

August Agenda

Special Meeting

A special meeting of the Board of Trustees of School District #35 has been scheduled for **Monday, August 26, 2018 at 3:30pm** at the **Gallatin Gateway School Board Room**. (All policies can be found at www.gallatingatewayschool.com.)

Call to Order

Presiding Trustee's explanation of procedures

Public Comment- Non Agenda Items- Sign in sheet

GUESTS:

Mike Coon- Math Assessment Data Presentation

Superintendent's Report

New Business

Review and consider 2019-2020 handbooks and plans:

- Student/Parent Handbook
- Personnel Handbook
- District Safety Plan
- School Wellness Plan

Consider job description revisions:

- District Superintendent- Admin-001
- District Clerk- CLAS-001

Consider contract amendments- volleyball coaches

Warrants

Annual Facility Walk-Through

Adjournment

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

Excerpt from GGS Policy #1441- Audience Participation

Audience Participation

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

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

Cross Reference: 1420 School Board Meeting Procedure

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

“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

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 3:30pm on Wednesday, August 26, 2019 in the Gallatin Gateway School Board Room. Board Chair Aaron Schwieterman presided and called the meeting to order at 3:39pm.

TRUSTEES PRESENT

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

TRUSTEES ABSENT

None

STAFF PRESENT

Theresa Keel, Superintendent; Carrie Fisher, District Clerk; Mike Coon, Teacher; Jacki Yager, Teacher; and Alixa Davis, Teacher

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

GUEST

Mike Coon, Jacki Yager, and Alix Davis provided the Board with an overview of math SBAC assessment data. Superintendent Keel discussed curriculum options for math and reviewing resources. In addition, she explained the need for professional development and collaboration with the math team.

SUPERINTENDENT REPORT

Superintendent Keel discussed the following with the Board: 1) Enrollment = 174 as of August 13, 2019; 2) Step-up to Writing; 3) Lucy Calkins; 4) Math Curriculum; 5) Science- CRT assessment data; 6) Supplemental agencies- access to students; 7) Thank you cards- volunteers; 8) School Messenger- all call system researching cost; 9) Art room overhaul- volunteers; 10) Open House- August 29; 11) Countertops- tech lab; 12) Network Upgrades- ERate; 13) Bathroom renovation; 14) Emergency management plan- emergency kits and drill flip charts; 15) Safety Team meeting; 16) PIR days- MTSS and MBI; 17) SafeSchools training; 18) Acceptable use policy review; 19) Social Media-#GGSGators;

20) Math teacher meeting; 21) Special Education parent contacts; 22) mentoring/orientation; 23) Booster Club and volleyball parent meetings; 24) SWMSS- Professional Development Contract; 25)

NEW BUSINESS

Review and Consider 2019-2020 handbooks and plans:

Motion: Trustee Mary Martin to adopt revisions as presented and discussed to the following: Student/Parent Handbook; Personnel Handbook; District Safety Plan; and School Wellness Plan.

Second: Vice Chair Julie Fleury

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider job description revisions:

Motion: Trustee Carissa Paluson to approve the revisions to the District Superintendent and District Clerk job descriptions.

Second: Vice Chair Julie Fleury

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider contract amendments- volleyball coaches

Motion: Trustee Mary Martin to amend the contracts for Lindsay Herron and Paytynne King to reflect a beginning date of Thursday, August 22, 2019.

Second: Vice Chair Julie Fleury

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Warrants

Motion: Trustee Mary Martin to approve warrants #36147- #36209 and voids #36147-#36188.

Second: Vice Chair Julie Fleury

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

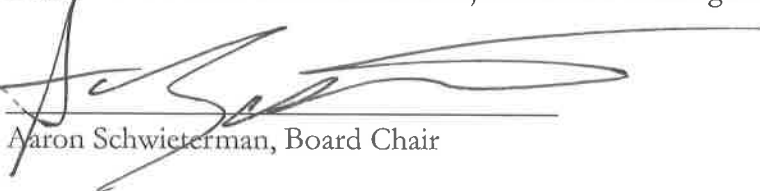
Motion passed unanimously

Annual Facility Walk-through

The Board's annual walk-through was conducted on the interior and exterior of the building.

ADJOURNMENT

Board Chair Aaron Schwieterman adjourned the meeting at 8:26pm.



Aaron Schwieterman, Board Chair

Carrie Fisher, District Clerk

Special Meeting

August 20, 2019

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Jodi Yager	Jodi Yager
2. Alix Davis	
3. Mike Coon	Mike Coon
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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: August 26, 2019

**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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SUPERINTENDENT REPORT

Theresa Keel

Supt. Happenings

- Met with Donna @ Later Gators and Melissa @ Adult Ed
- Met w/ K-8 Math teachers
- Have held multiple conversations w/parents of SpEd students, Coop. and SpEd Teacher
- Booster Club and VB Parent Meetings
- Mentor Team Meeting

Strategic Goals

Individual Student Success

- Step-Up to Writing use K-8 — 2 hours scheduled during PIR to train overview of program
- Ordered Lucy Caulkins set for 2nd Grade, still considering K-1 Writing.
- Math curriculum materials for K-2 and 6-8 have come to the forefront of conversation
- Science scores — Nicely done!
 - 4th Grade 81% Proficiency
 - 8th Grade 89% Proficiency
- Opening door for supplemental agencies to have access to students

Staff and Volunteers

- Sending Thank You cards for Community Clean-up Volunteers
- Researching costs of School Messenger — School "All Call" system that will enable us to link our student information system and call/email/text parents/teachers/community.
- Public recognition of volunteers who renovated our Art Room — ideas?
- Open House on 8/29 5-7

Facilities

- Countertops in Tech Room
- eRate network purchases are on track to be in place prior to start of school
- Bathrooms almost finished
- Art Room finished

"The only way to improve outcomes is to improve instruction."

-Michael Barber & Mona Mourshed

How the World's Best-Performing School Systems Come out on Top



Awesome progress on School Beautification and Renovation!



SUPERINTENDENT REPORT

Theresa Keel

Supt. Happenings

- Met with Kim Quigley @ Training
- Completed Draft Handbooks
- PIR planning

Strategic Goals

Safety

- Emergency Management Plan finished
 - Staff Emergency kits
 - Emergency Drill Flip Charts
 - Schedule Drills for year — with and without first responders
- Need to schedule Safety Team meeting for the year
- Researching costs of Raptor as visitor tracking system
- During PIR working with Staff regarding MTSS and MBI
- Developing a monthly Safe-Schools training schedule (online safety trainings)

Safety Continued

- Acceptable Use Policy review due to unusual access to our "Guest" network

#GGSGators

We will be easing our way into a social media presence beginning with a simple hashtag for Twitter, Instagram and Facebook.

"Only when we feel we are in a Circle of Safety will we pull together as a unified team, better able to survive and thrive regardless of the conditions outside."

