

April Agenda

Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Monday, April 15, 2019** 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

Guest: Fraulein Jaffe- Later Gators- After School Program Update

Consent Agenda

Minutes: March 13, 2019- regular meeting; March 29, 2019- special committee meeting; and April 1, 2019- special meeting;

Finance: Warrants; Cash Reconciliation; Operational Budget by Object Code; Extra-Curricular Expenditure and

Reconciliation Report; **Personnel:** Hire: Classified/Certified Substitutes; Training: Consider MASBO Summer Conference- June 10-14 in Great Falls for District Clerk

Superintendent's Report

Old Business

Consider Board Self-Evaluation Tool

Preliminary Budget Discussion

New Business

Discussion Items:

Job Description Revisions- Certified Staff

Building Maintenance Projects- priorities

School Climate/Culture Improvement

- Consider hiring a communications specialist for full staff development.

Proposed Schedule/Plan for Year-End Stay Interviews

Action Items:

Hire: Track Assistant Coach- Ashley Davis

Hire: Summer Maintenance- Mike Coon

Consider Approval of Summer Student Worker(s)

Consider Athletic Director Salary for 2019-2020

Consider 2019-2020 MUST Renewal

Consider Audit Contract Renewal- FY19-FY21- Denning, Downey, and Associates, P.C.

Vacations- #5334P- new

Review, Discuss, and Set Tuition Rates for 2019-2020- GGS Policy #3141

Consider Job Description Additions/Revisions/Deletions:

- CERT-008- Student Support Specialist-addition
- CLAS-006- Classroom Aide- revision
- CLAS-007- Bus Driver- revision
- CLAS-009- Playground Supervisor- revision

Committee Reports

LMC Committee

Next Meetings:

Special Meeting- April 24, 2019 @ 6pm- Board Self-Evaluation

Regular Meeting- May 15, 2019 @ 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, April 15, 2019 in the Gallatin Gateway School Board Room. Board Chair Aaron Schwieterman presided and called the meeting to order at 6:04pm.

TRUSTEES PRESENT

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

TRUSTEES ABSENT

None

STAFF PRESENT

Travis Anderson, Superintendent; Carrie Fisher, District Clerk; and Fraulein Jaffe, After School Program Coordinator

OTHERS PRESENT

Mary Martin

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*.

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

GUEST

Fraulein Jaffe provided a summary of the Later Gators program and a year-to-date overview for the new program beginning in 2018-2019.

CONSENT AGENDA

Motion: Trustee Lessa Racow to approve minutes from March 13, 2019- regular meeting; March 29, 2019-special committee meeting; and April 1, 2019- special meeting; approve claim warrants- #36022-36050; electronic claims (-99841- -99836); payroll warrants- #75499- 75510; direct deposit- (#-88841- -88807) (VOIDS: none); approve Operational Budget by Object Code as of April 12, 2019; Cash Reconciliation as of January 31, 2019 and February 28, 2019; Extra-curricular Recap & Reconciliation as of March 29, 2019 with a balance of \$40,150.44; to hire the following certified/classified substitutes: Bus Driver- Maxine Daniel & Gary Jones; Kitchen/Food Service- Stacey Webb, Connie Evenson, & Jeff Krogstad; Teachers/Aides/Other: Nickole Achziger, Shelly Berezay,

Dayna Bergin, April Bettilyon; Tina Colstad, Cynthia Corliss, Kate Cottingham, Carrie Croskey; Connie Evenson, Sierra Fein, Jason Fischer; Kevin Germann, Jennifer Gilbert, Kayleigh Griffith; Amanda Herrera; Wendy Hourigan, Skyla Jenkins, Kris Keller, Spencer Kirkemo, Jeff Krogstad, Miranda Leutz, Bethany Macquarrie, Heidi Maus, Hannah Mayer, Darcy Nordhagen, Brad Parsch, Teresa Ann Quatraro, Robin Schauers, Travis W. Silver, Nicorie Steinpfad, Haley Stevens, Barry Sulam, Mary Thurber-Martin and Alicia Watts; Office/Clerical: Connie Evenson pending adequate fingerprint/background check; to approve the District Clerk to attend the MASBO Summer Conference in Great Falls from June 11-14.

Seconded: Trustee Donna Shockley

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

SUPERINTENDENT REPORT

Superintendent Anderson discussed the following with the Board: 1) Enrollment = 161 as of April 1, 2019; 2) Lucy Calkins & Bridges Math implementation Update; 3) Later Gators fiscal stability; 4) EPAS- year-end evaluations for certified teachers; 5) Campus Improvements; 6) Boys' Bathroom Urinals; 7) Gym Bleachers; 8) Superintendent Newsletter; 9) BHS- Social Studies Meeting- April 15; 10) BHS data for GGS graduates; 11) Asbestos Inspection; 12) SBAC begins April 22; 13) Art Mobile- April 19; 14) Safety Committee Meeting- April 24; 15) Shakespeare in the Parks- April 29; 16) Superintendent Parent Meeting- April 29; and 17) 8th Grade Washington DC Trip- May 16-22.

OLD BUSINESS

Consider Board Self-Evaluation Tool

Motion: Trustee Lessa Racow to approve the Board Self-Evaluation Tool.

Second: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

The Board will receive an email with a link to the Board Self-Evaluation tool. Trustees agreed to complete their evaluations by Friday, April 19 and the District Clerk will send the results of the community and self-evaluation surveys to the Board on Monday, April 22.

Preliminary Budget Discussion

District Clerk, Carrie Fisher reviewed the line-item budget with the board that was developed during the budget work session on April 1, 2019. She noted that as of this meeting the maximum General Fund budget allowable for 2019-2020 is \$1,288,173.81. In addition, she explained what funding priorities were included in the current line-item budget estimates and which priorities were not included. Mrs. Fisher also explained that with the current estimates the District would experience an estimated \$13,974.53 deficit. However, the District will not have final funding figures from the legislative session until after HB 2 is approved and signed by the Governor and the final 2019-2020 budget will be adopted in August 2019.

NEW BUSINESS

Discussion: Job Description Revisions- Certified Staff

The Board discussed the proposed job descriptions revisions. The Board discussed updating them to ensure they were all consistent. In addition, the Board discussed the addition of kindergarten teacher, student support specialist, and music teacher job descriptions. Trustee Donna Shockley will update the job descriptions to make them more consistent and send them to the LMC committee for review and feedback. At this time, the Board plans to adopt revisions and additions at the May 15, 2019 regular meeting.

Discussion: Building Maintenance Projects-priorities

The Board discussed building maintenance priorities and updating the 2008 facility report prior to July 1, 2019. The consensus was that the Superintendent would confer with Core and the Facility Advisory Committee to update the facility report and submit it to OPI by July 1, 2019.

The Board priorities for building maintenance projects include: gym bleachers replace/repair; LED lighting; bathroom renovation of older boys/girls bathrooms, including floor drains; exterior door security with key fobs; repair/replace flooring in the hallway and cafeteria; remodel the the main entrance for better security; and repair/replace the fencing on the playground.

The Superintendent and District Clerk will begin obtaining proposals and information to address the Board's priorities and present information at future meetings.

Discussion: School Climate/Culture Improvement- Consider hiring a communications specialist for full staff development

Trustee Donna Shockley provided the board with the idea of hiring an outside firm to assist with improving the District's climate and culture and interviewing all employees to gain a sense of the areas in need of improvement. She explained that she had been researching organizations and had visited with Ris Higgins from Leadership Outfitters. Trustee Shockley explained that during her initial discussion with Ms. Higgins the estimated cost for her services to the District would be \$9000. The board discussed how could pay for those services and the District Clerk suggested utilizing the remaining Madeline Grant Funds (approx \$1400) and the excess FSA funds since it would benefit all employees. Trustee Donna Shockley was tasked with exploring other options for consultants; getting more information from Ms. Higgins as to whether she would be available to conduct the interviews before the end of the school year; and the full scope of her services to include continued support after the initial interviews and group discussions. The Board will review more information at the April 24, 2019 special meeting.

Discussion: Proposed Schedule/Plan for Year-End Stay Interviews

The Board discussed year-end stay interviews and decided to table this discussion until after more information can be obtained regarding hiring a communications specialist. The consensus was that if the Board hired a communication specialist the Board would forgo the year-end stay interviews so that the communication specialist could utilize that time to interview the staff.

Hire: Assistant Track Coach

Motion: Trustee Lessa Racow to hire Ashley Davis as Assistant Track Coach from April 1, 2019-May 15, 2019 for a stipend of \$400..

Second: Trustee Carissa Paulson

Public Comment: None

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

Hire: Summer Maintenance- Mike Coon

Motion: Trustee Donna Shockley to hire Mike Coon at \$13/hour for maximum of 380 hours from June 11, 2019 - August 27, 2019 to conduct general facility maintenance and update and maintain the district's technology, software, and network.

Second: Trustee Lessa Racow

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Consider Approval of Summer Student Worker(s)

Motion: Trustee Lessa Racow to approve opening two temporary summer student worker positions at \$10/hour for no more than 10 hours a week and for no more than 60 hours from June 17, 2019 - August 23, 2019.

Second: Trustee Donna Shockley

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Consider Athletic Director Salary for 2019-2020

Motion: Trustee Lessa Racow to approve the annual stipend for the Athletic Director to be \$5000 for 2019-2020 school year.

Second: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

The Athletic Director employment start date will be August 1, 2019 with a contract term from August 1 - June 30. The position will be advertised in May for a minimum of 2 weeks and a hiring recommendation will be presented to the Board at the June 27, 2019 regular meeting.

Consider 2019-2020 MUST Renewal

Motion: Trustee Lessa Racow to renew MUST group health insurance plan options for the 2019-2020 school year.

Second: Trustee Donna Shockley

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Consider Audit Contract Renewal- FY19-FY21- Denning, Downey, & Associates, P.C.

Motion: Trustee Lessa Racow to hire Denning, Downey, & Associates, P.C. to conduct the District's audit for FY19, FY20, & FY21.

Second: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Vacations- #5334P- new policy

Motion: Trustee Carissa Paulson to adopt new policy #5334P- Vacations.

Second: Trustee Lessa Racow

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Review, Discuss, & Set Tuition Rates for 2019-2020- GGS Policy #3141

Motion: Trustee Lessa Racow to set the 2019-2020 out-of-district tuition at the Montana state rates for grades K-6 and for grades 7-8, waiving the entire amount of tuition for students whose parents/guardians are responsible for the tuition and the district of residence will pay the full state rate amount per student for those who are attending from Cottonwood School District in grades 6-8.

Second: Trustee Donna Shockley

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Consider Job Description Revisions/Deletions

Motion: Trustee Donna Shockley to adopt the following changes to job descriptions: revise CLAS-006-Classroom Aide (Paraprofessional); revise CLAS-007- Bus Driver); and revise CLAS-009-Playground Supervisor.

Second: Lessa Racow

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

The Board tabled CERT-008-Student Support Specialist.

COMMITTEE REPORTS

Labor/Management Committee (LMC)

Board Chair Aaron Schwieterman noted that the most recent meeting of the LMC was on March 28 and the committee discussed the early release lunch schedule, job descriptions, and stay interview policies. He noted that the next LMC meeting is scheduled for April 25, 2018 at 5pm.

Next Meetings:

- Special Committee Meeting- April 24, 2019 at 2pm- safety committee

- Special Committee Meeting- April 25, 2018 at 5pm- LMC
- Special Meeting- April 24, 2019 at 6pm- board self-evaluation
- Regular Meeting- May 15, 2019 at 6pm- regular meeting

ADJOURNMENT

Board Chair Aaron Schwieterman adjourned the meeting at 9:36pm.



Aaron Schwieterman, Board Chair

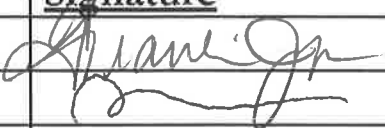


Carrie Fisher, District Clerk

Regular Meeting

April 15, 2019

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. FRAULEIN JAFFE	
2. Mary Martini	
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GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730

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

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

Public Comment Sign-in

Date: April 15, 2019

**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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Later Gators—YTD overview 2018-2019

History of after school programs for the area:

The driving force for the program was generated by the Board of GYG; four working ladies who needed care for their children. The program cost \$5/day and ended at 5:30 pm. Total attendance ranged from 4-15 students, grades 1-5, primarily younger students. There were monthly themes and playtime for younger kids. This program ended June 2009 and GYG moved to the Once a Month Club format.

Marketing/Communication:

August 20th: Email news announces the July 25th Board approval for after school program

September 24th: GGS News-- Superintendent announces GYG partnership with Later Gators

October 29th: Parent meeting w/ superintendent. Discussions and comments shared with coordinator in an email from superintendent

November 14th board meeting:

- two parents asked to have a general idea of activities in Later Gators
- board members ask for program details to be outlined in advance for community
 - parents won't register unless they are aware of specific activity
 - enrichment activities were directed for the 4-5 pm time slot
- price reduction and fee structure changes to \$4/student
 - no discount for siblings
 - \$8/student on early release days.

November 20th: Began sending hard copies of weekly schedules home with students and emails of schedules to parents. Included was the change in fee structure

November and January Monthly Newsletters: made mention of Later Gators

December 7th: Later Gators After School Program "button" placed on school's website on the home page—on line registration begins. Erica sends weekly emails of coming activities.

January: full month of detailed activities listed on GGS calendar and on Later Gators After School Program page (including online registration and printable schedules). On line payments are established.

February 1st: GGS news email from Superintendent explains MSU tech club will partner with Later Gators once a week

Daily attendance average per month:

August/September 2018: 4.87 student

October: 5.08 students

November: 5.25 students

December: 5.52 students

January: 5.45 students

February: 6

March: 6.4

Observations:

- Currently there are three families who consistently enroll their children four or more days/week, one family 2-3 times per week, and recently (January) one family on Fridays. Collectively, this is 5% of the family population.
- The reduction in price saw no resultant increase in attendance.
- The addition of the MSU Tech Club brought two new faces (a fourth and fifth grader) for the first cohort group and the fourth grader continuing work with the second cohort.
 - this Club activity primarily targeted Middle School students as an effort to increase attendance of this age group
 - attempts to include younger students in tech club were unsuccessful due to disinterest and inattention
- Our attendance has ranged from one student to the high of 16. Numbers above eight students usually are a result of “corralling” students who are loitering in the halls after learning lab closes or the result of a one-time delayed sports event.
- Early Release Day activities included:
 - making cake pops at Farmhouse Café
 - making bottle openers at Big Timberworks
 - touring the local post office (picking out special stamps and writing letters/addressing envelopes)
 - making bread with Ms. Gunderson
 - a visit from the Gallatin County Sheriff’s K9 Unit
 - touring the Gallatin Gateway Inn

These field trips drew a few interested new attendees, while the younger students, at times, complained of being tired. Enrollment typically ranged from 8-10 students on these days.

- One staff member utilizes the program semi regularly on staff meeting days.
- Establishing and posting a monthly schedule of activities did not boost attendance.
- The majority of students are grades 3 and below, with K-1 making up the largest age group.
 - Long days for younger students lend to attention and behavioral issues

- Middle School students do not have a quiet environment to do homework and complain that younger students are annoying
- Program will never be financially sustainable without a recurring source of funding
- Federal funding for after school programs is being reduced (21st Century and Montana After School Alliance) and will affect dollars available to all
 - From June 2015-2018, kidsLINK after school programs lost \$237K in revenues
 - Starting 2018-2019, kidsLINK increased program fees to \$10/day and \$8/day for siblings.
 - kidsLINK charges registration fees of \$35/child or \$50/family
 - The emphasis of the above numbers would be these fees will be assessed to our families from United Way should we join/are granted funding from them. In other words, I think we should carefully review benefits of partnering with United Way.
- Having attended several Community of Practice meetings hosted by the United Way, it appears GGS does a stupendous job at providing a nutritional snack. Kudos to our kitchen staff for making healthy offerings available and for all the behind the scenes work to get reimbursement.

Conclusions:

- Program is overstaffed
- Partnering with GYG promotes goodwill but should not be at a financial cost to the school
 - Expense to GGS is \$30/hour for two employees; this equates to an expense of \$60-\$90/month with zero revenue
- Based on observations throughout the year homework support should be the *first priority*
 - 80% of students who stay 4+ days/week need homework support and in all of those cases support is not provided at home
 - Several families benefit from the availability of a safe after school environment
 - Providing enrichment activities including MSU Tech Club has been unsuccessful
 - Community does not embrace or support these offerings
- Evaluate self-competition (Learning Lab)
 - Perhaps staggering of para's schedules could extend the time Learning Lab is available
 - Consider a part time para who covers front office, does some instruction in the afternoon and is available until 5:45 pm
 - Continue with Learning Lab being available for free and charge a fee after 4 pm
- Future direction of the program should focus on satisfying the needs of the broadest age range and the greatest number of students and families

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: April 12, 2019

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:
#36022-#36048

Electronic Payment:
-99841- -99836

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

Payroll Warrant #'s:
#75499-#75510

Direct Deposits/ACH #'s:
-88841 - -88807

Voided Payroll Warrant #'s:
None

Thank you.

04/12/19
16:32:28

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 4/19

Report ID: W100X

Claims

Accounts Payable

Check		Vendor/Employee/Payee Number/Name	Check Amount	Period	Date		Notes
Check #	Type				Issued		
-99841	E	1305 BMO MASTERCARD	4.99	4/19	04/15/19		
-99840	E	1305 BMO MASTERCARD	166.62	4/19	04/15/19		
-99839	E	1305 BMO MASTERCARD	398.94	4/19	04/15/19		
-99838	E	1305 BMO MASTERCARD	675.00	4/19	04/15/19		
-99837	E	1305 BMO MASTERCARD	4583.41	4/19	04/15/19		
-99836	E	1305 BMO MASTERCARD	3759.64	4/19	04/15/19		
36022	SC	965 (SWMSS) SOUTHWEST MONTANA	2399.20	4/19	04/08/19		
36023	SC	965 (SWMSS) SOUTHWEST MONTANA	23.62	4/19	04/15/19		
36024	SC	43 ALSCO-AMERICAN LINEN DIVISION	249.83	4/19	04/15/19		
36025	SC	79 ART MOBILE OF MONTANA	819.70	4/19	04/15/19		
36026	SC	123 BIG SKY PUBLISHING	78.00	4/19	04/15/19		
36027	SC	370 BOZEMAN ELITE COMMERCIAL CLEANERS	2880.00	4/19	04/15/19		
36028	SC	1328 BRIDGER ANALYTICAL LAB, INC	28.00	4/19	04/15/19		
36029	SC	177 BRIDGER GLASS & WINDOWS, INC.	319.45	4/19	04/15/19		
36030	SC	228 CENTURYLINK	306.11	4/19	04/15/19		
36031	SC	229 CENTURYLINK	20.67	4/19	04/15/19		
36032	SC	1280 CLARK, ERICA	14.90	4/19	04/15/19		
36033	SC	262 COMMERCIAL ENERGY OF MONTANA INC	614.04	4/19	04/15/19		
36034	SC	1330 DENNING, DOWNEY & ASSOCIATES CPA'	2100.00	4/19	04/15/19		
36035	SC	420 FOOD SERVICES OF AMERICA	8030.04	4/19	04/15/19		
36036	SC	439 GALLATIN GATEWAY SCHOOL	21.45	4/19	04/15/19		
36037	SC	485 GUNDERSON, BOBBIE JO	20.66	4/19	04/15/19		
36038	SC	577 J&H INC	297.00	4/19	04/15/19		
36039	SC	655 LEE, JERRY	14.72	4/19	04/15/19		
36040	SC	1295 MADISON MECHANIX, LLC	1023.42	4/19	04/15/19		
36041	SC	1303 NEOPOST USA INC	95.74	4/19	04/15/19		
36042	SC	856 NORTHWESTERN ENERGY	2680.64	4/19	04/15/19		
36043	SC	964 REPUBLIC SERVICES #886	655.91	4/19	04/15/19		
36044	SC	1093 STORY DISTRIBUTING CO	2842.67	4/19	04/15/19		
36045	SC	1096 STUKER, KEN DR.	450.00	4/19	04/15/19		
36046	SC	1403 SYSCO MONTANA, INC.	4047.66	4/19	04/15/19		
36047	SC	666 THOMAS, LORRIE	110.00	4/19	04/15/19		
36048	SC	1506 THREE SEASONS, INC	840.00	4/19	04/15/19		

Claims Total # of Checks: 33 Total: 40572.03

Grand Total # of Checks: 33 Total: 40572.03

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)

04/12/19
15:55:22

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 4/19

Report ID: W100X

Payroll

Payroll

Check		Vendor/Employee/Payee Number/Name	Check Amount	Date		Notes
Check #	Type			Period	Issued	
-88841	P	2 TRAVIS ANDERSON	5169.42	4/19	04/05/19	
-88840	P	70 SHELLY BEREZAY	456.20	4/19	04/05/19	
-88839	P	90 CHERYL BRENNER	880.50	4/19	04/05/19	
-88838	P	11 ERICA CLARK	2255.78	4/19	04/05/19	
-88837	P	15 MICHAEL COON	3832.24	4/19	04/05/19	
-88836	P	100011 ALIXA DAVIS	2095.36	4/19	04/05/19	
-88835	P	20 ASHLEY DAVIS	2967.95	4/19	04/05/19	
-88834	P	100014 ROCHELLE DEGROOT	1441.32	4/19	04/05/19	
-88833	P	97 CONNIE EVENSON	64.45	4/19	04/05/19	
-88832	P	25 CARRIE FISHER	3323.61	4/19	04/05/19	
-88831	P	100018 KAREN FUJIMORI	1197.85	4/19	04/05/19	
-88830	P	100010 NICOLE GRAFEL	2656.58	4/19	04/05/19	
-88829	P	100009 JAMIE HETHERINGTON	2700.60	4/19	04/05/19	
-88828	P	100007 CHRISTINE HODGSON	336.53	4/19	04/05/19	
-88827	P	32 WENDY HOURIGAN	76.50	4/19	04/05/19	
-88826	P	111 CHANTEL JAEGER	1967.65	4/19	04/05/19	
-88825	P	71 FRAULEIN JAFFE	609.81	4/19	04/05/19	
-88824	P	100008 DEBORAH JOHNSTON	1967.31	4/19	04/05/19	
-88823	P	66 JEFFERY KROGSTAD	35.78	4/19	04/05/19	
-88822	P	39 NEAL KROGSTAD	2297.50	4/19	04/05/19	
-88821	P	40 JERRY LEE	1138.08	4/19	04/05/19	
-88820	P	100015 ALEXANDER LUEBBE	499.93	4/19	04/05/19	
-88819	P	43 ELIZABETH MATTHEWS	3445.20	4/19	04/05/19	
-88818	P	44 BOBBIE JO MCCLURE-GUNDERSON	1906.84	4/19	04/05/19	
-88817	P	100012 JAMIE POUKISH	1313.26	4/19	04/05/19	
-88816	P	100029 MIRANDA RAE	156.99	4/19	04/05/19	
-88815	P	74 VERONICA RUBIO	2044.61	4/19	04/05/19	
-88814	P	98 BROOKE SAVAGE	1041.27	4/19	04/05/19	
-88813	P	86 ASHLEY SENENFELDER	2234.11	4/19	04/05/19	
-88812	P	56 DEBRA TYSSE	3752.23	4/19	04/05/19	
-88811	P	96 JANET WESTLAKE	1579.36	4/19	04/05/19	
-88810	P	58 JACKI YAGER	2260.08	4/19	04/05/19	
-88809	P	FIT EFTPS-IRS	16910.60	4/19	04/05/19	
-88808	P	P.E.R.S. PERS	2149.10	4/19	04/05/19	
-88807	P	TRS TEACHERS RETIREMENT SYST	11569.59	4/19	04/05/19	
75499	P	100027 NICKOLE ACHZIGER	230.49	4/19	04/05/19	
75500	P	100026 MOLLY DEMARCO	434.45	4/19	04/05/19	
75501	P	100005 CATHERYN FLIKKEMA	542.10	4/19	04/05/19	
75502	P	100028 DYAN MEGHAN LATTANZIO	166.23	4/19	04/05/19	
75503	P	100025 MARY T. MARTIN	469.98	4/19	04/05/19	
75504	P	100004 HEIDI MAUS	76.50	4/19	04/05/19	
75505	P	FLEX ALLEGIANCE BENEFIT PLAN	3628.10	4/19	04/05/19	
75506	P	SIT DEPARTMENT OF REVENUE	3169.00	4/19	04/05/19	
75507	P	MEA DUES MFPE, VERONICA RUBIO, TR	524.80	4/19	04/05/19	
75508	P	MUST MUST	10710.00	4/19	04/05/19	
75509	P	NEA SECURITY BENEFIT LIFE IN	650.00	4/19	04/05/19	
75510	P	LIFE INSURANCE UNUM LIFE INSURANCE COMP	25.10	4/19	04/05/19	

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

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Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
-99841E	1305 BMO MASTERCARD						
	1606	4.99					
	M.COON PCARD TRANSACTIONS #3608						
	APRIL 5, 2019 STMT						
1	CC-161 03/27/19 DVD PLAYER- MONTHLY SUBSCRIPTI	4.99					
		CC Accounting: 101-		-100-1000-680			
				101	625		
	MICROSOFT						
	Total Check:	4.99					
-99840E	1305 BMO MASTERCARD						
	1608	166.62					
	T.ANDERSON PCARD TRANSACTIONS #3590						
	APRIL 5, 2019 STMT						
1	CC-162 03/06/19 REPLACEMENT PADLOCKS	27.99					
		CC Accounting: 101-		-100-2600-610			
				101	625		
	MURDOCHS RANCH AND HOME SUPPLY						
2	CC-162 03/07/19 PARKING- SKI DAY	30.00		101	625		
		CC Accounting: 101-		-100-2400-582			
	BIG SKY ACCEPT						
3	CC-162 03/19/19 MEAL- POWERSCHOOL TRAINING	38.65		101	625		
		CC Accounting: 101-		-100-2400-582			
	STACEY'S						
4	CC-162 03/21/19 ICE SCRAPER (X2)	39.98		101	625		
		CC Accounting: 101-		-100-2600-610			
	OWENHOUSE ACE HARDWARE						
5	CC-162 04/03/19 FIRST AID/CPR/AED	30.00		101	625		
		CC Accounting: 101-		-100-2600-582			
	AMERICAN RED CROSS						
	Total Check:	166.62					
-99839E	1305 BMO MASTERCARD						
	1609	398.94					
	GGG TEACHERS PCARD TRANSACTIONS #8647						
	APRIL 5, 2019 STMT						
1	CC-163 03/28/19 CARDSTOCK	54.34					
		CC Accounting: 101-		-100-1000-610			
				101	625		
	STAPLES CREDIT PLAN						
2	03/18/19 SHOES FOR NEEDY STUDENTS	344.60*	19-092	115 19 100-2120		610 201	
	WALMART						
	Total Check:	398.94					

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Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
-99838E	1305 BMO MASTERCARD					
	1610	675.00				
	GGG TRANSPORTATION PCARD TRANSACTIONS #8639					
	APRIL 5, 2019 STMT					
1	CC-164 03/06/19 BUS FUEL	106.47				
		CC Accounting: 110-		-100-2700-624		
				110	625	
	CASEY'S CORNER STORE					
2	CC-164 03/06/19 BUS FUEL	57.30		110	625	
		CC Accounting: 110-		-100-2700-624		
	CASEY'S CORNER STORE					
3	CC-164 03/12/19 BUS FUEL	50.18		110	625	
		CC Accounting: 110-		-100-2700-624		
	CASEY'S CORNER STORE					
4	CC-164 03/12/19 BUS FUEL	81.66		110	625	
		CC Accounting: 110-		-100-2700-624		
	CASEY'S CORNER STORE					
5	CC-164 03/26/19 BUS FUEL	56.44		110	625	
		CC Accounting: 110-		-100-2700-624		
	CASEY'S CORNER STORE					
6	CC-164 03/26/19 BUS FUEL	85.84		110	625	
		CC Accounting: 110-		-100-2700-624		
	CASEY'S CORNER STORE					
7	CC-164 03/14/19 BULB REPLACEMENTS- LIGHTS	9.98		110	625	
		CC Accounting: 110-		-100-2700-610		
	NAPA AUTO PARTS					
8	CC-164 03/11/19 BLUE DEF	44.00		110	625	
		CC Accounting: 110-		-100-2700-610		
	NAPA AUTO PARTS					
9	CC-164 04/03/19 BUS FUEL	116.53		110	625	
		CC Accounting: 110-		-100-2700-624		
	CASEY'S CORNER STORE					
10	CC-164 04/03/19 BUS FUEL	66.60		110	625	
		CC Accounting: 110-		-100-2700-624		
	CASEY'S CORNER STORE					
Total Check:		675.00				
-99837E	1305 BMO MASTERCARD					
	1611	4,583.41				
	E. CLARK PCARD TRANSACTIONS #4634					
	APRIL 5, 2019 STMT					
1	03/22/19 CHROMEBOOK MGMT SUITE	374.00				
			19098	101	100-1000	680
	HAPARA					
2	03/22/19 HANDLING FEE	11.22	19098	101	100-1000	680
	HAPARA					
3	3X5 Reusable Ice Packs	35.00*	19104	101	100-2131	610
	MACGILL SCHOOL NURSE SUPPLIES					
4	3"x5yard Elastic Bandage	17.89*	19104	101	100-2131	610
	MACGILL SCHOOL NURSE SUPPLIES					

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj Proj
5	Shipping	12.95*	19104	101		100-2131	610
	MACGILL SCHOOL NURSE SUPPLIES						
6	Neosorin Cleanser	15.40*	19105	101		100-2131	610
	WALMART						
7	Triple Antibiotic	10.96*	19105	101		100-2131	610
	WALMART						
8	Large vinyl exam gloves	9.99*	19105	101		100-2131	610
	WALMART						
9	CPR Face Mask	5.45*	19105	101		100-2131	610
	WALMART						
10	Non latex exam gloves	8.99*	19105	101		100-2131	610
	WALMART						
11	Individual Triple antibio	12.10*	19105	101		100-2131	610
	WALMART						
12	Medium non latex exam glo	8.95*	19105	101		100-2131	610
	WALMART						
13	Medicine Cups	5.95*	19105	101		100-2131	610
	WALMART						
14	Eye Pad	2.90*	19105	101		100-2131	610
	WALMART						
15	Sterile Eye Wash	16.20*	19105	101		100-2131	610
	WALMART						
16	Suture Removal Kit	8.82*	19105	101		100-2131	610
	WALMART						
17	Shipping	5.00*	19105	101		100-2131	610
	WALMART						
18	CC-165 03/07/19 PARKING- SKI DAY	120.00			115	625	710
	BIG SKY ACCEPT						
	CC Accounting: 115-				-710-3400-582-710		
19	CC-165 03/07/19 SKI DAY- LIFT TICKETS/SKI SCHO	4,210.64			115	625	710
	BIG SKY MOUNTAIN SPORTS						
	CC Accounting: 115-				-710-3400-582-710		
20	CC-165 03/07/19 SKI DAY- REFUND TICKETS	-46.35			115	625	710
	BIG SKY MOUNTAIN SPORTS						
	CC Accounting: 115-				-710-3400-582-710		
21	CC-165 03/07/19 SKI DAY- REFUND TICKETS	-262.65			115	625	710
	BIG SKY MOUNTAIN SPORTS						
	CC Accounting: 115-				-710-3400-582-710		
Total Check:		4,583.41					
-99836E	1305 BMO MASTERCARD						
	1612	3,759.64					
C. FISHER PCARD TRANSACTIONS #4634							
APRIL 5, 2019 STMT							
1	CC-166 02/28/19 MONTHLY GARGAGE SERVICE	577.20					
	REPUBLIC SERVICES #886						
	CC Accounting: 101-				-100-2600-431		
					101	625	
2	CC-166 02/28/19 MONTHLY GARGAGE SERVICE	65.59			110	625	
	REPUBLIC SERVICES #886						
	CC Accounting: 110-				-100-2600-431		

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
3	CC-166 02/28/19 MONTHLY GARGAGE SERVICE	13.12		117	625		
	REPUBLIC SERVICES #886	CC Accounting: 117-		-610-2600-431			
4	CC-166 03/10/19 MONTHLY- ACROBAT PRO	14.99		101	625		
	ADOBE SYSTEMS INCROPORATED	CC Accounting: 101-		-100-2500-680			
5	CC-166 03/12/19 WATER TESTS	27.44		101	625		
	BRIDGER ANALYTICAL LAB, INC	CC Accounting: 101-		-100-2600-421			
6	CC-166 03/12/19 WATER TESTS	0.56		117	625		
	BRIDGER ANALYTICAL LAB, INC	CC Accounting: 117-		-610-2600-421			
7	CC-166 03/19/19 SUPPLIES	18.58		101	625		
	OWENHOUSE ACE HARDWARE	CC Accounting: 101-		-100-2600-610			
8	CC-166 03/23/19 KEURIG COFFEE MAKER	80.99		115	625		162
	OFFICE DEPOT	CC Accounting: 115-		-100-2400-610-162			
9	CC-166 03/23/19 MONTHLY SUBSCRIPTION	37.00		101	625		
	SURVEY MONKEY	CC Accounting: 101-		-100-2300-810			
10	CC-166 04/01/19 MONTHLY INTERNET SERVICE	226.20		101	625		
	MONTANA OPTICOM	CC Accounting: 101-		-100-2300-530			
11	CC-166 04/01/19 MONTHLY INTERNET SERVICE	67.86		110	625		
	MONTANA OPTICOM	CC Accounting: 110-		-100-2300-530			
12	CC-166 04/01/19 MONTHLY INTERNET SERVICE	67.86		117	625		
	MONTANA OPTICOM	CC Accounting: 117-		-610-2300-530			
13	CC-166 04/01/19 MONTHLY INTERNET SERVICE	90.48		128	625		
	MONTANA OPTICOM	CC Accounting: 128-		-100-2300-530			
14	CC-166 03/31/19 MONTHLY SEWER SERVICE	893.04		101	625		
	GALLATIN GATEWAY WATER & SEWER DISTRICT	CC Accounting: 101-		-100-2600-420			
15	CC-166 03/22/19 ANNUAL WATER TESTS	717.00		101	625		
	ENERGY LABORATORIES, INC.	CC Accounting: 101-		-100-2600-421			
16	CC-166 04/03/19 ACROBAT PRO- 2 MONTHS	29.98		101	625		
	ADOBE SYSTEMS INCROPORATED	CC Accounting: 101-		-100-2500-680			
17	469822 12/10/18 GRAPHIC NOVEL FULL COLLEC	831.75*	19-069	115	100-2225		640 160
	MIDAMERICA BOOKS						
Total Check:		3,759.64					

