300	531	
3	1417985944 08/19/17 PHONE- LONG DISTANCE	0.21*		117		610-2300	531	
	Total Check:	10.46						
35399S	279 COSTCO							
	828	696.16						
1	01466 08/24/17 STAFF BACK TO SCHOOL MEAL	46.95*		115		100-1000	610	110
2	LATE FEE 08/26/17 LATE FEE ASSESSMENT	1.28*		101		100-2500	810	
3	033514 08/30/17 SNACK CART	406.99*		115		100-3100	630	112
4	STAFF END OF YEAR MEAL	85.26*		115		100-1000	610	110
5	08/30/17 OPEN HOUSE	155.68*		101		100-2300	610	
	Total Check:	696.16						
35400S	1396 ECKROTH MUSIC							
	835	179.80						
1	2853427 09/15/17 ADVENT DJEMBE	179.80*	18-047	115		100-1000	610	194
	Total Check:	179.80						
35401S	370 ELITE COMMERCIAL CLEANERS INC.							
	803	3,530.00						
1	2002 09/01/17 PAINTING- OLD BATHROOMS	650.00	17-126	101		999		
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-								
2	2002 09/01/17 CUSTODIAL- CLEANING SERVICES	2,246.40*		101		100-2600	433	
3	2002 09/01/17 CUSTODIAL- CLEANING SERVICES	576.00*		110		100-2600	433	
4	2002 09/01/17 CUSTODIAL- CLEANING SERVICES	57.60*		117		610-2600	433	
	Total Check:	3,530.00						

09/19/17
14:12:59

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 9/17

Page: 3 of 8
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
35402S	1401 ELWELL, CASSANDRA							
806		23.00						
1	08/29/27 REFUND- RETURNED LIBRARY BOOKS	23.00		115		1900		160
	Total Check:	23.00						
35403S	377 ENERGY LABORATORIES, INC.							
804		23.00						
1	B10344 09/08/17 WATER TESTING	22.54*		101		100-2600		421
2	B10344 09/08/17 WATER TESTING	0.46*		117		610-2600		421
	Total Check:	23.00						
35404S	1339 ENVISION COUNSELING & CONSULTING,							
805		200.00						
1	09/08/17 AUG 25- STAFF SELF-CARE TRAINI	200.00*		115		100-2213		582 172
	Total Check:	200.00						
35405S	420 FOOD SERVICES OF AMERICA							
826		421.64						
1	5389229 09/05/17 COOPERATIVE FOOD PURCHASE	421.64*	18-001	112		910-3100		630
834		1,651.09						
1	5389228 09/05/17 FOOD	181.49*		112		910-3100		630
2	5389228 09/05/17 BREAKFAST EXPANSION- FOOD	94.64*		115		910-3100		630 103
3	5380847 08/22/17 FOOD	386.72*		112		910-3100		630
4	5383354 08/25/17 FOOD	167.82*		112		910-3100		630
5	5383354 08/25/17 BREAKFAST EXPANSION- FOOD	159.92*		115		910-3100		630 103
6	5385270 08/29/17 BREAKFAST EXPANSION- FOOD	136.12*		115		910-3100		630 103
7	5385270 08/29/17 FOOD	273.83*		112		910-3100		630 103
8	5387710 09/01/17 FOOD	250.55*		112		910-3100		630
	Total Check:	2,072.73						
35406S	451 GATEWAY ELECTRIC LLC							
807		3,887.63						
1	1322 09/12/17 INSTALL LED LIGHTING	3,325.00	17-175	101		999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
2	1322 09/12/17 INSTALL LED LIGHTING/ELECTRICA	562.63*		101		100-2600		440
	Total Check:	3,887.63						
35407S	471 GRANITE TECHNOLOGY SOLUTIONS INC							
827		375.06						
1	21915 08/31/17 SHOULDER RESTS & ADDTL CABLE	375.06*		101		100-2600		440
	Total Check:	375.06						

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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
35408S	577 J&H INC							
808		57.00						
1	512410 09/11/17 STAPLES REFILL- OFFICE COPIER	57.00*		101		100-2300	550	
	Total Check:	57.00						
35409S	589 JOHNSON CONTROLS							
809		3,143.40						
1	1-52804806 07/29/17 CIRCULATION PUMP- HOT WAT	1,907.25	17-122	101		999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
2	1-52804986 07/29/17 BOILER MOTOR PUMP	1,236.15	17-122	101		999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
	Total Check:	3,143.40						
35410S	609 KENYON NOBLE							
829		301.07						
1	6105732 07/28/17 MAINTENANCE SUPPLIES	80.96*		101		100-2600	610	
2	6140994 08/17/17 SNOW FENCE	209.88*		101		100-2600	610	
3	6141442 08/17/17 MAINTENANCE SUPPLIES	20.30*		101		100-2600	610	
4	6141490 08/17/17 MAINTENANCE SUPPLIES	9.49*		101		100-2600	610	
5	6142224 08/18/17 REFUND/CREDIT MAINTENANCE SUP	-20.30*		101		100-2600	610	
6	6147394 08/21/17 MAINTENANCE SUPPLIES	0.74*		101		100-2600	610	
	Total Check:	301.07						
35411S	655 LEE, JERRY							
810		54.89						
1	08/05/17 BUS MAINTENANCE- BUS TO MANHAT	54.89*		110		100-2700	582	
	Total Check:	54.89						
35412S	686 MASBO							
811		125.00						
1	5001 09/11/17 WORKSHOP- SHOCKLEY	125.00*		101		100-2300	582	
	Total Check:	125.00						
35413S	806 MTSBA - MONTANA SCHOOL BOARD							
812		125.00						
1	53665 08/02/17 ATHLETIC DIRECTOR- WORKSHOP	125.00*	18-040	101		720-3500	582	
	Total Check:	125.00						
35414S	856 NORTHWESTERN ENERGY							
832		1,286.63						
1	09/07/17 ELECTRIC SERVICE	747.06*		101		100-2600	412	
2	09/07/17 ELECTRIC SERVICE	191.56*		110		100-2600	412	
3	09/07/17 ELECTRIC SERVICE	19.16*		117		610-2600	412	
4	09/07/17 UNMETERED SERVICE	78.66*		101		100-2600	410	
5	09/07/17 UNMETERED SERVICE	81.93*		110		100-2600	410	
6	09/07/17 UNMETERED SERVICE	3.28*		117		610-2600	410	
7	09/07/17 NATURAL GAS SERVICE	161.68*		101		100-2600	411	
8	09/07/17 NATURAL GAS SERVICE	3.30*		117		610-2600	411	
	Total Check:	1,286.63						

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GALLATIN GATEWAY ELEMENTARY
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* ... Over spent expenditure

Warrant Claim		Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
35415S		911 PLANBOOKEDU							
	813		19.00						
1		2017-7475 08/17/17 SUBSCRIPTION- RENEWAL	19.00*		101		100-1000	681	
		Total Check:	19.00						
35416S		964 REPUBLIC SERVICES #886							
	814		684.26						
1		3-0886-001 08/28/17 GARBAGE SERVICES	602.14*		101		100-2600	431	
2		3-0886-001 08/28/17 GARBAGE SERVICES	68.43*		110		100-2600	431	
3		3-0886-001 08/28/17 GARBAGE SERVICES	13.69*		117		610-2600	431	
		Total Check:	684.26						
35417S		974 ROBB, ELIZABETH							
	815		2.99						
		09/12/17 REFUND- RETURNED LIBRARY BOOK	2.99		101		1900		160
		Total Check:	2.99						
35418S		1402 SCENARIO LEARNING							
	830		400.00						
1		INV03787 08/25/17 SAFESCHOOLS ONLINE TRAINING	400.00*		101		100-2300	582	
		ANNUAL SUBSCRIPTION							
		Total Check:	400.00						
35419S		1014 SCHOOL MATE							
	816		100.50						
1		IN00046680 06/06/17 MIDDLE SCHOOL PLANNERS	84.00	17-039	101		999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		IN00046680 06/06/17 MS PAGE MARKERS	6.00	17-039	101		999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		IN00046680 06/06/17 SHIPPING/HANDLING	10.50	17-039	101		999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
		Total Check:	100.50						
35420S		1018 SCHOOL SPECIALTY INC.							
	817		3,216.23						
1		3081027978 08/03/17 CALIFONE AUDIO SYSTEM	779.99	17-172	101		999		
		3RD GRADE							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-780-							
2		3081027978 08/03/17 CLASSROOM CHAIRS	1,978.80	17-172	101		999		
		MUSIC ROOM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		3081027978 08/03/17 STACKING CHAIR CART	457.44	17-172	101		999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
		Total Check:	3,216.23						

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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
35421S	1029 SECURITY SOLUTIONS INC						
818		500.00					
1	6857 09/07/17 REPAIR HARD DRIVE FOR DVR VIDEO SECURITY SYSTEM	500.00*		101		100-2600	440
	Total Check:	500.00					
35422S	1093 STORY DISTRIBUTING CO						
819		917.02					
1	11494 08/01/17 BUS FUEL- 358 GALLONS	917.02*		110		100-2700	624
	Total Check:	917.02					
35423S	1403 SYSCO MONTANA, INC.						
831		2,520.45					
1	143400216 08/25/17 FOOD	1,155.16*		112		910-3100	630
2	143405100 08/29/17 FOOD	411.62*		112		910-3100	630
3	143412052 09/01/17 FOOD	385.90*		112		910-3100	630
4	143415610 09/01/17 FOOD	567.77*		112		910-3100	630
833		43.25					
1	143407067 08/30/17 FOOD	43.25*		112		910-3100	630
	Total Check:	2,563.70					
35424S	666 THOMAS, LORRIE						
820		100.00					
1	08/28/17 BATERIOLOGICAL- SEPTEMBER	98.00*		101		100-2600	421
2	08/28/17 BATERIOLOGICAL- SEPTEMBER	2.00*		117		610-2600	421
	Total Check:	100.00					
35425S	1173 TOM'S FLOOR STORE, INC.						
821		3,868.40					
1	T0010504 06/30/17 MUSIC ROOM- CARPET	3,827.00	17-162	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
2	T0010504 06/30/17 MUSIC ROOM- CARPET	41.40*		101		100-2600	440
	Total Check:	3,868.40					
35426S	1188 TRUGREEN CHEMLAWN						
822		211.50					
1	417608 09/02/17 FALL APPLICATION	211.50	17-056	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
	Total Check:	211.50					
35427S	161 BOZEMAN SAFE & LOCK						
841		242.75					
1	37825 09/11/17 SERVICE CALL- LOCK MAINTENANCE	242.75*		101		100-2600	440
	Total Check:	242.75					

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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
35428S	228 CENTURYLINK						
	837	207.98					
1	09/04/17 MONTHLY PHONE SERVICE	151.82*		101		100-2300	531
2	09/04/17 MONTHLY PHONE SERVICE	52.00*		110		100-2300	531
3	09/04/17 MONTHLY PHONE SERVICE	4.16*		117		610-2300	531
	Total Check:	207.98					
35429S	262 COMMERCIAL ENERGY OF MONTANA INC						
	840	43.60					
1	NWE043903 09/22/17 GAS ON NWE SYSTEM	42.73*		101		100-2600	411
2	NWE043903 09/22/17 GAS ON NWE SYSTEM	0.87*		117		610-2600	411
	Total Check:	43.60					
35430S	409 FIRE SUPPRESSION SYSTEM INC						
	842	561.00					
1	W09999-IN 09/12/17 FRONT DOOR-PANEL TIE IN	561.00*		101		100-2600	440
	Total Check:	561.00					
35431S	1297 MONTANA OPTICOM						
	836	1,380.50					
5	08/01/17 INTERNET SERVICE	161.34*		101		100-2300	530
6	08/01/17 INTERNET SERVICE	48.40*		110		100-2300	530
7	08/01/17 INTERNET SERVICE	48.40*		117		610-2300	530
8	08/01/17 INTERNET SERVICE	64.53*		128		100-2300	530
9	09/01/17 INTERNET SERVICE	374.53*		101		100-2300	530
10	09/01/17 INTERNET SERVICE	112.36*		110		100-2300	530
11	09/01/17 INTERNET SERVICE	112.36*		117		610-2300	530
12	09/01/17 INTERNET SERVICE	149.81*		128		100-2300	530
13	07/01/17 INTERENT SERVICE	154.38*		101		100-2300	530
14	07/01/17 INTERENT SERVICE	46.32*		110		100-2300	530
15	07/01/17 INTERENT SERVICE	46.32*		117		610-2300	530
16	07/01/17 INTERENT SERVICE	61.75*		128		100-2300	530
	Total Check:	1,380.50					
35432S	1009 SCHOLASTIC INC.						
	838	372.68					
1	M6315772 09/05/17 LET'S FIND OUT- K	110.00	17-104	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-650-						
2	M6315772 09/05/17 GRADE 1- SCHOLASTIC NEWS	129.80	17-104	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-650-						
3	M6315772 09/05/17 GRADE 2- SCHOLASTIC NEWS	99.00	17-104	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-650-						
4	M6315772 09/05/17 SHIPPING/HANDLING	33.88	17-104	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-650-						

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* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
839		362.62						
1	M6316649 09/05/17 SCHOLASTIC SCOE ELA 6-8	249.75*	18-023	101		100-1000	650	
2	M6316649 09/05/17 QUE TAL?- SPANISH	79.90*	18-023	101		100-1000	650	
3	M6316649 09/05/17 SHIPPING/HANDLING	32.97*	18-023	101		100-1000	650	
	Total Check:	735.30						
# of Claims		49	Total:	33,505.27				

Hire Student Council Advisor

At the regular meeting held August 28, 2017, the Board hired Ruth Sann, School Counselor, as the Student Council Advisor. On September 6, 2017 Superintendent Anderson accepted the resignation of Ruth Sann as Student Council Advisor.

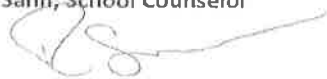
September 6, 2017

Mr. Anderson,

I regretfully submit to you in this letter that I am resigning for the 2017-18 school year as the Student Council Advisor.

Thank you for this year's opportunity, although the time commitment will not work with my schedule.

Ruth Sann, School Counselor



Duties of the Student Council Advisor:

Oversee the student council. Facilitate student elections to take office on student council. Facilitate and guide student council meetings approx. 2x month Assist students to learn about student government, civics, and productively advocating for policy/procedure changes. Focus on community service within the school and the community as a whole. Attend all functions organized/hosted by student council- this may be in evenings, early mornings, and/or weekends. Oversee the fund-raising efforts and all student council funds. Make deposits with the Business Manager as necessary.

Salary:

\$600 stipend for the 17-18 school year

Recommendation:

Travis Anderson (Superintendent)

Recommended Motion:

To hire Travis Anderson as the Student Council Advisor for the 2017-2018 school year for a stipend of \$600/year.

September/October - as of September 14, 2017
Certified/Classified Substitute Recommendations:

Bus Driver

Maxine Daniel

Gary Jones

Kitchen/Food Service

Stacy Webb (Roscoe)

Connie Evenson

Teachers/Aides/Other

Shelly Berezay

April Bettilyon

Allyson Braaksma

Cynthia Corliss

Kate Cottingham

Sonja Davis

Julie Dobbins

Connie Evenson

Jonathan Gans

Kevin Germann

Jennifer Gilbert

Kalli Hendrickson

Wendy Hourigan

Kris Keller

Spencer Kirkemo

Sasha Matsko

Kelly McCloy

Libby Michaud

Darcy Nordhagen

Brad Parsch

Teresa Ann Quatraro

Mariela Spinner

Nicorie Steinfeld

Barry Sulam

Office/Clerical

Connie Evenson

**All substitute hires are pending an adequate finger print background check and TB test results.*

September 2017 Superintendent's Report:

Enrollment Summary as of 9/6/2017:

Grade	Total	Boys	Girls	Out of District
K	20	11	9	4
1	17	9	8	5
2	15	8	7	2
3	23	13	10	6
4	17	9	8	4
5	22	10	12	4
6	20	12	8	6
7	5	3	2	1
8	13	6	7	0
Total	152	81	71	32

Progress on 2016-2017 Gallatin Gateway School District Goals

- I. Gallatin Gateway School Board will demonstrate excellence in governance.**
 - a. Upcoming Training Opportunities:
 - i. MCEL – October 19-20 Billings
 1. Congratulations again to the Board of Trustees for earning your third consecutive Golden Gavel Award! This truly demonstrates your dedication to excellence! Donna, Lessa, and I will all be at MCEL and will accept the award during the opening ceremony.
- II. Gallatin Gateway School Board will develop and maintain a safe and secure facility and grounds.**
 - a. The dry well in the staff parking lot has been cleaned out and filled with new gravel.
 - b. The new front door system is working as designed. I have had several parents provide positive feedback on the new system.
 - c. I am still working with the individuals working on the sewer system in regards to fixing the asphalt on the playground. I attended today's (9/14/17) sewer meeting and it sounds as though the issue will be resolved in the next couple of weeks.
 - d. On Friday, September 8, we conducted our first fire drill of the year.
 - e. On Tuesday, September 12, we conducted our annual bus evacuation drill.
 - f. Gallatin Gateway School will participate in the Great Montana Shakeout drill on 10/19 at 10:19. This is a statewide earthquake drill.
 - g. Finally, we are not going to be able to support the National Walk/Bike to School Day on October 4. This is due to the safety risks associated with heavy equipment and fragmented walking path. I am hopeful that we will be able to conduct a walk/bike to school day in the spring.

