



## June 19, 2024 Agenda Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for Wednesday, June 19, 2024 at 6pm **in the library and via Zoom.**

### **Call to Order**

### **Pledge of Allegiance**

### **Presiding Trustee's Explanation of Procedures**

### **Public Comment- Non Agenda Items**

### **GUESTS:**

### **Consent Agenda**

**Minutes:** 5.15.2024, 5.29.2024, 5.29.2024; **Finance:** Revenue Voucher Detail; Warrant Cash Transfer Report; Claim Details; **Personnel:**

### **Superintendent Report**

### **District Clerk/Business Manager Report**

### **Old Business**

Discussion Items:

MCEL Attendance

Action Items:

Select Professional Development <https://www.mtsba.org/copied-quick-links/learn>

### **New Business**

Discussion Items:

Date for Budget work session (Review of AFR, Proposed Budget)

Dates for Board Orientation

Action Items:

Extra Curricular Staffing Recommendations

Salary Discussion for Facilities Manager/Business Manager

Consider Interfund Transfer - Compensated Absences Liability Fund/General Fund/Multi-District

Agreement

Renewal of MSGIA Workers Comp and Property Liability Insurance

Consider Access Control

Handbooks (Curriculum, Business Office, Mentoring, Writing Handbook)

Organization of District Committees for 24-25 SY

Superintendent Goals for 24-25

Records Disposal

Property Disposal

### **Adjournment**

The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

## 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 comments 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

#### ***Zoom procedures:***

1. *Login details are on the district website -- [See District Calendar](#)*
2. *Please ensure your mic is muted until called upon by the Chair*
3. *Public Comment is accepted two times during the meeting:*
  - a. *During non-agenda public comment for items not on the agenda*
  - b. *When the Chair opens it for public comment as determined appropriate*
4. *To participate from a mobile device or computer:*
  - a. *Please use the “Raise Hand” button under “Participants” button at the bottom of your screen*
  - b. *Once called on please unmute yourself to provide comments*
5. *To participate from a phone when dialed in:*
  - a. *\*9 to raise and lower hand for public comment*
  - b. *Once called on please press \*6 to unmute yourself to provide comment*



**5.15.2024 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 6:00 P.M. on May 15, 2024, in the Gallatin Gateway School Library and via Zoom. Board Chair Aaron Schwieterman presided and called the meeting to order at 6:04 P.M.

**TRUSTEES PRESENT**

Aaron Schwieterman, Board Chair; Mary Thurber, Vice Chair; Carissa Paulson, Tim Melton, Brian Nickolay

**TRUSTEES ABSENT**

None

**STAFF PRESENT**

Kelly Henderson, Superintendent; Brittney Bateman, District Clerk

**OTHERS PRESENT**

John Nielson

**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. He 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; 3) public comment periods are not intended to be a question and answer session.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**GUEST REPORT**

Visitor Gallatin County Superintendent of Schools John Nielson came to swear in the trustees and appoint them to the board.

Motion: Trustee Melton to make a motion for Mary Thurber to be Board Chair.

Seconded: Trustee Paulson  
Public Comment: None  
For: Schwieterman, Paulson, Melton, Nickolay  
Opposed: None  
Motion passed unanimously 4-0

Motion: Trustee Nickolay to make a motion for Tim Melton to be the Vice Chair of the board.  
Seconded: Trustee Thurber  
Public Comment: None  
For: Schwieterman, Thurber, Paulson, Nickolay  
Opposed: None  
Motion passed unanimously 4-0

Motion: Trustee Paulson to make a motion for Brittney Bateman to be the District Clerk of the board.  
Seconded: Trustee Thurber  
Public Comment: None  
For: Schwieterman, Thurber, Paulson, Melton, Nickolay  
Opposed: None  
Motion passed unanimously 5-0

Declamations Winners: Ms. Barry

Speech: Jershon Barlow, Rosie Steed, Jesse Nagel (Honorable Mention), Aspen Lura  
Essay: Boston Kundert, Bentley Kundert, Ethan Bos (Honorable Mention), Peyton Mair  
Ms. Barry spoke to the board about the Declamations winners and the speeches and essays they wrote. She handed out one of each of them to the board for them to read. The students did very well at Declamations this year.

**CONSENT AGENDA**

Motion: Trustee Paulson to approve the consent agenda as presented.

**Minutes:** 4.17.2024, 5.2.2024 & 5.3.2024;

**Finance:** Warrant Cash Transfer Report; Trial Balance with Revenues and Expenditures;  
Outstanding Claim Warrants

**Personnel:** Personnel Resolution; Substitute List

Seconded: Trustee Melton

Public Comment: None

For: Thurber, Melton, Schwieterman, Paulson, Nickolay

Opposed: None

Motion passed unanimously 5-0

**SUPERINTENDENT REPORT**

Superintendent Kelly Henderson gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) individual student success; 2) staff & volunteers; 3) leadership

**DISTRICT CLERK REPORT**

District Clerk Brittney Bateman gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) elections; 2) adult education; 3) food service

## **OLD BUSINESS**

### *Discussion Items:*

#### Committee Updates

An update regarding the following committees was given by the assigned board trustee.

*Facilities Committee* - Aaron Schweiterman and Tim Melton

The Facilities Committee has met twice, one time alone and one time as a joint meeting with the Safety Committee. The group is working on security upgrades with the Safety Committee. They are also working on a grant that is available with the help from T.E.S.T.

*Safety Committee* - Brian Nickolay

The Safety Committee met one time as a joint committee meeting with the facilities committee.

*Whole Child* - Mary Thurber

The Whole Child Committee met one time to continue updating the wellness plan. They are offering free physicals with the school nurse and have had about 10 a week. Next year they will be hosting a cheerleading camp for k-8 with the Booster Club.

*PDAC* - Carissa Paulson

No update was made.

#### Strategic Plan Review and Goal Setting

Goal Area: Professional development: (notes from study session) attend professional development to engage in sound decision making for the district, consider specializing in a topic, Mary/Aaron will share the MTSBA information, Incorporate into a study session two times yearly or as pertinent topics take place. Consider 2 individual and 2 group trainings per year; consider MCEL in October, schedule Deb Silk for the orientation

Goal Area: Attendance at school functions (notes from study session); at least one Trustee could attend events. Send out invites or a monthly calendar of events. Communicate sharing of duties when attending events.

The group decided to keep the goals and reassess them at year 3.

## **NEW BUSINESS**

### *Discussion Items:*

#### Portrait of a Learner

Superintendent Henderson introduced the board to the portrait of a learner she developed for the Accreditation plan. A portrait of a learner involves citizenship, academic proficiency, collaborator, health - body and mind and self directed and resilient.

#### Transportation Options

The district is at the end of their contract with Harlow's. They have an applicant for a bus driver. Their cost to Harlow's is around \$33,000. Their cost for a bus driver would be \$35 an hour x 4 hours daily x 178 school days = \$24,920. They would need to set up a maintenance contract with a company for bus maintenance, drug testing, and any other certifications. The group discussed different scenarios of having a transportation company and having their own bus driver.

### *Action Items:*

### Handbooks and Guides

504 Manual  
Athletic Handbook  
Behavior Expectations  
Classroom Management  
Human Resources  
MTSS Handbook  
Staff Handbook  
Student Parent Handbook  
Title IX Handbook  
Volunteer Handbook  
Support Staff Handbook  
ELL Handbook  
Emergency Management Plan  
Indian Education for All Plan  
Long Range Facilities Plan  
Assessment Handbook  
Motion: Trustee Schwieterman to approve the above listed handbooks.  
Seconded: Trustee Paulson  
Public Comment: None  
For: Thurber, Melton, Schwieterman, Paulson, Nickolay  
Opposed: None  
Motion passed unanimously 5-0

### Non-Resident Student Attendance Agreements

Applications were accepted for non-resident students. The district received 4 new students and 23 returning students.  
Motion: Trustee Schwieterman to approve the out of district student applications.  
Seconded: Trustee Melton  
Public Comment: None  
For: Thurber, Melton, Schwieterman, Paulson, Nickolay  
Opposed: None  
Motion passed unanimously 5-0

### Multi-District Agreement

The group discussed utilizing \$6,000-8,000 for furniture, age/size appropriate materials including lunch trays, PE equipment, and other miscellaneous items for the preschool classroom.  
Motion: Trustee Melton to approve using the funds.  
Seconded: Trustee Nickolay  
Public Comment: None  
For: Thurber, Melton, Schwieterman, Paulson, Nickolay  
Opposed: None  
Motion passed unanimously 5-0

### Teaching Position

The district has Title I funds (\$35,217) to support an additional staff member (\$46,891). This person would support interventions, enrichment, assessments, and teach study skills. To fund this position, the district would need an additional \$11,700 from the General Fund.

Motion: Trustee Melton to approve the position to support student intervention and enrichment.

Seconded: Trustee Schwieterman

Public Comment: None

For: Thurber, Melton, Schwieterman, Paulson, Nickolay

Opposed: None

Motion passed unanimously 5-0

#### Preschool Attendance Parameters

The group discussed what milestones they would like the students to have reached before entering preschool. The child would need to be potty trained before entering preschool.

Motion: Trustee Nickolay to approve the amended developmental milestones.

Seconded: Trustee Melton

Public Comment: None

For: Thurber, Melton, Schwieterman, Paulson, Nickolay

Motion passed unanimously 5-0

#### Technology Purchase

The district would like to purchase new desktop computers for the technology lab. This equipment will serve as a hub for Adult Education as well as student use for technology electives and assessment.

They would fund the lab with the use of Adult Education (\$30,000 balance) and Technology Fund (\$20,000) by splitting the balance evenly. The cost of the tech lab is \$21,327.21. They would split the funding 50/50 between the two accounts (\$10,663.61).

Motion: Trustee Schwieterman to approve of the technology purchase.

Seconded: Trustee Nickolay

Public Comment: None

For: Thurber, Melton, Schwieterman, Paulson, Nickolay

Motion passed unanimously 5-0

### **ADJOURNMENT**

Board Chair Mary Thurber adjourned the meeting at 7:38 P.M.

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Mary Thurber, Board Chair

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Brittney Bateman, District Clerk



**5.29.2024 MINUTES  
SPECIAL BOARD 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 2:00 P.M. on May 29, 2024, in the Gallatin Gateway School Library. Board Chair Mary Thurber presided and called the meeting to order at 1:21 P.M.

**TRUSTEES PRESENT**

Mary Thurber, Board Chair; Tim Melton, Vice Chair

**COMMITTEE MEMBERS PRESENT**

Kelly Henderson, Superintendent; Brittney Bateman, District Clerk

**COMMITTEE MEMBERS ABSENT**

None

**OTHERS PRESENT**

None

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**NEW BUSINESS**

Agenda Setting for 6.19.2024 Meeting

Board Chair Mary Thurber led a discussion regarding the agenda for the June 19, 2024 regular meeting. The individuals present discussed agenda items to be included on the agenda.

**ADJOURNMENT**

Board Chair Mary Thurber adjourned the meeting at 1:28 P.M.

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Mary Thurber, Board Chair

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Brittney Bateman, District Clerk



**5.29.2024 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 1:00 P.M. on May 29, 2024, in the Gallatin Gateway School Library. Board Chair Mary Thurber presided and called the meeting to order at 1:02 P.M.

**TRUSTEES PRESENT**

Mary Thurber, Board Chair; Tim Melton, Vice Chair; Aaron Schwieterman

**TRUSTEES ABSENT**

Carissa Paulson, Brian Nickolay

**STAFF PRESENT**

Kelly Henderson, Superintendent; Brittney Bateman, District Clerk

**OTHERS PRESENT**

None

**PLEDGE OF ALLEGIANCE**

The meeting attendees recited the *Pledge of Allegiance*.

**PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES**

Board Chair Mary Thurber 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; 3) public comment periods are not intended to be a question and answer session.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**NEW BUSINESS**

*Discussion Items:*

Discussion of Consensus K-12 Funding Formula Package

The group went over a couple hangouts about the funding formula package. The Coalition of Advocates for Montana's Public Schools have been working to address the growing flaws and gaps in the current funding formula and trying to find a new way of funding public schools.

*Action Items:*

Discuss & Consider Staffing

Motion: Trustee Schwieterman to approve the three (3) new hires as listed on the personnel resolution.

Seconded: Trustee Melton

Public Comment: None

For: Thurber, Melton, Schwieterman

Opposed: None

Motion passed unanimously 3-0

Consider Board Meeting Dates for 24-25

Each year the board sets the dates for the main board meetings for the following year.

Motion: Trustee Melton to approve the listed dates for board meetings.

Seconded: Trustee Schwieterman

Public Comment: None

For: Thurber, Melton, Schwieterman

Opposed: None

Motion passed unanimously 3-0

Discuss & Consider Trustee Resolution for County to Conduct Elections

Motion: Trustee Schwieterman to approve the trustee resolution.

Seconded: Trustee Melton

Public Comment: None

For: Thurber, Melton, Schwieterman

Opposed: None

Motion passed unanimously 3-0

Discuss & Consider Bus Routes for 24-25

Motion: Trustee Melton to approve the bus routes for the 2024-2025 school year.

Seconded: Trustee Schwieterman

Public Comment: None

For: Thurber, Melton, Schwieterman

Opposed: None

Motion passed unanimously 3-0

**ADJOURNMENT**

Board Chair Mary Thurber adjourned the meeting at 1:20 P.M.