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
36022S	965 (SWMSS) SOUTHWEST MONTANA					
1605		2,399.20				
1	4191 03/28/19 COPIER PAPER (80 CASES)	2,399.20		101	100-1000	610
	Total Check:	2,399.20				
36023S	965 (SWMSS) SOUTHWEST MONTANA					
1633		23.62				
1	4097 06/16/19 CO OP PURCHASING ADMIN FEE	23.62*		112	910-3100	810
	Total Check:	23.62				
36024S	43 ALSCO-AMERICAN LINEN DIVISION					
1613		249.83				
1	LBIL147544 03/18/19 MOPS,RUGS,TOWELS, APRONS	29.20		101	100-2600	610
2	LBIL147544 03/18/19 MOPS,RUGS,TOWELS, APRONS	3.89		110	100-2700	610
3	LBIL147544 03/18/19 MOPS,RUGS,TOWELS, APRONS	15.57*		112	910-3100	610
4	LBIL148060 04/08/19 MOPS,RUGS,TOWELS, APRONS	90.72		101	100-2600	610
5	LBIL148060 04/08/19 MOPS,RUGS,TOWELS, APRONS	12.10		110	100-2700	610
6	LBIL148060 04/08/19 MOPS,RUGS,TOWELS, APRONS	48.39*		112	910-3100	610
7	LBIL147886 04/01/19 MOPS,RUGS,TOWELS, APRONS	29.97		101	100-2600	610
8	LBIL147886 04/01/19 MOPS,RUGS,TOWELS, APRONS	4.00		110	100-2700	610
9	LBIL147886 04/01/19 MOPS,RUGS,TOWELS, APRONS	15.99*		112	910-3100	610
	Total Check:	249.83				
36025S	79 ART MOBILE OF MONTANA					
1614		819.70				
1	04/06/19 APRIL 19 LESSONS & PRESENTATIO	819.70*		115	100-1000	330 137
	Total Check:	819.70				
36026S	123 BIG SKY PUBLISHING					
1615		78.00				
1	366298 03/25/19 LEGAL AD- SB307 REQUIREMENTS	78.00*		101	100-2300	540
	Total Check:	78.00				
36027S	370 BOZEMAN ELITE COMMERCIAL CLEANERS					
1616		2,880.00				
1	1291 04/01/19 MONTHLY CUSTODIAL SERVICES	2,246.40		101	100-2600	433
2	1291 04/01/19 MONTHLY CUSTODIAL SERVICES	576.00		110	100-2600	433
3	1291 04/01/19 MONTHLY CUSTODIAL SERVICES	57.60*		117	610-2600	433
	Total Check:	2,880.00				
36028S	1328 BRIDGER ANALYTICAL LAB, INC					
1618		28.00				
1	1904094 04/08/19 WATER TESTS	27.44*		101	100-2600	421
2	1904094 04/08/19 WATER TESTS	0.56*		117	610-2600	421
	Total Check:	28.00				

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
36029S		177 BRIDGER GLASS & WINDOWS, INC.					
	1619		319.45				
1		21934 02/12/19 CAFETERIA DOOR AND FRONT DOOR	319.45*		101	100-2600	440
		Total Check:	319.45				
36030S		228 CENTURYLINK					
	1620		306.11				
1		03/04/19 MONTHLY PHONE SERVICE	223.46*		101	100-2300	531
2		03/04/19 MONTHLY PHONE SERVICE	76.53		110	100-2300	531
3		03/04/19 MONTHLY PHONE SERVICE	6.12		117	610-2300	531
		Total Check:	306.11				
36031S		229 CENTURYLINK					
	1621		20.67				
1		1464710341 03/19/19 PHONE- LONG DISTANCE CHARG	15.09*		101	100-2300	531
2		1464710341 03/19/19 PHONE- LONG DISTANCE CHARG	5.17		110	100-2300	531
3		1464710341 03/19/19 PHONE- LONG DISTANCE CHARG	0.41		117	610-2300	531
		Total Check:	20.67				
36032S		1280 CLARK, ERICA					
	1622		14.90				
1		03/19/19 REIMBURSEMENT- POSTAGE	14.90		101	100-2300	532
		CERTIFIED LETTERS- HOMESCHOOL					
		Total Check:	14.90				
36033S		262 COMMERCIAL ENERGY OF MONTANA INC					
	1623		614.04				
1		NWE052718 04/03/19 GAS ON NWE SYSTEM	601.76		101	100-2600	411
2		NWE052718 04/03/19 GAS ON NWE SYSTEM	12.28*		117	610-2600	411
		Total Check:	614.04				
36034S		1330 DENNING, DOWNEY & ASSOCIATES CPA'S					
	1624		2,100.00				
1		13206 06/16/19 GASB #34	2,100.00		101	100-2300	330
		Total Check:	2,100.00				
36035S		420 FOOD SERVICES OF AMERICA					
	1625		7,375.85				
1		5673190 02/25/19 FOOD	8.08*		101	910-3100	630
2		5673190 02/25/19 FOOD	18.86*		112	910-3100	630
3		5672747 02/25/19 FOOD	423.67*		112	910-3100	630
4		5672747 02/25/19 SUPPLIES	31.52*		112	910-3100	610
5		5674775 02/28/19 FOOD	874.44*		112	910-3100	630
6		5674775 02/28/19 SUPPLIES	57.85*		112	910-3100	610
7		5676107 03/04/19 FOOD	859.31*		112	910-3100	630
8		5678116 03/07/19 FOOD	726.20*		112	910-3100	630
9		5679575 03/11/19 FOOD	914.42*		112	910-3100	630
10		5681570 03/14/19 FOOD	52.34*		112	910-3100	630

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj		
11		5681570 03/14/19 SUPPLIES	34.77*		112	910-3100	610		
12		5684966 03/21/19 FOOD	542.28*		112	910-3100	630		
13		5686419 03/25/19 FOOD	284.26*		112	910-3100	630		
14		5686418 03/28/19 FOOD	613.55*		112	910-3100	630		
15		5686418 03/28/19 SUPPLIES	25.35*		112	910-3100	610		
16		5689845 04/01/19 FOOD	535.51*		112	910-3100	630		
17		5691909 04/04/19 FOOD	799.54*		112	910-3100	630		
18		5691909 04/04/19 SUPPLIES	98.31*		112	910-3100	610		
19		5693328 04/08/19 FOOD	475.59*		112	910-3100	630		
	1641		654.19						
1		5689846 04/01/19 CO-OP BID- FOOD & SUPPLIE	68.33*	19-070	101	910-3100	630		
2		5689846 04/01/19 CO-OP BID- FOOD & SUPPLIE	159.44*	19-070	112	910-3100	630		
3		5676108 03/04/19 CO-OP BID- FOOD & SUPPLIE	127.93*	19-070	101	910-3100	630		
4		5676108 03/04/19 CO-OP BID- FOOD & SUPPLIE	298.49*	19-070	112	910-3100	630		
		Total Check:	8,030.04						
36036S		439 GALLATIN GATEWAY SCHOOL							
	1626		21.45						
1		03/20/19 NEEDY STUDENT MEALS- SS	21.45*		115	100-1000	810 110		
		Total Check:	21.45						
36037S		485 GUNDERSON, BOBBIE JO							
	1642		20.66						
1		04/11/19 REIMBURSEMENT- FOOD	20.66*		112	910-3100	630		
		Total Check:	20.66						
36038S		577 J&H INC							
	1627		297.00						
1		555551 04/04/19 COPIER- OFFICE	264.82*		101	100-2300	550		
2		554044 03/15/19 COPIER- BUSINESS OFFICE	32.18		101	100-2500	550		
		Total Check:	297.00						
36039S		655 LEE, JERRY							
	1628		14.72						
1		03/14/19 MILEAGE- BUS MAINTENANCE	14.72		110	100-2700	582		
		Total Check:	14.72						
36040S		1295 MADISON MECHANIX, LLC							
	1629		1,023.42						
1		1452 03/15/19 MAINTENANCE- 2018	86.68		110	100-2700	440		
2		1451 03/15/19 MAINTENANCE- 2012	936.74		110	100-2700	440		
		Total Check:	1,023.42						

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
36041S	1303 NEOPOST USA INC						
1630		95.74					
1	56558265 04/16/19 EQUIPMENT RENTAL	95.74		101	100-2300	532	
	Total Check:	95.74					
36042S	856 NORTHWESTERN ENERGY						
1631		2,680.64					
1	04/03/19 ELECTRICITY	1,138.99		101	100-2600	412	
2	04/03/19 ELECTRICITY	292.05		110	100-2600	412	
3	04/03/19 ELECTRICITY	29.20*		117	610-2600	412	
4	04/03/19 POWER-LIGHTS	128.78		101	100-2600	410	
5	04/03/19 POWER-LIGHTS	134.15		110	100-2600	410	
6	04/03/19 POWER-LIGHTS	5.37*		117	610-2600	410	
7	04/03/19 NATURAL GAS	933.06		101	100-2600	411	
8	04/03/19 NATURAL GAS	19.04*		117	610-2600	410	
	Total Check:	2,680.64					
36043S	964 REPUBLIC SERVICES #886						
1632		655.91					
1	0886001451 03/28/19 MONTHLY GARBAGE SERVICE	577.20*		101	100-2600	431	
2	0886001451 03/28/19 MONTHLY GARBAGE SERVICE	65.59*		110	100-2600	431	
3	0886001451 03/28/19 MONTHLY GARBAGE SERVICE	13.12*		117	610-2600	431	
	Total Check:	655.91					
36044S	1093 STORY DISTRIBUTING CO						
1634		2,842.67					
1	010659 11/23/18 BUS FUEL	1,476.78		110	100-2700	624	
2	019790 02/14/19 BUS FUEL	1,284.94		110	100-2700	624	
3	020985 03/11/19 FUEL TANK REPAIR	80.95		110	100-2700	440	
	Total Check:	2,842.67					
36045S	1096 STUKER, KEN DR.						
1635		450.00					
1	19-71 04/02/19 MD & A FOR FY18 AUDIT	450.00*	19-021	101	100-2500	340	
	Total Check:	450.00					
36046S	1403 SYSCO MONTANA, INC.						
1637		4,047.66					
1	243155088 02/22/19 FOOD	128.65*		101	910-3100	630	
2	243155088 02/22/19 FOOD	300.17*		112	910-3100	630	
3	243159771 02/26/19 FOOD	408.39*		112	910-3100	630	
4	243170421 03/05/19 FOOD	521.10*		112	910-3100	630	
5	243179404 03/12/19 FOOD	526.99*		112	910-3100	630	
6	243179404 03/12/19 SNACK CART	79.07*		115	910-3100	630 112	
7	243197639 03/26/19 FOOD	918.17*		112	910-3100	630	
8	243197639 03/26/19 SUPPLIES	53.10*		112	910-3100	610	
9	243197639 03/26/19 SNACK CART	28.31*		115	910-3100	630 112	
10	243202362 03/29/19 SNACK CART	130.04*		115	910-3100	630 112	

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

Warrant Claim		Vendor #/Name	Amount		Acct/Source/				
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
11		243202362 03/29/19 FOOD	458.05*		112	910-3100	630		
12		243209050 04/02/19 FOOD	154.06*		112	910-3100	630		
13		243214073 04/05/19 FOOD	341.56*		112	910-3100	630		
Total Check:			4,047.66						
36047S		666 THOMAS, LORRIE							
	1639		110.00						
1		03/25/19 BACTERIOLOGICAL- MAR & APR	107.80*		101	100-2600	421		
2		03/25/19 BACTERIOLOGICAL- MAR & APR	2.20*		117	610-2600	421		
Total Check:			110.00						
36048S		1506 THREE SEASONS, INC							
	1640		840.00						
1		1820 03/04/19 SNOW REMOVAL- MARCH	840.00*		101	100-2630	432		
Total Check:			840.00						
# of Claims		34	Total:	40,572.03					

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GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 4/19

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* ... Over spent expenditure

Warrant Claim		Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
36049S		732 MISS MONTANA SCHOLARSHIP PROGRAM							
	1643		100.00						
1		053 01/17/19 MISS MT APPEARANCE- JAN 24	100.00*		115	710-3400	330	145	
		Total Check:	100.00						
36050S		1284 MISSOULA CHILDREN'S THEATRE (MCT,							
	1644		500.00						
1		25164 04/15/19 DEPOSIT-19-20 RESERVATION	500.00*		115	710-3400	810	107	
		Total Check:	500.00						
# of Claims		2	Total:						600.00

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GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 4 / 19

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Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 GENERAL	93,458.93	868,508.98	1,227,342.00	1,227,342.00	358,833.02	71 %
110 TRANSPORTATION	11,655.07	84,961.91	99,750.00	99,750.00	14,788.09	85 %
111 BUS DEPRECIATION	0.00	80,810.87	88,317.00	88,317.00	7,506.13	92 %
113 TUITION	0.00	0.00	885.00	885.00	885.00	0 %
114 RETIREMENT	13,387.79	111,538.47	174,496.00	174,496.00	62,957.53	64 %
117 ADULT EDUCATION FUND	480.85	4,076.20	19,515.00	19,515.00	15,438.80	21 %
128 TECHNOLOGY FUNDS	1,315.95	12,902.04	22,501.00	22,501.00	9,598.96	57 %
129 FLEXIBILITY FUND	0.00	0.00	10,966.00	10,966.00	10,966.00	0 %
150 DEBT SERVICE	0.00	5,832.50	116,315.00	116,315.00	110,482.50	5 %
161 BUILDING RESERVE	0.00	9,355.00	160,347.00	160,347.00	150,992.00	6 %
Grand Total:	120,298.59	1,177,985.97	1,920,434.00	1,920,434.00	742,448.03	61 %

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GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
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101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	40,580.72	324,645.77	482,519.00	482,519.00	157,873.23	67 %
117 PARAPROFESSIONALS	3,616.39	29,616.23	37,134.00	37,134.00	7,517.77	79 %
120 TEMPORARY SALARIES	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
122 SUBSTITUTE TEACHERS	1,785.00	7,140.00	0.00	0.00	-7,140.00	*** %
150 STIPEND	25.00	2,285.00	3,230.00	3,230.00	945.00	70 %
190 LEAVE - PAY	0.00	0.00	18,000.00	18,000.00	18,000.00	0 %
250 WORKERS' COMPENSATION	231.15	1,380.06	2,619.00	2,619.00	1,238.94	52 %
260 HEALTH INS	6,041.11	50,133.06	78,314.00	78,314.00	28,180.94	64 %
330 OTHER PROFESSIONAL SERVICES	0.00	4,575.00	4,025.00	4,025.00	-550.00	113 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	606.70	0.00	0.00	-606.70	*** %
540 ADVERTISING	0.00	883.43	1,000.00	1,000.00	116.57	88 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	413.95	3,500.00	3,500.00	3,086.05	11 %
610 SUPPLIES	2,453.54	7,993.78	17,000.00	17,000.00	9,006.22	47 %
640 BOOKS	0.00	2,328.79	6,000.00	6,000.00	3,671.21	38 %
650 PERIODICALS	0.00	0.00	400.00	400.00	400.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
680 COMPUTER SOFTWARE	4.99	4,655.97	9,000.00	9,000.00	4,344.03	51 %
682 SUPPLIES- TECHNOLOGY	0.00	1,797.96	2,000.00	2,000.00	202.04	89 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
810 DUES AND FEES	0.00	359.00	75.00	75.00	-284.00	478 %
Function Total:	54,737.90	438,814.70	680,316.00	680,316.00	241,501.30	64 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	318.24	2,584.44	5,391.00	5,391.00	2,806.56	47 %
250 WORKERS' COMPENSATION	2.05	12.04	27.00	27.00	14.96	44 %
260 HEALTH INS	0.00	60.24	201.00	201.00	140.76	29 %
540 ADVERTISING	0.00	0.00	350.00	350.00	350.00	0 %
610 SUPPLIES	0.00	0.00	175.00	175.00	175.00	0 %
Function Total:	320.29	2,656.72	6,144.00	6,144.00	3,487.28	43 %
2112 ATTENDANCE SERVICES						
610 SUPPLIES	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	0.00	0.00	100.00	100.00	100.00	0 %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	3,318.97	26,551.74	39,828.00	39,828.00	13,276.26	66 %
190 LEAVE - PAY	0.00	0.00	130.00	130.00	130.00	0 %
250 WORKERS' COMPENSATION	16.68	94.67	200.00	200.00	105.33	47 %
260 HEALTH INS	496.40	4,023.92	6,212.00	6,212.00	2,188.08	64 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	270.00	270.00	270.00	0.00	100 %
610 SUPPLIES	0.00	739.96	250.00	250.00	-489.96	295 %
610-145 SUPPLIES	0.00	35.00	0.00	0.00	-35.00	*** %
MISC.						
Function Total:	3,832.05	31,715.29	46,890.00	46,890.00	15,174.71	67 %
2123 GUIDANCE- TESTING SERVICES						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	85.00	650.00	650.00	565.00	13 %
610 SUPPLIES	0.00	29.70	500.00	500.00	470.30	5 %
Function Total:	0.00	114.70	1,150.00	1,150.00	1,035.30	9 %

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GALLATIN GATEWAY ELEMENTARY
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101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2131 HEALTH SERVICES- MEDICAL						
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	1,025.00	1,025.00	1,025.00	0 %
540 ADVERTISING	0.00	346.94	0.00	0.00	-346.94	*** %
610 SUPPLIES	0.00	176.55	0.00	0.00	-176.55	*** %
Function Total:	0.00	523.49	1,025.00	1,025.00	501.51	51 %
2150 Speech Pathology & Audiology Services						
330 OTHER PROFESSIONAL SERVICES	0.00	247.50	0.00	0.00	-247.50	*** %
Function Total:	0.00	247.50	0.00	0.00	-247.50	*** %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	2,224.80	17,798.40	22,248.00	22,248.00	4,449.60	80 %
190 LEAVE - PAY	0.00	0.00	255.00	255.00	255.00	0 %
250 WORKERS' COMPENSATION	11.18	63.46	112.00	112.00	48.54	56 %
260 HEALTH INS	350.40	2,822.27	3,654.00	3,654.00	831.73	77 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	150.00	150.00	150.00	0 %
610 SUPPLIES	0.00	266.81	500.00	500.00	233.19	53 %
640 BOOKS	0.00	885.37	1,500.00	1,500.00	614.63	59 %
650 PERIODICALS	0.00	0.00	200.00	200.00	200.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	200.00	200.00	200.00	0 %
680 COMPUTER SOFTWARE	0.00	2,949.00	875.00	875.00	-2,074.00	337 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	60.00	60.00	60.00	0 %
Function Total:	2,586.38	24,785.31	29,754.00	29,754.00	4,968.69	83 %
2300 GENERAL ADMINISTRATION						
330 OTHER PROFESSIONAL SERVICES	2,100.00	4,883.29	6,000.00	6,000.00	1,116.71	81 %
331 PROF. SERV. AUDITOR	0.00	270.00	9,000.00	9,000.00	8,730.00	3 %
332 PROF. SERV. LEGAL	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
530 COMMUNICATIONS- INTERNET SERVICE	226.20	2,391.69	3,000.00	3,000.00	608.31	79 %
531 COMMUNICATIONS- TELEPHONE	238.55	2,117.49	1,971.00	1,971.00	-146.49	107 %
532 POSTAGE	110.64	1,206.44	1,750.00	1,750.00	543.56	68 %
540 ADVERTISING	78.00	576.35	500.00	500.00	-76.35	115 %
550 PRINTING/DUPPLICATING	264.82	4,732.93	4,500.00	4,500.00	-232.93	105 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	685.00	2,000.00	2,000.00	1,315.00	34 %
610 SUPPLIES	0.00	590.69	1,000.00	1,000.00	409.31	59 %
660 MINOR EQUIPMENT	0.00	0.00	250.00	250.00	250.00	0 %
680 COMPUTER SOFTWARE	0.00	506.02	0.00	0.00	-506.02	*** %
810 DUES AND FEES	37.00	4,709.45	6,500.00	6,500.00	1,790.55	72 %
Function Total:	3,055.21	22,669.35	38,471.00	38,471.00	15,801.65	58 %
2314 ELECTIONS						
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	450.00	450.00	450.00	0 %
540 ADVERTISING	0.00	0.00	75.00	75.00	75.00	0 %
Function Total:	0.00	0.00	525.00	525.00	525.00	0 %
2400 SCHOOL ADMINISTRATION						
111 ADMINISTRATIVE SALARY	4,833.42	48,334.23	58,001.00	58,001.00	9,666.77	83 %
115 OFFICE/CLERICAL SALARY	2,584.24	27,459.09	32,543.00	32,543.00	5,083.91	84 %
125 SUBSTITUTE- OFFICE/CLERICAL	11.00	1,185.00	1,445.00	1,445.00	260.00	82 %
190 LEAVE - PAY	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
250 WORKERS' COMPENSATION	37.30	296.17	461.00	461.00	164.83	64 %
260 HEALTH INS	852.02	8,832.74	11,195.00	11,195.00	2,362.26	78 %

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GALLATIN GATEWAY ELEMENTARY
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101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2400 SCHOOL ADMINISTRATION						
340 TECHNICAL SERVICES	0.00	1,275.00	1,775.00	1,775.00	500.00	71 %
532 POSTAGE	0.00	179.99	0.00	0.00	-179.99	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	68.65	2,910.82	2,500.00	2,500.00	-410.82	116 %
610 SUPPLIES	0.00	305.11	250.00	250.00	-55.11	122 %
680 COMPUTER SOFTWARE	0.00	1,743.35	0.00	0.00	-1,743.35	*** %
780 MAJOR TECHNOLOGY HARDWARE	0.00	1,300.14	750.00	750.00	-550.14	173 %
810 DUES AND FEES	0.00	575.00	525.00	525.00	-50.00	109 %
Function Total:	8,386.63	94,396.64	113,445.00	113,445.00	19,048.36	83 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	3,693.19	35,675.81	43,480.00	43,480.00	7,804.19	82 %
190 LEAVE - PAY	0.00	0.00	8,961.00	8,961.00	8,961.00	0 %
250 WORKERS' COMPENSATION	17.51	132.78	208.00	208.00	75.22	63 %
260 HEALTH INS	0.00	796.88	1,912.00	1,912.00	1,115.12	41 %
330 OTHER PROFESSIONAL SERVICES	0.00	1,900.00	3,500.00	3,500.00	1,600.00	54 %
340 TECHNICAL SERVICES	0.00	450.00	0.00	0.00	-450.00	*** %
532 POSTAGE	0.00	0.00	50.00	50.00	50.00	0 %
550 PRINTING/DUPLICATING	32.18	243.84	360.00	360.00	116.16	67 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	438.92	1,500.00	1,500.00	1,061.08	29 %
610 SUPPLIES	0.00	109.99	250.00	250.00	140.01	43 %
680 COMPUTER SOFTWARE	44.97	9,540.27	7,000.00	7,000.00	-2,540.27	136 %
682 SUPPLIES- TECHNOLOGY	0.00	149.99	0.00	0.00	-149.99	*** %
810 DUES AND FEES	0.00	283.21	700.00	700.00	416.79	40 %
Function Total:	3,787.85	49,721.69	67,921.00	67,921.00	18,199.31	73 %
2600 OPERATIONS & MAINTENANCE						
114 CUSTODIAL SALARY	0.00	3,606.00	5,040.00	5,040.00	1,434.00	71 %
250 WORKERS' COMPENSATION	0.00	18.12	25.00	25.00	6.88	72 %
410 POWER - LIGHTS	128.78	1,012.36	1,050.00	1,050.00	37.64	96 %
411 NATURAL GAS	1,534.82	10,467.19	11,550.00	11,550.00	1,082.81	90 %
412 ELECTRICITY	1,138.99	10,302.67	15,225.00	15,225.00	4,922.33	67 %
420 OTHER UTILITY SERVICES- SEWER	893.04	8,930.40	10,716.00	10,716.00	1,785.60	83 %
421 WATER TESTS	879.68	2,057.64	1,800.00	1,800.00	-257.64	114 %
431 DISPOSAL SERVICE	1,154.40	6,510.41	6,019.00	6,019.00	-491.41	108 %
433 CUSTODIAL SERVICES	2,246.40	22,464.00	26,957.00	26,957.00	4,493.00	83 %
440 REPAIR AND MAINTENANCE SERVICE	319.45	19,883.09	15,001.00	15,001.00	-4,882.09	132 %
520 INSURANCE	0.00	13,880.10	13,487.00	13,487.00	-393.10	102 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	30.00	30.00	0.00	0.00	-30.00	*** %
610 SUPPLIES	236.44	4,499.26	5,200.00	5,200.00	700.74	86 %
810 DUES AND FEES	0.00	704.00	1,500.00	1,500.00	796.00	46 %
Function Total:	9,562.00	104,365.24	113,570.00	113,570.00	9,204.76	91 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	840.00	6,640.00	4,000.00	4,000.00	-2,640.00	166 %
Function Total:	840.00	6,640.00	4,000.00	4,000.00	-2,640.00	166 %

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101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
440 REPAIR AND MAINTENANCE SERVICE	0.00	128.45	0.00	0.00	-128.45	*** %
Function Total:	0.00	128.45	0.00	0.00	-128.45	*** %
3500 EXTRACURRICULAR ATHLETICS						
680 COMPUTER SOFTWARE	0.00	30.49	0.00	0.00	-30.49	*** %
Function Total:	0.00	30.49	0.00	0.00	-30.49	*** %
Program Total:	86,108.31	776,809.57	1,103,311.00	1,103,311.00	326,501.43	70 %
Program Group Total:	86,108.31	776,809.57	1,103,311.00	1,103,311.00	326,501.43	70 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	2,892.33	23,138.64	34,708.00	34,708.00	11,569.36	66 %
117 PARAPROFESSIONALS	1,834.00	14,330.75	24,266.00	24,266.00	9,935.25	59 %
120 TEMPORARY SALARIES	0.00	0.00	170.00	170.00	170.00	0 %
190 LEAVE - PAY	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
250 WORKERS' COMPENSATION	23.74	132.32	296.00	296.00	163.68	44 %
260 HEALTH INS	584.00	5,260.87	9,433.00	9,433.00	4,172.13	55 %
540 ADVERTISING	0.00	426.78	0.00	0.00	-426.78	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	300.00	300.00	300.00	0 %
610 SUPPLIES	0.00	73.83	350.00	350.00	276.17	21 %
640 BOOKS	0.00	476.36	0.00	0.00	-476.36	*** %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	150.00	150.00	150.00	0 %
Function Total:	5,334.07	43,839.55	70,673.00	70,673.00	26,833.45	62 %
2490 SCHOOL ADMIN SUPPORT SERVICES- SPEC ED DIRECTOR						
119 OTHER SUPERVISORY SALARIES	216.43	2,164.27	2,597.00	2,597.00	432.73	83 %
250 WORKERS' COMPENSATION	1.09	8.37	13.00	13.00	4.63	64 %
260 HEALTH INS	14.70	164.85	228.00	228.00	63.15	72 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	50.00	50.00	50.00	0 %
Function Total:	232.22	2,337.49	2,888.00	2,888.00	550.51	80 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	2,667.00	2,667.00	2,667.00	0 %
Function Total:	0.00	0.00	2,667.00	2,667.00	2,667.00	0 %
Program Total:	5,566.29	46,177.04	76,228.00	76,228.00	30,050.96	60 %
Program Group Total:	5,566.29	46,177.04	76,228.00	76,228.00	30,050.96	60 %
300						
365 INDIAN EDUCATION						
1000 INSTRUCTION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
610 SUPPLIES	0.00	0.00	500.00	500.00	500.00	0 %
640 BOOKS	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
680 COMPUTER SOFTWARE	0.00	945.00	0.00	0.00	-945.00	*** %
810 DUES AND FEES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	945.00	2,700.00	2,700.00	1,755.00	35 %

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101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
300						
365 INDIAN EDUCATION						
2225 LIBRARY SERVICES						
640 BOOKS	0.00	141.50	500.00	500.00	358.50	28 %
680 COMPUTER SOFTWARE	0.00	184.00	0.00	0.00	-184.00	*** %
Function Total:	0.00	325.50	500.00	500.00	174.50	65 %
Program Total:	0.00	1,270.50	3,200.00	3,200.00	1,929.50	39 %
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	3,333.80	3,300.00	3,300.00	-33.80	101 %
Function Total:	0.00	3,333.80	3,300.00	3,300.00	-33.80	101 %
Program Total:	0.00	3,333.80	3,300.00	3,300.00	-33.80	101 %
Program Group Total:	0.00	4,604.30	6,500.00	6,500.00	1,895.70	70 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	1,100.00	3,675.00	2,725.00	2,725.00	-950.00	134 %
250 WORKERS' COMPENSATION	5.52	18.46	14.00	14.00	-4.46	131 %
260 HEALTH INS	0.00	207.57	247.00	247.00	39.43	84 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
Function Total:	1,105.52	3,901.03	5,986.00	5,986.00	2,084.97	65 %
Program Total:	1,105.52	3,901.03	5,986.00	5,986.00	2,084.97	65 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 OTHER SUPERVISORY SALARIES	188.81	2,379.78	2,991.00	2,991.00	611.22	79 %
150 STIPEND	100.00	8,210.00	10,810.00	10,810.00	2,600.00	75 %
250 WORKERS' COMPENSATION	1.46	37.82	69.00	69.00	31.18	54 %
260 HEALTH INS	0.00	111.38	0.00	0.00	-111.38	*** %
540 ADVERTISING	0.00	469.44	0.00	0.00	-469.44	*** %
Function Total:	290.27	11,208.42	13,870.00	13,870.00	2,661.58	80 %
Program Total:	290.27	11,208.42	13,870.00	13,870.00	2,661.58	80 %
Program Group Total:	1,395.79	15,109.45	19,856.00	19,856.00	4,746.55	76 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	0.00	8,171.23	11,062.00	11,062.00	2,890.77	73 %
119 OTHER SUPERVISORY SALARIES	216.43	2,164.26	2,597.00	2,597.00	432.74	83 %
126 SUBSTITUTE COOKS	19.50	100.60	288.00	288.00	187.40	34 %
250 WORKERS' COMPENSATION	1.18	339.92	789.00	789.00	449.08	43 %
260 HEALTH INS	14.70	547.34	1,503.00	1,503.00	955.66	36 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	150.00	150.00	150.00	0 %
540 ADVERTISING	0.00	0.00	150.00	150.00	150.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	270.00	200.00	200.00	-70.00	135 %
610 SUPPLIES	0.00	97.09	224.00	224.00	126.91	43 %
630 FOOD	136.73	13,957.46	4,484.00	4,484.00	-9,473.46	311 %
810 DUES AND FEES	0.00	160.72	0.00	0.00	-160.72	*** %
Function Total:	388.54	25,808.62	21,447.00	21,447.00	-4,361.62	120 %
Program Total:	388.54	25,808.62	21,447.00	21,447.00	-4,361.62	120 %
Program Group Total:	388.54	25,808.62	21,447.00	21,447.00	-4,361.62	120 %

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101 GENERAL

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Fund Total:	93,458.93	868,508.98	1,227,342.00	1,227,342.00	358,833.02	70 %

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110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	67.86	717.50	1,955.00	1,955.00	1,237.50	36 %
531 COMMUNICATIONS- TELEPHONE	81.70	725.21	1,200.00	1,200.00	474.79	60 %
680 COMPUTER SOFTWARE	0.00	45.00	0.00	0.00	-45.00	*** %
Function Total:	149.56	1,487.71	3,155.00	3,155.00	1,667.29	47 %
2400 SCHOOL ADMINISTRATION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	40.25	0.00	0.00	-40.25	*** %
Function Total:	0.00	40.25	0.00	0.00	-40.25	*** %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	1,231.07	11,891.96	14,493.00	14,493.00	2,601.04	82 %
190 LEAVE - PAY	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
250 WORKERS' COMPENSATION	5.83	44.27	69.00	69.00	24.73	64 %
260 HEALTH INS	0.00	265.62	638.00	638.00	372.38	41 %
Function Total:	1,236.90	12,201.85	16,200.00	16,200.00	3,998.15	75 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	134.15	1,054.54	1,215.00	1,215.00	160.46	86 %
412 ELECTRICITY	292.05	2,641.70	3,075.00	3,075.00	433.30	85 %
431 DISPOSAL SERVICE	131.18	739.81	700.00	700.00	-39.81	105 %
433 CUSTODIAL SERVICES	576.00	5,760.00	6,912.00	6,912.00	1,152.00	83 %
Function Total:	1,133.38	10,196.05	11,902.00	11,902.00	1,705.95	85 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	0.00	2,200.00	2,200.00	2,200.00	0 %
Function Total:	0.00	0.00	2,200.00	2,200.00	2,200.00	0 %
2700 STUDENT TRANSPORTATION						
115 OFFICE/CLERICAL SALARY	352.40	3,744.43	4,438.00	4,438.00	693.57	84 %
118 BUS DRIVERS	2,037.09	17,708.35	13,261.00	13,261.00	-4,447.35	133 %
119 OTHER SUPERVISORY SALARIES	1,803.52	18,035.20	21,642.00	21,642.00	3,606.80	83 %
125 SUBSTITUTE- OFFICE/CLERICAL	1.50	97.50	115.00	115.00	17.50	84 %
180 BONUS	0.00	0.00	1,360.00	1,360.00	1,360.00	0 %
190 LEAVE - PAY	0.00	0.00	800.00	800.00	800.00	0 %
250 WORKERS' COMPENSATION	172.34	921.40	965.00	965.00	43.60	95 %
260 HEALTH INS	192.58	2,502.54	3,401.00	3,401.00	898.46	73 %
330 OTHER PROFESSIONAL SERVICES	0.00	140.00	650.00	650.00	510.00	21 %
440 REPAIR AND MAINTENANCE SERVICE	1,104.37	2,709.27	6,000.00	6,000.00	3,290.73	45 %
520 INSURANCE	0.00	6,406.20	6,406.00	6,406.00	-0.20	100 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	14.72	77.25	250.00	250.00	172.75	30 %
610 SUPPLIES	73.97	350.45	750.00	750.00	399.55	46 %
624 FUEL	3,382.74	4,161.92	4,450.00	4,450.00	288.08	93 %
660 MINOR EQUIPMENT	0.00	0.00	700.00	700.00	700.00	0 %
810 DUES AND FEES	0.00	100.00	150.00	150.00	50.00	66 %
Function Total:	9,135.23	56,954.51	65,338.00	65,338.00	8,383.49	87 %
2740 TRANSPORTATION SERVICING & MAIN						
440 REPAIR AND MAINTENANCE SERVICE	0.00	2,718.34	0.00	0.00	-2,718.34	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	355.00	355.00	355.00	0 %
610 SUPPLIES	0.00	1,363.20	600.00	600.00	-763.20	227 %
Function Total:	0.00	4,081.54	955.00	955.00	-3,126.54	427 %
Program Total:	11,655.07	84,961.91	99,750.00	99,750.00	14,788.09	85 %
Program Group Total:	11,655.07	84,961.91	99,750.00	99,750.00	14,788.09	85 %

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110 TRANSPORTATION

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Fund Total:	11,655.07	84,961.91	99,750.00	99,750.00	14,788.09	85 %

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111 BUS DEPRECIATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
740 MAJOR EQUIPMENT REPLACEMENT	0.00	80,810.87	88,317.00	88,317.00	7,506.13	91 %
Function Total:	0.00	80,810.87	88,317.00	88,317.00	7,506.13	91 %
Program Total:	0.00	80,810.87	88,317.00	88,317.00	7,506.13	91 %
Program Group Total:	0.00	80,810.87	88,317.00	88,317.00	7,506.13	91 %
Fund Total:	0.00	80,810.87	88,317.00	88,317.00	7,506.13	91 %