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

- a. All of the teachers associated with the mentoring program continue to meet on a regular basis. In addition to the mentor teachers meeting, I appreciate the effort that Erica and Carrie put forth in meeting with all of the new teachers over the summer.
- b. We will be able to set up the SBAC practice tests after October 17. There are four practice tests and our plan is to implement all four prior to administering the SBAC test school-wide at the end of April

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

- a. The second chance breakfast program continues to be a success. The whole program continues with the same momentum that we experienced last year. I greatly appreciate the effort that Ms. Gunderson and Mrs. Savage have shown in making this program great every day!

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

- a. Thank you again to the Board for your time and input during the campus walk through. I feel as though your input and support are greatly needed in areas of building trust within the community.

Upcoming Events

- 1. Gallatin Gateway Gallop 5K Run (September 16 @ 9:00)

Additional Information

I have been working with the certified staff members to complete the EPAS Goal Setting meetings. I am on track to have all of the meetings completed prior to the end of September.

Website Version

FY18 GENERAL FUND BUDGET

GENERAL FUND EXPENDITURES		FY2018 BUDGET	
INSTRUCTION - 1000			
101.4.100.1000.112	CERTIFIED SALARIES	\$	463,847.00
101.4.100.1000.117	AIDE SALARIES	\$	43,721.00
101.4.100.1000.120	SUBSTITUTE TEACHERS	\$	8,000.00
101.4.100.1000.150	STIPEND- MENTOR PROGRAM	\$	2,805.00
101.4.100.1000.190	LEAVE PAY	\$	20,000.00
101.4.100.1000.250	WORKERS COMPENSATION	\$	2,738.00
101.4.100.1000.260	HEALTH INSURANCE	\$	79,122.00
101.4.100.1000.330	OTHER PROFESSIONAL SERVICES	\$	3,500.00
101.4.100.1000.540	ADVERTISING	\$	750.00
101.4.100.1000.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$	2,350.00
101.4.100.1000.610	SUPPLIES	\$	20,000.00
101.4.100.1000.640	BOOKS	\$	6,000.00
101.4.100.1000.650	PERIODICALS	\$	700.00
101.4.100.1000.660	MINOR EQUIPMENT	\$	4,000.00
101.4.100.1000.680	COMPUTER SOFTWARE	\$	7,000.00
101.4.100.1000.681	MAJOR COMPUTER SOFTWARE	\$	-
101.4.100.1000.682	SUPPLIES- TECHNOLOGY	\$	1,500.00
101.4.100.1000.780	MAJOR TECHNOLOGY HARDWARE	\$	5,500.00
101.4.100.1000.810	DUES AND FEES	\$	75.00
TOTAL		\$	671,608.00
SUPPORT SERVICES - STUDENTS			
101.4.100.2100.113	SCHOOL NURSE SALARY (PRIMARY CARE CLINIC)	\$	5,461.00
101.4.100.2100.250	WORKERS COMPENSATION	\$	37.00
101.4.100.2100.260	HEALTH INSURANCE	\$	313.00
101.4.100.2100.610	SUPPLIES	\$	175.00
TOTAL		\$	5,986.00
SUPPORT SERVICES - SUPERVISION OF ATTENDANCE AND SOCIAL WORK SERVICES-2111 & 2112			
101.4.100.2111.111	ADMINISTRATIVE SALARY-Superintendent	\$	-
101.4.100.2111.190	LEAVE PAY	\$	-
101.4.100.2111.250	WORKERS COMPENSATION	\$	-
101.4.100.2111.260	HEALTH INSURANCE	\$	-
101.4.100.2112.610	SUPPLIES	\$	100.00
TOTAL		\$	100.00
GUIDANCE SERVICES-2120			
101.4.100.2120.112	CERTIFIED SALARY		
101.4.100.2120.113	PROFESSIONAL SALARY- GUIDANCE COUNSELOR	\$	23,751.00
101.4.100.2120.120	SUBSTITUTE TEACHERS	\$	-
101.4.100.2120.190	LEAVE PAY	\$	130.00
101.4.100.2120.250	WORKERS COMPENSATION	\$	128.00
101.4.100.2120.260	HEALTH INSURANCE	\$	7,374.00
101.4.100.2120.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$	270.00
101.4.100.2120.610	SUPPLIES	\$	250.00
101.4.100.2123.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING- TESTING	\$	165.00
101.4.100.2123.610	SUPPLIES- TESTING SERVICES	\$	1,000.00
TOTAL		\$	33,068.00
SUPPORT SERVICES - INSTRUCTIONAL STAFF-2200			
101.4.100.2200.111	ADMINISTRATIVE SALARY-Superintendent	\$	-
101.4.100.2200.190	LEAVE PAY	\$	-
101.4.100.2200.250	WORKERS COMPENSATION	\$	-
101.4.100.2200.260	HEALTH INSURANCE	\$	-
TOTAL		\$	-

DRAFT

Adoption date: 09/20/2017

FY18 GENERAL FUND BUDGET

SUPPORT SERVICES - SUPPORT STAFF- IIMPROVEMENT OF INSTRUCTIONAL SERVICES-2210		
101.4.100.2210.111	ADMINISTRATIVE SALARY-Superintendent	\$ -
101.4.100.2210.190	LEAVE PAY	\$ -
101.4.100.2210.250	WORKERS COMPENSATION	\$ -
101.4.100.2210.260	HEALTH INSURANCE	\$ -
TOTAL		\$ -
SCHOOL LIBRARY-2225		
101.4.100.2225.112	CERTIFIED SALARY	
101.4.100.2225.113	PROFESSIONAL SALARY- LIBRARY MEDIA SPECIALIST	\$ 21,063.00
101.4.100.2225.120	SUBSTITUTE TEACHERS	\$ -
101.4.100.2225.190	LEAVE PAY	\$ 255.00
101.4.100.2225.250	WORKERS COMPENSATION	\$ 113.00
101.4.100.2225.260	HEALTH INSURANCE	\$ 3,696.00
101.4.100.2225.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING- TESTING	\$ 150.00
101.4.100.2225.610	SUPPLIES	\$ 600.00
101.4.100.2225.640	BOOKS	\$ 2,000.00
101.4.100.2225.650	PERIODICALS	\$ 200.00
101.4.100.2225.660	MINOR EQUIPMENT	\$ 200.00
101.4.100.2225.680	COMPUTER SOFTWARE	\$ 300.00
101.4.100.2225.810	DUES AND FEES	\$ 60.00
TOTAL		\$ 28,637.00
SUPPORT SERVICES-GENERAL ADMINISTRATION-2300		
101.4.100.2300.111	ADMINISTRATIVE SALARY-Superintendent	\$ -
101.4.100.2300.190	LEAVE PAY	\$ -
101.4.100.2300.250	WORKERS COMPENSATION	\$ -
101.4.100.2300.260	HEALTH INSURANCE	\$ -
101.4.100.2300.330	OTHER PROFESSIONAL SERVICES	\$ 5,000.00
101.4.100.2300.331	PROFESSIONAL SERVICES - AUDITOR	\$ 6,800.00
101.4.100.2300.332	PROFESSIONAL SERVICES - LEGAL	\$ 3,000.00
101.4.100.2300.440	REPAIR AND MAINTENANCE SERVICES	\$ -
101.4.100.2300.530	COMMUNICATIONS- INTERNET SERVICE	\$ 3,000.00
101.4.100.2300.531	COMMUNICIONS- TELEPHONE	\$ 1,971.00
101.4.100.2300.532	POSTAGE	\$ 1,750.00
101.4.100.2300.540	ADVERTISING	\$ 750.00
101.4.100.2300.550	PRINTING/DUPLICATING	\$ 4,500.00
101.4.100.2300.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 1,225.00
101.4.100.2300.610	SUPPLIES	\$ 1,500.00
101.4.100.2300.650	PERIODICALS	\$ -
101.4.100.2300.660	MINOR EQUIPMENT	\$ 500.00
101.4.100.2300.810	DUES AND FEES	\$ 7,500.00
TOTAL		\$ 37,496.00
ELECTION SERVICES - 2314		
101.4.100.2314.110	SALARIES	
101.4.100.2314.250	WORKERS COMPENSATION	
101.4.100.2314.330	OTHER PROFESSIONAL SERVICES	\$ 450.00
101.4.100.2314.540	ADVERTISING	\$ 75.00
TOTAL		\$ 525.00
SUPPORT SERVICES- ADMINISTRATION-2400		
101.4.100.2400.111	ADMINISTRATIVE SALARY-Superintendent	\$ 56,864.00
101.4.100.2400.115	OFFICE/CLERICAL/ SALARY	\$ 32,674.00
101.4.100.2400.125	SUBSTITUTE- OFFICE/CLERICAL SALARY	\$ 360.00
101.4.100.2400.190	LEAVE PAY	\$ 5,746.00
101.4.100.2400.250	WORKERS COMPENSATION	\$ 480.00
101.4.100.2400.260	HEALTH INSURANCE	\$ 11,304.00

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FY18 GENERAL FUND BUDGET

101.4.100.2400.340	TECHNICAL SERVICES	\$	1,275.00
101.4.100.2400.532	POSTAGE	\$	-
101.4.100.2400.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$	2,500.00
101.4.100.2400.610	SUPPLIES	\$	500.00
101.4.100.2400.780	MAJOR TECHNOLOGY HARDWARE	\$	1,500.00
101.4.100.2400.810	DUES AND FEES	\$	175.00
TOTAL		\$	113,378.00
SUPPORT SERVICES-BUSINESS-2500			
101.4.100.2500.111	ADMINISTRATIVE SALARY - Business Mngr/Clerk	\$	42,217.00
101.4.100.2500.115	OFFICE/CLERICAL/TECHNOLOGY SALARY	\$	-
101.4.100.2500.190	LEAVE PAY	\$	8,700.00
101.4.100.2500.250	WORKERS COMPENSATION	\$	216.00
101.4.100.2500.260	HEALTH INSURANCE	\$	1,968.00
101.4.100.2500.330	OTHER PROFESSIONAL SERVICES	\$	3,650.00
101.4.100.2500.532	POSTAGE	\$	50.00
101.4.100.2500.550	PRINTING/DUPLICATING	\$	360.00
101.4.100.2500.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$	1,500.00
101.4.100.2500.610	SUPPLIES	\$	500.00
101.4.100.2500.680	COMPUTER SOFTWARE (BMS ANNUAL FEE)	\$	6,185.00
101.4.100.2500.810	DUES AND FEES	\$	1,500.00
TOTAL		\$	66,846.00
OPERATIONS AND MAINTENANCE-PLANT SERVICES-2600			
101.4.100.2600.111	ADMINISTRATIVE SALARY-Superintendent	\$	-
101.4.100.2600.114	CUSTODIAL/MAINTENANCE SALARY (SUMMER)	\$	4,080.00
101.4.100.2600.190	LEAVE PAY	\$	-
101.4.100.2600.250	WORKERS COMPENSATION	\$	22.00
101.4.100.2600.260	HEALTH INSURANCE	\$	-
101.4.100.2600.330	OTHER PROFESSIONAL SERVICES	\$	-
101.4.100.2600.410	POWER-LIGHTS	\$	1,000.00
101.4.100.2600.411	NATURAL GAS	\$	11,000.00
101.4.100.2600.412	ELECTRICITY	\$	14,500.00
101.4.100.2600.421	WATER TESTS	\$	2,000.00
101.4.100.2600.431	DISPOSAL SERVICE	\$	5,800.00
101.4.100.2600.433	CONTRACTED CUSTODIAL SERVICES 80/20	\$	27,000.00
101.4.100.2600.440	REPAIR AND MAINTENANCE SERVICES	\$	12,080.46
101.4.100.2600.520	INSURANCE	\$	13,094.25
101.4.100.2600.531	TELEPHONE	\$	-
101.4.100.2600.610	SUPPLIES	\$	5,200.00
101.4.100.2600.660	MINOR EQUIPMENT	\$	-
101.4.100.2600.810	DUES AND FEES	\$	1,500.00
101.4.100.2630.432	SNOW PLOW SERVICES	\$	4,000.00
TOTAL		\$	101,276.71
SPECIAL EDUCATION- INSTRUCTION -280.1000			
101.4.280.1000.112	CERTIFIED SALARIES	\$	50,632.00
101.4.280.1000.117	AIDE SALARIES	\$	21,504.00
101.4.280.1000.120	SUBSTITUTE TEACHERS	\$	170.00
101.4.280.1000.190	LEAVE PAY	\$	1,000.00
101.4.280.1000.250	WORKERS COMPENSATION	\$	388.00
101.4.280.1000.260	HEALTH INSURANCE	\$	9,554.00
101.4.280.1000.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$	300.00
101.4.280.1000.610	SUPPLIES	\$	350.00
101.4.280.1000.682	SUPPLIES- TECHNOLOGY	\$	150.00
TOTAL		\$	84,048.00

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RESOURCES TRANSFER TO COOP-6200.920		
101.4.280.1000.920	RESOURCES TRANSFER TO COOP	\$ 2,527.00
TOTAL		\$ 2,527.00
SPECIAL EDUCATION - SUPERVISION OF PSYCHOLOGICAL SERVICES - 280.2141		
101.4.280.2141.111	ADMINISTRATIVE SALARY-Superintendent	\$ -
101.4.280.2141.119	OTHER SUPERVISORY SALARIES- SPEC ED DIRECTOR	\$ -
101.4.280.2141.190	LEAVE PAY	\$ -
101.4.280.2141.250	WORKERS COMPENSATION	\$ -
101.4.280.2141.260	HEALTH INSURANCE	\$ -
101.4.280.2400.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -
TOTAL		\$ -
SPECIAL EDUCATION 280-2490- OTHER SUPPORT SERVICES- SCHOOL ADMINISTRATION		
101.4.280.2490.119	OTHER SUPERVISORY SALARIES- SPEC ED DIRECTOR (SUPTNDT)	\$ 2,546.00
101.4.280.2490.190	LEAVE PAY	
101.4.280.2490.250	WORKERS COMPENSATION	\$ 14.00
101.4.280.2490.260	HEALTH INSURANCE	\$ 228.00
101.4.280.2490.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 100.00
TOTAL		\$ 2,888.00
IEFA- INSTRUCTION- 365.1000 & IEFA- LIBRARY MEDIA 365.2225		
101.4.365.1000.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING- IEFA	\$ 1,000.00
101.4.365.1000.610	SUPPLIES- IEFA	\$ 500.00
101.4.365.1000.640	BOOKS- IEFA	\$ 1,000.00
101.4.365.1000.810	DUES AND FEES-IEFA	\$ 200.00
101.4.365.2225.640	BOOKS- IEFA	\$ 500.00
TOTAL		\$ 3,200.00
DATA FOR ACHIEVEMENT- INSTRUCTION- 368.1000		
101.4.368.1000.680	COMPUTER SOFTWARE- DATA FOR ACHIEVEMENT	\$ 3,249.55
TOTAL		\$ 3,249.55
EXTRACURRICULAR PROGRAMS - SCHOOL SPONSORED ACTIVITIES -NON-ATHLETICS		
101.4.710.3400.150	EXTRA CURRICULAR STIPENDS	\$ 3,025.00
101.4.710.3400.250	WORKERS COMPENSATION	\$ 16.00
101.4.710.3400.260	HEALTH INSURANCE	\$ -
101.4.710.3400.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 3,000.00
TOTAL		\$ 6,041.00
EXTRACURRICULAR PROGRAMS - SCHOOL SPONSORED ACTIVITIES -ATHLETICS		
101.4.710.3500.111	ADMINISTRATIVE SALARY-Superintendent	\$ -
101.4.710.3500.190	LEAVE PAY	\$ -
101.4.710.3500.250	WORKERS COMPENSATION	\$ -
101.4.710.3500.260	HEALTH INSURANCE	\$ -
101.4.710.3500.115	OFFICE/CLERICAL SALARY	\$ 2,125.00
101.4.720.3500.119	OTHER SUPERVISORY- ATHLETIC DIRECTOR	\$ 849.00
101.4.720.3500.150	STIPENDS- COACHES	\$ 10,810.00
101.4.720.3500.190	LEAVE PAY	\$ -
101.4.720.3500.250	WORKERS COMPENSATION	\$ 74.00
101.4.720.3500.260	HEALTH INSURANCE	\$ -
TOTAL		\$ 13,858.00
ENTERPRISE PROGRAMS -FOOD SERVICES - 910.3100		
101.4.910.3100.111	ADMINISTRATIVE SALARY-Superintendent	\$ -
101.4.910.3100.116	SALARIES-Cooks	\$ 12,978.00
101.4.910.3100.119	OTHER SUPERVISORY- FOOD SERVICE SUPERVISOR	\$ 2,546.00
101.4.910.3100.126	SUBSTITUTE COOKS	\$ 90.00
101.4.910.3100.190	LEAVE PAY	\$ -
101.4.910.3100.250	WORKERS COMPENSATION	\$ 886.00
101.4.910.3100.260	HEALTH INSURANCE	\$ 1,558.00

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FY18 GENERAL FUND BUDGET

101.4.910.3100.330	OTHER PROFESSIONAL SERVICES	\$	150.00
101.4.910.3100.540	ADVERTISING	\$	350.00
101.4.910.3100.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$	500.00
101.4.910.3100.610	SUPPLIES	\$	500.00
101.4.910.3100.630	FOOD	\$	7,805.00
TOTAL		\$	27,363.00
GENERAL FUND TOTALS:		\$	1,202,095.26

