

# July Agenda

## Regular Meeting of Trustees

The special meeting of the Board of Trustees of School District #35 has been scheduled for **Tuesday, July 10, 2018 at 4:00pm** at the **Gallatin Gateway School Technology Room**. (All policies can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).)

### Call to Order

### Presiding Trustee's explanation of procedures

### Public Comment- Non Agenda Items- Sign in sheet

### New Business

Review and discuss Stay Interview Report

Annual Board Work Session & Discussion

- Board Meeting Process/Procedures
  - Agenda Setting
  - Trustee Procedure- Annual Meeting Agenda Calendar
  - Process for Receiving Packets
  - Posting of Agenda and Minutes
  - Board Meeting Room Setup
  - Trustee Procedure- Robert's Rules of Order for GGS
- Review Board Communication
- Review Current Committees
- Review/Discuss Board Policies
- Discuss Individual Trustee Goals

### Next Meetings:

Strategic Planning with Debra Silk- July 25, 2018 @ 4pm

Goal Setting & Strategic Planning- August 2, 2018 @ 4pm

Regular Meeting- August 15, 2018 @ 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."*

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

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**CALL TO ORDER**

The Board of Trustees of the Gallatin Gateway School District #35 met at 4:00pm on Tuesday, July 10, 2018 in the Gallatin Gateway School Technology Room. Board Chair Aaron Schwieterman presided and called the meeting to order at 4:13pm.

**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

**OTHERS PRESENT**

None

**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

**NEW BUSINESS**

Review and Discuss Stay Interview Report

Board Chair Aaron Schweiterman, Vice Chair Julie Fleury, and Trustee Donna Shockley provided the Board with a summary of the end of year stay interviews conducted with certified staff. Vice Chair Julie Fleury noted that she felt the stay interviews went very well and she felt they were a very valuable interaction for the first year.

Vice Chair Julie Fleury noted that the overarching themes where the staff felt the Board could provide support to the certified staff included the following:

- Consistency in grading practices- Standards-based grading for proficiency
- Curriculum implementation and professional development
- Student behavior tracking tool
- Utilizing data to evaluating programs (i.e. writing samples)
- Building staff morale

## Annual Board Work Session & Discussion

### **Board Meeting Procedures**

**Agenda Setting-** The Board discussed the order of agenda items. Proposed to have the following order: 1) guests/presentations; 2) Consent Agenda; 3) Superintendent Report; 4) Old Business; 5) New Business- a) discussion and b) action items; 6) Business Manager Presentation/Trainings; and 7) Committee Reports.

Printouts of the Superintendent's report will be available at the meeting. Board and Business Manager training will be included in the consent agenda.

**Annual Meeting Agenda Calendar-** The Board discussed adding/revising the following items on the annual agenda calendar:

- 1) Move "Annual review of committees" from October to July
- 2) Add "Review Superintendent and Business Manager Evaluation Tool" to October
- 3) Add "Conduct Board Self Evaluation" to April
- 4) Move "Adopt Resolution Calling for Election" from February to January
- 5) Move "Renewal/non-renewal without cause of certified staff" and "Renewal of classified contracts" from April to May
- 6) Move "Develop Action Plans for Completing Goals" from June to July
- 7) Move "Review end of year spending priorities" and "Review and discuss budget priorities" from June to May
- 8) Remove special work session in August
- 9) Add Special Work Session in May and move "Board Orientation & Training" from July to May's special work session

All changes will be presented for board adoption at the next regular meeting.

**Process for Receiving Packets-** The Board would like to continue receiving board packets via email. Board packets will be provided the Friday prior to the Board meeting and if items are not complete for the packet by Friday they will be provided as soon as they become available.

**Posting of Agenda and Minutes-** Agendas will be emailed out to the public the Friday prior to regular meetings.

**Board Meeting Room Setup-** The Board discussed the board meeting room setup. No changes were proposed. At this time, the administrative team is working on the installation of a projector to help with public engagement.

**Trustee Procedure- Robert's Rules of Order for GGS-** Board Chair Aaron Schwieterman reviewed the District's procedure for the rules of order for Board meetings.

**Review Board Communication-** Board Chair Aaron Schwieterman reviewed the communication expectations for Board in regards to communicating with each other, District staff, and community. In addition, he reviewed what to expect for communication from the Superintendent and/or staff. The Superintendent will communicate primarily with the Board Chair regarding day-to-day issues and the Board Chair will communicate with the rest of the Board as needed. However, depending on the situation the Superintendent will contact each Board member directly.

**Review Current Committees-** The Board reviewed committees. Committee appointments will be made at future meetings. No changes to committees were presented at this time.

**Review/Discuss Board Policies-** The Board reviewed the following policies: #1240, #1310, #1400, #1402, #1420, #1425, #1510, #1511, #1512, #1513, #1520, #1521, #1620, #1700, #2000, #2120, #2132, #3141 #3200 #3225, #3226, #4120 #4301, #4315, #4410, #4411, #4520 #5015, #5223, #5225, #6000, #6110, 6110P, #7008, #7110, #7310, #7320, and #8301. The Board would like to have a printed copy of the Code of Ethics for them to sign each year (#1511). This will be added to the August 2, 2018 meeting.

The Board would like to revise policy #4301 to add wording similar to what is stated in #4315. In addition, the Board would like to change “asked” to “must” for parents making appointments with the Board. Business Manager Carrie Fisher will draft up changes and contact Joe Brott at MTSBA about the proposed changes to #4301. The Board would like clarification on #5223 regarding the Board’s ability to discipline employees for disclosing confidential information and they would like to know if the uniform complaint procedure should be referenced in this policy. Mrs. Fisher will reach out to Joe Brott to get clarification and guidance regarding policy #5223.

Next Meetings:

- Special Meeting- Wednesday, July 25, 2018 at 4pm
- Special Meeting- Thursday, August 2, 2018 at 4pm
- Regular Meeting- August 15, 2018 at 6pm

**ADJOURNMENT**

Board Chair Aaron Schwieterman adjourned the meeting at 8:44pm.



Aaron Schwieterman, Board Chair



Carrie Fisher, District Clerk

# Board Work Session Meeting (4pm)

July 10, 2018

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
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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: July 10, 2018

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

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
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## Robert's Rules of Order Procedure -- Board

### July 2013 (Revised December 2015)

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#### Call to Order

This occurs at the beginning of the meeting, once the quorum has been attained. Quorum for GGS regular or special board meetings is three members. Quorum for a committee meeting is dependent on the number of members of the committee.

#### Motions

Business is resolved at meetings by voting on propositions put forward by members. These propositions are called motions. Any person who is eligible to vote at a meeting may make a motion. Depending on the type of motion, another member is usually needed to second the motion. Motions are then debated and voted upon. Before a vote on a substantive matter, the Board must take public comment pursuant to Montana law.

#### Amendments/Revisions

The board chair may permit limited discussion of a topic before a motion is introduced. A preliminary discussion can sometimes indicate the precise type of action that is most advisable, whereas presentation of a motion first can result in a poorly worded motion, or a proposal or action that, in light of subsequent discussion, seems inadvisable.

A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent to the amendment, the amendment is deemed "friendly" and no further action is required of the original motion. (It is considered "revised.") If an amendment is not deemed friendly, it does require a second. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

#### Motions which take Precedence

Normally, a motion cannot be made while another motion is being debated. There are, however, certain types of motions that take precedence over "normal" motions.

1. Motion to Amend (as above)
2. Motion to Table – This is a motion to defer further debate on the main motion until some future time. The motion requires a second and is debatable only as to the length of time that the main motion will remain tabled.
3. Motion to Refer – This is similar to a Motion to Table, except that instead of deferring a motion for a specific amount of time, it is deferred until advice can be sought from another source (for example: OPI, Board Counsel).
4. Motion to Call the Question – This is a motion to cease debate and proceed to the vote on the main motion. If there is an objection to the motion, the motion requires a second and must pass by a majority vote. The motion is not debatable.
5. Motion to Reconsider – This is a motion to re-open debate on a motion that has already been voted upon earlier in the same meeting. This motion requires a second.
6. Motion to Adjourn – A motion to end the meeting. Requires a second and is not debatable. The board chair may adjourn the meeting without a motion.

#### Points

There are several special motions called "Points" that have priority over all other motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wished to make a Point. Points do not require a second. Only Board members are entitled to make Points; Points are not options for audience members at a Board meeting.