-Simon Sinek

Leaders Eat Last



Awesome Progress on School Beautification and Renovation!

Enrollment Summary

Grade	Total	Boys	Girls	OD
K	16	8	8	5
1	14	8	6	5
2	19	11	8	6
3	19	9	10	4
4	17	10	7	2
5	20	11	9	7
6	20	10	10	4
7	26	13	13	7
8	23	11	12	6
Total:	174	91	83	46

We

8/13/2019

Performance Level Summary

System: Gallatin Gateway Elem

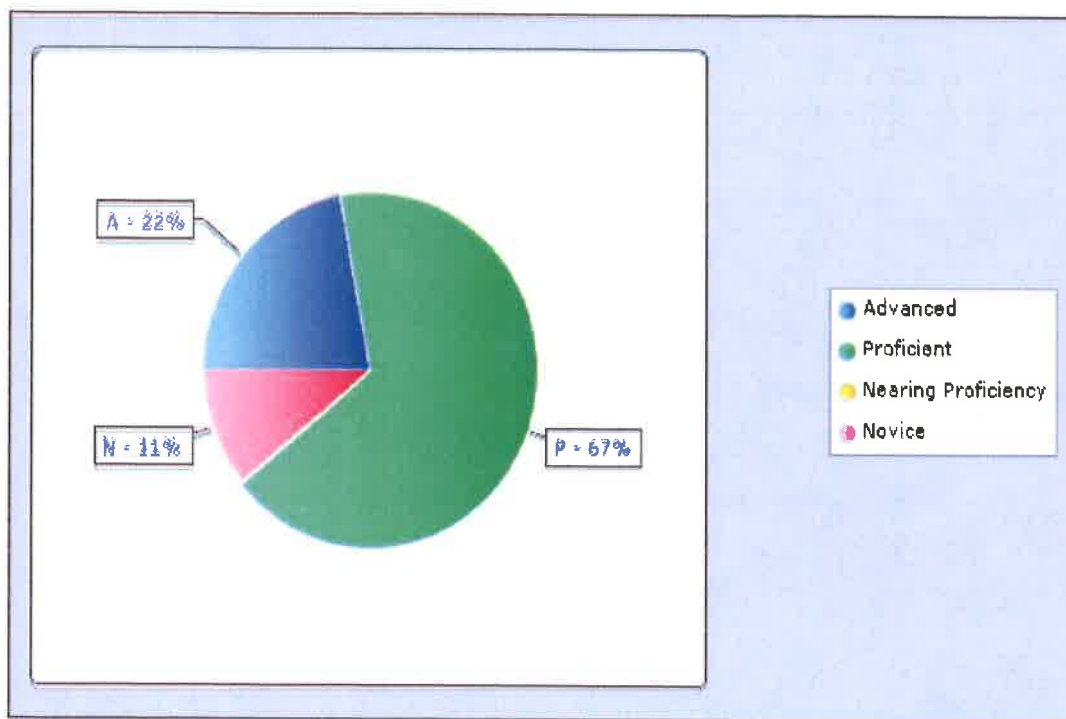
School: Gallatin Gateway 7-8

Grade: 08

Date: 8/19/2019 2:39:21 PM

Science

8th Grade Science 18-19



Performance Level	Count	Percentage %*
Advanced	2	22
Proficient	6	67
Nearing Proficiency	0	0
Novice	1	11

*Percentages may not total exactly 100% due to applied rounding.

Performance Level Summary

System: Gallatin Gateway Elem

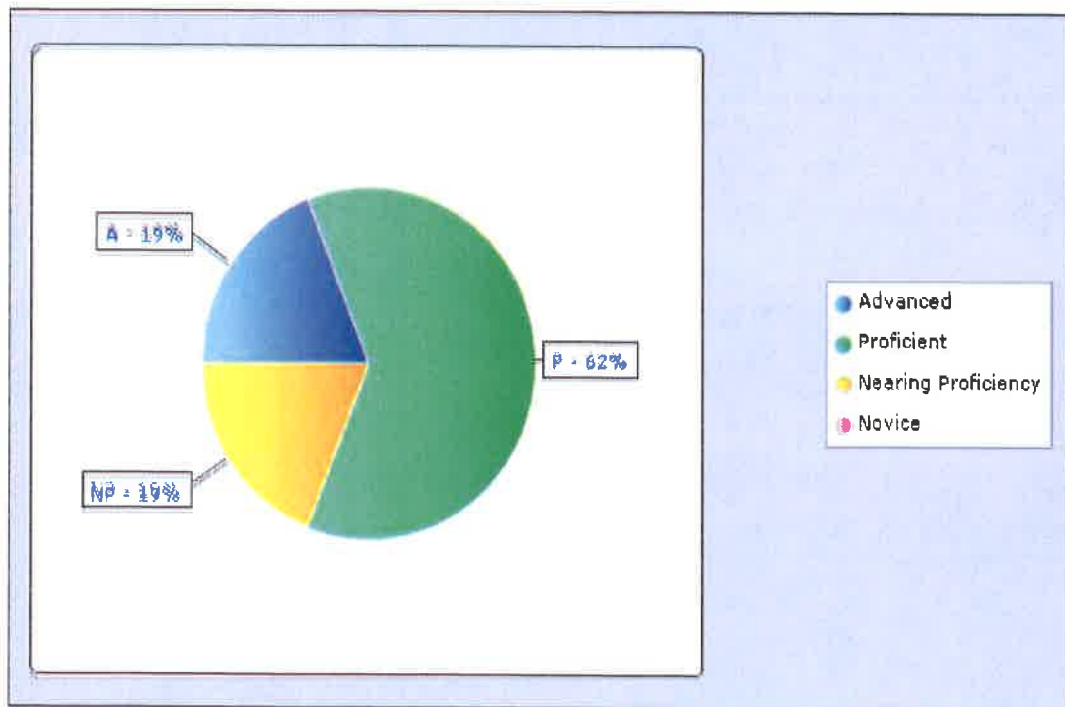
School: Gallatin Gateway School

Grade: 04

Date: 8/19/2019 2:40:57 PM

Science

4th Grade Science 18-19



Performance Level	Count	Percentage %*
Advanced	4	19
Proficient	13	62
Nearing Proficiency	4	19
Novice	0	0

*Percentages may not total exactly 100% due to applied rounding.

DISTRICT SUPERINTENDENT

REPORTS TO: Board of Trustees

Summary

The superintendent shall have responsibility for and charge of the administration of the school under the direction of the Board of Trustees and consistent with the laws of Montana. He/she shall be the chief executive officer of the District; shall assign and direct teachers, and other employees of the school district under his/her supervision within the scope of the Board's policies and strategic plan for the District; shall organize, reorganize and/or arrange the administrative and supervisory staff relative to both instruction and business affairs as best serves the district, subject to approval of the Board; shall appoint all personnel subject to the approval of the Board; shall suggest regulations, rules, procedures and policies deemed necessary for the effective operation of the District; shall perform all duties attendant to the office of the Superintendent; and shall perform such other professional duties as may be prescribed by the Board of Trustees.