FY18 ADOPTED BUDGET: \$ 1,202,095.26
TOTAL BUDGETED: \$ 1,202,095.26
REMAINING: \$ -

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Program-Function-Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
					16-17	16-17	17-18	17-18	17-18	17-18
101 GENERAL										
100 ELEMENTARY										
1000 INSTRUCTION										
112 CERTIFIED SALARIES		466,890	505,366	469,667	469,673	100%	463,847	0	463,847	98%
10.34 FTE										
117 AIDES				9,454	9,720	97%	43,721	0	43,721	449%
2 CLASSROOM AIDES (HOURLY WAGES 187 DAYS @ 8 HRS/DAY)										
120 TEMPORARY SALARIES		7,964	7,200		0	0%		0	0	0%
122 SUBSTITUTE TEACHERS				9,060	8,000	113%	8,000	0	8,000	100%
150 STIPEND				2,250	1,200	188%	2,805	0	2,805	233%
MENTORS (KROGSTAD, MATTHEWS, KROB, CURRY)\$1200 (\$300/EACH)										
MUSIC MENTOR (WESTLAKE) \$500										
NEW TEACHER ORIENTATION 3 DAYS @ \$85- \$255										
MUSIC STIPEND @ 5 DAYS X \$85- \$425										
8TH GRADE STIPEND @ 5 DAYS X \$85- \$425										
190 LEAVE - PAY			4,112	4,288	20,000	21%	20,000	0	20,000	100%
APPROX 75% OF ALL ANNUAL LEAVE										
250 WORKERS' COMPENSATION		1,732	2,640	2,576	2,868	90%	2,738	0	2,738	95%
260 HEALTH INS		72,475	76,435	76,183	69,368	110%	79,122	0	79,122	114%
MUST, FLEX CONTRIBUTIONS, AND FLEX FEES										
320 PROFESSIONAL/EDUCATIONA			115		0	0%		0	0	0%
330 OTHER PROFESSIONAL					0	0%	3,500	0	3,500	*****%
ACE MEMBERSHIP										
540 ADVERTISING			505	1,835	500	367%	750	0	750	150%
582 TRAVEL		846	852	4,267	6,000	71%	2,350	0	2,350	39%
\$1350- MBI TRAINING 5 TEACHERS @ \$270/EACH										
\$1000- OTHER MISC TRAINING/PD										
610 SUPPLIES		24,331	38,908	17,144	26,000	66%	20,000	0	20,000	76%
640 BOOKS		12,551	8,419	9,679	6,000	161%	6,000	0	6,000	100%
650 PERIODICALS			134	689	0	***%	700	0	700	*****%
660 MINOR EQUIPMENT		4,500	10,892	4,265	6,000	71%	4,000	0	4,000	66%
680 COMPUTER SOFTWARE			9,858	632	1,800	35%	7,000	0	7,000	388%
IXL (3 YEARS), PLANBOOK, AIMSWEB										
681 MAJOR COMPUTER SOFTWARE				739	1,000	74%		0	0	0%
682 SUPPLIES- TECHNOLOGY				763	1,500	51%	1,500	0	1,500	100%
780 MAJOR TECHNOLOGY				16,362	9,500	172%	5,500	0	5,500	57%
810 DUES AND FEES		461	71	75	500	15%	75	0	75	15%
Function Total:		591,750	665,507	629,928	639,629	98%	671,608	0	671,608	105%
2100 STUDENTS										
113 PROFESSIONAL-OTHER				1,733	2,771	63%	5,461	0	5,461	197%
NURSE SALARY										
8 HRS X 36 WEEKS @ \$24										
70% OF TOTAL SALRAY										
113-166 PROFESSIONAL-OTHER			228		0	0%		0	0	0%
NURSE										
250 WORKERS' COMPENSATION				8	16	50%	37	0	37	231%

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Program-Function-Object	Actuals -----				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
100 ELEMENTARY										
111 ADMINISTRATIVE SALARY		5,314	2,933	3,296	3,296	100%		0	0	0%
190 LEAVE - PAY					380	0%		0	0	0%
250 WORKERS' COMPENSATION		31	14	16	19	84%		0	0	0%
260 HEALTH INS		500	138	290	295	98%		0	0	0%
Function Total:		5,845	3,085	3,602	3,990	90%		0	0	0%
2225 LIBRARY SERVICES										
112 CERTIFIED SALARIES		35,504	37,627		0	0%		0	0	0%
113 PROFESSIONAL-OTHER				19,887	19,887	100%	21,063	0	21,063	105%
0.5 FTE LIBRARIAN (KROB)										
190 LEAVE - PAY					1,162	0%	255	0	255	21%
3 PD DAYS @ \$85/DAY										
250 WORKERS' COMPENSATION		207	182	96	117	82%	113	0	113	96%
260 HEALTH INS		6,528	6,767	3,602	3,687	98%	3,696	0	3,696	100%
.5 OF MUST, FLEX, AND FLEX FEE FOR LIBRARIAN										
582 TRAVEL				105	0	***%	150	0	150	*****%
610 SUPPLIES		234	2,024	971	600	162%	600	0	600	100%
640 BOOKS		51	3,551	2,196	2,350	93%	2,000	0	2,000	85%
650 PERIODICALS			213	171	250	68%	200	0	200	80%
660 MINOR EQUIPMENT					500	0%	200	0	200	40%
680 COMPUTER SOFTWARE			1,959	246	900	27%	300	0	300	33%
780 MAJOR TECHNOLOGY				1,266	0	***%		0	0	0%
810 DUES AND FEES			55	55	60	92%	60	0	60	100%
Function Total:		42,524	52,378	28,595	29,513	97%	28,637	0	28,637	97%
2300 GENERAL ADMINISTRATION										
111 ADMINISTRATIVE SALARY		26,568	14,667	28,840	31,312	92%		0	0	0%
190 LEAVE - PAY					1,895	0%		0	0	0%
250 WORKERS' COMPENSATION		155	70	136	183	74%		0	0	0%
260 HEALTH INS		422	688	2,553	2,802	91%		0	0	0%
330 OTHER PROFESSIONAL		4,288	6,135	5,038	10,000	50%	5,000	0	5,000	50%
\$600 POLICY SERVICES- ANNUAL FEE										
\$3000 STRATEGIC PLANNING (\$2000 MTSBA ESTIMATE + \$1000 TRAVEL, ETC)										
\$200 DOCUMENT SHREDDING										
\$800 BACKGROUND CHECKS/DMV CHECKS										
\$400 OTHER MISC										
331 PROF. SERV. AUDITOR		8,000	7,000	6,470	6,200	104%	6,800	0	6,800	109%
PER AUDIT CONTRACT- \$6500										
BASED ON FY18 XTRA CHARGES- \$300										
332 PROF. SERV. LEGAL		8,195	98	1,084	5,800	19%	3,000	0	3,000	51%
440 REPAIR AND MAINTENANCE		42			0	0%		0	0	0%
530 COMMUNICATIONS-				2,278	4,000	57%	3,000	0	3,000	75%
531 COMMUNICATIONS-				1,964	3,000	65%	1,971	0	1,971	65%
532 POSTAGE		2,852	418	1,754	1,500	117%	1,750	0	1,750	116%
540 ADVERTISING		3,292	674	73	1,000	7%	750	0	750	75%
550 PRINTING/DUPLICATING		6,062	4,500	4,372	6,000	73%	4,500	0	4,500	75%

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Program-Function-Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
100 ELEMENTARY										
582 TRAVEL		271	2,106	575	2,500	23%	1,225	0	1,225	49%
610 SUPPLIES		8,501	1,743	878	6,500	14%	1,500	0	1,500	23%
660 MINOR EQUIPMENT		1,055	1,250		2,500	0%	500	0	500	20%
810 DUES AND FEES		7,884	4,853	841	8,000	11%	7,500	0	7,500	93%
Function Total:		77,587	44,202	56,856	93,192	61%	37,496	0	37,496	40%
2314 ELECTIONS										
330 OTHER PROFESSIONAL		217	201	442	277	160%	450	0	450	162%
540 ADVERTISING			72	72	75	96%	75	0	75	100%
Function Total:		217	273	514	352	146%	525	0	525	149%
2400 SCHOOL ADMINISTRATION										
111 ADMINISTRATIVE SALARY		52,354	27,992	18,952	16,480	115%	56,864	0	56,864	345%
115 OFFICE/CLERICAL SALARY		19,676	27,839	31,654	31,296	101%	32,674	0	32,674	104%
125 SUBSTITUTE-				511	0	***%	360	0	360	****%
190 LEAVE - PAY		4,814			5,578	0%	5,746	0	5,746	103%
250 WORKERS' COMPENSATION		447	263	249	279	89%	480	0	480	172%
260 HEALTH INS		12,803	4,798	2,780	2,614	106%	11,304	0	11,304	432%
330 OTHER PROFESSIONAL			90		0	0%		0	0	0%
340 TECHNICAL SERVICES				1,275	1,275	100%	1,275	0	1,275	100%
CHARGES FOR KEN STUKER SBAC, CRT, CSIP REPORT										
532 POSTAGE			121		0	0%		0	0	0%
581 TRAVEL IN-DISTRICT			133		0	0%		0	0	0%
582 TRAVEL		3,450	1,441	2,750	2,500	110%	2,500	0	2,500	100%
610 SUPPLIES		945	1,764	666	900	74%	500	0	500	55%
660 MINOR EQUIPMENT			950		0	0%		0	0	0%
780 MAJOR TECHNOLOGY				2,373	1,500	158%	1,500	0	1,500	100%
810 DUES AND FEES			440	98	450	22%	175	0	175	38%
Function Total:		94,489	65,831	61,308	62,872	98%	113,378	0	113,378	180%
2500 BUSINESS SERVICES										
111 ADMINISTRATIVE SALARY		36,025	23,560	39,983	39,984	100%	42,217	0	42,217	105%
.75 FTE FOR BUSINESS MANAGER										
115 OFFICE/CLERICAL SALARY		41,034	15,177		0	0%		0	0	0%
190 LEAVE - PAY					8,439	0%	8,700	0	8,700	103%
250 WORKERS' COMPENSATION		437	175	187	224	83%	216	0	216	96%
260 HEALTH INS			696	1,400	1,400	100%	1,968	0	1,968	140%
.75 OF FLEX AND FLEX FEE										
330 OTHER PROFESSIONAL			129	4,490	5,000	90%	3,650	0	3,650	73%
DENNING, DOWNEY, & ASSOCIATES										
GASB #34- \$1900										
GASB #68- \$750										
GASB #75- \$1000										
440 REPAIR AND MAINTENANCE			284		0	0%		0	0	0%
532 POSTAGE				6	100	6%	50	0	50	50%
550 PRINTING/DUPLICATING				334	300	111%	360	0	360	120%

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Program-Function-Object	13-14	14-15	15-16	16-17	Current Budget	% Exp.	Prelim. Budget	Budget Changes	Final Budget	% Old Budget
100 ELEMENTARY										
582 TRAVEL		732	2,473	1,041	2,000	52%	1,500	0	1,500	75%
WORKSHOPS AND TRAVEL FOR BUSINESS MANAGER										
610 SUPPLIES		414	1,389	662	500	132%	500	0	500	100%
680 COMPUTER SOFTWARE				9,267	5,424	171%	6,185	0	6,185	114%
BLACK MOUNTAIN SOFTWARE ANNUAL FEES:										
CLOUD SERVER- \$2230.00										
ACCOUNTING- \$1350										
PAYROLL- \$945										
BUDGET PREP- \$540										
ACH- \$75										
CHECK SIGNER- \$60										
PURCHASE ORDERS- \$285										
TIMECARDS- \$430										
CREDIT CARD MANAGER- \$270										
810 DUES AND FEES			473	2,161	1,500	144%	1,500	0	1,500	100%
MASBO MEMBERSHIP AND OTHER DUES/FEES (TAX PENALTIES/INTEREST FEES)										
Function Total:		78,642	44,356	59,531	64,871	92%	66,846	0	66,846	103%
2600 OPERATIONS & MAINTENANCE										
111 ADMINISTRATIVE SALARY		5,314	2,933	3,296	3,296	100%		0	0	0%
114 CUSTODIAL SALARY				4,050	3,600	113%	4,080	0	4,080	113%
190 LEAVE - PAY					376	0%		0	0	0%
250 WORKERS' COMPENSATION		31	14	39	40	98%	22	0	22	55%
260 HEALTH INS			138	290	608	48%		0	0	0%
330 OTHER PROFESSIONAL			6,537	4,866	0	***%		0	0	0%
410 POWER - LIGHTS		771	716	1,010	840	120%	1,000	0	1,000	119%
411 NATURAL GAS		11,435	11,928	10,747	12,600	85%	11,000	0	11,000	87%
412 ELECTRICITY		19,223	16,644	14,304	20,475	70%	14,500	0	14,500	70%
421 WATER TESTS		2,018	2,520	1,690	2,700	63%	2,000	0	2,000	74%
431 DISPOSAL SERVICE		5,273	4,818	5,792	6,000	97%	5,800	0	5,800	96%
432 SNOW PLOWING SERVICES			660		0	0%		0	0	0%
433 CUSTODIAL SERVICES		32,175	29,340	27,648	27,648	100%	27,000	0	27,000	97%
440 REPAIR AND MAINTENANCE		34,111	15,269	59,127	28,201	210%	12,080	0	12,080	42%
520 INSURANCE		12,250	13,367	13,367	10,920	122%	13,095	0	13,095	119%
531 COMMUNICATIONS-		3,102	3,179		0	0%		0	0	0%
582 TRAVEL			88	36	0	***%		0	0	0%
610 SUPPLIES		9,096	7,297	19,135	7,200	266%	5,200	0	5,200	72%
660 MINOR EQUIPMENT		2,293	516		1,500	0%		0	0	0%
740 MAJOR EQUIPMENT				22,047	0	***%		0	0	0%
810 DUES AND FEES				1,366	0	***%	1,500	0	1,500	****%
ANNUAL FEES FOR WATER SYSTEM, BOILERS, FIRE SYSTEM MONITORING, AND QUARTERLY										
FEES FOR SEWER SYSTEM										
Function Total:		137,092	115,964	188,810	126,004	150%	97,277	0	97,277	77%
2630 GROUNDS- CARE AND UPKEEP										
432 SNOW PLOWING SERVICES			2,303	3,469	3,000	116%	4,000	0	4,000	133%
Function Total:			2,303	3,469	3,000	116%	4,000	0	4,000	133%
Program Total		1,077,947	1,047,612	1,068,004	1,061,412	101%	1,058,921		1,058,921	99%

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GALLATIN GATEWAY ELEMENTARY
Expenditure Budget by Org
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Program-Function-Object	Actuals -----				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
					16-17	16-17	17-18	17-18	17-18	17-18
280 SPECIAL EDUCATION										
1000 INSTRUCTION										
112 CERTIFIED SALARIES		40,741	28,824	47,638	47,638	100%	50,632	0	50,632	106%
1.0 FTE										
117 AIDES				13,797	18,720	74%	21,504	0	21,504	114%
CLASSROOM AIDE- 187 DAYS @ 8 HRS/DAY										
120 TEMPORARY SALARIES		50			0	0%		0	0	0%
122 SUBSTITUTE TEACHERS					375	0%	170	0	170	45%
2 DAYS @ \$85										
190 LEAVE - PAY					3,322	0%	1,000	0	1,000	30%
250 WORKERS' COMPENSATION		237	125	292	290	101%	388	0	388	133%
260 HEALTH INS		6,528	4,591	8,212	8,274	99%	9,554	0	9,554	115%
MUST, FLEX, AND FLEX FEES										
582 TRAVEL			426		500	0%	300	0	300	60%
MBI- \$270										
MISC- \$30										
610 SUPPLIES			2,832	394	400	99%	350	0	350	87%
682 SUPPLIES- TECHNOLOGY					0	0%	150	0	150	*****%
Function Total:		47,556	36,798	70,333	79,519	88%	84,048	0	84,048	105%
2141 SUPERVISION OF										
111 ADMINISTRATIVE SALARY		3,985	2,200		0	0%		0	0	0%
119 OTHER SUPERVISORY				2,472	2,472	100%		0	0	0%
190 LEAVE - PAY					285	0%		0	0	0%
250 WORKERS' COMPENSATION		23	10	12	15	80%		0	0	0%
260 HEALTH INS			103	218	221	99%		0	0	0%
Function Total:		4,008	2,313	2,702	2,993	90%		0	0	0%
2400 SCHOOL ADMINISTRATION										
582 TRAVEL			23	13	100	13%		0	0	0%
Function Total:			23	13	100	13%		0	0	0%
2490 SCHOOL ADMIN SUPPORT										
119 OTHER SUPERVISORY					0	0%	2,546	0	2,546	*****%
250 WORKERS' COMPENSATION					0	0%	14	0	14	*****%
260 HEALTH INS					0	0%	228	0	228	*****%
582 TRAVEL					0	0%	100	0	100	*****%
SPEC ED COOP MEETINGS- TRAVEL EXPENSES										
Function Total:					0	***%	2,888	0	2,888	*****%
6200 RESOURCES TRANSFERED										
920 RESOURCES TRANSFER TO		2,847	2,644	2,568	2,568	100%	2,527	0	2,527	98%
Function Total:		2,847	2,644	2,568	2,568	100%	2,527	0	2,527	98%
Program Total		54,411	41,778	75,616	85,180	89%	89,463		89,463	105%