1. Point of Order –An individual may raise on a point of order if he/she feels that business is proceeding incorrectly. The speaker must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and/or wish to have a clarification made on a specific ruling.
2. Point of Privilege –Individuals may raise Points of Privilege if it is felt that their rights as members of the Board have been violated. This Point can also be used if an individual is unable to participate in the discussion due to an inability to hear the speaker, or because s/he is unclear on matters of procedure.
3. Point of Information –This Point is used to **ask the speaker** for information essential to the understanding of the debate.

### Voting

Voting on motions normally requires a simple majority. Voting is normally done by voice or by a show of hands; however, anyone eligible to vote has the right to demand a vote by roll call. Voting by secret ballot can never happen under Montana law.



## Annual Board Meeting and Work Session Calendar Procedure- Trustees

The Board has developed the following annual calendar of agenda items as a guide when developing agendas. Items to be discussed will fall under the following agenda categories:

**Special Work Session:** Special work sessions may be set by the Board at a regular board meeting as needed. Included may be a special work session in June for Annual Board Orientation and Strategic Plan Review and a special work session in August to Review and Discuss Budget Priorities.

**Regular Meeting:** Regular meeting agenda items, which tend to occur at the same time each year have been added to the annual calendar of agenda items. Regular meetings may include other agenda items, but this procedure will serve as only a guide, as some agenda items may be moved to other months as deemed necessary by the Board Chair and/or Superintendent when developing agendas.

**Special Meeting:** Special meeting agenda items are those, which the Board knows will occur on an annual basis.

**Superintendents Report:** Superintendent's Report items are informational items, which the Board has requested from the Superintendent during the Board's regular monthly meeting. These items are informational only and do not require Board action.

### **MONTHLY MEETINGS:**

#### **July**

Historically, Board does not hold a regular meeting in July, but may do so if necessary.

#### **Special Work Session:**

Annual Board Orientation and Training and Strategic Plan Review

#### **August**

#### **Special Work Session:**

Review and Discuss Budget Priorities

#### **Regular Meeting:**

Review and open negotiations for *Superintendent's Contract* (renewal years or earlier)  
Appoint Board negotiations team- *Superintendent's Contract* (renewal years or earlier)  
Set Board goals and objectives  
Adopt final budget  
Approve *Student Attendance Agreements*  
Hire volleyball coach(es)  
Approve disposal of District records  
Appoint trustees to committees  
Food Service Budget Report  
Review handbook revisions

#### **September**

#### **Special Work Session:**

Inspect facility/playground

#### **Regular Meeting:**

Approve line-item budget

#### **Superintendent's Report:**

August PIR Days

#### **October**

#### **Regular Meeting:**

Hire basketball coach (boys' or girls')  
Hire cheerleading coach  
Annual review of committees

#### **Superintendent's Report:**

September PIR Days

#### **November**

#### **Regular Meeting:**

Set date for Superintendent's evaluation

#### **Superintendent's Report:**

Fall ANB count

#### **December**

#### **Regular Meeting:**

Annual review of *Safety Plan*  
Hire basketball coach (boys' or girls')  
Hire wrestling coach

#### **January**

#### **Regular Meeting:**

Appoint Board negotiations team- *Certified Contract* (even years)  
Discuss budget projections for next FY

#### **Superintendent's Report:**

Winter ANB count

Special Meeting:  
Superintendent's evaluation (executive session)

## **February**

Regular Meeting:  
Review annual school election calendar dates  
Adopt *Resolution Calling for Election*  
Approve polling place election or mail ballot election  
Approve school calendar for next school year  
Set meeting dates for Budget/Levy discussions  
Approve *Out-of-District Tuition Rate* for next fiscal year  
Review and/or adjust substitute rate of pay for next fiscal year

Superintendent's Report:  
Report on staff evaluation process  
Spring ANB count

Special Meeting:  
Community Budget/Levy discussion

## **March**

Regular Meeting:  
Appoint *Professional Development Advisory Committee*  
Approve ballot wording/levy amounts for election  
Hire track coach

Special Meeting:  
Community Budget/Levy discussion

## **April**

Regular Meeting:  
Approve 8th Grade class trip for next school year  
Review *Property & Liability Insurance Contract* (renewal years)  
Review/renew health insurance

Approve *Salary Step-up Requests* (certified staff)  
Renewal/non-renewal without cause of certified staff  
Renewal of classified contracts

## **May**

Regular Meeting:  
Canvas votes from annual school election  
Annual organizational meeting  
Approve *Student Attendance Agreements* for next school year for current students  
Approve 5th Grade Class fieldtrip to West Yellowstone  
Set date for special work session(s) for *Board Orientation* and *Strategic Plan Review*

## **June**

Regular Work Session:  
Review end of year spending priorities  
Review and discuss budget priorities

Special Work Session:  
Develop Action Plans for Completing Goals

Regular Meeting:  
Approve bus routes for next school year  
Adopt *PIR Committee Professional Development* for next school year  
Set regular board meeting dates for next fiscal year  
Set date for budget work session(s)  
Approval trustee attendance for MCEL  
Approve 6th Grade Class Fieldtrip to Expedition! Yellowstone  
Approve *Public Health Nursing Services Agreement*

Superintendent's Report:  
Enrollment Graph

# Audit Committee

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The purpose of the Audit committee is to:

1. Develop a Request For Proposal (RFP),
2. Send the RFP to auditors approved by the state,
3. Evaluate the returned RFP's, and
4. Make a recommendation to the Board to enter into a contract with an auditor to complete future audit(s).

The audit committee consists of:

1. Superintendent
2. Business Manager/Clerk
3. Board Trustee

# SCHOOL SAFETY PLAN

School Safety Plans identify action to be taken during the phases of an emergency:

- Prevention/mitigation
- Preparedness
- Response
- Recover

The *Gallatin Gateway School Safety Plan* addresses issues of school safety relating to:

- School buildings and facilities
- Communications systems
- School grounds

## GENERAL CONSIDERATIONS

### A. Purpose

The purpose of this plan is to identify and clarify emergency roles and responsibilities for Gallatin Gateway School staff. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. The ultimate objective is to minimize the negative consequences of any incident on the school district and its staff, students, and parents/guardians.

Guidelines and procedures for responding to existing and potential student and school incidents are defined in this plan. The *School Safety Plan* and its appendices outline an organized, systematic method to prevent/mitigate, prepare for, respond to, and recover from incidents.

### B. Scope

This plan outlines the expectations of faculty/staff; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, state, and federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses and recovery.

### C. Identification of School Teams

Members of the **School Safety Team** include local law enforcement officials, school administration, a school safety representative, teachers, parents, community members, local ambulance, and other emergency response agencies. The members of the team and their positions or affiliations are as follows:

- School Resource Officer, County Interdisciplinary Team
- Superintendent, County Interdisciplinary Team, and School Safety Representative
- School Counselor, County Interdisciplinary Team
- Madison/Gallatin SPED Coop
- Teacher
- Teacher
- Teacher
- Community member
- Community member

Members of the **Emergency Response Team** include local law enforcement officials, school personnel, representatives from local, regional, and/or state emergency response agencies, and other appropriate incident response teams. The members of this team wear orange reflective vests during response and their positions or affiliations are as follows:

- School Resource Officer

- Superintendent and School Safety Representative
- Counselor
- Gallatin Gateway School Business Manager
- Gallatin Gateway School Office Manager
- Gallatin Gateway Fire Chief
- Additional Team Resources
  - Payne West Insurance Representative
  - County Disaster and Emergency Services, 406-582-2350
  - Poison Treatment 1-800-222-1222

Members of the **Post-incident Response Team** include local law enforcement, school personnel, mental health counselors, medical personnel, and others who can assist the school community in coping with the aftermath of a serious violent incident or emergency. The members of this team and their positions or affiliations are as follows:

- School Resource Officer
- Superintendent and School Safety Representative
- School Counselor
- Madison/Gallatin SPED Coop
- School Nurse

National preparedness efforts, including planning, are now informed by *Presidential Policy Directive (PPD) 8*, which was signed by the president in March 2011 and describes the nation's approach to preparedness. This directive represents an evolution in our collective understanding of national preparedness, based on the lessons learned from terrorist attacks, hurricanes, school incidents, and other experiences.

*PPD-8* defines preparedness around five mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

- **Prevention**, for our purposes means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action schools take to prevent a threatened or actual incident from occurring.
- **Protection** means the capabilities to secure schools against acts of violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.
- **Mitigation** means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. In this document, "mitigation" also means reducing the likelihood that threats and hazards will happen.
- **Response** means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.
- **Recovery** means the capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment.