The Superintendent will also have the duties of School Principal and supervisory responsibilities required for ~~Transportation, Food Service, Facility Maintenance,~~ Curriculum and Education, Assessment, Special Education, Title I, School 504 Program, School Homeless Liaison (McKinney-Vento Act), ~~Adult Education, After School Program~~ and Athletic Program. These duties and responsibilities are listed individually below. *Only minimum duties are listed. Other functions may be required as given or assigned.*

ESSENTIAL FUNCTIONS-SUPERINTENDENT

- Attend Board Meetings.
- Establish and present items for consideration by the Board of Trustees in collaboration with the District Clerk/Business Manager, Board Chair and Board Vice-Chair. Respond to inquiries from the Board before, during and after the regular monthly school board meeting.
- Keep the Board informed through sharing timely and accurate information.
- Review policies with Board on an ongoing basis, making recommendations for additions, deletions, or revisions as deemed necessary.
- Collaboratively lead the Board, staff and community in implementing and monitoring progress of the District strategic planning process, developing district-wide goals, annual objectives, and problem solving.
- Recommend policy and program decisions to the Board and develop procedures to implement Board Policy.
- Provide leadership for the continuous improvement process for program evaluation, student performance and staff accountability.
- Ensure the interpretation and communication of Board decisions and requests to staff.
- Ensure the efficient management of the District's day to day operations.
- Ensure compliance with appropriate State and Federal Constitutional and statutory rules and regulations.
- Interview candidates for positions of employment and make hiring recommendations to the Board of Trustees.
- Respond to staff and community regarding questions or problems about District operations.
- Model leadership that embraces respectful listening and consensus building with a variety of community groups.
- Understand, effectively articulate, and strongly advocate for District resources at the local, state and federal level.

- Serve as advisor to Board during collective bargaining between District and Gallatin Gateway Teachers Association.
- Work with staff to prepare yearly budget requests and monitor spending to conform to budget restrictions.
- Supervise purchasing and allocation of equipment.
- Analyze financial condition of the District, oversee the preparation of the annual budget and proposes budget item priorities and long-range financial needs to maintain a financially sound district.
- Ensure adherence to Board policy in dealing with employer/employee issues and for dealing with concerns and complaints from the public.
- Attend and participate in various Board committee meetings and organizational meetings inside and outside the district.
- Keep community informed of school activities by providing accurate and timely information through the media and by involvement in community activities.
- Responsible for reporting pupil attendance, absence, and enrollment of the District and other pupil information to the county superintendent.
- ~~Enforce compulsory attendance laws, and has authority to suspend any student for good cause.~~
- Make recommendations to the Board regarding employment, promotion, nonrenewal, or cessation of employment.

ESSENTIAL FUNCTIONS - SCHOOL PRINCIPAL DUTIES

- Develop and recommend course of instruction and submit textbook selections to the Board for approval.
- Administer quality educational program within the guidelines and standards developed by the Board and the Office of Public Instruction.
- Maintain a visible presence inside and outside the building to enforce safety and security standards for students and staff.
- Monitor classroom instruction and complete fair and accurate performance evaluations for teachers and professional staff.
- Supervise, oversee, and evaluate performance of classified employees to maintain quality support services.
- Responsible for ~~the control and discipline of students~~ **effective management of student behavior.**
- Hold frequent meetings and conferences with teachers, students, and parents to **confer regarding** ~~deal with~~ educational and disciplinary problems.
- **Mentor Team Member**
- Act as liaison between parents and professional staff in operating programs for students with learning disabilities, physical or psychological limitations, and other special needs.
- Make recommendations to the Board for the annual school calendar.
- Prepare class schedules and staff work schedules.
- Ensure the district ~~provides benefits from~~ appropriate professional development activities.
- **Enforce compulsory attendance laws, and has authority to suspend any student for good cause.**
- **Ensures compliance with McKinney-Vento Act**
- **Coordinate and collaborate with outside agencies regarding facility use, student information, and other non co curricular or extracurricular activities.**

ESSENTIAL FUNCTIONS - TRANSPORTATION SUPERVISOR

- Develop and implement a pupil transportation program in accordance with Board policy and state and federal law.
- Responsible for the recruitment, screening and recommendation for hire of bus drivers.
- Supervise and evaluate district bus drivers.
- Maintain and oversee personnel records and submit time cards for purposes of payroll.
- Conduct periodic meetings with and provide training to transportation personnel.
- Comply with Board policies, rules, regulations, and directives.
- Assist in the development of specifications, and make recommendations for the purposes of updating and purchasing new transportation.
- Assist law enforcement in the investigation of all accidents as requested.
- Oversee the District's transportation budget.

ESSENTIAL FUNCTIONS - FOOD SERVICES SUPERVISOR

- Oversee the daily operation of the District's food services program.
- Monitor the Federal Free and Reduced Lunch Program in accordance with federal requirements.
- Provide training to food services staff in the area of sanitation.
- Supervise and evaluate the food service employees including cook and assistant cook.
- Conduct periodic meetings with food service personnel.
- Evaluate meal costs and make recommendations.
- Make recommendations for updating and purchasing new kitchen equipment and for repairs.

ESSENTIAL FUNCTIONS - MAINTENANCE SUPERVISOR

- Plan, schedule, and direct work of assigned maintenance personnel.
- Schedule and coordinate maintenance and repair of buildings, equipment and other District property.
- Maintain current and accurate records of maintenance operations, including time spent, resources utilized and total costs experienced by the District.
- Recommend repairs, refurbishing needs and new equipment purchases and obtains estimates of equipment, materials, and labor costs.
- Oversee the maintenance budget.
- Perform minor repairs and emergency maintenance and cleaning.
- Keep operational records and prepare routine reports.
- Acts as the EPA AHERA Compliance Coordinator for the District.

ESSENTIAL FUNCTIONS - DIRECTOR OF CURRICULUM AND INSTRUCTION

- Commit to continued professional development.
- Orientation of new staff members.
- Lead the development, organization, implementation, coordination, and evaluation of grades K- 8 instructional programs to ensure all students meet and exceed the State Core Curriculum Content Standards.
- Provide opportunities for effective staff development that address the needs of the instructional program, including workshops, conferences, visitations, demonstration lessons and sessions.
- Provide leadership and coordination in the development of curriculum and the implementation of instructional programs of the district.
- Conduct meetings as necessary to keep staff informed and seek ideas for improvement of instruction and ensure proper functioning of the instructional programs.