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Program-Function-Object	Actuals				Current		% Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
					16-17	16-17	17-18	17-18	17-18	17-18
291 AIDES - 101										
1000 INSTRUCTION										
117 AIDES		7,359	15,439		0	0%		0	0	0%
250 WORKERS' COMPENSATION		43	71		0	0%		0	0	0%
260 HEALTH INS			522		0	0%		0	0	0%
Function Total:		7,402	16,032		0	***%		0	0	0%
Program Total		7,402	16,032							
365 INDIAN EDUCATION										
1000 INSTRUCTION										
582 TRAVEL					1,000	0%	1,000	0	1,000	100%
610 SUPPLIES				18	1,000	2%	500	0	500	50%
640 BOOKS					1,000	0%	1,000	0	1,000	100%
810 DUES AND FEES			454		200	0%	200	0	200	100%
Function Total:			454	18	3,200	1%	2,700	0	2,700	84%
2225 LIBRARY SERVICES										
640 BOOKS				455	0	***%	500	0	500	***%
Function Total:				455	0	***%	500	0	500	***%
Program Total			454	473	3,200	15%	3,200		3,200	100%
368 DATA FOR ACHIEVEMENT										
1000 INSTRUCTION										
680 COMPUTER SOFTWARE				3,151	3,200	98%	3,250	0	3,250	101%
Function Total:				3,151	3,200	98%	3,250	0	3,250	101%
Program Total				3,151	3,200	98%	3,250		3,250	101%
710 EXTRACURRICULAR PROGRAM										
3400 EXTRACURRICULAR ACTIVITIES										
150 STIPEND		11,535	12,225	3,025	12,345	25%	3,025	0	3,025	24%
250 WORKERS' COMPENSATION		67	57	18	72	25%	16	0	16	22%
260 HEALTH INS			374	190	157	121%		0	0	0%
582 TRAVEL					0	0%	3,000	0	3,000	***%
Function Total:		11,602	12,656	3,233	12,574	26%	6,041	0	6,041	48%
3500 EXTRACURRICULAR ATHLETICS										
111 ADMINISTRATIVE SALARY		1,328	733		0	0%		0	0	0%
250 WORKERS' COMPENSATION		8	4		0	0%		0	0	0%
260 HEALTH INS		129	34		0	0%		0	0	0%
Function Total:		1,465	771		0	***%		0	0	0%
Program Total		13,067	13,427	3,233	12,574	26%	6,041		6,041	48%

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GALLATIN GATEWAY ELEMENTARY
Expenditure Budget by Org
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Program-Function-Object	Actuals -----				Current	%	Prelim.	Budget	Final	% Old
	13-14	14-15	15-16	16-17	Budget	Exp.	Budget	Changes	Budget	Budget
					16-17	16-17	17-18	17-18	17-18	17-18
720 ATHLETICS										
3500 EXTRACURRICULAR ATHLETICS										
115 OFFICE/CLERICAL SALARY				2,008	0	***%	2,125	0	2,125	****%
119 OTHER SUPERVISORY				941	824	114%	849	0	849	103%
150 STIPEND				10,110	6,100	166%	10,810	0	10,810	177%
190 LEAVE - PAY					95	0%		0	0	0%
250 WORKERS' COMPENSATION				59	41	144%	74	0	74	180%
260 HEALTH INS				525	74	709%		0	0	0%
Function Total:				13,643	7,134	191%	13,858	0	13,858	194%
Program Total				13,643	7,134	191%	13,858		13,858	194%
910 FOOD SERVICES										
3100 FOOD SERVICES										
111 ADMINISTRATIVE SALARY		3,985	2,200		0	0%		0	0	0%
116 COOKS			3,830	6,996	11,792	59%	12,978	0	12,978	110%
119 OTHER SUPERVISORY				2,472	2,472	100%	2,546	0	2,546	102%
126 SUBSTITUTE COOKS				38	0	***%	90	0	90	****%
190 LEAVE - PAY					285	0%		0	0	0%
250 WORKERS' COMPENSATION		23	284	370	867	43%	886	0	886	102%
260 HEALTH INS		1,030	370	638	688	93%	1,558	0	1,558	226%
330 OTHER PROFESSIONAL				134	100	134%	150	0	150	150%
540 ADVERTISING				346	350	99%	350	0	350	100%
582 TRAVEL				145	500	29%	500	0	500	100%
610 SUPPLIES		165	125	80	2,000	4%	500	0	500	25%
630 FOOD		7,437	14,481	9,508	10,000	95%	7,804	0	7,804	78%
Function Total:		12,640	21,290	20,727	29,054	71%	27,362	0	27,362	94%
Program Total		12,640	21,290	20,727	29,054	71%	27,362		27,362	94%
999 UNDISTRIBUTED										
6100 OPERATING TRANSFERS TO										
910 OPERATING TRANSFER TO				8,194	0	***%		0	0	0%
Function Total:				8,194	0	***%		0	0	0%
Program Total				8,194		***%				%
Fund Total:	1,165,467	1,140,593	1,193,041	1,201,754	99%	1,202,095		1,202,095	100%	
	1,165,467	1,140,593	1,193,041	1,201,754	99%	1,202,095	0	1,202,095	100%	
Grand Total:	1,165,467	1,140,593	1,193,041	1,201,754		1,202,095	0	1,202,095		

FY18 General Fund Budget

GENERAL FUND EXPENDITURES		FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	Diff FY17-FY18
INSTRUCTION - 1000						
101.4.100.1000.112	CERTIFIED SALARIES	\$ 499,730.12	\$ 477,668.00	\$ 469,673.00	\$ 463,847.00	\$ (5,826.00)
101.4.100.1000.117	AIDE SALARIES	\$ -	\$ -	\$ 9,720.00	\$ 43,721.00	\$ 34,001.00
101.4.100.1000.120	SUBSTITUTE TEACHERS	\$ 10,000.00	\$ 29,219.00	\$ 8,000.00	\$ 8,000.00	\$ -
101.4.100.1000.150	STIPEND- MENTOR PROGRAM	\$ -	\$ -	\$ 1,200.00	\$ 2,805.00	\$ 1,605.00
101.4.100.1000.190	LEAVE PAY	\$ 21,500.45	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -
101.4.100.1000.250	WORKERS COMPENSATION	\$ 3,159.23	\$ 2,921.00	\$ 2,868.00	\$ 2,738.00	\$ (130.00)
101.4.100.1000.260	HEALTH INSURANCE	\$ 70,502.40	\$ 70,503.00	\$ 69,368.00	\$ 79,122.00	\$ 9,754.00
101.4.100.1000.330	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00
101.4.100.1000.540	ADVERTISING	\$ 500.00	\$ -	\$ 500.00	\$ 750.00	\$ 250.00
101.4.100.1000.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 1,000.00	\$ 1,000.00	\$ 6,000.00	\$ 2,350.00	\$ (3,650.00)
101.4.100.1000.610	SUPPLIES	\$ 26,175.20	\$ 22,000.00	\$ 26,000.00	\$ 20,000.00	\$ (6,000.00)
101.4.100.1000.640	BOOKS	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 6,000.00	\$ -
101.4.100.1000.650	PERIODICALS	\$ -	\$ -	\$ -	\$ 700.00	\$ 700.00
101.4.100.1000.660	MINOR EQUIPMENT	\$ 7,000.00	\$ 250.00	\$ 6,000.00	\$ 4,000.00	\$ (2,000.00)
101.4.100.1000.680	COMPUTER SOFTWARE	\$ 3,900.00	\$ 100.00	\$ 1,800.00	\$ 7,000.00	\$ 5,200.00
101.4.100.1000.681	MAJOR COMPUTER SOFTWARE	\$ -	\$ -	\$ 1,000.00	\$ -	\$ (1,000.00)
101.4.100.1000.682	SUPPLIES- TECHNOLOGY	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -
101.4.100.1000.780	MAJOR TECHNOLOGY HARDWARE	\$ -	\$ -	\$ 9,500.00	\$ 5,500.00	\$ (4,000.00)
101.4.100.1000.810	DUES AND FEES	\$ 500.00	\$ 700.00	\$ 500.00	\$ 75.00	\$ (425.00)
TOTAL		\$ 649,967.40	\$ 604,861.00	\$ 639,629.00	\$ 671,608.00	\$ 31,979.00
SUPPORT SERVICES - STUDENTS						
101.4.100.2100.113	SCHOOL NURSE SALARY (PRIMARY CARE CLINIC)	\$ -	\$ -	\$ 2,771.00	\$ 5,461.00	\$ 2,690.00
101.4.100.2100.250	WORKERS COMPENSATION	\$ -	\$ -	\$ 16.00	\$ 37.00	\$ 21.00
101.4.100.2100.260	HEALTH INSURANCE	\$ -	\$ -	\$ -	\$ 313.00	\$ 313.00
101.4.100.2100.610	SUPPLIES	\$ -	\$ -	\$ 250.00	\$ 175.00	\$ (75.00)
TOTAL		\$ -	\$ -	\$ 3,037.00	\$ 5,986.00	\$ 3,037.00
SUPPORT SERVICES - SUPERVISION OF ATTENDANCE AND SOCIAL WORK SERVICES-2111 & 2112						
101.4.100.2111.111	ADMINISTRATIVE SALARY-Superintendent	\$ 803.00	\$ 1,014.00	\$ 824.00	\$ -	\$ (824.00)
101.4.100.2111.190	LEAVE PAY	\$ 64.27	\$ 498.00	\$ 95.00	\$ -	\$ (95.00)
101.4.100.2111.250	WORKERS COMPENSATION	\$ 5.38	\$ 9.00	\$ 5.00	\$ -	\$ (5.00)
101.4.100.2111.260	HEALTH INSURANCE	\$ 65.28	\$ 164.00	\$ 74.00	\$ -	\$ (74.00)
101.4.100.2112.610	SUPPLIES	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ -
TOTAL		\$ 937.93	\$ 1,685.00	\$ 1,098.00	\$ 100.00	\$ 160.07
GUIDANCE SERVICES-2120						
101.4.100.2120.112	CERTIFIED SALARY	\$ 43,535.75	\$ 40,741.00	\$ -	\$ -	\$ -
101.4.100.2120.113	PROFESSIONAL SALARY- GUIDANCE COUNSELOR	\$ -	\$ -	\$ 22,299.00	\$ 23,751.00	\$ 1,452.00
101.4.100.2120.120	SUBSTITUTE TEACHERS	\$ -	\$ 1,791.00	\$ -	\$ -	\$ -
101.4.100.2120.190	LEAVE PAY	\$ 1,788.75	\$ -	\$ 900.00	\$ 130.00	\$ (770.00)
101.4.100.2120.250	WORKERS COMPENSATION	\$ 269.54	\$ 246.00	\$ 131.00	\$ 128.00	\$ (3.00)
101.4.100.2120.260	HEALTH INSURANCE	\$ 6,528.00	\$ 6,528.00	\$ 7,374.00	\$ 7,374.00	\$ -
101.4.100.2120.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ 500.00	\$ 270.00	\$ (230.00)
101.4.100.2120.610	SUPPLIES	\$ 500.00	\$ 500.00	\$ 400.00	\$ 250.00	\$ (150.00)
101.4.100.2123.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING- TESTING	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 165.00	\$ (1,085.00)
101.4.100.2123.610	SUPPLIES- TESTING SERVICES	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
TOTAL		\$ 53,872.04	\$ 49,806.00	\$ 33,854.00	\$ 33,068.00	\$ (786.00)

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FY18 General Fund Budget

GENERAL FUND EXPENDITURES		FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	Diff FY17-FY18
SUPPORT SERVICES - INSTRUCTIONAL STAFF-2200						
101.4.100.2200.111	ADMINISTRATIVE SALARY-Superintendent	\$ 3,212.00	\$ 4,054.00	\$ -	\$ -	\$ -
101.4.100.2200.190	LEAVE PAY	\$ 257.06	\$ 1,995.00	\$ -	\$ -	\$ -
101.4.100.2200.250	WORKERS COMPENSATION	\$ 21.51	\$ 35.00	\$ -	\$ -	\$ -
101.4.100.2200.260	HEALTH INSURANCE	\$ 261.12	\$ 656.00	\$ -	\$ -	\$ -
TOTAL		\$ 3,751.69	\$ 6,740.00	\$ -	\$ -	\$ -
SUPPORT SERVICES - SUPPORT STAFF- IIMPROVEMENT OF INSTRUCTIONAL SERVICES-2210						
101.4.100.2210.111	ADMINISTRATIVE SALARY-Superintendent	\$ 3,212.00	\$ 4,054.00	\$ 3,296.00	\$ -	\$ (3,296.00)
101.4.100.2210.190	LEAVE PAY	\$ 257.06	\$ 1,995.00	\$ 380.00	\$ -	\$ (380.00)
101.4.100.2210.250	WORKERS COMPENSATION	\$ 21.51	\$ 35.00	\$ 19.00	\$ -	\$ (19.00)
101.4.100.2210.260	HEALTH INSURANCE	\$ 261.12	\$ 656.00	\$ 295.00	\$ -	\$ (295.00)
TOTAL		\$ 3,751.69	\$ 6,740.00	\$ 3,990.00	\$ -	\$ (3,990.00)
SCHOOL LIBRARY-2225						
101.4.100.2225.112	CERTIFIED SALARY	\$ 37,826.58	\$ 35,504.00	\$ -	\$ -	\$ -
101.4.100.2225.113	PROFESSIONAL SALARY- LIBRARY MEDIA SPECIALIST	\$ -	\$ -	\$ 19,887.00	\$ 21,063.00	\$ 1,176.00
101.4.100.2225.120	SUBSTITUTE TEACHERS	\$ 225.00	\$ 2,343.00	\$ -	\$ -	\$ -
101.4.100.2225.190	LEAVE PAY	\$ 2,305.50	\$ -	\$ 1,162.00	\$ 255.00	\$ (907.00)
101.4.100.2225.250	WORKERS COMPENSATION	\$ 240.00	\$ 219.00	\$ 117.00	\$ 113.00	\$ (4.00)
101.4.100.2225.260	HEALTH INSURANCE	\$ 6,528.00	\$ 6,528.00	\$ 3,687.00	\$ 3,696.00	\$ 9.00
101.4.100.2225.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING- TESTING	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00
101.4.100.2225.610	SUPPLIES	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ -
101.4.100.2225.640	BOOKS	\$ 2,000.00	\$ 2,000.00	\$ 2,350.00	\$ 2,000.00	\$ (350.00)
101.4.100.2225.650	PERIODICALS	\$ -	\$ -	\$ 250.00	\$ 200.00	\$ (50.00)
101.4.100.2225.660	MINOR EQUIPMENT	\$ 500.00	\$ 500.00	\$ 500.00	\$ 200.00	\$ (300.00)
101.4.100.2225.680	COMPUTER SOFTWARE	\$ -	\$ 500.00	\$ 900.00	\$ 300.00	\$ (600.00)
101.4.100.2225.810	DUES AND FEES	\$ -	\$ -	\$ 60.00	\$ 60.00	\$ -
TOTAL		\$ 50,225.08	\$ 48,194.00	\$ 29,513.00	\$ 28,637.00	\$ (876.00)
SUPPORT SERVICES-GENERAL ADMINISTRATION-2300						
101.4.100.2300.111	ADMINISTRATIVE SALARY-Superintendent	\$ 16,060.00	\$ 20,269.00	\$ 31,312.00	\$ -	\$ (31,312.00)
101.4.100.2300.190	LEAVE PAY	\$ 1,285.31	\$ 9,972.00	\$ 1,895.00	\$ -	\$ (1,895.00)
101.4.100.2300.250	WORKERS COMPENSATION	\$ 107.55	\$ 175.00	\$ 183.00	\$ -	\$ (183.00)
101.4.100.2300.260	HEALTH INSURANCE	\$ 1,305.60	\$ 3,278.00	\$ 2,802.00	\$ -	\$ (2,802.00)
101.4.100.2300.330	OTHER PROFESSIONAL SERVICES	\$ 8,600.00	\$ 4,100.00	\$ 10,000.00	\$ 5,000.00	\$ (5,000.00)
101.4.100.2300.331	PROFESSIONAL SERVICES - AUDITOR	\$ 7,000.00	\$ 6,750.00	\$ 6,200.00	\$ 6,800.00	\$ 600.00
101.4.100.2300.332	PROFESSIONAL SERVICES - LEGAL	\$ 5,800.00	\$ 5,800.00	\$ 5,800.00	\$ 3,000.00	\$ (2,800.00)
101.4.100.2300.440	REPAIR AND MAINTENANCE SERVICES	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -
101.4.100.2300.530	COMMUNICATIONS- INTERNET SERVICE	\$ -	\$ -	\$ 4,000.00	\$ 3,000.00	\$ (1,000.00)
101.4.100.2300.531	COMMUNICATIONS- TELEPHONE	\$ -	\$ -	\$ 3,000.00	\$ 1,971.00	\$ (1,029.00)
101.4.100.2300.532	POSTAGE	\$ 3,500.00	\$ 3,500.00	\$ 1,500.00	\$ 1,750.00	\$ 250.00
101.4.100.2300.540	ADVERTISING	\$ 3,500.00	\$ 1,700.00	\$ 1,000.00	\$ 750.00	\$ (250.00)
101.4.100.2300.550	PRINTING/DUPLICATING	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,500.00	\$ (1,500.00)
101.4.100.2300.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 2,000.00	\$ 500.00	\$ 2,500.00	\$ 1,225.00	\$ (1,275.00)
101.4.100.2300.610	SUPPLIES	\$ 8,500.00	\$ 6,500.00	\$ 6,500.00	\$ 1,500.00	\$ (5,000.00)
101.4.100.2300.650	PERIODICALS	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ -
101.4.100.2300.660	MINOR EQUIPMENT	\$ 3,350.00	\$ 2,300.00	\$ 2,500.00	\$ 500.00	\$ (2,000.00)
101.4.100.2300.810	DUES AND FEES	\$ 7,500.00	\$ 4,500.00	\$ 8,000.00	\$ 7,500.00	\$ (500.00)
TOTAL		\$ 74,908.46	\$ 75,744.00	\$ 93,192.00	\$ 37,496.00	\$ (55,696.00)