Emergency management officials and emergency responders engaging with schools are familiar with this terminology. These mission areas generally align with the three timeframes associated with an incident: before, during, and after.

## PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE

**SCOPE:** The Professional Development Advisory Committee will:

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

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

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

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

# Gallatin Gateway School Board – Whole Child Committee

November 2016

Dear Parents & Caregivers,

Welcome to Parent/Teacher Conferences, and thank you for taking the time to meet with your student's teachers!

As you touch base with GGS educators about your student's progress and achievements, we wanted to take a moment to also introduce you to Gallatin Gateway School Board's most recently formed committee: the Whole Child Committee. The Whole Child Committee has been formed as a result of the School Board's 2016-2017 goals, one of which is to promote the development of the whole child. As such, the committee has been charged with educating itself on the five tenets of Whole Child Education; evaluating, brainstorming, and constructing systems and programs the committee can recommend be implemented to ensure that all Gallatin Gateway students are **healthy, safe, engaged, supported, and challenged**. These are the five tenets of Whole Child Education.

So, when did the Whole Child movement begin?

Launched in 2007, ASCD's (Association for Supervision & Curriculum Development) Whole Child Initiative is an effort to change the conversation about education from a focus on narrowly defined academic achievement to one that promotes the long term development and success of children. (Source: ASCD.org)

Though the five tenets listed above (and described on the back side of this sheet) appear simple and straightforward, developing and implementing systems that ensure these tenets are met is an incredibly consuming process.

To begin the process, we would like to humbly ask for your feedback and input. In the coming days, the committee will be developing a survey process to gain your thoughts, suggestions, and constructive ideas. In what areas are we doing right by our kids? What do we need to work on? What are the best ways to get from Point A to Point B, C and/or D? How can we best utilize the talents and strengths of our community members to strengthen our children's education?

The survey process is just the beginning. There will be regular meetings, brainstorming sessions, and spontaneous conversations with neighbors and friends. Please voice your suggestions and share your ideas – our children, school, and community will be better because of it.

Again, thank you for being an active participant in your child's education, and thank you in advance for your thoughts and suggestions!

GGS Whole Child Committee:

Travis Anderson, Julie Fleury, Laurie Neal, Morgan Stuart, Erica Clark, Carrie Fisher,  
Bobbie Jo Gunderson, Ruth Sann, Brook Savage, & Jacki Yager

For more information please contact Julie Fleury at [fleury@gallatingatewayschool.com](mailto:fleury@gallatingatewayschool.com)

# ASCD's Whole Child Tenets

Each student enters school **healthy** and learns about and practices a healthy lifestyle.



Each student learns in an environment that is physically and emotionally **safe** for students and adults.



**ASCD**  
LEARN. TEACH. LEAD.

[www.ascd.org](http://www.ascd.org)

Each student is actively **engaged** in learning and is connected to the school and broader community.

Each student has access to personalized learning and is **supported** by qualified, caring adults.

Each student is **challenged** academically and prepared for success in college or further study and for employment and participation in a global environment.





**LABOR MANAGEMENT COMMITTEE**  
**Gallatin Gateway School Charter**  
**February 25, 2015** *(revised November 30, 2015)*

The purpose of the Charter is to conduct fair and effective Labor Management Committee (LMC) meetings.

**Mission:** To participate in a creative problem solving process to maintain a healthy environment for students, enhance the quality of work life for employees, and increase the overall effectiveness of the School District. We will focus on issues, not personalities, and interests, not positions, to create options to satisfy mutual and separate interests.

**1. Membership**

The parties agree that the LMC will consist of three (3) members from both the union and management

It is mutually agreed that, during the first year of the LMC, the primary designees will attend meetings with no substitutes allowed. In the event that any of the individual members vacate, a representative will be selected by the appropriate party to fill the position.

**2. Quorum**

In order to conduct meetings, there must be a minimum of two (2) members present consisting of both the co-chairs (mandatory) and at least one (1) additional member from each side. Guest presenters are allowed to attend the meetings on a case-by-case basis subject to the mutual agreement of both co-chairs.

**3. Chair**

The two co-chairs may alternately conduct meetings, each chairing the session ever other time on a rotational basis.

**4. Meeting Frequency**

LMC will strive to meet monthly initially or as later agreed to within the LMC. The proposed date, time, location and duration of the next meeting will be confirmed during each meeting.

**5. Agenda**

Co-Chairs will jointly develop and distribute the following meeting's agenda one week prior to the meeting. The District Clerk will be responsible for posting the agenda in accordance with District policy. If there are materials for read-ahead, those with responsibility for the material will also attempt to distribute information to LMC members on the same schedule.

**6. Notes/Minutes**

A member of the LMC will be responsible to document meeting notes and minutes and distribute to LMC members. Approved minutes will be posted to the District website by the District Clerk.

**7. Decision Making**

LMC decisions will be reached by consensus. The decisions, actions, and recommendations from the LMC belong to the LMC and not to the union or management.

#### **8. LMC and Labor Agreement**

Negotiations and grievances will be addressed through procedures identified in the Collective Bargaining Agreement. In these areas, the LMC will not impose itself or act as a substitute to the Collective Bargaining Agreement.

Nothing stated in the meetings or minutes will be used by either party in a grievance or arbitration hearing or an Unfair Labor Practice (ULP) proceeding.

#### **9. LMC Performance**

The LMC will evaluate the effectiveness of its work at least annually.

#### **10. Withdrawal of Process**

Both the union and management are committed to the LMC and will strive to make the LMC productive. Should either party choose to withdraw from participation in the LMC, they shall provide written notice to the other party. Prior to any final decision on withdrawal, both sides can call for a 60-day cooling off period and/or use of mediation to try and resolve issues.

#### **11. Rules of Operation**

- All members are responsible to review and commit to the “rules”.
- Enhanced and effective communications is the #1 objective.
- Full and equal participation by all members.
- Be punctual; come prepared.
- Maintain an atmosphere of mutual respect at all times.
- We will concentrate on issues within our control.
- Confidentiality will be identified and respected.
- Individuals will not be identified with a specific statement or issue.
- Everyone will be allowed to voice opinions and concerns.
- One person speaks at a time. No sidebar conversations.
- Maintain a committee perspective, not only a personal perspective.
- Cell phones, pagers or similar devices will be turned off or placed in a non-ringing mode during the conduct of the meetings. If cell phones, pagers, etc. ring in the silent mode during a LMC meeting, the person receiving the call will exit the meeting room to answer the call.

## School Facility Advisory Committee

The scope of the Gallatin Gateway School planning advisory committee will be to gather and analyze information to recommend short-term, mid-term, and long-range written plans for the Gallatin Gateway School (GGS) building/facility/grounds maintenance and to make recommendations to the GGS Board for consideration in Board facility maintenance and cost planning.

1. The committee will assess the school facility needs and recommend facility goals for short-term and mid-term planning.
2. The committee will assess the school facility needs and recommend facility goals for the next 20 years for long-range planning.
3. The committee will propose a maintenance plan with priority-based recommendations and general cost estimates.
4. The committee will present updates/reports quarterly, or more frequently as deemed necessary, to the school board.
5. The committee will:
  - be appointed by the Chairman of the GGS Board.
  - have no school maintenance decision-making or spending authority.
  - be comprised of community volunteers and at least one, but not to exceed two board members.
  - include no more than 7 members.
6. School administration and staff members will be available by appointment as a resource to the advisory committee to share knowledge of the building and needs of the facility.
7. The dates of advisory committee meetings will be given to GGS administration no less than four business days prior to the meeting to allow for an agenda to be posted for the public. Draft minutes of the advisory meetings will be submitted to the school clerk within a week following a meeting. The school clerk will post the draft minutes on the school webpage under the heading: School Board School Facility Advisory Committee.
8. The ongoing need, scope, and members of the advisory committee will be reviewed annually by the school board.

## **2013-2014 School Growth Committee of Gallatin Gateway School**

### Scope for committee:

The scope statement of the Gallatin Gateway School Growth Committee (GGSGC) will be to explore, gather, and analyze information to recommend to the Board of Trustees viable possibilities to help plan for school district growth.