- Responsible for planning, coordinating and monitoring of curriculum development, program evaluation and financial management.
- Assist in setting grade level goals and objectives and recommend textbook adoption.

ESSENTIAL FUNCTIONS - DISTRICT ASSESSMENT COORDINATOR

- Coordinate all federal, state and district testing
- Receive, sort and pack all testing materials to be mailed through the year.
- Provide training for teachers and paraprofessionals to administer tests according to state regulations.
- Coordinate and monitor appropriate IEP and 504 accommodations.
- Create assessment schedule for all state and district testing.
- Coordinate with OPI on matters related to state assessment.
- Coordinate with various vendors on matters related to District assessment.
- Attend training required to stay current on best practices in assessment administration and data analysis.

ESSENTIAL FUNCTIONS - SPECIAL EDUCATION DIRECTOR

- Responsible for the overall direction, coordination, and evaluation of the special education program.
- Supervise and evaluate special education personnel.
- Consult with staff, parents, and outside agencies regarding special education programs offered.
- Respond to parents regarding the evaluation and placement of their children.
- Assist in obtaining funding from state and federal programs. Submit program documentation for approval, apply for grants, submit budget and financial reports, and prepare and submit program reports to agencies.
- Develop and administer the special education budget.
- Ensure compliance with local, state, and federal guidelines.
- Monitor staff caseloads and student progress.
- Responsible for the recruitment, selection, and recommendation for hiring of special education personnel.
- Develop and maintain complete and cumulative individual records of all children receiving special services or enrolled in special classes.
- Keep apprised of all legal requirements governing special education.

ESSENTIAL FUNCTIONS - TITLE I SUPERVISOR

- Responsible for the overall direction, coordination, and evaluation of the Title I program.
- Supervise and evaluate Title I personnel.
- Carry out GGS Policy #2160-Title I Parent Involvement and 2160P- Title I Parent Involvement.
- Carry out supervisory responsibilities in accordance with Board policies, rules, regulations, and other directives.
- Consult with staff, parents, and outside agencies regarding Title I programs offered.
- Respond to parents regarding the evaluation and placement of their children.
- Assist in obtaining funding from state and federal programs. Submit program documentation for approval, apply for grants, submit budgets and financial reports, and prepare and submit program reports to agencies.
- Develop and administer the Title I budget.
- Ensure compliance with local, state, and federal guidelines.
- Monitor staff caseloads and student progress.
- Responsible for the recruitment, selection, and recommendation for hiring of Title I personnel.

- Develop, maintain, and oversee complete and cumulative individual records of all children receiving Title I services.
- Keep apprised of all legal requirements governing Title I.

ESSENTIAL FUNCTIONS - SCHOOL 504 COORDINATOR

- Facilitate the implementation of the school board approved Section 504/ADA policy.
- Develop, continually revise and ensure the implementation of consistent Section 504 procedures.
- Provide ongoing training and support to District staff regarding Section 504 and the implementation of the Section 504 procedures.
- Collect and maintain all Section 504 data (Section 504 plans, lists of eligible students, discipline records) for future reference. (coordinator or designee)
- Continually monitor the reduction of architecture barriers for individuals with disabilities.
- Facilitate the provision of reasonable accommodations for District employees with disabilities.
- Serve as a daily resource to building staff and community members regarding Section 504/ADA issues.
- Coordinate Section 504 /ADA grievance procedures.
- Serve as the school District's liaison to the Office for Civil Rights. (OCR complaint resolution and corrective action plan implementation).
- Advise the school board regarding Section 504/ADA compliance issues and needs.
- Keep apprised of all legal requirements governing school 504 coordination.
- Review forms and data as needed with designated 504 Case Manager.

ESSENTIAL FUNCTIONS - SCHOOL HOMELESS LIAISON

- Ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education.
- Ensure that children enroll in and have a full and equal opportunity to succeed in school.
- Ensure that homeless families receive educational services for which such families and children are eligible, including Head Start, referrals to health care services, dental services, mental health services and other appropriate services.
- Ensure that parents and guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Ensure that a public notice of the educational rights of homeless children is disseminated where such children receive services, such as schools, family shelters, and soup kitchens.
- Ensure parent and guardian of a homeless child and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and assists in accessing transportation to the school.
- Ensure enrollment disputes are mediated in accordance with the McKinney-Vento Act.
- Raise awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.
- Coordinate with other local educational agencies on inter-district issues, such as transportation or transfer of school records.
- Coordinate the provision of the services with local social services agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act.
- Act as an advocate for homeless children and their families or guardians or unaccompanied youth who are enrolled or entitled to be enrolled in the District, as required by the McKinney-Vento Act.

- Identify homeless children and youth through coordination activities with other entities and agencies.
- Keep apprised of all legal requirements governing the McKinney-Vento Act.

ESSENTIAL FUNCTIONS – ADULT EDUCATION PROGRAM SUPERVISOR

- Responsible for the overall direction, coordination, and evaluation of the Adult Education program.
- Recruit, interview, and recommend for hire Adult Education Director.
- Supervise and evaluate the Adult Education Director.
- Coordinate with the Adult Education Director on matters related to policy implementation, which includes the construction of policies and procedures.
- Monitor the fiscal progress of the Adult Education program and provide budgetary oversight.
- Coordinate the use of facilities on various programs to make sure all are provided adequate space.
- Work with Adult Education Director to refine program offerings and overall program improvement.

ESSENTIAL FUNCTIONS – AFTER SCHOOL PROGRAM SUPERVISOR

- Responsible for the overall direction, coordination, and evaluation of the After School program.
- Recruit, interview and recommend for hire After School Program personnel.
- Supervise and evaluate the After School Program personnel.
- Coordinate with the After School Program Director on matters related to policy implementation, which includes the construction of policies and procedures.
- Monitor the fiscal progress of the After School Program and provide budgetary oversight, including possible grant writing.
- Coordinate the use of facilities on various programs to make sure all are provided adequate space.
- Work with the After School Program Coordinator to refine program offerings and overall program improvement.

ESSENTIAL FUNCTIONS – ATHLETIC PROGRAM SUPERVISOR

- Responsible for the overall direction, coordination, and evaluation of the Athletic Program.
- Recruit, interview and recommend for hire Athletic Program personnel.
- Supervise and evaluate the Athletic Program personnel.
- Coordinate with the Athletic Director on matters related to policy implementation, which includes the construction of policies and procedures.
- Coordinate with the Athletic Director in recruiting, screening and recommending for hire all coaches and assistant coaches.
- Coordinate the use of facilities on various programs to make sure all are provided adequate space.
- Work with the Athletic Director to refine and improve the Athletic Program.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Master's degree in Education. Must have strong leadership and communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS

Ability to obtain an appropriate Montana Superintendent's endorsement within two years of contracting with the District.