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FY18 General Fund Budget

GENERAL FUND EXPENDITURES		FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	Diff FY17-FY18
ELECTION SERVICES - 2314						
101.4.100.2314.110	SALARIES	\$ -	\$ 275.00	\$ -	\$ -	\$ -
101.4.100.2314.250	WORKERS COMPENSATION	\$ -	\$ 2.00	\$ -	\$ -	\$ -
101.4.100.2314.330	OTHER PROFESSIONAL SERVICES	\$ 277.00	\$ -	\$ 277.00	\$ 450.00	\$ 173.00
101.4.100.2314.540	ADVERTISING	\$ -	\$ -	\$ 75.00	\$ 75.00	\$ -
TOTAL		\$ 277.00	\$ 277.00	\$ 352.00	\$ 525.00	\$ 173.00
SUPPORT SERVICES- ADMINISTRATION-2400						
101.4.100.2400.111	ADMINISTRATIVE SALARY-Superintendent	\$ 30,514.00	\$ 38,511.00	\$ 16,480.00	\$ 56,864.00	\$ 40,384.00
101.4.100.2400.115	OFFICE/CLERICAL/ SALARY	\$ 30,815.24	\$ 28,760.00	\$ 31,296.00	\$ 32,674.00	\$ 1,378.00
101.4.100.2400.125	SUBSTITUTE- OFFICE/CLERICAL SALARY	\$ -	\$ -	\$ -	\$ 360.00	\$ 360.00
101.4.100.2400.190	LEAVE PAY	\$ 5,099.77	\$ 20,853.00	\$ 5,578.00	\$ 5,746.00	\$ 168.00
101.4.100.2400.250	WORKERS COMPENSATION	\$ 456.20	\$ 822.00	\$ 279.00	\$ 480.00	\$ 201.00
101.4.100.2400.260	HEALTH INSURANCE	\$ 2,480.64	\$ 6,227.00	\$ 2,614.00	\$ 11,304.00	\$ 8,690.00
101.4.100.2400.340	TECHNICAL SERVICES	\$ -	\$ -	\$ 1,275.00	\$ 1,275.00	\$ -
101.4.100.2400.532	POSTAGE	\$ 200.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2400.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
101.4.100.2400.610	SUPPLIES	\$ 1,000.00	\$ 300.00	\$ 900.00	\$ 500.00	\$ (400.00)
101.4.100.2400.780	MAJOR TECHNOLOGY HARDWARE	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -
101.4.100.2400.810	DUES AND FEES	\$ -	\$ -	\$ 450.00	\$ 175.00	\$ (275.00)
TOTAL		\$ 74,065.85	\$ 97,973.00	\$ 62,872.00	\$ 113,378.00	\$ 50,506.00
SUPPORT SERVICES-BUSINESS-2500						
101.4.100.2500.111	ADMINISTRATIVE SALARY - Business Mngr/Clerk	\$ 41,152.50	\$ 26,381.00	\$ 39,984.00	\$ 42,217.00	\$ 2,233.00
101.4.100.2500.115	OFFICE/CLERICAL/TECHNOLOGY SALARY	\$ -	\$ 38,811.00	\$ -	\$ -	\$ -
101.4.100.2500.190	LEAVE PAY	\$ 6,185.99	\$ 13,084.00	\$ 8,439.00	\$ 8,700.00	\$ 261.00
101.4.100.2500.250	WORKERS COMPENSATION	\$ 281.52	\$ 437.00	\$ 224.00	\$ 216.00	\$ (8.00)
101.4.100.2500.260	HEALTH INSURANCE	\$ -	\$ -	\$ 1,400.00	\$ 1,968.00	\$ 568.00
101.4.100.2500.330	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ 5,000.00	\$ 3,650.00	\$ (1,350.00)
101.4.100.2500.532	POSTAGE	\$ -	\$ -	\$ 100.00	\$ 50.00	\$ (50.00)
101.4.100.2500.550	PRINTING/DUPLICATING	\$ -	\$ -	\$ 300.00	\$ 360.00	\$ 60.00
101.4.100.2500.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 2,500.00	\$ 150.00	\$ 2,000.00	\$ 1,500.00	\$ (500.00)
101.4.100.2500.610	SUPPLIES	\$ 500.00	\$ 350.00	\$ 500.00	\$ 500.00	\$ -
101.4.100.2500.680	COMPUTER SOFTWARE (BMS ANNUAL FEE)	\$ 1,650.00	\$ -	\$ 5,424.00	\$ 6,185.00	\$ 761.00
101.4.100.2500.810	DUES AND FEES	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -
TOTAL		\$ 52,270.01	\$ 79,213.00	\$ 64,871.00	\$ 66,846.00	\$ 1,975.00
OPERATIONS AND MAINTENANCE-PLANT SERVICES-2600						
101.4.100.2600.111	ADMINISTRATIVE SALARY-Superintendent	\$ 3,212.00	\$ 4,054.00	\$ 3,296.00	\$ -	\$ (3,296.00)
101.4.100.2600.114	CUSTODIAL/MAINTENANCE SALARY (SUMMER)	\$ -	\$ -	\$ 3,600.00	\$ 4,080.00	\$ 480.00
101.4.100.2600.190	LEAVE PAY	\$ 257.06	\$ 1,995.00	\$ 376.00	\$ -	\$ (376.00)
101.4.100.2600.250	WORKERS COMPENSATION	\$ 21.51	\$ 35.00	\$ 40.00	\$ 22.00	\$ (18.00)
101.4.100.2600.260	HEALTH INSURANCE	\$ 261.12	\$ 656.00	\$ 608.00	\$ -	\$ (608.00)
101.4.100.2600.330	OTHER PROFESSIONAL SERVICES	\$ 1,500.00	\$ 500.00	\$ -	\$ -	\$ -
101.4.100.2600.410	POWER-LIGHTS	\$ 800.00	\$ 700.00	\$ 840.00	\$ 1,000.00	\$ 160.00
101.4.100.2600.411	NATURAL GAS	\$ 12,000.00	\$ 13,000.00	\$ 12,600.00	\$ 11,000.00	\$ (1,600.00)
101.4.100.2600.412	ELECTRICITY	\$ 19,500.00	\$ 19,000.00	\$ 20,475.00	\$ 14,500.00	\$ (5,975.00)
101.4.100.2600.421	WATER TESTS	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,000.00	\$ (700.00)
101.4.100.2600.431	DISPOSAL SERVICE	\$ 6,000.00	\$ 7,200.00	\$ 6,000.00	\$ 5,800.00	\$ (200.00)
101.4.100.2600.433	CONTRACTED CUSTODIAL SERVICES 80/20	\$ 26,400.00	\$ 33,000.00	\$ 27,648.00	\$ 27,000.00	\$ (648.00)
101.4.100.2600.440	REPAIR AND MAINTENANCE SERVICES	\$ 19,983.54	\$ 14,500.00	\$ 28,200.96	\$ 12,080.46	\$ (16,120.50)
101.4.100.2600.520	INSURANCE	\$ 10,400.00	\$ 10,400.00	\$ 10,920.00	\$ 13,094.25	\$ 2,174.25
101.4.100.2600.531	TELEPHONE	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -

FY18 General Fund Budget

GENERAL FUND EXPENDITURES		FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	Diff FY17-FY18
101.4.100.2600.610	SUPPLIES	\$ 5,259.42	\$ 9,259.42	\$ 7,200.00	\$ 5,200.00	\$ (2,000.00)
101.4.100.2600.660	MINOR EQUIPMENT	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ (1,500.00)
101.4.100.2600.810	DUES AND FEES	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
101.4.100.2630.432	SNOW PLOW SERVICES	\$ -	\$ -	\$ 3,000.00	\$ 4,000.00	\$ 1,000.00
TOTAL		\$ 112,294.65	\$ 120,999.42	\$ 129,003.96	\$ 101,276.71	\$ (27,727.25)
SPECIAL EDUCATION- INSTRUCTION -280.1000						
101.4.280.1000.112	CERTIFIED SALARIES	\$ 43,535.75	\$ 40,741.00	\$ 47,638.00	\$ 50,632.00	\$ 2,994.00
101.4.280.1000.117	AIDE SALARIES	\$ -	\$ -	\$ 18,720.00	\$ 21,504.00	\$ 2,784.00
101.4.280.1000.120	SUBSTITUTE TEACHERS	\$ 150.00	\$ 1,275.00	\$ 375.00	\$ 170.00	\$ (205.00)
101.4.280.1000.190	LEAVE PAY	\$ 1,968.00	\$ -	\$ 3,322.00	\$ 1,000.00	\$ (2,322.00)
101.4.280.1000.250	WORKERS COMPENSATION	\$ 271.50	\$ 243.00	\$ 290.00	\$ 388.00	\$ 98.00
101.4.280.1000.260	HEALTH INSURANCE	\$ 6,528.00	\$ 6,528.00	\$ 8,274.00	\$ 9,554.00	\$ 1,280.00
101.4.280.1000.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ 500.00	\$ 300.00	\$ (200.00)
101.4.280.1000.610	SUPPLIES	\$ 300.00	\$ -	\$ 400.00	\$ 350.00	\$ (50.00)
101.4.280.1000.682	SUPPLIES- TECHNOLOGY	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00
TOTAL		\$ 52,753.25	\$ 48,787.00	\$ 79,519.00	\$ 84,048.00	\$ 4,529.00
RESOURCES TRANSFER TO COOP-6200.920						
101.4.280.1000.920	RESOURCES TRANSFER TO COOP	\$ 2,847.00	\$ 2,847.00	\$ 2,568.24	\$ 2,527.00	\$ (41.24)
TOTAL		\$ 2,847.00	\$ 2,847.00	\$ 2,568.24	\$ 2,527.00	\$ (41.24)
SPECIAL EDUCATION - SUPERVISION OF PSYCHOLOGICAL SERVICES - 280.2141						
101.4.280.2141.111	ADMINISTRATIVE SALARY-Superintendent	\$ 2,409.00	\$ 3,041.00	\$ -	\$ -	\$ -
101.4.280.2141.119	OTHER SUPERVISORY SALARIES- SPEC ED DIRECTOR	\$ -	\$ -	\$ 2,472.00	\$ -	\$ (2,472.00)
101.4.280.2141.190	LEAVE PAY	\$ 192.80	\$ 1,496.00	\$ 285.00	\$ -	\$ (285.00)
101.4.280.2141.250	WORKERS COMPENSATION	\$ 16.13	\$ 27.00	\$ 15.00	\$ -	\$ (15.00)
101.4.280.2141.260	HEALTH INSURANCE	\$ 195.84	\$ 492.00	\$ 221.00	\$ -	\$ (221.00)
101.4.280.2400.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ 100.00	\$ -	\$ (100.00)
TOTAL		\$ 2,813.77	\$ 5,056.00	\$ 3,093.00	\$ -	\$ (3,093.00)
SPECIAL EDUCATION 280.2490- OTHER SUPPORT SERVICES- SCHOOL ADMINISTRATION						
101.4.280.2490.119	OTHER SUPERVISORY SALARIES- SPEC ED DIRECTOR (SUPTNDT)	\$ -	\$ -	\$ -	\$ 2,546.00	\$ 2,546.00
101.4.280.2490.190	LEAVE PAY	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.280.2490.250	WORKERS COMPENSATION	\$ -	\$ -	\$ -	\$ 14.00	\$ 14.00
101.4.280.2490.260	HEALTH INSURANCE	\$ -	\$ -	\$ -	\$ 228.00	\$ 228.00
101.4.280.2490.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
TOTAL		\$ -	\$ -	\$ -	\$ 2,888.00	\$ 2,888.00
IEFA- INSTRUCTION- 365.1000 & IEFA- LIBRARY MEDIA 365.2225						
101.4.365.1000.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING- IEFA	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
101.4.365.1000.610	SUPPLIES- IEFA	\$ -	\$ -	\$ 1,000.00	\$ 500.00	\$ (500.00)
101.4.365.1000.640	BOOKS- IEFA	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
101.4.365.1000.810	DUES AND FEES-IEFA	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ -
101.4.365.2225.640	BOOKS- IEFA	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
TOTAL		\$ -	\$ -	\$ 3,200.00	\$ 3,200.00	\$ -
DATA FOR ACHIEVEMENT- INSTRUCTION- 368.1000						
101.4.368.1000.680	COMPUTER SOFTWARE- DATA FOR ACHIEVEMENT	\$ -	\$ -	\$ 3,200.00	\$ 3,249.55	\$ 49.55
TOTAL		\$ -	\$ -	\$ 3,200.00	\$ 3,249.55	\$ 49.55
EXTRACURRICULAR PROGRAMS - SCHOOL SPONSORED ACTIVITIES -NON-ATHLETICS						
101.4.710.3400.150	EXTRA CURRICULAR STIPENDS	\$ 20,415.00	\$ 12,735.00	\$ 12,345.00	\$ 3,025.00	\$ (9,320.00)
101.4.710.3400.250	WORKERS COMPENSATION	\$ 75.74	\$ 85.00	\$ 72.00	\$ 16.00	\$ (56.00)
101.4.710.3400.260	HEALTH INSURANCE	\$ -	\$ -	\$ 157.00	\$ -	\$ (157.00)
101.4.710.3400.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
TOTAL		\$ 20,490.74	\$ 12,820.00	\$ 12,574.00	\$ 6,041.00	\$ (6,533.00)

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FY18 General Fund Budget

GENERAL FUND EXPENDITURES		FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	Diff FY17-FY18
ENTERPRISE PROGRAMS - SCHOOL SPONSORED ACTIVITIES - ATHLETICS						
101.4.710.3500.111	ADMINISTRATIVE SALARY-Superintendent	\$ 803.00	\$ 1,014.00	\$ -	\$ -	\$ -
101.4.710.3500.190	LEAVE PAY	\$ 64.27	\$ 499.00	\$ -	\$ -	\$ -
101.4.710.3500.250	WORKERS COMPENSATION	\$ 5.38	\$ 9.00	\$ -	\$ -	\$ -
101.4.710.3500.260	HEALTH INSURANCE	\$ 65.28	\$ 164.00	\$ -	\$ -	\$ -
101.4.710.3500.115	OFFICE/CLERICAL SALARY	\$ -	\$ -	\$ -	\$ 2,125.00	\$ 2,125.00
101.4.720.3500.119	OTHER SUPERVISORY- ATHLETIC DIRECTOR	\$ -	\$ -	\$ 824.00	\$ 849.00	\$ 25.00
101.4.720.3500.150	STIPENDS- COACHES	\$ -	\$ -	\$ 6,100.00	\$ 10,810.00	\$ 4,710.00
101.4.720.3500.190	LEAVE PAY	\$ -	\$ -	\$ 95.00	\$ -	\$ (95.00)
101.4.720.3500.250	WORKERS COMPENSATION	\$ -	\$ -	\$ 41.00	\$ 74.00	\$ 33.00
101.4.720.3500.260	HEALTH INSURANCE	\$ -	\$ -	\$ 74.00	\$ -	\$ (74.00)
TOTAL		\$ 937.93	\$ 1,686.00	\$ 7,134.00	\$ 13,858.00	\$ 6,724.00
ENTERPRISE PROGRAMS -FOOD SERVICES - 910.3100						
101.4.910.3100.111	ADMINISTRATIVE SALARY-Superintendent	\$ 2,409.00	\$ 3,041.00	\$ -	\$ -	\$ -
101.4.910.3100.116	SALARIES-Cooks	\$ -	\$ -	\$ 11,792.00	\$ 12,978.00	\$ 1,186.00
101.4.910.3100.119	OTHER SUPERVISORY- FOOD SERVICE SUPERVISOR	\$ -	\$ -	\$ 2,472.00	\$ 2,546.00	\$ 74.00
101.4.910.3100.126	SUBSTITUTE COOKS	\$ -	\$ -	\$ -	\$ 90.00	\$ 90.00
101.4.910.3100.190	LEAVE PAY	\$ 192.80	\$ 1,499.00	\$ 285.00	\$ -	\$ (285.00)
101.4.910.3100.250	WORKERS COMPENSATION	\$ 16.13	\$ 27.00	\$ 867.00	\$ 886.00	\$ 19.00
101.4.910.3100.260	HEALTH INSURANCE	\$ 195.84	\$ 492.00	\$ 688.00	\$ 1,558.00	\$ 870.00
101.4.910.3100.330	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ 100.00	\$ 150.00	\$ 50.00
101.4.910.3100.540	ADVERTISING	\$ -	\$ -	\$ 350.00	\$ 350.00	\$ -
101.4.910.3100.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -
101.4.910.3100.610	SUPPLIES	\$ -	\$ -	\$ 2,000.00	\$ 500.00	\$ (1,500.00)
101.4.910.3100.630	FOOD	\$ -	\$ -	\$ 10,000.00	\$ 7,805.00	\$ (2,195.00)
TOTAL		\$ 2,813.77	\$ 5,059.00	\$ 29,054.00	\$ 27,363.00	\$ (1,691.00)
GENERAL FUND TOTALS		\$ 1,158,978.26	\$ 1,148,927.42	\$ 1,201,754.30	\$ 1,207,095.26	\$ 341.06

FY18 ADOPTED BUDGET: \$ 1,202,095.26
 TOTAL BUDGETED: \$ 1,202,095.26
 REMAINING: \$ -

Whole Child Committee (WCC)

The scope of the Gallatin Gateway School Whole Child Committee will be to:

- **Evaluate current Gallatin Gateway School programs, curriculum, and practices, and school climate/culture in order to identify areas of need concerning integration of ASCD's Whole Child Education Guidelines.**
- **Make recommendations to the Gallatin Gateway School Board regarding ways the District can best incorporate the five tenets of Whole Child Education into district practices and policies.**

The Committee will:

- Be appointed by the School Board Chair
- Consist of the following appointees (with no more than 8 members):
 - Administrator
 - School counselor
 - School Board member
 - At least one classroom teacher
 - At least one classified staff member
 - At least one parent (preferably more than one to ensure representation of multiple age/grade levels)
- Focus on the five tenets of the Whole Child:
 - Healthy
 - Safe
 - Engaged
 - Supported
 - Challenged
- Utilize the School District's Strategic Plan as a guide, and take the Plan's goals and action plans into consideration when making recommendations
- Annually evaluate the District's strengths, weaknesses, and needs utilizing such tools as surveys and focus groups.
 - Feedback will be garnered from the following populations: students, staff, parents, community members, and former students/graduates of GGS.
- Have no spending or budgetary authority.
- Provide District Clerk with meeting agenda at least four days prior to committee meeting and also provide Clerk with approved minutes of each meeting, which will be posted to the District's website.
- Provide updates to the Gallatin Gateway School Board as requested.