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113 TUITION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
561 TUITION	0.00	0.00	885.00	885.00	885.00	0 %
Function Total:	0.00	0.00	885.00	885.00	885.00	0 %
Program Total:	0.00	0.00	885.00	885.00	885.00	0 %
Program Group Total:	0.00	0.00	885.00	885.00	885.00	0 %
Fund Total:	0.00	0.00	885.00	885.00	885.00	0 %

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114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	3,343.55	26,451.33	42,000.00	42,000.00	15,548.67	62 %
220 TRS	4,017.82	32,159.24	45,524.00	45,524.00	13,364.76	70 %
240 UNEMPLOYMENT	220.41	1,744.90	2,502.00	2,502.00	757.10	69 %
Function Total:	7,581.78	60,355.47	90,026.00	90,026.00	29,670.53	67 %
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	31.22	269.91	412.00	412.00	142.09	65 %
220 TRS	28.55	231.83	0.00	0.00	-231.83	*** %
240 UNEMPLOYMENT	1.96	16.94	26.00	26.00	9.06	65 %
Function Total:	61.73	518.68	438.00	438.00	-80.68	118 %
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	231.73	1,854.29	3,047.00	3,047.00	1,192.71	60 %
220 TRS	297.71	2,381.70	3,573.00	3,573.00	1,191.30	66 %
240 UNEMPLOYMENT	15.93	127.43	191.00	191.00	63.57	66 %
Function Total:	545.37	4,363.42	6,811.00	6,811.00	2,447.58	64 %
2210 IMPROVEMENT OF INSTRUCTION SER						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	1,702.00	1,702.00	1,702.00	0 %
220 TRS	0.00	0.00	1,996.00	1,996.00	1,996.00	0 %
240 UNEMPLOYMENT	0.00	0.00	107.00	107.00	107.00	0 %
Function Total:	0.00	0.00	3,805.00	3,805.00	3,805.00	0 %
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	146.30	1,172.08	2,000.00	2,000.00	827.92	58 %
220 TRS	199.56	1,596.53	1,850.00	1,850.00	253.47	86 %
240 UNEMPLOYMENT	10.68	85.44	109.00	109.00	23.56	78 %
Function Total:	356.54	2,854.05	3,959.00	3,959.00	1,104.95	72 %
2400 SCHOOL ADMINISTRATION						
210 SOCIAL SECURITY AND MEDICARE	567.21	5,859.10	6,933.00	6,933.00	1,073.90	84 %
220 TRS	433.57	4,335.60	5,203.00	5,203.00	867.40	83 %
230 PERS	215.40	2,334.25	2,771.00	2,771.00	436.75	84 %
240 UNEMPLOYMENT	35.66	369.28	441.00	441.00	71.72	83 %
Function Total:	1,251.84	12,898.23	15,348.00	15,348.00	2,449.77	84 %
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	376.70	3,638.93	4,435.00	4,435.00	796.07	82 %
230 PERS	408.71	3,948.13	4,812.00	4,812.00	863.87	82 %
240 UNEMPLOYMENT	23.64	228.33	278.00	278.00	49.67	82 %
Function Total:	809.05	7,815.39	9,525.00	9,525.00	1,709.61	82 %
2580 TECHNOLOGY COORDINATOR						
210 SOCIAL SECURITY AND MEDICARE	79.80	638.43	3,500.00	3,500.00	2,861.57	18 %
220 TRS	98.96	791.62	2,500.00	2,500.00	1,708.38	31 %
240 UNEMPLOYMENT	5.30	42.38	64.00	64.00	21.62	66 %
Function Total:	184.06	1,472.43	6,064.00	6,064.00	4,591.57	24 %
2600 OPERATIONS & MAINTENANCE						
210 SOCIAL SECURITY AND MEDICARE	0.00	275.86	373.00	373.00	97.14	73 %
220 TRS	0.00	0.00	150.00	150.00	150.00	0 %
240 UNEMPLOYMENT	0.00	17.31	24.00	24.00	6.69	72 %
Function Total:	0.00	293.17	547.00	547.00	253.83	53 %

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114 RETIREMENT

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100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
210 SOCIAL SECURITY AND MEDICARE	361.45	3,106.18	5,000.00	5,000.00	1,893.82	62 %
220 TRS	161.77	1,617.74	2,800.00	2,800.00	1,182.26	57 %
230 PERS	157.59	1,217.06	500.00	500.00	-717.06	243 %
240 UNEMPLOYMENT	22.69	195.21	200.00	200.00	4.79	97 %
Function Total:	703.50	6,136.19	8,500.00	8,500.00	2,363.81	72 %
Program Total:	11,493.87	96,707.03	145,023.00	145,023.00	48,315.97	66 %
Program Group Total:	11,493.87	96,707.03	145,023.00	145,023.00	48,315.97	66 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	348.64	2,763.40	6,500.00	6,500.00	3,736.60	42 %
220 TRS	423.96	3,361.04	6,500.00	6,500.00	3,138.96	51 %
240 UNEMPLOYMENT	22.68	179.81	283.00	283.00	103.19	63 %
Function Total:	795.28	6,304.25	13,283.00	13,283.00	6,978.75	47 %
2490 SCHOOL ADMIN SUPPORT SERVICES- SPEC ED DIRECTOR						
210 SOCIAL SECURITY AND MEDICARE	16.56	165.31	197.00	197.00	31.69	83 %
220 TRS	19.41	194.11	233.00	233.00	38.89	83 %
240 UNEMPLOYMENT	1.04	10.39	12.00	12.00	1.61	86 %
Function Total:	37.01	369.81	442.00	442.00	72.19	83 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	4,800.00	4,800.00	4,800.00	0 %
Function Total:	0.00	0.00	4,800.00	4,800.00	4,800.00	0 %
Program Total:	832.29	6,674.06	18,525.00	18,525.00	11,850.94	36 %
Program Group Total:	832.29	6,674.06	18,525.00	18,525.00	11,850.94	36 %
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	19.29	72.69	300.00	300.00	227.31	24 %
220 TRS	6.47	64.72	100.00	100.00	35.28	64 %
240 UNEMPLOYMENT	1.21	4.58	30.00	30.00	25.42	15 %
Function Total:	26.97	141.99	430.00	430.00	288.01	33 %
Program Total:	26.97	141.99	430.00	430.00	288.01	33 %
Program Group Total:	26.97	141.99	430.00	430.00	288.01	33 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	84.15	279.42	300.00	300.00	20.58	93 %
240 UNEMPLOYMENT	5.28	17.64	30.00	30.00	12.36	58 %
Function Total:	89.43	297.06	330.00	330.00	32.94	90 %
Program Total:	89.43	297.06	330.00	330.00	32.94	90 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
210 SOCIAL SECURITY AND MEDICARE	21.19	802.55	1,049.00	1,049.00	246.45	76 %
220 TRS	6.47	64.72	100.00	100.00	35.28	64 %
240 UNEMPLOYMENT	1.39	50.85	75.00	75.00	24.15	67 %
Function Total:	29.05	918.12	1,224.00	1,224.00	305.88	75 %
Program Total:	29.05	918.12	1,224.00	1,224.00	305.88	75 %

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Program Group Total:	118.48	1,215.18	1,554.00	1,554.00	338.82	78 %
800						
840 AFTERSCHOOL PROGRAM						
3300 COMMUNITY SERVICES- AFTERSCHOOL PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	103.74	428.41	0.00	0.00	-428.41	*** %
220 TRS	135.94	559.54	0.00	0.00	-559.54	*** %
240 UNEMPLOYMENT	4.40	17.80	0.00	0.00	-17.80	*** %
250 WORKERS' COMPENSATION	2.87	12.14	0.00	0.00	-12.14	*** %
Function Total:	246.95	1,017.89	0.00	0.00	-1,017.89	*** %
Program Total:	246.95	1,017.89	0.00	0.00	-1,017.89	*** %
Program Group Total:	246.95	1,017.89	0.00	0.00	-1,017.89	*** %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
210 SOCIAL SECURITY AND MEDICARE	310.93	2,709.40	4,000.00	4,000.00	1,290.60	67 %
220 TRS	19.41	194.11	350.00	350.00	155.89	55 %
230 PERS	319.38	2,708.81	4,300.00	4,300.00	1,591.19	62 %
240 UNEMPLOYMENT	19.51	170.00	314.00	314.00	144.00	54 %
Function Total:	669.23	5,782.32	8,964.00	8,964.00	3,181.68	64 %
Program Total:	669.23	5,782.32	8,964.00	8,964.00	3,181.68	64 %
Program Group Total:	669.23	5,782.32	8,964.00	8,964.00	3,181.68	64 %
Fund Total:	13,387.79	111,538.47	174,496.00	174,496.00	62,957.53	63 %

04/12/19
16:43:55

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 4 / 19

Page: 14 of 18
Report ID: B100

117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
119 OTHER SUPERVISORY SALARIES	72.14	721.42	3,500.00	3,500.00	2,778.58	20 %
124 TEMPORARY- TECHNICAL- A/E INSTRUCTORS	180.00	230.00	2,800.00	2,800.00	2,570.00	8 %
250 WORKERS' COMPENSATION	1.27	3.97	50.00	50.00	46.03	7 %
260 HEALTH INS	0.00	6.23	0.00	0.00	-6.23	*** %
610 SUPPLIES	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	6,299.00	6,299.00	6,299.00	0 %
Function Total:	253.41	961.62	17,349.00	17,349.00	16,387.38	5 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	67.86	717.50	1,966.00	1,966.00	1,248.50	36 %
531 COMMUNICATIONS- TELEPHONE	6.53	58.01	200.00	200.00	141.99	29 %
Function Total:	74.39	775.51	2,166.00	2,166.00	1,390.49	35 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	24.41	61.22	0.00	0.00	-61.22	*** %
411 NATURAL GAS	12.28	194.59	0.00	0.00	-194.59	*** %
412 ELECTRICITY	29.20	264.16	0.00	0.00	-264.16	*** %
421 WATER TESTS	3.32	27.36	0.00	0.00	-27.36	*** %
431 DISPOSAL SERVICE	26.24	148.04	0.00	0.00	-148.04	*** %
433 CUSTODIAL SERVICES	57.60	576.00	0.00	0.00	-576.00	*** %
520 INSURANCE	0.00	1,067.70	0.00	0.00	-1,067.70	*** %
Function Total:	153.05	2,339.07	0.00	0.00	-2,339.07	*** %
Program Total:	480.85	4,076.20	19,515.00	19,515.00	15,438.80	20 %
Program Group Total:	480.85	4,076.20	19,515.00	19,515.00	15,438.80	20 %
Fund Total:	480.85	4,076.20	19,515.00	19,515.00	15,438.80	20 %

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GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 4 / 19

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Report ID: B100

128 TECHNOLOGY FUNDS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
660 MINOR EQUIPMENT	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
680 COMPUTER SOFTWARE	0.00	919.92	1,351.00	1,351.00	431.08	68 %
682 SUPPLIES- TECHNOLOGY	0.00	31.54	200.00	200.00	168.46	15 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	2,576.00	2,576.00	2,576.00	0 %
Function Total:	0.00	951.46	5,127.00	5,127.00	4,175.54	18 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	90.48	956.68	2,606.00	2,606.00	1,649.32	36 %
680 COMPUTER SOFTWARE	0.00	1,188.00	0.00	0.00	-1,188.00	*** %
Function Total:	90.48	2,144.68	2,606.00	2,606.00	461.32	82 %
2580 TECHNOLOGY COORDINATOR						
112 CERTIFIED SALARIES	1,103.13	8,825.05	13,238.00	13,238.00	4,412.95	66 %
250 WORKERS' COMPENSATION	5.54	31.45	66.00	66.00	34.55	47 %
260 HEALTH INS	116.80	949.40	1,464.00	1,464.00	514.60	64 %
Function Total:	1,225.47	9,805.90	14,768.00	14,768.00	4,962.10	66 %
Program Total:	1,315.95	12,902.04	22,501.00	22,501.00	9,598.96	57 %
Program Group Total:	1,315.95	12,902.04	22,501.00	22,501.00	9,598.96	57 %
Fund Total:	1,315.95	12,902.04	22,501.00	22,501.00	9,598.96	57 %

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GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 4 / 19

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Report ID: B100

129 FLEXIBILITY FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
610 SUPPLIES	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
Function Total:	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
2400 SCHOOL ADMINISTRATION						
680 COMPUTER SOFTWARE	0.00	0.00	2,966.00	2,966.00	2,966.00	0 %
Function Total:	0.00	0.00	2,966.00	2,966.00	2,966.00	0 %
Program Total:	0.00	0.00	10,966.00	10,966.00	10,966.00	0 %
Program Group Total:	0.00	0.00	10,966.00	10,966.00	10,966.00	0 %
Fund Total:	0.00	0.00	10,966.00	10,966.00	10,966.00	0 %

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GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 4 / 19

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150 DEBT SERVICE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
5100 DEBT SERVICE						
840 PRINCIPAL ON DEBT	0.00	0.00	105,000.00	105,000.00	105,000.00	0 %
850 INTEREST ON DEBT	0.00	5,482.50	10,965.00	10,965.00	5,482.50	50 %
860 AGENT FEES/ISSUANCE COSTS	0.00	350.00	350.00	350.00	0.00	100 %
Function Total:	0.00	5,832.50	116,315.00	116,315.00	110,482.50	5 %
Program Total:	0.00	5,832.50	116,315.00	116,315.00	110,482.50	5 %
Program Group Total:	0.00	5,832.50	116,315.00	116,315.00	110,482.50	5 %
Fund Total:	0.00	5,832.50	116,315.00	116,315.00	110,482.50	5 %

04/12/19
16:43:55

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 4 / 19

Page: 18 of 18
Report ID: B100

161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2600 OPERATIONS & MAINTENANCE						
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	58,208.00	58,208.00	58,208.00	0 %
440-613 REPAIR AND MAINTENANCE SERVICE	0.00	1,430.00	0.00	0.00	-1,430.00	*** %
BUILDING RESERVE- PERMISSIVE LEVY						
440-906 REPAIR AND MAINTENANCE SERVICE	0.00	7,925.00	0.00	0.00	-7,925.00	*** %
BUILDING RESERVE- VOTED						
660 MINOR EQUIPMENT	0.00	0.00	20,139.00	20,139.00	20,139.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	72,000.00	72,000.00	72,000.00	0 %
Function Total:	0.00	9,355.00	160,347.00	160,347.00	150,992.00	5 %
Program Total:	0.00	9,355.00	160,347.00	160,347.00	150,992.00	5 %
Program Group Total:	0.00	9,355.00	160,347.00	160,347.00	150,992.00	5 %
Fund Total:	0.00	9,355.00	160,347.00	160,347.00	150,992.00	5 %
Grand Total:	120,298.59	1,177,985.97	1,920,434.00	1,920,434.00	742,448.03	61 %



GALLATIN GATEWAY SCHOOL

TO: Gallatin Gateway School Board of Trustees

FROM: Carrie Fisher, Business Manager/Clerk

DATE: March 20, 2019

RE: Cash Reconciliation as of January 31, 2019

County Treasurer Cash vs Book Cash AS OF January 31, 2019

<u>Fund Name:</u>	<u>Fund #:</u>	County Treasurer <u>Cash:</u>	Book <u>Cash</u>	<u>Difference:</u>
General	101	\$196,123.17	\$196,123.17	\$0.00
Transportation	110	\$15,438.69	\$15,438.69	\$0.00
Bus Depreciation	111	\$77,378.93	\$77,378.93	\$0.00
Food	112	\$7,227.41	\$7,227.41	\$0.00
Tuition	113	\$880.68	\$880.68	\$0.00
Retirement	114	\$89,599.70	\$89,599.70	\$0.00
Miscellaneous	115	\$29,726.31	\$29,726.31	\$0.00
Adult Education	117	\$16,416.24	\$16,416.24	\$0.00
Compensated Absences	121	\$10,155.21	\$10,155.21	\$0.00
Technology	128	\$6,004.43	\$6,004.43	\$0.00
Flexibility	129	\$10,988.88	\$10,988.88	\$0.00
Debt Service	150	\$62,365.22	\$62,365.22	\$0.00
Building	160	\$2,091.27	\$2,091.27	\$0.00
Building Reserve	161	\$125,497.82	\$125,497.82	\$0.00
Endowment	181	\$1,475.54	\$1,475.54	\$0.00
Payroll Clearing	186	\$18,143.25	\$2,016.14 *	\$16,127.11 **
Claims Clearing	187	\$3,689.86	\$3,689.86 *	\$0.00
 Total		 \$673,202.61	 \$657,075.50	 \$16,127.11

* Equals Outstanding Warrants.

**rounding error with TRS & Federal Taxes submittal

9-0400.30 GRANT / PROJECT RECAP WORKSHEET

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

Gallatin Gateway
35
0364
January-19

Treasurer's Balance	29726.31
Fund 15 Balance	29726.31
Difference	0.00

Project Reporter	Title of Program (enter here)	Beginning Cash	Total Receipts	Total Disbursements	Ending Cash Balance	Reconciliation	Notes RE reconciliation:
100	PD Scholarship	\$0.00	\$ -	0.00	0.00		
101	Fuel it Up 60 Equipment Grant	\$0.00	\$ -	0.00	0.00		
102	Donation- Christmas Giving	\$64.23	\$ -	0.00	64.23		
103	Breakfast Expansion- YC	\$273.83	\$ -	0.00	273.83		
104	Breakfast Expansion- No Kid Hungry	\$0.00	\$ -	0.00	0.00		
105	1st Grade Blessing Bags	\$163.85	\$ -	155.89	7.96		
107	Missoula Children's Theater	\$0.00	\$ -	0.00	0.00		
110	Medicaid- MAC Reimbursement	\$11,240.16	\$ -	24.75	11,215.41		
112	Snack Cart	\$3,060.16	\$ 185.58	154.07	3,091.67		
115	Exxon Mobile Grant	\$1,000.00	\$ -	0.00	1,000.00		
116	Salesville Merchandise- School Store	\$583.67	\$ -	0.00	583.67		
130	Textbook Donations	\$603.55	\$ -	0.00	603.55		
137	Art	\$2,786.83	\$ -	0.00	2,786.83		
144	Gym Renovation	\$250.00	\$ -	0.00	250.00		
145	Miscellaneous	\$5,182.85	\$ 60.78	50.00	5,193.63		
147	Archery	\$0.00	\$ -	0.00	0.00		
148	Green House	\$215.13	\$ -	0.00	215.13		
149	Facility Rental	\$180.00	\$ 60.00	0.00	240.00		
151	PIE	\$0.00	\$ -	0.00	0.00		
152	Madeline Grant	\$0.00	\$ -	0.00	0.00		
153	One Class at a Time- HOLT	\$0.00	\$ -	0.00	0.00		
155	Asthma Grant	\$367.23	\$ -	0.00	367.23		
156	One Class at a Time- MATTHEWS	\$24.00	\$ -	0.00	24.00		
157	One Class at a Time- RUBIO	\$11.86	\$ -	0.00	11.86		
158	One Class at a Time- KROB	\$0.00	\$ -	0.00	0.00		
159	One Class at a Time- Alix DAVIS	\$200.09	\$ -	11.99	188.10		
160	Library	\$4,382.66	\$ 201.80	0.00	4,584.46		
162	FSA Excess Funds	\$22,112.83	\$ -	2,656.81	19,456.02		
165	Mentor Program	\$0.00	\$ -	0.00	0.00		
166	Primary Care Clinic- Nurse	\$173.04	\$ -	74.80	98.24		
167	Math/Science Donation	\$1,000.00	\$ -	0.00	1,000.00		
168	Kindergarten Donation	\$50.00	\$ -	0.00	50.00		
169	Pcard Rebate	\$2,373.24	\$ -	0.00	2,373.24		
170	Technology Donations	\$206.47	\$ -	0.00	206.47		
171	MEEA- Grant- Davis	\$89.45	\$ -	0.00	89.45		
172	Madeline Mueller- School Culture	\$1,459.67	\$ -	0.00	1,459.67		
193	Music	-\$1,020.44	\$ -	0.00	-1,020.44		
194	Music-Band	\$4,534.03	\$ -	0.00	4,534.03		
195	Book Fair	\$157.90	\$ -	0.00	157.90		
200	STREAM- Math Grant (yager)	\$0.00	\$ -	0.00	0.00		
201	Counseling Donations	\$600.00	\$ -	0.00	600.00		
202	LATER GATORS- after school program	\$15,326.89	\$ (50.00)	1,389.19	13,887.70		
212	OPI Kitchen	\$0.00	\$ -	0.00	0.00		
329	State Grant	\$0.00	\$ -	0.00	0.00		
412	TitleVI, REAP	\$0.00	\$ -	0.00	0.00		
413	REAP (FY17)	\$0.00	\$ -	0.00	0.00		
420	Title I, Part A	\$0.00	\$ -	0.00	0.00		
421	Title I (FY17)	\$558.24	\$ -	0.00	558.24		
422	REAP (FY16)	\$0.00	\$ -	0.00	0.00		
423	Title I (FY18)	\$2.27	\$ -	0.00	2.27		
424	REAP (FY18)	\$92.89	\$ -	0.00	92.89		
425	Title I (FY19)	-\$6,133.91	\$ -	2,374.95	-8,508.86		
426	REAP (FY19)	-\$5,176.39	\$ -	673.40	-5,849.79		
456	CoOp Excess Funds	\$0.00	\$ -	0.00	0.00		
465	Smarter Lunchroom Grant	\$500.00	\$ -	0.00	500.00		
650	Adult Education	\$508.43	\$ -	0.00	508.43		
710	Field Trips	-\$30,356.05	\$ -	0.00	-30,356.05		
711	DC Field Trips	-\$40.96	\$ -	773.70	-814.66		
TOTALS		\$37,607.70	\$ 458.16	8,339.55	29,726.31		29,726.31



GALLATIN GATEWAY SCHOOL

TO: Gallatin Gateway School Board of Trustees

FROM: Carrie Fisher, Business Manager/Clerk

DATE: April 9, 2019

RE: Cash Reconciliation as of February 28, 2019

County Treasurer Cash vs Book Cash AS OF February 28, 2019

<u>Fund Name:</u>	<u>Fund #:</u>	County Treasurer <u>Cash:</u>	Book <u>Cash</u>	<u>Difference:</u>
General	101	\$163,240.85	\$163,240.85	\$0.00
Transportation	110	\$7,304.99	\$7,304.99	\$0.00
Bus Depreciation	111	\$77,601.88	\$77,601.88	\$0.00
Food	112	\$11,230.83	\$11,230.83	\$0.00
Tuition	113	\$880.68	\$880.68	\$0.00
Retirement	114	\$77,025.12	\$77,025.12	\$0.00
Miscellaneous	115	\$21,520.05	\$21,520.02	\$0.03 ***
Adult Education	117	\$16,449.07	\$16,449.07	\$0.00
Compensated Absences	121	\$10,155.21	\$10,155.21	\$0.00
Technology	128	\$4,907.44	\$4,907.44	\$0.00
Flexibility	129	\$10,988.88	\$10,988.88	\$0.00
Debt Service	150	\$63,379.08	\$63,379.08	\$0.00
Building	160	\$2,091.27	\$2,091.27	\$0.00
Building Reserve	161	\$126,081.04	\$126,081.04	\$0.00
Endowment	181	\$1,475.54	\$1,475.54	\$0.00
Payroll Clearing	186	\$3,386.90	\$3,386.93 *	-\$0.03 **
Claims Clearing	187	\$13,067.72	\$13,067.72 *	\$0.00
 Total		 \$610,786.55	 \$610,786.55	 \$0.00

* Equals Outstanding Warrants.

**rounding error with TRS & Federal Taxes submittal

*** should have been added to fund 186, submitted incorrectly @ county

9-0400.30 GRANT / PROJECT RECAP WORKSHEET

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

Gallatin Gateway
 35
 0364
 February-19

Treasurer's Balance 21520.02
 Fund 15 Balance 21520.02
 Difference 0.00

Project Reporter	Title of Program (enter here)	Beginning Cash	Total Receipts	Total Disbursements	Ending Cash Balance	Reconciliation	Notes RE reconciliation:
100	PD Scholarship	\$0.00	\$ -	0.00	0.00		
101	Fuel it Up 60 Equipment Grant	\$0.00	\$ -	0.00	0.00		
102	Donation- Christmas Giving	\$64.23	\$ -	0.00	64.23		
103	Breakfast Expansion- YC	\$273.83	\$ -	0.00	273.83		
104	Breakfast Expansion- No Kid Hungry	\$0.00	\$ -	0.00	0.00		
105	1st Grade Blessing Bags	\$7.96	\$ -	0.00	7.96		
107	Missoula Children's Theater	\$0.00	\$ 550.00	0.00	550.00		
110	Medicaid- MAC Reimbursement	\$11,215.41	\$ -	3,474.95	7,740.46		
112	Snack Cart	\$3,091.67	\$ -	0.00	3,091.67		
115	Exxon Mobile Grant	\$1,000.00	\$ 500.00	0.00	1,500.00		
116	Salesville Merchantile- School Store	\$583.67	\$ -	0.00	583.67		
130	Textbook Donations	\$603.55	\$ -	0.00	603.55		
137	Art	\$2,786.83	\$ -	800.00	1,986.83		
144	Gym Renovation	\$250.00	\$ -	0.00	250.00		
145	Miscellaneous	\$5,193.63	\$ 20.20	0.00	5,213.83		
147	Archery	\$0.00	\$ -	0.00	0.00		
148	Green House	\$215.13	\$ -	0.00	215.13		
149	Facility Rental	\$240.00	\$ 120.00	0.00	360.00		
151	PIE	\$0.00	\$ -	0.00	0.00		
152	Madeline Grant	\$0.00	\$ -	0.00	0.00		
153	One Class at a Time- HOLT	\$0.00	\$ -	0.00	0.00		
155	Asthma Grant	\$367.23	\$ -	0.00	367.23		
156	One Class at a Time- MATTHEWS	\$24.00	\$ -	0.00	24.00		
157	One Class at a Time- RUBIO	\$11.86	\$ -	0.00	11.86		
158	One Class at a Time- KROB	\$0.00	\$ -	0.00	0.00		
159	Once Class at a Time- ALIX DAVIS	\$188.10	\$ -	0.00	188.10		
160	Library	\$4,584.46	\$ -	0.00	4,584.46		
162	FSA Excess Funds	\$19,456.02	\$ -	2,721.19	16,734.83		
165	Mentor Program	\$0.00	\$ -	0.00	0.00		
166	Primary Care Clinic- Nurse	\$98.24	\$ -	136.65	-38.41		
167	Math/Science Donation	\$1,000.00	\$ -	0.00	1,000.00		
168	Kindergarten Donation	\$50.00	\$ -	0.00	50.00		
169	Pcard Rebate	\$2,373.24	\$ -	0.00	2,373.24		
170	Technology Donations	\$206.47	\$ -	0.00	206.47		
171	MEEA Grant- DAVIS	\$89.45	\$ -	0.00	89.45		
172	Madeline Mueller- School Culture	\$1,459.67	\$ -	0.00	1,459.67		
193	Music	-\$1,020.44	\$ -	0.00	-1,020.44	add \$1020.44	incorrect project code
194	Music-Band	\$4,534.03	\$ -	58.99	4,475.04	subtract \$1020.44	new balance: \$3454.60
195	Book Fair	\$157.90	\$ 2,220.74	0.00	2,378.64		
200	STREAM- Math Grant (yager)	\$0.00	\$ -	0.00	0.00		
201	Counseling Donations	\$600.00	\$ -	0.00	600.00		
202	LATER GATORS- after school program	\$13,887.70	\$ 140.00	1,621.61	12,406.09		
212	OPI Kitchen	\$0.00	\$ -	0.00	0.00		
329	State Grant	\$0.00	\$ -	0.00	0.00		
412	TitleVI, REAP	\$0.00	\$ -	0.00	0.00		
413	REAP (FY17)	\$0.00	\$ -	0.00	0.00		
420	Title I, Part A	\$0.00	\$ -	0.00	0.00		
421	Title I (FY17)	\$558.24	\$ -	0.00	558.24		
422	REAP (FY16)	\$0.00	\$ -	0.00	0.00		
423	Title I (FY18)	\$2.27	\$ -	0.00	2.27		
424	REAP (FY18)	\$92.89	\$ -	0.00	92.89		
425	Title 1 (FY19)	-\$8,508.86	\$ -	2,643.63	-11,152.49		
426	REAP (FY19)	-\$5,849.79	\$ 9,478.94	3,629.15	0.00		
456	CoOp Excess Funds	\$0.00	\$ -	0.00	0.00		
465	Smarter Lunchroom Grant	\$500.00	\$ -	0.00	500.00		
650	Adult Education	\$508.43	\$ -	0.00	508.43		
710	Field Trips	-\$30,356.05	\$ -	5,940.00	-36,296.05		
711	DC Field Trip	-\$814.66	\$ -	210.00	-1,024.66		
TOTALS		\$29,726.31	\$ 13,029.88	21,236.17	21,520.02		21,520.02

03/20/19
14:06:04

GALLATIN GATEWAY ELEMENTARY
Journal Voucher Details
For the Accounting Period: 1/19

Page: 1 of 1
Report ID: L100

		Posting			Debit	Credit	Acct/Source/		
Document #	Line #	Date	Description		Amount	Amount	Fund	Org	Prog-Func
JV	54	1/19	03/20/19						
CREDIT CARD EXPENDITURE WAS EXPENDED TO INCORRECT PROJECT CODE: SHOULD HAVE BEEN									
105 VS 102									
	1		CORRECT EXPENDITURE		155.89		115 B		101
	2		CORRECT EXPENDITURE			155.89	115 B		101
	3		CORRECT EXPENDITURE			155.89	115 E		710-3400
	4		CORRECT EXPENDITURE		155.89		115 E		710-3400
Total					311.78	311.78			

03/20/19

14:06:21

GALLATIN GATEWAY ELEMENTARY

Journal Voucher Details

For the Accounting Period: 1/19

Page: 1 of 1

Report ID: 1100

Document #	Line #	Posting		Description	Debit	Credit	Acct/Source/			Obj	Proj
		Date			Amount	Amount	Fund	Org	Prog-Func		
JV	53	1/19	03/20/19	PARENT REQUEST TO TRANSFER FUNDS FROM LATER GATORS ACCOUNT (FUND 115) TO MEAL ACCOUNT (112)							
		1.		TRANSFER BTWN FUNDS	100.00		112 B		101		
		2		TRANSFER BTWN FUNDS		100.00	115 B		101		202
		3		TRANSFER BTWN FUNDS		100.00	112 R		1621		
		4		TRANSFER BTWN FUNDS	100.00		115 R		1900		202
Total					200.00	200.00					

2018-2019 Extra-Curricular Recap & Reconciliation

	Balance July 1, 2018	Revenues	Expenditures	Balance Before Transfers	Transfers In(Out)	Current Cash Balance	Non-Cash Balance	Total Account Balance
Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2017	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
Class of 2018	\$16,838.63	\$12,802.08	\$734.42	\$28,906.29	\$0.00	\$28,906.29	\$0.00	\$28,906.29
Class of 2019	\$703.10	\$4,088.97	\$0.00	\$4,792.07	\$0.00	\$4,792.07	\$0.00	\$4,792.07
Class of 2020	\$2,640.08	\$0.00	\$0.00	\$2,640.08	\$0.00	\$2,640.08	\$0.00	\$2,640.08
Class of 2021	\$32.71	\$1,000.00	\$0.00	\$1,032.71	\$0.00	\$1,032.71	\$0.00	\$1,032.71
Class of 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	-\$38.25	\$0.00	\$0.00	-\$38.25	\$0.00	(\$38.25)	\$0.00	(\$38.25)
Student Council	\$317.54	\$0.00	\$0.00	\$317.54	\$0.00	\$317.54	\$0.00	\$317.54
	<u>\$22,993.81</u>	<u>\$17,891.05</u>	<u>\$734.42</u>	<u>\$40,150.44</u>	<u>\$0.00</u>	<u>\$40,150.44</u>	<u>\$0.00</u>	<u>\$40,150.44</u>

Balance as of:

March 29, 2019

DISTRICT CLERK

CARRIE FISHER

April/May - as of April 11, 2019

Certified/Classified Substitute Recommendations:

Bus Driver

Maxine Daniel

Gary Jones

Kitchen/Food Service

Stacy Webb (Roscoe)

Connie Evenson

Jeff Krogstad

Teachers/Aides/Other

Nickole Achziger

Shelly Berezay

Dayna Bergin

April Bettilyon

Tina Colstad

Cynthia Corliss

Kate Cottingham

Carrie Croskey

Connie Evenson

Sierra Fein

Jason Fischer

Kevin Germann

Jennifer Gilbert

Kayleigh Griffith

Amanda Herrera

Wendy Hourigan

Skyla Jenkins

Kris Keller

Spencer Kirkemo

Jeff Krogstad

Miranda Leutz

Bethany Macquarrie

Mary Thurber-Martin

Heidi Maus

Hannah Mayer

Darcy Nordhagen

Brad Parsch

Teresa Ann Quatraro

Robin Schauers

Travis W. Silver

Mariela Spinner

Nicorie Steinfeld

Haley Stevens

Barry Sulam

Alicia Watts

Office/Clerical

Connie Evenson

**All substitute hires are pending an adequate fingerprint background check.*

Agenda Item: Training: Consider MASBO Summer Conference- June 10-14 in Great Falls for District Clerk

Save the date! Registration will open soon:

2019 Summer Conference and New Clerk Academy

New Clerk Academy June 10-12

Summer Conference June 12-14

Heritage Inn

1700 Fox Farm Rd, Great Falls, MT 59404

The District Clerk is requesting permission to attend the Summer Conference in Great Falls.

- Dates of attendance- June 11-14
 - June 11- Black Mountain User Group Training
 - June 12-14 Summer Conference

Recommended motion: to approve the District Clerk to attend the MASBO Summer Conference in Great Falls from June 11-14.

April 2019 Superintendent's Report:

Estimated Enrollment Summary as of 4/1/2019

Grade	Total	Boys	Girls	Out of District
K	9	5	4	6
1	20	11	9	5
2	18	9	9	5
3	15	9	6	3
4	21	12	9	5
5	20	10	10	4
6	26	13	13	7
7	23	11	12	6
8	9	5	4	1
<u>Total</u>	<u>161</u>	<u>85</u>	<u>76</u>	<u>42</u>

The District's Core Values:

Individualized Success: We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student's individual success.

Student-Centered: The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.

Sense of Community: We believe that engagement with and respect for our community is vital to our success.

Accountability: We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.

Culture of Collaboration and Support: We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.

Progress on 2018-2019 Gallatin Gateway School District Goals

I. Individual Student Success:

- a. Goal I.1.B – Lucy Calkins & Bridges Math – I have been working with SWMSS to prepare a contract to continue with Lucy Calkins support for the 2019-2020 school

year. I do not have that contract completed yet, but I am hoping to present it to the Board for consideration in May.