LANGUAGE SKILLS

Ability to read, analyze, and interpret educational, scientific and technical journals, financial reports and legal documents. Ability to respond to inquiries or complaints from employees, community members, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to public groups and/or Board of Trustees.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

OTHER SKILLS AND ABILITIES

Must be able to speak effectively to large groups of people. Must be able to transport between school buildings, districts and cities. Must possess the ability to apply knowledge of current research and theory in specific field, to establish and maintain effective working relationships with students, staff and the school community.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is frequently required to stand or sit. The employee is occasionally required to use hands to operate office equipment and to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When visiting a building the noise level may be loud, in the office quiet and at meetings moderate.

History:

Adopted on: February 11, 2003

Revised on: July 20, 2015, February 20, 2019, August 26, 2019

DISTRICT CLERK

REPORTS TO: Board of Trustees

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

SUMMARY OF FUNCTIONS:

The District Clerk shall will provide care and custody of all records and documents of the Board to ensure lawful operation of the school district. In addition, the District Clerk shall include Business Manager, payroll, food service, and transportation duties and shall serve as the chief financial officer of the District. The District Clerk is to provide the most efficient services to support the educational objectives of the School District and derives maximum benefits from prudent expenditure of district funding following established state laws and regulations. To accomplish these tasks, the District Clerk must work closely with the administration and Board of Trustees to support the philosophy and mission of the Gallatin Gateway School District.

DISTRICT CLERK ESSENTIAL FUNCTIONS:

- Attend all meetings of the Board of Trustees, unless excused by the Board Chair.
- Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees and its committees, as requested.
- Acts as custodian of all records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and minutes.
- Responsible for the preparation and posting of all public notices for School Board.
- Assists in preparation of Board packets and responsible for distribution of board packets to the Board of Trustees and ensures packets are available to the public.
- Serves as Election Administrator for the District and is responsible for all duties as assigned by the Trustees as it relates to elections and in accordance with 20-20-401, MCA and the school elections handbook as supplied by Montana Office of Public Instruction.
- Update and maintain school board, budget, and employee resources of the district website.
- Coordinates hiring process procedures in conjunction with the Superintendent.
- Responsible for preparation, advertisement, and dissemination of district employment openings.
- Assists applicants with completing the application for employment packet as needed.
- Assists with new employee and trustee orientation as necessary.
- Assists Superintendent with the coordination and scheduling of annual employee training.
- Assists the Board in the development and review of District policies, including job descriptions and board procedures.

BUSINESS MANAGER ESSENTIAL FUNCTIONS:

- Serves as the chief financial officer of the District.
- Informs the Superintendent and Board of Trustees of the business operations of the District.
- Reconciles all funds monthly with County Treasurer.

- Generates timely financial statements and other financial reports as necessary for the district, state, and county reporting, or upon request of the Board of Trustees and/or Superintendent.
- Maintains detailed and accurate records of accounts of all receipts and disbursements.
- Responsible for drawing and countersigning all warrants for expenditures, payroll, and student activity fund.
- Prepares invoices as needed and maintains records of paid/unpaid invoices and purchase orders.
- Responsible for budget preparation.
- Establishes and applies fiscal and budgetary controls and procedures.
- Establishes procedures for purchasing in accordance with Board policy.
- Responsible for preparation, advertisement, and dissemination of bid documents.
- Responsible for preparation and communication regarding annual district audit.

PAYROLL ESSENTIAL FUNCTIONS:

- Prepares employment contracts for signature.
- Responds to questions regarding employee benefits, credentials, pre-employment testing, fingerprinting, and other terms and conditions of employment.
- Establishes procedures for monthly time card submittal and processing.
- Processes payroll data for all School District employees and prepares payroll checks for distribution.
- Maintains up-to-date files of all payroll information.
- Responsible for production and dissemination of employment forms, including but not limited to retirement, health insurance, flexible benefits, and W-2's.
- Responsible for processing payroll functions for retirements and employment terminations.
- Provides personnel management data to the superintendent as requested to include tenure status, sick leave records, contracted salaries, retirement and earning records, group insurance plan data, flex plan, substitute and part-time employees.
- Communicates with governmental agencies, labor organization, TRS, and PERS to provide information.
- Responsible for overseeing employee benefits programs.
- Assists with negotiations and administration of all negotiated contracts under the direction of the Board of Trustees and/or Superintendent.

FOOD SERVICE PROGRAM SUPERVISOR ESSENTIAL FUNCTIONS:

- Oversee the daily operation of the District's food services program.
- Monitor the Federal Free and Reduced Lunch Program in accordance with federal requirements.
- Provide training to food service staff in the area of sanitation.
- Supervise and evaluate the food service employees including cook and assistant cook.
- Conduct periodic meetings with food service personnel.
- Evaluate meal costs and make recommendations.
- Make recommendations for updating and purchasing new kitchen equipment and for repairs.
- Complete annual and monthly reporting to OPI for purposes of the school food service program administration
- Administer the school meal program guidelines set forth by USDA to determine eligibility for free and reduced-priced meals and ensure accuracy of the eligibility determinations through the verification process established by OPI.
- Responsible for notifying families about the availability of the free and reduced-priced meal program and eligibility determinations.

- Maintain current and accurate meal accounting and meal account balances; periodically notify families and staff of account balances.
- Collaborate with Superintendent, Kitchen Manager, and others as necessary to establish and execute meal-time procedures.
- Acts as the cashier for meal times as deemed necessary by Superintendent.
- Responsible for supervision and oversight of the cafeteria during meal times as assigned by Superintendent.
- Collaborate with Superintendent and Kitchen Manager to analyze the food service program financial data, ensure the fiscal stability of the food service program, and make recommendations to Superintendent and Board for program changes as needed.

TRANSPORTATION PROGRAM SUPERVISOR ESSENTIAL FUNCTIONS:

- Develop and implement a pupil transportation program in accordance with Board policy and state and federal law.
- Responsible for the recruitment, screening and recommendation for hire of bus drivers.
- Supervise and evaluate district bus drivers.
- Maintain and oversee personnel records and submit time cards for purposes of payroll.
- Conduct periodic meetings with and provide training to transportation personnel.
- Comply with Board policies, rules, regulations, and directives.
- Assist in the development of specifications, and make recommendations for the purposes of updating and purchasing new transportation.
- Assist law enforcement in the investigation of all accidents as requested.
- Oversee the District's transportation budget.
- Complete reporting and claim reimbursement requirements to OPI for purposes of the pupil transportation program administration
- Collaborate with the Superintendent to analyze the transportation program financial data, ensure the fiscal stability of the transportation program, and make recommendations to Superintendent and Board as needed.
- Assist in the development of specifications, and make recommendations for the purposes of updating and purchasing buses.