### Goals of the committee:

The committee will:

1. be appointed by the Chairman of the GGS Board.
2. have no school growth decision-making or spending authority.
3. be comprised of community volunteers and one board member.
4. include no more than seven (7) members.
5. have school administration and staff members available by appointment as a resource to the GGSGC to share knowledge of the building facility and needs of the school community.
6. provide dates of GGSGC meetings to GGS administration no less than four business days prior to the meeting to allow for an agenda to be posted for the public.
7. provide draft minutes of growth meetings to the school clerk within a week following each meeting to be posted on the school webpage under the headings: School Board: School Growth: Gallatin Gateway School and Community Growth Committee.
8. review 2007-08 Growth Committee of Gallatin Gateway School findings and the 2008 Needs Assessment.
9. seek input from growth development specialists in support of the GGSGC statement.
10. provide the Board of Trustees actionable plans that might include short-term, mid-term, and long-term growth options 30 days prior to the 2015 May board meeting.
11. be reviewed annually by the School Board for ongoing need, scope, and member appointment.

# BOARD POLICY DISCUSSION

Several Board policies are enclosed to review and/or discuss specifically, however there may be other policies reviewed at the Board's discretion during the work session/new trustee orientation discussion. Though, we feel all policies are important, the policies included within the packet were determined by the Board Chair, Vice Chair, and administrative team as relevant to new trustee orientation.

There will not be any motions to change board policies during this work session. Any changes/revisions must be proposed, specifically noted on agenda, and voted on at a future public meeting.

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

1240 - R

BOARD OF TRUSTEES

Revised on: 06/15/15, 6/26/17

## Duties of Individual Trustees

The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual trustee, except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be prepared to participate in discussion and decision making for each agenda item. Each trustee shall visit every school (except in 1st class districts) at least once per year to examine its management, conditions, and needs.

All trustees are obligated to attend Board meetings regularly. Whenever possible, a trustee shall give advance notice to the Chairperson or Superintendent, of the trustee's inability to attend a Board meeting. A majority of the Board may excuse a trustee's absence from a meeting if requested to do so.

Board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.

Cross Reference: 1113 Vacancies

Legal References:	§ 20-3-301, MCA	Election and term of office
	§ 20-3-308, MCA	Vacancy of trustee position
	§ 20-3-324(22), MCA	Powers and duties
	§ 20-3-332, MCA	Personal immunity and liability of trustees

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

Revised on: 6/26/17

1310 - R

BOARD OF TRUSTEES

## District Policy and Procedures

### Adoption and Amendment of Policies

All new or amended policies shall become effective on adoption, unless a specific effective date is stated in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and also shall be included in the District's policy manual. Policies of the District shall be reviewed on a regular basis.

### Policy Manuals

The Superintendent shall develop and maintain a current policy manual which includes all policies of the District. Every administrator, as well as staff, students, and other residents, shall have ready access to District policies.

### Suspension of Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

### Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent may submit procedures may to the Board as an information item.

Legal References:	§ 20-3-323, MCA	District policy and record of acts
	10.55.701, ARM	Board of Trustees

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

1400 - R

BOARD OF TRUSTEES

Revised on: 08/19/13, 6/26/17,  
7/17/2017

Page 1 of 2

## Board Meetings

Meetings of the Board must occur at a duly called and legally conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.

## Regular Meetings

Unless otherwise specified, all meetings will take place in the Gallatin Gateway multipurpose room. Regular meetings shall take place at 6:00 p.m. on the third (3<sup>rd</sup>) Wednesday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school buildings or, upon the unanimous vote of the trustees, in a publicly accessible building located within the District. If regular meetings are scheduled at places other than as stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. The trustees may meet outside the boundaries of the District for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as well as an agenda, must be provided to the public in advance. Decision making may only occur at a properly noticed meeting held within the District's boundaries. When a meeting date falls on a school holiday, the meeting may take place the next business day.

## Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

## Budget Meetings

Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date, time, and place trustees will meet for the purpose of considering and adopting a final budget for the District, stating that the meeting of the trustees may be continued from day to day until final adoption of a District budget and that any taxpayer in the District may appear at the meeting and be heard for or against any part of the budget. This notice shall be published in the *Bozeman Daily Chronicle*.

On the date and at the time and place stated in the published notice (on or before August 20), trustees shall meet to consider all budget information and any attachments required by law. The



meeting may continue from day to day; however, the Board must adopt a final budget not later than August 25.

#### Special Meetings

Special meetings may be called by the Chairperson or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less than forty-eight (48) hours before the time of the meeting, except that the forty-eight-(48)-hour notice is waived in an unforeseen emergency as stated in § 20-3-322(5), MCA. Such written notice shall be posted conspicuously within the District in a manner that will receive public attention. Written notice also shall be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or television station that has filed a written request for such notices. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

#### Closed Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. Before closing a meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure and so state publicly before going into closed session. The Board also may go into closed session to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Before closing a meeting for litigation purposes, the District may wish to consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session.

Legal References:	§ 2-3-103, MCA	Public participation – governor to ensure guidelines adopted
	§ 2-3-104, MCA	Requirements for compliance with notice provisions
	§ 2-3-105, MCA	Supplemental notice by radio or television
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-322, MCA	Meeting and quorum
	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

Revised on: 6/26/17

1402

## BOARD OF TRUSTEES

### School Board Use of Electronic Mail

Use of electronic mail (e-mail) by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will not reference confidential information about employees, students, or other matters in e-mail communications, because of the risk of improper disclosure.

Cross Reference: 1400 Board Meetings  
1401 Records Available to Public

Legal Reference: § 2-3-103, MCA Public participation – governor to ensure guidelines adopted  
§ 2-3-201, MCA Legislative intent – liberal construction  
§ 2-3-203, MCA Meetings of public agencies and certain associations of public agencies to be open to public – exceptions  
§ 20-3-322, MCA Meeting and quorum

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

1420 - R

BOARD OF TRUSTEES

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

Page 1 of 3

## School Board Meeting Procedure

### Agenda

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

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

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

### Consent Agenda

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

Minutes

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

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

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

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

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

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

Quorum

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

Electronic Participation

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

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

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

Meeting Conduct and Order of Business

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

Rescind a Motion

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

Cross Reference: 1441 Audience Participation

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

# Gallatin Gateway Elementary

Adopted on:

Reviewed on:

Revised on: 6/26/17

1425

## BOARD OF TRUSTEES

### Abstentions From Voting

Section 20-3-323(2), MCA, requires the minutes of each Board meeting to include the voting records of each trustee present. As a general rule trustees should vote on all issues, unless casting a vote would be a violation of law. Under Montana law, instances in which it would be unlawful or inappropriate for a trustee to cast a vote on a particular issue include but are not necessarily limited to the following:

1. When hiring a relative of a trustee;
2. When casting a vote would directly or substantially affect, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or in which the trustee is engaged as counsel, consultant, representative, or agent;
3. When casting a vote would directly and substantially affect a business or other undertaking to its economic detriment, where a trustee has a substantial personal interest in a competing firm or undertaking;
4. When casting a vote would cause a trustee to have a pecuniary interest, either directly or indirectly, in a contract made by the trustee (while acting in the trustee's official capacity) or by the Board, and;
5. When casting a vote would put the trustee in the position of an agent or solicitor in the sale or supply of goods or services to the District.

In addition, a trustee shall be allowed to abstain from voting to avoid the appearance of impropriety or the appearance of a perceived conflict. If a trustee abstains from voting, the abstention should be recorded in the minutes and may include an explanation of the reasons for the abstention. The Board discourages abstentions, unless the reasons are substantiated as provided herein.

Legal References:	§ 2-2-105, MCA	Ethical requirements for public officers and public employees
	§ 2-2-121, MCA	Rules of conduct for public officers and public employees
	§ 2-2-302, MCA	Appointment of relative to office of trust or emolument unlawful – exceptions – publication of notice
	§ 20-1-201, MCA	School officers not to act as agents
	§ 20-3-323, MCA	District policy and record of acts
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids

# Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on: 6/26/17

Revised on: 07/08/13

1510

## BOARD OF TRUSTEES

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### Goals and Objectives

The Board shall annually review and/or adopt long and short-range goals and objectives to guide the District in the areas identified by the Board for school improvement. The Board may seek input from community members, parents, students, staff members and other interested individuals in developing these goals and objectives.

Vision: Gallatin Gateway School provides a premiere educational program for our students.

Mission: 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.

Motto: Educating the Future

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

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

NOTE: Reference to "parents" in board policy shall mean parent, caretaker relative, legal guardian, or legal custodian.

# Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

1511

## BOARD OF TRUSTEES

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### Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at public Board meetings;

Make all decisions based on available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other Board members to establish effective Board policies and to delegate authority for administration to the Superintendent;

Recognize and respect the responsibilities that properly are delegated to the Superintendent;

Communicate to the Superintendent expression of public reaction to Board policies, school programs, or staff;

Inform myself about current educational issues, by individual study and through participation in programs providing needed information, such as those sponsored by the Montana and National School Boards Associations;

Support the employment of those persons best qualified to serve as school staff and insist on regular and impartial evaluation of staff;

Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain;

Avoid compromising the Board or administration by inappropriate individual action or comments and respect the confidentiality of information that is privileged under applicable law;

Remember always that my first and greatest concern must be the educational welfare of students attending public schools.



# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

Revised on: 06/15/15, 6/26/17

1512

## BOARD OF TRUSTEES

Page 1 of 3

### Conflict of Interest

A trustee may not:

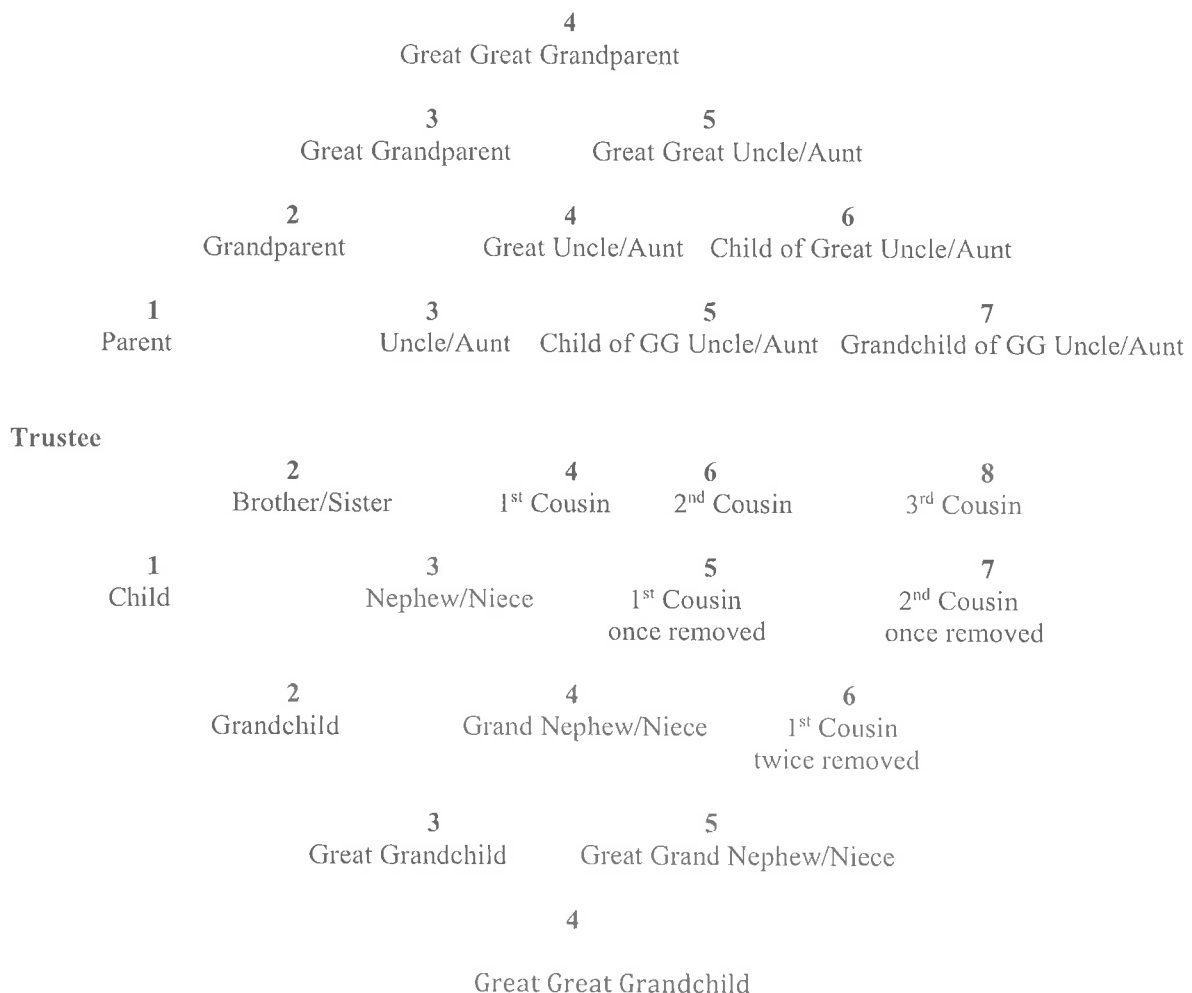
1. Engage in a substantial financial transaction for the trustee's private business purpose, with a person whom the trustee inspects or supervises in the course of official duties.
2. Perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when the trustee has more than a ten percent (10%) interest in the corporation. A contract does not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments or deposits in financial institutions that are in the business of loaning or receiving money, when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one (1) financial institution in the community; or 3) contracts for professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources, if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.
5. Be employed in any capacity by the District, with the exception of officiating at athletic competitions under the auspices of the Montana Officials Association.
6. Appoint to a position of trust or emolument any person related or connected by consanguinity within the fourth (4<sup>th</sup>) degree or by affinity within the second (2<sup>nd</sup>) degree.
  - a. This prohibition does not apply to the issuance of an employment contract to a person as a substitute teacher who is not employed as a substitute teacher for more than thirty (30) consecutive school days.
  - b. This prohibition does not apply to the renewal of an employment contract of a person related to a Board member, who was initially hired before the Board member assumed the trustee position.
  - c. This prohibition does not apply if trustees comply with the following requirements: 1) **All trustees**, except the trustee related to the person to be employed or appointed, vote to employ the related person; 2) the trustee related to

the person to be employed abstains from voting; and 3) the trustees give fifteen (15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

### Degrees of Affinity

Affinity is the legal relationship arising as the result of marriage. Relationship by affinity terminates upon the death of one of the spouses or other dissolution of marriage, except when the marriage has resulted in issue still living.

### Degrees of Consanguinity



Degrees of Affinity

			3
			Great Grandparent-in-law
		2	
		Grandparent-in-law	
	1		3
	Father/Mother-in-law		Uncle/Aunt-in-law
	1	2	
Trustee	Spouse	Brother/Sister-in-law	
	1		3
	Step Child		Nephew/Niece-in-law
		2	
		Step Grandchild	
			3
			Step Great Grandchild

# Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

1513 - R

## BOARD OF TRUSTEES

### Management Rights

The Board retains the right to operate and manage its affairs in such areas as but not limited to:

1. Direct employees;
2. Employ, dismiss, promote, transfer, assign, and retain employees;
3. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and nonproductive;
4. Maintain the efficiency of District operations;
5. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted;
6. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
7. Establish the methods and processes by which work is performed.

The Board reserves all other rights, statutory and inherent, as provided by state law.

The Board also reserves the right to delegate authority to the Superintendent for the ongoing direction of all District programs.

Cross Reference: 6110 Superintendent

Legal Reference: § 20-3-324, MCA Powers and duties  
§ 39-31-303, MCA Management rights of public employers  
*Bonner School District No. 14 v. Bonner Education Association,*  
*MEA-MFT, NEA, AFT, AFL-CIO, (2008), 2008 MT 9*

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

Revised on: 6/26/17

1520

## BOARD OF TRUSTEES

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### Board/Staff Communications

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

### Staff Communications to the Board

All official communications or reports to the Board, from, supervisors, teachers, or other staff members, shall be submitted through the Superintendent.

If contacted individually, Board members are encouraged to refer the matter to the Superintendent. Individual Board members may not take action to compromise the Board or the administration.

### Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of Board concerns and actions.

Legal Reference:        § 20-3-324(22), MCA        Powers and duties

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

1521 - R

BOARD OF TRUSTEES

Revised on: 06/15/15, 6/26/17

## Board-Superintendent Relationship

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and the Superintendent.

The role of the Board shall be to:

- Define the Mission, Vision, and Philosophy of Education for the District;
- Determine long and short-term goals that will move the District toward its Mission and Vision;
- Provide stewardship of the fiscal resources in relation to the Mission of the District;
- Employ a superintendent and evaluate their performance;
- Monitor and evaluate the District and its progress in relation to the Mission, Vision and goals; and
- Advocate for students and quality public education.