Gallatin Gateway School

Volunteer Handbook



We appreciate you and are very excited to receive your gift of time for the benefit of Gallatin Gateway School's students and staff!

Welcome and Thank You to All Volunteers!

Your service as a volunteer has a significant impact on Gallatin Gateway School. Your participation helps us fulfill our mission and vision, as well as complete goals of our strategic plan. As a volunteer, you provide mentoring and enrichment opportunities to enhance the educational experience for our students. As you support school programs and curriculum, you are supporting teachers and staff. Volunteers model attitudes and behaviors critical for success for our students, including involved citizenship. Our volunteer program is an important link in building a vibrant school community.

OBJECTIVES

1. To provide opportunities for interested stakeholders of the community to participate and assist in the educational activities of the students and in the day-to-day operations of the school.
2. To develop a reliable and varied skilled network of human resources to support the school.
3. To provide each student the opportunity to reach the maximum of his/her ability.

Guidelines and Procedures for Volunteers

Adhere to all District Policies

Volunteers must follow district policies, procedures, rules, and regulations. Gallatin Gateway School's board policies and the student handbook are available in the library, the office and at www.gallatingatewayschool.com. A copy of the safety manual is also available in the school office.

Follow Safety/Liability Requirements regarding Supervised and Unsupervised Positions

Supervised positions refer to those where the volunteer has contact with students *only* in the presence and supervision of a teacher or GGS staff member. If not directly in a classroom, volunteers may work with students in a highly visible area such as the library or lobby.

Unsupervised positions are those where the volunteer has contact with students while *not* in the presence of a teacher or GGS staff member. Examples would include overnight trips or field trips which divide the students into groups which are supervised by a volunteer rather than under direct supervision of a teacher. District Policy requires all volunteers who will have unsupervised contact with students to pass a background check. Background checks are arranged with the County Superintendent at 582-3090 or by stopping by the office at 311 W Main St # 107, Bozeman, MT 59715

Observe Confidentiality

Volunteers must follow confidentiality laws and procedures. The performance or actions of students should only be discussed with the student's teacher, counselor, or superintendent. Please consider things heard or seen at school as confidential.

Check-in with the Office and Receive a Name Tag with each Visit to the School

As all visitors, volunteers must sign in and sign out with the office during each visit to the school. For security and liability reasons, and in the case of an emergency, the administration must know who is in the school and why. School volunteers are covered by the district's liability insurance should their actions result in an injury to a student. By means of this handbook, volunteers must have their name, social security number, address, and phone number on file with the District Clerk to insure liability coverage.

Volunteer Disclosure Agreement

Please complete this form to register as a volunteer with Gallatin Gateway School. Thank you for your gift of time for the benefit of Gallatin Gateway School's students and staff!

The Superintendent may direct that appropriate screening processes be implemented to assure that adult volunteers are suitable and acceptable. In addition, any volunteer assisting children without the direct supervision of a school employee will be asked to provide a background check. Arrangements for a background check can be made with the County Superintendent at 582-3090 or by stopping by 311 W Main St # 107, Bozeman, MT 59715. An unsatisfactory background check makes a volunteer ineligible to serve.

Volunteers, as are all adults assigned to supervise or assist students, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages or use any illicit drug during the duration of their volunteer time or assignment as a chaperone, including during the hours following the end of the day's activities on an overnight trip.

I have read, understand, and agree to comply with the volunteer guidelines and procedures as described in the handbook.

Name (Print)

Signature

Date

Social Security # XXX-XX-__ __ __ __

Phone # _____

Email _____

Copies: ~to the Volunteer and to the School File (signed copy)



A RESOURCE FOR HEALTHY LIVING FROM THE
GALLATIN CITY-COUNTY HEALTH DEPARTMENT

HUMAN SERVICES • 406.582.3100, hs@gallatin.mt.gov
ENVIRONMENTAL HEALTH • 406.582.3120, ehs@gallatin.mt.gov
WIC • 406.582.3115, wic@gallatin.mt.gov

healthygallatin.org

September 7, 2017

Travis Anderson, Superintendent
Gallatin Gateway School
PO Box 265
Gallatin Gateway, MT 59730

RE: 2017-2018 School Nursing Contract

Dear Travis,

Please find enclosed two copies of a proposed school nursing services contract between your school and Gallatin City-County Health Department (GCCHD) for the FY2017-2018 school year. Please review the contract, sign both copies where noted by the colored markers and return to the Health Department by September 22, 2017.

This year we are providing services but not assisting in vision screenings. The contact for coordinating vision screenings, if you need, is through the Lion's Club at 406-548-1615. John Hickey, is the person doing the screenings.

Ideally in the coming years, we will be able to turn over the immunization reporting to the schools themselves through training and empowering the staff this year. We will also offer the training to teachers as we have in years past, and if interested, will continue to do so.

We kept the hourly fee for school nursing services the same as the last two years at \$52.50/hour, and the mileage rate has been calculated at the current county rate of reimbursement at \$0.535/mile.

We appreciate the opportunity to provide education and nursing services to your staff and students and we look forward to working with you again this year.

If you have questions or concerns, please call me at 582-3100. I am looking forward to receiving your signed contract. As soon as we have all the signatures, we will return a signed copy to you.

Sincerely,

Tracy Knoedler, MPH BSN RN
Human Services Director
Gallatin City-County Health Department





Gallatin City-County Health Department

PUBLIC HEALTH NURSING SERVICES IN SCHOOL AGREEMENT

THIS AGREEMENT between the **GALLATIN CITY-COUNTY HEALTH DEPARTMENT**, 215 W. Mendenhall Ave. Bozeman, Montana 59715 hereinafter called the **DEPARTMENT** and **GALLATIN GATEWAY DISTRICT #35** hereinafter called the **SCHOOL**.

IT IS MUTUALLY AGREED:

1) Duration of Agreement:

The Department agrees to provide the services described in Section 3 below during the **2017-2018** school year.

2) Scope of Services:

- a) Gallatin City-County Health Department (GCCHD) will provide a program of Public Health nursing services as outlined in Section 3, Description of Services.
- b) Nursing services provided to the various schools will be scheduled in advance and documented in individual school logs at the Health Department. Nursing direction and supervision will be the responsibility of Gallatin City-County Human Services Director ("Human Services Director").
- c) General program direction and administration will be the responsibility of the GCCHD Human Services Director in consultation with the School administration.
- d) Condition of employment, holidays, personnel policies, etc., of the nurses working with the school health program will be those of Gallatin City-County Health Department.
- e) School agrees to pay the Gallatin City-County Health Department **\$971.25** for the services specified in this Agreement. Additionally, School agrees to pay the Gallatin City-County Health Department **\$41.73** for mileage. This payment is based on **\$0.535** per mile, which shall also be paid for any additional mileage.
Total amount due: \$1,012.98.
- f) The nurse visits will be made on a mutually agreed upon time. Services shall not include physical examinations or medical treatment in connection with school entrance, athletics, or any other reason. Screenings are limited to this contract.

3) Description of Services:

- a) The School shall provide adequate facilities where the Public Health nurse can perform their Scope of Services as described below: See attached definitions for services offered.

Grades	Number of Students	Grades	Number of Students	Grades	Number of Students
K	21	6	23	9	
1	16	7	5	10	
2	15	8	13	11	
3	22			12	
4	16				
5	22				

ATTACHMENT 1

EXPLANATION OF NURSING SERVICES FOR SCHOOL

(Services below include the Gallatin City-County Health Department personnel's scheduling, prep and follow-up time)

All schools contracting for services with GCCHD will have provided an in-service for staff to include the following:

- **Blood-borne pathogens education & training** – This education and training is provided annually to all new staff members or to those requesting a refresher course to meet OSHA requirements.
- **EpiPen education & training** –This education and training is provided annually to schools and fulfills requirements for schools who stock EpiPens for use in an unforeseen anaphylaxis event. School staff must be able to recognize anaphylaxis and administer epinephrine auto-injectors in an appropriate manner if a school chooses to have EpiPens in stock as set forth in MCA 20-5-421. All school personnel should be able to recognize and treat anaphylaxis even if they choose not to stock pens as a safety precaution for people in the building who carry their own pens.
- **Lice:** this education includes CDC info on lice life cycle and treatment, review school policy and what info to give to parents when lice has been detected.
- **Pertussis:** This education helps school staff understand the need for seating charts and what happen if an outbreak occurs in their school.
- **Handwashing:** and other methods of prevention of the spread of Influenza, upper respiratory infections, and other communicable diseases.

PLEASE SEE OTHER SIDE FOR THE REST OF THE SERVICES

Other services

Immunization reviews/reports - The GCCHD nurse may conduct a review of a student's immunization record to determine mandatory requirements and/or recommendations. This review is automatically included as part of the kindergarten screening but may also be utilized at the beginning of the school year in preparation for the State immunization report. Schools are required every December to submit a report to the State listing the number of students with medical exemptions, religious exemptions, and conditional attendance and up to date with required immunizations. The purpose of this report is to identify all students who are not fully immunized for each disease category. The GCCHD nurse may help assist school staff with preparation and review of this State report. Compliance and enforcement of student immunization requirements remain the responsibility of the school's governing authority as set forth in MCA 20-5-403 and MCA 20-5-408.

Health Care Plans –Sample protocols, templates, and letters to help facilitate the documentation and maintenance of emergency plans agreed upon by the student's parent/guardian, the school, and the student's healthcare provider will be available on the Healthy Gallatin web site. The writing, implementation and monitoring of the plan remains the responsibility of the school.

Referral to other services In our community and consultation on any communicable disease is available from GCCHD at no additional cost.

SERVICES FOR STUDENTS		
Requested Services for this School Year		
Please check each box for which your school requires services)		Number of Students
X	Immunization reviews/reports	
	Kindergarten screenings	
	Lice checks for annual Yellowstone field trips (when applicable)	
	Tobacco Use Prevention	

SERVICES FOR STAFF	
Requested Services for this School Year	
Please check each box for which your school requires services)	
X	Blood-borne pathogens education & training
X	EpiPen education & training
	Facilitation of staff education for medication administration (i.e., with an appropriate supportive agency such as a diabetic educator or respiratory therapist, etc.)
	Other Staff In-Services (when requested)

4) Payment for Services and Mileage:

In consideration of services and mileage provided pursuant to this contract, School agrees to pay Department one payment of **\$1,012.98** due **September 1, 2017**.

5) Additional Services:

In the event that the school wishes to obtain additional services not listed in Section 3 above, school officials should contact the Department to request such services. The Department reserves the right to provide those services or to refuse to provide those services. Additional services may be subject to additional fees based on the time and costs associated with the services requested. The Department is not bound to provide any services other than those specifically listed in Section 3 and defined in Attachment 1.

- 6) Either party may terminate this agreement for failure of the other party to perform any of the duties or conditions contained in this Agreement after giving 30 days written notice. Upon termination before the services called for by this contract have been provided, the School shall still be responsible to pay Department for all services actually provided which shall be determined by prorating the contract price in a manner determined by GCCHD. Neither party will be obligated to renew the contract in subsequent years.

- 7) Pursuant to Sections 49-2-303, 49-2-308 and 49-3-207 of the Montana Code Annotated, no part of this contract shall be performed in a manner that discriminates against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental disability, national origin, or ancestry. Any hiring shall be on the basis of merit and qualifications directly related to the requirement of the particular occupation being filled.

8) Liaisons:

The School liaison to Gallatin City-County Health Department for purposes of the agreement is the following person:

<u>Travis Anderson</u>	<u>Superintendent</u>
Name	Title

Gallatin City-County Health Department's liaison for purposes of this agreement is the Human Services Director.

9) General Provisions:

- a) School will indemnify, hold harmless, and defend the Department against any and all claims, demands, damages, costs, expenses or liability arising out of the School's performance of this Agreement. In the event of an action filed against Department resulting from School's performance under this Agreement, Department may elect to represent itself and incur all costs and expenses of suit.

- b) If it is necessary for either party to bring an action to enforce the terms, covenants, or conditions of this Agreement, the prevailing party shall be entitled to reasonable attorney fees to be set by the appropriate court.
- c) An action to enforce this Agreement shall be brought in the District Court of the Eighteenth Judicial District, Gallatin County Montana.
- d) All notices made pursuant to this agreement shall be delivered to the addresses above by first class mail. A party shall give the other notice of any change in address.
- e) This Agreement shall be governed and interpreted according to the laws of the State of Montana.
- f) Section headings are for convenience only and are not intended to define or limit any provisions of this Agreement. The provisions of this Agreement are independent and severable, and the invalidity, partial invalidity, or unenforceability of any one provision or portion thereof shall not affect the validity or enforceability of any other provision.
- g) The time of complying with this Agreement is of the essence and a violation is a material breach.
- h) The waiver or failure to enforce any provision of this Agreement shall not operate as a waiver of any future breach of any such provision or any other provision. No covenant, term, or condition of this Agreement shall be deemed waived by either party unless such waiver shall be reduced to writing and signed by the parties.
- i) The parties certify they carry comprehensive insurance coverage for general and automobile liability in reasonable amounts for individual claims and occurrences or such coverage that is required by law.
- j) This document represents the entire and integrated Agreement between the Department and School and supersedes all prior negotiations, agreements or representations, either written or oral. This Agreement may be amended only by written instrument signed by both Department and School.
- k) Department and School, respectively, bind themselves, their successors, assigns and legal representatives to the other party and to the successors, assigns and legal representatives with respect to all covenants, terms, or conditions of this Agreement. Neither Department nor School shall assign this Agreement without the written consent of the other.
- l.) All services provided by GCCHD are designed to be consultative or educational in nature and not a substitute for services offered by a school nurse who is on staff and on site. Services offered by GCCHD do not include or constitute direct clinical services or medical care delivered to school staff or students. GCCHD staff will not provide first

aid, administer medications, or perform medical procedures. The only exceptions to this are those duties specifically listed in section three above.

- m.)GCCHD staff will assist in providing sample protocols, templates, and referrals to assist school staff and parents in writing emergency health care plans. But GCCHD staff is not responsible for writing, approving, or carrying out health care plans formulated by school staff, parents, and health care providers.

Department shall keep the original Agreement. A copy of the original signed Agreement has the same force and effect as the original. This Agreement consists of 4 pages including the signature page.

END OF AGREEMENT EXCEPT FOR SIGNATURE PAGE

SIGNATURE PAGE

DATED THIS 20th day of September, 2017.

Donna Shockley Chairman
SCHOOL DISTRICT

Chris Fisher Clerk

Chairman
GALLATIN CITY-COUNTY BOARD OF HEALTH
GALLATIN CITY-COUNTY HEALTH DEPARTMENT

ATTACHMENT 1

EXPLANATION OF SCHOOL NURSING SERVICES

(Services below include the Gallatin City-County Health Department personnel's scheduling, prep and follow-up time)

Services for Students

Emergency Health Care Plans – Designed for students with specific emergency health care needs (i.e., severe allergies, diabetes, asthma, etc.). The GCCHD nurse may provide sample protocols, templates, and letters to help facilitate the documentation and maintenance of emergency plans agreed upon by the student's parent/guardian, the school, and the student's healthcare provider.

Immunization reviews/reports – The GCCHD nurse may conduct a review of a student's immunization record to determine mandatory requirements and/or recommendations. This review is automatically included as part of the kindergarten screening but may also be utilized at the beginning of the school year in preparation for the State immunization report. Schools are required every December to submit a report to the State listing the number of students with medical exemptions, religious exemptions, and conditional attendance and up to date with required immunizations. The purpose of this report is to identify all students not fully immunized for each disease category. The GCCHD nurse may help assist school staff with preparation and review of this State report. Compliance and enforcement of student immunization requirements remain the responsibility of the school's governing authority as set forth in MCA 20-5-403 and MCA 20-5-408.