II. Staff and Volunteers:

- a. Goal II.1.B – EPAS – I have been very busy with end of year evaluations for teachers. My goal is to finish all teacher evaluations by the end of April and I am on pace to meet that goal.

III. Facilities:

- a. Goal III.2.B – Campus Improvements – I am including an updated copy of the 2018-2019 Campus Repairs List for your information.
- b. Goal III.2.B – Campus Improvements – Manhattan Plumbing lowered one urinal in the K-2 boy's bathroom to better accommodate the shorter students in those grades. They also looked at the floor drains and were going to make a recommendation on ways to address them, but I have yet to receive them. I will update the Board on those recommendations once I get them
- c. Goal III.2.B – Campus Improvements – R&R Taylor was out to look at the gym bleachers and come up with a plan to address them. I have also contacted Dick Anderson Construction, Langlas Construction, and Martel Construction to see if they would be interested in providing a bid for the project.

IV. Leadership, Communication and Collaboration:

- a. Goal IV.1.C – Superintendent Newsletter – I will send out the April newsletter by April 26. I will also be conducting my final Superintendent/Parent meeting of the year on April 29.
- b. Goal IV.2.A – Stakeholder Collaboration – Ashley Davis will be attending a social studies teacher meeting at BHS on April 15 to learn more about curricular expectations when students enter the high school. This event was coordinated by Bozeman Public Schools for the purpose of collaborating with the rural schools.
- c. Goal IV.2.A – Stakeholder Collaboration – I am including a set of data constructed by Karin Neff in Bozeman that contains data related to how Gallatin Gateway School students were doing at BHS. Please let me know if you have additional questions for Karin.

V. Safety:

- a. Goal V.1.B – Campus Safety – Annette Satterly of MTSBA was here on 4/12 to conduct an asbestos check. She checked areas of asbestos in the building, as well as,

recommended checking the paint in the art room for lead before renovating. I will share her write up once I get it.

Additional Information:

- We will begin SBAC testing on April 22. The assessment schedule was completed over spring break and shared with staff.

Upcoming Events:

- April 15 – Regular Board Meeting @ 6:00
- April 19 – Art Mobile Visits GGS
- April 24 – Safety Committee Meeting @ 2:00
- April 29 – Shakespeare in the Parks Visits GGS
- April 29 – Superintendent/Parent Meeting @ 6:00
- May 15 – Regular Board Meeting @ 6:00
- May 16-22 – 8th Grade Trip to Washington DC

Later Gators YTD Report

<u>Week</u>	<u>Total</u>	DEMOGRAPHIC				FINANCIAL				<u>Revenue</u>
		<u>K-2</u>	<u>3-5</u>	<u>6-8</u>	<u>*Faculty</u>	<u>Free</u>	<u>Reduced</u>	<u>Full Pay</u>	<u>Sibling</u>	
24	17	9 53%	4 24%	4 24%	0 0%	6 35%	3 18%	8 47%	0 0%	\$ 32.00
25	21	10 53%	3 24%	8 24%	0 0%	11 35%	2 18%	8 47%	0 0%	\$ 32.00
26	34	16 47%	7 21%	11 32%	0 0%	17 50%	4 12%	13 38%	0 0%	\$ 52.00
27	27	11 41%	8 30%	7 26%	1 4%	7 26%	2 7%	18 67%	0 0%	\$ 72.00
28	30	14 47%	5 17%	10 33%	1 3%	13 43%	3 10%	13 43%	0 0%	\$ 52.00
29	29	17 59%	5 17%	7 24%	0 0%	12 41%	2 7%	15 52%	0 0%	\$ 80.00
YTD	722	383 53%	176 24%	161 22%	24 3%	298 41%	73 10%	321 44%	26 4%	\$2,157.00

*Faculty children included in grade totals

2018-2019 Gallatin Gateway School Campus Repairs List

<u>Inside/Outside</u>	<u>Date Added</u>	<u>Description of Repair Item</u>	<u>Actions Steps</u>	<u>Date Completed</u>
Outside	10/19/2018	Railing outside of the main gym entrance is rusted out at the base and needs repair to properly attach.	<ul style="list-style-type: none"> - Contacted Rich at Big Sky Metal Art for estimate. 	
Outside	09/12/2018	Replace the condenser on the external walk-in freezer along with other maintenance outlined by the Core Controls Report	<ul style="list-style-type: none"> - The School Board approved the use of building reserve funds for the project on 10/24/2018. - As per an email from Kevin Dineen on 11/9/2018, parts have been ordered and we are still waiting to schedule a service date. 	<ul style="list-style-type: none"> - Parts arrived at the school on November 14. - November 16
Outside	10/19/2018	The gutters outside the main office building are full and need to be cleaned out. Additionally, there is a need for a gutter company to inspect the seams of the gutters and downspouts. This also includes downspout extensions.	<ul style="list-style-type: none"> - Travis cleaned out the gutters on September 27. - Carissa has been in contact with Raintree Gutters, who will be out during the week of January 14 to look at the current gutters. 	<ul style="list-style-type: none"> - Gutter Cleaning (Sep 27) -

Outside	10/19/2018	The access gate to the fire escape of the 1914 building needs to be replaced.	- Contacted Rich at Big Sky Metal Art for estimate.	
Outside	10/19/2018	The fence by the playground needs repair and/or replacement in various areas.	- Wayne Thiem has been contacted to look at the fence and is working it into his schedule.	
Outside	10/19/2018	The light pole near the basketball court is missing a cover on the access panel.	- Northwestern Energy was contacted about the matter and have replaced the missing cover.	- September 24
Outside	10/19/2018	Get rid of concrete planter outside the board room.		- Removed in November
Outside	10/19/2018	Replace the letters in front of the school. Replace the plastic letters with metal ones.	- Contacted Rich at Big Sky Metal Art for estimate.	
Outside	10/19/2018	Reattach the hand railing in the emergency exit near the green house.	- Contacted Chris Sinness to reattach along with some other projects.	- October 25
Outside	10/19/2018	Check ownership of the perimeter fence. This is needed for future maintenance.		
Outside	10/19/2018	Check the dry wells that drain rainwater and have them cleaned out.	- Contacted Clint Smith with Stahly Engineering to discuss the matter. Working on the matter and hoping to coordinate other	

			potential service in the area.	
Outside	10/19/2018	Replace the railings in the emergency access area leading to the east side emergency exit.		
Outside	2/21/2019	Replace the basketball nets on the outside court with nylon nets		
Inside	10/24/2018	The exit door near the busses is coming loose and needs additional screws in the hinges.	<ul style="list-style-type: none"> - Contacted Bridger Glass and Window on 11/7. - John from Bridger Glass and Window came to the school on 11/8 to examine the door. 	<ul style="list-style-type: none"> - Bridger Glass fixed the door on December 4
Inside	10/24/2018	Address repairs needed to the boot barn area.		<ul style="list-style-type: none"> - Steve Fisher was out on 1/13 to fix several of the broken and/or missing pegs
Inside	10/24/2018	HVAC issues in the new part of the building. Classrooms on the north side of the building can get very cold, while classrooms on the south side of the building can get very hot.	<ul style="list-style-type: none"> - Core Controls has been contacted about the matter. They did make some adjustments to METASIS (online system). 	
Inside	10/24/2018	The backsplash in the girls bathroom (across from main office) is starting to come loose and needs repair.	<ul style="list-style-type: none"> - Chris Sinness has been contacted and will be out over winter break to address several issues. 	<ul style="list-style-type: none"> - December 27

Inside	10/24/2018	Continue with replacing existing fluorescent light bulbs with more energy efficient LED lights. These areas include: locker rooms, tech lab, library, and superintendent's office	- Bill Gosset was out to count light fixtures and will prepare a bid.	
Inside	10/24/2018	The floor drains in both the boy's and girl's bathrooms (near the cafeteria) do not work and are completely blocked. May require total drain replacement.	- Carissa and her father examined the drains on 12/10/2018. They have been in contact	
Inside	10/24/2018	The art cabinet doors in the cafeteria need to be replaced.	- Chris Sinness has been contacted and will be out over winter break to address several issues.	- December 28
Inside	12/20/2018	There are several mats in the gymnasium that need to be reattached to the wall. Either they are missing screws, or the screws are coming out of the wall.	- Chris Sinness has been contacted and will be out over winter break to address several issues.	- December 28 All mats have been rehung
Inside	10/24/2018	The bleachers in the gymnasium need to be replaced. This may also present an opportunity to renovate the back hallway near the gym to increase storage.	- Contacted Tutt Construction (406) 656-4685 to provide an estimate. - Tutt Construction has not come as of 11/8. - Russ Olsen of R&R Taylor will work with the school to draw up a plan with an architect. Then use the plan to get bids.	
Inside	10/24/2018	Replace the blinds in the SPED classroom. This will also have to include removing the existing bars on the windows.	- The blinds for the project have been	- Replaced on December 24

			purchased and are located in the basement.	
Inside	10/24/2018	The Art Room is in need of a total renovation. This may include: new carpet, removing the non-loadbearing wall, work on the walls, lighting, windows, and other classroom organization.		
Inside	10/29/2018	One of the stabilizer arms on the west basketball hoop broke during practice. The arm will need to be replaced.	<ul style="list-style-type: none"> - R&R Taylor was called on 10/30. They will be sending someone over the morning of 10/31 to examine. - Russ Olsen picked up broken stabilizer arm on 11/6 and would return with necessary parts for repairs. 	<ul style="list-style-type: none"> - Russ Olsen fixed the broken stabilizer arm on 11/7.
Inside	11/6/2018	The lights outside the cafeteria door are not operating. Adjustments have been made to external light timers, but the lights above kitchen door are not working.	<ul style="list-style-type: none"> - Bill Gossett contacted on 11/6 and came to the school on 11/7. - A new light fixture has been ordered 	<ul style="list-style-type: none"> - Bill Gossett installed a new light on 11/26
Inside	11/13/2018	There is a piece of paper in the heater fan in the 3 rd grade classroom. This causes a noise that is distracting.	<ul style="list-style-type: none"> - Core Controls has been contacted to address the issue 	<ul style="list-style-type: none"> - November 16
Inside	11/15/2018	The heat in the new addition is not working properly. Many of the classrooms have temperatures below 65 degrees.	<ul style="list-style-type: none"> - Core Controls has been contacted and will be here on 11/16. - Core Controls came on 11/16 and found one of 	<ul style="list-style-type: none"> - Heat was returned to building on 11/16

			the capacitors on pump #1 to be burned out. The second circulating unit was primed and is fully operational.	<ul style="list-style-type: none"> - Capacitor was ordered on 11/16 - Capacitor was replaced on 12/18
Inside	11/27/2018	There are some floor tiles coming loose in the hallway between the 8 th grade and 5 th grade classrooms.	<ul style="list-style-type: none"> - Tom's Flooring was contacted and will be here on 11/30 to address the issue. 	<ul style="list-style-type: none"> - November 30
Inside	11/30/2018	When Tom's Flooring was here on 11/30 to replace some broken floor tiles, it was noted that all of the tiles on the floor are broken and will need to be replaced. Upon inspection, it was clear that all of the floor tiles are broken.	<ul style="list-style-type: none"> - Tom's Flooring was at the school on 12/5 to take measurements and prepare a bid. 	<ul style="list-style-type: none"> -
Inside	12/10/2018	The boiler inspection was clear and all four of our boilers passed the inspection. It was noted that the temperature control device for the right hand basement boiler was working, but would likely need replacement.	<ul style="list-style-type: none"> - 	<ul style="list-style-type: none"> -
Inside	12/20/2018	There are several holes in the drywall underneath the water fountain near the gym.	<ul style="list-style-type: none"> - Chris Sinness has been contacted and will address the matter over winter break 	<ul style="list-style-type: none"> - December 28 Covered with sheet metal for durability
Inside	12/16/2018	The fire suppression materials in the kitchen hood system is outdated and needs updating.	<ul style="list-style-type: none"> - Fire Suppression Systems was here on 12/26 to conduct their annual inspection of our fire alarm system and extinguishers. They will also submit a bid for the 	<ul style="list-style-type: none"> - I visited with Payne West Insurance and was told that we would not risk losing a claim if the

			cost of the materials in the kitchen hood.	matter was not addressed
Inside	1/15/2019	The fill valve in boy's locker room toilet is faulty and continually runs. This caused the bathroom to be flooded on 1/15.	- Campbell's Plumbing was called on 1/16 and are planning on addressing the issue on 1/21.	- Fixed on Jan 21
Inside	2/4/2019	The weather stripping in the cafeteria doors has been damaged by mice and needs to be replaced.	- Bridger Glass and Door was out on 2/11 to look at the issue and provide an estimate	-
Inside	2/21/2019	Install an eye wash station in the kitchen	-	-
Inside	2/21/2019	Replace curtains in K-2 and learning lab with fire retardant materials	-	-
Inside	4/4/2019	Lower urinal in boy's bathroom to better accommodate the shorter students in K-2	- Manhattan Plumbing was contacted to look at the issue	- 4/4/2019
Inside	4/1/2019	Replace gym bleachers and renovate hallway closet space.	- Contacted R&R Taylor, Langlas, Martel, and Dick Anderson Construction to gauge interest in providing a bid on the project.	-

Gallatin Gateway Students

Transition to BHS

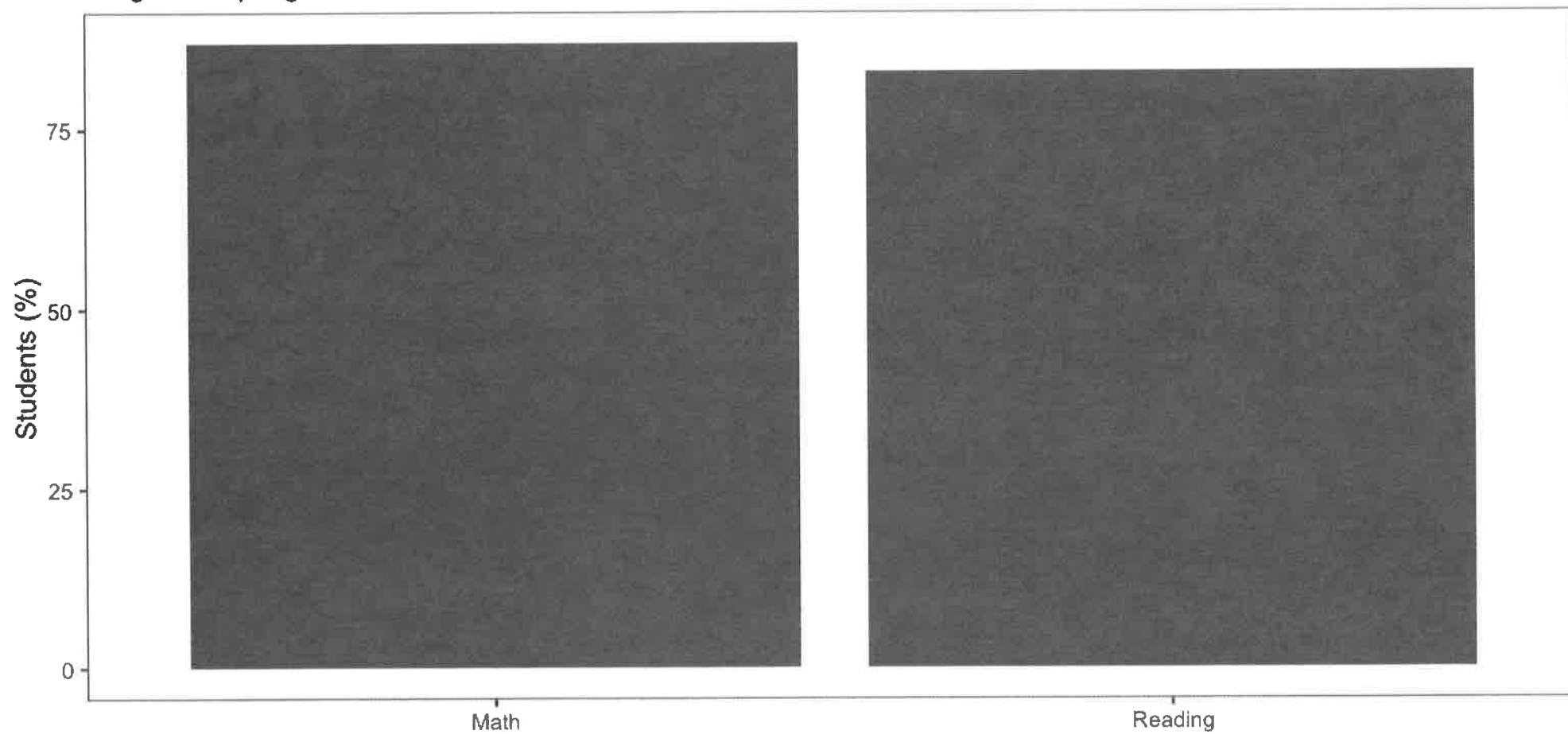
Aggregated data from 2014 through 2018

AP Participation and Success

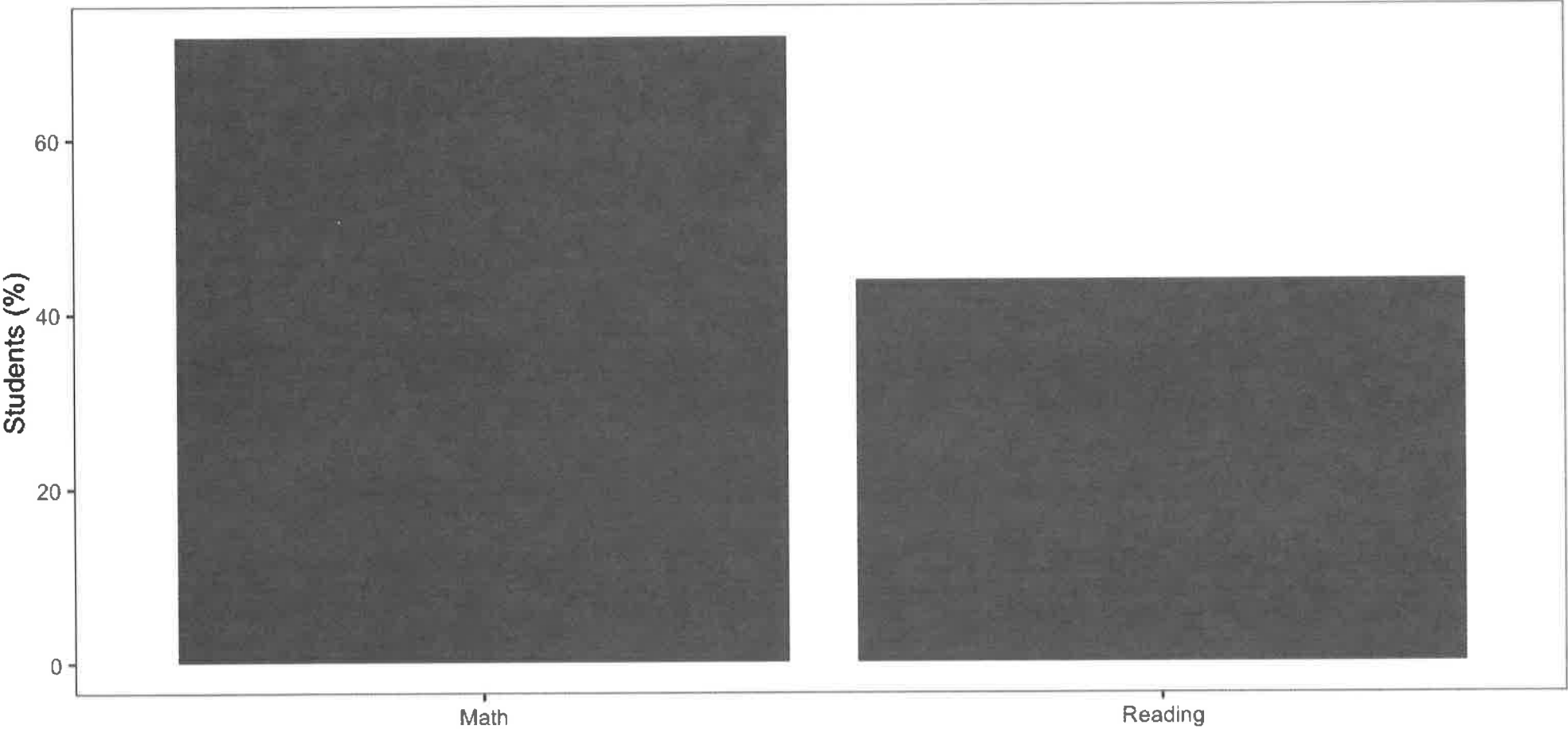
- 28% of Gallatin Gateway students participated in one or more AP class
- 43% of Gallatin Gateway students in AP classes scored a 3 or higher on their AP exam(s)

STAR: Proportion of Gallatin Gateway Students At/Above Growth Expectations

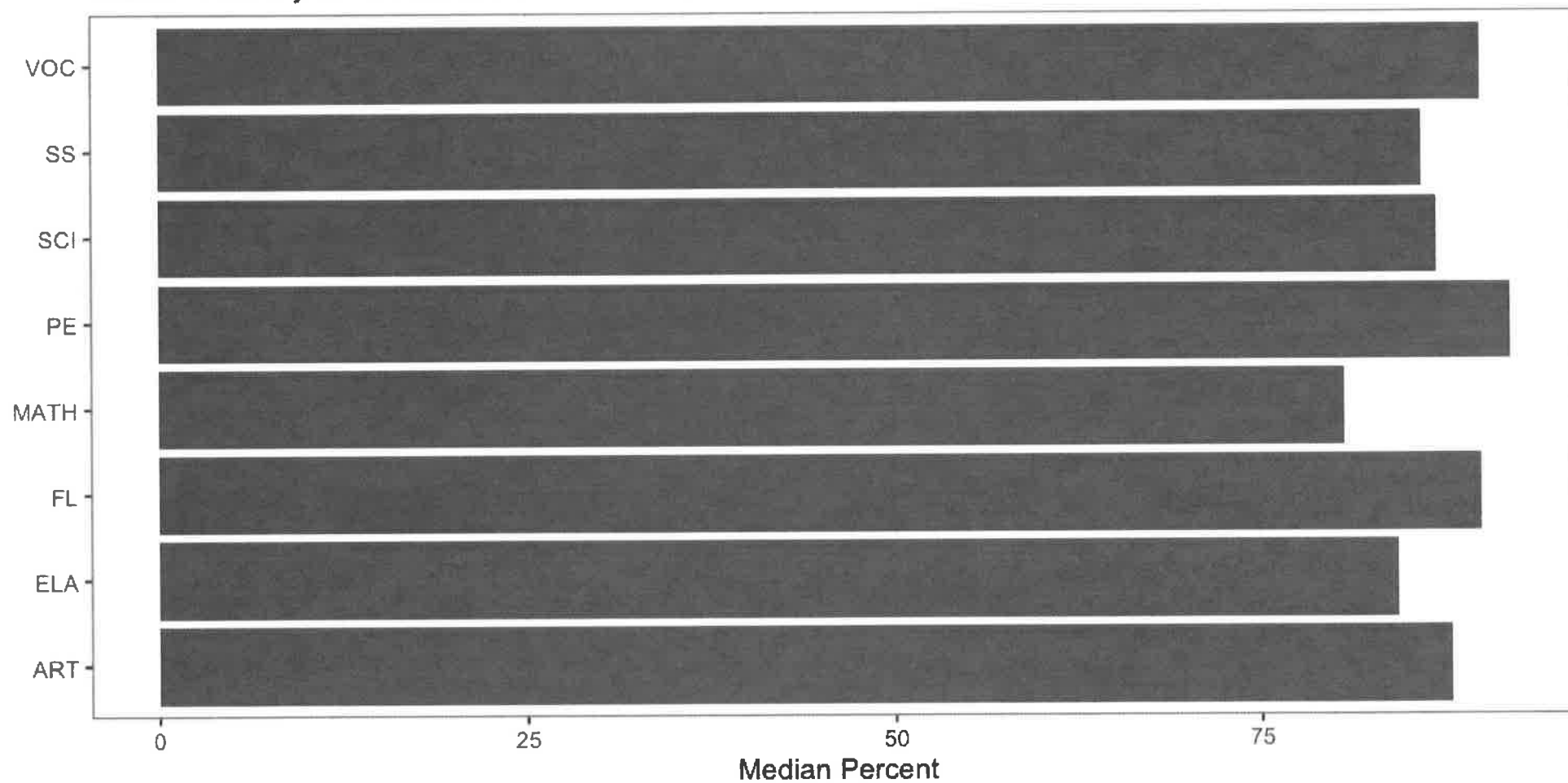
9th grader Spring Scores



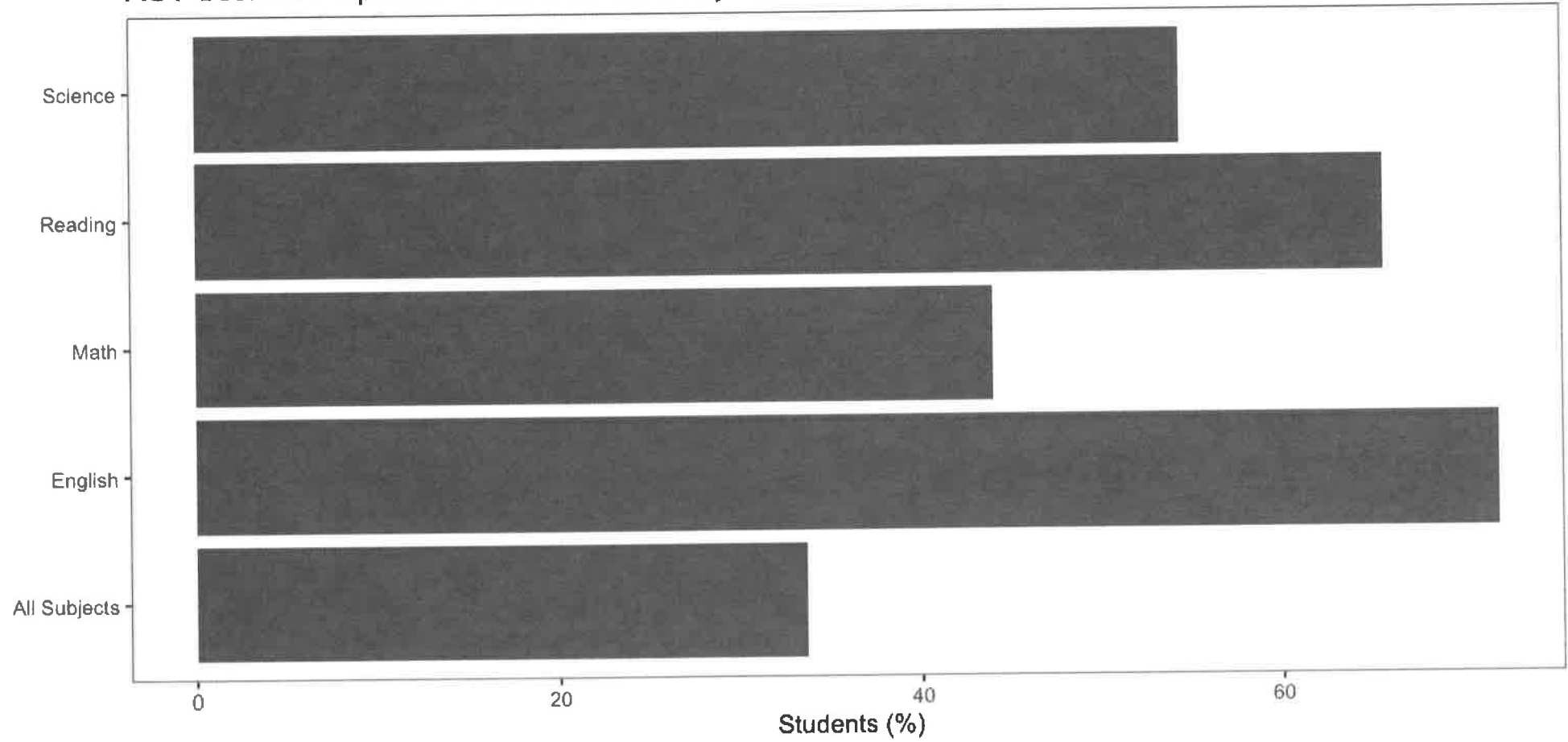
STAR: Proportion of Gallatin Gateway Students At/Above Proficiency
9th grader Spring Scores



Median End of Term Scores by Department
Gallatin Gateway School students



ACT Scores: Proportion of Gallatin Gateway Students Meeting Proficiency Benchmarks by Subject



2019 School Board Self Evaluation

1. The Board welcomes and encourages community involvement at School Board meetings.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

2. The Board values community input.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

3. The Board is approachable and professional with community members.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

4. Trustees communicate with each other in a respectful manner.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

5. Trustees honor Board decisions when a vote is not unanimous.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

6. Trustees read the Board packet and are well-prepared for meetings.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

7. The Board demonstrates support and respect for the superintendent's role as CEO.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

8. The Board emphasizes the importance of and participates in regular and continual professional development.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

9. The Board fosters open and honest conversation.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

10. Board meetings are well-publicized.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

11. The Board does its due diligence in ensuring that community members are informed of District matters.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

12. Board meetings are productive.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

13. Board decisions are well-informed and and thoughtful.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

14. The Board keeps student success/learning at the center of its decision-making process.

☐ Strongly agree

☐ Agree

☐ Neither agree nor disagree

☐ Disagree

☐ Strongly disagree

Other (please specify)

15. The Board uses data to assess progress and identify areas needing improvement.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

16. The Board operates in a legal and transparent manner and is fiscally responsible.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

17. The Board conducts official business only at properly called meetings.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

--

18. The Board maintains confidentiality as outlined by law.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

--

19. The Board fulfills the duties and responsibilities it was elected to do and holds District personnel to a high standard.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

20. The Board adopts a District mission statement and sets/evaluates annual goals.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

21. The Board conducts a comprehensive orientation each year.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

22. The Board evaluates administration based on clearly defined expectations and goals.

☐ Strongly agree

☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)

23. The Board regularly evaluates, develops, and assesses District Policy.

☐ Strongly agree

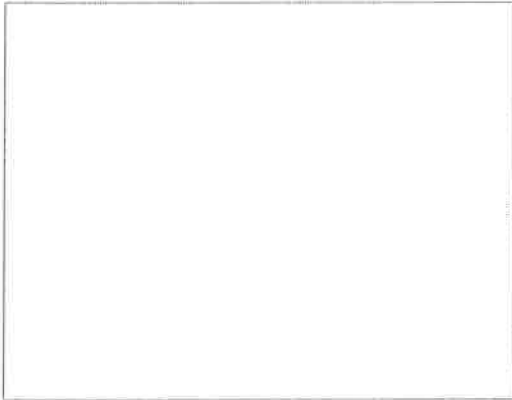
☐ Disagree

☐ Agree

☐ Strongly disagree

☐ Neither agree nor disagree

Other (please specify)



Agenda Item: Preliminary Budget Discussion

as of April 11, 2019

Total General Fund Budget allowable for 2019-2020: \$1,288,173.81

On April 1, 2019 a special meeting was held as a budget work session for the 2019-2020 general fund line-item budget. The line-item budget developed during that meeting is included in the packet.