The role of the Superintendent shall be to:

- Provide leadership to move the District toward its Mission and Vision by achieving established long and short-term goals;
- Manage the District within the parameters of established policy and law;
- Provide the Board with appropriate information to facilitate its deliberations and informed decision-making;
- Maintain avenues for effective communication with all stakeholders; and
- Advocate on behalf of the students, the District and public education.

Cross Reference: 6110 Superintendent

Legal Reference: § 20-4-401, MCA Appointment and dismissal of district superintendent or county high school principal  
§ 20-4-402, MCA Duties of district superintendent or county high school principal

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

Revised on: 6/26/17

1620

## BOARD OF TRUSTEES

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### Evaluation of Board

At the conclusion of each year, the Board may evaluate its own performance in terms of generally accepted principles of successful Board operations.

The Board may choose to evaluate the effectiveness of the processes it employs in carrying out the responsibilities of the District. Those processes include but are not limited to: team building, decision making, functions planning, communications, motivation, influence, and policy.

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

1700 - R

BOARD OF TRUSTEES

Revised on: 10/20/14, 6/26/17

Page 1 of 3

## Uniform Complaint Procedure

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

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

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

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

### Level 1:

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

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



Level 2:

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

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

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

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

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

Level 3:

Upon receipt of written request for appeal of the Superintendent's decision in Level 2, the Board Chair will place the appeal on the agenda of a regular or special Board meeting. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

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

#### Level 4

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

#### Retaliation

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

Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)  
Title II of the Americans with Disabilities Act of 1990  
§ 504 of the Rehabilitation Act of 1973

# Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on: 6/26/17

Revised on: 10/21/2013

2000 - R

## INSTRUCTION

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### Instructional Goals

The District will provide equal opportunity for students to receive an education which will enable them to fulfill their role in society, commensurate with individual ability, in compliance with legal requirements, and reflecting the desires of the people.

Instructional programs, methods, and resources should meet the needs of each students, regardless of race, color, creed, sex, or level of ability. The District recognizes that equal opportunity education does not imply uniformity and that each student's unique characteristics must be acknowledged. Instructional programs, methods, and materials will not imply, teach, or encourage any beliefs or practices reflecting bias or discrimination toward other individuals or groups and will not deny others their basic human rights.

The District has developed a Statement of Learner Goals that is available through the District Office. This philosophical goal statement will reflect the District's strategic plan and will be publicized and made available to interested citizens. This statement will be reviewed annually and revised as deemed necessary.

Legal Reference:	10.55.701, ARM	Board of Trustees
	§ 20-1-102, MCA	Legislative goals for public elementary and secondary schools

# Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

2120 - R

INSTRUCTION

Revised on: 10/21/2013, 6/26/17

## Curriculum and Assessment

The Board is responsible for curriculum adoption and must approve all significant changes, including the adoption of new textbooks and new courses, before such changes are made. The Superintendent is responsible for making curriculum recommendations. The District shall ensure their curriculum is aligned to all content standards and the appropriate learning progression for each grade level.

A written sequential curriculum will be developed for each subject area. The curricula will address learner goals, content and program area performance standards, and District education goals and will be constructed to include such parts of education as content, skills, and thinking. The District shall review curricula at least every five (5) years or consistent with the state's standards revision schedule, and modify, as needed, to meet educational goals of the continuous school improvement plan pursuant to ARM 10.55.601.

In all program areas and at all levels, the District shall assess student progress toward achieving content standards and content-specific grade-level learning progressions including: content and data; accomplishment of appropriate skills; development of critical thinking and reasoning; and attitude. The District will use assessment results to improve the educational program, and use effective and appropriate tools for assessing such progress. This may include, but is not limited to: standardized tests; criterion referenced tests; teacher-made tests; ongoing classroom evaluation; actual communication assessments such as writing, speaking, and listening assessments; samples of student work and/or narrative reports passed from grade to grade; samples of students' creative and/or performance work; and surveys of carry-over skills to other program areas and outside of school, and any other requirements of ARM 10.56.101.

The District shall maintain their programs consistent with the state's schedule for revising standards.

The District may receive and/or provide distance, online and technology delivered learning programs, as provided in Montana law. Distance, online and technology delivered learning programs and/or courses shall meet the learner expectations adopted in the District and shall be aligned with state content standards and content-specific grade-level learning progressions. The Superintendent is directed to develop procedures regarding the District's distance, online and technology delivered learning.

Cross Reference:	2000	Goals
	2110	Objectives

Legal Reference:	§ 20-3-324, MCA	Powers and duties
	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	§ 20-7-602, MCA	Textbook selection and adoption
	10.55.601, ARM	Accreditation Standards Procedures
	10.55.603, ARM	Curriculum and Assessment
	10.56.101, ARM	Student Assessment

# Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 6/26/17

2132 - R

## INSTRUCTION

Page 1 of 3

### Student and Family Privacy Rights

#### Surveys - General

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

#### Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

#### Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one (1) or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request; and/or

2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

#### Instructional Material

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

#### Collection of Personal Information From Students for Marketing Prohibited

The term "personal information," for purposes of this section only, means individually identifiable information including: (1) a student's or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) telephone number, or (4) a Social Security identification number.

The District will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities;
6. Student recognition programs.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability from the administration office upon request;
2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Cross Reference:     2311    Instructional Materials  
                             3200    Student Rights and Responsibilities  
                             3410    Student Health/Physical Screenings/Examinations

Legal Reference:     20 U.S.C. 1232h     Protection of Pupil Rights

# Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

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

3141

STUDENTS

Page 1 of 2

## Discretionary Nonresident Student Attendance Policy

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

1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at its discretion. As such, the Superintendent will screen all nonresident students and consider only those who meet the criteria set forth in this policy.
2. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy, with the Board making the final decision on admission.
3. The District will consider the following criteria for discretionary admission of nonresident students: the student's academic record, disciplinary record, including truancy records, or if a student presents any educationally related detriment to the students of Gallatin Gateway Schools.  
  
The Superintendent will contact the student's previous school districts before making a recommendation to the Board. The Superintendent will evaluate the student based on the above listed criteria and determine whether or not to recommend the admission of the student.
4. The District has the option of accepting a nonresident student who does not meet the criteria set forth by the administration, if the parent/guardian agrees to special conditions of admission as set forth by the District.
5. The District will not accept out-of-district students who require additional staff, services not currently provided, or cause overcrowding in existing classes.
6. Admission in one school year does not infer or guarantee admission in subsequent years.
7. All resident students who become nonresidents because their parents or guardians move out of the District may continue attendance for the semester, barring registration in another District. At the completion of the semester, a student must apply as a nonresident student.



8. 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.
9. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).
10. The Board may, on a case-by-case basis, admit any nonresident student who is serving a suspension or expulsion from another school district.

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
	10.10.301B, ARM	Out-of-District Attendance Agreements

# Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on: 6/26/17

Revised on:

3200

## STUDENTS

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### Student Rights and Responsibilities

The District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

Cross Reference: 3231 Searches and Seizure  
3310 Student Discipline

Legal Reference: § 20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment – penalty – defense  
§ 20-5-201, MCA Duties and sanctions  
*Tinker v. Des Moines Ind. Sch. Dist.*, 89 S.Ct. 733 (1969)

# Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

3225 - R

STUDENTS

Page 1 of 2

## Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited. An employee, District agent, or student engages in sexual harassment whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
  - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include but are not limited to unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults, or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should consult a counselor, teacher, Title IX coordinator, or administrator, who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to suspension and expulsion consistent

with the District's discipline policy. Any person who knowingly makes a false accusation regarding sexual harassment likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, the District will treat complaints in a confidential manner. The District realizes that limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against an offender.

Any individual seeking further information should consult the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent will ensure that student and employee handbooks include the name, address, and telephone number of an individual responsible for coordinating District compliance efforts.

An individual with a complaint alleging a violation of this policy should follow the Uniform Complaint Procedure.

Cross Reference: 1700 Uniform Complaint Procedure

Legal References:	Art. X, Sec. 1, Montana Constitution – Educational goals and duties
	§§ 49-3-101, et seq., MCA Montana Human Rights Act
	Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.
	34 CFR Part 106 Nondiscrimination on the basis of sex in
	education programs or activities receiving
	Federal financial assistance
	10.55.701(1)(f), ARM Board of Trustees
	10.55.719, ARM Student Protection Procedures
	10.55.801(1)(a), ARM School Climate

# Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 10/21/2013, 6/26/17

3226 - R

STUDENTS

Page 1 of 2

## Bullying/Harassment/Intimidation/Hazing

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

### Definitions

- a) "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
- b) "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
- c) "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
- d) "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
  - a. Physically harming a student or damaging a student's property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - c. Creating a hostile educational environment, or;
  - d. Substantially and materially disrupts the orderly operation of a school.