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Mary Thurber, Board Chair

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Brittney Bateman, District Clerk

Document #	Line #	Acct. Per.	Posting Date	Receipt #	Description	Amount	Fund	Acct/Source/ Org-Prog-Func	Obj	Proj
871		4/24	04/11/24			2,936.87				
Deposit March 2024	1			765279	Kundert Athletics	100.00	R 184	1705		
3407	2			765280	Maus Food Service	200.00	R 112	1621		
cash	3			765281	Kundert Athletics	200.00	R 184	1705		
	4			765282	Melton Athletics	200.00	R 184	1705		
1116	5			765283	Podzemny Athletics	100.00	R 184	1705		
173	6			765284	McConville Athletics	200.00	R 184	1705		
2402	7			765285	Maus Athletics	100.00	R 184	1705		
cash	8			765286	Steed Athletics	100.00	R 184	1705		
1122	9			765286	Steed Food Service	150.00	R 112	1621		
1122	10			765287	Kamps Athletics	100.00	R 184	1705		
4662	11			765288	Trainor Athletics	100.00	R 184	1705		
3408	12			765289	Harrison Athletics	100.00	R 184	1705		
1232	13			765290	Campbell Athletics	100.00	R 184	1705		
Cash	14			765291	Masingale Athletics	65.00	R 184	1705		
Cash	15			765292	Doyle Athletics	100.00	R 184	1705		
5320	16			765293	Spring Dance	790.00	R 184	1724		
Cash	17			765294	Heller Athletics	100.00	R 184	1705		
3039	18			765295	Unwaxed	131.87	R 184	1700		
cash										
907		5/24	06/06/24			1,752.48				
Cash Deposit 5.17.2024	BB									
	1			765296	Elwell Track	100.00	R 184	1705		
	2			765297	Schladetsch Facility Use	10.00	R 115	1910		149
	3			765298	Welti/Ortmeire Adult Ed	20.00	R 117	1340		
	4			765299	Shamon Adult Ed	10.00	R 117	1340		
	5			765300	Taylor Wrestling	50.00	R 184	1704		
	6			867801	Bos athletics	200.00	R 184	1705		
	7			867802	PIE bus Fees	714.35	R 110	1410		
	8			867803	St of Mt	648.13	R 115	3357		110

Document #	Line #	Acct. Per.	Posting Date	Receipt #	Description	Amount	Fund	Acct/Source/ Org-Prog-Func	Obj	Proj
908		5/24	06/06/24			10,786.59				
Cash Deposit	05/17/2024	MH								
	1			867804	D.C. Shirts	434.00	R 101	1900		
	2			867805	Swim and Skiing	1,418.34	R 101	1900		
	3			867806	Cross Cut Skiing	1,785.00	R 101	1900		
	4			867807	Donations	212.00	R 115	1900		145
	5			867808	Refund	5,394.00	R 115	1900		145
	6			867809	Discretionary	475.00	R 115	1900		145
	7			867810	Food Service	200.00	R 112	1900		
	8			867813	Facility Use	100.00	R 115	1910		149
	9			867812	Food Service	100.00	R 112	1900		
	10			867813	Facility Use	10.00	R 115	1910		149
	11			867814	D.C. Donation	100.00	R 101	1900		
	12			867815	Riembursment	419.95	R 115	3357		110
	13			867816	Art Fundraiser	131.60	R 101	1900		137
	14			867817	Library	6.70	R 101	1900		160
910		6/24	06/10/24			2,402.15				
Cash Deposit	06-10-24	MH								
	1			867845	Yearbook	8.00	R 184	1708		
	2			867846	Yearbook	20.00	R 184	1708		
	3			867847	Yearbook	20.00	R 184	1708		
	4			867848	Yearbook	20.00	R 184	1708		
	5			867849	Yearbook	20.00	R 184	1708		
	6			867850	Yearbook	10.00	R 184	1708		
	7			867851	Yearbook	20.00	R 184	1708		
	8			867852	Yearbook	30.00	R 184	1708		
	9			867853	Yearbook	20.00	R 184	1708		
	10			867854	Yearbook	20.00	R 184	1708		
	11			867855	Yearbook	20.00	R 184	1708		
	12			867856	Yearbook	10.00	R 184	1708		
	13			867857	Yearbook	10.00	R 184	1708		
	14			867858	Yearbook	10.00	R 184	1708		
	15			867859	Yearbook	10.00	R 184	1708		
	16			867860	Yearbook	10.00	R 184	1708		
	17			867861	Lunch	20.00	R 112	1611		
	18			867862	AE Zumba	40.00	R 117	1340		
	19			867863	Band & Swim	2,000.00	R 184	1920		
	20			867864	Fundraising	34.15	R 115	1920		137
	21			867865	Donation	20.00	R 101	1920		
	22			867866	Yearbook	10.00	R 184	1708		
	23			867867	Lunch Fee	20.00	R 112	1611		
911		5/24	06/10/24			898.10				
Cash Deposit	06/10/24	MH								
	1			867818	Transportation	30.00	R 110	1410		
	2			867819	Food Service	120.00	R 112	1611		
	3			867820	Yearbook	20.00	R 184	1708		
	4			867821	Yearbook	20.00	R 184	1708		
	5			867822	Yearbook	10.00	R 184	1708		
	6			867823	Yearbook	20.00	R 184	1708		
	7			867824	Yearbook	30.00	R 184	1708		

GALLATIN GATEWAY ELEMENTARY  
Revenue Voucher Detail  
For the Accounting Periods: 4/24 to 6/24

Document #	Line #	Acct. Per.	Posting Date	Receipt #	Description	Amount	Fund	Acct/Source/ Org-Prog-Func	Obj	Proj
	8			867825	Food Service	18.10	R 112	1611		
	9			867826	Yearbook	10.00	R 184	1708		
	10			867827	Yearbook	10.00	R 184	1708		
	11			867828	Yearbook	10.00	R 184	1708		
	12			867829	Track	100.00	R 184	1705		
	13			867830	Yearbook	10.00	R 184	1708		
	14			876831	Yearbook	10.00	R 184	1708		
	15			867832	Yearbook	10.00	R 184	1708		
	16			867833	Yearbook	10.00	R 184	1708		
	17			867834	Yearbook	10.00	R 184	1708		
	18			867835	Yearbook	10.00	R 184	1708		
	19			867836	Yearbook	20.00	R 184	1708		
	20			867837	Yearbook	10.00	R 184	1708		
	21			867838	Yearbook	10.00	R 184	1708		
	22			867839	Yearbook	10.00	R 184	1708		
	23			867840	Class of 2024	260.00	R 101	1724		
	24			867841	Citizenship Award	50.00	R 101	3116		
	25			867842	Academic Award	50.00	R 101	3116		
	26			867843	Yearbook	10.00	R 184	1708		
	27			867844	Yearbook	20.00	R 184	1708		
<b>Total:</b>						<b>18,776.19</b>				

06/13/24  
10:54:22

GALLATIN GATEWAY ELEMENTARY  
Warrant Cash Transfer Report  
For the Accounting Period: 5/24

Page: 1 of 1  
Report ID: AP350

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Fund	Amount
<hr/>	
Claims	
101 GENERAL	9,976.40
110 TRANSPORTATION	5,023.95
112 FOOD SERVICE	1,561.37
117 ADULT EDUCATION FUND	986.76
128 TECHNOLOGY FUNDS	1,395.14
184 STUDENT ACTIVITY/EXTRACURRICUL	3,600.00
<b>Total:</b>	<b>22,543.62</b>
<b>Grand Total:</b>	<b>22,543.62</b>

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/ Prog-Func	Obj	Proj
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org			
4102	39604S	1569 SHI	1,395.14						
1		07/21/23 Staff Laptop	711.65*		128	80	100-2300	660	
2		07/21/23 Projector Lamps	365.00*		128	80	100-1000	660	
3		12/13/23 Meraki Sub/MS Subscription	318.49*		128	80	100-1000	660	
4103	39603S	686 MASBO	250.00						
1		12542 05/06/24 Summer Conference	250.00*		101	80	100-2300	310	
4104	39600S	1330 DENNING, DOWNEY & ASSOCIATES CPA'S	7,000.00						
1		17342 05/04/24 Audit Work	7,000.00*		101	80	100-2500	331	
4105	39602S	545 HOUSE OF CLEAN a Hillyard Company	404.47						
1		605467041 04/30/24 Kitchen Cleaning Supplies	404.47*		101	80	100-2600	610	
4106	39601S	441 GALLATIN GATEWAY WATER & SEWER	937.33						
1		7552 04/30/24 Water and Sewer	937.33*		101	80	100-2600	420	
4108	39605S	1917 Harlow's School Bus Service Inc.	2,496.30						
1		9206 04/30/24 Student Transportation	2,496.30*		110	80	100-2700	510	
4109	39606S	577 KELLEY CREATE	25.13						
1		1632459 05/10/24 Copies	25.13*		101	80	100-2300	550	
4110	39608S	420 US FOODS	1,506.78						
1		4754332 05/14/24 Foos	142.77*		101	80	910-3100	630	
2		4754332 05/14/24 Foos	333.13*		112	80	910-3100	630	
3		4646013 05/09/24 Food	18.56*		101	80	910-3100	630	
4		4646013 05/09/24 Food	43.31*		112	80	910-3100	630	
5		4582994 05/07/24 Food	21.23*		101	80	910-3100	630	
6		4582994 05/07/24 Food	49.55*		112	80	910-3100	630	
7		4568176 05/07/24 Food	269.47*		101	80	910-3100	630	
8		4568176 05/07/24 Food	628.76*		112	80	910-3100	630	
4111	39607S	1118 TEAR IT UP LLC	58.00						
1		61495 05/20/24 Shredding	58.00*		101	80	100-2600	330	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/ Prog-Func	Obj	Proj
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org				
4112	39605S	1917 Harlow's School Bus Service Inc.	2,425.65						
1		9261 05/15/24 Student Transportation	2,425.65*		110 80	100-2700		510	
4113	39613S	420 US FOODS	723.74						
1		4936536 05/21/24 Food	217.12*		101 80	910-3100		630	
2		4936536 05/21/24 Food	506.62*		112 80	910-3100		630	
4115	39614S	1998 Western Roots Country Dancing	900.00						
1		1195 03/22/24 Adult Education Class	900.00*		117 80	650-2490		330	145
4116	39611S	2000 MALLORY KADLEC	78.60						
1		02/26/24 Adult Education Supplies	78.60*		117 80	650-2490		610	145
4118	39610S	1563 L&L SITE SERVICES	334.50						
1		05/21/24 Garbage Services	334.50*		101 80	100-2600		431	
4119	39609S	228 CENTURYLINK	407.98						
1		05/04/24 Internet	277.00*		101 80	100-2300		531	
2		05/04/24 Internet	94.87*		110 80	100-2300		531	
3		05/04/24 Internet	7.59*		117 80	610-2300		531	
4		688767636 05/20/24 Phone	20.82*		101 80	100-2300		531	
5		688767636 05/20/24 Phone	7.13*		110 80	100-2300		531	
6		688767636 05/20/24 Phone	0.57*		117 80	610-2300		531	
4120	39612S	1519 NATIONAL PARK SERVICE	3,600.00						
1		1804049943 05/22/24 Expedition Yellowstone	3,600.00*		184 82	100-1000		710	
		<b># of Claims</b>	<b>16</b>	<b>Total:</b>	<b>22,543.62</b>	<b># of Vendors</b>	<b>14</b>		

# Food Service Summary

2023-2024

School Year To Date - Daily Averages				
Serving	Students	% Students	Adults	Cost/Meal
Breakfast	16.14	11.86%	0.00	\$3.01
Lunch	58.34	42.90%	0.29	\$1.72

Student Meal Prices	
Breakfast	\$2.25
Lunch	\$3.90
K-2 SNACKS	\$50.00

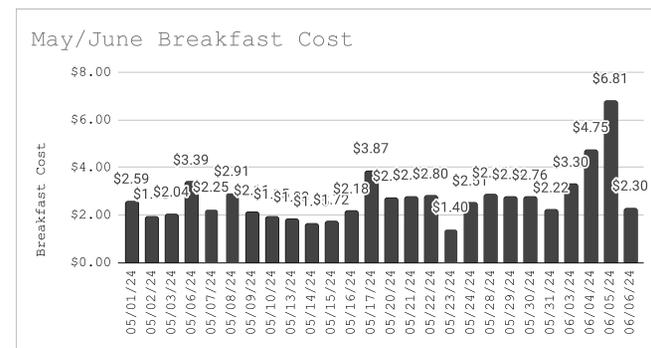
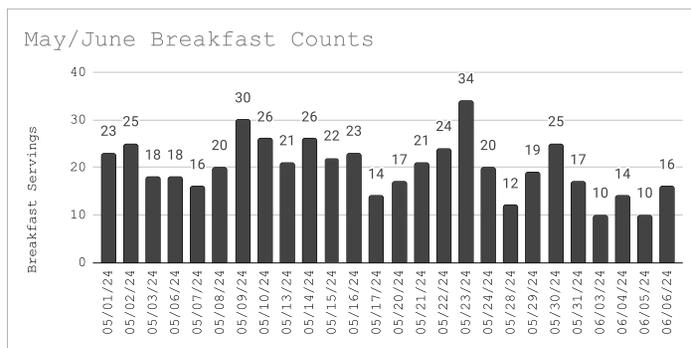
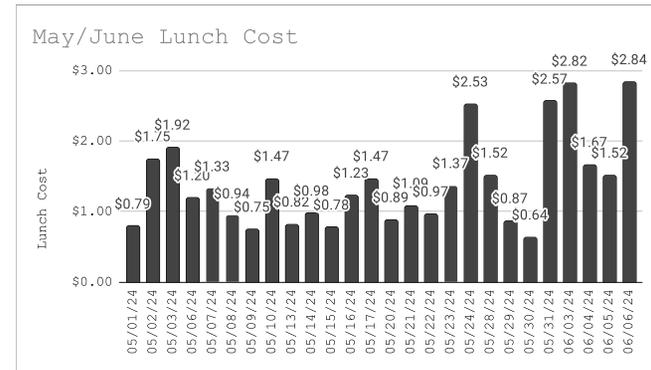
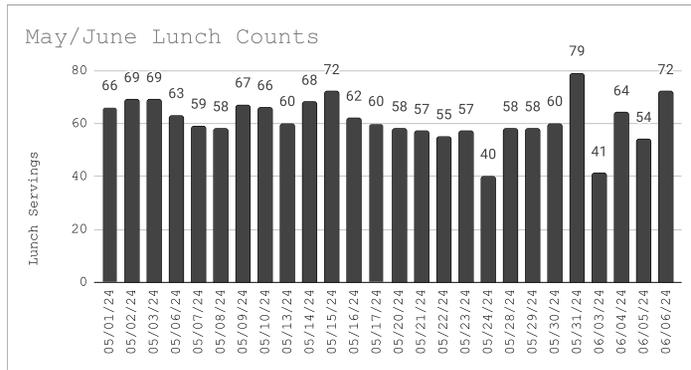
May/June - Daily Averages				
Serving	Students	% Students	Adults	Cost/Meal
Breakfast	20.04	14.73%	0.00	\$2.29
Lunch	61.23	45.02%	0.29	\$1.27

Adult Meal Prices	
Breakfast	\$2.28
Lunch	\$4.68

Enrollment Data:	
Total Students	136
K-5 Students (Snacks)	106

Reimbursement Rates	Free	Reduced	Paid
Breakfast	\$2.28	\$1.98	\$0.38
Lunch	\$4.25	\$3.85	\$0.40

Salaries	
Shelby Taylor	\$41,600.00 Per Year



Old Business  
DISCUSSION ITEM

**MCEL Attendance**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate) Discuss attendance at MCEL.

Conference website: <https://mcel.org/home>

Dates: October 16-18, 2024

Where: Missoula, Hilton Garden Inn.

Old Business  
ACTION ITEM

**Governing Board Professional Development**

Presented by: Mary Thurber/Kelly Henderson

Background: (Include funding sources as appropriate) Review and discuss professional development for the school year. We discussed scheduling two study sessions for professional development.

<https://www.mtsba.org/copied-quick-links/learn>

Recommendation: Administration recommends approval of \_\_\_\_\_ and \_\_\_\_\_ for the Governing Board Professional Development.



When MTSBA first founded its School Board Academy over 25 years ago, we did so out of recognition of the importance of a commitment to continuous learning by our member boards. Over the course of the last 25 years, the importance of continuous learning for school boards has become increasingly apparent. We have learned through research that the performance of school boards does matter and can have a dramatic and positive impact on student achievement.