This line-item budget includes and/or assumes the following:

- Assumes all current employees return for the 19-20 school year
- Includes the anticipated steps/lanes for certified staff
- Includes the 2% negotiated salary increase for certified staff and Superintendent
- Assumes that the Board provides the classified staff a 2% increase similar to the certified.
- Assumes that the District is adding a 1.0 FTE for 7th Grade (0.5 FTE) & Student Support Specialist (0.5 FTE)
- Assumes the maximum starting salary on the matrix for the additional 1.0 FTE
- Assumes the District will increase Athletic Director salary to \$5000/year
- Utilities increase by 5%
- Assumes the District will approve the Audit Contract for \$7,000 + \$2200 for GASB reporting

Items we are still waiting for final figures for:

- Property and Liability Insurance premium for 19-20
- Black Mountain Software and PowerSchool annual fees
- School funding-- still some funding hung up in legislative session (HB 2)

Other budget priorities not included in the current line-item budget:

- Reorganizing the administrator position (split- principal and superintendent)
- Additional Paraprofessional FTE
- After school program funding from general fund
- Additional professional development for current and new programs

FY20 Preliminary General Fund Budget

GENERAL FUND EXPENDITURES		FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	FY2019 BUDGET	FY2020 Budget	Diff FY19-FY20
INSTRUCTION - 1000								
101.4.100.1000.112	CERTIFIED SALARIES	\$ 499,730.12	\$ 477,668.00	\$ 469,673.00	\$ 463,847.00	\$ 482,519.00	\$ 553,167.00	\$ 70,648.00
101.4.100.1000.117	PARAPROFESIONALS	\$ -	\$ -	\$ 9,720.00	\$ 43,721.00	\$ 37,134.00	\$ 50,260.00	\$ 13,126.00
101.4.100.1000.122	SUBSTITUTE TEACHERS	\$ 10,000.00	\$ 29,219.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -
101.4.100.1000.150	STIPEND- MENTOR PROGRAM	\$ -	\$ -	\$ 1,200.00	\$ 2,805.00	\$ 3,230.00	\$ 1,700.00	\$ (1,530.00)
101.4.100.1000.190	LEAVE PAY	\$ 21,500.45	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 18,000.00	\$ 18,000.00	\$ -
101.4.100.1000.250	WORKERS COMPENSATION	\$ 3,159.23	\$ 2,921.00	\$ 2,868.00	\$ 2,738.00	\$ 2,619.00	\$ 3,035.00	\$ 416.00
101.4.100.1000.260	HEALTH INSURANCE	\$ 70,502.40	\$ 70,503.00	\$ 69,368.00	\$ 79,122.00	\$ 78,314.00	\$ 80,815.00	\$ 2,501.00
101.4.100.1000.330	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 4,025.00	\$ 5,000.00	\$ 975.00
101.4.100.1000.540	ADVERTISING	\$ 500.00	\$ -	\$ 500.00	\$ 750.00	\$ 1,000.00	\$ 1,000.00	\$ -
101.4.100.1000.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 1,000.00	\$ 1,000.00	\$ 6,000.00	\$ 2,350.00	\$ 3,500.00	\$ 1,500.00	\$ (2,000.00)
101.4.100.1000.610	SUPPLIES	\$ 26,175.20	\$ 22,000.00	\$ 26,000.00	\$ 20,000.00	\$ 17,000.00	\$ 15,000.00	\$ (2,000.00)
101.4.100.1000.640	BOOKS	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -
101.4.100.1000.650	PERIODICALS	\$ -	\$ -	\$ -	\$ 700.00	\$ 400.00	\$ 400.00	\$ -
101.4.100.1000.660	MINOR EQUIPMENT	\$ 7,000.00	\$ 250.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00	\$ 2,500.00	\$ (1,500.00)
101.4.100.1000.680	COMPUTER SOFTWARE	\$ 3,900.00	\$ 100.00	\$ 1,800.00	\$ 7,000.00	\$ 9,000.00	\$ 9,000.00	\$ -
101.4.100.1000.681	MAJOR COMPUTER SOFTWARE	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
101.4.100.1000.682	SUPPLIES- TECHNOLOGY	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ -
101.4.100.1000.780	MAJOR TECHNOLOGY HARDWARE	\$ -	\$ -	\$ 9,500.00	\$ 5,500.00	\$ 3,500.00	\$ 2,000.00	\$ (1,500.00)
101.4.100.1000.810	DUES AND FEES	\$ 500.00	\$ 700.00	\$ 500.00	\$ 75.00	\$ 75.00	\$ 360.00	\$ 285.00
TOTAL		\$ 649,967.40	\$ 604,861.00	\$ 639,629.00	\$ 671,608.00	\$ 680,316.00	\$ 759,737.00	\$ 79,421.00
SUPPORT SERVICES - STUDENTS								
101.4.100.2100.113	SCHOOL NURSE SALARY (PRIMARY CARE CLINIC)	\$ -	\$ -	\$ 2,771.00	\$ 5,461.00	\$ 5,391.00	\$ 7,050.00	\$ 1,659.00
101.4.100.2100.250	WORKERS COMPENSATION	\$ -	\$ -	\$ 16.00	\$ 37.00	\$ 27.00	\$ 39.00	\$ 12.00
101.4.100.2100.260	HEALTH INSURANCE	\$ -	\$ -	\$ -	\$ 313.00	\$ 201.00	\$ 201.00	\$ -
101.4.100.2100.540	ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ 350.00	\$ -	\$ (350.00)
101.4.100.2100.610	SUPPLIES	\$ -	\$ -	\$ 250.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ -
TOTAL		\$ -	\$ -	\$ 3,037.00	\$ 5,986.00	\$ 6,144.00	\$ 7,465.00	\$ 158.00
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	\$ -	\$ -	\$ -	\$ -
101.4.100.2111.190	LEAVE PAY	\$ 64.27	\$ 498.00	\$ 95.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2111.250	WORKERS COMPENSATION	\$ 5.38	\$ 9.00	\$ 5.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2111.260	HEALTH INSURANCE	\$ 65.28	\$ 164.00	\$ 74.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2112.610	SUPPLIES	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
TOTAL		\$ 937.93	\$ 1,685.00	\$ 1,098.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
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	\$ 39,828.00	\$ 42,008.00	\$ 2,180.00
101.4.100.2120.120	SUBSTITUTE TEACHERS	\$ -	\$ 1,791.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2120.190	LEAVE PAY	\$ 1,788.75	\$ -	\$ 900.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ -
101.4.100.2120.250	WORKERS COMPENSATION	\$ 269.54	\$ 246.00	\$ 131.00	\$ 128.00	\$ 200.00	\$ 211.00	\$ 11.00
101.4.100.2120.260	HEALTH INSURANCE	\$ 6,528.00	\$ 6,528.00	\$ 7,374.00	\$ 7,374.00	\$ 6,212.00	\$ 5,957.00	\$ (255.00)
101.4.100.2120.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ 500.00	\$ 270.00	\$ 270.00	\$ 270.00	\$ -
101.4.100.2120.610	SUPPLIES	\$ 500.00	\$ 500.00	\$ 400.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ -
101.4.100.2123.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING- TESTING	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 165.00	\$ 650.00	\$ 300.00	\$ (350.00)
101.4.100.2123.610	SUPPLIES- TESTING SERVICES	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ -
TOTAL		\$ 53,872.04	\$ 49,806.00	\$ 33,854.00	\$ 33,068.00	\$ 48,040.00	\$ 49,626.00	\$ 1,586.00
HEATH SERVICES- MEDICAL- 2131								
101.4.100.2131.330	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 1,025.00	\$ -	\$ (1,025.00)
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 1,025.00	\$ -	\$ (1,025.00)
SPEECH PATHOLOGY & ???? - 2150								

FY20 Preliminary General Fund Budget

GENERAL FUND EXPENDITURES		FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	FY2019 BUDGET	FY2020 Budget	Diff FY19-FY20
101.4.100.2150.330	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ (500.00)
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ (500.00)
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	\$ -	\$ -	\$ -	\$ -
101.4.100.2210.190	LEAVE PAY	\$ 257.06	\$ 1,995.00	\$ 380.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2210.250	WORKERS COMPENSATION	\$ 21.51	\$ 35.00	\$ 19.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2210.260	HEALTH INSURANCE	\$ 261.12	\$ 656.00	\$ 295.00	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 3,751.69	\$ 6,740.00	\$ 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	\$ 22,248.00	\$ 23,861.00	\$ 1,613.00
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	\$ 255.00	\$ 255.00	\$ -
101.4.100.2225.250	WORKERS COMPENSATION	\$ 240.00	\$ 219.00	\$ 117.00	\$ 113.00	\$ 112.00	\$ 120.00	\$ 8.00
101.4.100.2225.260	HEALTH INSURANCE	\$ 6,528.00	\$ 6,528.00	\$ 3,687.00	\$ 3,696.00	\$ 3,654.00	\$ 2,920.00	\$ (734.00)
101.4.100.2225.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING- TESTING	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ -
101.4.100.2225.610	SUPPLIES	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 500.00	\$ 500.00	\$ -
101.4.100.2225.640	BOOKS	\$ 2,000.00	\$ 2,000.00	\$ 2,350.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ -
101.4.100.2225.650	PERIODICALS	\$ -	\$ -	\$ 250.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ -
101.4.100.2225.660	MINOR EQUIPMENT	\$ 500.00	\$ 500.00	\$ 500.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ -
101.4.100.2225.680	COMPUTER SOFTWARE	\$ -	\$ 500.00	\$ 900.00	\$ 300.00	\$ 875.00	\$ 1,195.00	\$ 320.00
101.4.100.2225.810	DUES AND FEES	\$ -	\$ -	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -
TOTAL		\$ 50,225.08	\$ 48,194.00	\$ 29,513.00	\$ 28,637.00	\$ 29,754.00	\$ 30,961.00	\$ 1,117.00
SUPPORT SERVICES-GENERAL ADMINISTRATION-2300								
101.4.100.2300.111	ADMINISTRATIVE SALARY-Superintendent	\$ 16,060.00	\$ 20,269.00	\$ 31,312.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2300.190	LEAVE PAY	\$ 1,285.31	\$ 9,972.00	\$ 1,895.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2300.250	WORKERS COMPENSATION	\$ 107.55	\$ 175.00	\$ 183.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2300.260	HEALTH INSURANCE	\$ 1,305.60	\$ 3,278.00	\$ 2,802.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2300.330	OTHER PROFESSIONAL SERVICES	\$ 8,600.00	\$ 4,100.00	\$ 10,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ -
101.4.100.2300.331	PROFESSIONAL SERVICES - AUDITOR	\$ 7,000.00	\$ 6,750.00	\$ 6,200.00	\$ 6,800.00	\$ 9,000.00	\$ 9,200.00	\$ 200.00
101.4.100.2300.332	PROFESSIONAL SERVICES - LEGAL	\$ 5,800.00	\$ 5,800.00	\$ 5,800.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
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	\$ 3,000.00	\$ 3,000.00	\$ -
101.4.100.2300.531	COMMUNICATIONS- TELEPHONE	\$ -	\$ -	\$ 3,000.00	\$ 1,971.00	\$ 1,971.00	\$ 1,971.00	\$ -
101.4.100.2300.532	POSTAGE	\$ 3,500.00	\$ 3,500.00	\$ 1,500.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ -
101.4.100.2300.540	ADVERTISING	\$ 3,500.00	\$ 1,700.00	\$ 1,000.00	\$ 750.00	\$ 500.00	\$ 500.00	\$ -
101.4.100.2300.550	PRINTING/DUPLICATING	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ -
101.4.100.2300.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 2,000.00	\$ 500.00	\$ 2,500.00	\$ 1,225.00	\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)
101.4.100.2300.610	SUPPLIES	\$ 8,500.00	\$ 6,500.00	\$ 6,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ -
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	\$ 250.00	\$ 250.00	\$ -
101.4.100.2300.810	DUES AND FEES	\$ 7,500.00	\$ 4,500.00	\$ 8,000.00	\$ 7,500.00	\$ 6,500.00	\$ 6,500.00	\$ -
TOTAL		\$ 74,908.46	\$ 75,744.00	\$ 93,192.00	\$ 37,496.00	\$ 38,471.00	\$ 37,671.00	\$ (800.00)
ELECTION SERVICES - 2314								

FY20 Preliminary General Fund Budget

GENERAL FUND EXPENDITURES		FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	FY2019 BUDGET	FY2020 Budget	Diff FY19-FY20
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	\$ 450.00	\$ 450.00	\$ -
101.4.100.2314.540	ADVERTISING	\$ -	\$ -	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ -
TOTAL		\$ 277.00	\$ 277.00	\$ 352.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ -
SUPPORT SERVICES- ADMINISTRATION-2400								
101.4.100.2400.111	ADMINISTRATIVE SALARY-Superintendent	\$ 30,514.00	\$ 38,511.00	\$ 16,480.00	\$ 56,864.00	\$ 58,001.00	\$ 59,161.00	\$ 1,160.00
101.4.100.2400.115	OFFICE/CLERICAL/ SALARY	\$ 30,815.24	\$ 28,760.00	\$ 31,296.00	\$ 32,674.00	\$ 32,543.00	\$ 32,463.00	\$ (80.00)
101.4.100.2400.125	SUBSTITUTE- OFFICE/CLERICAL SALARY	\$ -	\$ -	\$ -	\$ 360.00	\$ 1,445.00	\$ 1,445.00	\$ -
101.4.100.2400.190	LEAVE PAY	\$ 5,099.77	\$ 20,853.00	\$ 5,578.00	\$ 5,746.00	\$ 4,000.00	\$ 3,000.00	\$ (1,000.00)
101.4.100.2400.250	WORKERS COMPENSATION	\$ 456.20	\$ 822.00	\$ 279.00	\$ 480.00	\$ 461.00	\$ 459.00	\$ (2.00)
101.4.100.2400.260	HEALTH INSURANCE	\$ 2,480.64	\$ 6,227.00	\$ 2,614.00	\$ 11,304.00	\$ 11,195.00	\$ 10,781.00	\$ (414.00)
101.4.100.2400.340	TECHNICAL SERVICES	\$ -	\$ -	\$ 1,275.00	\$ 1,275.00	\$ 1,775.00	\$ 1,775.00	\$ -
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	\$ 2,500.00	\$ 2,500.00	\$ -
101.4.100.2400.610	SUPPLIES	\$ 1,000.00	\$ 300.00	\$ 900.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ -
101.4.100.2400.780	MAJOR TECHNOLOGY HARDWARE	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 750.00	\$ 750.00	\$ -
101.4.100.2400.810	DUES AND FEES	\$ -	\$ -	\$ 450.00	\$ 175.00	\$ 525.00	\$ 525.00	\$ -
TOTAL		\$ 74,065.85	\$ 97,973.00	\$ 62,872.00	\$ 113,378.00	\$ 113,445.00	\$ 113,109.00	\$ 67.00
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	\$ 43,480.00	\$ 43,318.00	\$ (162.00)
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	\$ 8,961.00	\$ 6,961.00	\$ (2,000.00)
101.4.100.2500.250	WORKERS COMPENSATION	\$ 281.52	\$ 437.00	\$ 224.00	\$ 216.00	\$ 208.00	\$ 207.00	\$ (1.00)
101.4.100.2500.260	HEALTH INSURANCE	\$ -	\$ -	\$ 1,400.00	\$ 1,968.00	\$ 1,912.00	\$ 1,912.00	\$ -
101.4.100.2500.330	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ 5,000.00	\$ 3,650.00	\$ 3,500.00	\$ 3,500.00	\$ -
101.4.100.2500.532	POSTAGE	\$ -	\$ -	\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ -
101.4.100.2500.550	PRINTING/DUPLICATING	\$ -	\$ -	\$ 300.00	\$ 360.00	\$ 360.00	\$ 360.00	\$ -
101.4.100.2500.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 2,500.00	\$ 150.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -
101.4.100.2500.610	SUPPLIES	\$ 500.00	\$ 350.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ -
101.4.100.2500.680	COMPUTER SOFTWARE (BMS ANNUAL FEE)	\$ 1,650.00	\$ -	\$ 5,424.00	\$ 6,185.00	\$ 7,000.00	\$ 7,000.00	\$ -
101.4.100.2500.810	DUES AND FEES	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 700.00	\$ 700.00	\$ -
TOTAL		\$ 52,270.01	\$ 79,213.00	\$ 64,871.00	\$ 66,846.00	\$ 67,921.00	\$ 65,758.00	\$ (2,163.00)
OPERATIONS AND MAINTENANCE-PLANT SERVICES-2600								
101.4.100.2600.111	ADMINISTRATIVE SALARY-Superintendent	\$ 3,212.00	\$ 4,054.00	\$ 3,296.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2600.114	CUSTODIAL/MAINTENANCE SALARY (SUMMER)	\$ -	\$ -	\$ 3,600.00	\$ 4,080.00	\$ 5,040.00	\$ 5,040.00	\$ -
101.4.100.2600.190	LEAVE PAY	\$ 257.06	\$ 1,995.00	\$ 376.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2600.250	WORKERS COMPENSATION	\$ 21.51	\$ 35.00	\$ 40.00	\$ 22.00	\$ 25.00	\$ 25.00	\$ -
101.4.100.2600.260	HEALTH INSURANCE	\$ 261.12	\$ 656.00	\$ 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	\$ 1,050.00	\$ 1,102.50	\$ 52.50
101.4.100.2600.411	NATURAL GAS	\$ 12,000.00	\$ 13,000.00	\$ 12,600.00	\$ 11,000.00	\$ 11,550.00	\$ 12,127.50	\$ 577.50
101.4.100.2600.412	ELECTRICITY	\$ 19,500.00	\$ 19,000.00	\$ 20,475.00	\$ 14,500.00	\$ 15,225.00	\$ 15,986.25	\$ 761.25
101.4.100.2600.420	OTHER UTILITIES- SEWER	\$ -	\$ -	\$ -	\$ -	\$ 10,716.48	\$ 10,716.48	\$ -
101.4.100.2600.421	WATER TESTS	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,000.00	\$ 1,800.00	\$ 1,800.00	\$ -
101.4.100.2600.431	DISPOSAL SERVICE	\$ 6,000.00	\$ 7,200.00	\$ 6,000.00	\$ 5,800.00	\$ 6,019.00	\$ 6,019.00	\$ -
101.4.100.2600.433	CONTRACTED CUSTODIAL SERVICES	\$ 26,400.00	\$ 33,000.00	\$ 27,648.00	\$ 27,000.00	\$ 26,956.80	\$ 26,956.80	\$ -
101.4.100.2600.440	REPAIR AND MAINTENANCE SERVICES	\$ 19,983.54	\$ 14,500.00	\$ 28,200.96	\$ 12,080.46	\$ 15,000.75	\$ 15,000.75	\$ -
101.4.100.2600.520	INSURANCE	\$ 10,400.00	\$ 10,400.00	\$ 10,920.00	\$ 13,094.25	\$ 13,487.08	\$ 14,000.00	\$ 512.92
101.4.100.2600.531	TELEPHONE	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -

FY20 Preliminary General Fund Budget

GENERAL FUND EXPENDITURES		FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	FY2019 BUDGET	FY2020 Budget	Diff FY19-FY20
101.4.100.2600.610	SUPPLIES	\$ 5,259.42	\$ 9,259.42	\$ 7,200.00	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ -
101.4.100.2600.660	MINOR EQUIPMENT	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2600.810	DUES AND FEES	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -
101.4.100.2630.432	SNOW PLOW SERVICES	\$ -	\$ -	\$ 3,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00
TOTAL		\$ 112,294.65	\$ 120,999.42	\$ 129,003.96	\$ 101,276.71	\$ 117,570.11	\$ 115,409.28	\$ 16,293.40
SPECIAL EDUCATION- INSTRUCTION -280.1000								
101.4.280.1000.112	CERTIFIED SALARIES	\$ 43,535.75	\$ 40,741.00	\$ 47,638.00	\$ 50,632.00	\$ 34,708.00	\$ 36,606.00	\$ 1,898.00
101.4.280.1000.117	AIDE SALARIES	\$ -	\$ -	\$ 18,720.00	\$ 21,504.00	\$ 24,266.00	\$ 24,753.00	\$ 487.00
101.4.280.1000.120	SUBSTITUTE TEACHERS	\$ 150.00	\$ 1,275.00	\$ 375.00	\$ 170.00	\$ 170.00	\$ 170.00	\$ -
101.4.280.1000.190	LEAVE PAY	\$ 1,968.00	\$ -	\$ 3,322.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
101.4.280.1000.250	WORKERS COMPENSATION	\$ 271.50	\$ 243.00	\$ 290.00	\$ 388.00	\$ 296.00	\$ 308.00	\$ 12.00
101.4.280.1000.260	HEALTH INSURANCE	\$ 6,528.00	\$ 6,528.00	\$ 8,274.00	\$ 9,554.00	\$ 9,433.00	\$ 7,008.00	\$ (2,425.00)
101.4.280.1000.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ 500.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -
101.4.280.1000.610	SUPPLIES	\$ 300.00	\$ -	\$ 400.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ -
101.4.280.1000.682	SUPPLIES- TECHNOLOGY	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ -
TOTAL		\$ 52,753.25	\$ 48,787.00	\$ 79,519.00	\$ 84,048.00	\$ 70,673.00	\$ 70,645.00	\$ (28.00)
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	\$ 2,666.59	\$ 2,794.02	\$ 127.43
TOTAL		\$ 2,847.00	\$ 2,847.00	\$ 2,568.24	\$ 2,527.00	\$ 2,666.59	\$ 2,794.02	\$ 127.43
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	\$ -	\$ -	\$ -	\$ -
101.4.280.2141.190	LEAVE PAY	\$ 192.80	\$ 1,496.00	\$ 285.00	\$ -	\$ -	\$ -	\$ -
101.4.280.2141.250	WORKERS COMPENSATION	\$ 16.13	\$ 27.00	\$ 15.00	\$ -	\$ -	\$ -	\$ -
101.4.280.2141.260	HEALTH INSURANCE	\$ 195.84	\$ 492.00	\$ 221.00	\$ -	\$ -	\$ -	\$ -
101.4.280.2400.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 2,813.77	\$ 5,056.00	\$ 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	\$ 2,597.00	\$ 2,649.00	\$ 52.00
101.4.280.2490.190	LEAVE PAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.280.2490.250	WORKERS COMPENSATION	\$ -	\$ -	\$ -	\$ 14.00	\$ 13.00	\$ 13.00	\$ -
101.4.280.2490.260	HEALTH INSURANCE	\$ -	\$ -	\$ -	\$ 228.00	\$ 228.00	\$ 216.00	\$ (12.00)
101.4.280.2490.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ -	\$ 100.00	\$ 50.00	\$ 50.00	\$ -
TOTAL		\$ -	\$ -	\$ -	\$ 2,888.00	\$ 2,888.00	\$ 2,928.00	\$ 40.00
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	\$ 1,000.00	\$ 800.00	\$ (200.00)
101.4.365.1000.610	SUPPLIES- IEFA	\$ -	\$ -	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)
101.4.365.1000.640	BOOKS- IEFA	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
101.4.365.1000.810	DUES AND FEES-IEFA	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	\$ -	\$ (200.00)
101.4.365.2225.640	BOOKS- IEFA	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
TOTAL		\$ -	\$ -	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ 2,300.00	\$ (900.00)
DATA FOR ACHIEVEMENT- INSTRUCTION- 368.1000								
101.4.368.1000.680	COMPUTER SOFTWARE- DATA FOR ACHIEVEMENT	\$ -	\$ -	\$ 3,200.00	\$ 3,249.55	\$ 3,300.00	\$ 3,300.00	\$ -
TOTAL		\$ -	\$ -	\$ 3,200.00	\$ 3,249.55	\$ 3,300.00	\$ 3,300.00	\$ -
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	\$ 2,725.00	\$ 2,200.00	\$ (525.00)
101.4.710.3400.250	WORKERS COMPENSATION	\$ 75.74	\$ 85.00	\$ 72.00	\$ 16.00	\$ 14.00	\$ 11.00	\$ (3.00)
101.4.710.3400.260	HEALTH INSURANCE	\$ -	\$ -	\$ 157.00	\$ -	\$ 247.00	\$ 212.00	\$ (35.00)
101.4.710.3400.582	TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
TOTAL		\$ 20,490.74	\$ 12,820.00	\$ 12,574.00	\$ 6,041.00	\$ 5,986.00	\$ 5,423.00	\$ (563.00)

FY20 Preliminary General Fund Budget

GENERAL FUND EXPENDITURES	FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	FY2019 BUDGET	FY2020 Budget	Diff FY19-FY20
EXTRACURRICULAR PROGRAMS - SCHOOL SPONSORED ACTIVITIES - INTRATEL							
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	\$ -	\$ -	\$ -
101.4.720.3500.119 OTHER SUPERVISORY- ATHLETIC DIRECTOR	\$ -	\$ -	\$ 824.00	\$ 849.00	\$ 2,991.00	\$ 5,883.00	\$ 2,892.00
101.4.720.3500.150 STIPENDS- COACHES	\$ -	\$ -	\$ 6,100.00	\$ 10,810.00	\$ 10,810.00	\$ 9,410.00	\$ (1,400.00)
101.4.720.3500.190 LEAVE PAY	\$ -	\$ -	\$ 95.00	\$ -	\$ -	\$ -	\$ -
101.4.720.3500.250 WORKERS COMPENSATION	\$ -	\$ -	\$ 41.00	\$ 74.00	\$ 69.00	\$ 84.11	\$ 15.11
101.4.720.3500.260 HEALTH INSURANCE	\$ -	\$ -	\$ 74.00	\$ -	\$ -	\$ 37.00	\$ 37.00
TOTAL	\$ 937.93	\$ 1,686.00	\$ 7,134.00	\$ 13,858.00	\$ 13,870.00	\$ 15,414.11	\$ 12.00
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	\$ 12,062.00	\$ 9,308.00	\$ (2,754.00)
101.4.910.3100.119 OTHER SUPERVISORY- FOOD SERVICE SUPERVISOR	\$ -	\$ -	\$ 2,472.00	\$ 2,546.00	\$ 2,597.00	\$ 2,649.00	\$ 52.00
101.4.910.3100.126 SUBSTITUTE COOKS	\$ -	\$ -	\$ -	\$ 90.00	\$ 288.00	\$ 288.00	\$ -
101.4.910.3100.190 LEAVE PAY	\$ 192.80	\$ 1,499.00	\$ 285.00	\$ -	\$ -	\$ -	\$ -
101.4.910.3100.250 WORKERS COMPENSATION	\$ 16.13	\$ 27.00	\$ 867.00	\$ 886.00	\$ 789.00	\$ 650.00	\$ (139.00)
101.4.910.3100.260 HEALTH INSURANCE	\$ 195.84	\$ 492.00	\$ 688.00	\$ 1,558.00	\$ 1,503.00	\$ 854.00	\$ (649.00)
101.4.910.3100.330 OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ 100.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ -
101.4.910.3100.540 ADVERTISING	\$ -	\$ -	\$ 350.00	\$ 350.00	\$ 150.00	\$ 150.00	\$ -
101.4.910.3100.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 200.00	\$ 200.00	\$ -
101.4.910.3100.610 SUPPLIES	\$ -	\$ -	\$ 2,000.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ -
101.4.910.3100.630 FOOD	\$ -	\$ -	\$ 10,000.00	\$ 7,805.00	\$ 4,483.93	\$ 4,483.93	\$ -
TOTAL	\$ 2,813.77	\$ 5,059.00	\$ 29,054.00	\$ 27,363.00	\$ 22,472.93	\$ 18,982.93	\$ (3,490.00)
GENERAL FUND TOTALS	\$ 1,158,978.26	\$ 1,148,927.42	\$ 1,201,754.20	\$ 1,202,095.26	\$ 1,227,842.63	\$ 1,302,148.34	\$ 74,305.71

FY20 BUDGET: \$ 1,288,173.81
 TOTAL BUDGETED: \$ 1,302,148.34
 REMAINING: \$ (13,974.53)

Agenda Item: Discussion- Certified Job Descriptions

Proposed revisions to Certified Job Descriptions are attached.

- Elementary School Teacher
- Physical Education Teacher
- Special Education Teacher- *revised April 21, 2014*
- Guidance Counselor
- Librarian
- Substitute Teacher
- School 504 Case Manager- *adopted June 10, 2013*
- Kindergarten Teacher- *new*
- Music Teacher- *new*

These will be presented to the Labor/Management Committee at the next LMC meeting. Prior to presenting them to the certified staff, the Board should have discussion and input regarding anything they would like to change or add to them.

These will not be adopted until after they have been discussed with the LMC.

This agenda item is designated for discussion and input of the Board.

It is hopeful that the Board will be able to adopt final revisions at the regular meeting in May 2019.

ELEMENTARY SCHOOL TEACHER**(1-8)****REPORTS TO:** Superintendent**UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Elementary School Teacher plans, develops, and teaches a course of study suitable for a particular grade level following curriculum guidelines of District and state requirements.

ESSENTIAL FUNCTIONS:

Plans and develops course of study suitable for a particular grade level following curriculum guidelines of District and state requirements. (This became the summary of functions above)

- Develops and presents specific lesson plans, using a variety of means, including lectures, projects, group discussions, exhibits, field trips, audio-visual and library resources, computers, and the Internet.
- Prepares assignments and tests for in-school preparation and homework. Monitors, assists, corrects, and grades student performances.
- Counsels students when academic difficulties or behavioral problems arise.
- Conducts standardized tests in accordance with District policies and law.
- Maintains order in the classroom and administers discipline when necessary to achieve proper behavior. ~~May prescribe detention, or loss of playground privileges in cases of student misconduct.~~
- Observes children to detect signs of ill health or emotional disturbance and to evaluate progress. ~~Discusses students' problems and progress with parents. Shares with other teachers and aides responsibility for monitoring halls and recess periods.~~
- Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis.
- Consults with other professionals, where there appears to be evidence of learning disabilities or problems of social adjustment, or the need for additional academic challenges. Coordinates decisions with parents concerning any specialized intervention which appears warranted.
- Works well with other staff members and collaborates with other teachers to benefit students.
- Reports cases of suspected child abuse according to state law.
- Complies with Board policies, rules, regulations, and directives.
- Recommends promotion and/or placement of students in appropriate classroom situation for ensuing year.
- Participates in faculty meetings, child study meetings, Pre-referral Intervention meetings, educational conferences, professional training seminars, and workshops.
- May prepare material for Board meetings and school newsletter as requested by Superintendent.
- Supervises classroom aides and volunteers.

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

DESIRED MINIMUM QUALIFICATIONS:

- Valid Montana Teaching Certificate with proper endorsement.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- Ability to maintain good classroom management and handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

Computer (IBM & Mac), calculator, overhead, copier, telephone/voice mail, fax, two-way radio system, digital camera, scanner, website, TV/VCR. Proficiency in several software programs including, but not limited to: Microsoft Word, Excel, MacSchool, PowerPoint, Outlook Express, and Internet Explorer.

A variety of electronic and technology devices, computers, copier, telephone/voicemail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including recess, field trips, etc. The employee must be able to meet deadlines with severe time constraints. ~~The employee frequently will work irregular or extended work hours while performing the duties of this job.~~ The employee is directly responsible for safety, well-being, and work output of students.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

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

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

History

Approved on: February 11, 2003

Revised on:

PHYSICAL EDUCATION TEACHER

REPORTS TO: Principal/Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Physical Education Teacher plans, develops, and teaches a physical education program to promote development of students' physical attributes and social skills.

ESSENTIAL FUNCTIONS:

- Plans/~~develops~~ and teaches individual and team sports to students, utilizing knowledge of sports techniques and of physical capabilities of students.
 - Organizes, leads, instructs, and referees indoor and outdoor activities.
 - Instructs individuals or groups in beginning or advanced calisthenics, gymnastics, or corrective exercises.
 - Maintains order in conjunction with administrative staff, administers discipline when necessary to achieve proper behavior. ~~May prescribe extra assignments or detention in cases of student misconduct.~~
 - Complies with Board policies, rules, regulations, and directives.
 - Selects, stores, issues, and inventories equipment, materials, and supplies used in physical education program.
 - Keeps records of performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis.
 - Participates in faculty meetings, educational conferences, professional training seminars, and workshops.
- ~~Shares with other teachers and aides responsibility for monitoring halls, study periods, and lunchroom.~~
- May prepare material for Board meetings and school newsletter as requested by Superintendent.
 - Reports cases of suspected child abuse according to state law.
 - Supervises students, classroom aides, and volunteers.

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

DESIRED MINIMUM QUALIFICATIONS:

- Valid Montana Teaching Certificate with proper endorsement or eligibility for certification.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- Ability to maintain good classroom management and handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

A variety of computers (~~IBM & Mac~~), calculator, copier, telephone/voice mail, fax, gymnastics equipment, stopwatch, two-way radio, email, and website

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee is directly responsible for the safety, well-being, and work output of students.

The noise level in the work environment is usually moderate to noisy.

PHYSICAL DEMANDS:

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

MENTAL/MOTOR DEMANDS:

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

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

History

Approved on: February 11, 2003

Revised on:

SPECIAL EDUCATION TEACHER**REPORTS TO:** Principal/Superintendent**UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Special Education Teacher position carries the responsibilities of leadership, confidentiality, and overall support of school programs. The Special Education Teacher complies with Federal and State regulations, Board policies and Administrative directives.

ESSENTIAL FUNCTIONS:

~~This position carries the responsibilities of leadership, confidentiality, and overall support of school programs. Complies with Board policies, Federal and State regulations, and Administrative directives~~ (moved up)

- Member of the school's Student Support Intervention Team.
- Monitors and reports the progress of students identified by the Student Support Intervention Team.
- Facilitates instruction for individuals and groups as determined by Student Support Intervention Team.
- Performs data collection and reports progress as needed by Student Support Intervention Team (i.e. behavioral observations, benchmark testing, etc.)
- Coordinates and performs an annual review of the intervention with the Student Support Intervention Team.
- Understands and applies State and Federal Guidelines within IDEA for generation of documents compliant with guidelines and timelines including but not limited to: Referral, Evaluation Plan and Evaluation Report, Individualized Education Program (IEP) and Progress reports.
- Participates in annual staff training regarding changes in State and Federal Guidelines within IDEA.
- Collaborates and communicates with Teachers, Counselor, Special Education Director, and Administration about students in early identification process, pre-referral, academic or behavioral interventions as determined by Student Support Intervention Team and identified students with special education and/or related services.
- Write and develop Individualized Education Program (IEP) for each student based on IEP Team.
- Determines through evaluation and observation student progress based on IEP goals and/or student goals identified by the Student Support Team objectives.
- Monitors and report the progress of students identified by the Student Support Team.
- Attends and participates in Meetings: Student Support Intervention Team/~~Intervention Planning~~, ER/IEP, Staff, Data Analysis, and other school wide meetings as required by Administration.
- Facilitates instruction for individuals and groups as determined by Student Support Intervention Team.
- Plans and implements specialized curriculum, individual lessons, and teaching methods.
- Performs data collection as needed by Student Support Intervention Team (i.e. behavioral observations, benchmark testing, etc.)
- Conducts daily teacher consults for identified caseload.
- Reports cases of suspected child abuse according to state law.
- Maintains and records direct and frequent communication with parents about their child (i.e., one-on-one, phone, email, midterms, report cards, letters, notes, etc.) Communication will include positive compliments and areas for needed improvement.
- Timely and accurately prepares report cards, educational records, classroom observation records, and other forms as directed.
- Collaborates and communicates with other professionals (i.e. Speech-Language Pathologist, Occupational Therapist, School Psychologist, Outside Agencies etc.) and teaching staff regarding progress of students, curriculum, assessment, meeting dates and times, and related educational matters.
- Supervises students, classroom aides, and volunteers as directed.
- Maintains confidentiality concerning Student Support Intervention Team
- Understands FERPA regulations and maintains confidentiality.
- Performs staff training on rules and regulations of special education, including processes and forms.

- Creates a school intervention/special education program manual with the Student Support **Intervention** Team.
- Coordinates, performs an annual review of the intervention/special education program manual with the Student Support **Intervention** Team and updates the manual.
- Maintains a webpage on the school's website with current and accurate information pertaining to special education law.

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

SUPERVISORY FUNCTIONS:

Supervises school students, aides, volunteers, and visitors.

Supervises volunteers or visitors to the classroom. (previously stated)

DESIRED MINIMUM QUALIFICATIONS:

- Valid Teaching Certificate with special education endorsements.
- Demonstrates an understanding of child and adolescent developmental issues.
- Ability to relate to and work with children and/or adolescents.
- Ability to write reports and business correspondence.
- Ability to show continuous improvement in using technology and student technology devices.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- Ability to **maintain good classroom management and** handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax, email, website, wheelchairs, and other special needs equipment.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints and is required to work in a stressful environment. The employee is directly responsible for the safety, well being, and work output of students. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; travel from building to other sites; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

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

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

History:

Approved on: February 11, 2003

Revised on: April 21, 2014

Revised on: April , 2019

GUIDANCE COUNSELOR

REPORTS TO: Principal/Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Guidance Counselor conducts counseling of individual students and student groups regarding behavioral, social, emotional and educational goals. The Counselor also serves as the School 504 Case Manager.

ESSENTIAL FUNCTIONS, Guidance Counselor:

Conducts counseling of individual students and student groups regarding educational, behavioral, and career plans. (this function is included above in summary of functions.)

- Assists students who are showing signs of having educational and behavioral difficulties in addition to attendance.
- Participates in Intervention/ Child Study Student Intervention Team meetings as needed.
- Consults with the teaching staff to facilitate counseling activities into the regular educational program.
- Consults with teachers, other educational staff, and parents regarding the developmental needs of students.
- Makes appropriate referrals of students to school and community programs.
- Monitors student attendance and communicates with families with excessive absences/tardies according to the school procedures.
- Serves as the District's Homeless Liaison.
- Serves as the District's Title IX Coordinator and Title VII Coordinator.
- Posts Montana's *Missing Children* report monthly according to MCA 44-2-506(2).
- Monitors Montana *sexual and violent offender registry* and notifies parents according to Gallatin Gateway School Policy.
- Presents instructional/informational programs to groups of students, parents, and teachers (e.g., parent education programs, group guidance, teacher in-service)
- Guides and monitors the integration of Montana Behavior Initiative (MBI), Second Step, Steps to Respect and other guidance activities into the curriculum at each grade level.
- Complies with Board policies, rules, regulations, and directives.
- Provides orientation to new students regarding the District's educational opportunities.

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

DESIRED MINIMUM QUALIFICATIONS:

- At least three years of appropriately certified teacher or counseling experience in addition to completion of a college- approved guidance K-12 major or minor.
- Ability to write routine reports and correspondence and newsletter articles.