ESSENTIAL FUNCTIONS - ADULT EDUCATION PROGRAM SUPERVISOR

- Responsible for the overall direction, coordination, and evaluation of the Adult Education program.
- Recruit, interview, and recommend for hire Adult Education Director.
- Supervise and evaluate the Adult Education Director.
- Coordinate with the Adult Education Director on matters related to policy implementation, which includes the construction of policies and procedures.
- Monitor the fiscal progress of the Adult Education program and provide budgetary oversight.
- Coordinate the use of facilities on various programs to make sure all are provided adequate space.
- Work with Adult Education Director to refine program offerings and overall program improvement.

ESSENTIAL FUNCTIONS - MAINTENANCE SUPERVISOR

- Plan, schedule, and direct the work of assigned maintenance personnel.
- Schedule and coordinate maintenance and repair of buildings, equipment and other District property.
- Maintain current and accurate records of maintenance operations, including time spent, resources utilized and total costs experienced by the District.

- Recommend repairs, refurbishing needs and new equipment purchases and obtains estimates of equipment, materials, and labor costs.
- Oversee the maintenance budget.
- Perform minor repairs and emergency maintenance and cleaning.
- Keep operational records and prepare routine reports.
- Acts as the EPA AHERA Compliance Coordinator for the District.

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

DESIRED MINIMUM QUALIFICATIONS:

- Hold a Bachelor's degree with a major in accounting, business, finance, or related field.
- Five or more years of progressively responsible leadership experience in and/or familiarity with school finance.
- Holds a valid First Aid and CPR/AED certification card.
- Knowledge of finance and budgeting principles.
- Strong leadership and communication skills.
- Basic arithmetic, filing, and record-keeping procedures.
- Proficiency in software programs including, MS Office Suite, Google Suite, Black Mountain Software, and Powerschool. Perform variety of duties involving the use of independent judgment, accuracy, and efficiency.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to type 50 words per minute.
- Able to receive and give information over the telephone or in person in a courteous manner.
- Ability to handle a variety of personal communication with tact, diplomacy, and discretion.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Able to establish and maintain effective working relationships with students, community, and staff.
- Able to perform duties with awareness of District policies and procedures.
- Ability to understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively prioritize time and responsibilities.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.

EQUIPMENT USED:

Computer, calculator, adding machine, copier, telephone/voice mail, fax, email, website, digital camera, postal machine, scanner and projector.

WORK ENVIRONMENT:

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

PHYSICAL DEMANDS:

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

MENTAL/MOTOR DEMANDS:

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

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

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

History

Approved on: February 11, 2003

Revised on: March 13, 2019, August 26, 2019

Consider Amendment to Job Descriptions- Volleyball Coaches

Original contract wording:

1. **Term of Employment:** The term of this Contract begins September 3, 2019 and ends not later than October 22, 2019. Employee shall have no expectation of continued employment with the School District upon the expiration of the term of this Contract. Both parties agree that without board action, employment will automatically terminate upon expiration of this Contract.

Recommended contract amendment:

1. **Term of Employment:** The term of this Contract begins Thursday, August 22, 2019 and ends not later than October 22, 2019. Employee shall have no expectation of continued employment with the School District upon the expiration of the term of this Contract. Both parties agree that without board action, employment will automatically terminate upon expiration of this Contract.

Recommended motion:

To amend the contracts for Lindsay Herron and Peytynne King's to reflect a beginning date of Thursday, August 22, 2019.

Gallatin Gateway School

"Educating the Future"

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

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

www.gallatingatewayschool.com

MEMO

TO: Gallatin Gateway Board of Trustees

FROM: Carrie Fisher, Business Manager

SUBJECT: Warrant Register Summary

DATE: August 26, 2019

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:
#36147- #36209

Electronic Payment:
None

Voided Claim (A/P) Warrant #'s:
36147-36188- printing error

Payroll Warrant #'s:
None

Direct Deposits/ACH #'s:
None

Voided Payroll Warrant #'s:
None

Thank you.

08/26/19

GALLATIN GATEWAY ELEMENTARY

Page: 1 of 1

14:06:09

Claims and/or Payroll Checks List For Checks from 08/22/19 to 08/26/19

Report ID: W100X

For checks between: 08/22/19 - 08/26/19

Claims

Check		Vendor/Employee/Payee Number/Name	Check Amount	Date		Notes
Check #	Type			Period	Issued	
36189	SC	36 ALLEGRA	310.80	8/19	08/26/19	
36190	SC	68 ANOTHER PETER'S PAINTING	1475.00	8/19	08/26/19	
36191	SC	1278 BIG SKY PUBLISHING	819.21	8/19	08/26/19	
36192	SC	1328 BRIDGER ANALYTICAL LAB, INC	28.00	8/19	08/26/19	
36193	SC	1299 CAMPBELLS PLUMBING & HEATING	373.56	8/19	08/26/19	
36194	SC	228 CENTURYLINK	308.86	8/19	08/26/19	
36195	SC	409 FIRE SUPPRESSION SYSTEM INC	929.80	8/19	08/26/19	
36196	SC	471 GRANITE TECHNOLOGY SOLUTIONS INC	285.00	8/19	08/26/19	
36197	SC	577 J&H INC	23.04	8/19	08/26/19	
36198	SC	609 KENYON NOBLE	366.53	8/19	08/26/19	
36199	SC	1578 KUCHYNKA, MELISSA	15.00	8/19	08/26/19	
36200	SC	1537 MANHATTAN PLUMBING & HEATING	2717.96	8/19	08/26/19	
36201	SC	705 MCLEES INCORPORATED	581.12	8/19	08/26/19	
36202	SC	836 NCS PEARSON INC	692.50	8/19	08/26/19	
36203	SC	856 NORTHWESTERN ENERGY	1485.13	8/19	08/26/19	
36204	SC	901 PERSONALIZE IT	145.12	8/19	08/26/19	
36205	SC	1010 SCHOOL ADMINISTRATORS OF MONTANA	880.00	8/19	08/26/19	
36206	SC	1577 STATE OF MONTANA	20.60	8/19	08/26/19	
36207	SC	1131 THE CARRIAGE HOUSE CAR WASH	11.36	8/19	08/26/19	
36208	SC	1188 TRUGREEN CHEMLAWN	222.00	8/19	08/26/19	
36209	SC	1243 WESTERN SPORT FLOORS LLC	2762.50	8/19	08/26/19	

Claims Total # of Checks:	21	Total:	14453.09
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Grand Total # of Checks:	21	Total:	14453.09
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Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

08/26/19
14:09:30

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 8/19

Page: 1 of 3
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
36189S	36 ALLEGRA							
1791		310.80						
1	268202 08/12/19 BUSINESS CARDS	31.20*		117	80	610-2490	610	
2	268202 08/12/19 BUSINESS CARDS	62.40*		101	80	100-2300	610	
3	268202 08/12/19 BUSINESS CARDS	217.20*		101	80	100-1000	610	
	Total Check:	310.80						
36190S	68 ANOTHER PETER'S PAINTING							
1787		1,475.00						
1	08619 08/06/19 Stripe Front PK Lot	350.00*	20032	161	80	100-2600	440	612
2	08619 08/06/19 Stripe Side PK lot	300.00*	20032	161	80	100-2600	440	612
3	08619 08/06/19 Stripe Back Pk lot	250.00*	20032	161	80	100-2600	440	612
4	08619 08/06/19 Stripe Playground	225.00*	20032	161	80	100-2600	440	612
5	08619 08/06/19 Add Track Lines	300.00*	20032	161	80	100-2600	440	612
6	08619 08/06/19 Extra Cleaning	50.00*	20032	161	80	100-2600	440	612
	Total Check:	1,475.00						
36191S	1278 BIG SKY PUBLISHING							
1784		819.21						
1	071974454 07/31/19 EMPLOYMENT AD- SUPERINTENDE	338.65*		101	80	100-2300	540	
2	071974454 07/31/19 EMPLOYMENT AD- PARAPROFESSI	480.56*		101	80	100-2300	540	
	Total Check:	819.21						
36192S	1328 BRIDGER ANALYTICAL LAB, INC							
1798		28.00						
1	1908151 08/08/19 WATER TESTING	27.44*		101		100-2600	421	
2	1908151 08/08/19 WATER TESTING	0.56*		117		610-2600	421	
	Total Check:	28.00						
36193S	1299 CAMPBELLS PLUMBING & HEATING							
1782		276.56						
1	20991 07/08/19 WATER FOUNTAIN FILTERS	276.56*		101	80	100-2600	610	
1783		97.00						
1	07/22/19 LEAKY VALVE REPAIR- KITCHEN	97.00*		101	80	100-2600	440	
	Total Check:	373.56						
36194S	228 CENTURYLINK							
1789		308.86						
1	08/04/19 MONTHLY PHONE SERVICE	225.46*		101		100-2300	531	
2	08/04/19 MONTHLY PHONE SERVICE	77.22*		110		100-2300	531	
3	08/04/19 MONTHLY PHONE SERVICE	6.18*		117		610-2300	531	
	Total Check:	308.86						

08/26/19
14:09:30

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 8/19

Page: 2 of 3
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj Proj
36195S	409 FIRE SUPPRESSION SYSTEM INC						
1793		455.00					
1	5350989-in 07/31/19 RELOCATE PULL STATION IN H	455.00*		161	80	100-2600	440 612
1794		474.80					
1	53860651-I 08/12/19 REPLACED 2 PULL STATIONS	474.80*		101	80	100-2600	610
	Total Check:	929.80					
36196S	471 GRANITE TECHNOLOGY SOLUTIONS INC						
1795		285.00					
1	INV_2138 08/15/19 PHONE SYSTEM MAINTENANCE	285.00*		101	80	100-2600	440
	Total Check:	285.00					
36197S	577 J&H INC						
1797		23.04					
1	564463 08/06/19 COPIER- OFFICE	23.04*		101	80	100-2300	550
	Total Check:	23.04					
36198S	609 KENYON NOBLE						
1779		366.53					
1	7266381 08/12/19 MAINTENANCE SUPPLIES	366.53*		101	80	100-2600	610
	Total Check:	366.53					
36199S	1578 KUCHYNKA, MELISSA						
1778		15.00					
1	08/06/19 REIMBURSEMENT- FINGERPRINTING	15.00*		101	80	100-2300	330
	Total Check:	15.00					
36200S	1537 MANHATTAN PLUMBING & HEATING						
1780		2,717.96					
1	36693 08/06/19 FLOOR DRAIN INSTALL- BATHROOMS	2,717.96*		161	80	100-2600	440 612
	Total Check:	2,717.96					
36201S	705 MCLEES INCORPORATED						
1781		581.12					
1	0050491-IN 07/31/19 GYM ROOF- PATCH LEAK EAST	581.12*		101	80	100-2600	440
	Total Check:	581.12					
36202S	836 NCS PEARSON INC						
1785		692.50					
1	5335187 06/24/19 AIMSWEB	97.50*		101	80	100-1000	680
2	5592275 06/24/19 AIMSWEB LEARNING ACADEMY	595.00*		101	80	100-1000	583
	Total Check:	692.50					

08/26/19
14:09:30

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 8/19

Page: 3 of 3
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
36203S	856 NORTHWESTERN ENERGY						
1777		1,485.13					
1	08/06/19 ELECTRICITY	906.75*		101	80	100-2600	412
2	08/06/19 ELECTRICITY	232.50*		110	80	100-2600	412
3	08/06/19 ELECTRICITY	23.25*		117	80	610-2600	412
4	08/06/19 POWER-LIGHTS	68.43*		101	80	100-2600	410
5	08/06/19 POWER-LIGHTS	71.28*		110	80	100-2600	410
6	08/06/19 POWER-LIGHTS	2.85*		117	80	610-2600	410
7	08/06/19 NATURAL GAS	3.60*		117	80	610-2600	411
8	08/06/19 NATURAL GAS	176.47*		101	80	100-2600	411
	Total Check:	1,485.13					
36204S	901 PERSONALIZE IT						
1792		145.12					
1	75362 08/06/19 HALLWAY DOOR SIGNS	145.12*		101	80	100-2600	610
	Total Check:	145.12					
36205S	1010 SCHOOL ADMINISTRATORS OF MONTANA						
1796		880.00					
1	4375 08/15/19 MASS MEMBERSHIP	455.00*		101	80	100-2321	810
2	4375 08/15/19 MAEMSP MEMBERSHIP	425.00*		101	80	100-2321	810
	Total Check:	880.00					
36206S	1577 STATE OF MONTANA						
1776		20.60					
1	08/23/19 REPLACEMENT TITLE- 2013 BUS	10.30*		110	80	100-2500	810
2	08/23/19 REPLACEMENT TITLE- 2018 BUS	10.30*		110	80	100-2500	810
	Total Check:	20.60					
36207S	1131 THE CARRIAGE HOUSE CAR WASH						
1790		11.36					
1	3899 07/31/19 CAR WASH- BUS X1	11.36*		110		100-2700	440
	Total Check:	11.36					
36208S	1188 TRUGREEN CHEMLAWN						
1788		222.00					
1	475822 08/08/19 Summer Application	222.00	19101	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-2600-440-						
	Total Check:	222.00					
36209S	1243 WESTERN SPORT FLOORS LLC						
1786		2,762.50					
THIS INVOICE WILL BE REIMBURSED BY INSURANCE PROVIDER THROUGH INSURANCE CLAIM FILED IN JULY 2019.							
1	687 08/20/19 GYM FLOOR- BUFF & RECOAT	2,762.50					
				101	80	100-2600	440
	Total Check:	2,762.50					
# of Claims		23	Total:		14,453.09		

08/23/19
19:49:10

GALLATIN GATEWAY ELEMENTARY
Claim Approval List
For the Accounting Period: 8/19

Page: 1 of 3
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
1791		36 ALLEGRA	310.80						
1		268202 08/12/19 BUSINESS CARDS	31.20*		117 80	610-2490	610		
2		268202 08/12/19 BUSINESS CARDS	62.40*		101 80	100-2300	610		
3		268202 08/12/19 BUSINESS CARDS	217.20*		101 80	100-1000	610		
1787		68 ANOTHER PETER'S PAINTING	1,475.00						
1		08619 08/06/19 Stripe Front PK Lot	350.00*	20032	161 80	100-2600	440	612	
2		08619 08/06/19 Stripe Side PK lot	300.00*	20032	161 80	100-2600	440	612	
3		08619 08/06/19 Stripe Back Pk lot	250.00*	20032	161 80	100-2600	440	612	
4		08619 08/06/19 Stripe Playground	225.00*	20032	161 80	100-2600	440	612	
5		08619 08/06/19 Add Track Lines	300.00*	20032	161 80	100-2600	440	612	
6		08619 08/06/19 Extra Cleaning	50.00*	20032	161 80	100-2600	440	612	
1784		1278 BIG SKY PUBLISHING	819.21						
1		071974454 07/31/19 EMPLOYMENT AD- SUPERINTENDE	338.65*		101 80	100-2300	540		
2		071974454 07/31/19 EMPLOYMENT AD- PARAPROFESSI	480.56*		101 80	100-2300	540		
1798		1328 BRIDGER ANALYTICAL LAB, INC	28.00						
1		1908151 08/08/19 WATER TESTING	27.44*		101	100-2600	421		
2		1908151 08/08/19 WATER TESTING	0.56*		117	610-2600	421		
1782		1299 CAMPBELLS PLUMBING & HEATING	276.56						
1		20991 07/08/19 WATER FOUNTAIN FILTERS	276.56*		101 80	100-2600	610		
1783		1299 CAMPBELLS PLUMBING & HEATING	97.00						
1		07/22/19 LEAKY VALVE REPAIR- KITCHEN	97.00*		101 80	100-2600	440		
1789		228 CENTURYLINK	308.86						
1		08/04/19 MONTHLY PHONE SERVICE	225.46*		101	100-2300	531		
2		08/04/19 MONTHLY PHONE SERVICE	77.22*		110	100-2300	531		
3		08/04/19 MONTHLY PHONE SERVICE	6.18*		117	610-2300	531		
1793		409 FIRE SUPPRESSION SYSTEM INC	455.00						
1		5350989-in 07/31/19 RELOCATE PULL STATION IN H	455.00*		161 80	100-2600	440	612	
1794		409 FIRE SUPPRESSION SYSTEM INC	474.80						
1		53860651-I 08/12/19 REPLACED 2 PULL STATIONS	474.80*		101 80	100-2600	610		
1795		471 GRANITE TECHNOLOGY SOLUTIONS INC	285.00						
1		INV_2138 08/15/19 PHONE SYSTEM MAINTENANCE	285.00*		101 80	100-2600	440		
1797		577 J&H INC	23.04						
1		564463 08/06/19 COPIER- OFFICE	23.04*		101 80	100-2300	550		

GALLATIN GATEWAY ELEMENTARY
Claim Approval List
For the Accounting Period: 8/19

- ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
1779		609 KENYON NOBLE	366.53						
1		7266381 08/12/19 MAINTENANCE SUPPLIES	366.53*		101 80	100-2600	610		
1778		1578 KUCHYNKA, MELISSA	15.00						
1		08/06/19 REIMBURSEMENT- FINGERPRINTING	15.00*		101 80	100-2300	330		
1780		1537 MANHATTAN PLUMBING & HEATING	2,717.96						
1		36693 08/06/19 FLOOR DRAIN INSTALL- BATHROOMS	2,717.96*		161 80	100-2600	440	612	
1781		705 MCLEES INCORPORATED	581.12						
1		0050491-IN 07/31/19 GYM ROOF- PATCH LEAK EAST	581.12*		101 80	100-2600	440		
1785		836 NCS PEARSON INC	692.50						
1		5335187 06/24/19 AIMSWEB	97.50*		101 80	100-1000	680		
2		5592275 06/24/19 AIMSWEB LEARNING ACADEMY	595.00*		101 80	100-1000	583		
1777		856 NORTHWESTERN ENERGY	1,485.13						
1		08/06/19 ELECTRICITY	906.75*		101 80	100-2600	412		
2		08/06/19 ELECTRICITY	232.50*		110 80	100-2600	412		
3		08/06/19 ELECTRICITY	23.25*		117 80	610-2600	412		
4		08/06/19 POWER-LIGHTS	68.43*		101 80	100-2600	410		
5		08/06/19 POWER-LIGHTS	71.28*		110 80	100-2600	410		
6		08/06/19 POWER-LIGHTS	2.85*		117 80	610-2600	410		
7		08/06/19 NATURAL GAS	3.60*		117 80	610-2600	411		
8		08/06/19 NATURAL GAS	176.47*		101 80	100-2600	411		
1792		901 PERSONALIZE IT	145.12						
1		75362 08/06/19 HALLWAY DOOR SIGNS	145.12*		101 80	100-2600	610		
1796		1010 SCHOOL ADMINISTRATORS OF MONTANA	880.00						
1		4375 08/15/19 MASS MEMBERSHIP	455.00*		101 80	100-2321	810		
2		4375 08/15/19 MAEMSP MEMBERSHIP	425.00*		101 80	100-2321	810		
1776		1577 STATE OF MONTANA	20.60						
1		08/23/19 REPLACEMENT TITLE- 2013 BUS	10.30*		110 80	100-2500	810		
2		08/23/19 REPLACEMENT TITLE- 2018 BUS	10.30*		110 80	100-2500	810		
1790		1131 THE CARRIAGE HOUSE CAR WASH	11.36						
1		3899 07/31/19 CAR WASH- BUS X1	11.36*		110	100-2700	440		
1788		1188 TRUGREEN CHEMLAWN	222.00						
1		475822 08/08/19 Summer Application	222.00	19101	101	999			

PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-

08/23/19
19:49:10

GALLATIN GATEWAY ELEMENTARY
Claim Approval List
For the Accounting Period: 8/19

Page: 3 of 3
Report ID: AP100

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj

1786 1243 WESTERN SPORT FLOORS LLC 2,762.50
THIS INVOICE WILL BE REIMBURSED BY INSURANCE PROVIDER THROUGH INSURANCE CLAIM
FILED IN JULY 2019.

1	687 08/20/19 GYM FLOOR- BUFF & RECOAT	2,762.50*		101 80 100-2600		440
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# of Claims	23	Total:	14,453.09
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14,453.09