Kindergarten screenings – Kindergarten screenings occur once per year, usually in the spring. The GCCHD nurse may review with the parents the following topics: a complete health history (including allergies, physical disabilities, current diagnoses and any corresponding treatments or medications, etc.), immunization compliance, health care plans formulated between the parent/guardian and the healthcare provider, and the school's illness policy.

Lice checks for annual Yellowstone field trips – Certain schools in Gallatin County participate in a multi-day field trip to Yellowstone National Park (YNP). YNP requires those participating students to have head lice checks conducted by a healthcare provider prior to the field trip. The GCCHD nurse may assume this responsibility and document these checks.

Tobacco Use Prevention – Free youth-empowerment prevention-activity coordination and facilitation assistance trouble-shooting tobacco free schools policy.

In-services for Staff

Blood-borne pathogens education & training – This education and training is provided annually to all new staff members or to those requesting a refresher course to meet OSHA requirements.

EpiPen education & training – This education and training is provided annually to schools who stock EpiPens for use in an unforeseen anaphylaxis event. School staff must be able to recognize anaphylaxis and administer epinephrine auto-injectors in an appropriate manner if a school chooses to have EpiPens in stock per State law.

Facilitation of staff education for medication administration – The GCCHD nurse may facilitate or refer the school to an appropriate supportive agency (i.e., diabetic educator, respiratory therapist) to provide education to staff who administer medication to students.

Other Services

The need for other health related services (i.e. other health related education for staff or students, referral of students or staff to specialists, i.e. dentists, psychologists, nutritionists, etc) may occur during the school year. The GCCHD nurse may facilitate or provide these services with approval by GCCHD administration on a cost per hour basis.

Referral to other services in our community and consultation on any communicable disease is available from GCCHD at no additional cost.



Carrie Fisher <fisher@gallatingatewayschool.com>

policy updates

1 message

Joe Brott <jbrott@mtsba.org>

Tue, Aug 29, 2017 at 9:08 AM

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

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

Travis and Carrie

Attached are August updates recommended for your District. As a reminder, after they have been board approved, email me the date and I will update all policies, web links, and send you updated hard copies.

I have also attached the August Policy Notes. Only refer to the policies that I have attached in your policy notes.

9 attachments



1006FE-Transfers for School Safety.docx

20K



1014FE - Intent to Increase Non-Voted Levy.docx

22K



1014FE-F1-Notice of Intent to Impose an Increase in Levies Form.docx

23K



3124-Military Compact Waiver.docx

26K



3224-Student Dress.docx

19K



3416-Administering Medicines to Students.docx

24K



4350-Website Accessibility and Nondiscrimination.docx

22K



5122F-Applicant Rights and Consent to Fingerprint.docx

21K



August 2017 Policy Notes.docx

988K



DATE | 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

Required Changes

Policy 1005FE – Proficiency-Based ANB – The only addition to this policy as the legal reference of 20-1-301, MCA – School fiscal year. This addition was addition in reference to the “Guidance Implementation of SB 103” by OPI. *Not applicable*

Policy 1006FE – Transfers for School Safety – The change on lines 31-32 and legal reference are in line with the change in SB 307.

Policy 1009FE – Flexible Instructor Licensing – The State Board of Public Education made some changes in Chapter 57 allowing the possibility of an individual who is licensed in another state at the same level of licensure, to be considered for licensure in Montana with verification of five years of successful administrative experience.

Policy 3224 – Student Dress – The additional language to this policy reflects the intent of SB 319 – Tribal regalia and objects of cultural significance – allowed at public events.

Policy 3416 – Administering Medicine to Students – The passage of HB 323 allows school districts to maintain a stock supply of opioid antagonist to be administered by a school nurse, or other authorized personnel, to any student or nonstudent as needed for an actual or perceived opioid overdose. MTSBA added language from the bill which allows districts to maintain this supply.

Policy 5122F – Applicant Rights and Consent to Fingerprint – This is the updated form from the Department of Justice. They are requiring school districts to replace their old form 5122F with the new form. **Not included in policy – part of district procedures*

Policies 7231 and 7231P – Federal Impact Funds – If the district receives Impact Aid, the district should completely revise these two policies. These are new policy and procedure requirements under Title VII of the ESEA were effective January 31, 2017. Procedure 7231P requires the district to fill in all blanks. *not applicable*

NEW POLICIES

Policies 1014FE and 1014FE-F1– Intent to Increase Non-Voted Levy and Form– MTSBA developed this new policy and form as part of the Flexibility and Efficiency policy series to help school districts meet the requirement under SB 307.

Policy 3124 – Military Compact Waiver – MTSBA classifies this as a “required” policy. As a school district within the state of Montana subject to the laws of the State of Montana, the district shall follow the requirements of the Compact for students who enroll at the district for whom the Compact applies.

Policy 4350 – Website Accessibility and Nondiscrimination – OCR is finding school districts to be in non-compliance by not having a policy outlining the equal opportunity of individuals with disabilities as those without disabilities, including those opportunities delivered through electronic and information technology. This policy was developed by MTSBA to help school districts meet that compliance. It is strongly recommended that school districts adopt this policy.

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;

Reviewed on;

Revised on;

1006FE

FLEXIBILITY AND EFFICIENCY

Transfers for School Safety

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing transfers of funds to improve school safety and security.

The District may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school safety and security

The transfer of such funds can be for:

1. planning for improvements to school safety, including but not limited to the cost of services provided by architects, engineers, and other consultants;
2. installing or updating locking mechanisms and ingress and egress systems at public school access points, including but not limited to systems for exterior egress doors and interior passageways and rooms, using contemporary technologies;
3. installing or updating bullet-resistant windows and barriers; and
4. installing or updating emergency response systems using contemporary technologies.

Any transfers made under this policy and Montana law are not considered expenditures to be applied against budget authority. Any revenue transfers that are not encumbered for expenditures ~~by June 30, 2019~~ **in compliance with the four reasons stated above, within 2 full school fiscal years after the funds are transferred**, must be transferred back to the originating fund from which the revenue was transferred.

If transfers of funds are made from a District fund supported by a non-voted levy, the District may not increase its non-voted levy for the purpose of restoring the transferred funds.

Legal Reference:	20-9-503, MCA	Budgeting, tax levy, and use of building reserve fund.
	<u>20-9-236, MCA</u>	<u>Transfer of funds – improvements to school safety and security</u>

Gallatin Gateway Elementary

Adopted on:

Reviewed on:

Revised on:

1014FE

FLEXIBILITY AND EFFICIENCY

Intent to Increase Non-Voted Levy

The trustees shall adopt a resolution no later than March 31 whenever the trustees intend to impose an increase in a non-voted levy in the ensuing school fiscal year for the purposes of funding any of the funds listed below:

- a) Tuition fund under 20-5-324;
- b) Adult education fund under 20-7-705;
- c) Building reserve fund under 20-9-502 and 20-9-503;
- d) Transportation fund under 20-10-143 and 20-10-144; and
- e) Bus depreciation reserve fund under 20-10-147.

The trustees shall provide notice of intent to impose an increase in a non-voted levy for the ensuing school fiscal year by:

- a) Adopting a resolution of intent to impose an increase in a non-voted levy that includes, at a minimum, the estimated number of increased or decreased mills to be imposed and the estimated increased or decreased revenue to be raised compared to non-voted levies under a-e imposed in the current school fiscal year and, based on the district's taxable valuation most recently certified by the department of revenue under 15-10-202, the estimated impacts of the increase or decrease on a home valued at \$100,000 and a home valued at \$200,000, and
- b) Publish a copy of the resolution in a newspaper that will give notice to the largest number of people of the district as determined by the trustees and posting a copy of the resolution to the school district's website.

The resolution and publication of same must take place no later than March 31.

The Superintendent shall keep the trustees informed of any changes that may have occurred, which may have an effect on the estimated change in the mills and revenue, between the adoption of the resolution and the final adoption of the budget.

Legal Reference: SB 307, 2017 Legislative Session

Gallatin Gateway Elementary

Adopted on:
Reviewed on:
Revised on:

1014FE-F1

FLEXIBILITY AND EFFICIENCY

Notice of Intent to Impose an Increase in Levies Form

As an essential part of its budgeting process, the Gallatin Gateway Elementary Board of Trustees is authorized by law to impose levies to support its budget. The Gallatin Gateway Elementary Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, _____, using certified taxable valuations from the current school fiscal year as provided to the district:

Fund Supported	Estimated Change in Revenues*	Estimated Change in Mills*	Estimated Impact, Home of \$100,000*	Estimated Impact, Home of \$200,000*
Adult Education	\$___increase/decrease	\$___increase/decrease	\$___increase/decrease	\$___increase/decrease
Bus Depreciation	\$___increase/decrease	\$___increase/decrease	\$___increase/decrease	\$___increase/decrease
Transportation	\$___increase/decrease	\$___increase/decrease	\$___increase/decrease	\$___increase/decrease
Tuition	\$___increase/decrease	\$___increase/decrease	\$___increase/decrease	\$___increase/decrease
Building Reserve	\$___increase/decrease	\$___increase/decrease	\$___increase/decrease	\$___increase/decrease
Total	\$___increase/decrease	\$___increase/decrease	\$___increase/decrease	\$___increase/decrease

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

Regarding the increase in the building reserve levy referenced above, the following are school facility maintenance projects anticipated to be completed at this time:

1. _____
2. _____
3. _____
4. _____

Legal Reference: SB 307, 2017 Legislative Session

Gallatin Gateway Elementary

Adopted on:
Reviewed on:
Revised on:

3124-R

STUDENTS

Page 1 of 5

Military Compact Waiver

The State of Montana is one of numerous states across the country that is a member of the Interstate Compact on Educational Opportunity for Military Children. As a school district within the State of Montana subject to the laws of the State of Montana, the District shall follow the requirements of the Compact for students who enroll at the District for whom the Compact applies.

Purpose

The purpose of the Interstate Compact on Educational Opportunity for Military Children is to remove barriers to educational success for children of military families due to frequent relocation and deployment of their parents. The Compact facilitates educational success by addressing timely student enrollment, student placement, qualification and eligibility for programs (curricular, co-curricular, and extra-curricular), timely graduation, and the facilitation of cooperation and communication between various member states' schools.

Applicability

This Compact applies only to children of:

1. Active duty members of the uniformed services as defined in the Compact, including member of the national guard and reserve on active duty orders pursuant to 10 U.S.C., 12301(d) and 12304;
2. Members of the veterans of the uniformed services who are severely injured and medically discharged or retired for a period of 1 year after medical discharge or retirement; and
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of 1 year after death.

Educational Records and Enrollment

1. **Hand Carried/Unofficial Educational Records:** In the event that official educational records cannot be released to a parent for the purpose of school transfer, the custodian of records from the sending school shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission.

Upon receipt of the unofficial educational records, the District shall enroll and appropriately place the student based upon the information the school receives in the unofficial educational records, pending validation by the official records, as soon as possible.

2. **Official Educational Records/Transcripts:** At the time of enrollment and conditional placement of a qualifying student at the District, the District shall request the student's official educational records from their last school of attendance.

A school receiving such a request shall process the official educational records request and furnish such within a period of ten (10) days, or within the timeline determined to be reasonable by the Interstate Commission.

3. **Immunizations:** The District shall provide a period of thirty (30) days from the date of enrollment, or such other time frame as determined by the rules of the Interstate Commission, within which students may obtain any immunizations required by the District. Where the District's requirements include a series of immunizations, initial vaccinations must be obtained within thirty (30) days, or within the timeline determined to be reasonable by the Interstate Commission.

4. **Kindergarten and First Grade Entrance Age:** Students shall be allowed to continue their enrollment at grade level at the District, commensurate with their grade level from their receiving school, including kindergarten, at the time of transition. However, the provisions of Montana Code 20-5-101 regarding trustees enrolling a child in kindergarten or in first grade whose fifth (5th) or sixth (6th) birthday occurs on or before the tenth (10th) day of September of the school year in which the child is to enroll but is not yet 19 years of age, shall continue to apply.

A student who has satisfactorily completed the prerequisite grade level in the sending school shall be eligible for enrollment in the next highest grade level in the District, at the receiving school, regardless of age.

A student who is transferring into the District after the start of the school year shall enter the District on the student's validated grade level from an accredited school in the sending state.

Placement and Attendance

1. **Course Placement:** Upon transfer of a qualifying student, the receiving District shall place the student in courses consistent with the student's courses in the sending school and/or the school's educational assessments.

Course placement includes, but is not limited to honors, international baccalaureate, advanced placement, vocational, technical, and career pathways courses.

Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This requirement does not preclude the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

2. **Educational Program Placement:** The District shall initially honor placement of the student in educational programs based on current educational assessments conducted at the sending school or participation/placement in similar programs at the sending school.

Educational program placement includes, but is not limited to, gifted and talented programs and English as a second language. This requirement does not preclude the District from performing subsequent evaluations to ensure appropriate placement of the student.

3. **Special Education Services:** In compliance with the federal requirements of the Individuals with Disabilities Education Act, the District, as the receiving school, shall initially provide comparable services to a student with disabilities based on his or her current Individual Education Plan.

In compliance with Section 504 of the Rehabilitation Act and with Title II of the Americans with Disabilities Act, the District, as the receiving school, shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities consistent with his or her existing 504 or Title II Plan.

This does not preclude the District, as the receiving school, from performing subsequent evaluations to ensure appropriate placement and/or accommodations are made for the student.

4. **Placement Flexibility:** The District's Administration shall have the flexibility to waive course/program prerequisites or other preconditions for placement in courses/programs offered by the receiving District.

5. **Absences Relating to Deployment Activities:** A student whose parent/legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment in a combat zone or combat support position, shall be granted additional excused absences at the discretion of the District's Superintendent to visit with his or her parent/legal guardian relative to such leave or deployment of the parent/guardian.

Eligibility

1. **Eligibility for Enrollment:** A Special Power of Attorney pertaining to the guardianship of a student of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

The receiving District shall not charge tuition to a transitioning military student placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

A transitioning military student, placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he or she was enrolled when residing with the custodial parent.

2. **Eligibility for Extra-Curricular Activity Participation:** The District shall facilitate the opportunity for transitioning military students' inclusion in extracurricular activities, regardless of application deadlines, to the extent the student is otherwise qualified.

Graduation

In order to facilitate the on-time graduation of children of military families, the receiving District shall incorporate the following procedure:

1. **Graduation Course Requirements – Waiver:** The receiving District's Administration, through the Superintendent or designee, shall waive specific courses that are required for graduation if similar coursework has been satisfactorily completed at another school.

If the District does not waive the specific course requirement for graduation, the District shall provide a reasonable justification for the denial. This justification shall be provided to the parent/legal guardian in writing.

If the receiving District does not waive the specific course requirement for graduation and the student would have otherwise qualified to graduate from the sending school, the receiving District shall provide an alternative means of acquiring required course work to ensure that the student's graduation will occur on time.

2. **Exit Exams:** In lieu of testing requirements required for graduation at the receiving District, the District and the State of Montana shall accept any or all of the following:

- A. Exit exams or end-of-course exams required for graduation from the sending school;
- B. National norm-referenced achievement tests; or

C. Alternative testing.

In the event the above alternatives cannot be accommodated by the receiving District for a student transferring during his or her senior year, subsection 3, below, shall apply.

- 3. Transfer During Senior Year of High School:** Should a military student transferring at the beginning of or during the senior year be ineligible to graduate from the receiving District after all alternatives have been considered, the sending school and the receiving District shall ensure the receipt of a diploma from the sending school if the student meets the graduation requirements of the sending school.

In the event that one of the states in question is not a member of this Compact, the member state shall use best efforts to facilitate the on-time graduation of the student.

Conflicts

All state laws and District policies that conflict with this policy and/or in conflict with the Compact are superseded to the extent of the conflict.

Cooperation

The receiving District, through its administration, shall timely cooperate with all state agency inquiries and other District/school inquiries relating to a student who is covered by the Compact.

Cross Reference:	2333	Participation in Commencement Exercises
	2410 – 2410P	High School Graduation Requirements
	2413	Credit Transfer and Assessment for Placement
	3110	Entrance, Placement, and Transfer
Legal Reference:	20-1-230, MCA	Enactment – interstate Compact on Educational Opportunity for Military Children - provisions

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 6/26/17

3224

STUDENTS

Student Appearance

The District has the responsibility to ensure proper and appropriate conditions for learning, along with protecting the health and safety of its student body. Students' dress and grooming must not materially or substantially disrupt the educational process of the school, interfere with the maintenance of a positive teaching/learning climate, or create a health or safety hazard for students, staff, or others.

Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Parent-Student Handbook.

Students attending public events sponsored by the school district are permitted to honor their American Indian heritage through the display of culturally significant tribal regalia at a public event sponsored by the school district. Any item that promotes drug use, weapon use, threats of violence, sexual harassment, bullying, or other intimidation, or violates another district policy, state, or federal law may not be worn at a public event sponsored by the school district.

Legal Reference: SB 319-Chapter 229 Tribal regalia and objects of cultural significance – allowed at public events

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 07/08/2013, 6/26/17

3416

STUDENTS

Page 1 of 4

Administering Medicines to Students

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s healthcare provider.

With the written consent and authorization of the student’s parents and a principal or other administrator, the school nurse may assign any school employee to assist in the self-administration of medications (both prescription and over-the-counter). Assistance with self-administration of medication is limited to the following:

- verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
- opening the lid of the above-referenced container for the student;
- guiding the hand of the student to self-administer the medication;
- holding and assisting the student in drinking fluid to assist in the swallowing of oral medications;
- assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

Except in an emergency situation, only a qualified health care professional may administer a drug or prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit administration of medication to students in schools. A school nurse (who has successfully completed specific training in administration of medication), pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school

building, or at a school function, according to a standing order of a chief medical advisor or a student's private physician.