MTSBA has taken its cue from these findings and has adapted both its training offerings and our School Board Academy program to align with this important research. We offer both individual and board certification, using comparable benchmarks to the renewal credits applicable to your certified teachers and administrators (*accruing at least 12 credit hours and completing at least one training each following year*).

DEDICATED TO BUILDING SHARED KNOWLEDGE, VALUES AND COMMITMENTS TO IMPROVEMENT EFFORTS

## 8 Eight Characteristics of Effective School Boards

1. Commit to a vision of high expectations for student achievement and quality instruction and define clear goals toward that vision.
2. Share strong beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels.
3. Are accountability driven, spending less time on operational issues and more time focused on policies to improve student achievement.
4. Have a collaborative relationship with staff and the community and establish a strong communications structure to inform and engage both internal and external stakeholders in setting and achieving district goals.
5. Are data savvy; they embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.
6. Align and sustain resources, such as professional development, to meet district goals.
7. Lead as a united team with the superintendent, each from their respective roles, with strong collaboration and mutual trust.
8. Take part in team development and training to build shared knowledge, values and commitments for their improvement efforts.



### Here's how becoming a Certified Trustee works:

A board member can become certified in any fiscal year by participating in a combination of MTSBA approved trainings of at least 12 hours in a fiscal year, starting July 1 through June 30.

*In addition to individual trustee certification, a full board can become certified, thereby qualifying for **MTSBA's Golden Gavel Award**, when all trustees of the current Board earn certification in the same fiscal year.*



### We also recognize various career training benchmarks:

**Gold Level** (*at which point the trustee is provided the Marvin Heintz Award*) – earned by any currently serving trustee who earns at least 96 hours of MTSBA approved training during his/her lifetime.



**Silver Level** – earned by any currently serving trustee who earns at least 48 hours of MTSBA approved training during his/her lifetime.



**Bronze Level** – earned by any currently serving trustee who earns at least 24 hours of MTSBA approved training during his/her lifetime.

### Examples of Training that Qualifies for Certification and Awards:

As a trustee, you can earn credit in a number of ways, including but not limited to training at any of MTSBA's sponsored in-district, regional, statewide events or even webinars. The hours are tracked for you based on your registration and sign-in at those events.

*Here are a few examples of trainings that qualify:*

- In-district training = one hour credited for each hour of training
- MCEL = 12 hours of credit
- Delegate Assembly = 4 hours of credit
- In-district policy review = one hour credited for each hour in meeting with MTSBA staff
- MTSBA Strategic Planning = participating district obtains the Golden Gavel with 100% board involvement
- Webinars = one hour credited for each hour of individual or group webinar and/or group discussion thereof

It is also important to note that both individual and board certification is available to you without any cost beyond your membership dues. Here are examples of free trainings provided without charge that qualify for school board academy credit:

- Back-To-School Legal Primer (*Free to MTSUIP Members*) – 6 hours
- April "Hot Topic" Employment Trainings (*Free to MTSUIP Members*) – 6 hours
- HR Symposium (*Free to MTSUIP Members*) – 6 hours
- MSGIA trainings (*Free to MSGIA Members*) - Various
- Summer Leadership or Newly-Elected Trustee Symposium – 6 hours
- Strategic Negotiations and Policy Symposium (*for Policy and Labor Relations Maintenance Contract Districts*) – 6 hours
- Webinars at actual time participating (*e.g. 1 hour per month if integrated into your board agenda*)
- Participation in Delegate Assembly - 4 hours

You can also receive credit for training obtained from other sources. Please submit a syllabus and demonstrate the value of such training under one of the **8 Characteristics of Effective School Boards**. We will recognize such training for purposes of earning recognition under our school board academy program.

New Business  
DISCUSSION ITEM

**Budget Work Study Session**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate) We are planning on having the TFS and Proposed Budget prepared by August 5th. We need to select a day for review.

New Business  
DISCUSSION ITEM

**Board Orientation**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate) The Board needs to select a date for Board Orientation for August.

Suggested dates: Week of August 5th

New Business  
ACTION ITEM

**Extra Curricular Staffing Recommendations**

Presented by: Brittney Bateman

Background: (Include funding sources as appropriate) Review and discuss extra curricular staffing recommendations.

Recommendation: Administration recommends approval of the extra curricular staffing recommendations.

## 2024-2025 Extra-Curricular Positions Salary

Extra Duty/Assignment	24-25 Stipend	Responsibilities	Employee(s)
Mentor	\$1,000.00	Mentoring new teachers (non-tenured), weekly/monthly meetings as needed to assist the new teacher with acclimating to Gallatin Gateway School. Explaining policies, procedures, etc. Answer questions. Assist with curriculum planning and classroom management as needed. Will follow the Mentor Handbook for required topics.	Ashley Davis; Mike Coon; Madeline Barry
Student Council Advisor	\$1,200.00	Oversee the student council. Facilitate student elections to take office on student council. Facilitate and guide student council meetings weekly. Assist students to learn about student government, civics, and productively advocating for policy/procedure changes. Focus on community service within the school and the community as a whole. Attend all functions organized/hosted by student council- this may be in evenings, early mornings, and/or weekends. Oversee the fund-raising efforts and all student council funds. Make deposits with the Business Manager as necessary. Coordinate Schoolwide Recycling Program and Composting Program w/Cafeteria.	Madeline Barry
Washington DC Co-Advisor (8th Grade)	\$1,000.00	Primary responsible party for planning and organizing the 8th grade Washington DC trip. Will book airline tickets, hotels, and all other activities while in DC. This person will be responsible for coordinating and planning all aspects of the DC Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the DC trip and all fund raisers. Will plan and organize fundraisers as needed	Madison Downs
Washington DC Co-Advisor (8th Grade)	\$600.00	(Spaghetti Super, Dinner for Two Raffle, Raffle Ticket Sales, Sportsman's Banquet, etc). Will supervise students while in DC and serve as the tour guide while in DC. Will develop behavior expectations for students while in DC and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund.	Madeline Barry
Mentor Coordinator	\$2,000.00	Facilitates the onboarding process for new staff, provides guidance and PD for mentors, updates the mentor handbook, schedules the quarterly meetings and ensures the monthly meetings between the mentor and mentee take place.	Ashley Davis
Expedition Yellowstone Advisor (8th Grade)	\$600.00	Responsible for planning and organizing the 8th Grade Expedition Yellowstone Trip. Coordinate lodging, transportation, meals, activities, chaperones, and all other necessary activities for Expedition Yellowstone. This person will be responsible for coordinating and planning all aspects of the Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the trip and all fund-raisers. Will plan, organize, and/or attend fund-raisers as necessary (Sportsman's Banquet, etc). Will supervise students while in Yellowstone. Will develop behavior expectations for students while in Yellowstone and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the trip.	Carly James
Butte Trip Advisor (5th Grade)	\$600.00	Responsible for planning and organizing the 5th Grade Overnight Butte Trip. Coordinate lodging, transportation, meals, activities, chaperones, volunteer presenters, and all other necessary activities. This person will be responsible for coordinating and planning all aspects of the Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the trip and all fund-raisers. Will plan, organize, and/or attend fund-raisers as necessary (Sportsman's Banquet, etc). Will supervise students while in Butte. Will develop behavior expectations for students while in Butte and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund.	Lilly Thorstad
Science Olympiad	\$500.00	Responsible for planning and coordinating competition events - virtual and in-person for the students and attends with them. Provides out of school support for students competing by assisting with projects. This is work to be done outside of the regular classroom.	Carly James
Jobs for Montana Graduates (JMG)	\$500.00	Responsible for planning and coordinating state competition events, afterschool club activities. This is work to be done outside of the regular classroom.	Kaitlin Merenz
Volleyball Head Coach	\$1,200.00	See Head Coach Job Description	Melissa Melton
Volleyball Assistant Coach	\$700.00	See Assistant Coach Job Description	Mariel Warren
Boys' Basketball Head Coach	\$1,200.00	See Head Coach Job Description	Tim Melton
Boys' Basketball Assistant Coach	\$700.00	See Assistant Coach Job Description	
Girls' Basketball Head Coach	\$1,200.00	See Head Coach Job Description	Madison Hall
Girls' Basketball Assistant Coach	\$700.00	See Assistant Coach Job Description	
Cheerleading Head Coach (boys' season)	\$600.00	See Head Coach Job Description	Andrea Barham
Wrestling Head Coach	\$1,200.00	See Head Coach Job Description	Luke Hancock
Wrestling Assistant Coach	\$700.00	See Assistant Coach Job Description	
Wrestling Assistant Coach	\$700.00	See Assistant Coach Job Description	
Track Head Coach	\$1,200.00	See Head Coach Job Description	Ashley Davis
Track Assistant Coach (up to 3)	\$700.00	See Assistant Coach Job Description	Tami Kamps
Track Assistant Coach (up to 3)	\$700.00	See Assistant Coach Job Description	Melissa Melton
Track Assistant Coach (up to 3)	\$700.00	See Assistant Coach Job Description	

**Washington DC Trip**

5 Days x \$150/day	\$ 750.00
Sportsmans' Banquet	\$ 300.00
Spaghetti Supper	\$ 200.00
Planning/Prep	\$ 350.00

**Total: \$ 1,600.00 Divided between 2 Co-advisors**

**Expedition Yellowstone**

5 Days x \$75/day	\$ 375.00
Sportsmans' Banquet	\$ 75.00
Planning/Prep	\$ 150.00

**Total: \$ 600.00**

**Butte Trip**

2 Days x \$75/day	\$ 150.00
Sportsmans' Banquet	\$ 75.00
Planning/Prep	\$ 100.00

**Total: \$ 325.00**

**Student Council**

Meetings (1x week)	\$ 20.00	.5 hours x \$10/hour
Planning/Prep	\$ 20.00	.5 hours x \$10/hour
	\$ 40.00	per week

approx # wks 28

\$ 1,120.00

Other Activities	\$ 80.00
------------------	----------

**\$ 1,200.00**

New Business  
ACTION ITEM

**Salary Increase for Facilities Manager and Business Manager**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate)

Proposal: I would like to propose a \$1.50 per hour increase for both Mr. Stoner (\$31.50) and Mrs. Bateman (\$35.15). This would increase the budget by a total of \$4,992 for the year.

Recommendation: Administration recommends approval of the salary increase recommendations.

New Business  
ACTION ITEM

**Consider Interfund Transfer - Compensated Absences Liability Fund/General Fund/Multi-District Agreement**

Presented by: Brittney Bateman

Background: (Include funding sources as appropriate)

Administration recommends the following priorities for interfund transfers:

- Max out the general reserves to allowable amount
- Replenish the Compensated Absences Fund
- Focus the remaining funds to the multidistrict account

Recommendation: Administration recommends the transfer of general funds to Compensated Absences and Multidistrict accounts based on the priorities established by the governing body.

New Business  
ACTION ITEM

**MSGIA Workers Comp and Property Liability Insurance**

Presented by: Brittney Bateman

Background:

Workers Comp - \$7479 net premium that covers statutory coverage for workers comp and statutory occupational disease.

PART I – Workers’ Compensation and Occupational Disease Coverage

Workers’ Compensation	Statutory
Occupational Disease	Statutory

PART II – Employers’ Liability Coverage

Bodily Injury by Accident – each accident	\$1,000,000
Bodily Injury by Disease – each employee	\$1,000,000
Employers’ Aggregate Limit of Liability	\$1,000,000

Property Liability - The renewal premium for the for the 2024-2025 school year as follows

Total Premium \$ 31,744

Multi-Line Discount <\$ 1,587> (members in worker’s compensation and property & liability)

Discounted Premium \$ 30,156

Your allocated premium for transportation is 8.2%.

This program is endorsed by the Montana School Boards Association (MTSBA) and supported by thousands of committed school district employees and school board members. Our coverage package includes critical elements for all school districts in Montana such as, deadly weapons event coverage, cyber liability, and replacement cost coverage for certain classes of buses and other autos.

Recommendation: Administration recommends approval of the MSGIA Workers Comp and Property Liability Insurance.



**FY25**

July 1, 2024 to June 30, 2025

# **Member WC Renewal**

# ACCOUNT SUMMARY

Your participation in our programs ensure the stability and success of all members. Through value-added benefits, premium coverages, and in-person trainings and assessments, we aim to provide you with a comprehensive, customized safety program to meet the unique needs of your district.

397	Members in the Pool
1989	MSGIA Member Since
\$1,252,345	Total Payroll

Fiscal Year	Gross Premium	Underwriting Credits	Net Premium
2024-2025	\$8,589	(\$1,110)	\$7,479

# RENEWAL NOTICE AND DECLARATION

## Gallatin Gateway School District #35

COVERAGE YEAR: JULY 1, 2024 – JUNE 30, 2025

MEMBER#: 014050

### SUMMARY

	2024-2025	Elective Coverage
Premium	\$8,589	
Modification Factor	1.00	
Volume Discount Factor	0.043	
Renewal Credits	(\$1,110)	
Volunteer Coverage Factor	.015	Yes
School to Work Coverage Factor	.021	No
Net Premium	<b>\$7,479</b>	

### PAYROLL BY CLASS CODE

	2024-2025
8868 Teachers, Professionals	\$1,192,879
9101 All Other	<u>\$59,466</u>
<b>Total Payroll</b>	<b>\$1,252,345</b>

Workers' Compensation Rates per \$100	2024-2025
8868 Teachers, Professionals	0.45
9101 All Other	5.85

### OCCUPATIONAL DISEASE AND EMPLOYERS' LIABILITY COVERAGE

#### PART I – Workers' Compensation and Occupational Disease Coverage

Workers' Compensation	Statutory
Occupational Disease	Statutory

#### PART II – Employers' Liability Coverage

Bodily Injury by Accident – each accident	\$1,000,000
Bodily Injury by Disease – each employee	\$1,000,000
Employers' Aggregate Limit of Liability	\$1,000,000

# LOSS EXPERIENCE

## Gallatin Gateway School District #35

### FREQUENCY AND SEVERITY BY FISCAL YEAR

Fiscal Year	Frequency	Total Paid	Total Incurred
2021	3	\$5,780	\$5,780
2022	2	\$0	\$0
2023	4	\$24,770	\$24,770
2024	1	\$0	\$0

### LOSSES BY CAUSE CODE – 2021+

Fiscal Year	Frequency	Percentage
Slip/Fall/Trip	5	50.0%
Strain	2	20.0%
Burn	2	20.0%
Other	1	10.0%

### LOSSES BY JOB CLASSIFICATION – 2021+

Fiscal Year	Frequency	Percentage
Administrator	3	30.0%
Food Service	3	30.0%
Teacher/Instructor/Counselor	3	30.0%
Teachers Aid	1	10.0%

# LOSS EXPERIENCE

## Gallatin Gateway School District #35

### INCURRED LOSSES BY LOCATION – 2021+

Location Name	Claim Count	Open	Closed	Total Incurred	Open Incurred	Closed Incurred
Elementary K-8	6	0	6	24,770	0	24,770
Old Elementary	4	0	4	5,780	0	5,780

# LOSS REPORTING LAGTIME

## Gallatin Gateway School District #35

### WC REPORTING LAG

Fiscal Year	Days from IW to School	Days from School to MSGIA	Total Days
2021	1.33	0.00	1.33
2022	1.00	101.00	102.00
2023	0.25	0.50	0.75
2024	0.00	7.00	7.00

# RISK MANAGEMENT SERVICES

The Risk Management team offers customized, one-on-one consultations, site visits, assessments, training and workshops, and informational resources to help maintain site safety and identify potential risks and hazards.