- e) "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

#### Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

#### Exhaustion of Administrative Remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

#### Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

#### Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

#### Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Cross Reference: 3225F Harassment Reporting Form for Students

Legal Reference: 10.55.701(1)(g), ARM Board of Trustees  
10.55.719, ARM Student Protection Procedures  
10.55.801(1)(d), ARM School Climate

# Gallatin Gateway Elementary

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

4120 - R

## COMMUNITY RELATION

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### Public Relations

The District will strive to maintain effective two-way communications with the public to enable the Board and staff to interpret schools' needs to the community and provide a means for citizens to express their needs and expectations to the Board and staff.

The Superintendent will establish and maintain a communication process within the school system and between it and the community. Such public information program will provide for news releases at appropriate times, arrange for media coverage of District programs and events, provide for regular direct communications between individual schools and the citizens they serve, and assist staff in improving their skills and understanding in communicating with the public.

The District may solicit community opinion through parent organizations, parent-teacher conferences, open houses, and other events or activities which may bring staff and citizens together.

Legal Reference: Art. II, Sec. 8, Montana Constitution - Right of participation  
Art. II, Sec. 9, Montana Constitution - Right to know

Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

Revised on: 6/26/17

4301

COMMUNITY RELATION

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Visitors to Schools

The District welcomes visits by parents and citizens to all District buildings. All visitors shall report to and sign in at the main office on entering when visiting the School District. Conferences with teachers should be held outside school hours or during the teacher's conference or preparation time. Parents or guardians having particular concerns to discuss with the teacher are asked to arrange a conference time between 3:15pm and 4:00pm, Monday, Tuesday and Thursday.

Legal Reference: §20-1-2016, MCA Disturbance of school



# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

Revised on: 6/26/17

4315

## COMMUNITY RELATION

### Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event and/or denied admission to school events for up to a year after a Board hearing. Examples of unsportsmanlike conduct include but are not limited to:

- Using vulgar or obscene language or gestures;
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a weapon;
- Fighting or otherwise striking or threatening another person;
- Failing to obey instructions of a security officer or District employee; and
- Engaging in any illegal or disruptive activity.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice by certified mail with return receipt requested, containing:

1. Date, time, and place of a Board hearing;
2. Description of the unsportsmanlike conduct; and
3. Proposed time period admission to school events will be denied.

Legal Reference:	§ 20-1-206, MCA	Disturbance of school – penalty
	§ 20-4-303, MCA	Abuse of teachers
	§ 45-8-101, MCA	Disorderly conduct

# Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

4410

## COMMUNITY RELATION

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### Relations With Law Enforcement and Child Protective Agencies

The staff is primarily responsible for maintaining proper order and conduct in the schools. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law, occurring during school hours or at school activities. When there is substantial threat to the health and safety of students or others, such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

The District will strive to develop and maintain cooperative working relationships with the law enforcement agencies. Procedures for cooperation between law enforcement, child protective, and school authorities will be established. Such procedures will be made available to affected staff and will be periodically revised.

Cross Reference: 4313 Disruption of School Operations

Legal Reference: § 20-1-206, MCA Disturbance of school – penalty

# Gallatin Gateway Elementary

Adopted on: 7/17/2017  
Reviewed on: 6/27/17  
Revised on:

4411

## COMMUNITY RELATION

Page 1 of 3

### Interrogation and Investigations Conducted by School Officials

The Superintendent has the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. The Superintendent shall determine when the necessity exists that law enforcement officers be asked to conduct an investigation of alleged criminal behavior which jeopardizes the safety of other people or school property or which interferes with the operation of the schools.

In instances when the Superintendent has reasonable suspicion that a violation of district policy or the student code of conduct has been violated, the Superintendent will investigate. The Superintendent will notify the suspected rule violator(s) or potential witness(es) to the infraction. The suspected student shall be advised orally or in writing of the nature of the alleged offense and of the evidence against the student. Circumstances may arise where it would be advisable to have another adult present during questioning of students.

### School Resource Officer

Gallatin Gateway School District coordinates with the Gallatin County Sherriff's Department to provide a School Resource Officer (SRO) to maintain a safe and secure environment conducive to learning.

### Investigations by Law Enforcement

When a student becomes involved with law enforcement officers due to events outside of the school environment and officers other than an SRO must interact with a student, the officer(s) is requested to confer with the student when he/she is being investigated for conduct not under the jurisdiction of the school. If this cannot be arranged, the SRO is the first person of contact for law enforcement. If for any reason the SRO is not available to respond to a request, the following steps shall be taken to cooperate with the authorities.

- a. The officer shall contact the Superintendent and present proper identification in all occasions upon his/her arrival on school premises.
- b. Parents or guardians shall be notified by the law enforcement officer or Superintendent as soon as possible. The law enforcement officer or Superintendent shall make every effort to inform parents or guardians of the intent of the law enforcement officers except when that notification may compromise the student's safety.

- c. The student's parent or guardian should be present, if practicable, during any interrogation on school premises.

#### Cooperation with Law Enforcement

Although cooperation with law enforcement officers will be maintained, it is the preference of the District that it will not normally be necessary for law enforcement officers to initiate, and conduct any investigation and interrogation on the school premises, during school hours, pertaining to criminal activities unrelated to the operation of the school. It is preferred that only in demonstrated emergencies, when law enforcement officers find it necessary, will they conduct such an investigation during school hours. These circumstances might be limited to those in which delay might result in danger to any person, flight of a person reasonably suspected of a crime from the jurisdiction or local authorities, destruction of evidence, or continued criminal behavior.

No school official, however, should ever place him/herself in the position of interfering with a law enforcement official in the performance of his or her duties as an officer of the law. If the law enforcement officials are not recognized and/or are lacking a warrant or court order, the Superintendent shall require proper identification of such officials and the reason(s) for the visit to the school. If the Superintendent is not satisfied, he/she shall attempt to notify the officer's superior, documenting such action.

In all cases, the officers shall be requested to obtain prior approval of the Superintendent before beginning such an investigation on school premises. The Superintendent shall document the circumstances of such investigations as soon as practical. Alleged behavior related to the school environment brought to the Superintendent's attention by law enforcement officers shall be dealt with under the provisions of the two previous sections.

#### Taking a Student into Custody

School officials shall not release students to law enforcement authorities voluntarily unless the student has been placed under arrest or unless the parent or guardians and the student agree to the release. When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents or guardians immediately. Such effort shall be documented. Whenever an attempt to remove a student from school occurs without an arrest warrant, court order, or without acquiescence of the parent or guardian, or the student, the Superintendent shall immediately notify a superior of the law enforcement officers involved to make objection to the removal of the student and shall attempt to notify the parent or guardian of the student. The Superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.

When it is necessary to take a student into custody on school premises and time permits, the law enforcement officer shall be requested to notify the Superintendent and relate the circumstances necessitating such action. When possible, the Superintendent shall have the student summoned to the Superintendent's office where the student may be taken into custody. In all situations of interrogations, arrest or service of subpoenas of a student by law enforcement officers on school premises, all practicable steps shall be taken to ensure a minimum of embarrassment or invasion of privacy of the student and disruption to the school environment.

#### Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the Superintendent has found to be unmanageable by school personnel and which disturbances have the potential of causing harm to students, other persons, or school property. Staff members may also notify law enforcement officials.

Such potential of possible disturbance includes members of the public who have exhibited undesirable or illegal conduct on school premises or at a school event held on school property, and who have been requested to leave by the Superintendent or staff member, but have failed or refused to do so.

Legal Reference:	§ 20-1-206, MCA	Disturbance of school - penalty
	§ 20-5-201, MCA	Duties and sanctions
	§ 45-8-101, MCA	Disorderly conduct

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

Revised on: 6/26/17

4520

## COMMUNITY RELATION

### Cooperative Programs With Other Districts and Public Agencies

Whenever it appears to the economic, administrative, and/or educational advantage of the District to participate in cooperative programs with other units of local government, the Superintendent will prepare and present for Board consideration an analysis of each cooperative proposal.

When formal cooperative agreements are developed, such agreements shall comply with requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement have legal authority to engage in the activities contemplated by the agreement.