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.

The District may maintain a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine in a school setting or at related activities, the district shall adhere to the requirements stated in 20-5-421, MCA.

The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication if the following conditions have been met:

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury that results from the student self-administering the medication.

- The student must have the prior written approval of his/her primary healthcare provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the student has demonstrated to the healthcare practitioner and the school nurse, if available, the skill level necessary to use and administer the medication.
- Documentation of a doctor-formulated written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use by the student during school hours.

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, and in accordance with documentation provided by the student's doctor, backup medication must be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow up care, including making a 9-1-1 emergency call.

Administration of Glucagons

School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-412, MCA, only under the following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2) the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA.

Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Must develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;

- Must record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Must store medication requiring refrigeration at 36° to 46° F;
- Must store prescribed medicinal preparations in a securely locked storage compartment; and
- Must store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

The District may maintain a stock supply of an opioid antagonist to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived opioid overdose. A school that intends to obtain an order for emergency use of an opioid antagonist in a school setting or at related activities shall adhere to the requirements in law.

Disposal of Medication

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

Legal Reference: § 20-5-412, MCA
 § 20-5-420, MCA
 § 20-5-421, MCA
 § 37-8-103(1)(c), MCA
 ARM 24.159.1604

Definition – parent-designated adult
administration of glucagons – training
Self-administration or possession of asthma,
severe allergy, or anaphylaxis medication
Emergency use of epinephrine in school
setting
Exemptions – limitations on authority
conferred
Tasks Which May Be Routinely Assigned to
an Unlicensed Person in Any Setting When
a Nurse-Patient Relationship Exists
**Emergency use of an opioid antagonist in
school setting – limit on liability – signed by
Governor 4/4/2017 - (effective
July 1, 2017)**

HB 323, Chapter #154

Gallatin Gateway Elementary

Adopted on:
Reviewed on:
Revised on:

4350

COMMUNITY RELATIONS

Page 1 of 2

Website Accessibility and Nondiscrimination

The District is committed to ensuring that people with disabilities have an opportunity equal to that of their nondisabled peers to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration.

Benchmarks for Measuring Accessibility

In order to assure that people with disabilities have an opportunity equal to that of their nondisabled peers to access information delivered through electronic and information technology, all pages on the District's website will conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content, or updated equivalents of these guidelines, except where doing so would impose an undue burden or create a fundamental alteration.

Website Accessibility

With regard to the District's website and any official District web presence which is developed by, maintained by or offered through third party vendors and open sources, the District is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, which substantially equivalent ease of use; and that they are not excluded from participation in, denied benefits or, or otherwise subjected to discrimination in any District programs, services, and activities delivered online.

All existing web content produced by the District, and new, updated, and existing web content provided by third party developers, will conform to the WCAG 1.0 Level AA and the WAI-ARIA 1.0 techniques for web content or updated equivalents. This policy applies to all new, updated, and existing web pages, as well as all web content produced or updated by the District or provided by third-party developers.

Website Accessibility Concerns, Complaints, and Grievances

The following statement will appear on the District's website homepage and all subsidiary pages:

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

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Welcome and Thank You to All Volunteers!

Your service as a volunteer has a significant impact on Gallatin Gateway School. Your participation helps us fulfill our mission and vision, as well as complete goals of our strategic plan. As a volunteer, you provide mentoring and enrichment opportunities to enhance the educational experience for our students. As you support school programs and curriculum, you are supporting teachers and staff. Volunteers model attitudes and behaviors critical for success for our students, including involved citizenship. Our volunteer program is an important link in building a vibrant school community.

OBJECTIVES

1. To provide opportunities for interested stakeholders of the community to participate and assist in the educational activities of the students and in the day-to-day operations of the school.
2. To develop a reliable and varied skilled network of human resources to support the school.
3. To provide each student the opportunity to reach the maximum of his/her ability.

Guidelines and Procedures for Volunteers

Adhere to all District Policies

Volunteers must follow district policies, procedures, rules, and regulations. Gallatin Gateway School's board policies and the student handbook are available in the library, the office and at www.gallatingateway.school.com. A copy of the safety manual is also available in the school office.

Follow Safety/Liability Requirements regarding Supervised and Unsupervised Positions

Supervised positions refer to those where the volunteer has contact with students *only* in the presence and supervision of a teacher or GGS staff member. If not directly in a classroom, volunteers may work with students in a highly visible area such as the library or lobby.

Unsupervised positions are those where the volunteer has contact with students while *not* in the presence of a teacher or GGS staff member. Examples would include overnight trips or field trips which divide the students into groups which are supervised by a volunteer rather than under direct supervision of a teacher. District Policy requires all volunteers who will have unsupervised contact with students to pass a background check. Background checks are arranged with the County Superintendent at 582-3090 or by stopping by the office at 311 W Main St # 107, Bozeman, MT 59715

Observe Confidentiality

Volunteers must follow confidentiality laws and procedures. The performance or actions of students should only be discussed with the student's teacher, counselor, or superintendent. Please consider things heard or seen at school as confidential.

Check-in with the Office and Receive a Name Tag with each Visit to the School

As all visitors, volunteers must sign in and sign out with the office during each visit to the school. For security and liability reasons, and in the case of an emergency, the administration must know who is in the school and why. School volunteers are covered by the district's liability insurance should their actions result in an injury to a student. By means of this handbook, volunteers must have their name, social security number, address, and phone number on file with the District Clerk to insure liability coverage.

Complete the Volunteer Disclosure Agreement Form

Volunteers are welcome to participate in the breakfast and lunch programs.

The GGS volunteer program is designed to coordinate and manage all volunteer efforts safely and efficiently. If there are questions concerning this handbook's contents, you are encouraged to discuss them with the superintendent.

VOLUNTEER ROLES AT GGS

Whether you are able to commit to a regular schedule or can offer time occasionally, your service is greatly appreciated. The following are opportunities for volunteering you may enjoy.

Classroom

Student Contact:

- Provide supervised instructional assistance to individuals or small groups
- Monitor individual or group activities
- Assist with special writing projects (Unwaxed Museum, etc.)
- Listen to readers / read to class
- Provide special lessons or demonstrations
- Help with classroom organization, locker and tote organization
- Supervise activities
- Chaperone field trips

Teacher/Staff Assistance

- Prepare displays or bulletin boards
- Organize book orders
- Plan/organize social events
- Prepare materials, sharpen pencils, etc

Library

- Shelve books
- Organize materials
- Supervise book fair

Office

- Prepare materials for web site
- Assist with clerical duties and mailings

Art Room

- Clean and organize supplies
- Gather special materials for projects

Kitchen/Cafeteria

- Assist with cooking, cleaning, and organizing tables for activities

General

- Take photographs of classroom activities and special events for yearbook
- Assist with vision and hearing screening
- Help with yard work, weed-pulling, landscaping, etc.
- Assist with fundraisers, food drive
- Provide baked goods for meetings

Do you have a special interest, skill, or hobby you would be willing to share?

Discipline/Class Management/ Teacher Responsibility for Student Contact Activities

The "supervising" teacher or staff member will clearly explain your role and their expectations for your experience. You will also be informed of classroom management procedures you may need to be aware of including restroom policy, discipline, daily schedule, class rewards, emergency protocol, etc. Name tags or a list of student names may be supplied by the teacher. You are encouraged to redirect a student who is not behaving appropriately, but if discipline concerns arise, immediately notify the teacher. Please feel free to ask questions if you need additional information or have concerns as to what should be done in a given situation. The staff is eager to help you build a caring and supportive rapport with their students. To avoid distractions, volunteers are asked not to bring other children to classroom volunteer activities.

Field Trips

Volunteers are welcomed to attend field trips to aid in supervision and organization. A teacher or designated volunteer will be responsible for safety procedures and any concerns should be reported to them. Volunteers may drive students during field trips only when prearranged and the necessary district forms have been completed and approved for transportation. Additional safety precautions dictate no cell phone use while driving, and parents/guardians may take their students home during or after a field trip only with permission from the supervising teacher or office.

Additional volunteer responsibilities and requirements for overnight excursions including the 5th Grade West Yellowstone trip, the 6th Grade Yellowstone trip, and the 8th Grade Washington, D.C. trip are included in separate disclosure documents distributed during the planning of those activities.

Volunteer Disclosure Agreement

Please complete this form to register as a volunteer with Gallatin Gateway School. Thank you for your gift of time for the benefit of Gallatin Gateway School's students and staff!

The Superintendent may direct that appropriate screening processes be implemented to assure that adult volunteers are suitable and acceptable. In addition, any volunteer assisting children without the direct supervision of a school employee will be asked to provide a background check. Arrangements for a background check can be made with the County Superintendent at 582-3090 or by stopping by 311 W Main St # 107, Bozeman, MT 59715. An unsatisfactory background check makes a volunteer ineligible to serve.

Volunteers, as are all adults assigned to supervise or assist students, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages or use any illicit drug during the duration of their volunteer time or assignment as a chaperone, including during the hours following the end of the day's activities on an overnight trip.

I have read, understand, and agree to comply with the volunteer guidelines and procedures as described in the handbook.

Name (Print)

Signature

Date

Social Security # XXX-XX-__ __ __

Phone # _____

Email _____

Copies: ~to the Volunteer and to the School File (signed copy)

2017 – 2018 Gallatin Gateway School District Goals

I. Gallatin Gateway School Board will demonstrate excellence in governance.			
<u>Action Steps</u>	<u>Resources Needed</u>	<u>Timeline</u>	<u>Position(s)</u>
The Board will continue with procedures and action plans previously in effect	- None	- Ongoing	- Superintendent - School Board
The Board will collect the necessary information for the revision of the 5 Year Strategic Plan	- Resources of money and time for hiring outside consultants	- Begin Process in September 2017	- Superintendent - School Board
The Board will strive to earn a Golden Gavel Award for the 2017-2018 academic year	- Fees associated with registration - Time - Travel	- Ongoing	- School Board
	-	-	-
II. Gallatin Gateway School Board will develop and maintain a safe and secure school facility and grounds.			
<u>Action Steps</u>	<u>Resources Needed</u>	<u>Timeline</u>	<u>Position(s)</u>
The Board will continue with procedures and action plans previously in effect	- Financial and knowledge of facilities.	- Ongoing	- Superintendent - School Board - Facility Advisory Committee
The Superintendent will continue to work with the Board and FAC in a manner to continually improve the safety of the Gallatin Gateway School Campus.	- Budgetary Restrictions - Facility Knowledge	- Ongoing	- Superintendent - School Board - Facility Advisory Committee
Board, Superintendent, and Counselor will work together to	- None	- Ongoing	- Superintendent - School Board - Counselor

address bullying issues related to Gallatin Gateway School			
	-	-	-
III. Gallatin Gateway School Board will maintain and provide high quality educational services.			
<u>Action Steps</u>	<u>Resources Needed</u>	<u>Timeline</u>	<u>Position(s)</u>
Assign veteran teachers to serve as mentor teachers for new staff members. The district will coordinate with outside support to mentor music teacher	<ul style="list-style-type: none"> - Stipend for mentor teacher - There will be 5 mentor teachers this year (Including outside support) 	<ul style="list-style-type: none"> - August 2017 	<ul style="list-style-type: none"> - Superintendent - Business Manager - Mentor Teachers
Carrie and Erica will meet with all new teachers prior to the beginning of the school year to conduct basic mentoring <i>orientation</i> activities	<ul style="list-style-type: none"> - Time (Carrie and Erica) - Daily Stipend for Teachers 	<ul style="list-style-type: none"> - July-August 2017 	<ul style="list-style-type: none"> - Superintendent - Mentee Teachers - Secretary - Business Manager
Conduct training on the Montana Educator Performance Appraisal System (EPAS). This will include a training in August, regular discussion during staff meetings, and book study.	<ul style="list-style-type: none"> - EPAS resources from OPI 	<ul style="list-style-type: none"> - All needed resources have been obtained from OPI 	<ul style="list-style-type: none"> - Superintendent - Certified Staff
All teachers will work with administration to develop a professional growth plan	<ul style="list-style-type: none"> - Online EPAS resources 	<ul style="list-style-type: none"> - October 2017 	<ul style="list-style-type: none"> - Superintendent - Certified Staff
Information gleaned from Professional Development Plans and the mentor teachers will be presented to the Professional Development Advisory Committee to assist in	<ul style="list-style-type: none"> - Time - Understanding of district resources available 	<ul style="list-style-type: none"> - Spring 2018 	<ul style="list-style-type: none"> - Superintendent - Certified Staff - School Board - Business Manager - Professional Development Advisory Committee

the planning of professional development during the 2018-19 academic year.			
	-	-	-
IV. Gallatin Gateway School Board will promote the development of the whole child.			
<u>Action Steps</u>	<u>Resources Needed</u>	<u>Timeline</u>	<u>Position(s)</u>
	-	-	-
Develop and improve the Multi-Tiered Systems of Support (MTSS) within the district. This concept is a combination of Response to Intervention (RTI) and Montana Behavioral Institute (MBI).	<ul style="list-style-type: none"> - Time - Understanding of district resources available - Prioritizing district resources to accomplish the goal established in 2013. 	<ul style="list-style-type: none"> - Spring 2017 update - Regular Updates on Progress 	<ul style="list-style-type: none"> - Superintendent - Certified Staff - School Board - Business Manager
Establish a district RTI/MBI Leadership Team. The team will meet quarterly to discuss program direction, needs, and student needs.	<ul style="list-style-type: none"> - One teacher from each team (K-2, 3-5, 6-8) - SPED - Administration 	<ul style="list-style-type: none"> - October 2017 	<ul style="list-style-type: none"> - Superintendent - Certified Staff - Classified Staff - Mad/Gal SPED Coop
Take a team of teachers to the MBI Conference at MSU in June of 2018. Preference for attendance slots will go to MTSS Leadership Team members as well as Subject Team Chairs.	<ul style="list-style-type: none"> - The cost of the institute is roughly \$250/person. Therefore we will need \$2,000 to \$2,500 to support the staff attending. - The institute is located on campus at MSU, therefore travel costs will not be associated with this institute. 	<ul style="list-style-type: none"> - 10 GGS staff members attended in June of 2016. - 5 GGS staff members attended in June 2017 - Discussion of the institute and sign ups will begin in April 2017. 	<ul style="list-style-type: none"> - Superintendent - Certified Staff - School Board - Business Manager
Designate a staff member to lead the data collection process and	<ul style="list-style-type: none"> - No additional needs 	<ul style="list-style-type: none"> - MTSS Leadership Team designation 	<ul style="list-style-type: none"> - Superintendent - Certified Staff

assist the content teams on data analysis.			
Analyze the Tier I instruction to insure a guaranteed and viable curriculum.	<ul style="list-style-type: none"> - Time to analyze current curriculum 	<ul style="list-style-type: none"> - April 2, 2018 PIR Day - August 25, 2017 PIR Day 	<ul style="list-style-type: none"> - Superintendent - Certified Staff - ACE Consortium
Compile a complete list of available intervention resources within the district to determine intervention needs.	<ul style="list-style-type: none"> - Time to analyze and discuss interventions 	<ul style="list-style-type: none"> - March 2018 	<ul style="list-style-type: none"> - Superintendent - Certified Staff - Business Manager - Sp. Ed Co-op
Schedule OPI Consultant to conduct professional development during an August PIR day.	<ul style="list-style-type: none"> - OPI has resources to pay for this service. - Time 	<ul style="list-style-type: none"> - August 2017 - Ongoing Consulting 	<ul style="list-style-type: none"> - Superintendent - Business Manager - Leslie Jorgenson
Enlist a Volunteer Coordinator to recruit volunteers as well as interface between school and volunteers to organize time and tasks.	<ul style="list-style-type: none"> - Time - Knowledge of community 	<ul style="list-style-type: none"> - Ongoing 	<ul style="list-style-type: none"> - Lyn Morton - Superintendent - Business Manager - School Board
Establish schedule for conducting and evaluating surveys/informational gathering sessions with staff, students, and parents/community.	<ul style="list-style-type: none"> - Time - SAOS/My Voice Survey 	<ul style="list-style-type: none"> - December 2017 	<ul style="list-style-type: none"> - WCC - Superintendent - School Counselor - Emily Kruschefski
Increase parent involvement in the educational process to improve student success in the classroom	<ul style="list-style-type: none"> - Time 	<ul style="list-style-type: none"> - Ongoing 	<ul style="list-style-type: none"> - WCC - Superintendent - Certified Staff

Evaluate and analyze breakfast and lunch data	- Time	- Quarterly	- Business Manager - Superintendent - Kitchen Staff - WCC
	-	-	-
V. Gallatin Gateway School will develop and implement effectiveness of building trust and communicating with the Gallatin Gateway community.			
<u>Action Steps</u>	<u>Resources Needed</u>	<u>Timeline</u>	<u>Position(s)</u>
Hold parent meetings to discuss ideas and concerns a minimum of once per quarter	- Time	- September 2017	- Superintendent
Discuss “hot-button” issues in one board meeting, but don’t vote on the issue until the next regular meeting to give community more opportunity to express their opinion.	- Time - Knowledge of community	- Ongoing	- School Board - Superintendent - Business Manager
Conduct free adult education classes on school finance in the spring of each year.	- Time - Knowledge of school finance	- January 2018	- Superintendent - Business Manager
	-	-	-