- Ability to effectively communicate, orally and in writing, with students, parents, and staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to read and analyze general counseling periodicals and professional journals.
- Ability to solve problems in a practical and workable manner.
- Ability to use age-appropriate language and accompanying techniques in one-on-one settings as well as group settings.
- Knowledge of the Montana Behavior Initiative (MBI) and other behavior programs.
- Knowledge of the Second Step and Steps to Respect bully anti-bullying and violence prevention programs.

EQUIPMENT USED:

Calculator, computer (IBM & Mac), copy machine, fax machine, telephone/voice mail, two-way radio, email, website, and digital camera.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually quiet to moderate. The employee is often required to meet deadlines with severe time constraints.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

MENTAL/MOTOR DEMANDS:

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

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

History

Approved on: February 11, 2003

Revised on: May 9, 2011

Revised on: April , 2019

LIBRARIAN

REPORTS TO: Principal/Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The School Librarian plans and develops a school library collection to support the educational goals of the District, and is responsible for teaching students and staff how to access and use resource information in the library.

ESSENTIAL FUNCTIONS:

~~Responsible for building a school library collection to support the educational goals of the District.~~ (this is stated in the Summary of Functions above.)

- Responsible for overseeing the acquisition, organization, maintenance, utilization, and retention of materials and equipment in the library.
- Provides faculty with bibliographies of library resources that support the subject areas being taught.
- Manages the library and fundraising budgets.
- Participates in grant proposals.
- Selects all reference and library books and submits the selections to the Superintendent for approval.
- Maintains a working knowledge of, builds, and arranges specialized information resources.
- Complies with Board policies, rules, regulations, and directives.
- Provides for computerization of the acquisition and cataloging function.

~~Responsible for teaching students and staff how to access and use resource information in the library.~~ (this is stated in the Summary of Functions above.)

- Instructs students in developing research skills and related use of technology
- Organizes, trains, and directs library staff and volunteers.
- May prepare material for Board meetings and school newsletter as requested by Superintendent.
- Supervises students, and library staff, and volunteers.

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

DESIRED MINIMUM QUALIFICATIONS:

- Valid Montana Teaching Certificate with proper endorsement or eligibility for certification.
- Ability to effectively present information and respond to questions from students, parents, staff.
- Ability to maintain good classroom management and handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.

EQUIPMENT USED:

~~Computer (IBM & Mac), overheads, VCR/TV equipment, calculator, copier, fax machine, telephone/voice mail, email, website, and two-way radio system.~~

A variety of computers, electronic and technology devices, copier, fax machine, telephone/pager/voicemail.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee is directly responsible for the safety, well-being, and work output of students.

The noise level in the work environment is usually quiet.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

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

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

History

Approved on: February 11, 2003

Revised on:

SUBSTITUTE TEACHER

REPORTS TO: Principal/Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Substitute Teacher instructs classes in the absence of the regular teacher and assumes all other duties and responsibilities for the teacher during the time the teacher is absent.

ESSENTIAL FUNCTIONS:

Instructs classes in the absence of the regular teacher. (these were moved up to Summary)

Assumes all other duties and responsibilities for a teacher during the time the teacher is absent. (these are included in the Summary of Functions above)

- Prepares lesson plans if instructed to do so by the building principal.
- Maintains order in the classroom.
- Maintains records, including but not limited to recording student grades, student assignments, projects, and other clerical work as instructed by the absent teacher.
- Supervises students and aides.

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

DESIRED MINIMUM QUALIFICATIONS:

- High school diploma or equivalent and/or valid Montana Teaching Certificate with proper endorsement or eligibility for certification.
- Ability to follow both oral and written directions and instructions.
- Ability to effectively present information and respond to questions from students, parents, staff.
- Ability to maintain classroom management and handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

Computer (IBM & Mac), calculator, copier, fax machine, telephone/voice mail, email, website, overhead projector, two-way radio system

A variety of electronic and technology devices, computers, copier, telephone/voicemail, fax

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee is directly responsible for the safety, well-being, and work output of students.

The noise level in the work environment is usually moderate, depending on the nature of the assigned course.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

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

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

History

Approved on: February 11, 2003

Revised on:

SCHOOL 504 CASE MANAGER

(combined position with Guidance Counselor)

REPORTS TO: Superintendent

ESSENTIAL FUNCTIONS:

- Provides, organizes, or participates in ongoing district training on Section 504 implementation as needed or assigned.
- May assist in collection and maintenance of all Section 504 data (Section 504 plans, lists of eligible students, discipline records, etc.) as needed or assigned.
- Assists in monitoring for the reduction of architecture barriers for individuals with disabilities in coordination with the 504 Coordinator.
- Acts as contact person in the school along with 504 Coordinator when questions arise about 504 issues.
- Acts as contact person, along with 504 Coordinator, for district and Office for Civil Rights (OCR) student-related Section 504 complaints.
- Participates on team when necessary.
- Ensures that staff are using current Section 504 forms and following current procedures, including: providing information to all teachers who need to know or understand 504 plan contents, for example, when the student's schedule or classes change.
- Reviews forms and data as needed with designated 504 Case Coordinator or designee.
- Coordinates transition of 504 students transferring into and out of the district.
- May act as 504 case manager for individual.
- Schedules meetings & sends notices, including periodic reviews as indicated on plan.
- Gathers necessary information for meetings.
- Writes up 504 documents.
- Provides copies of documents to parents and files in student's cumulative file for future reference.
- Verifies implementation of 504 plan and is available to problem-solve when issues or concerns arise.
- Schedules periodic review at least annually (unless a different timeline is in the plan) or sooner if needed, and before any significant change in placement.
- **Collaborates with School Nurse to implement 504 plans for students with health plans.**

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

DESIRED MINIMUM QUALIFICATIONS:

- Valid Class 1, 2, 3 or 6 Montana Teaching Certificate.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from parents, staff, and community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Demonstrated leadership ability and general knowledge of issues and problems in all aspects of Section 504.

EQUIPMENT USED:

Computer (~~IBM & MAC~~), calculator, copier, telephone/voice mail, fax, email, website, TV/VCR, two-way radio, digital camera, and scanner.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

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

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

History

Approved on: June 10, 2013

Revised on:

MUSIC TEACHER (New job description 2019)
Grades K - 8

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Music Teacher is responsible for teaching music education to pupils in grades K-8. The music teacher helps pupils grow in their enjoyment, appreciation, and performance of music through a variety of planned music experiences which include singing, moving to music, playing of instruments and listening to music.

ESSENTIAL FUNCTIONS:

- Teaches skills in music understanding and appreciation to elementary students.
- Plans and executes a balanced music program and organizes class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
- Provides individual and small group instruction in order to adapt the music curriculum to the needs of each pupil.
- Encourages students to develop individual musical skills to the greatest extent possible.
- Utilizes repertoire of all types of music literature, including traditional and contemporary that are appropriate for the ages and skill levels of students.
- Acts as Band Director for voluntary and involuntary Band Programs.
- Maintains care for school owned music, musical instruments and equipment to prevent loss or abuse.
- Makes minor adjustments and requests repairs to instruments as required.
- Evaluates each students musical growth, performance, and understanding. Assesses each individuals contribution to the performance of the group.
- Discusses students' problems and progress with parents.
- Selects appropriate music, books and instructional aids to enhance learning and requisitions musical instruments and instructional supplies as needed.
- Collaborates and cooperates with superintendent and staff in providing musical programs for school assemblies and seasonal programs.
- Works well with other staff members and collaborates with other teachers to benefit students.
- Reports cases of suspected child abuse according to state law.
- Complies with Board policies, rules, regulations, and directives.

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

DESIRED MINIMUM QUALIFICATIONS:

Be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator is enrolled in an internship.

- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.

- Ability to maintain good classroom management and handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax as well as a variety of musical instruments and sound equipment.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including recess, field trips, etc. The employee must be able to meet deadlines with severe time constraints. The employee is directly responsible for safety and well-being of students.

The noise level in the work environment is usually moderate but at times can be noisy.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

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

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

History

Approved on:

KINDERGARTEN TEACHER (New job description 2019)

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Kindergarten Teacher plans, develops, and teaches a course of study suitable for Kindergarten students following curriculum guidelines of District and state requirements.

ESSENTIAL FUNCTIONS:

- Supervises activities such as field visits, group discussions, and dramatic play acting to stimulate students' interest in and broaden understanding of their physical and social environment.
- Fosters cooperative social behavior through games and group projects to assist children in forming satisfying relationships with other children and with adults.
- Encourages students in singing, dancing, rhythmic activities, and in use of art materials to promote self-expression and appreciation of esthetic experience.
- Instructs children in practices of personal cleanliness and self-care.
- Alternates periods of strenuous activity with periods of rest or light activity to avoid overstimulation and fatigue.
- Observes children to detect signs of ill health or emotional disturbance and to evaluate progress.
- Discusses students' problems and progress with parents.
- Consults with other professionals, where there appears to be evidence of learning disabilities, problems of social adjustment, or the need for additional academic challenges. Coordinates decisions with parents concerning any specialized intervention which appears warranted.
- Works well with other staff members and collaborates with other teachers to benefit students.
- Recommends promotion and/or placement of students in appropriate classroom situation for ensuing year.
- Reports cases of suspected child abuse according to state law.
- Complies with Board policies, rules, regulations, and directives.
- Supervises classroom aides and volunteers.

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

DESIRED MINIMUM QUALIFICATIONS:

Be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator is enrolled in an internship.

- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- Ability to maintain good classroom management and handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.

- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including recess, field trips, etc. The employee must be able to meet deadlines with severe time constraints. The employee is directly responsible for safety and well-being of students.

The noise level in the work environment is usually moderate but at times can be noisy.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

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

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

History

Approved on:

Agenda Item: Hire- Assistant Track Coach- Ashley Davis

Track Begins: Monday, April 1

Current Coaches:

Mike Coon- Head Coach

Scott Adamek- Assistant Coach

Recommendation:

Ashley Davis - Assistant Coach

**She has been volunteering until officially hired as a coach*

Salary/Wages:

\$400 for the 2018-2019 season (*from April 1, 2019 , 2019 to May 15, 2019*)

Recommended motion:

to hire Ashley Davis as Assistant Track Coach from April 1, 2019-May 15, 2019 for a stipend of \$400.

Agenda Item: Hire: Summer Maintenance- Mike Coon

Physically clean and update software for all computers in school – Annual Maintenance

24 laptops – 2-in-1 Mobile Middle School Lab (Lenovo)	20 hours	\$260.00
15 Laptops – Windows 10 – School wide (Toshibas)	20 hours	\$260.00
75 Chromebooks – Identify for network/Cart	10 hours	\$130.00
36 computers – Clean and update computers in classrooms	40 hours	\$520.00
24 tech lab computers –Windows 10	40 hours	\$520.00
Install new teacher computers	10 hours	\$130.00
3 office workstations / 3 office laptops	10 hours	\$130.00
Update Deep freeze school wide and add to newly acquired computers	40 hours	\$520.00
Update operating systems and fix issues school wide	40 hours	\$520.00
Install new student computers	10 hours	\$130.00
Maintain existing projectors	16 hours	\$208.00

Estimated total hours	256 hours	\$3328.00
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Networking and maintenance for upgrading new network components

Configure each new computer/chromebook so that it can be recognized individually on the GGS network	20 hours	\$260.00
Work on new firewall, Update wiring/install new battery backup system, install new access points, switches and firewall	20 hours	\$260.00
Updating 3 servers and network storage to make room for new files for 2019-2020 school year - hard drives in server room need to be updated and information transferred from old backups to new backups	24 hours	\$312.00
Estimated total hours	64 hours	\$832.00

General Facility maintenance (Moving desks, assembling materials, etc.)	60 hours	\$780.00
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Estimated total: 380 total hours @ \$13/hour = \$4940.00

Recommended motion:

to hire Mike Coon at \$13/hour for maximum of 380 hours from June 11, 2019 - August 27, 2019 to conduct general facility maintenance and update and maintain the district's technology, software, and network.

Agenda Item- Consider Approval of Summer Student Worker(s)

Background Information:

There are many tasks throughout the summer that need to be completed, but do not require the expertise of the regular staff. In an effort to allow the full-time staff to focus on those tasks which require specialized skills and focus, the administration would like to recommend hiring one or two student workers to assist.

In the May of 2018, the Board approved for the first time to have up to 2 temporary student workers. Only one 8th grade student expressed interest at the time. She was hired in June 2018 and we felt it was very helpful to have the extra help last year.

Tasks for the student worker would include:

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

Qualifications:

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

Details:

- Two temporary summer student worker positions
- \$10/hour
- No more than 10 hours a week and for no more than 60 hours total
- Start: as early as June 17
- End: no later than August 23

Budget Consideration:

- Maximum Salary: \$600 each (\$1200 total) (general fund FY20)
- Workers' Compensation: approx. \$6.36 (general fund FY20)
- Unemployment: approx \$5.76 (retirement fund FY20)

- FICA: approx \$85 (retirement fund FY20)
- **Total: \$1,297.12**

If approved, 8th grade students will be the only students who meet the age requirement, so Mr. Anderson or Mrs. Fisher will visit with the class to provide information about the two openings and allow the students to ask questions.

Students will then be asked to submit a resume and letter of interest to Mr. Anderson by May 8, 2019 if they are interested. Then the hiring recommendations will be brought to the Board on May 15, 2019, so the students can begin after school adjourns for the year.

Recommended Motion:

To approve opening two temporary summer student worker positions at \$10/hour for no more than 10 hours a week and for no more than 60 hours from June 17, 2019 to August 23, 2019.

Agenda Item: Consider Athletic Director Stipend 2019-2020

Background

- February 2019, current Athletic Director resigned effective at the end of 2018-2019 school year
- March 2019, the Board adopted revisions to the Athletic Director job description
- Current Athletic Director annual salary/stipend \$2700 (split between two people)

Athletic Director Annual Salary/Stipend Comparisons:

Anderson School	\$3,250
Monforton School	\$2,750
Three Forks (MS & HS)	\$7,000*
Manhattan Christian	\$4,500
White Sulphur Springs	\$5,169
Harrison	\$3,500
Big Sky	.5 FTE Teacher and .5 FTE AD- with no addition stipend

**Three Forks is in the process of revamping their AD position and considering splitting it into two positions and are considering \$3000 stipend for MS Athletic Director*

Recommendation

- \$5000 Annual Stipend
- Employment start date: August 1, 2019
- Contract terms August 1 - June 30
- Advertise for position: Mid to late May for a minimum of 2 weeks
- Hiring recommendation to Board: June 2019 regular meeting

Recommended motion

to approve the annual stipend for the Athletic Director to be \$5000 for 2019-2020 school year.

Agenda Item: Consider 2019-2020 MUST Renewal

Background:

- Each year the Board formally approves the insurance rates presented by MUST.
- Monthly premiums are adjusted each year for the following year.
- The District has offered health insurance through MUST for at least the last 10 years
- Per the master agreement all certified staff (.4 FTE or greater) are provided \$584/month towards their chosen plan
- The Board also pays \$584/month towards Superintendent and Administrative Secretary's monthly premium.
 - The District Clerk has the option to take insurance or \$2550/year in flexible spending benefits
 - At this time, the District Clerk has chosen the flexible spending benefits.

Reference Documents:

- Renewal information packet from MUST
- Comparison between rates for 19-20 and current rates for 18-19

Recommended motion:

To renew MUST group health insurance plan options for the 2019-2020 school year



March 2019

RE: 2019-2020 BENEFIT PERIOD RENEWAL MATERIALS

Dear Superintendent and Business Manager/Clerk;

We at MUST value your business and look forward to another year of providing you with the great service and benefits designed to meet your needs! MUST is the only market leader solely dedicated to public schools.

For the upcoming 2019-2020 benefit period, attached is your district's specific renewal information.

Thank you for your support of MUST and we truly appreciate the work you do to support and teach the children of your community!

Sincerely,

ANDREW W. HOLMLUND
MSSF Chief Executive Officer

**Accessing
Renewal/Open
Enrollment Materials**

Visit **mustbenefits.org**, select **Bus-Mgr/Clerk** tab, and then **Open Enrollment** on left-hand navigation column

**Convenient MUST
Online Market**

Knowing time is valuable, this enrollment system provides administrative relief and a streamlined member experience with increased accuracy.

Complete Group Online Enrollment Form in the renewal packet. Request any open enrollment/marketing materials for the employee benefit selection period. For questions or assistance, contact your MUST representative – *we're here to help!*



Date: March 2019
To: District Clerk/Business Manager/Human Resource Officer
From: Andrew Holmlund, CEO
Re: 2019-2020 Health Renewal and Open Enrollment

Annual Group Renewal: Please respond by May 17, 2019

MUST has been serving Montana's public education community for more than 30 years – *its sole focus continues to be you*. In our commitment to provide quality, affordable health, dental, vision, life and disability benefits, we constantly evaluate benefit design, rates and administration to ensure quality, affordable products.

For the upcoming 2019-2020 benefit period, attached are the following:

- Your **CURRENT** (2018-2019) rate sheet for your reference
- MUST **RENEWAL** rate sheet (to be returned to MUST)
- **LIFE/LTD** renewal rate sheet (to be returned to MUST)
- **GROUP ONLINE OPEN ENROLLMENT FORM** (to be returned to MUST)

Please complete the following steps on the **RENEWAL**, **LIFE/LTD**, and **GROUP ONLINE OPEN ENROLLMENT** forms:

Renewal Checklist

- ☐ Review the renewal packet, complete the Group Renewal rate sheets and the Online Open Enrollment sheet as needed.
- ☐ Review or make changes to the Life/LTD Renewal form and sign at the bottom.
- ☐ Complete the Participation Levels box on the Renewal form and sign at the bottom.
- ☐ Complete online Open Enrollment form.
- ☐ E-mail (dhiggins@ms-sf.org) or mail all completed and signed renewal documents to Deannie Higgins—**MUST, PO Box 4579, Helena MT 59604**.

Open Enrollment Checklist

- ☐ Access Open Enrollment information on the MUST Website www.mustbenefits.org > Bus Mgr/Clerks > Open Enrollment.
- ☐ Download All the Open Enrollment information.
- ☐ Communicate Open Enrollment Period to employees outlining their employee's obligations.
 - Make copies of the Open Enrollment Notice for every person who is eligible for coverage.
 - Distribute the Open Enrollment Notice a week or two before the Open Enrollment Period begins.
 - Make copies of the Open Enrollment Flyer and post in high traffic areas.



Online Open Enrollment Checklist—No need to manage paper—two simple steps

- ☐ Ensure employees and retirees are notified when Open Enrollment period begins.
- ☐ Track Open Enrollment Progress by running the Open Enrollment Status Report located in the analytical section (bottom left) of the home page.

Paper Open Enrollment Checklist—distribute paperwork, gather completed forms

- ☐ Clerks complete designated sections of the Benefit Election Form.
- ☐ Distribute the Benefit Election Form to employees.
- ☐ Collect completed forms.
- ☐ Scan, fax or mail completed forms— **MUST, PO Box 4579, Helena Montana 59604-4579.**

For questions concerning the above renewal information, contact Deannie Higgins at 1-800-845-7283 or by email dhiggins@ms-sf.org.

Online Open Enrollment Ends:

June 1, 2019 for July 1, 2019 renewals

August 9, 2019 for September 1, 2019 renewals



Understanding **THE DIFFERENCE**

2019-2020
RENEWAL PRESENTATION

mustbenefits.org

406.457.4400



Follow us at @MUSTbenefits

03/29/2019

SETTING US APART



One Purpose

Providing high-quality, cost effective health benefit plans & services to Montana's public educators for 30+ years

Innovation

Robust client member resource website
mustbenefits.org

Member access to online mobile app Blue Access for Members

Knows Schools

Customized plans designed to meet your needs with no competing priorities

Exceptional Customer Service

Trusted Marketing Representatives and Staff dedicated to serve as your account experts

SETTING MUST APART

Remember all MUST quotes include—

**DON'T ASPIRE
TO MAKE A
LIVING,
ASPIRE TO
MAKE A
DIFFERENCE**

—Denzel Washington

- ✓ Basic **Life & AD&D Insurance** of \$10,000 for employees enrolled in Medical coverage
- ✓ Basic **LTD benefit** (50% of pre-disability earnings) for employees enrolled in Medical coverage
- ✓ Annual preventive **eye exam for all members** enrolled in Medical coverage
- ✓ With the HDHP offering, pharmacy benefit includes an **Expanded Preventive Drug List**, which covers additional preventive prescriptions at \$0 before deductible
- ✓ Health, dental and vision **COBRA Administration**
- ✓ Integrated **health management program**, including pharmacy coordination, for chronic and acute care
 - Care Management, disease management, maternity program, lifestyle management and Total Health Management/wellness program



MONTANA UNIFIED SCHOOL TRUST Current Plan(s) and Rates 2018-19

District Name: GALLATIN GATEWAY ELEMENTARY
Co-op Code:
District Number(s): 9210
Renewal Date: September 1, 2019
Current Enrollment: 23 Members

MEDICAL Plan Type Plan Code Deductible Coinsurance Out-of-Pocket	Current Medical/Rx Rates for the 2018-19 Plan Year					
	Revised Major Medical RM 500-80-1500	Revised Major Medical RM 200-80-1200	Revised Major Medical RM 1000-80-2000	HDHP (HSA-Qualified) HE 2700-100-2700	Comprehensive Major Medical CM 4000-80-4950	Basic Plan BP 2000-70-4000
	\$500	\$200	\$1,000	\$2,700	\$4,000	\$2,000
	80%	80%	80%	100%	80%	70%
	\$1,500	\$1,200	\$2,000	\$2,700	\$4,950	\$4,000
Single	\$662	\$678	\$643	\$562	\$548	\$490
Two Party	\$1,324	\$1,356	\$1,286	\$1,124	\$1,096	\$980
Parent/Child(ren)	\$1,092	\$1,119	\$1,061	\$927	\$904	\$809
Family	\$1,787	\$1,831	\$1,736	\$1,517	\$1,480	\$1,323
Single Retiree	\$662	\$678	\$643	\$562	\$548	\$490
Two Party Retiree	\$1,324	\$1,356	\$1,286	\$1,124	\$1,096	\$980
Single Medicare	\$364	\$373	\$354	\$309	\$301	\$270
Two Party Medicare	\$728	\$746	\$707	\$618	\$603	\$539
1+/1- Age 65	\$1,026	\$1,051	\$997	\$871	\$849	\$760

ANCILLARY BENEFITS	DENTAL	VISION
Single	\$38	\$7
Two Party	\$75	\$15
Parent/Child(ren)	\$78	\$10
Family	\$116	\$16
Single Retiree	\$38	\$7
Two Party Retiree	\$75	\$15
Single Medicare	\$38	\$7
Two Party Medicare	\$75	\$15
1+/1- Age 65	\$75	\$15



District Name:
Co-op Code:
District Number(s):
Renewal Date:
Current Enrollment:

GALLATIN GATEWAY ELEMENTARY

9210

September 1, 2019

23 Members

MONTANA UNIFIED SCHOOL TRUST
Group Renewal Plan(s) and Rates 2019-20

Please select plans, complete highlighted boxes, sign, date, and return to MUST

MEDICAL		Renewal Medical/Rx Rates for the 2019-20 Plan Year					
		Revised Major Medical RM 500-80-1500	Revised Major Medical RM 200-80-1200	Revised Major Medical RM 1000-80-2000	HDHP (HSA- Qualified) HE 2700-100-2700	Comprehensive Major Medical CM 4000-80-4950	Basic Plan BP 2000-70-4000
Plan Type							
Plan Code							
Deductible	\$500	\$200	\$1,000	\$2,700	\$4,000	\$2,000	
Coinsurance	80%	80%	80%	100%	80%	70%	
Out-of-Pocket	\$1,500	\$1,200	\$2,000	\$2,700	\$4,950	\$4,000	
Single	\$698	\$715	\$678	\$593	\$578	\$517	
Two Party	\$1,396	\$1,430	\$1,356	\$1,186	\$1,156	\$1,034	
Parent/Child(ren)	\$1,152	\$1,180	\$1,119	\$978	\$954	\$853	
Family	\$1,885	\$1,931	\$1,831	\$1,601	\$1,561	\$1,396	
Single Retiree	\$698	\$715	\$678	\$593	\$578	\$517	
Two Party Retiree	\$1,396	\$1,430	\$1,356	\$1,186	\$1,156	\$1,034	
Single Medicare	\$384	\$393	\$373	\$326	\$318	\$284	
Two Party Medicare	\$768	\$787	\$746	\$652	\$636	\$569	
1+/- Age 65	\$1,082	\$1,108	\$1,051	\$919	\$896	\$801	
Mark Plan Selection		✓	✓	✓	✓	✓	

ANCILLARY BENEFITS	DENTAL	VISION: Hardware Only	VISION: Exam + Hardware	Select Enrollment Option Below	Participation Levels a) Current Number of Active Employees: <u>15</u> b) # Ineligible for Medical Coverage: <u>15</u> c) # Eligible Employees Waiving: <u>2</u>
Two Party	\$75	\$15	\$21		
Parent/Child(ren)	\$78	\$10	\$14	<input checked="" type="checkbox"/> MUST Online Or <input type="checkbox"/> Paper Enrollment	Dental Eligibility Requirement <input checked="" type="checkbox"/> All employees <input type="checkbox"/> Medical enrollees only
Family	\$116	\$16	\$22		
Single Retiree	\$38	\$7	\$10	<input checked="" type="checkbox"/> MUST Online Or <input type="checkbox"/> Paper Enrollment	Vision Eligibility Requirement <input checked="" type="checkbox"/> All employees <input type="checkbox"/> Medical enrollees only
Two Party Retiree	\$75	\$15	\$21		
Single Medicare	\$38	\$7	\$10	<input checked="" type="checkbox"/> MUST Online Or <input type="checkbox"/> Paper Enrollment	Vision Eligibility Requirement <input checked="" type="checkbox"/> All employees <input type="checkbox"/> Medical enrollees only
Two Party Medicare	\$75	\$15	\$21		
1+/- Age 65	\$75	\$15	\$21	<input checked="" type="checkbox"/> MUST Online Or <input type="checkbox"/> Paper Enrollment	Vision Eligibility Requirement <input checked="" type="checkbox"/> All employees <input type="checkbox"/> Medical enrollees only
Mark Plan Selection		✓	✓	✓	

Sign Here!

[Signature]

Authorized Signature

4/15/2019

Date



MONTANA UNIFIED SCHOOL TRUST
Life and Long Term Disability Benefit Election Form 2019-2020

District Name: **GALLATIN GATEWAY ELEMENTARY**
District Number: **9210**
Renewal Date: **9/1/2019**

If you wish to make changes to your plan, please fill out below and sign.

BENEFITS	FUNDING	COVERAGE OPTIONS	CURRENT	ADD	DROP
Plan Paid Basic Life	Plan Provided	Can provide a Term life and AD&D benefit of \$10,000. Basic coverage is for active employees enrolled in the group medical plan.	Y	<input type="checkbox"/>	<input type="checkbox"/>
Plan Paid Basic Long Term Disability	Plan Provided	Base monthly benefit can pay 50% of pre-disability earnings to a maximum of \$5,000 per month; benefit begins after 180 days of disability. Basic coverage is for active employees enrolled in the group medical plan.	Y	<input type="checkbox"/>	<input type="checkbox"/>
Employer Paid Group Life	Employer Paid	Any multiple of \$10,000, not to exceed \$150,000. Available if your group offers this coverage for eligible employees.	N	<input type="checkbox"/>	<input type="checkbox"/>
Employer Paid Long Term Disability Buy-Up	Employer Paid	Buy-up monthly benefit pays 60% of pre-disability earnings to a maximum of \$6,000 per month; benefit begins after 90 days of disability. Available if your group offers this coverage for active employees enrolled in the group medical plan.	N	<input type="checkbox"/>	<input type="checkbox"/>
Employee Paid Voluntary Life	Employee Paid	Apply for up to four times your annual salary (any multiple of \$10,000) to a maximum of \$500,000; dependent coverage of \$5,000 available for spouse and eligible children. Available if your group offers this coverage for active employees, their spouse and children.	Y	<input type="checkbox"/>	<input type="checkbox"/>


Authorized Signature

4/15/2019
Date

THE MUST DIFFERENCE

Small differences can make a big difference

- **Coinsurance percentages**—MUST CM and RM plans are 80/20%
- **Accident Benefit**—first \$500 paid 100% (\$300 on Basic Plan)
- **1 vision exam covered 100%** annually under medical policy as preventive
- **Expansive provider network** with out of network paid at in-network allowable charges
- **Robust pharmacy program** with *Prime Advantage Plus Network* without a separate deductible
 - › Pharmacy (non-HDHP plans) retail and mail order 90 day supply = **2 x 30 day copay**
 - › HDHP *Expanded Preventive Drug List* covering additional preventive prescriptions at \$0 before deductible
- **First dollar coverage on CM and RM plan** for chemical dependency/mental health office visits
- **Access to convenient Virtual Visits** (telehealth) for non-emergent conditions with \$25 copay for RM plan and \$44 copay for CM, HDHP and Basic plans, until deductible is met

Important Note

The plan benefit overviews included in this proposal are intended to be a high-level summary of the benefit options being offered to your district.

The MUST Summary Plan Description (SPD) and other materials will supersede this easy-to-read, general information.

MUST Value Adds

- ✓ **Online enrollment** and member management
- ✓ **Montana-based** enrollment/eligibility and billing support
- ✓ **Onsite enrollment support** for on-site enrollment assistance, education and overall district support
- ✓ **Basic Life & AD&D Insurance** of \$10,000 for employees enrolled in medical coverage, with option to purchase additional employee-paid life coverage
- ✓ **Basic LTD benefit** (50% of pre-disability earnings) for employees enrolled in medical coverage
- ✓ Group access to **free**, ready-to-use **Wellness Campaigns** coordinated and administered by MUST
- ✓ **Integrated health management** programs
- ✓ **Access to CareHere Health** centers at a low or no cost, depending on medical plan
- ✓ **COBRA administration**
- ✓ **Small group ACA reporting** services



VALUE OF YOUR NETWORK

We understand the importance of community. It's important for your employees to be able to get the services they need locally – **where they live, play and work** – as well as when they're traveling across the state or internationally.

- ✓ **100%** of Montana hospitals are contracted in the PPO network
- ✓ **96%** of the state's physicians participate in the PPO network
- ✓ **100%** of the state's outpatient surgical centers participate in the PPO network
- ✓ **>240 Montana** and **>55,000** nationwide pharmacies, including option for mail order services through Prime Mail, Ridgeway Pharmacy (MT), and Costco



MUST groups/members receive the benefit of Value-Based pricing through existing TPA network contracting.

DENTAL & VISION

Comprehensive benefits to meet the needs of those we serve

❑ DENTAL

- › \$1250 **Annual Benefit**
- › **Diagnostic / Preventive:**
No deductible / no co-pay
- › **Routine/Basic Care:**
No deductible / 20% co-insurance
- › **Major Restorative:**
\$25 deductible / 50% co-insurance
- › \$1000 **orthodontia benefit** for dependents under 19 - \$50 deductible / 50% co-insurance

❑ HARDWARE ONLY

- › One routine eye exam per benefit period covered as **preventive under medical benefit**.
- › Members may choose 1 set of glasses (frames and lenses) or 1 set of contact lenses (but not both) during the benefit period.

Materials	Per Lens	Per Pair
Single vision lenses	\$32	\$64
Bifocal lenses	\$41	\$82
Trifocal lenses	\$54	\$108
Progressive lenses	\$54	\$108
Lenticular lenses	\$77	\$154
Necessary contacts	\$165	\$330
Elective contacts	N/A	\$110*
Frames	N/A	\$85

*1 pair per year or 1 year supply of disposable lenses up to \$110.

❑ DENTAL BENEFIT

- › If selected, eligible district employees **not enrolling** in Medical coverage may select dental plan.

❑ EXAM + HARDWARE BENEFIT

- › If selected, eligible district employees **not enrolling** in Medical coverage may select vision plan.
- › Includes **1 vision exam** per benefit plan year in addition to hardware (**\$150** eye exam benefit maximum).

LIFE & LTD INSURANCE*

Coverage provided to all active employees enrolled in MUST medical coverage



Basic Life Insurance

\$10,000 benefit

Note: Coverage not available for retirees or school-board trustees.



Basic Long Term Disability (LTD) Insurance

- » 50% of pre-disability earnings
- » \$5,000 monthly maximum
- » 180-day waiting period

- + Unum EAP and Work/Life Balance service: includes unlimited 24/7 confidential online/phone support and an in-person Employee Assistance Program benefit (up to 3 visits available at no additional cost)
- + Worldwide Travel Assistance benefit



☐ EMPLOYER OPTION

Employer-paid Additional Life and/or LTD Coverage

- **Life Insurance** - Up to an additional \$150,000 benefit provided by school district
- **LTD Insurance Buy-up**
 - › 60% of pre-disability earnings
 - › \$6,000 monthly maximum
 - › 90-day waiting period

☐ EMPLOYEE OPTION

Employee-paid Additional Life Coverage

- **Voluntary Life Insurance**
 - › Up to 4X annual salary with a \$500,000 max (**Note:** up to \$50,000 available **without** Evidence of Insurability)
 - › Increments of \$10,000
 - › Dependent coverage available — \$5,000 for spouse and eligible children

*Life/AD&D and LTD plans available through MUST are underwritten by Unum Life Insurance Company of America.

LIFE & AD&D/ LTD RATES

EMPLOYER PAID LIFE/AD&D

Rate per \$1,000 of benefit: \$.16
Volume: Employers may offer anywhere from \$10,000 to \$150,000 increments

VOLUNTARY LIFE/AD&D (EMPLOYEE PAID)

Rate per \$10,000 (includes \$.20 AD&D rate)

Age	Rate	Age	Rate	Age	Rate
<25	\$1.10	45-49	\$3.60	70-74	\$29.70
25-29	\$1.10	50-54	\$5.30	75-79	\$40.40
30-34	\$1.20	55-59	\$8.70	80+	\$76.70
35-39	\$1.50	60-64	\$9.90		
40-44	\$2.20	65-69	\$18.20		

Spouse and Dependent Child Life Rate

Spouse	Rate
All Ages	\$1.50
Child(ren)	Rate
All Ages	\$1.50

RETIREE LIFE/AD&D (RETIREE PAID)

Retiree life rate per \$10,000

Age	Rate	Age	Rate
<55	\$6.45	70-74	\$37.80
55-59	\$10.65	75-79	\$52.20
60-64	\$12.15	80-84	\$76.50
65-69	\$22.25	85+	\$116.25

Retiree AD&D rate per \$10,000

Age	Rate
All Ages	\$.40

EMPLOYER PAID BUY-UP LTD

Rate per Employee Per Month: \$4.05
Coverage Amount: 60% to \$6,000, 90-day waiting period

Life/AD&D and LTD plans available through MUST are underwritten by Unum Life Insurance Company of America.

WELLNESS INITIATIVES

Ready to use wellness programs

MUST cares about the health and well-being of those we serve

A menu of free wellness challenge campaigns ready to use in your school!