The District may enter into an interlocal agreement providing for the sharing of teachers, specialists, superintendents, or other professional persons licensed under Title 37, MCA. If the District shares a teacher or specialist with another district(s), the District's share of such teacher's or specialist's compensation will be based on the total number of instructional hours expended by the teacher or the specialist in the District.

Legal Reference:	§ 7-11-101, et seq., MCA	Interlocal Cooperation Act
	§ 20-7-451 through 456, MCA	Authorization to create full service education cooperatives
	§ 20-7-801, et seq., MCA	Public recreation
	§ 20-3-363, MCA	Multidistrict Agreements
	§ 20-9-701, MCA	Educational Cooperative Agreements

# Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

5015

## PERSONNEL

Page 1 of 2

### Bullying/Harassment/Intimidation

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

### Definitions

- "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
- "District" includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.
- "Harassment, intimidation, or bullying" means any act that substantially interferes with an employee's opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:
  - a. Physically harming an employee or damaging an employee's property;
  - b. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee's property; or
  - c. Creating a hostile working environment.
- "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

### Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she

has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

#### Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

#### Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including termination of employment. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

#### Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Legal Reference:	Admin. R. Mont. 10.55.701(3)(g)	Board of Trustees
	Admin. R. Mont. 10.55.801(1)(d)	School Climate



# Gallatin Gateway Elementary

Adopted on: 08/20/2012  
Reviewed on: 6/26/17

5223

## PERSONNEL

Revised on:

### Personal Conduct

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business.

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

Further, employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication and confidential information should only be communicated on a need to know basis.

Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the job within a particular building.

Legal Reference:	§ 20-1-201, MCA	School officers not to act as agents
	Title 2, Chapter 2, Part 1	Standards of Conduct
	§ 39-2-102, MCA	What belongs to employer

# Gallatin Gateway Elementary

Adopted on: 10/21/2013

Reviewed on: 6/26/17

Revised on:

5225

## PERSONNEL

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### Conflicts of Interest

Employees shall refrain from any activity that can be reasonably seen as creating a conflict of interest with their duties and responsibilities as employees of the District.

The following conduct is specifically prohibited:

- Using public time, facilities, equipment, supplies, personnel, or funds for the employee's private business purposes;
- Engaging in a substantial financial transaction for the employee's private business purposes with a person whom the employee inspects or supervises in the course of official duties;
- Assisting any person for a fee or other compensation in obtaining a contract, claim, license, or other economic benefit from the District;
- Assisting any person for a contingent fee in obtaining a contract, claim, license, or other economic benefit from the District;
- Performing an official act directly and substantially affecting to its economic benefit a business or other undertaking in which the employee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent; or
- Soliciting or accepting employment, or engaging in negotiations or meetings to consider employment, with a person whom the employee regulates in the course of official duties without first giving written notification to the employee's supervisor and Superintendent.

Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment.

Legal Reference: § 2-2-121, MCA Rules of conduct for public officers and public employees

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on: 6/26/17

Revised on:

6000

## ADMINISTRATION

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### Goals

The administrative staff's primary functions are to manage the District and to facilitate the implementation of a quality educational program. The administrative staff is responsible for:

1. Effectively and efficiently managing the District's programs, budget, and buildings;
2. Providing educational leadership;
3. Developing and maintaining channels for communication between the school system and community;
4. Developing procedures and regulations which implement Board policy; and
5. Planning, organizing, implementing, and evaluating educational programs.

Legal references:      Mont. Const. Art. X, §8  
                                 § 20-3-324, MCA      Powers and Duties  
                                 § 20-4-402, MCA      Duties of district superintendent  
                                 10.55.701, ARM      Board of Trustees

# Gallatin Gateway Elementary

Adopted on:

Reviewed on:

Revised on: 6/26/17

6110 - R

## ADMINISTRATION

### Superintendent – Duties and Authority

#### Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of District schools, in accordance with Board policies and directives and state and federal law. The Superintendent is authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities; however, delegation of a power or duty does not relieve the Superintendent of responsibility for that which was delegated.

#### Qualifications and Appointment

The Superintendent will have the experience and skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules; or considered appropriately assigned if the Superintendent is enrolled in an internship program as defined in ARM 10.55.602 and meets the requirements of ARM 10.55.607 and ARM 10.55.702. When the office of the Superintendent becomes vacant, the Board shall determine the appropriate process for filling that vacancy, and shall appoint the individual chosen by the majority of the Board.

#### Administrative Work Year

The Superintendents' work year will correspond with the District's fiscal year, unless otherwise stated in an employment agreement. In addition to legal holidays, the Superintendent will have vacation periods as approved by the Board of Trustees. [The Board of Trustees must give the Superintendent prior approval for time away from the District as included in this policy.]

#### Evaluation

At least annually, and in accordance with the Superintendent's contract, the Board will evaluate the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board, which are consistent with District mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation will include a discussion of professional strengths, as well as performance areas needing improvement.

#### Compensation and Benefits

The Board and the Superintendent will enter into a contract which conforms to this policy and state law. The contract will govern the employment relationship between the Board and the Superintendent.

Legal Reference: § 20-4-402, MCADuties of district superintendent or county high school principal

ARM 10.55.602 Definition of Internship

ARM 10.55.607 Internships

ARM 10.55.702 Licensure and Duties of District Administrator –  
District Superintendent

## Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

6110P - R

### ADMINISTRATION

#### Superintendent – Board Responsibilities

Page 1 of 2

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

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

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# 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

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on: 6/26/17

7110

## FINANCIAL MANAGEMENT

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Revised on:

### Budget and Program Planning

The annual budget is evidence of the Board's commitment to the objectives of the instruction programs. The budget supports immediate and long-range goals and established priorities within all areas – instructional, noninstructional, and administrative programs.

Before presentation of a proposed budget for adoption, the Superintendent and district clerk will prepare, for the Board's consideration, recommendations (with supporting documentation) designed to meet the needs of students, within the limits of anticipated revenues.



Gallatin Gateway Elementary

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

7310

FINANCIAL MANAGEMENT

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Budget Implementation and Execution

Once adopted by the Board, the operating budget shall be administered by the Superintendent's designees. All actions of the Superintendent/designees in executing programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for employment and assignment of staff shall meet legal requirements of the state of Montana and adopted Board policies.
2. Funds held for contingencies may not be expended without Board approval.
3. A listing of warrants describing goods and/or services for which payment has been made must be presented for Board ratification each month.
4. Purchases will be made according to the legal requirements of the state of Montana and adopted Board policy.

Legal Reference:	§ 20-3-332, MCA	Personal immunity of trustees
	§ 20-9-213, MCA	Duties of trustees

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

7320

FINANCIAL MANAGEMENT Revised on: 10/08/12, 07/08/13,  
6/26/17

Page 1 of 2

## Purchasing

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

## Authorization and Control

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

## Bids and Contracts

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

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

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

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

#### Cooperative Purchasing

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

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

# Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 10/21/2013,  
6/26/17

8301 - R

## NONINSTRUCTIONAL OPERATIONS

Page 1 of 2

### District Safety

For purposes of this policy, *"disaster means the occurrence or imminent threat of damage, injury, or loss of life or property"*.

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District office.

The board of trustees has identified the following local hazards that exist within the boundaries of its school district: Fire, Earthquake, Civil Defense, Tornadoes, Intruders, Firearms.

The Superintendent shall design and incorporate drills in its school safety or emergency operations plan to address the above stated hazards. The trustees shall certify to the office of public instruction that a school safety or emergency operations plan has been adopted. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year in a school. All teachers will discuss safety drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters. A record will be kept of all fire drills.

The trustees shall review the school safety or emergency operations plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety. Once the trustees have made the certification to the office of public instruction, the trustees may transfer funds pursuant to Section 2, 20-1-401, MCA to make improvements to school safety and security.

The Superintendent will develop safety and health standards which comply with the Montana Safety Culture Act.

### School Closure

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Specific procedures for school closures may be found in the District's Safety Plan.

### Hazardous and Infectious Materials

The Superintendent shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticide, and infectious materials. Specific procedures for handling hazardous or infectious materials may be found in the District's Safety Plan.

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Legal Reference: § 20-1-401, MCA

Disaster drills to be conducted regularly  
– districts to identify disaster risks and  
adopt school safety plan

§ 20-1-402, MCA

Number of disaster drills required –  
time of drills to vary

§§ 39-71-1501, et seq., MCA

Montana Safety Culture Act