## CONSULTING SERVICES

- Customized risk management plans
- Assistance streamlining claim reporting and investigative processes
- Review and development of safety programs and best practices
- Helps ensure compliance with state safety standards
- In-district employee trainings
- Physical security assessments
- School district safety program assessments

## ASSESSMENT TOOLS

- Building hazard assessments
- Self-inspection assessment tools
- Ergonomic assessments

## RESOURCES

- In the Classroom quarterly risk management publication
- Safety posters
- Safety awards program - Target Accident Prevention Expenditures (TAPE)
- Crisis management support (SEC)
- Asbestos re-inspection services
- Asbestos employee educational trainings
- ACH payment options available instead of mailing a check
- Safe Schools online training
- Pre-employment physical program
- Early Return to Work support
- Emergency Operations Management Planning-reimbursement grants available for qualifying crisis management apps



### Comprehensive Risk Management

- One primary risk management contact for all aspects of your school operations
- Pre-Employment Physicals paid for by MSGIA with new hires in Food Service and Maintenance.
- Two full-time risk managers to serve you: Certified playground inspectors, certified school risk managers, certified asbestos re-inspection, master's in industrial hygiene.
- Asbestos re-inspection services saving districts upwards of \$8,000 each time needed to keep compliant with federal and state regulations.
- Assistance in development and annual maintenance of district emergency response planning for multiple potential crisis events.
- Monthly risk management quick notes.
- Quarterly risk management newsletters.
- In-district training is available on a wide range of school topics.

### Financial Stability:

- WC pool operating since 1989 and is the largest and strongest of all WC governmental self-insured pools, never once assessing members even a nickel.
- Conservative rating/well-structured reinsurance.
- Nine member board of directors: School board trustees, superintendents, and school business managers.
- Endorsed by MTSBA, MASBO, and a proud partner sponsor of SAM.
- Millions of dollars returned to members in premium credits – last year's credit equated to a 25% average return to MSGIA members.
- MSGIA WC Safety Rewards program provides up to 5% additional credit for good member performance.

### A Member Centric Innovation Model

- Extensive library of on-line staff training courses through Safe Schools: 350+ courses
- Crisis Management support team through Secure Educational Consultants – supporting our members through all their toughest moments.
- Online claim reporting for all lines of coverage
- Online Member Management Portal with Dashboard style performance metrics
- Online Asbestos annual refresher courses in AHERA for district staff to stay current and well versed on needed safety measures.
- iPad based building safety inspection forms.
  - Member self-assessment form built in conjunction with department of labor inspectors.
- iPad based playground inspection forms
- Full time Helena based claim adjusters.
- We just provide coverage for Montana K-12 public school districts – we have no corporate profit motives to meet.

# WORKERS' COMPENSATION SERVICES

The MSGIA risk management professionals work with our members to review and enhance their state required workplace safety and crisis management plan documents.

Assessing the safety risks in our public schools is becoming an increasingly complex process that required multiple layers of analysis, varying degrees of professional discipline, and, undoubtedly, significant resources beyond those typically found in our member school districts. Yet despite these attendant challenges, if the process is thoughtful and thorough, it can be as worthwhile as it is successful.

MSGIA clients take advantage of our risk managers' expertise to assist district school boards, administrative teams, and district safety committees when working their way through a district-wide risk assessment process. And while this is a process that is proscriptive in the sense of being checklist-driven, it can nonetheless be customized to your location in the state and to your district's unique school culture.

- In-district safety planning reviews, consultation, plan enhancements
- Safety committee support and planning
- Self-inspection forms for building and other hazard assessment checklists
- Ability for safety grants for equipment such as: step ladders, eye protection, ear protection, ergonomic lifts, furniture movers, hand trucks, ice melt, and Yaktrax for workplace safety trainings completed within the school year.



# FILING A WORKERS' COMPENSATION CLAIM

Workers' Compensation claim losses occurring for a MSGIA pool member should be reported as soon as an occurrence is known. Early reporting will allow MSGIA staff adequate time to perform a complete claim investigation and timely directives for appropriate medical care if needed for the injured worker.

Report your claim online at [www.msgia.org](http://www.msgia.org)

Click Report a Claim on the top of the page Select Workers' Compensation

Click First Report of Injury Form (FROI) Choose your district

PLEASE complete as much information as you can on the form, choosing from the drop down boxes or lookup boxes.

Once you are satisfied with the information, click Complete Incident.

The next screen that comes up gives you the ability to attach any supporting documents or photo. Click "Upload File" on the right side of the screen and choose the file(s) you wish to attach and "Save"

Once you have completed the uploads, click "I'm Done" and everything is submitted to MSGIA

You are done!

For an online guide to walk you through the steps on completing your online claim use the link below:  
<https://www.msgia.org/reportclaim>

For in-person phone support in completing your online claim, you can contact MSGIA staff by calling **(877) 667-7392** and they will walk you through the reporting process.

# WHO TO CONTACT

## GENERAL PAYROLL REPORTING, AUDIT, AND PREMIUM QUESTIONS

**Lisa Gates**, Executive Assistant to the Director of Insurance Services (877) 667-7392 | [lgates@mtsba.org](mailto:lgates@mtsba.org)

## RISK MANAGEMENT AND LOSS CONTROL

- Develop customized safety programs and reviews of potential workplace hazards
- Safety Committee resources and support
- Accessing Safe Schools online training courses
- Providing in-district trainings
- Request for safety posters

**Brenda Koch**, Risk Management Consultant  
(406) 696-0562 | [bkoch@mtsba.org](mailto:bkoch@mtsba.org)

**Annette Satterly**, Risk Management Consultant  
(406) 439-1271 | [asatterly@mtsba.org](mailto:asatterly@mtsba.org)

## CLAIMS

- Discuss concerns regarding a claim or alleged injury
- Develop a return to work program
- Questions about ERTW or pre-employment programs

**Kevin Bartsch**, Assistant Director, Workers' Compensation Pool Operations  
[kbartsch@mtsba.org](mailto:kbartsch@mtsba.org)

Claim examiners: Katy, Brenda, Shauna and Gina | (877) 667-7392

## SAFE SCHOOLS

- Questions about accessing SafeSchools courses, running reports or general support

**Annette Satterly**, MSGIA Risk Management Consultant  
[asatterly@mtsba.org](mailto:asatterly@mtsba.org) | (406) 439-1271

**Megan Nobert**, SafeSchools, Customer Success Manager  
[megan.nobert@vectorsolutions.com](mailto:megan.nobert@vectorsolutions.com) (513) 463-1698

**John-Michael Larry**, SafeSchools, Account Management Team Lead  
[john-michael.larry@vectorsoulutions.com](mailto:john-michael.larry@vectorsoulutions.com)  
(513) 792-4404

# MSGIA

Montana Schools Group Interlocal Authority

863 Great Northern Blvd., Suite 201  
Helena, MT 59601  
(406) 457-4500 Main  
(877) 667-7392 Toll Free  
(406) 457-4505 Fax

MSGIA is a program of the Montana  
School Boards Association





**FY25**

July 1, 2024 to June 30, 2025

# **Member PC Renewal**



PO Box 7029 | Helena, Montana 59604 | Tel 877-667-7392 | Fax 406-457-4505 | [www.msgia.org](http://www.msgia.org)

5/31/2024

Brittney Bateman  
Gallatin Gateway School District #35  
PO Box 265  
Gallatin Gateway, MT 59730

RE: MSGIA Self-Insured Property and Liability Renewal

Dear Brittney and School Board Members,

I am pleased to present for you the MSGIA self-insured Property and Liability renewal effective July 1, 2024. Thank you for your continued support of MSGIA's School Leaders Property and Liability Program. You are part of a growing movement of 222 elementary and high school district members with more interested school districts joining each year. The overall MSGIA membership expands beyond 406 elementary and high school districts.

MSGIA has been assisting school districts with self-insured coverage solutions since 1989, 35 years! The 2024-2025 school year marks the beginning of its 17<sup>th</sup> year for the property and liability program. This program is continually evolving, offering new enhancements in coverage and risk management tools for our members.

Our pool has partnered with strong reinsurance carriers that support our program with excellent AM Best ratings.

The program is endorsed by the Montana School Boards Association and supported by thousands of committed school district employees and school board members.

Our coverage package includes critical elements for all school districts in Montana such as, deadly weapons event coverage, cyber liability, and replacement cost coverage for certain classes of buses and other autos. We are pleased to partner with our members to address these risks and provide coverage that helps our members respond if an event occurs.

Gallatin Gateway School District #35 is an important member of the MSGIA self-insured property and liability program. You have a voice in the coverage design, board management, and service offerings, because your voice matters. MSGIA strives to provide members with broad coverage, high service levels, and stable premiums, all at a competitive price.

If you are interested in reviewing your coverage deductible structure, please contact Matt Komac in our office. He can assist you with reviewing different deductible levels and the associated premium to see what makes the most sense for your district.

Beginning its 35th year of providing self-insurance solutions for its members, MSGIA is poised to continue to insure a bright future for Montana Public School Districts!

# MSGIA

PO Box 7029 | Helena, Montana 59604 | Tel 877-667-7392 | Fax 406-457-4505 | [www.msgia.org](http://www.msgia.org)

I'm pleased to present your renewal premium for the 2024-2025 school year as follows

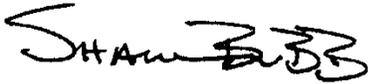
Total Premium	\$ 31,744
Multi-Line Discount	<\$ 1,587> (members in worker's compensation and property & liability)
Discounted Premium	\$ 30,156

Your allocated premium for transportation is 8.2%.

Please send renewal checks to the address listed on the enclosed invoice.

Thank you for your continued support!

Be Well and Be Safe!



Shawn F. Bubba, CPCU, CIC, CPA  
Director of Insurance Services



PO Box 7029 | Helena, Montana 59604 | Tel 877-667-7392 | Fax 406-457-4505 | www.msgia.org

To:  
Gallatin Gateway School District #35  
Brittney Bateman  
PO Box 265  
Gallatin Gateway, MT 59730  
  
PC Policy # PC-25-14050-1

## PROPERTY & LIABILITY INSURANCE INVOICE

Date	DESCRIPTION	TOTAL
7/1/2024	Property & Liability Insurance for period 7/1/2024 to 6/30/2025 Total Premium FY25 Multi-Line Discount Discounted Premium for FY25	\$31,744 < <del>\$1,587</del> > \$30,156
<b>TOTAL DUE</b>		<b>\$30,156</b>

Remit Total Due by **July 20, 2024**

A 1% late fee will apply for each month premium is not received by due date.

Make all checks payable to

**MSGIA**  
**PO Box 7029**  
**Helena MT 59604**

If you have any questions concerning this invoice, contact Jan Denke, 406.457.4500, [jdenke@mtsba.org](mailto:jdenke@mtsba.org)

**Thank You**

# ACCOUNT SUMMARY

Your participation in our programs ensure the stability and success of all members. Through value-added benefits, premium coverages, and in-person trainings as assessments, we aim to provide you with a comprehensive, customized safety program to meet the unique needs of your district.

222	Members in the Fund
1989	MSGIA Member Since
\$6,950,984	Total Insured Value (TIV)

Fiscal Year	Gross Premium	Multi-Line Discount	Net Premium
2024-2025	\$31,744	<u>(\$1,587)</u>	\$30,156

- FY25 Transportation Premium Allocation 8.2%

# RENEWAL NOTICE SUMMARY

## Gallatin Gateway School District #35

COVERAGE YEAR: JULY 1, 2024 – JUNE 30, 2025 MEMBER#: 014050

Coverage	2024-2025
Property/Boiler & Machinery	included
General Liability	included
School Board Legal Liability	included
Employment Practices Liability	included
Auto Coverage	included
Crime/Fidelity	included
Cyber	included
Deadly Weapons Event Coverage	included
School Board Trustee Travel AD & D	included
Net Premium	<b>\$30,156</b>

Exposure	2024-2025
Building Values	\$5,715,356
Content Values	\$1,042,429
Outdoor Property Value	\$50,000
Bus Values	\$133,200
Vehicle Values	\$
Mobile Equipment Values	\$10,000
# of Vehicles	2
# of Students	136
# of Employees	24

# LOSS EXPERIENCE

## Gallatin Gateway School District #35

### PROPERTY AND LIABILITY CLAIM SUMMARY

Fiscal Year	Frequency	Total Paid	Total Incurred
2020	3	\$10,884	\$10,884
2021	3	\$11,388	\$11,388
2023	1	\$37,210	\$38,208

### LOSS RATIO TRENDING

Fiscal Year	Loss Ratio
2020	70.7%
2021	70.1%
2023	175.8%

# LOSSES BY COVERAGE TYPE

## Gallatin Gateway School District #35

Location Name	Claim Count	Open	Closed	Total Incurred	Open Incurred	Closed Incurred	
<b>2024</b>							
<b>2024 Total:</b>		<b>0</b>					
<b>2023</b>							
Property	1	1	0	38,208	38,208	0	
<b>2023 Total:</b>		<b>1</b>	<b>1</b>	<b>0</b>	<b>38,208</b>	<b>38,208</b>	<b>0</b>
<b>2022</b>							
<b>2022 Total:</b>		<b>0</b>					
<b>2021</b>							
General Liability	1	0	1	10,648	0	10,648	
Property	2	0	2	740	0	740	
<b>2021 Total:</b>		<b>3</b>	<b>0</b>	<b>3</b>	<b>11,388</b>	<b>11,388</b>	
<b>Grand Total:</b>		<b>4</b>	<b>1</b>	<b>3</b>	<b>49,596</b>	<b>38,208</b>	<b>11,388</b>

# WHAT SETS US APART FROM THE REST?

Since 2009, the MSGIA property and liability pool has provided financial stability, superior member services, and the most comprehensive property and liability coverage for Montana's public schools. We protect our members from the unpredictable complications and the unknown obstacles that arise in the public school landscape.

Unlike a commercial carrier or a traditional company, our members have a voice in the strategic direction of the Pool since it operates as a member owned and governed organization.

## WHY MSGIA?

The MSGIA's purpose is to provide our members with risk management tools and coverage options to help ensure their school operations run smoothly. It works in partnership with its member districts to provide coverage tailored specifically to meet the needs and support the safety of Montana's public schools.

Valuable Services we offer in addition to our core coverages:

- Options for complete SafeSchools course content library for all school operational areas
- School Bus Driver training courses including CDL training and MAP-21 courses
- iPad based building hazard assessments
- Building property appraisals on a five year cycle – at no additional cost to the member
- Playground safety inspections from on-staff Certified Playground Safety Inspectors
- In-district school board legal training with no additional costs for our members
- In-district coaches and sponsor's training with no additional costs for our members
- Member dashboard performance tracking tools
- Mobile app for easy auto claim reporting
- Property protection temperature and H<sub>2</sub>O sensors to prevent disruptive and expensive property claims – In pilot program status now!

Our comprehensive programs provide peace-of-mind to members and seamless continuation of your district's daily functions to help you focus on what really matters – your students' education success!



# CYBER COVERAGE HIGHLIGHTS

The MSGIA has limits up to **\$2,000,000** per member and provides 24/7 access to a dedicated breach response team.

Your cyber coverage package includes the following items listed below:

### **Network Security Assessment Services:**

The MSGIA worked with the Center for Internet Security in Washington DC to develop a network self-assessment tool aimed at dramatically lowering districts risk factors related to the most common cyber security exposures.

### **Cyber Event Incident Response Plan:**

Cyber experts know a timely response is critical in limiting the negative impacts of a cyber event on a school district. The MSGIA, in consultation with Beazley Cyber Insurance experts has built a comprehensive cyber event response plan to bring your school district quickly back on-line after an event.

### **KnowBe4**

KnowBe4 is the world's largest security awareness training and simulated phishing platform, proven effective in helping organizations manage the ongoing problem of social engineering and reducing vulnerabilities to ransomware, malware, and other data breaches. KnowBe4 is successful because their training content is short and memorable, and their random simulated phishing tests build the muscle memory needed to enable employees to spot sophisticated threats while busy and distracted. MSGIA members will receive a 25% discount on KnowBe4's school security awareness training platform, and 15% off any of their other platforms and products via a standing offer through Beazley. This offer is valid for new KnowBe4 customers only, but existing customers are eligible for a 15% discount at the time of renewal. If you are interested in this offer, please contact James Hood at [jamesh@knowbe4.com](mailto:jamesh@knowbe4.com) and make sure to let him know you are a member of MSGIA's property and liability pool and that you have cyber coverage through Beazley.

### **PRIVACY NOTIFICATION COSTS**

Includes the resources to respond to a breach of personal information.

### **CYBER EXTORTION/RANSOMWARE**

Assists with responses to an extortion threat.

### **DATA COMPROMISE LIABILITY**

Provides coverage in the event of a lawsuit related to a breach of personal information.

Refer to policy language for a complete list of coverages, limits and sub-limits

### **DATA PROTECTION AND RECOVERY**

Responds to a computer attack that damages data and systems.

### **FRAUDULENT TRANSACTION/ SOCIAL ENGINEERING**

Coverage for an insured having transferred, paid, or delivered any money or securities as a result of a fraudulent instruction provided by a person purporting to be a vendor, client or authorized employee.

# SCHOOL DEADLY WEAPONS EVENT COVERAGE

MSGIA and Secure Educational Consultants (SEC) partnership offers “presidential-level protection” for members.

As school shootings and violence continue to dominate headlines and new stories, school safety continues to be on the mind for all administrators. Since 2019, the MSGIA has provided this nationally recognized expert in school violence prevention, planning, and training – to enhance and expand our School Deadly Weapons Events coverage.

Although most schools have safety and security policies and procedure in place, the vast majority are under-prepared for a real emergency. Led by a team of former Secret Service agents and law enforcement leaders with decades of experience, SEC develops comprehensive, prevention-focused safety and security programs for schools.

MSGIA members enjoy access to SEC’s pre-crisis security training and industry leading post-crisis response services and receive competitive rates on other service offerings they provide. Services include:

- Educational webinars throughout the year regarding school district safety and security
- Crisis management leadership support
- Crisis communication support, message development and media training
- Coordination with MSGIA legal counsel and claims team
- Event and post-incident management, as needed (press conference, security, re-openings, memorials, etc.)

To learn more about your district’s access to SEC services, contact your MSGIA team today.

**MSGIA PC Pool Member Deadly Weapons Events Coverage**  
 Coverage Trigger: An event involving the Named Insured where a weapon has been used or brandished at location of the Named Insured.

**PER CLAIM COVERAGE LIMIT: \$1,500,000**

<b>SUBLIMITS:</b>		
Demolition, Clearance Memorialization .....	\$250,000	
Extra Expense .....	\$250,000	
Threat .....	\$250,000	
Medical Expense .....	\$25,000/person	
Accidental Death & Dismemberment .....	\$50,000	
Crisis Management Services .....	\$250,000	
Counseling Services .....	\$250,000	
Funeral Expenses .....	\$250,000	
1 <sup>st</sup> Party Property Damage .....	\$1,500,000	

Refer to policy language and declarations page for a complete list of coverages, limits, and sub-limits



# SAFESCHOOLS EMPLOYEE TRAINING

Your membership gives you access to SafeSchools, the nation's leading provider of school-specific, online training programs, at no extra cost to your district. We've worked with SafeSchools to offer a comprehensive curriculum addressing areas of high risk for your students and employees. You also have access to their K-12 school designed tip reporting and safety app at a discounted rate.

## RECOMMENDED PROPERTY/CASUALTY POOL RELATED COURSES

- 22 Child Sexual Abuse Prevention Courses
- Sexual Harassment: Staff to Staff
- Title VI Overview
- Title IX Compliance Overview

The following list is a sampling of courses designed to help you create a safer environment for your students, staff, and visitors and reduce the cost of claims. For a complete list of classes, log into your district's SafeSchools account online:

- Asbestos Awareness
- Back Injury and Lifting
- Bloodborne Pathogens Exposure Prevention
- Classroom Safety
- Common School Employee Injuries
- Conflict Management
- First Aid
- Medication Administration: Epinephrine Auto Injectors
- Personal Protective Equipment
- School Intruders
- Slips, Trips and Falls
- Transportation Safety

### **Suicide Prevention and Awareness:**

In the 2017 Legislative Session, HB 381 was signed into law by Governor Steve Bullock. This legislation requires school districts to take significant steps to address suicide prevention and response.

We offer three courses on the topic to help schools comply with this legislative directive.

- Youth Suicide Awareness & Prevention Full Course – 39 min.
- Jason Flatt Act Youth Suicide Awareness Prevention – 2 hr.
- Jason Flatt Act – Raise School Community's Awareness – 60 min.

### **DID YOU KNOW...**

You can access over 350 continuing education courses online by using SafeSchools courses provided by MSGIA. Visit <http://msgia/safety-resources/training> and select your school for all courses.

Districts can upload your District Employee Handbook/Policy Book to ensure all employees have read, understand and acknowledge your policy!

# TRENDS TO WATCH



## NATIONAL PERSPECTIVE

- Construction costs are showing signs of stabilizing but have nearly doubled since 2020.
- Hurricanes, wildfires, floods, and hailstorms continue to impact insurance carriers across the country.
- National attention drawn to workplace sexual assault and discrimination.
- Governmental entities continue to face community mistrust in the age of COVID-19, social movements, and social media.
- Workplace and school violence create new challenges for entities to address.
- Schools continue to be targeted by cyber criminals.

## MONTANA PERSPECTIVE

- Micro storms intensity levels are increasing hail and high wind claim frequency statewide.
- As a result of high-profile cases, the Statute of Limitations for Criminal Sexual Misconduct increased from age 21 to 27 in 2019. This change creates potential exposures for additional sexual assault allegations to arise. Plaintiff's attorneys have taken note as we're seeing an uptick in SAM claims.
- Aging school facilities are creating property claim risks and liability for many school districts.
- Third-party contractors are omitting or including language in their contracts that leave districts at risk.
- Turnover of upper administration and the lack of applicants with the appropriate training and experience.

# HOT TOPICS

## MAP-21

The Federal Motor Carriers Safety Administration (FMSCA) has issued new regulations regarding training for school bus drivers who are first-time CDL holders. Referred to as **Moving Ahead for Progress 2021**, or MAP-21, the new regulations apply to all locations that train school bus drivers who require a Class A or Class B CDL License. Any driver receiving a CDL after February 7, 2022, will need to follow these stringent new regulations and will thus require additional training. Each district that trains drivers must become a Training Provider. MSGIA has put together a short video tutorial explaining how to complete this task. MSGIA also purchases the School Bus Safety Company computer modules for the districts in our Property and Casualty Program and can be accessed through Safe Schools. All of the 26 on-line courses provided, plus the new on-line MAP 21 supplemental course, cover the practices required to meet the Entry-Level Driver Training.

## TITLE IX

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. It is important that districts understand the requirements and follow guidelines to make sure their schools are protected.

### TRAIN

- District staff must understand Title IX obligations to ensure an education free of sexual misconduct, discrimination or harassment is provided to students.

### REPORT

- Report ALL reported or suspected sexual misconduct to the proper authorities. School personnel are mandatory reporters; failure to do so is punishable by law.

### INVESTIGATE

- Districts have the obligation to conduct a Title IX investigation, regardless of another authority conducting a separate investigation on any subsequent claim of sexual misconduct, retaliation, discrimination, or harassment.

## SCHOOL CYBER ATTACKS

Ransomware attacks targeting school districts are on the rise due to the records and sensitive data you may store on your servers. Here are some things you can do to help prevent your district from becoming the next target.

- Multi Factor Authentication needs to be required for any remote access to your network.
- Deploy and maintain a well configured and centrally managed anti-virus solution: A robust anti-virus solution is a basic component of any security program.
- Email tagging: Tag emails from external senders to alert employees of emails that originate outside your school.
- Office 365 add-ons and configuration: Enable two-factor authentication and use Office 365 Advanced Threat Protection.
- Patching: Rapidly patch critical vulnerabilities across endpoints and servers.
- Back-up key systems and databases: Ensure regular back-ups which are verified and stored safely online.
- Educate your users: Most attacks rely on users making mistakes, train your users to identify phishing emails with malicious links or attachments.

## BOOSTERS, CLUBS, AND MORE...

The district's liability coverage extends to the following list as they act within their scope of duties related to school business:

- Volunteers
- District-directed community organizations (PTOs, Boosters, etc.)
- Student clubs sponsored and supervised by the district

# WHO TO CONTACT

## GENERAL PROPERTY & LIABILITY SUPPORT QUESTIONS

**Jan Denke**, Customer Service Representative  
(877) 667-7392 | [jdenke@mtsba.org](mailto:jdenke@mtsba.org)

## RISK MANAGEMENT AND LOSS CONTROL

- Review potential hazards or risk exposures
- Coordinate training and other risk management resources
- Accessing Safe Schools online training courses
- Providing in-district trainings
- Request for safety posters

**Brenda Koch**, Risk Management Consultant  
(406) 696-0562 | <mailto:bkoch@mtsba.org>

**Annette Satterly**, Risk Management Consultant  
(406) 439-1271 | [asatterly@mtsba.org](mailto:asatterly@mtsba.org)

## CLAIMS

- Discuss concerns regarding a claim or incident
- Questions about claim status and/or progress
- Questions about legal representation and defense

**Matt Komac**, Assistant Director, Property & Liability Pool Operations  
(877) 667-7392 | [mkomac@mtsba.org](mailto:mkomac@mtsba.org)

**Jeremy May**, Property & Liability Claim Adjuster  
(877) 667-7392 | [jmay@mtsba.org](mailto:jmay@mtsba.org)

## QUESTIONS ABOUT ACCESSING SAFESCHOOLS COURSES, RUNNING REPORTS, OR GENERAL SUPPORT

**Annette Satterly**, MSGIA Risk Management Consultant  
[asatterly@mtsba.org](mailto:asatterly@mtsba.org) (406) 439-1271

**Megan Nobert**, SafeSchools, Customer Success Manager  
[megan.nobert@vectorsolutions.com](mailto:megan.nobert@vectorsolutions.com) (513) 463-1698

**John-Michael Larry**, SafeSchools, Account Management Team Lead  
[john-michael.larry@vectorsoulutions.com](mailto:john-michael.larry@vectorsoulutions.com) (513) 792-4404

# FILING A PROPERTY AND LIABILITY CLAIM

Property and liability claim losses occurring for a MSGIA pool member should be reported as soon as an occurrence is known, or a claim is anticipated by the member. Early reporting will allow our staff adequate time to perform a thorough and complete claim investigation.

## **How To Report A Claim Online**

- ✚ Report your claim online by going to [www.msgia.org](http://www.msgia.org) and clicking on “Report a Claim” at the top of the page. Select “Property and Liability”
- ✚ Click on the type of claim to access the correct form:
  - Auto Loss
  - Liability loss (school board legal claims or general liability claims)
  - Property Loss
  - Multiple (an example might be a bleacher collapse – this could have a general liability claim and a property claim included in the same event).
- ✚ Complete as much information as you can on the form, choosing for drop down boxes or lookup boxes.
- ✚ Once complete, click “Complete Incident”.
- ✚ The next screen that comes up gives you the ability to attach any supporting documents or photo. Click “Upload File” on the right side of the screen and choose the file(s) you wish to attach and “Save”
- ✚ Once you have completed the uploads, click “I’m Done” and everything is submitted to MSGIA.

You are done!

## **How To Report An Auto or Property Claim via Origami Risk Mobile App**

- ✚ Download the free mobile app, Origami Mobile Forms, or scan the QR code to the right
- ✚ Choose MSGIA as the Account Name
- ✚ Use 0 and the district 5-digit member number as the password
- ✚ Choose either Auto or Property form and complete as much information as possible
- ✚ You will have the ability to attach photos as well
- ✚ Submit the form



For in person phone support in completing your on-line claim, you can contact MSGIA staff by calling our toll-free line at 1.877.667.7392 and they will help walk you through the reporting process.

# SCHOOL ABOVE AND UNDERGROUND FUEL STORAGE TANK COVERAGE

## ABOVE GROUND AND BELOW GROUND STORAGE TANK COVERAGE THROUGH ACE STORAGE TANK LIABILITY INSURANCE POLICY

MSGIA offers access to an affordable option for storage tank liability insurance. The program is available to members of the MSGIA property and liability pool.

State of Montana requires school districts having fuel storage tanks to demonstrate their financial responsibility for potential clean-up, or third-party liability, that results due to petroleum releases from underground storage tank systems on school property. The state guidance is found in Title 17, Chapter 17, Administrative Rules of Montana. This coverage program offers schools an affordable way to meet this requirement through a trusted partner of the MSGIA's property and liability pool, ACE Insurance Company.

The application can be completed on-line by following the link below:

<http://msgia.org/propertyliability/storage-tank-coverage>

Once the application has been completed, please print and sign the application. You may mail, fax, or scan and email the completed, signed application to Sandra Omari with Alliant Insurance Services. The underwriting process for a new application is normally completed within one week of submission.

It is the hope of MSGIA that this process will meet our members' needs and provide a low cost and simple option to meet the State of Montana's fuel storage insurance requirements.

You may mail, fax, or email applications to:

Sandra Omari, Assistant Account Manager  
Alliant Insurance Services, Inc. 1301 Dove St, Suite 200  
Newport Beach, California 92660  
sandra.omari@alliant.com  
Fax #: 619.699.0906  
Phone: 949.756.0271

# SCHOOL SPECIAL EVENTS COVERAGE

## MSGIA SCHOOL LEADERS' PROPERTY AND LIABILITY SELF INSURANCE POOL SCHOOL DISTRICT SPECIAL EVENTS COVERAGE

MSGIA knows that school districts are often asked by outside groups to use their facilities for a non-school event. An important part of this process is ensuring the group(s) understands your district's facility use rules and provides proof of liability insurance. MSGIA has worked to make this process easier for your community guests by establishing a special events insurance program through Alliant Specialty Insurance Group. Because of this relationship to our self-insured program, we have been able to secure very competitive rates for the special events coverage. The application for liability coverage for the event is just a single page and the rating process is simple and affordable for your community guests. School districts can work directly through their independent insurance agent to place this coverage as long as the district is a member of the MSGIA's School Leaders Property and Liability Pool.

An example of activities that could take advantage of the MSGIA special events program would be:

- 1) Regional sporting events hosted at the school gymnasium when a large number of guests will be traveling in and out of the school district facilities: Purchasing a special events policy to transfer liability risk to another policy is a good risk management approach for the district.
- 2) A non-profit charity requests to rent the gym for a weekend fundraising event.
- 3) A family wishes to use the kitchen, gym, and fields for a large family reunion for two days in the summer.

As stated, the premiums are low, application is simple, and the benefits are many.

At the discretion of your Board of Directors, not all outside uses of the school district facilities would need the additional protection that is brought by a special events policy. Many low-risk activities, such as the ones noted below can be covered under the school district's base policy, with the use of appropriately worded and signed waiver of liability forms. Some examples of these activities would be:

- 1) Open gym night for the community.
- 2) Use of meeting space within the school for groups such as FFA, boy and girl scouts, or adult education classes.
- 3) Use of the school auditorium for a local community lecture or presentation by a community group.

If you have questions about obtaining special events coverage for your school district, please contact Matt Komac for information about this program at [mkomac@mtsba.org](mailto:mkomac@mtsba.org).



# MSGIA Coverage Summary

Summary of Coverage - Gallatin Gateway School District #35

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-14050-1

## Property Coverage

Coverage by Location:	Per Occurrence Limit	Aggregate Policy Limit	Valuation	Deductible
			<b>Repair or Replacement Cost, Actual sustained loss for time element coverage</b>	
Building and Business Personal Property	\$500,000,000		Replacement Cost	\$2,500
Extra Expense	\$50,000,000		Actual Sustained Loss	
Transit Coverage	\$25,000,000			
Unscheduled Tax Interruption & Business Income	\$500,000		Actual Sustained Loss	
Property Of Others:				
Employees	\$1,000 per employee	\$50,000		
Students	\$750 per student	\$50,000		
Leased or Rented	included in blanket limit			
Earthquake	\$75,000,000	\$75,000,000		
Flood	\$75,000,000	\$75,000,000		
Flood - Zone A & V	\$5,000,000	\$5,000,000		\$500,000
Building Ordinance	\$50,000,000			
Accidental Contamination	\$250,000 (Member Aggregate)	\$500,000 (Pool Aggregate)		
New Building Construction	\$15,000,000			
Newly Acquired locations	\$50,000,000 for 120 days Flood coverage not included if property located in zone A, \$5,000,000 for vacant/unoccupied.			
Off premise Personal Property	\$1,000,000			



## MSGIA Coverage Summary

### Property Coverage-continued

<u>Coverage by Location:</u>	<u>Per Occurrence Limit</u>	<u>Aggregate Policy Limit</u>	<u>Valuation</u>	<u>Deductible</u>
Contractors Equipment	included in blanket limit		Actual Cash Value	
Unscheduled Landscaping	\$1,000,000 subject to \$25,000/25 gallon per tree			
Property schedule errors & omissions	\$50,000,000			
Money & Securities	\$2,500,000			
Unscheduled Fine Arts	\$2,500,000			
Unscheduled tunnels, bridges, sidewalks, roadways, street lights	\$750,000 (after \$500,000 member deductible)			
Unscheduled Animals	\$2,500,000 (sub-limit of \$50,000 per animal)			
Watercraft (under 27 feet)	\$2,500,000			
Notebook Computers	\$250 per notebook after \$2,500 member self-insured retention is met	\$7,500		
Jewelry, Furs, Precious Metals	\$500,000			
Fire Legal Liability	included in blanket limit			
<b>Exclusions (including but not limited to):</b>				
Seepage & Contamination				
Cost of Clean-up for Pollution				
Mold				



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025  
Policy Number PC-25-14050-1

## Boiler and Machinery Coverage

Coverage by Location:	Per Occurrence Limit	Aggregate Policy Limit	Valuation	Deductible
			<b>Repair or Replacement except Actual Loss Sustained for all time element coverage</b>	
Coverage limit per location	\$100,000,000			\$2,500
Extra Expense	included in blanket limit			24 hours
Expediting Expense	included in blanket limit			
Ammonia Contamination	\$10,000,000			
Water Damage	\$10,000,000			
Ordinance & Law	\$25,000,000			
Service/Utility/Off Premise Power Interruption - Including Consequential Damage/Perishable Goods/Spoilage	\$10,000,000			24 hours
Hazardous Substances/Pollutants/Decontamination	\$10,000,000			
Electronic Data Processing Media and Data Restoration	\$10,000,000			

### Exclusions (including but not limited to):

- Testing
- Explosion, except for steam or centrifugal explosion
- Explosion of gas or unconsumed fuel from furnace of the boiler

### Excluded Objects (including but not limited to):

- Insulating or refractory material
- Buried Vessels or piping

### Special Provisions:

The MSGIA provides each member annual steam boiler inspections to ensure compliance with Montana law.

This coverage provides relief for machinery breakdowns and damage caused by electrical injury such as to telephone systems.



## MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-14050-1

### Crime Coverage

<b>Coverage by Location:</b>	<b>Per Occurrence Limit</b>	<b>Aggregate Policy Limit</b>	<b>Deductible</b>
Employee Theft per Loss	\$500,000	\$500,000	\$1,000
Forgery or Alteration	\$500,000	\$500,000	\$1,000
Inside the Premise:			
Theft of money/securities	\$500,000	\$500,000	\$1,000
Robbery	\$500,000	\$500,000	\$1,000
Outside Premises	\$500,000	\$500,000	\$1,000
Computer Fraud	\$500,000	\$500,000	\$1,000
Money Orders & Counterfeit:			
Paper currency	\$500,000	\$500,000	\$1,000
Funds Transfer Fraud	\$500,000	\$500,000	\$1,000

### Special Provisions:

- Inclusion of Treasurer as employees
- Bonded employees exclusion deleted endorsement
- Faithful performance losses are covered under \$500,000 limit
- Credit, Debit, or Charge Card forgery covered



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-14050-1

## Auto Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Valuation	Deductible (Comprehensive and Collision)	Symbols
* Coverage limit - Auto liability	\$3,000,000				1
Automotive Medical Payments	\$25,000 per person				2 & 8
* Uninsured Motorist	\$1,000,000				2 & 8
* Underinsured Motorist	\$1,000,000				2 & 8
* Hired & Non-Owned Automotive Liability	\$3,000,000				8 & 9
Hired Automobile Physical Damage	included in Property Blanket Limit				8
* Garage Keepers Legal Liability	\$500,000				9
Member Owned vehicles - Auto Physical Damage	included in Property Blanket Limit		Repair, ACV or Replacement Cost	\$1,000	2

### Covered Auto Symbols

1	2	8	9
Any Auto	Owned Autos Only	Hired Autos Only	Non Owned Autos Only

### Special Provisions:

Employees, Volunteers, and board members are added as additional insureds for automotive liability coverage  
No additional premium for newly acquired vehicles during coverage term

\* Some coverage limits provided are subject to MCA 2-9-108 (Limitation on Governmental liability) - please refer to your declaration page of the coverage document for specific application of these governmental provisions.



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-14050-1

**School Board Legal Liability Coverage/Employment Practices / Employee Benefit Liability Coverage**

<b>Coverage</b>	<b>Per Occurrence Limit</b>	<b>Aggregate Policy Limit</b>	<b>Deductible</b>
*Per Claim Coverage limit	\$3,000,000		\$2,500
School Board Legal Pre-Loss Incident Expense Coverage	\$2,500	\$2,500	

**Forms and Conditions:**

Claims Made Policy - with retro date effective through July 1, 1992

**Additional Information:**

The coverage under these sections applies to claims for civil rights, human rights commission complaints, EEOC, or other administrative hearings/forums. It also provides coverage for wrongful termination claims and other employment practices liability complaints.

\* Some coverage limits provided are subject to MCA 2-9-108 (Limitation on Governmental liability) - please refer to your declaration page of the coverage document for specific application of these governmental provisions.

# MSGIA

## MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025  
Policy Number PC-25-14050-1

### Defense of Non-Monetary Claims

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<b>Coverage</b>	<b>Per Occurrence Limit</b>	<b>Aggregate Policy Limit</b>	<b>Deductible</b>
Per Claim Coverage limit	\$100,000	\$100,000	\$2,500

### Forms and Conditions:

Claims Made Policy

Defense cost limits are provided for members where a claim is filed seeking no monetary damages from the school district



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-14050-1

## General Liability Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
Per Claim Coverage limit	\$3,000,000	\$5,000,000	
Medical Payments (Excluding students)	\$5,000		
Personal/Advertising Injury limit	Included in GL coverage limit		
Products & Completed Operations	Included in GL coverage limit		
Student School to Work	\$25,000	\$250,000	

### Coverage Trigger:

Occurrence

### Special Coverage Provisions:

No audit provision for additional ADA after start of coverage term

Employees, volunteers, board members, PTA, PTO, and booster clubs covered as additional insureds

Personal Injury

Athletic participation

Host Liquor liability

Professional liability

Incidental medical malpractice

\* Some coverage limits provided are subject to MCA 2-9-108 (Limitation on Governmental liability) - please refer to your declaration page of the coverage document for specific application of these governmental provisions.



## MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-14050-1

### Cyber Coverage

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Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
			\$10,000
Information Security & Privacy liability	\$2,000,000	\$2,000,000	
* Privacy Notification Costs	\$500,000	\$500,000	
Regulatory Defense & Penalties	\$2,000,000	\$2,000,000	
Website Media Content Liability	\$2,000,000	\$2,000,000	
Cyber Extortion	\$750,000	\$750,000	
Business Interruption	\$750,000	\$750,000	
Data Recovery Costs	\$750,000	\$750,000	

#### Coverage Trigger:

First Discovered

#### Special Coverage Provisions:

\* Privacy Notification Cost per occurrence and annual aggregate limits are \$1,000,000 if Beazley services are used for this coverage element.



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-14050-1

## Business Travel Insurance Coverage

<u>Coverage</u>	<u>Per Occurrence Limit</u>	<u>Aggregate Policy Limit</u>	<u>Deductible</u>
Per Claim Coverage limit	\$100,000	\$1,000,000	\$0

### **Coverage Trigger:**

Occurrence

### **Special Coverage Provisions:**

This coverage provides \$100,000 of accident death and dismemberment coverage benefits for school board trustees while traveling for school board business.



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-14050-1

## Deadly Weapons Event Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
Per Claim Coverage limit	\$1,500,000	\$7,500,000 (pool Aggregate limit)	\$1,000
<b>Sub Limits:</b>			
Demolition, Clearance, Memorialization	\$250,000		
Extra Expense	\$250,000		
Threat	\$250,000		
Medical Expenses	\$25,000/person	\$500,000 (annual Aggregate limit)	
Accident Death & Dismemberment	\$50,000	\$500,000 (annual Aggregate limit)	
Crisis Management Services	\$250,000		
Counseling Services	\$250,000		
Funeral Expenses	\$250,000		
1 <sup>st</sup> Party Property Damage	\$250,000		

### Coverage Trigger:

An event involving the Named Insured where a weapon has been used or brandished at any location of the Named Insured. A weapon is broadly defined to include: a portable firearm, explosive device, knife, syringe, medical instrument, corrosive substance, or any other device. "Weapon" can also include vehicles, including armored or military vehicles used by an "Active Shooter".

### Special Coverage Provisions: Claims Made Policy

This coverage also provides a security vulnerability assessment for the district as well as an active shooter webinar training for all staff conducted by the coverage carrier's security consulting vendor.

**MONTANA SCHOOLS GROUP INTERLOCAL AUTHORITY  
MEMORANDUM OF COVERAGE  
DECLARATIONS**

- 1. Member Entity:** Gallatin Gateway School District #35  
PO Box 265  
Gallatin Gateway, MT59730
  
- 2. Coverage Period:** **July 1, 2024 00:00:01 am  
to 23:59:59 PM June 30, 2025**
  
- 3. Policy Number:** **PC-25-14050-1**
  
- 4. Maximum Tort Liability Coverage**

In accordance with the statutory limitations that have been enacted on governmental liability for damages in tort under the substantive law of Montana (see, Mont. Code Ann § 2-9-108), and subject to the conditions, limitations, and exclusions as set forth in the Memorandum of Coverage, the Maximum Tort Liability Coverage for any tort claim, excluding Defense Costs, shall be \$750,000 for each Claim and \$1,500,000 for each Occurrence during the Coverage Period. Should the statutory limits on tort liability be found invalid by a legislative act or by a final judicial determination of a Court of competent jurisdiction, or to be inapplicable to an Occurrence, then the amounts described below in Sections 8a, 9a, 11a, and 11b in these Declarations shall apply.

**Nothing in these Declarations or the Memorandum of Coverage is intended by the parties to be an endorsement to provide coverage in excess of the limitations on governmental liability provided by Mont. Code Ann. § 2-9-108(1).**

Subject to the limits for tort damages provided at Mont. Code Ann. §§ 2-9-101 through 2-9-144, the coverage limits provided by this Memorandum are listed in the relevant section headings.

**Sections 5 and 6 relate to coverage provided under the Memorandum of Property Coverage and MSGIA's Property Reinsurance Partners.**

<b>5. Limits of Property:</b>	
a. Property	\$500,000,000 per Occurrence
b. Earthquake	\$75,000,000 Pool aggregate limit
c. Flood	\$75,000,000 Pool aggregate limit
d. Flood Zone A and V	\$5,000,000 Pool aggregate limit (included in \$75,000,000 Flood Limit)
e. Extra Expense	\$50,000,000 per Occurrence
f. Transit Coverage	\$25,000,000 per Occurrence
g. Unscheduled Business Interruption, Rental Income, Tax Interruption & Tuition Income	\$500,000 per Occurrence
h. (i) Personal Effects -- Officials/Employees	\$1,000 per employee/\$50,000 aggregate limit
(ii) Personal Effects – Students	\$750 per student/\$50,000 aggregate limit
i. Building Ordinance	\$50,000,000 per Occurrence, \$2,500,000 for vacant properties.
j. Personal Property Outside of the USA	\$1,000,000 per Occurrence
k. Course of Construction & Additions	\$15,000,000 for projects with completed values not exceeding the sub-limit shown
l. Automatic Acquisitions	\$50,000,000 for 120 days (does not provide flood coverage for locations in Flood Zone A) / \$5,000,000 for 120 days for vacant and unoccupied buildings
m. Miscellaneous Unnamed Locations	\$10,000,000 (does not provide flood coverage for locations in Flood Zone A)
n. Tax Revenue Interruption	\$1,000,000 per Occurrence
o. Electronic Data Processing Media	\$10,000,000 per Occurrence
p. Unscheduled landscaping	\$1,000,000 per Occurrence (sub limit \$25,000/25 gallon per item)
q. Errors & Omissions	\$50,000,000 per Occurrence
r. Money & Securities	\$500,000 per Occurrence
s. Unscheduled Fine Art	\$2,500,000 per Occurrence
t. Accidental Contamination	\$250,000 Pool aggregate limit
u. Unscheduled sidewalks, roadways, streets, street lights, tunnels, bridges, culverts and traffic signals	\$750,000 per Occurrence (after \$500,000 deductible)
v. Unscheduled Animals	\$2,500,000 per Occurrence (\$50,000 per Occurrence sub-limit per animal)
w. Watercraft	\$2,500,000 per Occurrence under 27 ft
x. Notebook Computers	\$250 max per Notebook Computer / \$7,500 Member aggregate / \$30,000 Pool aggregate (subject to self-insured retention of \$2,500 per member)
y. Jewelry, Furs, Precious Metals	\$500,000 per Occurrence
z. Terrorism	\$100,000,000 Pool aggregate limit
aa. Claims Preparation Expenses	\$1,000,000 per Occurrence

<b>6. Limits of Boiler &amp; Machinery:</b>	
a. Coverage limit per occurrence	\$100,000,000
b. Expediting Expense	Included in blanket limit
c. Hazardous Substance Decontamination	\$10,000,000
d. Ordinance & Law	\$25,000,000
e. Extra Expense	Included in blanket limit
f. Electronic Data Processing Media	\$10,000,000
g. Service/Utility/Off Premises	
Power Interruption – consequential damage/perishable goods/spoilage included	\$10,000,000
h. Utility Service Interruption Deductible	24hrs

**Sections 7 relates to coverage provided under the National Union Fire Insurance crime policy.**

<b>7. Limits of Crime:</b>	
a. Employee Theft per loss	\$500,000
b. Forgery or Alteration	\$500,000
c. Inside the Premises	
Theft of money/securities	\$500,000
d. Inside the Premises –	
Robbery	\$500,000
e. Outside Premises -	\$500,000
f. Computer Fraud	\$500,000
g. Money Orders & Counterfeit	
Paper currency	\$500,000
h. Funds Transfer Fraud	\$500,000

**Sections 8 through 13 relate to coverage provided under the MSGIA Memorandum of Liability Coverage and MSGIA Liability Reinsurance Partners.**

<b>8. Limits of Auto Coverage</b>	
a. Coverage limit	The lesser amount of (1) \$3,000,000 per Occurrence; or (2) the Maximum Tort Liability Coverage
b. Automobile Medical Payments	\$25,000 per person
c. Uninsured Motorist	\$1,000,000 per Occurrence
d. Underinsured Motorist	\$1,000,000 per Occurrence
e. Hired & Non-Owned Automobile Liability	Included in per member occurrence limit
<b>9. Limits of Public Entity Errors and Omissions, Employment Practices &amp; Employee Benefits Liability:</b>	
a. Coverage limit	The lesser of (1) \$3,000,000 per Occurrence or (2) the Maximum Tort Liability Coverage
b. Basis of Coverage	Claims made basis with coverage for prior acts going back retroactively to July 1, 1992.
c. E&O Pre-Loss Incident Expense	\$2,500 annual aggregate

- |  |   |
|--|---|
| <b>10. Non-Monetary Defense</b>                    |   |
| a. Coverage limit                                  | \$100,000 per Occurrence/annual aggregate   |
| b. Basis of Coverage                               | Claims made basis with coverage for prior acts going back retroactively to July 1, 1992                               |
| <b>11. Defense of Communicable Disease Actions</b> |   |
| a. Coverage limit                                  | \$50,000 per Occurrence/annual aggregate<br>\$250,000 pool aggregate limit  |
| <b>12. Limits of General Liability:</b>            |   |
| a. Coverage limit                                  | The lesser of (1) \$3,000,000 per Occurrence/\$5,000,000 annual aggregate; or (2) the Maximum Tort Liability Coverage |
| b. Medical Payments                                |   |
| i. Medical Payments                                | \$5,000 per Occurrence (students excluded)  |
| ii. Student – School to Work                       | \$25,000 per student per Occurrence/<br>\$250,000 annual aggregate  |
| <b>13. Garage Keepers Legal Liability</b>          | \$500,000 per Occurrence  |

**Sections 14 relates to coverage provided under the Alliant Deadly Weapon Response Program.**

- |  |   |
|--|---|
| <b>14. Deadly Weapons Event Coverage</b> | \$1,500,000 per Occurrence<br>\$7,500,000 Pool aggregate limit                      |
| a. Crisis Management Services            | \$250,000 per Occurrence  |
| b. Counseling Services                   | \$250,000 per Occurrence; \$15,000 per person maximum                               |
| c. Funeral Expenses                      | \$250,000 per Occurrence; \$1,000,000 annual aggregate; \$15,000 per person maximum |
| d. Business Interruption                 | \$250,000 per Occurrence  |
| e. Demo/Clearance/Memorialization        | \$250,000 per Occurrence  |
| f. Extra Expense                         | \$250,000 per Occurrence  |
| g. Threat                                | \$250,000 per Occurrence  |
| h. Medical Expenses                      | \$25,000 per person; \$500,000 annual aggregate                                     |
| i. Accidental Death & Dismemberment      | \$50,000 per person; \$500,000 annual aggregate                                     |

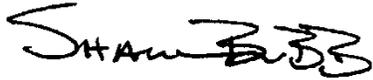
**Sections 15 relates to coverage provided by Beazley as part of MSGIA's Property Reinsurance Program.**

<b>15. Cyber Coverage</b>	\$2,000,000 annual aggregate
<i>Breach Response:</i>	
a. Breach Response Costs:	\$500,000 per member annual aggregate (Limit is increased to \$1,000,000 if Beazley Nominated Service Providers are used)
<i>First Party Loss:</i>	
b. Business Interruption and Dependent Business Interruption Aggregate Sublimit	\$750,000 per member annual aggregate
i. Business Interruption Loss Resulting from Security Breach:	\$750,000 per member annual aggregate within sublimit
ii. Business Interruption Loss Resulting from System Failure:	\$500,000 per member annual aggregate within sublimit
iii. Dependent Business Loss Resulting from Security Breach:	\$750,000 per member annual aggregate within sublimit
iv. Dependent Business Loss Resulting from System Failure:	\$100,000 per member annual aggregate within sublimit
c. Cyber Extortion Loss	\$750,000 per member annual aggregate
d. Data Recovery Costs	\$750,000 per member annual aggregate within sublimit
<i>Liability:</i>	
e. Data & Network Liability	\$2,000,000 per member annual aggregate for all damages and claims expenses
f. Regulatory Defense & Penalties	\$2,000,000 per member annual aggregate for all damages and claims expenses
g. Payment Card Liabilities & Costs	\$2,000,000 per member annual aggregate for all damages and claims expenses
h. Media Liability	\$2,000,000 per member annual aggregate for all damages and claims expenses
<i>eCRIME:</i>	
i. Fraudulent Instruction	\$75,000 per member annual aggregate
j. Funds Transfer Fraud	\$75,000 per member annual aggregate
k. Telephone Fraud	\$75,000 per member annual aggregate
<i>Criminal Reward:</i>	
l. Criminal Reward	\$25,000 per member annual aggregate
<i>Computer Hardware Replacement Costs:</i>	
m. Computer Hardware Replacement Costs	\$100,000 per member annual aggregate

**Sections 16 relates to coverage provided by AXIS Insurance Company.**

<b>16. Business Travel Insurance</b>	\$100,000 per Occurrence/\$1,000,000 annual aggregate
<b>17. Member Deductibles:</b>	
a. Auto Physical Damage/Garage Keepers	\$ 1,000 per Occurrence
b. Property, Inland Marine	\$ 2,500 per Occurrence
c. Flood for Zone A Properties	\$ 500,000 per Occurrence
d. Boiler and Machine	\$ 2,500 per Occurrence
e. Crime and Employee Dishonesty	\$ 1,000 per Occurrence
f. Public Entity E & O, Employment Practices and Employee Benefits Liability	\$ 2,500 per Occurrence
g. Non-Monetary Defense	\$ 2,500 per Occurrence
h. Defense of Communicable Disease	\$ 2,500 per Occurrence
i. Cyber	\$ 10,000 per Occurrence
j. Deadly Weapons Event	\$ 1,000 per Occurrence
<b>18. Total Annual Premium</b>	<b>\$ 30,156</b>

FORMS AND ENDORSEMENTS:  
**FORMING PART OF THE POLICY  
AT INCEPTION**



Director of Insurance Services

07/01/2024

Date

*It is agreed that these Declarations and the Memorandums of Coverage together with any reinsurance agreements and endorsements that may be added thereto constitutes the entire coverage agreement.*

Auto Coverage Identification Card	See Important Notice Below
<p><b>Policy Number:</b> PC-25-14050-1</p> <p><b>Policy Period:</b> 7/1/2024 to 6/30/2025</p> <p><b>Vehicle:</b> Fleet Automatic Coverage</p> <p><b>Member Name and Address</b></p> <p>Gallatin Gateway School District #35 PO Box 265 Gallatin Gateway, MT 59730</p> <p><b>Insurance Company</b></p> <p>MSGIA PC Pool PO Box 7029 Helena, MT 59604-7029 (406) 457-4500 or 1-877-667-7392</p> <p style="text-align: center;"><b>Report all accidents to MSGIA PC Pool as soon as possible</b></p>	<p>THIS CARD MUST BE KEPT IN THE INSURED VEHICLE AND PRESENTED UPON DEMAND</p> <p style="text-align: center;"><b>In Case of Accident:</b></p> <p style="text-align: center;"><b>**Obtain the following information:</b></p> <ol style="list-style-type: none"> <li>1. Name and address of each driver, passenger &amp; witness.</li> <li>2. Insurance company name &amp; policy # for each vehicle involved</li> <li>3. Document damages to all vehicles involved.</li> </ol> <p style="text-align: center;"><b>Ways To Report a Claim</b></p> <ol style="list-style-type: none"> <li>1. Go to MSGIA website at <a href="http://www.msgia.org/reportclaim">http://www.msgia.org/reportclaim</a> and choose Auto Loss.</li> <li>2. Download and use the MSGIA Mobile App through Origami Risk Mobile Forms (instructions below).</li> </ol>

 FORMS	<b>Reporting an Auto Claim using MSGIA Mobile App through Origami Risk Mobile Forms</b>	 FORMS
<ol style="list-style-type: none"> <li>1. <b>Before you go on a trip</b> - school district drivers should either use the QR code copied to the right go to either the Apple App store for IOS phones or the Google Play store for Android operating system phones. Search for "Origami Risk, LLC" then download the "Origami Mobile Forms" App.               <div style="float: right; text-align: center;">  <p>or other</p> </div> </li> <li>2. <b>If you are in accident</b>– take photos and document the damages to the district vehicle and the vehicle on your phone or iPad. You do not need the app open at this point.</li> <li>3. <b>Click on the app</b> - To start, please enter your account name – type in "MSGIA" and click "Use a passcode instead".               <p>At the "log in" screen, Enter: 014050 Click: "sign in" Click "Incident" and then "+ New" in the bottom right corner and you can then select "Auto Loss Notice" or "Property Loss Notice" – click on "Auto Loss Notice" then "Incident Details"</p> </li> <li>4. <b>Complete the form as thoroughly as possible by section</b>- Member Information, Member Contact, Accident Details (description of what happened), Accident Location, Member Driver Information, Member Vehicle Look Up (click blue button and select the district vehicle/bus from the listing of vehicles), then complete as much remaining information as possible.</li> <li>5. <b>Once you complete the loss notice</b> – click on the "add items" button on the bottom right and select "Add Media". Here you can either choose from library(your photos), take a photo, or take a video that will be submitted with the loss notice. Once they have been selected then hit "Form" on the bottom left and you are ready to hit "Submit" as outlined below.</li> <li>6. <b>Next you can-</b> <ul style="list-style-type: none"> <li><b>Submit the form</b> – automatically sends the loss notice to MSGIA when you have cell coverage, and the claim is reported. You're Done!</li> <li><b>Save as Draft</b> – if you don't hit submit the information should save as a draft in the application until you are ready to finalize and submit the incident to MSGIA.</li> <li><b>Discard the form</b> – go back to the incident screen and swipe the draft incident to the left to delete it from the app.</li> </ul> </li> </ol> <p style="text-align: center;"><b>MSGIA will not have the accident information until you SUBMIT the form!</b></p>		

**Gallatin Gateway School District #35**  
**PO Box 265**  
**Gallatin Gateway, MT 59730**

MSGIA SCHEDULE OF INSURANCE COVERAGE  
Coverage Date: July 1, 2023 thru June 30, 2024

**WORKERS' COMPENSATION:**

Carrier Name: MSGIA – Safety National & Big Sky Reinsurance Inc.  
Policy Number: 24-WC 2024-14050-1  
Coverage: See Declarations Page

**AGENT: (applies to policies listed below only)**

Name: *Direct placement with MSGIA, (406) 457-4500*  
Address: *PO Box 7029, Helena, MT 59604*

**GENERAL LIABILITY:**

Carrier Name: MSGIA – Berkley Reinsurance  
Policy Number: 24-PC2024-14050-1  
Coverage: See Declarations Page

**PROPERTY INSURANCE:**

Carrier Name: MSGIA – Big Sky Reinsurance Inc/Alliant Property Insurance Program (APIP)  
Policy Number: 24-PC2024-14050-1  
Coverage: See Declarations Page

**AUTO LIABILITY:**

Carrier Name: MSGIA – Berkley Reinsurance/Big Sky Reinsurance Inc  
Policy Number: 24-PC2024-14050-1  
Coverage: See Declarations Page

**AUTO PHYSICAL DAMAGE:**

Carrier Name: MSGIA – Alliant Property Insurance Program (APIP)  
Policy Number: 24-PC2024-14050-1  
Coverage: See Declarations Page

**ERRORS & OMISSIONS:**

Carrier Name: MSGIA – Berkley Reinsurance  
Policy Number: 24-PC2024-14050-1  
Coverage: See Declarations Page

**BOILER INSURANCE:**

Carrier Name: MSGIA – Alliant Property Insurance Program (APIP)  
Policy Number: 24-PC2024-14050-1  
Coverage: See Declarations Page

**INDEMINITY/HONESTY BONDS/INSURANCE:**

Carrier Name: MSGIA – National Union Fire Insurance Co of Pittsburg, PA  
Policy Number: 24-PC2024-14050-1  
Coverage: See Declarations Page

New Business  
ACTION ITEM

Access Control

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate)

The Board has discussed utilizing Building Reserve funds to complete the Access Control with T.E.S.T. The plans are as follows:

This quote is prepared for:

**Gallatin Gateway School District**

**AVIGILON™**

Access Control - Exterior Doors

10/13/2023

HEAD-END	
Qty	Product Name
	Head End Includes:
1	Avigilon 32 Door Enterprise Server & Programming
1	LifeSafety Cabinet - 16 door
4	Batteries
1	AC Control Panels - Two Doors
2	AC Sub-Control Panels
1	IO Controller
1	Front Door Release Buttons (wired & installed)
1	Lock Down Button (wired & installed)
200	Encrypted Cards
1	Basic Training
	Travel - travel time/mileage/lodging/per diem
	Installation Labor
	Project Management
ACCESS CONTROL DOORS	
Qty	Product Name
1	Video Intercom Full Access Control DOORS w/Auto Operator Integration-Double Door [1-VI, 1-CR, 2-DPS & 1-REX, 2 Elec Door Latch]
1	Full Access Control Doors - NO Auto Operator Integration - Single Door [1-CR, 1-DPS & 1-REX, 1 Elec Door Latch]
3	Full Access Control Doors - NO Auto Operator Integration - Double Door [1-CR, 2-DPS & 1-REX, 2 Elec Door Latch]
13	Advanced Monitored -Double [2-DPS & 1-REX] w/conduit
<b>\$ 57,461.58 TOTAL</b>	

Recommendation: Administration recommends approval of the use of Building Reserve funds to purchase and install Access Control systems.



October 13, 2023

## Avigilon Access Control

**T.E.S.T. Inc.**

CELEBRATING 20 YEARS OF SERVICE

**Liz Cunningham**  
liz@testenterprise.com  
(888) 401-6950  
PO Box 2900  
Missoula, MT 59806

**Tiffani Anderson**  
tiffani@testenterprise.com  
(406) 480-0260  
1633 Main St. Suite A Box 340  
Billings, MT 59105

Authorized Reseller

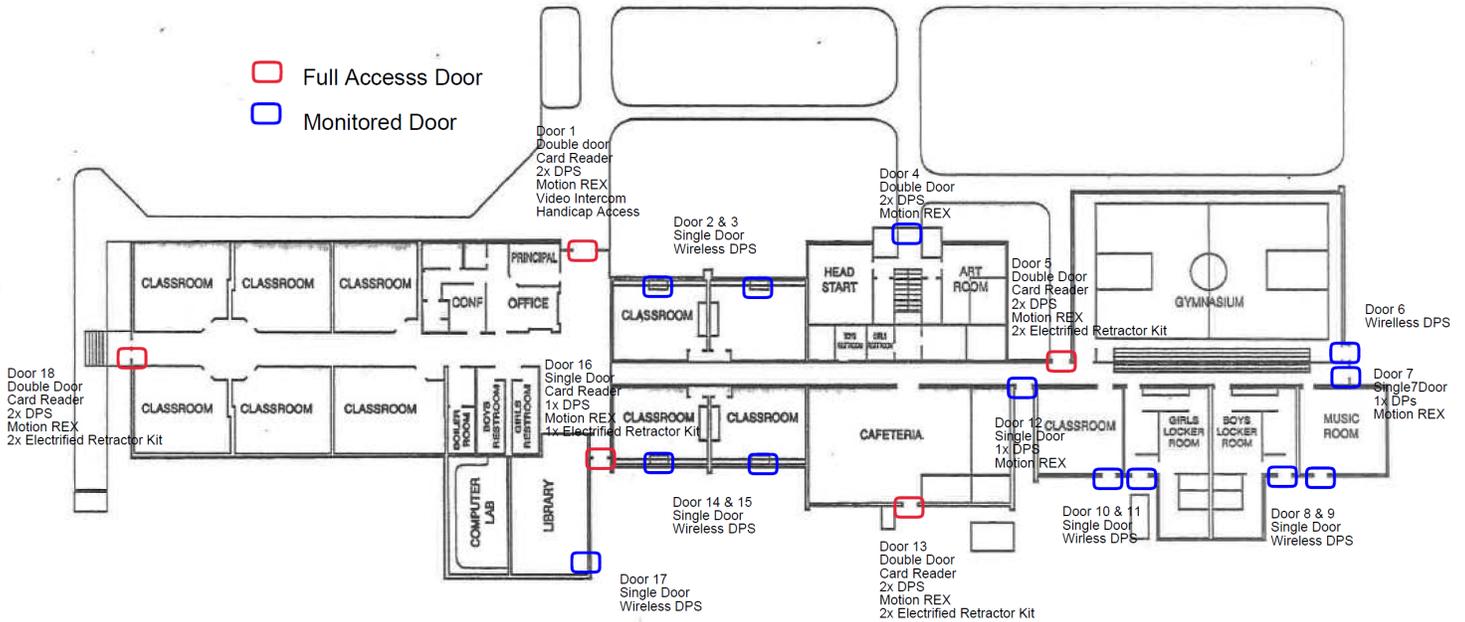
# AVIGILON™



PO Box 2900, Missoula, MT 59806 • **1-888-401-6950** or (406) 541-6950 • FAX: (406) 541-6949 • [www.testenterprise.com](http://www.testenterprise.com)



# Our commitment to Montana: SMART SAFE SECURE SCHOOLS



### Notes & Special Instructions:

- POE Network switches provided by district.
- District to set up V-Lan dedicated to this project.
- District to provide rack space for server.
- District to provide power for server.





Our commitment to Montana:  
SMART SAFE SECURE SCHOOLS



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This quote is prepared for:

**Gallatin Gateway School District**

Access Control - Exterior Doors

10/13/2023



**HEAD-END**

**Qty Product Name**

Head End Includes:

- 1 Avigilon 32 Door Enterprise Server & Programming
- 1 LifeSafety Cabinet - 16 door
- 4 Batteries
- 1 AC Control Panels - Two Doors
- 2 AC Sub-Control Panels
- 1 IO Controller
- 1 Front Door Release Buttons (wired & installed)
- 1 Lock Down Button (wired & installed)
- 200 Encrypted Cards
- 1 Basic Training
- Travel - travel time/mileage/lodging/per diem
- Installation Labor
- Project Management

**ACCESS CONTROL DOORS**

**Product Name**

- 1 Video Intercom Full Access Control Doors w/Auto Operator Integration-Double Door  
[1-VI, 1-CR, 2-DPS & 1-REX, 2 Elec Door Latch]
- 1 Full Access Control Doors - NO Auto Operator Integration - Single Door  
[1-CR, 1-DPS & 1-REX, 1 Elec Door Latch]
- 3 Full Access Control Doors - NO Auto Operator Integration - Double Door  
[1-CR, 2-DPS & 1-REX, 2 Elec Door Latch]
- 13 Advanced Monitored -Double [2-DPS & 1-REX] w/conduit

**\$ 57,461.58 TOTAL**

Quote valid for 30 days.

New Business  
ACTION ITEM

**District Committees 24-25 SY**

Presented by: Mary Thurber/Kelly Henderson

Background: (Include funding sources as appropriate)

Discuss Governing Board Committee assignments

PDAC

Safety

Facilities

Whole Child

Additional committee assignments or suggestions:

Recommendation: Administration recommends approval of the committee assignments

New Business  
ACTION ITEM

**Superintendent Goals**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate) As discussed in the work study session, the superintendent's goals will stay the same for the 24-25 school year.

Recommendation: Administration recommends approval of the Superintendent's Goals for the 24-25 school year.

Strategic Plan Goal Area	Superintendent's Goal	Action Strategies	Measurement & Evidence
<p>1 - Individual Student Success</p> <p>4 - Leadership, Communication, Collaboration</p>	<p>Improvement of student academic achievement.</p> <p>23-24 SBAC Data for grades 3-8</p> <ul style="list-style-type: none"> <li>● Mathematics Proficiency: 50%</li> <li>● Reading Proficiency: 59%</li> <li>● Science Proficiency (5 &amp; 8): 57%</li> </ul> <p>Student achievement will increase incrementally by 3-5% yearly to reach an 80% proficiency level for all students on the state assessment.</p>	<ul style="list-style-type: none"> <li>● Focus on standards-based instruction and grading practice to measure student proficiency.</li> <li>● Align the curriculum resources with the standards by grade, grade band, and transition planning.</li> <li>● Implement the MTSS processes to provide intervention and advancement in academics to include data conversations and analysis.</li> <li>● IEFA alignment to the core curriculum standards.</li> <li>● Use of team collaboration to determine more significant needs for intervention.</li> <li>● Academic advancement for students scoring in the 90% on state and local assessments.</li> </ul>	<ul style="list-style-type: none"> <li>● Aligning the curriculum is a 3 year process moving to standards based instruction and grading with aligned report cards.</li> <li>● MTSS: This is a two year process to combine academic and behavioral Rtl.</li> <li>● Engage the staff in data analysis collaboratively through weekly PLC meetings.</li> <li>● Use data to make decisions about student intervention, remediation, and advancement.</li> <li>● Use of data to determine student progress on the advanced standards.</li> </ul>
<p>2 - Facilities</p> <p>5 - Safety</p>	<p>Focusing on safety and security, facility improvements will be prioritized with the Facilities Committee by June 24.</p>	<ul style="list-style-type: none"> <li>● Grant applications focusing on facilities improvements</li> <li>● Prioritize facility improvements focusing on safety and security.</li> <li>● Engage the community in feedback and engagement in the improvement of the facilities.</li> </ul>	<ul style="list-style-type: none"> <li>● We are continuing to investigate grants and locating HVAC, Roofing, Infrastructure grants for safety. This will be a continual process.</li> <li>● Prioritization of facility improvements based on the walkthrough list has been completed and shared with the board.</li> <li>● In conjunction with the Facilities Committee, I would like to send out the</li> </ul>

			community feedback survey with analysis of the information.
3 - Staff and Volunteers	Through professional development activities, staff will collaborate to improve the proficiency of all students by May 2025 to 70-80% proficiency.	<ul style="list-style-type: none"> <li>● PDAC planning for Professional development focusing on the district initiatives and student growth.</li> <li>● Professional Learning Community (PLC) planning and implementation to focus on student academics, behavior, and school climate.</li> <li>● Collaboration with PTA, GG Foundation, Boosters, local community organizations (GYG, WWLA) to engage the community in the school district and organize volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>● PDAC committee will begin meeting in January to start the planning for the 25-26 school year. Results and plans will be shared with the board on May 24.</li> <li>● PLC development is a multi-year process that incorporates MTSS, Standards based grading and reporting, and teacher collaboration strategies.</li> <li>● Assisting the PTA in establishing a presence with parents and the community to increase parent and community engagement.</li> </ul>

New Business  
ACTION ITEM

**Consider Disposal of District Records - School District Records Schedule No. 7**

Presented by: Brittney Bateman

Background: (Include funding sources as appropriate)

Personnel Records

R. Wilson • M. Veitch • S. Tenor • S. Marshall • J. James • C. Juergens • S. Ito • B. Houser • A. Bassler • F. Marble • B. Holzman • D. Bernard • B. Evans • R. Fenn • C. Deurmeier • M. Gudmunsen • B. Blodgett • J. Boyd • K. DeCotis • A. Tillis • H. Lloyd • A. Hallenius • S. Eldredge • K. Blodgett • P. Hicko • W. Houghton

2015-2016

• Receipt Books • Employee and volunteer auto insurance request forms • Class records • Out of District Applications (including 2012-2013) • Employee Benefits (PERS, TRS) • Attendance Records • Student Transportation Liability Release Forms • Bus Registration Forms • Pre-Post Vehicle Inspection Reports • Warrants and Claims • Immunization Reports • MUST Premiums • TR Reports • Student Activities Account • ANB Reports • Homeschool • Civil Rights Data Collection • Purchase Orders • Payroll • Invoices • Free and Reduced Applications • Employee Sick and Vacation Leave • Cook's Report • School Nutrition Program • Substitute Teacher Reports • Grade Books

Recommendation: Administration recommends approval of the disposal of district records listed in accordance with Schedule No. 7 after July 1, 2024.

New Business  
ACTION ITEM

**Property Disposal**

Presented by: Brittney Bateman

Background: (Include funding sources as appropriate)

Recommendation:

**DISPOSAL OF PROPERTY RESOLUTION**

WHEREAS, Section 20-6-604, Montana Code Annotated, provides in pertinent part: (1) Whenever the trustees of a district determine that a site, building, or any other real or personal property of the district is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district, the trustees may sell or otherwise dispose of the real or personal property. If a decision to sell or dispose of property is made, the trustees shall adopt a resolution to sell or otherwise dispose of the district real or personal property because it is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district. (2) The resolution may not become effective for 14 days after the notice required in subsection (3) is made. (3) The trustees shall provide notice of the resolution in the manner required for school elections in 20-20-204.

WHEREAS, pursuant to Section 20-6-604, Montana Code Annotated, the Board of Trustees of Gallatin Gateway School District, has found that the listed property is obsolete, undesirable, or unsuitable for school purposes;

Bundles of Curriculum  
Miscellaneous Books/Textbooks  
Miscellaneous Technology/Computers  
Kitchen Supplies/Oven/Stove/Tables/Freezer

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Gallatin Gateway School District, shall place the above real property on the open market, advertise the real property as being for sale and sell the same if a qualified buyer makes an acceptable offer to the District. Such sale shall take place:

Monday, July 29, 2024 - 8:00 A.M.-12:00 P.M. - Gallatin Gateway School Cafeteria, 100 Mill Street

BE IT FURTHER RESOLVED, in accordance with District practice and as required by Sections 20-6-604 and 20-20-204, Montana Code Annotated, this Resolution shall be posted in three different places in the district and published in The Bozeman Daily Chronicle, the newspaper of general circulation in the District.

BE IT FURTHER RESOLVED, the resolution shall become effective fourteen (14) days after such publication and posting if, in accordance with Section 20-6-604, Montana Code Annotated, no taxpayer appeals this Resolution prior to July 29, 2024, by filing a verified petition with the Clerk of the District Court setting out in detail the objections to the adoption of the Resolution or the disposal of the property and serving a copy of such petition upon the School District.

DATED this 19th day of June, 2024

BOARD OF TRUSTEES  
Gallatin Gateway School District

By \_\_\_\_\_  
Mary Thurber, Chairperson of the Board

ATTEST:

\_\_\_\_\_  
Brittney Bateman, Clerk of the Board