- › MUST coordinates registration by email and distribute weekly program materials
- › Campaigns include an employer/employee guide along with communications to announce and promote the challenge.
- › To get started, contact your MUST Representative or email wellnesschallenge@ms-sf.org!

- **Walking Fundamentals**
- **Stress Fundamentals**
- **Exercise at Your Desk**
- **New Weigh of Life**
- **Nutrition Fundamentals**

“

Almost three-quarters of Americans don't get the recommended 30 minutes of daily physical activity.



“

Education is the most

POWERFUL

weapon which you
can use to change

the world.

—Nelson Mandela

THANK YOU

for your business *and* allowing
us to be *your* benefit provider!



mustbenefits.org

406.457.4400



Follow us at @MUSTbenefits



Agenda Item: Consider Audit Contract Renewal- FY19-FY21- Denning, Downey, And Association, P.C.

Background:

- An audit committee was established at the December 2015 Board meeting. The committee members were Board Chair Aaron Schwieterman, Superintendent Travis Anderson, and District Clerk Carrie Fisher.
- The committee solicited proposals from 11 auditors throughout the state for FY16, FY17, and FY18.
- The Committee received five proposals.

FY16, FY17, FY18 Audit Request For Proposal Bids:

	FY16	FY17	FY18	Total	Lowest Cost of All Bids/Cost of Bid for This Firm
Denning, Downey, & Associates	\$6,200.00	\$6,500.00	\$6,800.00	\$19,500.00	100.00%
Strom & Associates	\$9,300.00	\$9,300.00	\$9,300.00	\$27,900.00	69.89%
Newland and Company	\$7,950.00	\$7,450.00	\$7,450.00	\$22,850.00	85.34%
Rudd & Company	\$14,000.00	\$14,500.00	\$15,000.00	\$43,500.00	44.83%
Holmes & Turner	\$10,000.00	\$10,000.00	\$10,000.00	\$30,000.00	65.00%

- The Board hired Denning, Downey, & Associates to conduct three fiscal year audits.
- FY18- last school year (conducted this year) will be the last year on the contract.
- Denning, Downey, & Associates were contacted to get a proposal for the next three years (enclosed)
 - FY19 \$7000
 - FY20 \$7300
 - FY21 \$7600

District Clerk Recommendation & Rationale:

Based on proposals received three years ago, even with the proposed annual increase, Denning, Downey, & Associates is still one of the lowest priced options. They have been very professional, helpful, and thorough during the last two audits. The third audit (FY18) is still in process and most likely will not be completed until mid-June. I would also like to complete at least one more three-year audit cycle with the same auditor since I am still learning the process and how they like the information presented.

Recommended motion:

To hire Denning, Downey, & Associates, P.C. to conduct the District's audit for FY19, FY20, & FY21.

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

*P.O. Box 1957, Kalispell, MT 59903-1957
(406) 756-6879 • FAX (406) 257-7879 • E-Mail dda@ddaudit.com
Robert K. Denning, CPA, CGFM, CFF, CITP*

April 4, 2019

Gallatin Gateway School District
Attn: Carrie Fisher, Business Manager
P.O. Box 265
Gallatin, MT 59730

Re: Audit Engagement Services, Non-Audit Advisory Services, Standard Audit Contract

Dear Carrie,

Inside you will find the Audit Engagement Services, Non-Audit Advisory Services, Standard Audit Contract; these will all need to be signed and returned to our office. I have affixed green tabs where we will need your signature.

Please know once we receive these contracts, that Mr. Robert Denning will sign the Standard Audit Agreement, and I will send that in to the Montana Department of Administration (DOA), Local Government Services Bureau, for review and approval. Once the contract has been signed, the DOA will send a copy via email, of the signed contract to you directly. I will also return to you PDF copies of the signed Audit Engagement Service and Non-Audit Advisory Services contracts for your records.

Should you have any questions, please feel free to call us at any time!

Sincerely,



Christa Clark
Office Manager

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

P.O. Box 1957 Kalispell, MT 59903-1957
(406) 756-6879 • FAX (406) 257-7879 • E-Mail dda@ddaudit.com

Robert K. Denning, CPA, CGFM, CFF, CITP

April 4, 2019

Gallatin Gateway School District
Attn: Carrie Fisher, Business Manager
P.O. Box 265
Gallatin, MT 59730

Audit Engagement Services

We are pleased to confirm our understanding of the services we are to provide Gallatin Gateway School District for the year ended June 30, 2019, June 30, 2020 and June 30, 2021. We will audit the financial statements of the governmental activities, the business activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Gallatin Gateway School District as of and for the year ended June 30, 2019, June 30, 2020 and June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) and the schedule of funding process for other postemployment benefits (OPEB), to supplement Gallatin Gateway School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Gallatin Gateway School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis (MD&A)
- Schedule of funding process (OPEB)
- Budgetary comparison schedules
- Schedule of Proportionate share of the Net Pension
- Schedule of Contributions
- Notes to Required Pension Supplementary Information

We have also been engaged to report on supplementary information other than RSI that accompanies Gallatin Gateway School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with the auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Schedule of Enrollment
- Schedule of Revenues and Expenditures – extracurricular fund

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records of Gallatin Gateway School District, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Audit. Our reports will be addressed to management and the governing body of Gallatin Gateway School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and, (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during the audit we become aware that Gallatin Gateway School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U. S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that materials misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Governmental Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulation that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further auditing procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and,

accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate with management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Gallatin Gateway School District's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

The Other Services are spelled out in more detail in the "Non Audit Advisory Services" contract. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial both individually and in the aggregate to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud, affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that included our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to use in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or if they have change, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, and related notes and that you have reviewed and approved the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit service by designation and individual, preferably from senior management, with suitable skill, knowledge or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. You will provide us access to the internet and copy machines while we are on-site.

We will provide copies of our reports to Gallatin Gateway School District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Denning, Downey & Associates, CPA's, P.C. and constitutes confidential information. However, subject to applicable laws or regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the cognizant or oversight agency and the Montana Department of Administration or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Denning, Downey & Associates, CPA's, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the cognizant or oversight agency and the Montana Department of Administration. If we are aware that federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services is listed below:

<u>Fiscal Year</u>	<u>Non-Federal Audit</u>
June 30, 2019	\$7,000
June 30, 2020	\$7,300
June 30, 2021	\$7,600

If in the course of this engagement or the result of this engagement we are compelled by a court or regulatory authority to provide testimony or assist in any way in relation to any work performed for Gallatin Gateway School District, time or additional services it is understood that the District will pay us our standard hourly fee plus related travel expenses for all time required.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

This engagement does not include non-attest services. If non-attest services such as financial statement preparation are performed it is understood that these services do not constitute an audit under *Government Auditing Standards*. A separate engagement letter is prepared for these services.

This engagement does not include an audit of any component unit or related district as required by GASB #14, #39, or #61. Additionally, this engagement does not include preparation of the financial statements in accordance with GASB #34.

Our standard hourly rates vary to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment or any other reason, our engagement will be deemed to have been completed upon written notification or termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Gallatin Gateway School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this copy and return it to us.

Robert Denning CPA is the partner that has been assigned to your engagement. If you have any questions please feel free to contact him directly.

Very truly yours,

Robert K. Denning, CPA, CGFM, CFF, CITP

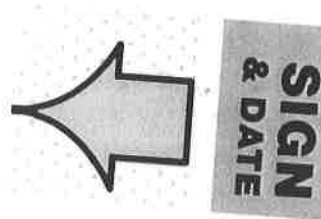
RESPONSE:

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

Governance Signature: _____

Title: _____

Date: _____



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

P.O. Box 1957 Kalispell, MT 59903-1957
(406) 756-6879 • FAX (406) 257-7879 • E-Mail dda@ddaudit.com

Robert K. Denning, CPA, CGFM, CFF, CITP

April 4, 2019

Gallatin Gateway School District
Attn: Carrie Fisher, Business Manager
P.O. Box 265
Gallatin, MT 59730

Non-Audit Advisory Services

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for Gallatin Gateway School District for the fiscal years ending June 30, 2019, June 30, 2020 and June 30, 2021.

Denning Downey and Associates CPA's (DDA) is not an employee or part of the management of the District. Therefore DDA will only assist the District's management. This is further evidenced by the District designating Carrie Fisher as the District employee with the skills, knowledge and experience (SKE) to oversee these procedures. The District will establish and monitor the performance of the below described services to ensure that they meet the government's objectives. As such, management of the government accepts full responsibility for any decisions made.

Responsibilities

Following a review of your request for Non-Audit Advisory Services identified below, and our review of Carrie Fisher SKE, we will mutually decide on services and personnel we can provide. We can then mutually establish the time and place for the services to be performed. While performing those services we may assist, advise, and train you and your staff about accounting principles and their application and may assist in the preparation of your financial statements, but the responsibility of the financial statements including all proposed adjustments remains with you. This responsibility includes the establishment and maintenance of adequate records and effective internal controls over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. You are responsible for reviewing the entries and adjusting the financial statements to correct any misstatements. Because the services attached do not constitute an examination, we will not express an opinion. In addition, we have no obligation to perform any procedures beyond those listed in this letter. DDA refuses to take any action that could be construed as making management decisions or performing management functions. These are the responsibilities of the District's management. The purpose of this engagement is NOT to discover fraud or theft. However, if in the normal course of our work we identify fraud or theft we will notify the District immediately.

Fees

Our fees for these services are described in the schedule below. The following list may include services that either will not be applicable to your entity or you may choose to perform them yourself. The fees are only for the Non-Audit Advisory Services and do not include travel expenses related with these services. Our invoices for these fees will be rendered when the work is complete or monthly if the work spans several months. In accordance with the AICPA rules on independence, the fees for all Non-Audit Advisory Services must be paid before we can begin work on the audit. If we elect to terminate our services for any reason, our engagement will be deemed to have been completed even if we have not completed the work. You will be obligated to compensate us for all time expended at our standard hourly rates and to reimburse us for all travel costs through the date of termination. If in the course of this engagement or the result of this engagement we are compelled by a court to provide testimony, time or additional services it is understood the District will compensate us at our standard hourly rate plus related travel expenses for all time required.

Services (may not need all services)

From the information provided by the District, we will assist the District in performing the services described below. **It is understood that the District may not need all the services listed below.**

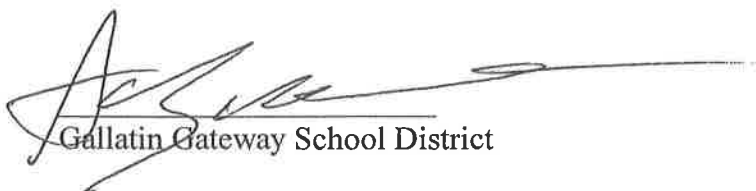
<u>Service</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>
Footnotes	NC	NC	NC
Preparation of Financials G34	\$2,200	\$2,300	\$2,400
Cash Flow Statement preparation	\$500/per	\$500/per	\$550/per
Consulting per hour	\$220/hour	\$225/hour	\$235/hour

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign where indicated below and return this letter to us.

Robert Denning CPA is the partner that has been assigned to your engagement. If you have any questions please feel free to contact him directly.

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

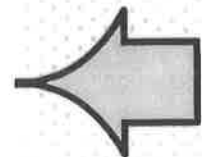
Date



Gallatin Gateway School District

4/15/2019

Date



**SIGN
& DATE**

DEPARTMENT OF ADMINISTRATION

STANDARD AUDIT CONTRACT

This Contract is made this 4th day of April, 2019, by and among

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

Certified Public Accountant
("Contractor"),

Gallatin Gateway School District

Governmental Entity
("Entity"),

and the **Montana Department of Administration, Local Government Services**, ("State"), acting under the authority of Title 2, Chapter 7, Part 5, of the Montana Code Annotated. **The State's mailing address, phone number and e-mail address are P.O. Box 200547, Helena, MT 59620-0547; (406) 444-9101; and LGSPortalRegistration@mt.gov.**

1. **Effective Date:** This contract is not effective with respect to any party until it is approved and signed by the State, as required by Section 2-7-506(3), MCA. The Contractor may not begin any audit work until the State gives this approval. If the Contractor begins work before the State's approval of the contract and the State subsequently does not approve the contract, the Contractor is not entitled to receive any compensation for the work performed.

2. **Audit Period and Payment:** This contract covers the following audit period(s):
July 1, 2018 to June 30, 2021.

A. The Entity shall pay the Contractor for the audit work on the basis of time and necessary out-of-pocket expenses, which will not exceed:

\$ 7,000 for initial (or sole) audit covering 07 /01 /18 to 06 /30 /19.
\$ 7,300 for subsequent audit covering 07 /01 /19 to 06 /30 /20.
\$ 7,600 for subsequent audit covering 07 /01 /20 to 06 /30 /21.

The Entity shall pay the fees listed in Appendices A, B & C, as applicable, which are attached hereto and incorporated by reference. Any change to the audit fees requires a contract amendment.

B. The contract payments do not include the cost of additional work that may be required if the Contractor discovers a defalcation or material irregularity. Any change in the scope of the audit services to be provided under this contract requires a contract amendment.

C. The Contractor may submit interim bills to the Entity each month, based upon the estimated percentage of contract completion. The Entity may retain ten percent (10%) of each of these estimates until the Contractor has delivered the final audit report, at which time the Entity shall release the amount retained.

3. **Peer Review:** The Contractor shall provide the Entity with a copy of its most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the contract period.

4. **Audit Scope:** The Contractor shall perform the following:

- A. The Contractor shall conduct the audit in accordance with (i) generally accepted auditing standards adopted by the American Institute of Certified Public Accountants and (ii) the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

The Contractor shall opine on the presentation of the Entity's financial statements in accordance with the Entity's applicable financial reporting framework prescribed at Section 2-7-504, MCA.

If the Contractor's opinion on the Entity's financial statements is other than unmodified, the Contractor shall fully discuss the reasons with the Entity in advance of issuing a report. If, for any reason, the Contractor is unable to complete the audit or is unable to form or has not formed an opinion, the Contractor may decline to express an opinion or decline to issue a report as a result of the engagement.

- B. The Contractor shall perform tests of internal control over financial reporting. Findings resulting from these tests shall be reported in accordance with Government Auditing Standards
- C. The Contractor shall perform tests of the Entity's compliance with provisions of laws, regulations, contracts, and grant agreements. The Contractor shall use the local government compliance supplement prepared by the State, as required by Section 2-7-505(2), MCA, in conjunction with Government Auditing Standards to determine the compliance testing to be performed during the audit. Findings resulting from these tests shall be reported in accordance with Government Auditing Standards. If the Contractor becomes aware of fraud, waste or abuse, the Contractor shall report related findings in accordance with Government Auditing Standards. The Contractor shall perform tests, including but not limited to the following, to determine whether:
- (1) the Entity has complied with all appropriate statutes and regulations, as required by Section 2-7-502, MCA;
 - (2) the Entity has complied with the provisions of each of its debt covenants and agreements;
 - (3) if the audit is of a county, city or town, the Entity has retained money in a local charge for services fund contrary to the requirements of Sections 17-2-301 through 17-2-303, MCA, as required by Section 17-2-302, MCA. **The Contractor shall report any findings of noncompliance with the provisions of these statutes, regardless of materiality; and**
 - (4) if the audit is of a county or consolidated city/county government, the Entity has complied with state laws relating to receipts and disbursements of agency or custodial funds maintained by the Entity, as required by Section 2-7-505, MCA.

If required by the State, the Contractor shall provide documentation of testing performed to comply with (3) and (4), above.

- D. When applicable, the audit must meet all requirements of the Federal Single Audit Act of 1984, as amended, and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). If these federal regulations are amended, the amended regulations will prevail.

- E. The audit scope with regard to federal financial assistance for each fiscal year covered by this contract must be as specified in Appendices A, B and C. Any change to the audit scope with regard to federal financial assistance requires a contract amendment.
- F. Except as provided below, for purposes of determining the scope of the audit, the Entity is considered the financial reporting entity as defined in the Entity's applicable financial reporting framework prescribed at Section 2-7-504, MCA. This provision does not preclude the Entity from engaging a different audit firm for the audit of a segment, fund or component unit of the Entity. However, both the Entity and Contractor shall notify the State whenever the Entity elects to engage a different audit firm for the audit of a segment, fund or governmental component unit. Such additional audit must be contracted for on the State's Standard Audit Contract, and the audit firm shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State.

If this contract is for an audit of a segment, fund, or governmental component unit of the primary government, the Entity is considered to be the segment, fund or component unit.

- G. Any school district audit must also include auditing procedures sufficient to provide an opinion as to whether the following supplemental information is fairly stated in relation to the basic financial statements:
 - (1) the school district's enrollment for the fiscal year or years being audited as reported to the Office of Public Instruction in the Fall and Spring "Student Count for ANB" reports; and
 - (2) when applicable, the extracurricular funds for pupil functions.
- H. If the Entity is a school district or associated cooperative, the Contractor shall contact the State Office of Public Instruction and the county superintendent of schools before or during the audit of the Entity. The Contractor shall determine whether those offices are aware of potential financial or legal compliance problems relating to the Entity that could affect the scope of the audit.
- I. The Contractor shall immediately notify the Entity and the State in writing of any material irregularities it discovers. If the Entity is a school district or special education cooperative, the Contractor shall also immediately notify the State Office of Public Instruction in writing.
- J. The Contractor shall notify the Entity of all proposed audit adjustments and, if the Entity concurs, shall obtain written acceptance of these proposed adjustments. The State reserves the right to request documentation of these proposed and accepted audit adjustments.

5. **Entity's Responsibilities:** The Entity shall be responsible for:

- A. its basic financial statements, including note disclosures;
- B. all supplementary information required by its applicable financial reporting framework prescribed at Section 2-7-504, MCA and by provisions of this contract;
- C. establishing and maintaining effective internal control over financial reporting, including internal controls related to the prevention and detection of fraud;

- D. ensuring that it complies with the laws, regulations, contracts and grant agreements applicable to its activities;
 - E. making all financial records and related information available to the Contractor;
 - F. the schedule of expenditures of federal awards required for audits conducted under Uniform Guidance;
 - G. approving all proposed audit adjustments before posting, if the Entity concurs with the proposed adjustments;
 - H. adjusting the financial statements and accounting records to correct material misstatements and to agree with the audited financial statements; and
 - I. providing the Contractor, at the conclusion of the audit engagement, with a letter that confirms certain representations made during the audit, including an affirmation that the effects of any uncorrected misstatements aggregated by the auditor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
6. **Dates for Annual Financial Report or Trial Balance of Accounts:** The Entity shall prepare its annual financial report or a trial balance of accounts no later than the dates specified in Appendices A, B and C. If the Entity is unable to prepare its annual financial report or trial balance by the date specified in the Appendices, the Entity shall notify the Contractor and the State in writing prior to the specified dates.
7. **Beginning the Audit:** The Contractor shall begin the audit field work based on the schedule established in Appendices A, B and C. Under Section 2-7-503(3)(a), MCA, all audits must commence within nine months from the close of the last fiscal year of the audit period.
8. **Completion of Audit:** The Contractor shall deliver the audit report to the Entity and the State, based on the schedule established in Appendices A, B and C. If the Contractor cannot deliver the audit report to the Entity and the State on the date specified in the Appendices, the Contractor shall notify the Entity and the State in writing of that fact, and the reason(s) for the delay. Under Section 2-7-503(3)(a), MCA, all audits must be completed and the reports issued within one year from the close of the last fiscal year covered by the audit. If the audit is conducted in accordance with the provisions of Uniform Guidance, the Contractor shall complete the audit and issue the audit report within the time period required by that federal regulation, unless a longer period has been agreed to in advance by the federal cognizant or oversight agency for audit. If the Entity has requested and received an extension of the due date of the Uniform Guidance from a federal agency, the Entity shall submit a copy of the approved extension to the State.
9. **Due Date Extension:** The State may grant an extension to the Entity for filing the audit report beyond the one- year due date provided for in paragraph 8, above. To do so, the Entity shall make a request to the State in writing and shall show good cause for the delinquency or demonstrate that the failure to meet the deadline provided for in paragraph 8, above, was the result of circumstances beyond the Entity's control. The State will determine good cause or circumstances beyond the Entity's control based on the facts of each case.
10. **Presentation of Audited Financial Statements:** The final audit report must contain basic financial statements and supplementary information consistent with the applicable financial reporting framework prescribed at Section 2-7-504, MCA. In addition, other supplementary information required by provisions

within this contract and by Uniform Guidance must also be included, if applicable.

- A. The final audit report must also contain any supplementary or other information as agreed upon by the Entity and Contractor.
 - B. If the Entity's accounting records or other circumstances do not permit financial statements to comply with the applicable financial reporting framework prescribed at Section 2-7-504, MCA, the Contractor shall notify the State of those conditions and describe the financial statements that will be presented. The applicable auditor's reports must be modified in accordance with professional standards to reflect a departure from the applicable financial reporting framework.
 - C. If the audit is of a school district with separate elementary and high school district general funds, the general funds must be combined as a single major fund. All other funds must be separately considered for major fund criteria.
 - D. If the audit is a biennial audit covering two years, the Contractor shall present complete financial statements as specified above for each year covered by the audit. However, note disclosures for both fiscal years may be in one set of notes, with separate fiscal year disclosures as necessary. The two years must be presented under one audit report cover and opined upon in one Independent Auditor's Report.
11. **Auditor's Reports:** All audit reports must contain the following auditor's reports, which must comply with applicable professional standards in effect for the fiscal year or years being audited:
- A. a report on the financial statements of the Entity;
 - B. a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
 - C. a reference to a report disclosing any deficiencies in internal control or instances of noncompliance with provisions of contracts or grant agreements or abuse that have a less than material effect on the financial statements but warrant the attention of management or those charged with governance. This report must be referred to in the report required in 11.B. above.
 - D. a report on any supplementary or other information presented in the audit report. This report must be given in an "other matters" paragraph(s) of the auditor's report on the financial statements (11.A. above), and shall identify, if applicable:
 - (1) Any Required Supplementary Information (RSI), as required by the Governmental Accounting Standards Board.
 - (2) Any Supplementary Information (SI) included in the report to comply with provisions of laws, regulations, contracts, or grant agreements. For the following schedules, the Contractor shall report on whether the information is fairly stated, in all material respects, "in relation to" the financial statements as a whole, unless the condition of the financial records do not allow the auditor to render such an opinion:
 - a) schedule of school district "Student Count for ANB" required in paragraph 13.A.;
 - b) schedule of school district extracurricular fund financial activities required in paragraph 13.B.;

- c) schedule of expenditures of federal awards required by Uniform Guidance and in paragraph 12.A.; and
- d) Any supplementary information for financial reporting frameworks required by A.R.M. 2.4.401.

(3) Any Other Information (OI) for financial reporting frameworks required by A.R.M. 2.4.401.

(4) Any Other Information (OI) that is included in the audit report, if deemed appropriate in accordance with professional standards.

- E. a report disclosing the action taken by the Entity to correct any deficiencies or implement any recommendations contained in the prior audit report. This report must be in a format that specifically identifies, by title or summary, each deficiency or recommendation contained in the prior audit report and the action taken by the Entity on each such deficiency or recommendation.
- F. If the Contractor includes audit findings in the reports referenced in 11.B. and 11.C. above, the views of Entity officials and their planned corrective actions must also be included, as required by Government Auditing Standards, if they are available at the time the Contractor submits the audit report to the State. If the views and planned corrective actions are not available at that time, the Contractor shall so indicate in the reports.

12. **Single Audits:** All audit reports for single audits done in accordance with Uniform Guidance must contain the following:

- A. a schedule of expenditures of federal awards, prepared by the Entity, which must contain all elements required by Uniform Guidance.
- B. a report on the schedule of expenditures of federal awards. This report may be combined with other reports as provided by Uniform Guidance and professional standards. This report must comply with applicable professional standards in effect for the fiscal year or years being audited.
- C. a report on compliance for each major program and a report on internal control over compliance in accordance with Uniform Guidance. These reports must refer to the separate schedule of findings and questioned costs described in paragraph 12.D. of the contract and must comply with applicable professional standards in effect for the fiscal year or years being audited.
- D. a schedule of findings and questioned costs which must include the information required by Uniform Guidance.
- E. an Entity-prepared document, separate from the Contractor's findings, that describes the Entity's corrective action plan in accordance with Uniform Guidance for each current-year audit finding, if that plan is available at the time the Contractor submits the audit report to the State. This document should be submitted on Entity letterhead and should include a corrective action plan for each finding, regardless whether the finding is identified in accordance with Uniform Guidance or Government Auditing Standards.

13. **School Districts:** School district audit reports must include the following as supplementary information/schedules:

- A. a schedule of the district's enrollment as reported to the Office of Public Instruction for the fiscal year or years being audited. The schedule must contain the enrollment both as reported in the Fall and Spring "Student Count for ANB" reports and as documented by the school district's enrollment records; and
 - B. a detailed schedule of extracurricular fund financial activities.
14. **Local Governments Reporting on Non-GAAP Financial Reporting Framework:** Audit reports of local governments that report on a non-GAAP financial reporting framework as provided in A.R.M. 2.4.401 must include any Supplementary Information and Other Information required in that administrative rule.
 15. **Written Report to Entity:** The Contractor shall render a single, written report for the Entity audited, including the reports and schedules referenced in paragraphs 11 through 14 above.
 16. **Exit Conference:** Before submitting the final audit report, the Contractor shall hold an exit review conference in which the audit results are discussed with those charged with governance and other appropriate Entity officials and employees. The Contractor shall ensure that all members of the governing body and key members of management are notified of this exit conference. The Contractor further agrees that before the exit conference, it will not discuss the audit findings with anyone other than the Entity or the State. Once the Contractor delivers the final audit report to the Entity, the report is deemed to be a public record.
 17. **Report Distribution:** The Contractor and Entity shall file copies of the audit report as specified below:
 - A. The Contractor shall provide the Entity with the number of copies of the audit report specified in Appendices A, B and C. The cost of those copies is included in the total price for the engagement as set out in paragraph 2.A., above, and in the Appendices.
 - B. The Contractor shall submit one of the copies referred to in 17.A., above, to the attorney for the Entity.
 - C. Upon request by the Entity, the Contractor shall provide additional copies of the audit report at a price per copy agreed upon by the Entity and Contractor.
 - D. The Contractor shall provide the State with a text-searchable, unlocked, and unencrypted electronic copy of the audit report at no charge. The report must be submitted to the State at the same time when the Contractor delivers the final audit report to the Entity. Any report delivered separately to management or those charged with governance identifying findings and recommendations as described in 11.C. above must be submitted electronically at the same time the audit report is submitted. The Contractor shall advise the State, at the time of submitting the electronic report, of the date the final report was delivered to the Entity, the date of the audit report, the actual number of hours the Contractor spent conducting the audit, the total audit fee billed the Entity, and whether the audit was conducted in accordance with the provisions of Uniform Guidance.
 - E. If the Entity is a school district or associated cooperative, the Contractor shall provide at no additional charge copies of the audit report to the Office of Public Instruction, the county superintendent of schools, and the county attorney.
 - F. If the Entity is a city or town fire department relief association disability and pension fund, the

Contractor shall provide at no additional charge one copy of the audit report to the city or town clerk.

G. If the audit is a single audit conducted in accordance with the provisions of Uniform Guidance, the Entity shall provide copies of the reporting package defined in Uniform Guidance and the data collection form to the federal clearinghouse designated by OMB.

18. **Entity Response:** If not included in the audit report as provided in paragraphs 11.F. and 12.E., within 30 days after receiving the audit report, the Entity shall notify the State in writing as to what action it plans to take to correct any deficiencies or implement any recommendations identified or contained in the audit report as required by Section 2-7-515, MCA, and ARM 2.4.409. This notification must also address any findings and recommendations identified in any report to management or those charged with governance described in 11.C. above. If the audit is a single audit conducted in accordance with Uniform Guidance, this corrective action plan must also meet the requirements of Uniform Guidance. If the Entity is a school district or special education cooperative, the Entity shall also send a copy of this notification to the Office of Public Instruction.
19. **Entity's Attorney:** If requested by the State, the attorney for the Entity shall report to the State on the actions taken or the proceedings instituted or to be instituted relating to violations of law and nonperformance of duty as required by Section 2-7-515(4), MCA. The attorney shall report to the State within 30 days after receiving the request.
20. **Certification of Auditor Independence:** The Contractor certifies that, as required by generally accepted government auditing standards, it and its principals and employees are independent in all matters regarding this engagement. This contract must not include non-audit services. The Contractor shall neither arrange for nor accept other work with the Entity that could in any way impair the Contractor's compliance with professional independence standards. If required by the State, the Contractor shall provide documentation that independence has been maintained in both mind and appearance as required by professional auditing standards.
21. **Contractor and Subcontractors:** The Contractor shall not assign any rights, or subcontract or delegate any duties of the contract without the Entity's and State's prior written consent.

The Contractor is the prime contractor and is responsible, in total, for all work of any subcontractors. Any subcontractors performing audit work shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State. The Contractor is responsible to the Entity and the State for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors or agents. There is no contractual relationship between any subcontractor and the State.

22. **State Participation in Conferences:** The State may participate in all entrance and exit conferences between the Entity and Contractor, as well as all major conferences held in conjunction with the audit of the Entity.
23. **Access to Records:** The Contractor shall give the State and, when required by law, the Montana Legislative Audit Division, access to the Contractor's work programs, supporting working papers, time records, and all other documents relating to the audit. Access to these documents must be provided at the State's offices in Helena, Montana. Access to working papers includes the right of the State to obtain copies of working papers, as is reasonable and necessary. The Contractor shall make the work programs and supporting working papers available to the State for use by the State or other public accounting firms as directed by the State in future audits of the Entity. The Contractor shall make the audit programs and

supporting working papers available to the cognizant or oversight agency for audit or its designee, federal agencies providing direct or indirect funding, or the U.S. General Accounting Office, if requested. Access to working papers includes the right of federal agencies to obtain copies of working papers, as is reasonable and necessary. The Contractor shall retain the audit report, work programs, and supporting working papers for a minimum of five years from the date of the audit report, unless the State notifies the Contractor to extend the retention period. If professional standards or other applicable laws, rules, or regulations require a longer retention period, the Contractor shall retain the above materials for that specified period.

24. **State Review of Report:** As provided by Section 2-7-522, MCA, the State shall review the Contractor's audit report. If the State determines that reporting requirements have not been met, it will notify the Entity and the Contractor of the significant issues of noncompliance. The Contractor shall correct the identified deficiencies within 60 days of notification.
25. **Independent Contractor:** The Contractor is an independent contractor and neither its principals nor its employees are employees of the State or Entity for any purposes.
26. **Workers' Compensation:** The Contractor certifies that it carries Workers' Compensation for its employees and that it has either elected Workers' Compensation or has an approved Independent Contractor's Exemption covering the Contractor while performing work under this contract. (Montana Code Annotated, Title 39, Chapter 71).
27. **Indemnity:** The Contractor shall defend and indemnify the State and Entity, their elected and appointed officials, agents, and employees from and against all claims, causes of action, damages, liabilities, court costs and attorney fees in favor of the Contractor's employees or third parties for bodily or personal injuries, death, or damage to property arising from the acts or omissions or alleged acts or omissions of the Contractor and/or its agents, employees, representatives, assigns, subcontractors under this contract. This defense and indemnify obligation does not apply to acts or omissions arising from the sole negligence of the State or Entity under this contract. This defense and indemnity obligation survives termination or expiration of this contract.

If the Contractor is or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of the Entity's intentional or knowing misrepresentation or provision to the Contractor of inaccurate or incomplete information in connection with this engagement, and not any failure on the Contractor's part to comply with professional standards, the Entity shall defend and indemnify the Contractor against such obligations.

28. **Insurance – Commercial General Liability:** The Contractor shall maintain for the duration of the contract, at its cost and expense, occurrence coverage insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, and/or its agents, employees, representatives, assigns, or subcontractors. The Contractor's insurance coverage shall be primary insurance for the Contractor's negligence with respect to the State and Entity and their elected officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the State and Entity and their officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Insurance - Professional Liability: The Contractor shall purchase and maintain occurrence coverage to cover such claims as may be caused by any act, omission, negligence of the Contractor or its officers,

agents, representatives, assigns or subcontractors.

If occurrence coverage is unavailable or cost-prohibitive, the state will accept 'claims made' coverage provided the following conditions are met: 1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years, and 2) the claims made policy must have a three-year tail for claims that are made (filed) after the cancellation or expiration date of the policy.

The State and Entity may require complete copies of certificates of insurance during the term of this contract.

29. **Compliance with Laws:**

A. The Contractor shall, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. The Contractor is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subcontracting by the Contractor subjects subcontractors to the same provisions.

B. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016 the Contractor agrees that the hiring of persons to perform this contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this contract.

30. **Work Accommodations:** The Entity shall provide the Contractor with reasonable space in which to conduct the audit and shall respond promptly to requests for information as well as for all necessary books and records. Support for clerical, equipment, reproduction services shall be agreed upon by the Entity and the Contractor as specified in Appendices A, B and C.

31. **Termination before Audit Commences:** Before the commencement of the audit, either the Contractor or the Entity, with the State's consent, or the State alone, may terminate this contract for cause if another party has breached a material term or condition of this contract or violated an applicable law or regulation. The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach.

The Contractor and the Entity may agree to terminate this contract without cause before the commencement of the audit. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor and the Entity of their agreement to terminate this contract.

The State, however, will not consent to the cancellation of an audit contract for the sole purpose of allowing the Contractor and Entity to then enter into a new contract that extends the number of fiscal years to be audited by the Contractor. Unless there are extenuating circumstances, the existing audit contract must be completed first. This provision does not prohibit the cancellation of a contract for the purpose of replacing an annual audit with a biennial audit.

32. **Termination after Audit Commences:** After the audit has commenced, but before the audit report has

been issued, either the Contractor or the Entity, with the State's consent, or the State alone, may terminate this contract for cause if another party has breached a material term or condition of this contract or violated an applicable law or regulation. The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach. If the Contractor is the breaching party and fails to remedy the breach, the Contractor is not entitled to the fee set out in this contract. This is the Entity's and the State's sole remedy. If the Entity is the breaching party, the Entity shall pay the Contractor a pro rata portion of the fee set out in this contract, based on the percentage of work completed at the time of termination. This is the Contractor's sole remedy.

The Contractor and the Entity may agree to terminate this contract without cause after the audit has commenced but before the audit report has been issued. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor and the Entity of their agreement to terminate this contract.

33. **Contractor Compliance with CPE and Quality Control Review:** The Contractor certifies compliance with the continuing professional education requirements and the external quality control review requirements as set out in Government Auditing Standards, as established by the Comptroller General of the United States. The State may require the Contractor to provide evidence that it has met the above requirements.
34. **Single Audit Act Certification:** If the audit is required to meet the requirements of the Single Audit Act of 1984, as amended, and Uniform Guidance, the Contractor certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from performing audits by any Federal department or agency.
35. **Time is of the Essence:** Time is of the essence regarding all provisions of this contract.
36. **Governing Law and Venue:** This contract is governed by the laws of Montana. The parties agree that any litigation concerning this contract in which the State is named as a party must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana. Each party shall pay its own costs and attorney fees, except as otherwise allowed in this contract. The parties also agree that any litigation concerning this contract in which the State is not named as a party must be brought in the State of Montana Judicial District in the County in which the Entity is located. Each party shall pay its own costs and attorney fees, except as otherwise allowed in this contract.
37. **Notice:** All notices under this contract must be in writing and will be deemed given if delivered personally, by mail, certified, return receipt requested, or by e-mail. All notices will (a) if delivered personally, be deemed given upon delivery, (b) if delivered by mail, be deemed given upon receipt, or (c) if delivered by e-mail be deemed given upon receipt.
38. **Invalid Provision:** If any provision of this contract is held to be illegal or unenforceable and the parties' rights or obligations will not be materially and adversely affected, such provision will be (a) severed from the contract, (b) the contract will be interpreted as if such provision was never a part of the contract and (c) the remaining provisions will stay in effect.
39. **Authority:** Each party represents that the person signing this contract has the authority to bind that party.
40. **Entire Agreement and Amendment:** This contract and the attached Appendices contain the entire understanding and agreement of the parties. No modification or amendment of this contract is valid unless it is reduced to writing, signed by the parties, and made a part of this contract.

Contractor, Entity, and State have executed this Standard Audit Contract on the date first above written:

Certified Public Accountant

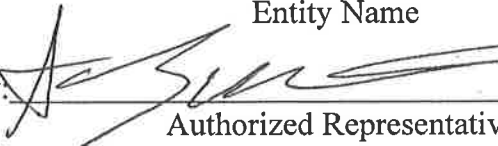
Denning, Downey and Associates CPA's P.C.
Firm Name

By: _____
Authorized Representative

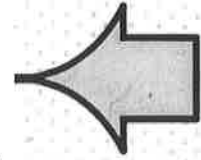
Date: _____

Governmental Entity

Gallatin Gateway School District
Entity Name

By: 
Authorized Representative

Date: 4/15/2019



**Montana Department of Administration,
Local Government Services**

By: _____
Approved By

Date: _____

APPENDIX A

Initial or Sole Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY):

Gallatin Gateway School District
Address: P.O. Box 265
(Street Address or P.O. Box)
Gallatin Gateway, MT 59730
(City/Town) (Zip Code)
Carrie Fisher, Business Manager fisher@gallatingatewayschool.com
Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING FIRM (CONTRACTOR) :

Denning, Downey and Associates CPA's P.C.
Address: P.O. Box 1957
(Street Address or P.O. Box)
Kalispell, MT 59903
(City/Town) (Zip Code)
Robert Denning CPA, CGFM, CFF, CITP, dda@ddaudit.com
Contact Person(s) and E-Mail Address(es)

1. Audit Period and Dates of Engagement:

- A. This audit will cover the fiscal year(s) ending
June 30, 2019, (and) _____
(Month & Day) (Year) (Year)
B. Date to commence audit work: March 31, 2020
C. Date to submit final audit report
to Entity and State: June 30, 2020

2. Time and Price for Engagement:

- A. Estimated total hours - 105
B. Price for audit personnel \$ 7,000
Price for Travel _____
Price for typing, clerical
and report preparation _____
Total price for this
engagement \$ 7,000

3. The reporting entity contains the following discretely presented component units: N/A _____

4. Date Annual Financial Report or a trial balance will be available: August 31, 2019
5. Number of copies of audit report Contractor will provide to Entity: Three (3)
6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:
Photocopier
Internet Access
7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

☐ The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$_____) that is effective for the fiscal year(s) being audited.

OR

☒ The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than \$750,000** during the fiscal year(s), or such other dollar amount (\$_____) that is effective for the fiscal year(s) being audited.

Certified Public Accountant

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

By: _____
Authorized Representative

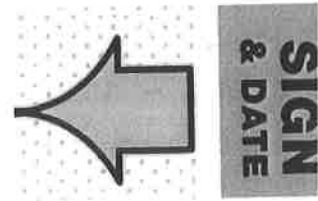
Date: _____

Governmental Entity

Gallatin Gateway School District
Entity Name

By: [Signature]
Authorized Representative

Date: 4/15/2019



Montana Department of Administration, Local Government Services

By: _____
Approved By

Date: _____

APPENDIX B

Subsequent Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY):

Gallatin Gateway School District

(406)763-4415

Telephone:

Address:

P.O. Box 265

(Street Address or P.O. Box)

Gallatin Gateway

(City/Town)

, MT 59730

(Zip Code)

Carrie Fisher, Business Manager fisher@gallatingatewayschool.com

Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING FIRM (CONTRACTOR) :

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

(406)756-6879

Telephone:

Address:

P.O. Box 1957

(Street Address or P.O. Box)

Kalispell

(City/Town)

, MT 59903

(Zip Code)

Robert Denning CPA, CGFM, CFF, CITP, dda@ddaudit.com

Contact Person(s) and E-Mail Address(es)

1. Audit Period and Dates of Engagement:

A. This audit will cover the fiscal year(s) ending

June 30

(Month & Day)

, 2020

(Year)

, (and)

(Year)

B. Date to commence audit work:

March 31, 2021

C. Date to submit final audit report
to Entity and State:

June 30, 2021

2. Time and Price for Engagement:

A. Estimated total hours -

105

B. Price for audit personnel

\$ 7,300

Price for Travel

Price for typing, clerical

and report preparation

Total price for this

engagement

\$ 7,300

3. The reporting entity contains the following discretely presented component units: N/A

4. Date Annual Financial Report or a trial balance will be available: August 31, 2020
5. Number of copies of audit report Contractor will provide to Entity: Three (3)
6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:
Photocopier
Internet Access
7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

☐ The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$_____) that is effective for the fiscal year(s) being audited.

OR

☒ The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than \$750,000** during the fiscal year(s), or such other dollar amount (\$_____) that is effective for the fiscal year(s) being audited.

Certified Public Accountant

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

By: _____
Authorized Representative

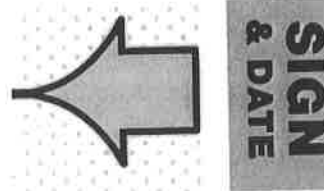
Date: _____

Governmental Entity

Gallatin Gateway School District
Entity Name

By: [Signature]
Authorized Representative

Date: 4/15/2019



Montana Department of Administration, Local Government Services

By: _____
Approved By

Date: _____

4. Date Annual Financial Report or a trial balance will be available: August 31, 2021
5. Number of copies of audit report Contractor will provide to Entity: Three (3)
6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:
Photocopier
Internet Access
7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

☐ The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

OR

☒ The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

Certified Public Accountant

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

By: _____
Authorized Representative

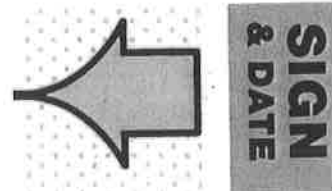
Date: _____

Governmental Entity

Gallatin Gateway School District
Entity Name

By: [Signature]
Authorized Representative

Date: 4/15/2019



Montana Department of Administration, Local Government Services

By: _____
Approved By

Date: _____

AGENDA ITEM: Vacations- Policy #5334P- new

During our line-item budget work session on April 1, 2019, we discovered the need to have a clear procedure and policy concerning the accumulation of vacation leave per state law and handling the process for using excess vacation days within the first 90 days of the following year.

After contacting MTSBA, they proposed the following policy and language as a solution.

Recommended motion:

to adopt policy #5334P- Vacations.

Gallatin Gateway School District #35

PERSONNEL

5334P
page 1 of 2

Vacations

All classified employees, except those in a temporary status, serving more than six (6) months, are eligible to earn vacation leave credits retroactive to the date of employment. Leave credits may not be advanced nor may leave be taken retroactively.

Vacation is earned according to the following schedule:

RATE-EARNED SCHEDULE

<u>Years of Employment</u>	<u>Working Days Credit per Year</u>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

Time as an elected state, county, or city official, as a school teacher, or as an independent contractor, does not count toward the rate earned. For purposes of this paragraph, an employee of a district or the university system is eligible to have school district or university employment time count toward the rate-earned schedule, if that employee was eligible for annual leave in the position held with the school district or university system.

Maximum Accrual of Vacation Leave

All full-time classified employees serving in permanent positions may accumulate two (2) times the total number of annual leave credits they are eligible to earn per year, according to the rate-earned schedule.

Sick Leave Bank

An employee may contribute accumulated vacation leave to the sick leave bank provided for in § 2-18-618, MCA. Donation of vacation leave credits to and use of vacation leave credits in the sick leave bank are governed by terms of the current collective bargaining agreement.

Annual Pay-Out

All part-time employees serving in permanent and seasonal positions will be paid out their unused vacation leave annually in June in lieu of the accumulation of leave as per 2-18-617 (5) MCA.

Full-time permanent classified employees with unused vacation days in excess of the accumulation limit will be notified in December. Employees with days in excess of the accumulation limit will be given reasonable opportunity to use the excess days until March 31.

The District will provide cash compensation to employees in April of each year for each unused vacation leave day, up to five (5) days, in excess of the accumulation limit outlined in this policy that the employee was unable to use between January 1 and March 31.

Lump-Sum Payment Upon Termination

An employee who terminates employment for reasons not reflecting discredit on the employee shall be entitled, upon the date of such termination, to cash compensation for unused vacation leave, assuming that the employee has worked the qualifying periods set forth in § 2-18-611, MCA. The District shall not pay accumulated leaves to employees who have not worked the qualifying period. Vacation leave contributed to the sick leave bank is nonrefundable and is not eligible for cash compensation upon termination.

Legal Reference: §§ 2-18-611 ---- § 2-18-618, MCA Leave Time

Procedure History:

Promulgated on:

Reviewed on:

Agenda Item: Review, Discuss, & Set Tuition Rates for 2019-2020 School Year

Background:

Each year before May the Board of Trustees reviews and sets tuition for the ensuing school year. Then, attendance agreements are provided to currently enrolled students to reapply for the ensuing school year. These agreements are generally reviewed and approved by the Board in May and June of each year. Any new students and/or out of district kindergartners will be reviewed and approved in August, prior to school starting.

Reference Documents:

- GGS Policy #3141- Discretionary Nonresident Student Attendance Policy
- GGS Policy #7008- Non Resident Student Attendance Agreement (Tuition/Transportation Costs)

Montana law gives the local board of trustees the authority to set tuition rates. The maximum rate charged for regular tuition are set in 20-5-323, MCA and 10.10.301, ARM and are based on 20% of the per-ANB rate for the year of attendance. The maximum regular education tuition rates for attendance during 2018-19 are:

- \$562.40 for half-time kindergartners (KH) and Pre-K (PK) students with an IEP
- **\$1,124.80** for full-time kindergartners (KF) and students in grades 1-8
- **\$1,440.20** for grades 7-8 if the school runs an accredited 7-8 program or junior high
- \$1,440.20 for grades 9-12

If a district charges tuition for out of district attendance, the tuition rates must be the same for each type of entity (parent, district, state) that is being charged. The only exception is that elementary and high school districts operating under a combined board or a K-12 district may set different tuition rates for elementary (K-8) and high school programs. Below are some examples of acceptable and unacceptable tuition charges:

Situation	Who's Paying	Acceptable- yes/no
District charges \$1,000 for out of district attendance. However, they waive tuition for students of employees.	Parents/Parents	No
District charges \$1,000 in tuition for students from District A and \$1,200 in tuition for students from District B	Parents/Parents	No
District waives tuition for a student in grade 4 and charges \$1,200 in tuition for a sibling of that student in grade 10.	Parents/Parents	Yes
District charges \$1,000 in tuition to the state for students placed in a district group home, but no tuition for discretionary out of district attendance.	State/Parents	Yes
District charges a neighboring elementary district \$1,200 per student for educating their resident 7th and 8th grade students, but charges parents \$1,000 for discretionary out of district attendance.	District/Parents	Yes

Parents or guardians are required to pay the tuition amount in accordance with district policy (see attached). When a district is required to pay tuition, half must be paid by December 31st and the reminder by June 15th of the school fiscal year following the year of attendance.

Out-of-District Enrollment History:

2005-2006	20
2006-2007	28
2007-2008	20
2008-2009	29
2009-2010	28
2010-2011	16
2011-2012	19
2012-2013	33
2013-2014	37
2014-2015	24
2015-2016	28
2016-2017	25
2017-2018	34
2018-2019	42
Average:	27.35

Current Tuition Rate for 18-19:

\$0 for grades K-8, unless they are 6-8 grade students from Cottonwood School District, then the District of residence pays the full state rate.

Currently, GGS has no students from Cottonwood School District in grades 6-8 and none are anticipated for the 2019-2020 school year.

Recommendation and Rationale:

Maintain the current tuition rate of \$0 for all out-of-district students, except for students in grades 6-8 within the Cottonwood District boundaries. Cottonwood District would pay the maximum allowable state rate. At this time, GGS has 42 out-of-district students, and in consideration of our annual general fund budget it is necessary to maintain a consistent overall enrollment. Additionally, at this time, the District does

not have any classrooms that require extra resources (such as instructional aides) to meet the needs of out-of-district students, nor do the classes exceed teacher-student ratios as set by the state education department. Charging tuition to out-of-district families is likely to reduce the number of out-of-district students, deter future enrollment, and adversely impact the District's maximum budget. Lower maximum budgets would potentially affect staffing, program offerings, and expansion of resources, etc. In addition to budgetary implications, with fewer out-of-district students the school would see less diversity and some classrooms may experience fewer opportunities for social interactions. Furthermore, students of the District benefit from greater opportunities to build relationships with more students with whom they will be attending high school in the Bozeman district; thus, creating a greater foundation of support in a much more significant transition to larger schools.

Recommended Motion:

to set the 2019-2020 out-of-district tuition at the Montana state rates for grades K-6 and for grades 7-8, waiving the entire amount of tuition for students whose parents/guardians are responsible for the tuition and the district of residence will pay the full state rate amount per student for those who are attending from Cottonwood School District in grades 6-8.

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

3141

STUDENTS

Revised on: 04/08/2013, 6/26/17,
6/27/2018

Page 1 of 2

Discretionary Nonresident Student Attendance Policy

1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at its discretion.
2. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy, with the Board making the final decision on admission.
3. The Superintendent will examine a student's records from this district and other school districts before any Board approval for admission. Review of the records and decisions regarding admission cannot be inconsistent with district policies regarding nondiscrimination.
4. The District will not admit nonresident students when doing so would cause the district to exceed the class size standards under 10.55.712 and 10.55.713, ARM.
5. Admission in one school year does not infer or guarantee admission in subsequent years.
6. All resident students who become nonresidents because their parents or guardians move out of the District may continue attendance for the school year, barring registration in another District.
7. The Board reserves the right to charge tuition for nonresident students. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district.
8. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).
9. The Board may, on a case-by-case basis, admit any nonresident student who is serving a suspension or expulsion from another school district.
10. Nonresident students enrolled under this policy are subject to all district policies, rules, regulations on the same basis as resident students.

1			
2			
3			
4	Cross Reference:	Policy 2161 – 2161P	Special Education
5		Policy 3110	Entrance, Placement, and Transfer
6		Policy 3125	Education of Homeless Children
7		Policy 3210	Equal Education, Nondiscrimination and Sex
8			Equity
9	Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining
10			state or province
11		§ 20-5-320, MCA	Attendance with discretionary approval
12		§ 20-5-321, MCA	Attendance with mandatory approval – tuition and
13			transportation
14		§ 20-5-322, MCA	Residency determination – notification – appeal for
15			attendance agreement
16		§ 20-5-323, MCA	Tuition and transportation rates
17		10.10.301B, ARM	Out-of-District Attendance Agreements
18		10.55.712, ARM	Class Size Elementary
19		10.55.713, ARM	Teacher Load and Class Size – High School
20			

Gallatin Gateway Elementary

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

7008

FINANCIAL MANAGEMENT

Nonresident Student Attendance Agreement (Tuition/Transportation Costs)

Whenever a nonresident student is to be enrolled in the District, either by choice or by placement, an attendance agreement must be filed with the Board. Terms of the agreement must include tuition rate, the party responsible for paying tuition and the schedule of payment, transportation charges, if any, and the party responsible for paying transportation costs.

Tuition rates shall be determined annually, consistent with Montana law and approved by the Board.

Cross Reference: 3141 Discretionary Nonresident Student Attendance Policy

Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
	§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301, ARM	Calculating Tuition Rates

Agenda Item: Consider Job Description Additions/Revisions/Deletions:

Background:

- Original district job descriptions were adopted by the Board of Trustees February 11, 2003.
- At the time, the job descriptions were adopted based off of the model MTSBA job descriptions
- Some job descriptions have been reviewed/revised since 2003, but the Board has not conducted a regular review of the job descriptions
- At the January 16, 2019 regular meeting the Board discussed developing job descriptions for new positions, make revisions as needed to existing job descriptions, and review all job descriptions to ensure they meet the current needs of the District and are inline with what employees actually do.
 - The goal of the board is to complete this process prior to offering employees contracts for the next school year in May 2019.
- Job Descriptions for Considered in February 2019:
 - Board-001, 002, 003- Trustees, Board Chair, Board Vice Chair- revision- **TABLED**
 - Admin-001-Superintendent- revision-**ADOPTED**
 - CLAS-003-Administrative Secretary- revision- **ADOPTED**
 - CLAS-016-After School Program Coordinator- addition- **ADOPTED**
 - CLAS-017-After School Program Assistant- addition- **ADOPTED**
 - CLAS-018-Assistant Coach- addition- **TABLED**
 - CLAS-013-School Psychologist- delete/remove- **APPROVED DELETION**
- Job Descriptions Considered in March 2019:
 - Tabled from February 2019:
 - Board-001, 002, 003-Trustees, Board Chair, Board Vice Chair- revision -**ADOPTED**
 - CLAS-018-Assistant Coach- addition-**ADOPTED**
 - CLAS-016- Athletic Director Job Description -**ADOPTED**
 - CLAS-001- Business Manager- delete/remove - **APPROVED DELETION**
 - CLAS-002- School Clerk- revision (change number to CLAS-001)-**ADOPTED**
 - CLAS-005- Kitchen Manager- revision-**ADOPTED**
 - CLAS-011- Assistant Cook- revision-**ADOPTED**
 - CLAS-008- Head Coach- revision-**ADOPTED**

Job Descriptions for Consideration in April 2019:

- CERT- 008- Student Support Specialist- new (addition)
- CLAS- 006- Classroom Aide- revision
- CLAS- 007- Bus Driver- revision
- CLAS- 009- Playground Supervisor- revision

CERT- 008- Student Support Specialist- new (addition)

- Superintendent, Guidance Counselor, and District Clerk developed this job description for a potential future position at GGS
- This would be a certified position, which requires MT teaching license
- Opening of this position will not occur until at least the regular meeting in May 2019

CLAS- 006- Classroom Aide- revision

- Recommend changing the title of this job description to “Paraprofessional”

- Added functions to the paraprofessional role at GGS- classroom, special education, and administrative support as needed
- Input for revisions were received from Superintendent, District Clerk, Guidance Counselor, a Classroom Teacher, and the current Paraprofessionals

CLAS- 007- Bus Driver- revision

- Revisions were made by District Clerk Carrie Fisher with input from Superintendent and a Bus Driver

CLAS- 009- Playground Supervisor- revision

- Input for revisions were received from Superintendent, District Clerk, Guidance Counselor, a Classroom Teacher, and the current Paraprofessionals, who act as the playground supervisor

Job Descriptions scheduled for Consideration in May 2019:

- Certified Job Descriptions--*requires discussion at LMC meeting*
 - Elementary School Teacher
 - Physical Education Teacher
 - Special Education Teacher- *revised April 21, 2014*
 - Guidance Counselor
 - Librarian
 - Substitute Teacher
 - School 504 Case Manager- *adopted June 10, 2013*
 - Kindergarten Teacher- *new*
 - Music Teacher- *new*
- Maintenance Worker
- School Nurse
- Custodian
- System Support Technician
- Technology Coordinator- *new*

More information from Kris Goss regarding changing the classifications of job descriptions as the Board deems necessary (i.e. Admin vs. Certified vs. Classified):

- Reply- February 12, 2019- *"It isn't an issue so long as the position doesn't require certification or have duties that require a certain level of certification. For example, a Board couldn't turn a principal or teacher position into a classified position. Activities director is one that could be adjusted to be a classified, but it would have to remove any requirement to hold certification and remove any duties related to evaluation of employees as that responsibility may require certification."*

~~CLASSROOM AIDE~~ PARAPROFESSIONAL

REPORTS TO: Superintendent/Principal

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

Paraprofessionals assist in the educational and social development of students under the direction and guidance of the certified instructional staff. The primary responsibilities of the paraprofessional staff are to assist, support, and provide quality instruction to students individually and/or in small groups to continuously improve student achievement. Secondary responsibilities of the paraprofessional staff include student supervision during recess and lunch and to assist with backup coverage for teachers and office staff as needed.

ESSENTIAL FUNCTIONS:

- Assist instructional personnel with development and presentation of learning materials and instructional exercises.
- Assist students individually or in small groups to reinforce and follow up learning activities.
- Monitor and assist students through practice and study activities following presentation of instructional concepts by instructional personnel.
- Adapt instructional techniques to support learning activities for diverse learners.
- Perform general clerical duties for instructional staff, such as typing and duplication of materials.
- ~~Distributes and accounts for materials such as textbooks, supplies, and equipment; collects, assembles, catalogs, and distributes resource materials.~~
- Assist in maintaining a variety of reports and records.
- Assist in maintaining a neat, orderly, and attractive learning environment.
- Assist in scoring tests, computing and recording grades.
- Administers benchmark tests and progress monitoring as needed.
- Utilize district-supported intervention programs and materials to improve student achievement.
- May participate ~~assist~~ in various meetings and parent conferences if ~~requested~~ approved by the Superintendent ~~instructor~~.
- Assist in supervision of students and in maintaining student discipline.
- Monitor and assist students in the halls, classrooms, cafeteria, gym, and during recess ~~and lunchroom~~.
- Serve as a substitute for instructional staff as needed.
- Participate in District approved professional development activities.
- Develop substitute plans in the event of an absence.
- Produce reports regarding learning progression for review by instructional staff and Superintendent.

SPECIAL EDUCATION ESSENTIAL FUNCTIONS:

- Supervise individual and/or groups of students in a variety of settings and activities.
- Provide, under the supervision of supervising teacher, instruction to individual and/or groups of students for the purpose of reinforcing instructional objectives; implementing IEP plans, and ensuring the student's access to his/her least restrictive environment.

- Adapt classroom activities, assignments, and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and meeting IEP goals.
- Monitor student's daily schedule and behavior plan for the purpose of maintaining a safe and positive learning environment.
- Assist students (e.g. diapering, lifting, transitioning from desk to wheelchair, etc) for the purpose of attending to the student's personal hygiene and care needs.
- Escort student (e.g. bathroom, classroom, recess, emergency situations and drills, etc.) for the purpose of ensuring an efficient and safe arrival to and/or from a destination.
- Collect data on the student's IEP goals for the purpose of maintaining accurate records and engaging in data based decision making.

ADMINISTRATIVE SUPPORT ESSENTIAL FUNCTIONS:

- Provide general administrative support to students, staff, and community.
- Greet and communicate with the public, employing discretion and independent judgment, directing individuals to the proper location or correct person and efficiently resolving their concerns.
- Perform a variety of regular clerical duties such as filing, typing, or duplicating materials.
- Collect payments and issue receipts from a variety of sources (i.e., bus fees, meal accounts, donations, fines, fees, fundraisers).
- Answer inquiries concerning standardized policies, procedures, and regulations.
- Operate central telephone system. Take and transmits messages.
- Administer first aid for all sick and/or injured students while communicating with parents and/or medical personnel as necessary.
- Administer medication to students under the direction of health professional.

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

DESIRED MINIMUM QUALIFICATIONS:

- Completion of at least two years of study at an institute of higher education; obtain an associate or higher degree or meet a rigorous standard of quality; and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and math.
- Holds a valid First Aid and CPR/AED certification card.
- Knowledge of general concepts of child growth, development, and behavior characteristics.
- Routine record keeping.
- Knowledge of public education goals and objectives.
- Assume responsibility for assisting in supervision of students.
- Perform routine clerical work and light typing.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with staff, students, parents, and general public.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Working knowledge of grade-level appropriate learning standards and competency in core education subjects.

- Experience in web-based programs and curriculum resources.
- Maintain an understanding of reporting procedures.

EQUIPMENT USED:

Computer (~~IBM & Mac~~), overheads projector, AV equipment, calculator, copier, fax machine, telephone/voice mail, email, website, and two-way radio system.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and ~~but may~~ **will also** be assigned to outside **duties in a variety of weather conditions** activities. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

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

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works **independently** within time constraints and maintains attentiveness intensity. **Must be able to employ sound judgement in decision-making and communicate actions to necessary personnel.**

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

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

History

Approved on: February 11, 2003

Revised on:

BUS DRIVER

REPORTS TO: Transportation Supervisor and/or Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

Transports students daily over assigned route in accordance with time schedule while ensuring student safety while boarding, unloading and while on the bus. The Bus Driver will also transport students and staff for field trips and other District excursions as needed. In addition, the Bus Driver will ensure bus maintenance is kept up to date and daily safety inspections are completed.

ESSENTIAL FUNCTIONS:

- ~~• Drives school bus or transportation vehicle over assigned route in accordance with time schedule:~~
- Boards and discharges student passengers in a safe and orderly manner.
- Transports students, staff, and chaperones on field trips, athletic activities, and other special trips.
- Enforces District policies and procedures related to transportation and obeys all traffic laws and transportation practices. ~~and maintains discipline on buses.~~
- ~~• Prepares student discipline citations as needed:~~
- Assists Superintendent in the development of designated routes and establishing pickup/drop off times.
- Prepares daily reports of mileage, time, and student loads.
- Maintains bus cleanliness on a daily basis, including washing, as needed.
- Performs minor bus maintenance checks and reports maintenance needs.
- Fuels bus as needed.
- Renders first aid or emergency assistance as needed.
- May transport other materials in District vehicles.
- Reports needed services on buses including gas and oil and checks tires, battery, and belts.
- Maintains good order among students on buses, following District policies regarding discipline of children and contact with parents and other citizens.
- Instructs students and others on proper bus behavior and emergency procedures.
- During times buses are not in use, may be assigned to general maintenance and cleanup activities in the transportation department.
- Ensures compliance with applicable provisions of state motor vehicle code and education code, as related to bus driving and transporting students.
- Attends meetings, trainings, etc. (e.g. safety, inservice, instruction, etc.) for the purpose of maintaining skills and meeting state training requirements for school bus drivers.
- Submits to random drug/alcohol testing when requested.

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

DESIRED MINIMUM QUALIFICATIONS:

- Work history demonstrating dependability and reliability; good driving record; high school diploma or equivalent; or any combination of training and experience likely to provide the desired knowledge and abilities.

- Possession of valid Montana commercial driver's license, accompanied by satisfactory medical examination report.
- Must be at least 21 years of age and a licensed driver for at least 3 years.
- Holds valid First Aid and CPR/AED certification card.,
- Holds valid TR-35 Form.
- Knowledge of safe driving practices.
- Knowledge of geography of the School District.
- Operate school bus, exercising good judgment and extreme caution.
- Drive school bus safely over variety of normal and hazardous road conditions.
- Maintain order among students on a bus.
- Learn designated bus route, bus stops, and District traffic hazards.
- Make route reports.
- Keep simple records.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with students, the public, and staff members.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.

EQUIPMENT USED:

Computer, two-way radio equipment, specials needs equipment, telephone/voice mail, and jumper cables.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The environment can be stressful due to the nature of the work. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

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

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in interactions which require oral and written communications.

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

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

History

Approved on: February 11, 2003

Revised on:

PLAYGROUND SUPERVISOR

REPORTS TO: School Principal or Designee Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

Under the supervision of the Superintendent, the Playground Supervisor provides safe and constant playground supervision of students during recess periods and before and after school.

ESSENTIAL FUNCTIONS:

- Actively supervises and monitors students on the playground, ~~at lunch areas, in classrooms, and on campus before, after, and during school~~ as directed by the Superintendent principal.
- Consistently, fairly, and kindly enforces playground, ~~lunch area,~~ and campus behavior expectations standards to help ensure the safety and well-being of students.
- Organizes and supervises playground activities to accommodate various ages, abilities, and interests.
- Acknowledges and reinforces desirable student behavior using commendations and praise.
- ~~On appropriate referral form(s);~~ Reports ~~special~~ behavioral problems in accordance with District policies and procedures to school principal or his/her designee.
- Reports any unsafe playground conditions, including equipment, to the Superintendent immediately.
- Serves as a role-model, exercising appropriate decision-making and boundary setting.
- Establishes a professional rapport with students which fosters, trust, honesty, and a feeling of safety.
- Observes, predicts, and prevents unsafe behavior or conditions.
- Assists in maintaining the cleanliness of the playground (e.g. picking up equipment, trash, lost and found items)

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

DESIRED MINIMUM QUALIFICATIONS:

- No training and experience required, but some experience working with school-age children is desirable.
- Basic knowledge of student games and their rules.
- Holds valid Basic First Aid and CPR/AED certification card.
- Demonstrate dependability and reliability.
- Learn and apply school and District rules pertaining to student behavior.
- Use good judgment in interacting with students.
- Positively influence children's behavior and standards of conduct.
- Firm, fair, and consistent in dealing with student behavior problems.
- A positive role model for students.
- Work cooperatively with other playground supervisors, custodians, food service personnel, and school staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing
- Ability to effectively perform essential functions independently with minimal supervision.

- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.

EQUIPMENT USED:

Computer, whistle, walkie talkie, and limited first aid supplies.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works both inside and outside in various weather conditions. The noise level in the work environment is usually loud.

PHYSICAL DEMANDS:

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

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee must maintain attentiveness intensity. The employee may be involved in social interactions which require oral and written communications.

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

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

History

Approved on: February 11, 2003

Revised on:

STUDENT SUPPORT SPECIALIST

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Student Support Specialist works closely with the administrator, teachers, and other support staff to promote overall student academic performance. Student Support Services is responsible for overall program management of Multi-Tiered Systems of Support (MTSS), Title 1, Gifted, and English Language Learners (ELL) and will serve to increase the academic achievement of students with academic and behavioral interventions. The Student Support Specialist will provide students with comprehensive, coordinated, integrated, and customized supports that are accessible, timely, and strength-based so students are engaged and challenged and each student experiences gains.

ESSENTIAL FUNCTIONS:

- This position carries the responsibilities of leadership, confidentiality, and overall support of school programs.
- Responsible for the overall direction, coordination, and evaluation of the Title I, MTSS, Gifted, and ELL programs.
- Ensures compliance with local, state, and federal guidelines for Title I, MTSS, Gifted, and ELL programs.
- Complies with Board policies, Federal and State regulations, and administrative directives.
- Stay up to date on new and/or changing policies, laws, and best practices for both Title I, MTSS, Gifted, and ELL programs.
- Member of the school's Student Intervention Team.
- Schedules, coordinates, and conducts Title I, MTSS, Gifted, and ELL meetings, events, and benchmark assessments.
- Collaborates and communicates with classroom teachers, counselor, Special Education Teacher, Special Education Cooperative specialists, paraprofessionals, and GGS Administration about students in early identification process, pre-referral, academic or behavioral interventions as determined by Student Intervention Team and identified students with Special Education, Title I, MTSS, Gifted, ELL and/or related services.
- Coordinates the Student Intervention Team meetings and contributes to the design and implementation of a comprehensive school plan for student support noting Tier 1, Tier 2, and Tier 3 interventions and supports for programs such as Title I, MTSS, Gifted, and ELL
- Updates and maintains District Title I plan to ensure compliance with state and federal expectations.
- Maintains records of student progress, interventions used, individualized/differentiated instructional methods, and the successful instructions used.
- Conducts data analysis of student performance data to provide guidance to the Student Intervention Team
- Collaborates with Student Intervention Team to identify student needs, set goals, plan evidence-based interventions, and progress monitor.
- Assists teachers with tracking data to determine the effectiveness of interventions
- Collaborates with teachers to understand, disaggregate, and use student achievement data to enhance their instruction.
- In collaboration with Superintendent, develops and oversees the daily schedule for the the paraprofessionals to ensure maximum student impact and uses data to prepare schedules and coordinate interventions.
- Instructs individuals or groups of students based on intervention plan(s).
- Attends grade-level, team/content area meetings to coordinate Title I, MTSS, Gifted, and ELL processes.

- Communicates with parents of students receiving Title I, MTSS, Gifted, and ELL services.
- Responsible for coordinating, collaborating, and facilitating student interventions with teachers, special education teacher, paraprofessionals, and other staff members.
- Monitors student caseload for both Title I, MTSS, Gifted, and ELL programs. Managing and maintaining cumulative individual records for students receiving services which requires regularly and systematically collecting, entering, and reporting student data.
- Coordinates and conducts benchmark assessments for new student enrollments
- Coordinates and conducts benchmark assessments for all students throughout each school year.
- Communicates program participation information to the District AIM Coordinator to ensure accuracy of state and local reporting
- Promotes the use of researched-based interventions and identifies evidence-based instructional programs which may be adopted by district to improve instructional methods in classrooms where needed.
- Update and maintain school Title I, MTSS, Gifted, and ELL webpage.
- Updates and maintains inventory of materials used for Title I and other materials in the learning lab.
- Facilitates professional development for self and paraprofessionals.
- Acts as the District's assessment coordinator and ensures the District is compliant with all state assessment requirements..

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

DESIRED MINIMUM QUALIFICATIONS:

- Valid Montana K-8 Teaching Certificate.
- Holds a valid First Aid and CPR/AED certification card.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Demonstrated ability to communicate expectations, provide guidance, and show an active interest in student progress.
- Demonstrate leadership ability and general knowledge of issues and problems in all aspects of Title I, MTSS, Gifted, and ELL.
- Ability to effectively present information and respond to questions from parents, staff, and community.
- Ability to apply knowledge of best instructional practices and strategies.
- Possess the ability to apply methods, plan, support, and manage adults and students to improve students' educational experiences.
- Ability to be organized and attentive to timelines.
- Ability to problem solve.
- Experience with students on the MTSS spectrum, including gifted and talented as well as at-risk and/or high needs learners.
- Ability to effectively perform essential functions independently with minimal supervision, as well as while working within a team.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.

PREFERRED QUALIFICATIONS:

- Reading specialist endorsement, or Master's Degree in Education.
- Experience with Title I, MTSS, Gifted, and/or ELL program.
- Experience with data collection and tracking systems, as well as organizing and reporting data.
- Three years teaching experience.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax, email, website, TV/VCR, two-way radio, digital camera, document camera, LCD projector and other technology hardware.

Technologically proficient in all office technology systems including spreadsheets, word processing, email, and the Google Suite.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints and changing priorities. The employee frequently will work irregular or extended hours while performing the duties of this job. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. Occasionally, the employee will lift up to 30 lbs. such as to lift files, paper, school supplies, books, etc.

MENTAL/MOTOR DEMANDS:

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

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

History:

Approved on:

Revised on: